

Safeguarding Policy

For the Parish of All Saints, Woodlands and Highfields

Statement of Aims:

Our aims are to:

- help young people in their Christian discipleship through a programme of learning and thereby to deepen their Christian faith.
- enable young people to experience the love of God.
- encourage a strong Christian fellowship.
- help young people realise their full potential physically, mentally, emotionally and spiritually.
- encourage young people to take full part in the Church's life and worship.
- encourage a safe meeting place for young people.
- encourage young people to become responsible adults.
- provide indoor and outdoor leisure activities for young people.
- promote equality of opportunity for all.

This document covers the work of All Saints, Woodlands and Highfields with children and young people, in its services and in the groups meeting throughout the week.

Currently these groups are:

- Sunday School: Sundays 10.15am Ages 1-12 years (Not every week)
- Young Saints: Alternate Fridays 4.30pm-6.30pm Ages 7+
- Micha's Gang: as and when
- IF Group: Fridays term time Secondary age

This policy also covers any work undertaken outside of the church buildings carried out under the auspices of the P.C.C.

This policy also acknowledges that at any time Adults may also be vulnerable and the standards described in this policy also apply, where applicable to the care of such adults.

Policy Statement

This P.C.C. adopts the policy statement of the Diocese and will display it prominently in all church premises. The P.C.C. expects all church workers to follow its Safeguarding Children Policy.

Application of the Policy

All new workers, whether paid or voluntary, working for church-based organisations, will be informed of the policy by the Vicar, the Safeguarding Officer or the group leader. They will be expected to accept the policy and guidelines and work according to their requirements.

All new members of the P.C.C. will be required to accept the policy and guidelines. The P.C.C. will appoint a group to oversee the Policy, and it will be placed on the Agenda of the P.C.C. at least annually for review. The P.C.C. will appoint a Safeguarding Children Officer and will inform the Church House administrator of their details.

**The Safeguarding Children Officer for All Saints, Woodlands and Highfields is:
Steph Darbyshire**

Church Premises

Any organisation booking the use of the church premises will be informed of the need to observe the policy via a statement on the Booking Form. They should be expected to confirm they have a Safeguarding Policy and appropriate insurance. Individuals booking church premises for private functions will have the policy drawn to their attention and accept their responsibility for protecting children at that function.

Recruitment

The P.C.C. will follow the recruitment process included in the Safeguarding Children Policy. References, the Confidential Declaration and a DBS disclosure via the Diocesan system will be obtained. Appointment to any post, paid or voluntary, will not be made until these processes are complete. All appointments will be made on a conditional basis until the completion of a satisfactory probation period. All those working with children and young people will follow the good practice guidelines in the Diocesan Safeguarding Children Policy and Guidelines.

Registration and Parental Consent

All groups will keep a register of those attending each session. Parental consent forms, including emergency contact details, must be completed for all participants, and must be available to the group leaders whenever the group meets. This applies to all groups, whether meeting on church premises or elsewhere. Parental consent to photographs and videos must be obtained using the consent form and principles in the Diocesan guidelines.

Insurance

The P.C.C. will ensure that there is adequate insurance cover for all the activities for children and young people. (See the section on insurance details)

Fire Regulations and Security

All group leaders will be aware of the fire regulations and the positions of fire extinguishers. They will be vigilant as to the presence of anyone on the premises during the meetings of the groups, they should know who to contact in an emergency relating to the building.

Food and Hygiene

If any group is involved in the preparation or selling food, at least one leader should have completed the food hygiene and food safety course to ensure good practice is followed.

First Aid and Accidents

Each group will have at least one adult present who has attended a basic course on first aid. There should be a properly stocked first aid kit accessible to each group. In the event of any accident, an incident and accident report should be completed. This should be kept securely in a marked file. Parents should also be informed of any accident.

Providing an Independent Person

Children and young people should have the opportunity to raise any concerns about any health and safety or protection matters. A notice will be placed on the notice board and/ or entrance to church and to all church premises with the name of the parish Safeguarding Officer, Childline telephone number and of any other independent person

the parish appoints to afford this opportunity.

Allegations

If an allegation is received concerning the behaviour of an adult, the Diocesan Allegations Policy will be followed. (A copy can be found in the Safeguarding Children Policy- the large white folder)

Concerns About or Reported by a Child

This parish will follow the Diocesan Guidelines and report the concern to the Diocesan Safeguarding Adviser, or to the appropriate Archdeacon. In an emergency or if the child is at immediate risk the appropriate statutory agencies will be informed. All such concerns or incidents should be recorded and kept in a confidential place.

Review

All children and young people's workers will meet to review their work on at least an annual basis. This should include a review of safeguarding issues and health and safety issues relating to each group. Notification of this meeting should be reported to the P.C.C. The parish Safeguarding Children Representative/ Officer will review the parish policy annually and report to the P.C.C. who will record this review in their minutes. The P.C.C will inform the Archdeacon via the visitation that this has been done. A copy of the current Parish Safeguarding Policy should be sent to the Archdeacon for inclusion in the parish file. A further copy should be sent if there are substantial amendments.

Training

Group leaders will be encouraged to attend the Safeguarding training provided by the Diocese. The parish will consider its training needs at the time it reviews the Safeguarding Policy. If specific needs are identified the parish will consult with the Diocesan Safeguarding Adviser to arrange a training event for the parish or group of parishes in the Deanery.

Use of Social Media

All those using social media, text messages and e-mail to communicate with children and young people must follow the diocesan guidelines.

Written 2nd May 2017

Updated 1st March 2019

