

Church of St Michael and All Angels, Macclesfield

Safeguarding: Policy and Guidelines

Date: April 2022

This document and the implementation of the policy it describes will be monitored and reviewed by St Michael's PCC (Church Council) at least once per year.

This document supplements the Church of England's (June 2018) *Parish Safeguarding Handbook* with additional information and forms particularly relevant to St Michael's.

Changes since November 2019

- There are changes of personnel since November 2019
- Inclusion of need for those hiring church premises to ensure where relevant they have checked the necessity of DBS checks for all staff and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring and that they have verified that they either have full public liability insurance or are covered by the church policy -*these are recommendations included in the Model Parish Safeguarding Checklist*
- New Parent/Carer and Child Agreement to be used from January 2021 to take account of the use of digital meetings used due to the pandemic
- Agreement for Volunteers amended to take out ambiguity

Gemma Shepherd-Etchells, Chris Bentley, Carol Reisen: St Michael's Parish Safeguarding Officers

Contents	Additional Information Page
Additional Information Applying to St Michael's	2
St Michael's Role Descriptions	3-7
St Michael's Individual Safeguarding Statement	8
St Michael's forms - Form 1: Parent/Carer and Child Agreement	9
- Form 2: Agreement for Volunteers	13
- Form 3: Activity Risk Assessment	14
- Form 4: Hiring of Church Premises - Safeguarding	16
Key Safeguarding Resources / Personnel	18
Church of England's <i>Parish Safeguarding Handbook</i> (Version 0.1, June 2018)	Main Document

Additional Information Applying to St Michael's

St Michael's Safeguarding Team:

Parish Safeguarding Officer: Gemma Shepherd-Etchells,

Assitant Safeguarding Officers: Chris Bentley, Carol Reisen

Lead Recruiter: Martin Stephens

Policies:

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

- has a Health and Safety Policy, which is available at the St Michael's Church Office
- is committed to preventing bullying of any type

Role Descriptions and Individual Safeguarding Statement

These are included for:

- Toddler Group Leader / Helper
- Roots Groups Leader
- Choir Director
- Bell Ringing Tower Captain
- Youth Group Leader
- Individual Safeguarding Statement

Recruitment of Children/Young People's Workers:

This is covered in the *Parish Safeguarding Handbook* Section 6

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.

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 Video Recordings:

Photographs or video recordings 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 for further details.

St Michael's Church Macclesfield - Toddler Group Leader / Helper Role Description

Toddler Group Leader Role Description

- To organise a regular play session for toddlers and their carers
- To be responsible for taking a register at each session

The Toddler Group Leader is unsupervised and is accountable to the clergy and ultimately to the PCC. The Toddler Group Leader normally has a church key.

Toddler Group Helper Role Description

- To assist the Toddler Group Leader in organising and running a regular play session for toddlers and their carers

The Toddler Group Helper is accountable to the Toddler Group Leader, the clergy and ultimately to the PCC. The Toddler Group Helper may in certain circumstances be given a church key temporarily by the Toddler Group Leader.

Toddler Group Leaders / Helpers normally meet throughout the year for discussion and to review good practice relating to all aspects of the Toddler Group.

Safeguarding

St Michael's Church is committed to ensuring it does everything possible to safeguard children, young people and vulnerable adults who are involved in the church in any way. We attempt to follow all relevant legislation, guidance and recognised good practice in safeguarding children and we attempt to promote good practice to everyone in our Church community in order that they recognise and fulfil their responsibility to safeguard.

Toddler Group leaders are all checked with the Disclosure & Barring Service (DBS) formerly known as Criminal Records Bureau (CRB). As this activity does not fall within the definition of a Regulated Activity, the Leaders will not also be checked against the Barred List. The Leaders are all given access to a copy of the church's Safeguarding Policy which is reviewed annually. All leaders are periodically asked to confirm that they are familiar with the contents of the Safeguarding Policy. They are also encouraged to participate in training sessions such as those run by Chester Diocese.

