

# Children's Safeguarding Policy

updated 2021, version 1.4

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**St Andrew's Church, Clubmoor, commits itself to provide a safe and supportive environment for its work with vulnerable adults, children and young people.**

- St Andrew's Church endorses and will implement the following Diocesan policies:
  - o Safeguarding Children Policy and Procedures 2015
  - o Safeguarding Vulnerable Adults Policy and Procedures 2015
  - o Domestic Abuse Policy and Procedure 2015
  - o Safer Recruitment Policy 2016
- St Andrews also takes guidance from the Church of England's Parish Safeguarding Handbook 2018, and reference should also be made to that handbook when consulting this document.
- The highest standards will be maintained in all its contact with vulnerable adults, children and young people, and volunteers will be given appropriate training and support.
- The exploitation of any relationship for self-gratification will not be tolerated and any allegations of the abuse of children and vulnerable adults will be taken seriously and the appropriate authorities informed.
- This Church has clear procedures for supporting and supervising all its work with vulnerable adults, children and young people.
- The church is committed to pastoral support for those individuals who have been victims of abuse, or whose family member has been abused. Where appropriate, those offering support will be provided with training.
- The church is also committed to supervising and offering pastoral care to individuals within the church who are known to have abused children or vulnerable adults. The individual involved will be expected to keep boundaries in the form of a written two-way contract which will be regularly reviewed. Where appropriate, those offering support to this person will be provided with training.
- The Parish Safeguarding Officer (PSO) position is Claire Pollard ([safeguarding@standrewslive.org.uk](mailto:safeguarding@standrewslive.org.uk)). The PSO roles and responsibilities are outlined in the Diocesan Safeguarding Children Policy.
- The Assistant Parish Safeguarding Officer is Alison Robinson ([safeguarding@standrewslive.org.uk](mailto:safeguarding@standrewslive.org.uk))
- The Vicar is James Green ([James@standrewslive.org.uk](mailto:James@standrewslive.org.uk) and 07794375665)

- The Children's Work Team Lead's (CWTL) are Kevin and Wendy Peacock (Children@standrewslive.org.uk)
- The Youth Work Team Lead (YWTL) are Dan Rogers & Sefa Ahiaku (Youth@standrewslive.org.uk)
- The Independent Children's Advocate is Wendy Peacock (07790644853 and wendypeacock47@gmail.com, quoting safeguarding in the email subject).

The advocate's role is to act as a listener for vulnerable adults, children or young people, and to be available for support and advocacy if approached to disclose abuse. In the event of a disclosure they will follow the procedures outlined in this policy. In the event that the PSO or APSO cannot be contacted, the advocates can act in a deputy role. They are expected to complete a DBS check and attend the training event.

St Andrew's Church Clubmoor Safeguarding Policy contains the following subsections:

- Safeguarding Children and Young People
- Safeguarding Vulnerable Adults
- Working with those who Pose a Risk
- Lone Workers
- Safer Recruitment

## **Introduction**

The Church of England recognises the unique status of children and young people within the Christian tradition. There is a particular responsibility to respect them as individuals, protect their vulnerability and nurture them. Jesus had a high regard for children and called his followers to strongly identify with children.

As Christians, we are therefore required by God, to foster relationships of the utmost integrity by those who work within the Church community.

The trust and dependency of children and young people must never be compromised or violated by those who work within the Church community. It is the responsibility of each of us to prevent neglect, physical harm, emotional harm, sexual harm, spiritual harm or domestic violence.

## **Definitions of a child or young person**

These procedures are the basis of good practice in this churches care of children and young people. A child or young person is anyone under the age of 18, regardless of perceived maturity. All who work with children (under the age of 18) should have a copy of this Safeguarding Children Policy and sign to say that they understand. This can be a digital copy with a reply via email to say they are understood.

## **Safe Recruitment**

### **Recruitment and Selection of Leaders and Helpers**

A list of all roles with children and young people, and details of the responsibilities of these roles, will be recorded by the CWTL & YWTL. Individuals who would like to volunteer with under 18s need to have been regular members of St Andrew's Clubmoor for the past 6 months. Volunteers will be expected to commit to a leading/helping in a group at least once every half term (approx. every 6 weeks).

When a person would like to be involved in any registered activities within the Parish they will meet with the CWTL, YWTL or Vicar as appropriate for an informal conversation. This conversation will guide the completion of an Information Form (Appendix 1). The individual will need to complete a Self-Declaration Form (Appendix 2) and return to the relevant person. Both of these forms will be kept by the PSO and will remain confidential and safely stored in a locked cabinet for 70 years.

At the informal conversation the relevant team leader or vicar will also discuss the role that they have applied for, and the importance of the Safeguarding Children Policy. The volunteer will be offered a digital or paper copy, and will sign to say they have read it as part of the self-declaration.

An Induction Checklist (Appendix 3) should be completed by the CWTL and YWTL. Completed forms should then be returned to the PSO.

Any individual who has expressed an interest in becoming a team member needs to complete their safer recruiting paperwork by their second session volunteering (ie they can volunteer once without it). They will not be allowed to continue to volunteer until their induction checklist is completed.

## **References**

Once the completed information form and self-declaration form have been received, feedback from a referee will be sought (appendix 4). At least one reference will be required for the applicant, but two will be requested and preferably two will be obtained. We prefer to have at least one reference from outside the church community. The referee will be asked to comment on the applicant's character and relationship with others and in particular if there are any concerns about the applicant working with children or young people. If there is any cause for concern raised by the referees, the PSO or APSO will decide on the relevance of the information and discuss with the diocesan safeguarding team, CWTL or YWTL as appropriate. The references will be kept in a locked cabinet for 70 years.

