

# *Parish Church of All Hallows, Easton*

## **POLICY CONTEXT**

It is a requirement for all parishes within the Church of England to have in place a Safeguarding Policy for the guidance of all members of the congregation, and those working with children in particular. In the wake of the 1989 Children Act, the House of Bishops committed itself to a policy on child protection, believing that preventive measures to reduce the likelihood of abuse are essential for both the protection of a potential victim and to protect those who work with children or young people. The use of 'best practice' procedures in the management of child protection and care is fundamental, just as a similar obligation rests on those responsible for health and safety in commerce or industry.

In 2013 the Disclosure and Barring Service (DBS) replaced CRB and Independent Safeguarding Authority (ISA). Its purpose is to make available criminal records to employers and voluntary bodies in the interests of safer recruitment of those working with children and vulnerable adults. It is responsible for processing requests for criminal records checks, deciding whether it is appropriate for a person to be placed on or removed from a barred list, placing or removing people from the DBS children's barred list and adults' barred list for England, Wales and Northern Ireland. In practice, this means that all those whose volunteer work involves substantial contact with children and vulnerable adults should now apply for an **enhanced or enhanced plus disclosures** from the DBS.

All Hallows Easton therefore takes this requirement as an utmost priority to ensure that the expected requirement is in place in the parish and followed rigorously to keep the parish community safe as well as promote safer working environment.

Since 2014 Diocese is using **CCPAS** (The Churches Child Protection Advisory Service) as the only independent Christian safeguarding charity, which provides specialist safeguarding services, including online disclosure (DBS) checks and ID verification <http://www.ccpas.co.uk>

## **Policy Aims**

This Parish policy is an extension and development of the existing Bristol Diocesan Policy. The rationale has been widened to include the broader aims of our provision for the Parish Community including children, young people and vulnerable adults at All Hallows.

Safeguarding at All Hallows is a vital part of our worshipping community. Children and Young People are inheritors of our Catholic tradition. We work with them and their families in worship, learning, fellowship and service.

This is done by:

- Providing a safe, welcoming climate for families and children.
- Teaching them the Faith, both by example and in programs of study suited to their age and needs
- Supporting and encouraging them in the growth of faith
- Providing organized activities suitable for each age range.
- Encouraging them to take an active part in worship.

The Junior Church operates on most Sundays. It takes place in the Vestry Hall during the 10 am Mass, and leaders bring the children into Church at Communion time. Sunday school leaders and volunteers have an important role in providing a secure and enjoyable play environment where parents may confidently leave their children if they wish.

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There is a carpeted Children's Area in church, equipped with books, paper, pencils, etc. It is for young children and their parents/ carer's /guardians.

Children and young people are encouraged to play a significant part in worship; according to age and ability, for example, reading the Lesson. Those who wish and are suitable are encouraged to serve at Solemn Mass. Training for this rests with the Head Server, who has a most important role, teaching and encouraging them to perform their tasks with dignity and enjoyment.

Vulnerable Adults safety is also paramount at All Hallows. Adults identified as vulnerable are provided with the appropriate support as advised to ensure their well-being and safety.

Fire regulations are displayed in the Vestry Hall with particular reference to the safety of all users of the Parish Building.

### **Procedure**

The PCC is the body responsible for this policy, its use and for the employment of parish staff and volunteers.

There is a general responsibility for all members of the congregation to be welcoming. Wardens and Sides people are pivotal in this, especially where newcomers are concerned. They are the primary body in helping people of all ages to feel safe and comfortable with us.

The PCC appoints a Safeguarding Officer, who is responsible for the oversight and implementation of both Diocesan and Parish policies. This person is available to both adults and children/young people who have concerns, referring them to other agencies as appropriate and as given in the Diocesan guidelines.

Please refer to Church of England safeguarding policies:

- Protecting all God's Children 2010
- Promoting a Safer Church 2016
- Safer Recruitment 2015

**These can be found on the Dioceses website:**

<https://www.bristol.anglican.org/>

<https://www.bristol.anglican.org/safeguarding-resources/>

### **Contact Information Table-Safeguarding Concerns and Advise**

<b>Name /Title</b>	<b>Contact Details</b>
Kirsty Dunn/Safeguarding Officer	07810296668
Reverend Jones Mutemwakwenda /Priest in Charge	07526979554
Kay Sarpong/Churchwarden	07944816234
Tony Dolman	01179572878/
Adam Bond/Safeguarding Adviser	01179060100/ <a href="mailto:adam.bond@bristoldiocese.org">adam.bond@bristoldiocese.org</a>
Katheryn Caithness/Safeguarding Coordinator	<a href="mailto:katheryn.caithness@bristoldiocese.org">katheryn.caithness@bristoldiocese.org</a>
Bristol First Response-Children Services	0117 903 6444
Care Direct-Adult Services	0117 922 2700
Police	999-Emergency Only/101

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## **Section 1 – Definitions**

There are many terms that are used when we talk about safeguarding which have a specific meaning. In this section you will find an explanation of some of the most common.