Toddler group sessions take place in the church building physically separate from other activities taking place in the church at the same time. The children will always be in the care of the responsible adult who has brought them to the session.

Toddler Groups Leaders and Helpers are recruited and selected carefully, normally from members of our congregation. They have access to one or more Safeguarding Officers within the Church for advice and guidance. Additional information on safeguarding is displayed on noticeboards at various points in the church: this includes information on national and local helplines and contact details for the Diocesan Safeguarding Adviser.

Document date: 11 June 2021

St Michael's Church Macclesfield - Roots Group Leaders Role Description

Roots sessions are currently* offered to children aged 7 years upwards (School Year 3 - Juniors) at both the 9.30am and 11.00am services. This currently involves children leaving the main service for about 20 minutes and then re-joining towards the end of the service. Children at the 9.30 service currently stay out for the remainder of the service. Roots Leaders take a register of the children attending every session. All children and their parents complete a permission/consent form to take part in the Roots Group sessions. This form describes what parents and children can expect from the Roots Leaders and what the church expects from them. Roots Group Leaders are provided with teaching materials currently supplied by www.rootsontheweb.com This material follows the lectionary reading and there is a range of material for the Leader to choose from. The Leader will choose the material and prepare the session.

Roots Leader Role Description

- To provide a way to open the Bible to children in a fun and interactive way, exploring one of the readings from the Revised Common Lectionary
- To try to help our children grow in faith
- To provide a contemplative and quiet space for prayer and reflection
- To provide an opportunity for the children to explore their faith further and gain a wider understanding of Scripture and how this relates to the world they live in today
- To look at the Bible reading (based on the Revised Common Lectionary) in the context of when it took place and then applying it to the world our children live in today
- To explore the theme from the reading in various ways including: interactive discussions, encouraging the children's questioning and responses to the story, games, craft, prayer, quiet reflection and group work
- To share their faith with the children and to act as good witnesses
- To encourage the children and adults to care for each other through prayer, ministry and fellowship
- To encourage the children and adults to have fun together

Roots Leaders normally meet throughout the year for discussion and to review good practice relating to all aspects of the Roots Group.

Safeguarding

St Michael's Church is committed to ensuring it does everything possible to safeguard children, young people and vulnerable adults who are involved in the church in any way. We attempt to follow all relevant legislation, guidance and recognised good practice in safeguarding children and we attempt to promote good practice to everyone in our Church community in order that they recognise and fulfil their responsibility to safeguard.

Roots Group leaders are all checked with the Disclosure & Barring Service (DBS) formerly known as Criminal Records Bureau (CRB). As this activity falls within the definition of a Regulated Activity, the Leaders are also checked against the Barred List. The Leaders are all given access to a copy of the church's Safeguarding Policy which is reviewed annually. All leaders are periodically asked to confirm that they are familiar with the contents of the Safeguarding Policy. They are also encouraged to participate in training sessions such as those run by Chester Diocese. The Leader is supported by a second person, either another parent (at the 9.30 service) or another Roots Leader (at the 11am service) to ensure good practice in relation to safeguarding.

Roots Leaders are recruited and selected carefully, normally from members of our congregation.

They have access to one or more Safeguarding Officers within the Church for advice and guidance. Additional information on safeguarding is displayed on noticeboards at various points in the church: this includes information on national and local helplines and contact details for the Diocesan Safeguarding Adviser.

Document date: 19 May 2017

* Where the word "currently" is used in this document, it is recognised that the details described, such as times of the day, could change, but that this would not affect the main substance of the document.

St Michael's Church Macclesfield - Choir Director Role Description

St Michael's choir is made up of both adults and children. Choristers may be recruited at any age, but usually not under the age of seven. Choir practices are currently* held on Wednesday evenings at 6:30pm to 8.30pm and Sunday mornings, plus additional times when necessary. All children and their parents complete a permission/consent form to become members of the choir. This form describes what parents and children can expect from the Choir and what the church expects from them.

