

ST JOHN'S CHURCH

RANMOOR, SHEFFIELD

SAFEGUARDING CHILDREN POLICY

A Policy Statement

As members of the Church of England we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community, of all ages. It is the responsibility of each one of us to protect children and young people from physical, emotional and sexual abuse, and from neglect.

Setting Aims

Our aims are:

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

This document covers the work of St. John's with children and young people, in its services and in the groups meeting throughout the week.

Currently, these groups are:

- **Choir** (6 years upwards)
 - Services – Sunday morning and evening
 - Practices – Wednesday 5.45 – 6.45pm, Friday 7.00 – 8.30pm
 - Choir club – Friday 8.30 – 9.00pm
 - [Any additional services, practices and concerts as listed in the timetable issued by the Director of Music](#)
- **Footsteps & Sprinters** (3 – 15 years) Sundays 10.00 -11.00am
- **Bell Ringers** (8 years upwards)

- Services – Sunday morning and evening
 - [Weddings and funerals as published in the church diary](#)
 - Practices - Tuesday 7.30 – 9.00pm
- **COR – Children’s editorial group** (mixed age – meets monthly as required)

Our policy must also cover activities which take place away from the church building but under the auspices of the church; these may involve people from several of these groups.

Policy Statement

The 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 and will display it in a prominent place.

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 Children 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.

Church Premises

Any organisation booking the use of church premises (including the Parish Centre) 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 premise 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 CRB 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 probationary period. All those working with children and young people will follow the good practice guidelines in the Diocesan Safeguarding Children Policy and Guidelines.

Staffing

There must be at least two adults present at meetings of Footsteps, Junior Choir practices and Bell Ringers. [If the group is of mixed sex, there must be a male and a female leader present – Footsteps?](#)

Under 2 years of age	1 adult for every 3 children
2-3 years	1 adult for every 4 children
3-8 years	1 adult for every 8 children

Over 8 years	1 adult for the first 8 children and then 1 for each additional 12
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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 group leaders whenever the group meets. This applies to all groups, whether meeting on church premises or elsewhere.

Insurance

The P.C.C. will ensure that there is adequate insurance cover for all activities for children and young people.

Fire Regulations and Security

All group leaders will be aware of 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.

There is a **telephone** in the Parish Centre hallway and also in the Church vestry, for use in case of an emergency.

Food and Hygiene

If any group is involved in the preparation or selling of food, at least one leader should have completed the food hygiene and food safety course to ensure good practice is followed. Any allergies should be ascertained from the registration forms completed by the parents.

First Aid and Accidents

St. John's is committed to the policy of each group having at least one adult present who has attended a basic course on first aid. There is a properly stocked (green) first aid kit, accessible to each group, in the kitchen areas of both the Parish Centre and Annexe. In the event of any accident, an incident and accident report form 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 noticeboard 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 (a copy of which can be found in the Safeguarding Children Policy) will be followed.

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.

Review

All children and young people's workers will meet to review their work on an annual basis. This should include a review of child protection 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 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 or by the Local Authority. 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.

Resourcing the work

Financial resources must not be a hindrance to the promotion of safeguarding children. The Church's budget has an allocation for this.

Read and agreed by the following on behalf of the P.C.C.