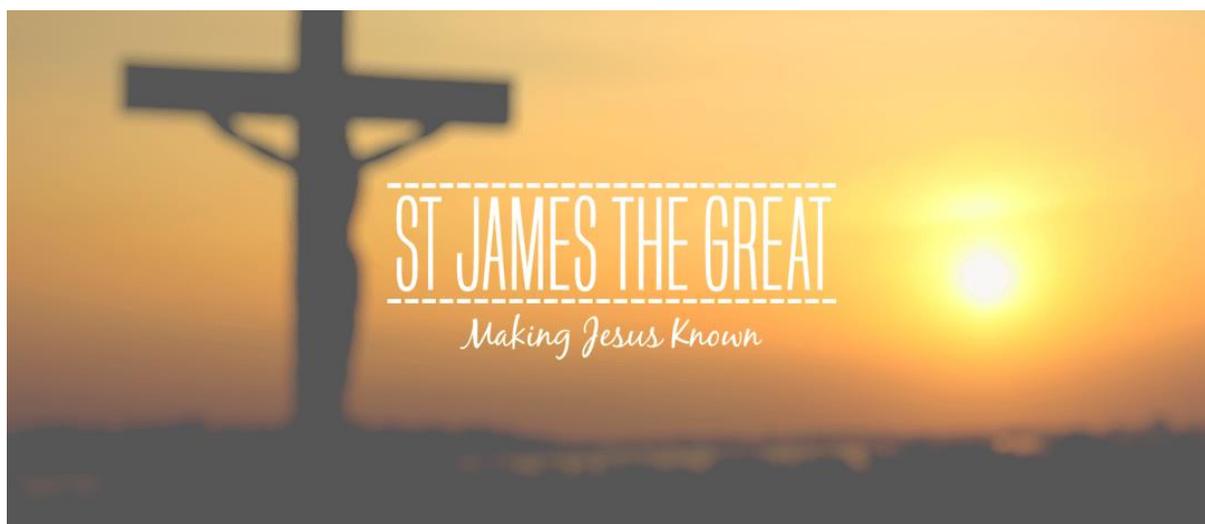


St James the Great



SAFEGUARDING: GOOD PRACTICE PROCEDURES – WORKING WITH CHILDREN AND YOUNG ADULTS

- Our Vision** People come to know and follow Jesus and lives are changed by the transforming power of God's Spirit.
- Our Mission** To be Jesus to our community, the disadvantaged and the developing world.
- Our Values** Praying, Caring, Giving and Serving.

Our vision is to provide fun and friendly places where everyone can discover more about how much God loves them and what it means to follow Him. We want to ensure that this happens in a safe, transparent and accountable environment. To this end we have compiled this document which sets out guidelines on good practice when working with children and young people and developing a culture of informed vigilance within the church with regard to safeguarding.

This document accepts and upholds the Church of England's national safeguarding document *Protecting All God's Children (2010)* which incorporates material from the Children's Act 1989.

This booklet was Issued 19 November 2018

Reviewed and endorsed by PCC:

3rd February 2020

Date of next Review: first PCC meeting following the APCM

Thank you for your commitment to the work with young people within St James' Church.

Policy

It is our policy to safeguard the welfare of all by protecting from physical, sexual, emotional and spiritual harm.

This is achieved by:

- taking into account, in all activities, the interests and well-being of young people and vulnerable adults.
- respecting the rights, wishes and feelings of all people whom we encounter.
- taking all reasonable practicable steps to protect from physical, sexual, emotional and spiritual abuse and neglect.
- promoting the welfare of young people and vulnerable adults and their protection within a relationship of trust.

This booklet outlines best practice and the standard which we expect from all those involved in the work with young people and vulnerable adults.

1. Role definitions

1.1 *Parish Safeguarding Officer (PSO)*

The role of the PSO is to ensure that this policy is implemented and upheld and to deal with arising issues and concerns to do with safeguarding, liaising with the diocesan safeguarding advisor and the clergy as appropriate.

1.2 *Parish Safeguarding Administrator*

The role of the Parish Safeguarding Administrator is to ensure, with the PSO, that all DBS checks are renewed and undertaken in a timely and efficient manner.

1.3 *Leaders and Helpers*

The terms Leader and Helper refer to any person over the age of 18 years who works with a particular group. Each person is responsible for ensuring that these good practice procedures and any health and safety requirements are followed in their group. They should also ensure that a register of children and adults is kept and that all children's details are completed on the registration form.

1.4 *Young Leaders*

The term Young Leader refers to any young person under the age of 18 years acting as a helper with a group of children. Group Leaders are responsible for Young Leaders. Young Leaders must not be left alone with children and must be included as children when calculating ratios.

2. Safer Working Practices

2.1 Ratios

There should always be a minimum of two adults with any group. As far as possible, we will work to the ratios recommended by the Church of England in *Protecting All God's Children*.

Age	Ratio adult:child
0-2 years	1:3
2-3 years	1:4
3-8 years	1:8
8+ years	1:10

2.2 Groups where parents stay with their children do not need to work to these ratios as leaders are not in loco parentis. This includes Little Worship.

2.3 Registers & consent forms

- 2.3a All groups should keep a register of children and adults present at every session. It is the responsibility of the group leaders to ensure that the register is kept up to date. Powerhouse registers should be returned to the Powerhouse Administrator at the end of every session. Registers will be kept in a locked drawer.
- 2.3b Each child should have a registration form giving contact and medical information including allergies. This form also gives consent for administration of first aid and use of photographs. These will be kept with the registers for each group.

