

Good Practice with Colleagues

- 1. If you see another member of your team, or an adult in the church, acting in ways which might be misconstrued, be prepared to speak to them and to the Children’s Representative about your concern.
- 2. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

What to do in an Emergency

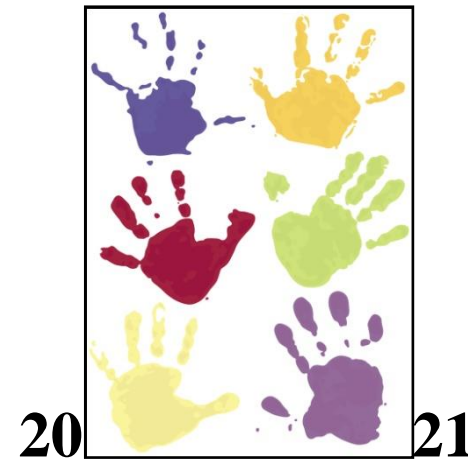
- 1. Contact the Emergency Services. Dial 999
- 2. Share the problem – advise all adults present that an accident procedure is in operation.
- 3. Make sure all in the Group are accounted for.
- 4. Establish the name of the injured and the extent of any injuries.
- 5. Ensure an adult accompanies any Child/young person to hospital.
- 6. Collect the names and addresses of all witnesses as soon as possible and make notes of what you saw and did. Ask others to do likewise.
- 7. Contact the parents of any injured Child/young person.

**If any form of Child Abuse is suspected, contact:
The Vicar or**

**Group leaders should make sure that children know, if they need to speak to someone, they can speak to their Children’s Representative and/or can contact:
Childline (0800 1111)**

**Telephone numbers should be prominently displayed.
A full copy of our Child Protection Policy can be viewed by contacting:
The Vicar or safeguarding officer**

**The Parish Church of
St. Stephen the Martyr (Rednal)**



**“Safeguarding Children,
Young People and
Adult Policy”**

We, as the people of St. Stephen’s Rednal, are concerned with the wholeness of each individual member of our community and recognise God’s purpose for everyone. We seek to safeguard all members of the Church, especially children and young people from physical, sexual or emotional abuse.

This is the responsibility of each of us.

The following policy was agreed at the PCC meeting held on:
.....19th March 2021.....

Vicar: The Revd Dele Sotonwa

CHILD PROTECTION POLICY AND GUIDELINES

St Stephen the Martyr, in common with other churches and organisations taking care of children, is required by law and by the Diocese, to have a written policy on Child Protection. The aim of this policy is twofold – to protect all the children in our care from risk of abuse while they are in our care, and to protect all those who work with children within the church from risk of false accusation and possible legal redress.

To ensure good practice, we have also produced guidelines which clearly state the expectations we have of all these working with children within St Stephen the Martyr, both in the context of our Young Peoples Groups and all other events run in the name of our Church. These guidelines are set out below.

It is vital that all those working with children within the church read the guidelines and adhere strictly to them. Workers must follow guidelines and attend safeguarding trainings every three years. New recruits will also be required to comply with the Disclosure & Barring Service and DBS Checks will be requested for all those in leadership roles.

We also make our guidelines available to the parents of all children attending groups and activities run under the umbrella of the church, both on- and off-site, so that they know what level of care they can expect from our workers.

While we are happy to take full responsibility for children within groups and activities sponsored by the church, we feel parents need to be aware that workers are only on duty during the groups and activities themselves and we expect parents to make adequate arrangements for delivery and collection to and from these groups. When family events take place in the church, we expect parents to exercise responsibility for their own children.

Workers will at all times make every effort to set an example of Godly behaviour.

Transport Policy

It is the responsibility of those who transport children on behalf of St Stephen the Martyr to ensure they comply with the following guidelines at all time.