## **DBS Check**

All those authorised to work with under 18s are asked to complete a DBS. When the leader or helper receives their DBS the PSO will need to record the date that it was received, the role it covers and the Disclosure Number. Self Declaration forms will be renewed every 3 years as recommended by the Diocese of Liverpool and DBS will be renewed every 5 years as recommended by the House of Bishops. An individual is obliged to inform the PSO of any subsequent police or social services involvement that may be relevant to DBS checks. Having a criminal record will not necessarily bar you from working with us.

## **Roles and Training**

All leaders and helpers will have an agreed role description and will be provided with the relevant support and training. All those who work with the under 18s within St Andrew's Church have to attend Safeguarding Training every 3 years. Annual training will be offered for all those who have joined the team within the previous year. If anyone does not attend training, the vicar, PSO, APSO team leader and PCC have the authorisation to ask the person to withdraw from working with under 18s.

An annual review can be arranged with the team member by either the leader or themselves to discuss their role within the group, training, and what support they would find helpful. Additional mentoring may also take place. As a church we want all leaders and helpers to feel valued and supported within their role, and to ensure best practise and quality teaching.

## Unsuccessful applicants

The applicant will be notified if the PSO, PCC, CWTL or YWTL believes the appointment of an individual is inappropriate. Ongoing and regular misuse of drugs or alcohol will make an applicant unsuccessful. If the unsuccessful applicant requests written feedback regarding this decision, this will be provided. Background details of any DBS certificate will not be discussed.

## Specific groups of volunteers

All volunteers, including those listed below, can expect to be given clear written roles and responsibilities.

- **Leaders** are counted when determining leader/child ratios. The leader will work alongside another volunteer in a group, ideally another leader. If another leader is not available, the leader should work alongside a team member (see below). Only occasionally should a leader be left unsupervised with a group, and for the shortest possible time. They will have completed an information form, received a DBS check and obtained references.
- **Team member's** attend as requested by the rota. They count towards the leader child ratios. They will have completed an information form, received a DBS check and obtained references. Only occasionally should a leader be left unsupervised with a group, and for the shortest possible time.
- **Occasional helpers** are those willing to help out on an irregular basis, temporarily, or by an individual who is interested in formally volunteering but is not sure what the role involves. The CWTL and YWTL will pre-agree these arrangements. He/she should not be considered as a leader when determining leader/child ratios. The helper should be under the direct supervision of an approved leader and never left in sole charge of a child. A record will be kept of their name and which group they help with. They will not be required to complete an information form, obtain references or receive a DBS check until they have attended four times at which point they are no longer considered an occasional helper.
- **Helpers under the age of 18** can participate in children's work as a helper. He/she should not be considered as a leader when determining leader/child ratios. The helper should be under the direct supervision of an approved leader and never left unsupervised with the group. A record will be kept of their name and which group they help with. They will not be required to complete an information form, obtain references or receive a DBS check.
- **Leaders from abroad;** if the applicant is able to provide an address history in the UK for the last five years, a DBS check should be sought. If they are unable to have a DBS check, they will be required to provide two references. They cannot be considered as a leader when determining leader/child ratios.

# **Good Practice**

## **Leader child ratios**

The guidance for the adult to child ratio for each age band is;

- 0-2 years-1:3
- 2-3 years- 1:4
- 4-8 years- 1:6
- Over 8 years 1:12

If in doubt ask either the PSO, APSO, Vicar or your team leader.

There should always be more than one volunteer (over the age of 18) in each group, ideally both DBS checked. If possible have at least one male and female. Leaders should be unrelated and not in a relationship. If a leader is left alone in charge of a group (eg when another leader is escorting a child to the toilet), the door to the room must be left open.

## **Time Alone**

As a general principle, leaders should ensure that programmes do not offer unsupervised access to under 18s. This requires careful planning in multi-room venues.

Minimise time alone with any child. If it is vital that leader or helper have to be alone they should ensure that they inform another leader of location and why they are alone. It should be made sure that all leaders and helpers can be clearly observed by others. Never be alone behind a closed door.

It is advised that if home visits are being done that more than one leader is present, preferably male and female.

## **Talking and listening**

St Andrew's Clubmoor will ensure that the ChildLine Helpline and the Independent Children's Advocates' telephone numbers are accessible, to enable children to be able to contact these services freely if they choose to. If a child wants to talk to a particular leader, the following considerations should be made:

- The leader should remember never to promise confidentiality, as the child may want to talk about abuse.
- The child should be offered privacy but safety considerations for both the leader and the child should be made, so if the leader speaks to the child without a further adult being present, the door to the room should be left open.
- If a young person chooses to hold a personal conversation with a youth leader in a car e.g. when being transported to the agreed drop-off/pick up point, the youth leader should provide the young person with the opportunity to disclose information, listen and provide support. As soon as practical, the youth leader should encourage the young person to leave the

car, or to involve a further adult in the conversation. If further discussion is required, this should then occur in a more public arena.

- The youth leader should also ensure that a note is made in the logbook detailing the location, time and date of the conversation, and the individuals present. If the information is of a sensitive nature, the conversation should be recorded in a private file, rather than in the logbook.

