

St John the Evangelist, Redhill

Policy for Safeguarding Children

1. There will be a list of all paid and volunteer staff who have regular, direct contact with children aged under 18 years. Each of them will be required to complete an application form, sign a confidential declaration and complete an application to the Disclosure and Barring Service for a disclosure of status. The Parish Safeguarding Officer will take up references.

2. For the protection of children, young people and leaders there should always be at least **two** leaders, no matter how small the group.

Small groups with single leaders may meet in a large room or in adjoining rooms with an open door between. If a child or young person is being interviewed or counselled alone, there will need to be another adult nearby.

3. Staffing levels

For every age group, always a minimum of two leaders

- Children aged **0-2** 1 adult to **3** children • Children aged **2-3** 1 adult to **4** children
- Children aged **3-8** 1 adult to **8** children
- Children over **8** years 1 adult for the first **8** children and then 1 extra adult for every **1-12** children
- **NB More staff may be required if children are being taken out or undertaking physical activities**

4. While maintaining the good practice of leaders' ratio to group, their gender should also reflect the group: ie. there will be at least one male leader if possible where there are boys present and at least one female leader where there are girls present.

5. No person under 18 years of age will be left in charge of children of any age or a group of children left unattended.
6. A register of children or young people attending the activity/meeting should be kept. This will include their name, address, telephone contacts, date of birth, next of kin. A copy is to be kept (and updated regularly by leaders) in the parish office.
There should always be a phone available (mobile is acceptable).

Taking children away from the premises

7. If children are going to be taken away from church premises for any reason, written permission is to be obtained from the parent or legal guardian. This permission may be obtained in blanket form covering no longer than the equivalent of a school term. On such written permission, details regarding medical health numbers, doctors and medicines are to be recorded for reference. Parents must be given full and accurate information about any activity before giving their permission.
This information should be kept securely and given to leaders on a 'need to know' basis.
8. At least one leader or helper should have first aid training, when taking groups away, particularly when physical activity and endeavour is integral to the programme.
9. Parents are to be informed if their children are to be transported in a car or other vehicle. Persons transporting children in a car or other vehicle are required to have appropriate insurance cover for the transportation of children. All parents are to be made aware by the leaders of this necessity. Learner drivers cannot be used to transport children or young people, even where a qualified driver is present.
10. Prior to setting off, and in the planning stage of any event away from the premises, every group will be required to have a contact

person in the parish who is available at a phone in case of emergencies and who has a list of names, addresses and contact for next of kin of all children, young people and leaders taking part.

11. The production and circulation of a card or booklet outlining emergency procedures is encouraged as good practice.

Guidelines for good practice when working with young people

As a church we adopt the following guidelines on Good Practice when working with young people:

- We recognise that our work with young people is the responsibility of the whole church.
- As members of this church we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people
- It is the responsibility of each one of us to seek to prevent the physical, sexual and emotional abuse of children and young people. Any abuse suspected should be reported to the Parish Safeguarding Officer who will undertake appropriate action as directed by the Diocesan Guidelines.
- Each worker with children and young people must be familiar with St. John's guidelines and undertake to observe them. Each will be given a copy of these guidelines.

Every worker with children and young people should:

- Treat all children and young people with respect and dignity befitting their age, paying attention to language, tone of voice and body language.
- Not engage in any of the following:
 - inappropriate rough, physical or sexually provocative games;
 - making sexually suggestive comments about or to a young person, even in fun.
 - inappropriate and intrusive touching in any form;
 - any scapegoating, ridiculing or rejecting a child or young person.
- Respect the privacy of children while they are toileting.
- Be able to control and discipline children without using physical punishment or verbally abusive language.
- Not allow youngsters to involve them in attention-seeking behaviour that is overtly sexual or physical in nature.
- Not invite a child or young person to their home alone; always invite a group, ensuring another adult is present and that the parents have given their permission.
- Not give lifts to children or young people alone, other than for short journeys. If they are alone, ask him/her to sit in the rear passenger seat.

Please refer to the 'A Safe Church' file for further details regarding photo images and electronic communication

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