Choir Director Role Description

- To work with the choir, clergy and congregation to ensure the success of a worshipful music ministry
- To lead weekly choir practices normally during school terms
- To be responsible for taking a register of the children at each session
- To play the organ and piano/keyboard during services as required
- To direct the choir and congregation during services
- To collaborate with the clergy and readers by selecting choral music that reflects the theme and message for each service
- To arrange choir anthems to be sung under his or her direction at Sunday morning services when appropriate and at the monthly choral evensong service
- To be responsible for the choir's appearance, sound and delivery
- To be responsible for recruiting new choir members throughout the year
- To purchase choral music and supplies
- To oversee and provide music for the church band which plays at the monthly Treacle Service and at other services as required

The Choir Director should have knowledge of a wide variety of musical styles and have the ability to teach them to the choir.

The Choir Director is unsupervised and is accountable to the clergy and ultimately to the PCC. The Choir Director has a church key.

Safeguarding

St Michael's Church is committed to ensuring it does everything possible to safeguard children, young people and vulnerable adults who are involved in the church in any way. We attempt to follow all relevant legislation, guidance and recognised good practice in safeguarding children and we attempt to promote good practice to everyone in our Church community in order that they recognise and fulfil their responsibility to safeguard.

The Choir Director is checked with the Disclosure & Barring Service (DBS) formerly known as Criminal Records Bureau (CRB). As this activity falls within the definition of a Regulated Activity, the Choir Director is also checked against the Barred List. The Choir Director may be involved in teaching or training those under 18 years old. Any other person who is involved with teaching or training those under 18 years old also needs to be checked with the DBS and Barred List if he/she is not accompanied by someone checked with the DBS and Barred List.

The Choir Director is given access to a copy of the church's Safeguarding Policy which is reviewed annually. The Choir Director is periodically asked to confirm that he/she is familiar with the contents of the Safeguarding Policy. He/she is also encouraged to participate in training sessions such as those run by Chester Diocese. The Choir Director has access to one or more Safeguarding Officers within the Church for advice and guidance. Additional information on safeguarding is displayed on noticeboards at various points in the church: this includes information on national and local helplines and contact details for the Diocesan Safeguarding Adviser.

Document date: 1 June 2021

* Where the word "currently" is used in this document, it is recognised that the details described, such as times of the day, could change, but that this would not affect the main substance of the document.

St Michael's Church Macclesfield – Bell Ringing Tower Captain Role Description

St Michael's Bell Ringing Group is made up of both adults and children. Bell ringers may be recruited at any age. Bell ringing practices are currently* held on Monday evenings from 7:00pm to 9:15pm at Christchurch and on some Thursday evenings at St Michael's. Additional bell handling practices for beginners are held at St Michael's as required. Service ringing takes place on Sunday mornings at St Michael's 30-45 minutes prior to the service. Ringing for additional services and weddings also takes place at the request of the Church. From time to time the group arranges outings to ring at other Churches. All children and their parents complete a 'permission to ring' form. This form includes contact details of the parent/guardian, and details of any medical or dietary requirements. Parents sign to confirm that they understand what is involved in bell ringing, that physical intervention may be necessary, and that they will deliver and collect their child from activities unless otherwise advised.

Tower Captain Role Description

The post holder should be a competent bell ringer and will fulfil the following general requirements:

- To take responsibility for arrangements for the bells to be rung for services and for other occasions as required
- To maintain a team of ringers, including arrangements for training of new recruits and advancement of skills
- To ensure that activities in the tower are carried out safely including any day to day maintenance
- To assist any persons appointed by the PCC to carry out risk assessments pertaining to the bell ringing sections of the church including tower and bell installation
- To be first point of contact with incumbent, PCC and parish office

Parts of the above duties may be delegated to an agreed role including, where appropriate, tower secretary (correspondence), steeple keeper (maintenance), trainer or assistant (training of recruits under certain circumstances – see below).