## **Touch**

Touch is an important part of human relationships. For example, it can be necessary to stop a child harming themselves or others, or a natural way of responding to someone in distress. However, everyone working with children should be sensitive to what is appropriate and inappropriate physical contact. Leaders and helpers should be conscious of situations in which their actions, however well intended, could be misconstrued by others or be harmful.

Leaders and helpers should ensure that any physical contact with children is kept public. Any physical touch between a leader/helper and a child should always be age-appropriate and initiated by the child related to the child's needs, not the leader's/helper's need. The leader/helper should avoid any physical activity that may be thought to be sexually stimulating to either the leader/helper or the child/ren. Leaders should always avoid any sexual suggestion, including comments, even in fun.

The leader/helper should respect that every child has the right to decide how much physical contact he/she has with others. This does not apply to exceptional circumstances when medical attention may be required.

A leader/helper should be free to help another leader/helper by constructively and sensitively challenging any action or behaviour which could be misunderstood or misconstrued. If a leader/helper has any concerns about abuse, these should always be reported.

## **Guidelines for discipline**

Never compare children's character or abilities, instead focus on each individual child's positive attributes to encourage and affirm. Care and attention should be given to all children equally, whether well behaved or demanding. A leader/helper should never smack or hit a child, and rather than shouting, the leader/helper should rather change voice tone. If the leader/helper feels too angry to react to a situation in a calm and wise manner, he/she should request the support from another leader. Principles of discipline will be outlined to each new leader/helper by the CYW and it is important that every leader/helper is consistent in approach to avoid manipulation, misunderstanding and blurred boundaries.

# **Creating a Safe Environment**

## **Insurance**

St Andrew's Church has an insurance policy with Ecclesiastical Direct Insurance. Current certificates are displayed in:

- Church building
- Church hall
- The Loft

The activity leader must ensure that group activities are covered by this policy. They need to check whether the insurance policy is adequate for any activities, camps, etc., that are outside of usually group times and locations. Special cover may be needed.

## **Fire Regulations**

There is a copy of the fire regulations and drill in:

- Church building
- Church hall
- The Loft

Leaders and helpers should be familiar with the procedure in case of an emergency. The leader needs to ensure that the register is taken outside during an evacuation. A fire drill with volunteers will take place regularly.

## **First Aid**

A first aid box is kept in:

- Church building- kitchen
- Church hall- kitchen
- The Loft- kitchen

The Team Leader will ensure that there is a trained first aider on site or otherwise contactable. Do not administer any drugs except where it is essential or with a written consent of a parent/guardian. With this consent there is an agreement that the leader or PCC accepts no liability.

## **Safeguarding in individual homes**

When church related groups meet in the home of those involving children or vulnerable adults, some additional measures need to be considered and discussed with those families. If there are any known risks, the parents/carers should be informed of this risk to manage as they see fit, under guidance from the PSO. If there are no known risks, the parents remain responsible for the safety of their children/vulnerable adults in their own home. In particular, where there are children asleep in other rooms in the home, members of the group should be directed to use any bathroom that presents the least risk to children/vulnerable adults. This should ideally be a downstairs bathroom when children are asleep upstairs.

A parent/carer should always feel free to insist they chaperone anyone who does need to use a bathroom, whether upstairs or downstairs, without providing any



reason or explanation. Any difficulty encountered for taking this approach should be discussed at the earliest opportunity with the PSO or the leadership team and they will be supported in their approach.

## **Facilitation of groups**

### **Register**

A register of children or youth and helpers or other adults present should be taken at every group meeting. The register will also contain information regarding medication, allergies, emergency contacts or an alert to make the leader aware of additional needs. Completed registers will be kept for 70 years.

### **Accidents**

Any accident should be recorded in the Accident Book and also noted in the logbook. This must be completed during the session, and no later than the end of the session. The parent/guardian will be informed of the accident and any treatment that has been administered. The parent/guardian should be asked to sign the entry following the discussion.

### **Incidents**

Any incident should be recorded in the logbook. Behavioural issues will be dealt with through conversations between the leader, child and is appropriate parent/carer. If a child is involved in an incident that is recorded, the team leader must be informed. The parent/carer may then be informed at the discretion of the team leader.

### **Logbook**

The logbook is available for leaders to write down any unusual events or conversations, particularly inappropriate comments, recording what they witnessed. Leaders should be aware this will be useful if they have to deal with an accusation of assault, particularly if a child has been difficult. In such cases, records of previous examples of this sort of behaviour will enable allegations to be seen in context. Patterns of behaviour or concerns may also emerge from the logbook entries that might not otherwise have been obvious. Logbooks will be kept securely for 70 years.

Any information of a sensitive nature will be kept in a separate private file. This may include conversations, emails and Facebook messages. This file will be available only to the team leader of the group and should not be viewed by parents. Where information is to be recorded in a separate file, a cross reference should be made in the logbook to refer to the file for further information.

### **Registration Forms**

When children and young people join a group a Registration Form should be completed by the parent or guardian (Appendix 5). These should be given out on the child's first visit to the group and are expected to be returned by the second

visit. Forms should include personal information about the child, emergency contact numbers and medical details. Any information that is needed on a weekly basis should be recorded in the register. A new form should be completed for each child every September. If any information needs to be changed on the registration and consent forms it will need to be received in writing.

All registration forms should be handed to the CWTL and YWTL, or the leader present, and will be stored safely and confidentially in a locked cabinet. If completed online they will be printed out and then added to the cabinet. When a new form has been completed all previous forms will be archived and kept for 70 years.