Definitions used are as recommended by Department of Health, Department for Education and skills and the Home Office. From their joint document, Working Together to Safeguard Children (1999), and by the Children Act (1989), definitions and terms are also taken from Working Together to Safeguard Children (2010).

**Safeguarding:** A range of procedures implemented with the aim of protecting individuals from harm. This includes providing a safe environment and a process to follow if anyone has concerns about another's safety.

**Those in a position of trust:** All staff including volunteers. These people carry the responsibility of ensuring that they do not engage in any behaviour which could lead to an allegation of abuse of trust, whether justified or unfounded.

**Child/Young Person:** Anyone below the age of 18 including the unborn child.

**Adult at risk:** Any adult aged 18+ who due to disability, mental function, age or illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation. (CCPAS)

**Abuse and Neglect:** Inflicting or failing to prevent harm. The violation of an individual's human and civil rights by another person or persons. (For more details on types of abuse refer to the WEBA publications 'Safe to Grow' and 'Safe to Belong' and your training handout.

**Unacceptable activity:** Anything a reasonable observer would consider behaviour that places a person at risk, including sexual or otherwise.

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## **Section 2- Policies and Procedures**

### **Abuse of trust statement:**

We are committed to safeguarding and promoting the welfare of all who are a part of our church community. A relationship of trust will arise where a person is leading a group whose members are adults at risk or children and that person has responsibility for them in a way which gives them power and influence over them. Those in a position of trust must avoid any behaviour which might allow a romantic/ sexual relationship to develop between themselves and those in their care, such behaviour constitutes unacceptable activity. Concerns relating to abuse of trust should in the first instance be raised with the designated person for safeguarding following the normal reporting procedure described in this policy. Where a member of staff / volunteer has concerns that a child or adult at risk is becoming attracted to them, or their actions or words may have been misunderstood, they should raise their concerns with their group leader who can contact the designated person for safeguarding for advice. Any child or adult at risk who feels that they have been subjected to inappropriate behaviour should discuss this with a leader whom they trust.

### **General Practice and Supervision in groups for Children:**

1. Ensure that you have a minimum of 2 adults present before opening the premises to children. Maintain appropriate ratios during the session (See appendix A)
2. Register all Children and leaders who come to the group.
3. Ensure that you have a signed consent form from a parent or guardian which contains medical information and emergency contact details. For those children/young persons who have any medical conditions listed on their consent form you should ask the parents to fill out a "care plan" so that you have clear instructions for how to handle any medical related incident.
4. Only allow children to leave the group with their designated adult unless you have signed consent from a parent or guardian for the child to leave alone.
5. Only take photographs of children whose parents have given written consent.
6. Ensure that all leaders are aware of how they can summon help when alone with a child (Details should be written into your group risk assessment)
7. Workers should treat all children with dignity and respect in attitude and language and actions.
8. The level of personal care (e.g. toileting) must be appropriate for the age and development of the child, considering any additional needs.
9. If you have helpers in the group who are under 18 they should not be counted in your ratios and should be considered when determining how many adults are needed for the session.
10. Helpers under 20yrs (particularly where they have been a member of the group) should have a year away from the group before returning as a helper.

### **Physical contact with Children**

Physical contact can be important to child to give them a sense of security and wellbeing.  
When coming into contact with children...

1. Keep everything public; a hug in a group context is very different from one behind closed doors.
2. Touch should be related to the child's needs and not the worker's
3. Touch should be age appropriate and child initiated.

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4. Avoid any physical activity that may be, or may be thought to be sexually stimulating.
5. Children are entitled to privacy to ensure personal dignity
6. Children have the right to decide how much physical contact they have with others except in exceptional circumstances, when they need medical attention or it is necessary to remove them from a situation to avoid harm to themselves or another.
7. When giving first aid to a child, encourage the child to do what they can for themselves, e.g. cleaning the wound, applying cream but provide help if needed.

### **Children and peer led groups**

While peer led groups are a good way of doing youth work there are considerations when running a group. When young people are running a group there should be...