The Tower Captain is unsupervised and is accountable to the clergy and ultimately to the PCC. The Tower Captain has a church key.

Safeguarding

St Michael's Church is committed to ensuring it does everything possible to safeguard children, young people and vulnerable adults who are involved in the church in any way. We attempt to follow all relevant legislation, guidance and recognised good practice in safeguarding children and we attempt to promote good practice to everyone in our Church community in order that they recognise and fulfil their responsibility to safeguard.

The Tower Captain is checked with the Disclosure & Barring Service (DBS) formerly known as Criminal Records Bureau (CRB). As this activity falls within the definition of a Regulated Activity, the Tower Captain is also checked against the Barred List. Any other person who is involved in face to face teaching of young people or vulnerable adults must be checked with the DBS and Barred List. At least two adults should always be present when young people or vulnerable adults are taking part in ringing. At least one of these adults must be DBS checked.

The Tower Captain is given access to a copy of the church's Safeguarding Policy which is reviewed annually. The Tower Captain is periodically asked to confirm that he/she is familiar with the contents of the Safeguarding Policy. He/she is also encouraged to participate in training sessions such as those run by Chester Diocese. The Tower Captain has access to one or more Safeguarding Officers within the Church for advice and guidance. Additional information on safeguarding is displayed on noticeboards at various points in the church: this includes information on national and local helplines and contact details for the Diocesan Safeguarding Adviser.

Document date: 9 June 2021

* Where the word "currently" is used in this document, it is recognised that the details described, such as times of the day, could change, but that this would not affect the main substance of the document.

St Michael's Church Macclesfield – Youth Group Leader Role Description

Each Youth Group session will be delivered by a minimum of two leaders plus another helper. This might be one of the parents. We will ensure that there is both a male and female leaders at each session. All activities are open for ministers and/or parents at St Michael's to observe.

The group currently* meets on most Sunday evenings in term time between 6.00pm and 7.30pm in St Michael's Church with the exception of half term and second Sundays when Choral Evensong is on. It is open for secondary aged children attending or involved in activities at St Michael's Church. Most sessions will be delivered in St Michael's but on occasions we will plan more social activities outside of the church e.g. bowling, cinema, walks etc.

Youth Group Leader Role Description

The post holder will fulfil the following general requirements:

- To plan and deliver a termly programme of materials and activities including games, drama and discussion for the young people who attend and to agree who is responsible for each week's session. Most sessions will include some faith/spiritual dimension where the Gospel will be shared to help support their growth and understanding of their faith. This will be guided by the needs of the young people and their wishes and will be kept continually under review
- To ensure parents complete a safeguarding/permission form for their child to attend Youth Group unsupervised by parents with emergency contacts and other important details on it
- When activities are outside of the church, to ensure that the appropriate documentation and risk assessments are carried out to ensure the safety of each young person in line with our current policy
- To take care of the privacy and respect of each young person and to encourage and support each young person
- To Model as best we can the Christian life to youth group members
- To encourage and pray for our young people
- To welcome and speak to parents as and when necessary

This role description is kept under close review. The leaders will meet regularly not only to plan activities but to review protocols and any issues arising from the sessions and to keep safeguarding matters at the forefront of their minds in carrying out this church ministry.

Safeguarding

St Michael's Church is committed to ensuring it does everything possible to safeguard children, young people and vulnerable adults who are involved in the church in any way. We attempt to follow all relevant legislation, guidance and recognised good practice in safeguarding children and we attempt to promote good practice to everyone in our Church community in order that they recognise and fulfil their responsibility to safeguard.

Our Youth Group Leaders are checked with the Disclosure & Barring Service (DBS) formerly known as Criminal Records Bureau (CRB). As this activity falls within the definition of a Regulated Activity, the Youth Group Leaders are also checked against the Barred List. Any other person who is involved with sessions involving those under 18 years old also needs to be checked with the DBS and Barred List if he/she is not accompanied by someone checked with the DBS and Barred List.