### **Photos/videos**

The Registration Form also asks permission for their child to be included when photographs or videos are taken of any groups or activities. Any photographs/video can only be taken of a child within a group as part of the group or activity. Children should not be named or identified in any photographs/videos. This permission also allows for the photos/video to be used for publicity purposes. Mobile phones must not be used to take photos or videos. Only an adult with a DBS check can take photos or videos and a second adult must always be present. Only a camera or memory card owned by the church can be used to take photos, and photos should be stored on a church computer only while there is an active use for them. Once they are no longer needed for publicity, all photos should be deleted.

### **Consent Forms and Activities**

If a group is undertaking an activity outside of the normal arrangements of the group then written consent should be obtained from the parent/guardian. The letter should state the destination of the activity, details of timings for departure and return, and with a contact number of a leader who can be contacted on the trip. If the child comes without a consent form they will not be allowed to go. When taking children offsite a detailed programme and list of contacts will be left with someone in the church and activities planned to take place away from church premises will have the agreement of the church leadership in order to be covered by insurance.

It is good practice for the leader to fill in a Risk Assessment Form (Appendix 6) for all trips that are made, and also for any events that are different to usual activities. These are then filed securely and kept for 50 years.

### **Alcohol and Drugs**

Alcohol should not be consumed by leaders/helpers or anyone under the age of 18 during an organised activity for children. If a child attends an activity under the influence of alcohol or drugs they will be sent home. Their parents/carers will be contacted to collect the child.

If an adult, leader or helper attends the activity under the influence of alcohol or drugs they will be sent home. The vicar and PSO will be informed of the incident.

### **Smoking**

It is against the law to smoke in virtually all 'enclosed' and 'substantially enclosed' public and work places. All of St Andrew's grounds are a smoke free zone. Smoking is not allowed in vehicles in which children or other leaders are present. If leaders must smoke during a break, they should be out of sight of the children.

### **Transport**

All who drive children on any trip/activity must hold a current DBS, have a signed Self Declaration Form, and have attended the Safeguarding Training. All drivers should have a driver's license and proof of insurance cover.

Groups transporting children under 12 years old by car should be aware of the regulations regarding child seats and booster seats. Seat belts must be worn. Two leaders should be present in the car where possible. If only one adult is in the car, the child or young person must sit in the back of the car, and the rationale for a solo trip should be logged in the log book.

### **Electronic Communications**

This relates to the internet, email and mobile phones. When a leader or helper sends a text or email to a child they should also copy it to the team leader or, if the message was sent by the team leader, to the vicar or PSO. It is preferable that all electronic communications is done within a group context. Where this is not possible, the leader should save all e-mail and/or text messages to the youth. Emails should be kept and texts should be shown to another leader before deleting. In an emergency, or where the above is not possible due to lack of access, only the team leader may contact the young person via a telephone call.

### **Social Networking**

There are age limits for social media sites, and leaders will encourage those underage not to be part of social network sites. Leaders or helpers cannot add a child or youth as a friend. If the child requests you as a friend then it is acceptable to add them. If the leader chooses to keep this a part of their private social life away from the young people this is acceptable and leaders are under no obligation to accept friendship requests from young people. If friendship is established on the social network site, the leader should remember that they are being observed as a Christian and as an ambassador of the church, and should ensure that they are happy for all posts, photos and comments to be viewed by the young person whose friendship they have accepted.

Leaders/helpers should not be connected with a young person on photo or video based social media, such as Instagram or Snapchat.

When engaging in conversations with children online the leader or helper have to make sure that they are held accountable for these conversations. Make all contact as public as possible, e.g., writing on their wall instead of instant messaging. Where a private message is sent, a second youth leader should also be included in the message to the young person. If the leader feels that the message needs to be recorded, a print out of the conversation should be kept in the private file. If information is disclosed that the leader or helper is concerned about they need to send a copy of the word document or email to either the PSO, team leader or Vicar. These concerns will be taken seriously and a decision will be made on the next steps that we can take.

If pictures are being uploaded on to the social network sites of the groups and activities no child or young person will be tagged within the picture by a member of the team. Team leaders or members should not make comments on a young person's photographs and should be discouraged from looking at the photographs at all.

There should be a curfew on when to stop 'chatting' with young people from the youth groups, ideally 9.30pm-7am.

Make everything as public and accountable as possible.

### **Media**

It is the responsibility of the leaders and helpers to ensure that under 18s are not exposed to inappropriate material during a session.

## **Children with Additional Needs**

Children with a disability may be at greater risk of abuse and it can be considerably harder to set boundaries that take due consideration of the child's needs and requirements without putting the child at unnecessary risk of abuse. It also makes it harder to identify when abuse is occurring.

When working with children with special needs, the following difficulties may arise:

- **Communication difficulties.** The child may not be able to understand what is being required of him/her, or may struggle to express themselves in ways that will be understood by others. The leader/helper may not be able to use appropriate communication methods to relate to the child e.g. Makaton signs and symbols, British Sign Language, etc.
- **Physical contact.** A child with disabilities may require more physical contact than other children of the same chronological age. This may relate to areas of personal care including toileting and feeding, but also other issues such as seating and mobility.