1. A leader within the building at the same time, preferably within ear shot if the group contains under 16year old.
2. No person under the age of 16 should be left with the sole responsibility of caring for or supervising children.
3. Young people aged 16+ who assist with caring for other children or young people should be subjected to the same recruitment process as adults.

### **Home visits**

Sometimes it will be necessary to visit children or adults at risk at home. When doing so you should:

1. Firstly consider whether the visit is necessary, could any conversation be had during a group session or could you meet in a public place, such as a coffee shop?
2. Inform your group leader, another worker or the Designated person for Safeguarding that the visit is taking place including who, when, where and why.
3. Keep a record of the visit detailing the following: Purpose, time you arrived and left, who was present, what was discussed, any proposed actions.
4. If you are visiting a child and no adult is home when you arrive then leave a message for the adult so that they know you had called.

### **Children from the street**

Sometimes children will wander into church activities and their parents will not know about them coming, and what they have come into.

#### **When and if that happens:**

1. Record the Child's name on the register and ask them if they have any allergies, medical/ special needs.
2. Ask the Child if their parent/guardian knows where they are. Ask the child if they know their parent/guardian's contact number, in case of an emergency.
3. Ask the Child what time they need to be home; if this is before the session ends encourage them to go home on time.
4. Give the Child a permission form to bring back the next time they come and an information leaflet about the group to give to their parent/guardian.
5. If the child returns without a consent form then remind them that they will need to bring it or an adult with them the following week or they will not be able to stay.

### **Guidelines for discipline**

1. Ask God for discernment, wisdom and understanding.

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2. If you are aware that a child joining a group may have difficulties with their behaviour meet with the parent/carer prior to them starting to plan how to manage their behaviour.
3. Work with each child on an individual basis, working to their strengths, remaining positive, affirming tasks that are completed, do not compare them with others.
4. Build healthy relationships with the children and lead by example.
5. Ensure that the quieter children also receive attention.
6. Be consistent in what you say, tell others what has been said to avoid manipulation.
7. Review programmes regularly; boredom creates opportunity for bad behaviour.
8. NEVER smack or hit a child and don't shout. Change voice tone is necessary.
9. NEVER discipline when angry. If you are angry and immediate action is needed get another leader to assist.
10. Lay down clear ground rules so that everyone knows what the expectations are.
11. Be aware that children respond differently to discipline, and as such you will need to deal with individuals and situations differently.
12. If a child is being disruptive, give them a warning before you act.
13. Put workers with difficult children
14. Be proactive in dealing with problems, don't wait to be told, if you see a problem respond.
15. Engage with disruptive children, challenge them to change, praise their strengths.
16. If a child is constantly disruptive, warn them that you may have to speak to their parent/guardian.
17. If a Child is causing significant harm to themselves or another or the building, then they need to be removed from the situation by an adult. A parent should be called to collect them and/or police called if necessary.

### **Guidelines for speaking to parents/carer's about behaviour**

- : 1. Explain the behaviour the child was displaying
2. Explain the actions that were taken to manage the behaviour
  3. Inform the child in the presence of the parent/carer that if they display the same behaviour in a future session they will be asked to leave if they do not stop the behaviour when asked.
  4. If a child has been asked to leave a session warn the child in the presence of the parent/carer that if they continue to be disruptive this might result in longer term exclusion from the group.

### **Working with people who have additional needs**

Those with additional needs are valuable members of our Church Family and we should ensure that we focus on providing for their needs and enabling them to participate to their full potential in the life of the church.

1. Establish with the individual and their carer if necessary what the individual's needs are.
2. In discussion with the individual and their carer put in place a plan for facilitating the individual's involvement in the group.
3. Ensure that those who are going to be working with the individual understand their needs and put in place any support or training that may be needed.
4. Be aware that those with additional needs are more vulnerable to abuse due to the higher level of care that they require and that they may have less understanding of what is appropriate behaviour and limited ability to communicate when something is happening to them that they do not like.

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### **Children placed with Host Families**

When Children visit and are to stay with a church family this procedure should be followed.

1. A host family application form should be completed providing details of sleeping arrangements, meal times, transport, all residents aged 16+, pets, details of any criminal convictions and a 'safe to grow' form should be completed by all persons aged 16+
2. DBS check should be carried out on all persons aged 16+
3. The host family should be provided with a copy of the church safeguarding policy and full details of the child they are hosting and an itinerary for the child's visit.
4. The person organising the visit should meet with the host family to talk through the requirements for the visit and to check suitability.
5. The family of the visiting child should be provided with details of the host family, a statement confirming that the relevant suitability checks have been carried out on the host family, an itinerary for the child's visit and contact details for the group leader in case of emergency.