2.4 Risk Assessments

- 2.4a All regular groups should be risk assessed.
- 2.4b Activities which are not a regular part of a groups' programme, such as trips or off-site activities will be risk assessed individually.
- 2.4c It is the responsibility of all leaders and helpers to ensure that the risk assessment for their group is adhered to.

3. General Good Practice

Some general points to remember

- Young Leaders do not count towards ratios and should be counted as children when calculating ratios.
- Young Leaders should not be given responsibility for any child or group of children.
- Avoid showing favouritism towards a particular child.
- Wherever possible leaders should avoid being alone with a child.
- All physical contact should be age-appropriate and child-initiated (see section on Touch Policy for more detail).
- Photographs should only be taken for use within church, not for personal use. Photos should be deleted from devices such as memory cards, phones etc. as soon as possible.
- Praying with children
 - All prayer ministry with children and young people should be in a public setting.
 - If a leader is praying with laying on of hands this should be with the permission of the child and should be a light touch on the arm or shoulder.

4. Safer Recruitment Procedure

- 4.1 Anyone wishing to become a regular leader in any group should first speak to the Rector, and discuss which age group is best for them, how often they can commit to working with a group etc.

- 4.2 At present this church does not require references from those wishing to become leaders, however we reserve the right to request a verbal or written reference from anyone seeking to join the children's or youth ministry team if we feel it appropriate or necessary.
- 4.3 All leaders must have a DBS certificate for St James the Great before beginning regular work with a children's or young people's group. A certificate for another group is not acceptable.
- 4.4 A visit may be made to a group before deciding to join the team and a DBS certificate is not required for this.
- 4.5 Maureen Hargrave is currently the Parish Safeguarding Officer (assisted by Margaret Streets as Parish Safeguarding Assistant) for St James the Great and is responsible for DBS checks within church and should be contacted to arrange a DBS check. Her contact details can be found at the end of this booklet.
- 4.6 When the certificate is received it must be seen by Margaret or Maureen before regular work with a group can commence.
- 4.7 Parent helpers and those who help only occasionally (< 4 weekly) do not need a DBS certificate.
- 4.8 Anyone without a DBS certificate must not have responsibility for a child or group of children and must never be alone with a child or group of children.
- 4.9 All groups must always have at least one adult leader who has a current St James' DBS certificate
- 4.10 All Leaders and Helpers must undertake the required Safeguarding training. This is normally completed before taking up the role however with the agreement of the PSO and Rector this may be completed within 3 months provided that a commitment is demonstrated (in the form of a plan and completing the on-line modules) to undertake the training.

5. Disclosure Procedure

- 5.1 If a child wishes to tell a leader or helper about something they should:
 - Take the child aside so that a private conversation may be had, but where they can still be seen by another leader, for example the corner of the room may be appropriate.
 - Tell another leader if this involves leaving the room (e.g. glass door).

- Listen carefully to the child without interrupting.
- Reassure the child that they were right to tell.
- Explain what they are going to do next.
- As soon as possible write down the details of the conversation. Write as exactly as possible, what was said by the child, what was said by the leader and any other observations or relevant information. Sign and date these notes. *Do not interpret a child's words or judge the situation.*
- Inform the PSO and hand over the notes made.
- Seek pastoral support from the clergy or another trusted person but avoid sharing specifics of the incident with anyone other than the PSO.

5.2 Leaders and helpers must not:

- Promise confidentiality (information given by a child must be passed on so you will not be able to keep this promise).
- Investigate or ask leading questions (usually these have yes or no answers).
- Make assumptions about the child (e.g. 'this child tells lies').
- Share the information given with anyone except the PSO who will ensure that everybody who needs to know is informed.

6 Touch Policy

6.1 Touch between children and adults can be healthy and appropriate if the following guidelines are adhered to:

- Children have the right to privacy to protect their dignity.
- Touch should always be related to the needs of the child and not the leader.
- Touch should always be initiated by the child and appropriate to their age.
- In order to maintain accountability, physical contact should be kept public and should be avoided behind closed doors.
- Children have the right to decide how much physical contact they have with others except in exceptional circumstances such as if there is a risk to personal safety. All such incidents should be reported to the PSO.
- Avoid any physical contact which is or could be seen to be sexually stimulating to the child or adult.
- Leaders and helpers should be vigilant and work together to ensure all physical contact is healthy and appropriate.

7 Social Media

7.1 Social media is a powerful tool for promoting and celebrating ministry with children and young people.

7.2 Photographs, videos, etc should only be taken with the express agreement of the parent/guardian. If it is planned that images are

potentially to be used on social media this should be explained prior to the seeking of permission.

- 7.3 If permission of a large group is sought, then it would be wise to avoid showing faces of children and young people for whom there is no express permission.
- 7.4 Only authorised images should be taken at events. It is the responsibility of the leader of an event to clarify this policy.
- 7.5 Images of individual children taken by parents/carers/guardians should be for personal use only. No individual should share images on public networks without permission.

Contact Details

Parish Safeguarding Officer (PSO):

Maureen Hargrave -

☎ 01279 506753 # 6

Email: safeguarding@stjamesthorley.church

Parish Safeguarding Assistant:

Margaret Streets

☎ 01279 506753 # 6

Email: safeguarding@stjamesthorley.church

Rector:

As we are currently in Vacancy, in the first instance refer to the Churchwardens:

☎ 01279 506753 # 4

Email: Churchwarden1@stjamesthorley.church

Churchwarden2@stjamesthorley.church