1. All those who drive on Church organised activities should be over 21 and should have held a full driving licence for over two years.
2. All cars carrying children should have comprehensive insurance. It is the responsibility of the car owner to check that their vehicle is insured for the transportation of children and young people. While the transportation of passengers without reward (i.e. for petrol money only) would normally be covered under "social/domestic use", vehicle owners must check with their insurers.
3. All cars should be in a roadworthy condition.
4. All children must wear suitable seat belts. If there are no seat belts children should not be transported.
5. At no time should the number of children in the car exceed the number of seat belts available.
6. Where a child is known to have a disability or special requirement, a non-driving adult should travel in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him/her.
7. Drivers must comply with all speed restrictions and other driving regulations.
8. Drivers must not consume alcohol when there are young people in their care.
9. It is acceptable for an adult to transport children on their own as long as they have parental permission and the first child picked up or the last child being dropped is sitting in the back of the car.
10. If however transportation is by mini bus there must be two adults.

To ensure that these guidelines are adhered to, drivers will be required to give a signed undertaking, covering these issues. Drivers may be required to show their licence and insurance documents.

Photography

Permission must be sought of all the people who will appear in a photograph, video or web cam image before the footage is recorded. Permission to photograph children or young people should be obtained from the parent or person with parental responsibility.

*It must be clear: -

- Why that person's image is being used.
- What it will be used for.
- Who might want to look at the pictures.
- Where digital images will be stored; and
- Who will have access to the stored images

Working with Young People in our Community
A Code of good practice for St Stephen the Martyr.
You should always:

- Uphold the policies and procedures of St Stephen the Martyr
- Treat everyone with respect.
- Provide an example you wish others to follow.
- Respect a young person's right to personal privacy.
- Be available as a listening ear and, if necessary, refer for more appropriate help
- Try to ensure that your actions cannot be misunderstood or cause offence.
- Refer any concerns to the Parish Safeguarding Officer and/Incumbent – You must never investigate the concerns yourself as this may jeopardise any formal investigation.

You should never:

- Have inappropriate physical or verbal contact.
- Encourage inappropriate attention-seeking behaviour.
- Show favouritism to anyone.
- Make suggestive remarks or actions, even in jest.
- Deliberately place yourself or others in a compromising situation
- Believe 'it could never happen to me'.

If you suspect a child of being abused physically, sexually. Or emotionally:

- Keep calm. Try to act normally.
- Do not investigate – do not question the young person.
- Do not challenge parents/carers about your concerns.
- Immediately tell the Parish Safeguarding co-ordinator and/or Incumbent of your concerns.
- Record all details in writing. Sign, date, give to your incumbent and keep a copy.
- Never agree to keep a secret; you must inform your Incumbent or Child Protection Officer.

Good Practice Guidelines
All workers should:

1. Treat all children and young people with the respect and dignity befitting their age.
2. Be aware of their speech, tone of voice and body language.
3. Never use physical punishment to discipline or control a child.
4. Make sure parents have given their consent and another adult is aware if they are helping toilet or wash a child.
5. Ask parents' permission if they need to see a child on his or her own. Make sure another adult is present nearby and that the child knows this.
6. Ensure that they are not alone with a child where an activity cannot be seen. This may mean leaving doors open, or two groups working in the same room.
7. In a counselling situation with a young person, where privacy and confidentiality are important, make sure that there is another adult in the building who knows the meeting is taking place and with whom.

Workers should not:

1. Invade a child's privacy while washing or toileting.
2. Play rough physical or sexually provocative games
3. Be sexually suggestive about or to a young person even in fun.
4. Touch inappropriately or intrusively.
5. Scapegoat, ridicule or reject a child or young person.
6. Show favouritism to any one child.
7. Allow children to involve them in excessive attention-seeking that is overly physical or sexual in nature.
8. Give lifts to children or young people on their own. Seek parental consent, ask the child to sit in the back and inform the activity leader as soon as possible.
9. Share sleeping accommodation with young people.
10. Invite a young person to their home alone. (Instead invite a group and make sure that another known adult/worker is present. Also make sure that parents know the whereabouts of young people).
11. Allow any abusive activities such as initiation ceremonies, ridiculing or any form of bullying.