### **Parents/carers staying with Children's groups**

There may be some occasions where a parent/carer may need to stay with a child during a session.

1. Remember the parent is not there as a helper and they should be an observer supporting and assisting their own child.
2. If a parent stays regularly and decides they would like to become a team member the standard recruitment procedure should be followed.
3. On occasion you may wish to include all parents/carers in a session. Any child who is not accompanied by an adult should be allocated a team member to support them during the **session**.

### **Procedure for responding when you see or hear something which causes you concern. (e.g. an action, injury, drawing or use of inappropriate language)**

1. If you are concerned that another leader is not following the agreed procedures, remind them of the procedure in an informal manner.
2. If you are concerned about a child or adult at risk talk to them using the 'procedure for responding to a person wanting to talk'. If a picture has been drawn ask them if you can keep a copy. If the person does not want to talk, respect that.
3. Write down what has concerned you on a 'Safeguarding incident reporting form' using the **4 w's (what? where? when? who?)**
4. Pass your concerns on to the designated person for safeguarding as soon as practically possible and within 24 hours. (Remember if the person is an adult you should obtain consent)
5. Maintain confidentiality.

### **Procedure for responding to a person wanting to talk**

1. If the person is a child tell them that you may need to let someone know what they have said. Do not promise confidentiality. If the person is an adult they have a right to tell you not to pass on anything they disclose. Obtain consent<sup>1</sup>.
2. If the person wants to go somewhere quiet to talk, select an appropriate location. If the person is a young child, use a quiet corner of a room where others are still present. If they are a young person or adult then find a room close to the main room and leave the door open.

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3. Ensure another member of the team knows where you are going and how long you expect to be. (This is to enable the 2nd team member to come and offer support and an opportunity to end any discussion after an appropriate length of time)
4. Listen to what is said and take it seriously.
5. Reassure them and tell them that they have done the right thing in telling you.
6. Remain calm
7. When asking questions use TED2. DO NOT ask any leading questions or questions that imply certain actions or outcomes. It is vital that you only record the situation as told by the person wanting to talk. TED questions will allow you to do this.
8. During the conversation write down as much of what the person wanting to talk says to you as possible. It may not be possible to write down every word, but it is essential that you record the events as told by them and not simply from memory later on as you recall it being told. It may be helpful, where appropriate, to invite a second person to the meeting to record the conversation while you talk with the person wanting to talk.
9. At the end of the conversation reassure the person that they were right to tell you and let them know that you will be available if they want to talk again. Let them know that the Designated person for safeguarding may want to talk to them also and they will let them know what will happen next and how long it will take.
10. Remember it is not our job to investigate.
11. Following the conversation fill out the Safeguarding incident report form within 24hrs. If an urgent response is required then pass on the information verbally either in person or on the phone and then complete the form. Maintain confidentiality
12. Consider your own feelings and seek pastoral support if needed.
13. The designated person for safeguarding will then decide what action, if any should be taken. Please be aware that you may not be informed about what actions are taken after you have passed this information on.

### **Pastoral Care of Those Who Have Been Abused**

It is vital that pastoral care is available for those suffering from the effects of abuse. It is important not to impose time constraints on an individual coming to terms with what has happened to them. Often, they will struggle with aspects of faith, and will need a lot of encouragement and support. Offers of prayers and support and offering to accompany them to meetings may be invaluable at this time.

1. Consideration should also be given to a parent who has had to leave a family home while allegations are being investigated. The church could offer practical help during this time.
2. Counselling may be needed for the victims during this time. If they ask for this it is worth seeking professional guidance, in who to go to etc.
3. If the child does not mind the parent/carer being told then they can be made aware of the situation. However, at this point it is worth noting that young people between the ages of 16 and 18 are generally regarded as competent and able to consent to their own medical treatment. As such it may be that the young person asks you not to tell their parents and this should be respected.
4. It is possible that a person who has been abused may be emotionally very low, and as a result of this be more susceptible to self-harm.

