

St Michael's Church, Macclesfield Team Ministry

Safeguarding: Policy and Guidelines

Date: 26 April 2016

This document and the implementation of the policy it describes will be monitored and reviewed by the PCC at least once per year

Changes since July 2015

Chester Diocese now has a safeguarding policy "Safe in Our Care", which, on Diocesan advice, we have adopted.

This document comprises the Diocesan Policy with, in the first few pages, additional information and forms particularly relevant to St Michael's.

Following a consultation with members of St Michael's, a number of changes and additions have been made. These are included in the additional information section.

Ellen Brown, Paul Spedding,
St Michael's Parish Safeguarding Coordinators

Sue Reid, St Michael's Safeguarding Administrator, and Lead Recruiter

Contents

Additional
Information
Page

Additional Information Applying to St Michael's	2
St Michael's forms - Form 1: Parent/Carer and Child Agreement	3
- Form 2: Agreement for Volunteers	5
- Form 3: Activity Risk Assessment	6
- Form 4: Hiring of Church Premises - Safeguarding	8
Key Safeguarding Resources / Personnel	10
Diocese of Chester Safeguarding and Vulnerability Policy and Procedures: 'Safe in our care'	Main Document

Please note:

- 1) The Forms Library mentioned in the Diocesan Policy document has been removed and replaced by our own forms on pages 3 to 9 below.
- 2) Two items of local information have been added to the Diocesan document:
 - (i) In Section 8: Dealing with Enclosure / Referrals for Children
 - (ii) In Section 8: Dealing with Enclosure / Referral Procedure for Adults
- 3) No other changes have been made to the Diocesan Policy apart from the title page.
- 4) For contact details, websites etc, please refer to page 10 below.

Additional Information Applying to St Michael's

St Michael's Safeguarding Team:

Parish Safeguarding Coordinators: Ellen Brown, Paul Spedding

Safeguarding Administrator, Lead Recruiter: Sue Reid

Note: Section 6 of the Diocesan Policy ("The Parish") refers to the possible appointment of a children's advocate. We have decided against this as there is no one person who is known to all children in the church. We have decided instead to ask children's leaders to ensure that all children are reminded that they can talk to the leader (or a safeguarding coordinator or anyone else in the church they trust) if they have any problems.

Policies:

In addition to the safeguarding policy, St Michael's:

- has a Health and Safety Policy, which is available at the Parish Office
- is committed to preventing bullying of any type – see page 30 of the Diocesan Policy below

Recruitment of Children/Young People's Workers / Job Descriptions:

This is covered in the Diocesan Policy in Section 6 ("The Parish" and in Section 14 ("Practical Steps...").

At St Michael's, any new children's workers are generally well known to existing church members – they are often, for instance, parents or other relations of existing children. Nevertheless, we have sought references where appropriate and will do so again where appropriate.

St Michael's has job descriptions (reviewed annually) for:

- Roots Groups leader
- Toddler Group leader
- Choir Director

Fire Escapes:

All church members, particularly children's workers, should familiarise themselves with the location of fire escapes, including those in the Youth Centre

Photographs:

Photographs of children under 18 should not be taken and should not be displayed in church without parental permission.

Accident Book:

This is kept in the Kitchen in the eye-level cupboard next to the fridge-freezer and should be used when any accident occurs in the church or on a church activity.

Incident Book:

This is kept in the Church Office for security reasons and should be filled in when appropriate. Please ask Sue or Emma for further details.

St Michael's - Working with Children and Young People

We hope you and your child's time at St Michael's Church will be positive. We have prepared the following information to clearly describe what you can expect from us and what we expect from you and your child/ren to help ensure a safe and enjoyable experience for everyone.

You can expect St Michael's children's workers to:

1. Be subject to the appropriate disclosure and barring schemes (DBS)
2. Promote a healthy and safe environment for children, and adhere to the Church's safeguarding policy. Please talk to any Church/activity leader if you have any concerns of any sort
3. Respond to your child's individual needs as much as is possible
4. Work with you to overcome any difficulties with your child's participation in activities, such as disruptive behaviour, hurting other children or rudeness

We expect:

1. Children to cooperate in group activities and for each child to show respect for other children and leaders
2. To discuss with you and your child the best way of managing behaviour should difficulties arise
3. To ask you to collect or return your child to you if their behaviour is too difficult to manage within the group

Bringing friends

We are delighted to welcome other children into activities at St Michael's. However you will need to take responsibility for them in the same way that you do for your own children. Please make sure that you have contact details for their parents and have completed a profile for them while they are with us.