12. Allow unknown adults unsupervised access to children (visitors should be accompanied by a known person; all adults involved in activities should have been vetted).

Health and Safety Advice

1. There must be access to a telephone or mobile on the premises.
2. Adults should be aware of the fire procedure. Fire extinguishers must be regularly checked, and a fire drill carried out.
3. Parents should be advised that children with infectious illnesses should not attend groups.
4. No smoking should be permitted in any areas where children are present.
5. Abuse of alcohol and other substances is strictly prohibited when workers have children and young people in their care.
6. Children should not be able to leave the premises unsupervised.
7. Access to premises should be along well-lit paths.
8. Parents must sign a consent form before children or young people are taken off-site for activities. Forms should be available from group leaders.
9. A First Aid kit should be available on any premises used by children or young people. An accident book should be kept with the kit and all accidents recorded in it.
10. When taking children or young people off-site a detailed programme and list of contacts should be left with the Clergy or Children's Representative.
11. Before any trip or activity is undertaken a Risk Assessment must be completed and a copy presented to the PCPC.

Administration

1. A register must be kept and be available at all group meetings. As well as attendances, it should include up to date information on parents' contact numbers and any specific medical information on the children or young people.
2. Activities planned to take place away from church premises must have the permission of the PCC in order to be covered by insurance.

Staffing

1. All those wishing to work with children and young people must fill in the appropriate application form, the Confidentiality Declaration form and will be required to have a satisfactory CRB disclosure and be registered with the ISA where appropriate.
2. For safety reasons it is recommended that at least the following number of recognised leaders are present at each session. This is only a minimum and should be adjusted according to the activity or the building and the ability of the children.
 - 0-2 years: 1 leader for every 3 children
 - 2-3 years: 1 leader for every 4 children
 - 3 years +: 1 leader for every 6 children

5 years +: 1 leader for every 8 children
 Ideally each group should have at least 2 leaders and preferably with the appropriate gender balance.

Policy for Alcohol and Illegal Substances

Workers should seek to demonstrate by example and teaching a positive attitude to alcohol and illegal substances.

They should not:

1. Procure for, or accept alcohol from, young people in their care.
2. Abuse alcohol when they have young people in their care.

POLICY STATEMENTS OF ST STEPHEN THE MARTYR – REDNAL

1. We are committed to provide a safe and secure environment where our children and young people will find the freedom to develop both spiritually and mentally and grow to their full potential.
2. It is the policy of the church to adopt safer recruitment procedures when selecting and recruiting volunteers and workers who will be associated with children and young people.
3. We as a church are committed to listening to, take seriously and report any allegation of abuse made by any child or young person in our care.
4. We recognise that workers and volunteers must understand and work within the policy and procedures of the church to protect children and young people.
5. Workers and volunteers who come into regular contact with children and young people in and through our church need to understand our policies and procedures for safeguarding their own welfare.
6. We recognise the need to identify and provide trainings that are approved by the Church of England, relevant to the needs of the children, young people, and staff, both in a general context and with specific regards to safeguarding.
7. Our church will offer a positive response to abusers by arranging to work with the Bishops Advisers and conducting appropriate risk assessments applicable to the abuser.
8. We shall endeavour to provide confidential support and understanding for those who have experienced abuse.
9. The full policy and procedures relating to safeguarding will be displayed on the church notice board and church website with the details of who to contact if there are safeguarding concerns or support needs.
10. We commit ourselves to reviewing our policy point by point, and/or reaffirming our policy to the church council a minimum of once per year and adopt the House of Bishops' Promoting a safer Church policy statement and all guidance for their implementation.
11. We will expect other users to provide a happy and safe environment for children and young people.
12. The Parish Safeguarding co-ordinator,.....will work with the incumbent and PCC to implement the policy and procedures.

Under the 1989 Child Protection Act all users of our buildings and grounds, share a responsibility to ensure the protection of children in their care, and will provide their own policy and procedures, applicable to these requirements.