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5. There can also be problems of poor self-image and blame. They may feel that they are incapable or unworthy of being loved. It is important to stress to the child that they are not to blame. Romans 8:35-39 can help with this.
6. Abused children and adults might also have difficulties relating to God as a 'Father'. They may relate more comfortably to Jesus, the good shepherd.
7. Victims of sexual abuse may also have problems with the idea of other relationships; they may consider themselves not good enough of being loved by another.
8. Whilst forgiveness is an important part of the victim's healing process, this should not be forced or pushed; it will take time. (A useful book dealing with this is "Our Little Secret" by Tori Dante)
9. An abused person may be frightened by touch, as such consider how they may feel if you go to touch them. Ask before you lay hands on them to pray, respect their answers.
10. If an adult makes an allegation about past abuse as a child it is their right to decide if they want to press charges. The only exception to this is where the perpetrator is still a threat to other children. If this is the case they need to be reported to child protection authorities.

### **Dealing with allegations**

When an allegation is made it is important that the individual under investigation is offered support from a named person who will be different from the person supporting any person at risk and without compromising the families who are involved with the allegation.

Where an allegation has been made against a member of staff / volunteer suspension may be necessary whilst an investigation is ongoing; advice should be sought from the WEBA safeguarding regional lead.

Power to suspend an individual is vested in the trustees. During an investigation the individual under investigation will be asked to sign a contract agreeing to comply with relevant conditions designed to protect all parties.

Following an investigation depending on the outcome a new contract may be drawn up to reflect that outcome.

If the investigation exonerated the individual an agreement may be reached to reduce the risk of further allegations and the church's policies and procedures will be reviewed in light of any factors highlighted in the investigation.

If the individual under investigation is convicted of an offence then it may be necessary to ask them to worship elsewhere. In these cases, the new church leaders need to be made aware of the situation.

### **Dealing with those who have been convicted of an offence**

In order to care for abusers and the children and adults at risk that we work with it is important to establish boundaries for their involvement in the church.

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1. A contract should be drawn up detailing the boundaries for the offender, who will be responsible for holding them accountable and supporting them when involved in church activities and the consequences of failure to comply.
2. Convicted offenders should never be allowed to work in groups where they may come into contact with children or adults at risk.
3. A convicted offender should not hold a position of responsibility in the church
4. A convicted offender should not hold keys to the building
5. A convicted offender should not have access to the church computer.

### **Data Protection, Filming and Photos**

#### **Summary of Data Protection Principles**

The Data Protection Act 1998 came into force on 1 March 2000 and is designed to provide privacy protection for individuals about whom personal, identifying data is kept.

It lays down 'best practice' principles for those who keep the data and it applies to paper records as well as computerised information. The Act covers the whole of the UK, and all organisations including churches must comply with the rules of processing data.

**“Processing”** includes obtaining, recording, holding or storing information and carrying out any operations on the data, including adaptation, alteration, use, disclosure, transfer, erasure and destruction.

#### **Summary Basic Principles**

- Personal data shall be processed fairly and lawfully.
- Personal data shall be held for one or more specified lawful purposes and shall not be further processed in any manner incompatible with that purpose of purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose.
- Personal data shall be processed in accordance with the rights of data subject under the Data Protection Act.

### **Data Protection Policy**

1. No personal data should be obtained or held unless the individual has given consent.
2. Photographs are considered to be sensitive data and as such require specific consent to be given.
3. Do not use data that has been collected for one purpose for another.
4. Only seek information that is relevant and needed.
5. Data needs to be kept up to date and it needs to be accurate.
6. Information that is no longer needed should be destroyed.
7. All data that is kept must be available to the person it is about but must be private to all else.

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8. All data needs to be kept in a safe place where the access is protected

### Taking Photographs

1. Written consent must be obtained from parents before an image of a child is taken.
2. It must be clear what the image is going to be used for and who will have access to it.
3. Pictures from large gatherings/crowds are regarded as public and permission is not needed.
4. Anyone under the age of 18 should not be identified by surname, or any other personal details.
5. Ideally use group pictures for displays etc.
6. For use on a website obtain specific written consent.

### **Tobacco, Alcohol, Solvents and Illegal Substances**

1. Tobacco and Alcohol – It is not illegal for a young person over the age of 18 to smoke, but under the current law it is illegal to smoke in a building that is used by the public. Alcohol cannot be confiscated under law either, but as we operate a no alcohol policy it can be taken off them while they are under our care. You may become aware that young people are drinking too much and feel the need to inform the parents, however this may cause problems in your relationship with the young person, but you need to be sure that you are doing all you can to promote their safety.
2. Solvents & Illegal Substances – It is not illegal for a young person to abuse solvents however if you become aware of a problem you need to encourage them to seek professional help from their GP or counsellor. It is a criminal offence however to allow any young person in the care of the church organisation to produce, possess, use or supply illegal drugs.