- **Physical environment.** The child may require special seating or adaptive equipment, etc. He/She may also have further requirements such as the need for thicker pens, etc. when carrying out group activities.
- **Social environment.** The child may be exposed to prejudice by other children or adults. This should be counteracted by all, and children and adults should be educated alike about the value of individuals and people living with disabilities.
- **Emotional difficulties.** Some children may struggle to articulate their thoughts and feelings and this can result in behaviours that may be disagreeable. Managing behaviours and emotional difficulties can be challenging for leaders/ helpers.

It is important to discuss the child's individual needs with parents/carers. All leaders are to be aware of appropriate and required action specific to the child's needs to ensure maximum participation of the child within group activities and encourage group integration. A child with additional needs information form (appendix 7) should be completed with the parents to ensure the leaders are all aware how best to care for a child with additional needs. A note will be made in the register to alert leaders to the presence of this form, which will be kept in a locked cabinet for reference as needed. It will be stored with the child's registration form. This may need to be repeated as the child grows and develops. The team leader will take responsibility for meeting with parents and disseminating the information as needed.

## **Kids Church**

### **Age Groups**

There are two separate groups for children age 4-7 and 7-11.

### **Collecting Children**

It is the parents/carers responsibility to collect their children at the end of the session (11:50) and children may not leave the supervision area until their parent/ carer has arrived. Once a child is collected, the parents are fully responsible for their welfare, but we expect leaders to remain vigilant before and after the church service and alert the parents if there are any concerns. If a parent does not return to collect their child, a leader will return to the hall to ask the parent to collect their child.

If a child is new or the caregiver isn't recognised when they're dropping the child(ren) off, they will be given a raffle ticket. On their return they will be asked to return the ticket to ensure they're picking up the appropriate child.

### **Unaccompanied Children (Kids Church and Kidz Klub)**

On occasions, children playing outside the church building without any adult supervision may want to take part in church activities. If this occurs, the following steps should be taken:

- The visiting child should be given a consent and registration form (appendix 5)
- The child should then be sent home and encouraged to pass on the information and forms to his/her parent/carer. If they return with the completed form during the same session, or another week, they will be allowed to join in.
- All children 11 and under must be dropped off by an adult regardless of whether the adult is attending the main church service. This must continue until the team leader is satisfied that they can attend unaccompanied.

Once an arrangement has been made, if an unaccompanied child is attending Kids Church, the child's name should be included in the register and a note made that they were unaccompanied. The ticket system will not apply for this child.

### **Personal care (Kids Church and Kidz Klub)**

When escorting a child to the toilet, one leader may choose to accompany two children to prevent being alone with the child. The child should use the toilet appropriate to their gender. Ideally a female leader should accompany girls and a male leader accompany boys. If this is not possible, discretion of the leader can be exercised and if necessary, the parent should be called to accompany their child.

The leader should remain outside the bathroom facility. If they need to enter the bathroom for any reason, they should always remain outside the toilet cubicle with the bathroom door left open. If the child needs help with buttons or zips and requests help, the leader should do so outside the cubicle, with the bathroom door left open. The child should then access the toilet without assistance. If they are unable to use the toilet without assistance, the parents must take them. Only leaders with a valid DBS can take a child to the toilet.

Parents/carers must be called to change a soiled nappy. Leaders may not change nappies.

## **Kidz Klub**

### **Age Group**

This is for school age children age 4-11.

### **Dropping off and Collecting Children**

A ticket system is in operation when a parent/carer takes their child to Kidz Klub. A ticket with the child's name is to be given to the parent/carer to signal a formal handover of care. Where a child is new, a blank ticket will be used with the child's

name written on at the point of handover. This ticket is to be returned to the leader when the parent/carer returns to collect their child.

If different parents/carers will drop off and pick up the child, and they cannot transfer the ticket, this needs to be discussed with a leader at drop off and a note made on the register so all volunteers are aware of the plan for pick up time. If an adult arrives to collect a child, and does not have the ticket given at drop off, the CYW should be informed. If there was no prearranged alternative adult pick up discussed, the main parent/carer should be contacted using the registration form to check these alternative arrangements. This protocol should be followed even if the child knows the adult.

If a child attends Kidz Klub unaccompanied, and therefore no ticket can be given to an adult, this must be with the agreement of the CYW who must receive written permission from the carer for this to happen.

### **Parents/carers in Kidz Klub**

Parents/carers can choose to stay throughout Kidz Klub. They are required to sit in a designated area and should not be a distraction to any child or volunteer in Kidz Klub. If a distraction occurs, one of the leaders will ask the parent/carers to modify their behaviour/volume and if required, may ask them to wait outside the main space.

It is assumed that a parent/carer who is dropping off a child at Kidz Klub is not a risk to any child.

### **Unaccompanied Children and Personal care**

See above under Kids Church

## **Parent Led Creche**

In this group, it is assumed that all children and babies are accompanied by their parent or carer throughout the group.

There should be no photos taken during this group because there are no completed registration forms.

## **Youth Group**

When an individual young person over the age of 16 is considered by their youth leader to have the mature capacity to weigh information and make appropriate decisions for themselves, and where there is no concerns about their expectations or behaviour and the youth leaders have good relationships with their families, consent to join youth activities can be granted by the young person themselves and can be verbal. It should be remembered that the youth

leader to youth relationship should be maintained and the good practice guidelines should continue to be adhered to.

### **Visiting young people**

A youth leader can arrange to meet with a young person in a public place (eg coffee shop). The YWTL or other youth leader should always be informed of the proposed visit, date, time and address. The youth leader should only ever enter the young person's home if a parent/carer is present. The visit should be recorded in the logbook including its purpose, time of arrival and departure, people present, what was discussed. Young people should not be invited to the youth leader's home alone.