Please sign overleaf to indicate that you are happy with this agreement and complete the profile.

Many thanks

St Michael's Parish Safeguarding Coordinators

St Michael's - Working with Children and Young People

Form 1: Parent/Carer and Child Agreement

Page 2 of 2

Information Required For Health and Safety Purposes

We undertake to store this page safely at St Michael's Church and ensure it is only accessed by St Michael's children's workers or Church leaders.

Child's Name _____

Child's Date of Birth _____

Parent/carer's Name _____

Address _____

_____ Post code _____

email _____

Contact / Emergency number(s) _____

Special health or additional needs (eg allergies) _____

Event date(s) (if non-regular event) _____

Consent for activities where a parent/carer is not present

I give consent for the above child to take part in Church activities

I understand that while my child is involved, he/she is under the care and control of the children's or young persons' leaders and that they will take all reasonable care, acting 'in loco parentis' i.e. as if they are a parent.

However, they cannot be held responsible for any loss/damage or injury suffered by him/her during the activity.

In an emergency, I am willing for him/her to receive necessary treatment.

I understand that a new version of form will be needed in relation to non-regular activities eg church activity weekend away

Child's signature _____

Parent/Carer's signature _____

Leader's signature _____

Date _____

St Michael's - Working with Children and Young People

Form 2: Agreement for Volunteers

Page 1 of 1

Volunteer's Name _____

Address _____

_____ Post code _____

email _____

Telephone Number(s) _____

Thank you for agreeing to work with the children and young people at St Michael's Church. We want to be sure that you are clear about the role you are undertaking and feel supported in it. This agreement between the volunteer and leader assures you of the support of the leadership and Church community in the work you are doing.

We have discussed the following responsibilities:

1. _____
2. _____
3. _____

If you have any queries or concerns about your role, please talk to

We also want to be sure that our children and young people are safe when they are here at St Michaels, so we ask you to confirm that you have read and agree to act in accordance with St Michael's/ Macclesfield Team Ministry Safeguarding Policy and Procedure.

Signature of volunteer _____ Date _____

Signature of leader _____ Date _____

Date Self-Declaration form completed: _____

Date DBS form submitted to CCPAS: _____

Date DBS form received and approved: _____

Copy: Volunteer Copy: Volunteer file

Received by Parish Safeguarding Coordinator:

Signature _____ Date _____

St Michael's - Working with Children and Young People

Form 3: Activity Risk Assessment Form

Page 1 of 2

This form should be completed by the leader of the proposed event and submitted to the Church Office before the proposed event.

Details of group/activity/event: _____

Date(s) of event: _____

Event Organiser: _____

Risk Assessment undertaken by: _____

Date: _____ Signed: _____

Hazard	a) Likelihood and severity of risk b) Action taken to reduce risk c) Who is taking this action

St Michael's - Working with Children and Young People

Form 3: Activity Risk Assessment Form – Checklist

Page 2 of 2

Where appropriate the leader(s) should consider:

(These examples are for guidance; many will not apply to your activity but likewise there may be additional risks not included in this list that are specific to your activity.)

- Weather forecast checked and programme amended if necessary with alternatives for bad weather
- Vehicles: Driving hours limited with back-up driver on long journeys and seat belts used at all times
- Marshalling as group leaves coach, etc
- Appropriate stops for eating and care arrangements en route
- Clothing appropriate to the activities / location, including the use of weatherproof clothing and footwear
- All equipment for the activities, children's ability level and location
- Special equipment checked
- 'Free time' arrangements
- Adequate supervision at all times, with a duty rota in place if necessary
- Agree standards of behaviour and conduct
- Prior assessment of leaders and helpers in relation to the visit, the young people involved and the activities taking place / Adequate leader numbers available
- Supervision ratio to keep sufficient check on all the party
- Code of conduct established and maintained
- Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out
- Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the leader of the party
- Mobile telephone available for emergency use
- Established appropriate emergency contacts with parents
- Set up effective communication procedures with the group
- Prior approval/notification of adventurous activities, overseas visits or visits to challenging geographical areas / Researched the area, site / Pre visit carried out
- Specific adventure activity guidelines being followed
- All relevant medical information of all participants, including allergies, medical conditions etc
- All appropriate medical arrangements, including first aid
- Special potential health hazards associated with the site
- Appropriate information for parents / Meeting with parents / Parental Consent
- Full account taken of any special needs involved
- Safeguarding (any risk of physical, sexual or emotional harm eg bullying, sexual abuse, abduction, asking a child to do something they are not capable of doing.)