### **Illegal Substances Policy**

1. Ask the young person to stop
2. Inform the parents/carers if the person is under 16
3. Inform the parents/carers if the person is over 16, but you need their permission to do this.
4. Discuss with the young person a course of action, and what will happen if they re-offend e.g. contact the police.
5. Write down the content of any discussion with the young person, and keep this in a secure place.
6. Liaise with the policy to devise a strategy for dealing with the use of illegal substances.

### **Transport Policy**

1. Only those who have gone through the church/organisation recruitment for workers should transport children or adults at risk.
2. All drivers should have read the safeguarding document and agreed to abide by it.
3. Where possible when using cars there should be two leaders one male and one female in a car and the child or adult at risk should be sat in the back of the car.
4. Children and adults at risk should be dropped off before the leaders
5. Parental consent should be given to transport children and all journeys should be carried out with the knowledge of the leadership.
6. Any vehicle that carries more than 8 is regarded as a Public Service Vehicle (PSV), and it is required to have a small bus permit, the driver should be insured and have a valid driving licence that permits them to drive a minibus. (For those who passed their test after 1997 they need to take a separate (PSV) test.

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7. The driver should hold a full driving licence, have adequate insurance and the vehicle should be road worthy.
8. Having completed all of the requirements it is reasonable to allow a driver to take a person home on their own, however precautions need to be taken. They should leave the least vulnerable until last. Routes need to be thought about, making sure that all of this is taken into consideration.
9. Try not to be alone for too long, and do not let the time turn into an impromptu counselling session. If the child expresses a desire to talk arrange to meet another time in a more suitable place.
10. When going on outward and return journeys get the groups to stay the same, this avoids confusion, and people being left behind.
11. Abide by the speed limits.
12. At collection and dropping off points, make sure that an appropriate adult is there, do not leave a child on their own.
13. Be aware of situation where it may not be appropriate for someone to give a lift. (e.g. when someone has a crush on the driver)
14. If parents transport people, make it clear that this falls outside of the responsibility of the church.
15. Make sure you have a transport consent form signed for each child.

### **Off Site visits**

1. No Child can travel off site without returning to the leader in charge a signed permission slip from their parents or guardians. These must be taken off site with the group.
2. There needs to be a register of all people travelling off site including leaders, and all children and young people should provide health forms along with emergency contact details
3. There needs to be a First Aider with the group, and a first aid kit taken out.
4. Risk Assessments of the venue should be carried out prior to the visit, and a copy taken out with the leader in charge.

### **Use of Modern Technologies**

Information and Communication Technologies (ICTs) are very much a part of life in the 21st century. Children and young people in particular have embraced the digital age; pen and paper has given way to email and text, and owning a mobile phone is the norm, even for younger children. It is also becoming increasingly common for organisations working with children and young people to provide all sorts of internet facilities (e.g. cyber cafe).

ICTs have become the way in which we gather and share information, keep in touch with friends and organise social activities. It follows that those working with children and young people need to know how to make the most of these technologies but at the same time ensure they are used appropriately and responsibly.

Although many of us have adapted to and indeed welcomed all the advances in ICTs, it is important to remember not everyone has access to them. No child or young person should feel discriminated against simply because they don't have a mobile phone or PC. If necessary alternative means of communication should be found.

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**ICT's are:** Electronic devices such as personal computers (PC), mobile phones, Smartphones, Personal Digital Assistants, games consoles and digital cameras that allow communication via websites, email, Instant Messenger, voice and texts.

Email; When using email to communicate with children and young people, workers should:

1. Obtain written consent from a parent/guardian before they use email services to communicate with a child.
2. Use clear, unambiguous language to reduce the risk of misinterpretation. Although it should be made clear when an email is ending, workers should never use terms such as 'luv' or Kisses to round things off.
3. Ensure all messages are copied to the Church office and can be viewed if necessary by the designated person for safeguarding and this policy is explained to children and young people. This can help deter bullying, insulting or abusive emails.

### **Chat & Messenger Services**

Instant Messenger Services or IM (e.g. MSN Messenger, AOL, AIM) are internet programs that allow people to write and receive messages in real time. Many young people use IM for both one-to-one (chat) and group conversations (chat rooms).

The use of these services should be kept to a minimum

Where a child in need or at a point or crisis uses this as a way of communicating with a worker. o Significant conversations should be saved as a text file.