### **Young people over the age of 18**

Once a member of the youth group has reached 18, the relationship between young person and youth leader will inevitably evolve. The youth leader must maintain an appropriate relationship (e.g., female to female) and remember that the young person will still view the youth leader in a position of authority, even though they are now both adults. The youth leader must be careful to avoid any abuse of this position and maintain good practice as outlined in this policy. The focus of the relationship will likely evolve to disciplining more than teaching, and the youth leader must ensure that they remain accountable to fellow youth leaders.

### **Unaccompanied youth**

The registration & consent form (appendix 5) will be given to visitors on their first attendance at the youth group. The parental consent form will need to be returned to the youth leader by their second visit. If they do not return the forms, a call to the parents should be made and an email option offered to obtain written permission.

## **Stay & Play**

In this group, it is assumed that all children and babies are accompanied by their parent or carer throughout the group.

Leaders and helpers should complete an information form, but do not need to provide references. Leaders need to complete a DBS check. Helpers do not need to complete a DBS check. Leaders need to read the safeguarding children policy to ensure they are familiar with the good practice recommendations. Both leaders and helpers should attend the safeguarding training.

On the rare occasion that a child is left in the group without their parent (eg when a parent visits the toilet), the child should be left with a leader who has a



DBS check. The leader and the unaccompanied child should remain in the main hall in the presence of other leaders or helpers.

Leaders and helpers should not be present when a parent is changing their child's nappy.

### **Photos/videos**

Only the main leader of the group is permitted to take photos, and can only do so with written permission from the parent/carer. It should be made clear to the parent/carer when and how photos/videos will be used for publicity purposes. A second adult must always be present, and this can be a parent of a child in the group. Any photographs/video can only be taken of a child within a group as part of the group or activity. Children should not be named or identified in any photographs/videos.

Mobile phones must not be used to take photos or videos. Only a camera or memory card owned by the church can be used to take photos, and photos should be stored on a church computer only while there is an active use for them. There should be no photos taken by any of the leaders, helpers or parents.

## **Suspicion or Disclosure of Abuse**

Abuse comes under the categories of;

- Neglect
- Physical harm
- Emotional harm
- Sexual abuse and exploitation
- Spiritual abuse
- Domestic abuse
- Online abuse, including electronic images
- Bullying, including abuse by other children

### **Disclosure of abuse**

If a child (a person under the age of 18) discloses allegations of abuse to you;

- Make sure you make it clear that you cannot keep it a secret.
- Listen to the child without interruption, letting them express their views and feelings, accepting what they say.
- When the child has finished disclosing the information you should not ask any leading questions, do not promise that you will stop the abuse.
- You need to explain that you need to pass this information on. Reassure the child that they have done the right thing in telling someone and ensure an adult remains with them.

- You should make notes of what was said using the child's words whenever possible.
- Under no circumstances should a leader/helper carry out an independent investigation into an allegation or suspicion of abuse or discuss the suspicions with anyone other than those nominated.

The leader/helper should consider his/her own feelings and seek pastoral support if required, but should not divulge any confidential information to anyone not authorised to know.

### **Acting on the information**

The leader should inform the child/young person what they will do in response to what has been said and continue to keep the child informed of new developments. The leader should immediately inform the PSO about the conversation. If the leader is unable to contact the PSO, or if the suspicion in any way involves the PSO, then the leader should report to the Independent Advocates. It is the role of the PSO to collate and clarify allegation/suspicion details, take advice from the diocese as needed, and pass these details onto Children's Services Department.

If the allegations involve both the PSO and the Independent Advocates, then the report should be made to the vicar, or alternatively contact Social Services directly. Liverpool Careline Social Services number is 0151 233 3700 and is available 24 hours a day.

Absence of the PSO should not delay referral to the Careline. Under no circumstances, will the PSO or leader/helper speak to the parent/carer without advice from the diocese or Careline.

The allegation may mean that a decision has to be made to whether the child is in immediate danger, e.g., returning to their home. If the child is in immediate danger the leader/helper needs to contact the police or Careline (social services). The leader/helper should also inform the PSO.

If the allegation concerns someone within the church the vicar should be notified as soon as possible, then inform the Diocesan Child Protection Officer and Archdeacon. The PSO should also be informed. If the allegation is towards the vicar then the Diocesan Child Protection Adviser and Archdeacon need to be informed directly.

### **Making notes**

The leader/helper should write down everything that was discussed as soon as possible after the conversation has ended without embellishing. Write down phrases that the child used and the exact responses the leader/helper gave, where possible. If a leader/helper wishes to express an opinion, for example, the demeanour of the child, it should be made clear that this is the opinion of the leader/helper. The leader/helper should record the date and time the

conversation took place, the time of making the notes and should give introductory information regarding details of the activity which immediately preceded the conversation, for example, a description of the game that was being played at the time. All hand-written notes should be kept in a secure place for 70 years, even if a typed version was later compiled. The individual may also choose to keep a copy for their own records, but must ensure it is kept securely and with minimal identifying information.

The leader/helper may wish to use the form provided (appendix 8) to record their notes.

### **Suspected abuse**

There may be occasions when you suspect that a child may be experiencing abuse. You should write down the reasons for suspicion and report the concerns to the PSO, who will consult with the Diocesan Child Protection Officer.