St Michael's - Working with Children and Young People

Form 4: Hiring of Church Premises - Safeguarding

Page 1 of 2

St Michael's Church is committed to the nurturing, protection and safekeeping of all, especially children, young people and vulnerable adults. We are required to ensure that those hiring our premises declare their willingness to abide by these principles.

St Michael's Church affirms that the needs of children or of people when they are vulnerable are paramount. You may use the church premises only on the basis that you share this commitment and either have your own Safeguarding Policy or agree to follow the guidelines below as a minimum.

The text below is primarily concerned with children (ie all persons under 18 years of age). Where appropriate, it may also be extended to vulnerable adults.

If children will be present in the building during the hire period, **you must**:

- treat all children and young people with respect and dignity
- ensure that language, tone of voice and body language are respectful
- ensure that another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children
- ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern
- respond warmly to a child who needs comforting but make sure there are other adults around
- if any activity requires physical contact, ensure that the child and parents are aware of this and its nature
- obtain consent for any photographs/videos to be taken, shown or displayed
- record any incidents of concern and give the information to your Group Leader. Sign and date the record

If children will be present in the building during the hire period, **you must not**:

- initiate physical contact. Any necessary contact (eg for comfort, see above) should be initiated by the child
- invade a child's privacy whilst washing or toileting
- play rough physical or sexually provocative games
- use any form of physical punishment
- be sexually suggestive about or to a child even in fun
- touch a child inappropriately or obtrusively
- scapegoat, ridicule or reject a child, group or adult
- permit abusive peer activities eg ridiculing or bullying
- show favouritism to any one child or group
- allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature
- give lifts to children or young people on their own or on your own
- allow unknown adults access to children. Visitors should always be accompanied by a known person

St Michael's - Working with Children and Young People

Recommended staffing levels:

The recommended minimum staffing levels for children's groups are given below. More help may be required if children are being taken outside, undertaking physical activities or if circumstances require it.

- 0 - 2 years: 1 person for every 3 children
- 2 - 3 years: 1 person for every 4 children
- 3 - 8 years: 1 person for every 8 children
- Over 8 years: 1 person for the first 8 children then 1 extra person for every extra 12 children

Each group should have at least 2 adults and it is recommended that there should be at least one male and one female.

Emergency Numbers:

These are listed on the Notice which is displayed in the Narthex (entrance foyer) of the Church.

.....

Organisation Name _____

EITHER

I / we declare that the above named organisation has safeguarding policies and procedures, and undertakes to follow these policies in relation to working with children, young people and/or vulnerable adults, preventing child abuse and responding to safeguarding concerns.

OR

I / we declare that the above named organisation has agreed to follow St Michael's guidelines as stated above.

Signed on behalf of the above named organisation:

Name _____ Signature _____

Role in the organisation _____ Date _____

.....

Date checked by St Michael's Safeguarding Coordinator _____

Signature of St Michael's Safeguarding Coordinator _____

Key Safeguarding Resources / Personnel

Cheshire East Consultation Team	Advice and support as well as referral point for safeguarding concerns	0300 123 5012 (Select option 2) 0300 123 5022 (Emergency Duty Team for out of hours) checs@cheshireeast.gov.uk http://www.cheshireeast.gov.uk/checs
NSPCC Helpline	Advice, information and support for children and carers	0808 800 5000, text 88858, help@nspcc.org.uk www.nspcc.org.uk/helpline
ChildLine	Advice and help for children	0800 1111 http://www.childline.org.uk
24/7 Domestic Abuse Helpline	National Helpline for Domestic Abuse	0808 2000 247 http://www.nationaldomesticviolencehelpline.org.uk/
Diocesan Adviser	Help and advice on issues	Pauline Butterfield 01928 718834 (x221) pauline.butterfield@chester.anglican.org
Family Lives	General family / parent / child advice	0808 800 2222 http://www.familylives.org.uk/
Cheshire East Vulnerable Adult Team	Advice and support for concerns over possible adult abuse	01625 374753 http://cheshireeast.gov.uk/care-and-support/vulnerable-adults/suspected-adult-abuse-neglect.aspx