A log kept of when they communicated and who was involved

### **Mobile phone use**

6. Primary aged children should not bring a mobile phone to any group.
7. Group leaders should not contact primary aged children directly via mobile phone; all communication should be through a parent or guardian.
8. Group leaders should only contact secondary school aged children directly via mobile phone with the written consent of the parent/ guardian and only using an approved phone.
9. Contact should be primarily about information giving and should avoid the use of 'text language'
10. Only approved phones should be used for taking photographs. Any photographs taken should be downloaded to an approved file and deleted from the phone as soon as possible.
11. Message chains should be retained on the phone in order that they can be monitored.

**Social Networking Sites** Social networking sites have both advantages and disadvantages but if they are going to be used, the following steps should be taken...

1. Create a separate page for the Church Group which has access restricted to those linked by the group leaders
2. Written consent should be obtained from a parent/guardian before linking a child to a networking site.
3. Parents should have access to the page if they request it.
4. Lower limits of social networking sites should be adhered to (for Facebook this is 13).
5. Copies of communications should be copied to other team members

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6. You should not accept children as 'friends' on your personal page.
7. If when you become a volunteer you already have personal connections with children who are in the group on social media sites then those connections should be declared to the group leader who may confirm with the parent that they are happy that those connections exist. Any communication regarding the group should always go through the group pages so that any personal connection is kept distinct and separate

### **Residential and Day Activities**

Trips away involve all the same levels of care as activities on church premises. The major difference is that those organising trips will not have the same knowledge of the place as they will of the regular buildings that are used. So, when organising trips it is important to bear in mind the following points...

1. We cannot accept any young person into our care for sleepovers or weekends away, if they have not handed in a parental permission or health and consent form.
2. There must be at least 1 leader for every 5 young people.
3. There must be an even mix of male and female leaders if you are working with a male and female group of young people.
4. Leaders cannot sleep in the same room as the young people. Also showers and bathrooms should try to be used at different times.
5. Risk assessments must be completed before the event.
6. There must be at least 2 qualified First Aiders on an overnight stay. And FA kits should be accessible; any medication (such as antibiotics) should be kept in the FA room (inhalers should be kept with the young person and a spare one with a leader).
7. All over 18's attending a weekend away or overnight stay must have completed a DBS and Safe to Grow. If the over 18 is not a leader, they may have permission to sleep in a room with under 18's if the parents or guardians of those young people agree in writing.
8. All forms should be kept together along with a list of the people in the building. Copies should be made and put on the fire exits for emergency purposes.

### **The Principles of Planning**

With any event start planning with plenty of time. There are lots of things to organise, and you need to make sure that you have it all done.

### **Checklist**

Here are a few pointers to think of when planning an event.

1. Get the young people enthused about the idea and allow them to have ownership. Allow them to plan what they can.
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2. Get other adults involved, and share the responsibility.
3. Don't assume commitment from the young people until you have their money. Draw up a suitable budget to allow for late cancellations.
4. Get parents/guardian comments early on. Whilst doing this check dates, try to avoid clashes with other large events.
5. Try to get the event to relate to ongoing programmes that you have already running.

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6. Are the abilities of the children/young people appropriate to the activity you have planned? Do you have people with special needs, special diets or other restrictions?
7. Do you have expertise to carry out the event successfully and safely without bringing outside assistance?
8. Design a schedule, keep track of what you need to do by what point, include on this schedule, payment for facility, payment from young people, booking venue, getting people in church praying etc.
9. Ensure that you visit the location before your visit to check out the facilities and any hazards that you might need to include in your risk assessments.

### **Setting Objectives**

Having a clear set of objectives for the event is crucially important. This ensures that...

1. It integrates with the ongoing work you do.
2. It can be used to base your programme planning around. When planning ask yourself "Is it going to fit into our overall objectives?" Don't add it to the programme unless it fits the criteria.
3. You need to have clear objectives and goals so that you can evaluate the success of an event afterwards.
4. Objectives may be anything from evangelistic, discipleship, gelling the group together, building relationships to raising awareness of third world debt.
5. Write down the objectives with others who are planning the event.
6. Involve the young people in this process, particularly those who are 15+, this may add to the value of the event, and be just as important as the event itself.
7. Pray through all the stages of planning with the adult leaders.
8. Consider how the event will affect those who have not been able to attend, try to avoid cliques being created.

### **Health and Safety**

"Working safely is an essential requirement of quality work with young people and children. When working with young people and children we have a duty of care to ensure that our working practices are safe and effective. However, sometimes our responsibilities for Health & Safety can seem very complicated. People talk about "risk assessments", "negligence" and about "being sued" all in the same breath. (Amaze, Best Practice Manual)

Employers have a duty of care for their employees; this includes volunteers, as it is more about control than payment.