You should never keep your concerns to yourself

### **Allegations towards a leader/helper**

We will support any leader or helper that have had criticism or complaints made against them but they will have to step back from their responsibilities until the allegation has been processed. Any statements should be obtained from witnesses (other leaders and helpers, children, parents/carers). Copies of statements should be passed to the vicar and PSO at the earliest opportunity. They will make a decision as how to deal with the matter.

## **Appendix 1**

### **Information Form for Volunteers working with Children, Young People & Vulnerable Adults**

Full name:

Date of Birth:

Address:

Telephone No:

Email address:

Please write which group(s) you are interested in volunteering with:

Please provide any other information, including any illnesses that may be relevant to working with children, young people or vulnerable adults:

### **References**

Please provide details of two people who are not members of our church, who would be able to provide a reference. Where possible, one of these references should be from any previous youth/children's work, or from a previous church leader.

Name:

Name:

Address:

Address:

Email:

Email:

Relationship:

Relationship:

## **Appendix 2**

### **Self Declaration Form**

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the Diocesan Safeguarding Adviser.

All applicants are asked to complete this form and return it to Sarah Wilks, Parish Safeguarding Officer.

Position applied for:

### **Conviction History**

If you have NEVER been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below.

If you HAVE been convicted of a criminal offence, or received a caution, reprimand or warning that is NOW SPENT according to DBS filtering rules\*, then please select 'No' below.

If you HAVE an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974\*\* and the DBS filtering guidance\*.

Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

**Yes                  No**

If yes, please give details on the back of this page, including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. You can choose to give details of the reasons and circumstances that led to the offence(s).

### **Investigations**

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

**Yes                  No**

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services (Children's or Adult Social Care)?

**Yes                  No**

Has there ever been any cause for concern, or employment disciplinary action, regarding your conduct with children, young people or vulnerable adults?

**Yes                  No**

If yes to any of the above, please give details on the back of this page, including the dates, the Police Force/Social Services department involved, details of the investigation and the reason for this, and the outcome. Information you give will not necessarily exclude you from the role you are applying for.

## **General**

Do you suffer, or have suffered from any illness, disease or disability which may affect your ability to work with children and/or young people?

**Yes**                      **No**

If yes, please give details on the back of this page.

## **Declaration**

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform Sarah Wilks (responsible for processing disclosure applications) if I am convicted of an offence after I take up any post in St Andrews. I agree to inform Sarah Wilks if I become the subject of a police and/or a social services investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Name:

Address:

Signed:

Date:

Only those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity:

I confirm that I am not barred from working with children / vulnerable adults.

Signed:

Date:

\*[www.gov.uk/government/publications/filtering-rules-for-criminal-record-checkcertificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-checkcertificates)

\*[www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf](http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf)

\*\*[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/216089/rehabilitation-offenders.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf)

As a place of worship, we undertake to meet the requirements of the General Data Protection Regulation and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals, including the secure storage of this form.

The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check. DBS Eligibility from: [www.gov.uk/government/collections/dbs-filtering-guidance](http://www.gov.uk/government/collections/dbs-filtering-guidance).

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## Appendix 3

### Induction Checklist

Name:

	Date	Initials	Comments
Information form completed			
Self declaration form received			
Role description discussed			
Safeguarding policy signed			
Attended safeguarding training			
Completed DBS form received			
If applicable, DBS sent to diocesan office			
DBS response received			
References requested			
References received			
Volunteering role starts			
Self declaration form needs renewing			
DBS needs renewing			



## Appendix 4

### Reference Request

St Andrew's Church  
176 Queen's Drive  
Liverpool  
L13 0AL  
safeguarding@standrewslive.org.uk  
[ DATE ]

Dear

### Reference Request

I am writing to request a reference for . She/He has applied to work as a volunteer with our children/youth group/vulnerable adults She/He has given permission to seek information regarding suitability from you.

It would be appreciated if you could complete the following reference and return it at your earliest convenience.

Thank you for your time,

Claire Pollard  
Parish Safeguarding Officer  
St Andrew's Church, Clubmoor

### Please answer the following questions:

What is your relationship with the applicant?	
How long have you known them?	
Have you known this applicant work with children or young people?	
Do you have any concerns about their suitability to work with children or young people?	
Do you think the applicant is a suitable role model for children/ young people? If not, please give details.	

**Please indicate your assessment of the applicant in the following areas:**

	Excellent	Good	Fair	Poor
Honesty and Integrity				
Reliability and Trustworthiness				
Punctuality				
Ability to work in a team				

Signature:

Name:

Date:

## Appendix 5

### **St Andrew's Children's & Youth Registration Form**

Name of child / young person:

Date of Birth:

Gender: M / F

Address:

Parent / Carer Name(s):

Telephone(s):

Email:

Emergency Contact (Name of an alternative adult, to be contacted in an emergency)

Name:

Relation to Child:

Telephone:

GP Surgery Name:

Telephone:

Please consider the following options for your child and circle your chosen answer:

1. For photos to be taken & used for crafts, marketing & social media Yes/No
2. In the event of an accident for emerged first aid to be carried out and emergency assistance sought if necessary Yes/No
3. For food to be provided during sessions Yes /No
4. For youth: During social activities for my child to be driven to/from events by a team member Yes /No
5. For youth: For my child to make their own way home from sessions Yes /No

Any medical conditions, allergies, medication, behavioural issues or additional needs that we need to be aware of:

Signed: .

Name: . Relationship to Child:

Date:

Details on this form will be held securely and will only be shared with staff and volunteers who need this information in order to meet the specific needs of your child. Please return this form to your team leader.