Our Youth Group Leaders are given access to a copy of the church's Safeguarding Policy which is reviewed annually. Youth Group Leaders are periodically asked to confirm that they are familiar with the contents of the Safeguarding Policy. They are also encouraged to participate in training sessions such as those run by Chester Diocese. Youth Group Leaders have access to one or more Safeguarding Officers within the Church for advice and guidance. Additional information on safeguarding is displayed on noticeboards at various points in the church: this includes information on national and local helplines and contact details for the Diocesan Safeguarding Adviser.

Document date: 14 June 2021

* Where the word "currently" is used in this document, it is recognised that the details described, such as times of the day, could change, but that this would not affect the main substance of the document.

St Michael's Church Macclesfield – Individual Safeguarding Statement

St Michael's Church is committed to ensuring it does everything possible to safeguard children, young people and vulnerable adults who are involved in the church in any way. We attempt to follow all relevant legislation, guidance and recognised good practice in safeguarding children and we attempt to promote good practice to everyone in our Church community in order that they recognise and fulfil their responsibility to safeguard.

Role _____ Date _____

Name _____

As part of our Safer Recruitment Practices, the activities related to this specific role have been assessed as not requiring an enhanced disclosure check or a check against the barred list*. For this reason it is not necessary for you to apply for a DBS check in relation to this specific role.

While you are undertaking this role, when dealing with vulnerable adults or with children (ie those under 18) you must ensure that you are not:

- providing any sort of health care
- providing any sort of personal care for instance with eating, drinking, toileting, washing, bathing, dressing, oral care or care of skin, hair or nails
- transporting the person
- providing counselling/psychotherapy provided by or referred by a health care professional

Furthermore, while you are undertaking this role, when dealing with children you must ensure that you are not:

- involved in teaching, supervising, training or providing advice/guidance on well-being

You should not be alone in a room with any child or vulnerable adult unless the door is kept open.

* For more details see St Michael's *Safeguarding: Policy and Guidelines* on the church notice board or <https://www.gov.uk/disclosure-barring-service-check/dbs-barred-lists>

Please complete the following slip and return it to the Church Office or to the Safeguarding Officer (Gemma Shepherd-Etchells)

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Role _____

While I am undertaking this role, when dealing with adults or children (ie those under 18) I will ensure that I am not:

- providing any sort of health care
- providing any sort of personal care for instance with eating, drinking, toileting, washing, bathing, dressing, oral care or care of skin, hair or nails
- transporting the person
- providing counselling/psychotherapy provided by or referred by a health care professional

Furthermore, while I am undertaking this role, when dealing with children I will ensure that I am not:

- involved in teaching, supervising, training or providing advice/guidance on well-being

Name _____ Signature _____ Date _____

Document date 7 April 2021

St Michael's - Working with Children and Young People

Form 1: Parent/Carer and Child Agreement 2021

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. This relates to both in person activities and those online. For at present a number of activities are being provided online and we are very grateful to those who support and contribute to these and we want you to be informed of how this is going to be protected and managed by us.

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 or activity leader or any member of the Safeguarding Team if you have any concerns of any sort
3. Have respect for and 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 mutual 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, or leave the online activity, 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 consent form for them while they are with us.

Please sign overleaf to indicate that you are happy with this agreement and complete the consent form overleaf. If you have queries please do not hesitate to contact one of the Safeguarding Team.

Many thanks

St Michael's Parish Safeguarding Team

Information Required For Health & Safety and Safeguarding 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, Church leaders or part of the Safeguarding Team only as and when appropriate.

Child’s Name _____

Child’s Date of Birth _____

Parent/carer’s Name _____

Address _____

Post code _____

email _____

Emergency contact _____

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

By signing this form I give consent for the former named 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. Yes No

I consent to photographs, video and/or audio recordings being taken of my child which may appear in Team publications including, but not limited to, church websites or social media sites, including on occasion web video streaming services. These may be used in print and/or digital format, edited or unedited. Yes No

If I provide content to the church including my child eg photos/videos I consent to this also being used in this manner Yes No

If so, I consent to my child’s name appearing with the photograph/ video/ audio content.