What then are the employer's duties to the employee?

A safe place of work with safe means of access and exit.

Safe appliances, equipment and plant for doing the work.

A safe system for doing the work.

Competent and safety conscious personnel.

Any failure to meet these common law duties is what we usually call negligence. A successful claim of negligence will usually result in damages being awarded, by contrast a breach of criminal law, e.g. Health and Safety at Work Act 1974 (HASWA), may result in a prosecution before a criminal court. All health and safety legislation falls under the category of criminal law.

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The health and safety executive considers it to be good practice for organisations which use the services of volunteers, to provide the same level of H&S towards them as they would in an employer/employee relationship.

So, although it is not a legal requirement for us, there is clearly an expectation, and perceived responsibility that we have to those who volunteer for us. Reciprocally, there is an expectation on volunteers to take responsibility for the health and safety of the building and working environment.

Electricity at work regulations 1989, require that all electrical devices, be tested by a certified electrician annually. Buildings that are used for children and young people need to be properly maintained. The exterior as well as all the fixtures and fittings need to meet the required standards of an annual review (see risk assessment form). There should be adequate toilets and wash hand basins.

### **Toilet and Wash Basin Provision Should be as follows:**

<b>No. of People</b>	<b>Toilet</b>	<b>Washbasins</b>
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

When food is prepared hygiene requirements must be observed. It is recommended that at least one worker should hold a valid Basic Food Hygiene Certificate. Provision should be made for an appropriately qualified first aider to be available together with an adequate first Aid Kit.

### **A suggested Minimum for a first Aid Kit**

- 2x small wound dressing
- 1x large wound dressing
- 1x eye pad
- 4x triangular bandage
- 2x non-stick dressing (5cmx5cm)
- 2x non-stick dressing (10cmx10cm)
- 1 reel of low allergy adhesive tape
- 1 pair of scissors (rounded ends)
- 4x safety pins
- 5x pairs of disposable latex gloves
- 2x conforming bandages 6cm
- 1x resuscitation shield
- 20x wrapped adhesive dressings (plasters)
- 2x crepe bandages
- 1x disposable apron
- 1x sealed eyewash

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1x emergency aid card  
4x individually wrapped cleaning wipes (non-alcoholic)  
An accident report book with forms

When dealing with broken skin, bodily fluids or faeces gloves and an apron should be worn.

**Fire drills**, or a run through need to be carried out, this can be done less in our situation, but it is advisable that all the responsible persons for the activities held in the premises are shown the evacuation procedure, and are clear about what to do in the case of fire. They should also be shown the location of fire extinguishers and how to use them.

In the event of an accident, the leader in charge and the person involved in the accident should fill in an accident form.

Outside play areas need to be fenced appropriately, and risk assessments carried out.

Risk assessments need to be carried out on all rooms used, and when a trip goes off site a risk assessment needs to be carried out of the venue that is being visited. (See Risk Assessment Pro forma). It is advisable that these are repeated if new equipment is brought into the premises, alternatively it should be repeated on an annual basis.

When letting church premises, it is advisable to give a copy of the Safeguarding policy statement to those hiring the facilities, and make them aware of the policies that you operate by. They need to agree to abide by this, unless they are an organisation that has their own policy.

CCPAS advise that the following statement is included in church letting agreements. 'The licensee confirms that they are fully aware of the principles contained in the Home Office Code of Practice "Safe from Harm" and undertake to adopt the recommended practice in all work with children and young people under the age of 16 years'.

### **Risk assessment**

Risk assessment is about identifying hazards, deciding what you can do to minimise the occurrence of accidents and the severity of any injuries that may be sustained. It is important that a record is kept demonstrating that group leaders have thought about the risks that can occur during their activities and that steps have been taken to reduce the level of risk.

1. Complete a general risk assessment (on the church form) which covers the activities which you do on a regular basis. This should be reviewed annually or if something changes in your practice.
2. A specific risk assessment must be completed for any activity which is not covered by your general risk assessment before it takes place.
3. If you are planning to carry out an activity which may class as 'adventurous' then you must provide the church office with a copy 1 month prior to the activity taking place so that we can ensure that the church's insurance policy will cover the activity.
4. When you carry out a risk assessment it may be that after you have considered all the measures that could be put in place to reduce risk you conclude that the risk cannot be reduced to a satisfactory level. If this is the case the activity should not go ahead.

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5. A copy of all risk assessments must be placed in the risk assessment file (Which is kept in the kitchen)

### **Appendix A: Adult: child ratios**

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 - 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 - 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 10 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children