## **Appendix 6**

### **Additional Needs Information Form**

To be discussed and completed together with the ministry areas leader who will ensure that these needs are met by communicating this information to leaders for the group.

Child/Young Person's/Vulnerable Adults Name:

DOB:

Parents / Carers Name (if relevant):

This form has been completed by please circle:

Parent/Carer

Child/Young Person

Vulnerable Adult

Date:

#### **Significant medical diagnosis or conditions:**

From the child / young person's perspective:

Do I have problems with my vision or hearing?

Do I struggle with my reading or writing?

Do I have any difficulty with my mobility? (sitting, standing, walking etc)

Do I have any problems with communication? (speech, listening, understanding etc) What frustrates me or gets me angry?

How do I react when I get frustrated or angry? And what calms me down again? Is there anything that I particularly enjoy? How will I respond?

Is there anything else to mention?

It may be appropriate to complete this form again as your needs change. You can always request a conversation to talk it through and make any changes.

## **Appendix 7**

### **Disclosure Form**

Remember to keep the child/young person/vulnerable adult informed about what is happening and who is being told. Use this form to help you make notes about anything you feel might be significant from observations, conversations or information about a child or young person. If there is any declaration or suspicion of abuse, you must inform the Parish Safeguarding Officer. Refer to the Safeguarding Children Policy for more information or alternative actions. If a child/young person is in immediate danger, contact the police or Careline (social services).

### **Making notes**

Write everything that was discussed as soon as possible after a conversation has ended

Date and time of conversation:

Time of making notes:

Who is involved?

Introductory information preceding a conversation e.g., a game that was being played, or an action or comment that triggered something:

What was discussed? Give facts only, use phrases the child used & responses you gave.

Do you have an opinion about an aspect of the conversation? e.g. demeanour of the person you're concerned about.

If you use additional paper, make sure you write the relevant names and date on it. All hand-written notes should be kept in a secure place for an indefinite period, even if a typed version was later compiled. You can choose to keep a copy for your own records, but you must ensure it is kept securely and with minimal identifying information.

Name:

Signature:

## **Appendix 8**

### **Church of England document: The Code of Safer Working Practice**

The Code of Safer Working Practice expresses our commitment to demonstrating God's love by placing the highest priority on the safety of those to whom we minister. It sets out what we expect from anyone who ministers in our church, in both paid or voluntary roles, and is one of the ways we ensure high standards of safeguarding in all we do.

#### **Upholding the Code**

All members of staff and volunteers are expected to report any breaches of this code to the Parish Safeguarding Officer. Staff and volunteers who breach this code may be subject to disciplinary procedures or asked to leave their role. Serious breaches may also result in a referral made to the relevant statutory agency.

#### **All those working on behalf of the parish with children, young people and adults must:**

- Treat all individuals with respect and dignity;
- Respect people's rights to personal privacy;
- Ensure that their own language, tone of voice and body language are respectful;
- Ensure that children, young people and adults know who they can talk to about a personal concern;
- Record and report any concerns about a child, young person or adult and/or the behaviour of another worker with their activity leader and/or the Parish Safeguarding Officer. All written records should be signed and dated;
- Obtain written consent for any photographs or videos to be taken, shown, displayed or stored.

#### **In addition, those working with children and young people must:**

- Always aim to work with or within sight of another adult;
- Ensure another adult is informed if a child needs to be taken to the toilet;
- Respond warmly to a child who needs comforting but make sure there are other adults around;

- Ensure that the child and parents are aware of any activity that requires physical contact and of its nature before the activity takes place.

**All those working on behalf of the parish with children, young people and adults must not:**

- Use any form of physical punishment;
- Be sexually suggestive about or to an individual;
- Scapegoat, ridicule or reject an individual or group;
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- Show favouritism to any one individual or group;
- Allow an individual to involve them in excessive attention seeking;
- Allow unknown adults access to children, young people and adults who may be vulnerable. Visitors should always be accompanied by an approved person;
- Allow strangers to give lifts to children, young people and adults who may be vulnerable in the group;
- Befriend children, young people and adults who may be vulnerable on social media;
- Take photographs on personal phones or cameras as this means that images are stored on personal devices.

**In addition, for children and young people, must not:**

- Give lifts to children you are supervising, on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity);
- Smoke or drink alcohol in the presence of children and young people, except when this is a social situation with family members/carers present, eg a parish party<sup>1</sup> Arrange social occasions with children and young people (other than events which also include family members/carers) outside organised group occasions.

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<sup>1</sup> For the avoidance of doubt this document does not apply to church services, including Holy Communion.

## **Acceptable Touch**

Sympathetic attention, encouragement and appropriate physical contact are needed by children and adults. Some physical contact with children, particularly younger children, can be wholly appropriate. However, abusers can use touch that appears safe to 'normalise' physical contact which then becomes abusive. As a general rule, the use of touch between adults in positions of responsibility and those with whom they are working or volunteering should be initiated by the person themselves, and kept to the minimum. In addition to this, always follow the guidelines below:

- Ask permission before you touch someone;
- Allow the other person to determine the degree of touch except in exceptional circumstances (e.g. when they need medical attention);
- Avoid any physical contact that is or could be construed as sexual, abusive or offensive;
- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors;
- Touch should be in response to a person's needs and not related to the worker's needs. Touch should be age appropriate, welcome and generally initiated by the child, not the worker.