Yes No

In relation to online church meetings I have received a copy of the *St Michael’s Macclesfield Children and Young Persons Online Church Meeting Policy* (attached) on how these meetings will be run, what I can expect from church and what is expected of me. I have read, understand and accept this.

For your information data will be kept secure and when no longer needed securely deleted. This will never be passed to a 3rd party without your consent.

I understand that my child may be involved in public events such as cathedral visits and parades where they may be photographed by the public, or by other individuals and that it is my responsibility to remove my child from such events if I do not want this to occur. I will ask my child’s activity leader if I am not sure about a particular public event.

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

Parent/Carer’s signature _____

Date _____

Please note by typing your name this e-signature is treated with the same weight as a written signature.



Children & Young Person's Online Church Meetings Permission Form

In order to make sure that your child stays safe online, we ask that you do the following:

- Access to the platform is made through the parent/carer's account, unless your child meets the age restrictions for the platform.
- An appropriate adult, like a parent or carer will remain in the room with young members (primary age) during video or conference calls to help or join in.
- For older children and young people (secondary age) please make sure there's an appropriate adult nearby so that they can ask for help if they need it.
- For younger members, you will 'drop off' your child at the meeting like you would at a normal church activity, so we know that they have an appropriate adult nearby if they need a hand. This will also give us a chance to talk with you if we need to.
- Your young member must take part in the video call in a suitable communal environment (not a bedroom) and be appropriately dressed. All members of the household must be aware that the call is taking place and make sure they use appropriate language and behaviour when nearby or in the background. Some of the video calling software has a built-in option to 'blur' the background - you may feel this is an appropriate feature to turn on.
- You will make sure your young member has 'logged off' the call correctly and signed out before turning off any devices.
- You and your young member will not try to contact any leaders using these online tools outside of the pre-arranged calls. If you need to contact a leader for any reason you will do so following your normal contact procedures (ie emailing).

In order to protect your child, we will:

- Have a minimum of two adult volunteers present throughout the video call who will stay on the call until all children and young people have 'logged off'.
- At least one adult volunteer involved in the call will hold a current disclosure certificate (DBS) as required for their role. Any adult volunteer holding a role that does not require a disclosure check will always be supervised by someone with a disclosure check.
- No leader will contact you outside of any pre-arranged meetings using these online tools and if they do need to contact you will do so following their normal contact procedures (ie emailing)
- Leaders will watch through and check any links or videos they may direct your young member to. They will make sure everything they use is age-appropriate.
- Leaders and other adults on the call will use appropriate language/behaviour throughout the call.
- All leaders will ensure they are in a communal living space throughout the call. Where possible they will blur the background in any video calls and any members of their household will use appropriate language/behaviour throughout the call.

St Michael's - Working with Children and Young People

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 Officer:

Signature _____ Date _____

St Michael's - Working with Children and Young People

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

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.)
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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 Officer _____

Signature of St Michael's Safeguarding Officer _____

Key Safeguarding Resources / Personnel

Cheshire East: Safeguarding Children	Advice and support as well as referral point for safeguarding concerns	0300 123 5012 0300 123 5022 (Emergency Duty Team for out of hours) www.cheshireeastlscb.org.uk/homepage.aspx
NSPCC Helpline	Advice, information and support for children and carers	0808 800 5000 help@nspcc.org.uk www.nspcc.org.uk/helpline
ChildLine	Advice and help for children	0800 1111 www.childline.org.uk
24/7 Domestic Violence 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 www.familylives.org.uk/
Cheshire East: Safeguarding Adults	Advice and support for concerns over possible adult abuse	01625 374753 LSAB@cheshireeast.gov.uk www.stopadultabuse.org.uk/home.aspx