

The Parish Church of St Mark, Broomhill and Broomhall

PARISH POLICY ON SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Reviewed and Approved by the Parochial Church Council on 12 September, 2018

Statement of Aims

Relating to all ministry with children and young people:

- To enable young people to experience the love of God
- To help young people realise their full potential physically, mentally, emotionally and spiritually
- To provide a safe meeting place for young people
- To promote equality of opportunity for all
- To encourage young people to become responsible adults
- To nurture wholesome relationships across ages
- To provide indoor and outdoor leisure activities for young people

Additional aims relating to Sunday ministry:

- To help young people in their Christian discipleship through a programme of learning and thereby to deepen their Christian faith
- To encourage a strong Christian fellowship
- To encourage young people to take a full part in the life and worship of St Mark's

This document covers the ministry of St Mark's with children and young people conducted on Sundays and throughout the week. Currently, this includes the following groups:

Sundays	10.00 – 11.15am	Crèche (0–3 years; Nursery–Pre-School) Godly Play (3–11 years; Pre-School–Y6) 8-13s group
Saturdays	6.30-8.30pm	16-25s group meet monthly plus occasional extra events

This policy also covers additional ministry with children and young people undertaken within the church buildings, grounds or further afield carried out under the auspices of the PCC.

Groups hiring church premises for activities with children and young people are required to provide evidence of their own safeguarding policies and acceptance of the principles this policy espouses; they will require their own insurance cover. Details on Room Hire booking form.

Policy Statement

This PCC adopts the policy statement of the Diocese of Sheffield and will display it prominently in all church premises:

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.

The diocesan *Safeguarding Children Policy* can be found at

http://www.sheffield.anglican.org/UserFiles/File/Safeguarding/Safeguarding_Children_Policy.pdf

Application of the Policy

Members of the PCC and all persons, whether paid or voluntary, working with children and young people under the auspices of St Mark's PCC will be required to read this policy as well the Guidelines, Practices and Procedures defined in the Diocesan *Safeguarding Children Policy* and will be expected to adhere to them. This policy will be available on the church website

<https://stmarkssheffield.co.uk/policies> and copies will be placed in the Library at St Mark's.

This policy will be reviewed annually by the PCC. The PCC will appoint a Safe Church Officer and will inform the administrator at Diocesan Church House of that person's name and contact details.

Staffing

There must be at least two adults present in the meeting space of all the groups listed above. If the group is of mixed sex, it is good practice for there to be a male and a female leader present. If the group is all of one gender, it is good practice for one of the leaders to be of that gender. The PCC adopts the ratios specified in the Children's Act:

Age	Staff : Children
0 – 2 years	1 : 3
2 – 3 years	1 : 4
3 – 5 years	1 : 8
5 – 8 years	1 : 8
8 years +	1 : 8 (first 8 children), then 1 : 12 (additional children)

Staffing ratios should always take account of the need and nature of the group.

Insurance

St Mark's provides insurance, covering public liability and personal accident, for all groups listed above whose activities have been authorized by the PCC according to the requirements of its insurer, the Ecclesiastical Insurance Group.

Registration and Parental Consent

Every group will keep a register (in a fixed leaf, hardbound notebook) of all those attending each session, including leaders. 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. Additional consent forms will be required for special events (eg day trips, residential).

The Voice of the Child and Young 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 boards in the foyer, lounge and upper room with the name and contact details of St Mark's Safe Church Officer, the Childline telephone number and contact details of any other independent persons appointed by the PCC.

Recruitment

The Parochial Church Council will follow the recruitment process included in the Diocese's *Safeguarding Children Policy*. References, the Confidential Declaration and a Disclosure and Barring Service (DBS) check via the diocesan system will be obtained. Appointment to any post, paid or voluntary, will not be made until these processes are complete.

Safe Working Practice

All those working with children and young people will follow the Safe Working Practices guidelines in the Diocesan *Safeguarding Children Policy*. In particular, St Mark's is committed to treating all children and young people with dignity and respect, to creating the best possible environment for their nurture and to providing a wholesome example for them to follow.

Fire Regulations and Security

All group leaders should be aware of evacuation procedures in case of fire as well as of fire regulations including the positions of fire extinguishers. They should know who to contact in an emergency relating to the building. In-house training in fire safety will be provided regularly.

Leaders must be vigilant at all times as to who else is in the parts of the building or space occupied by their groups. They must be aware at all times of the whereabouts of the children in their care. Group leaders should have access to a telephone at all times.

Food and Hygiene

If any group is involved in the preparation or selling of food, at least one leader should have completed a 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 or who is medically trained. A register of such persons will be maintained by the PCC. There should be a properly stocked first aid kit accessible to each group. 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 or guardians should also be informed of any accident.

Church Premises

Any organisation booking the use of 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 in writing that 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 in line with the policy.

Allegations

If an allegation is received concerning the behaviour of an adult, the *Allegations Policy* contained in the Diocese's *Safeguarding Children Policy* will be followed.

Concerns About or Reported by a Child

This parish will follow the Guidelines contained in the Diocese's *Safeguarding Children Policy* and report the concern to the Diocesan Safeguarding Adviser, or to the Archdeacon of Sheffield.

Review

Leaders of all children and young people’s groups will meet to review their work on an annual basis. This should include a review of safeguarding as well as health and safety issues relating to each group. Notification of this meeting should be reported to the PCC. The St Mark’s Safeguarding Team will review the parish policy annually and report to the PCC, who will record this review in its minutes. The PCC will inform the Archdeacon of Sheffield via the visitation that this has been done. A copy of St Mark’s current Safeguarding Children Policy should be sent to the Archdeacon for inclusion in the parish file. Whenever substantial amendments have been made, a revised copy should be sent.

Representation

It is highly desirable that there is representation from the leadership of the groups listed above on the PCC, ideally from both Sunday and weekday provision.

Training

It is a requirement that all people working with children under the auspices of St Mark’s participate in safeguarding training, which is available to the clergy, employees and volunteers from the Diocesan Safeguarding Training Officer. Details of sessions can be obtained by contacting Sue Lamprell, Safeguarding Administrator 01709 309151 or by following the link below:
<http://www.sheffield.anglican.org/safeguarding-training-information-dates>

Resourcing

The PCC is committed to ensuring that adequate financial resources are made available for furthering St Mark’s work with children and young people, and for implementing its safeguarding policy.

Signed on behalf of the PCC by: Sarah Colver, Associate Vicar
..... Churchwarden
..... Date

St Mark’s Safeguarding Team

Lead clergy: Sarah Colver, Associate Vicar
Sue Hammersley, Vicar
Safe Church Officer: Duncan Lennox
Safeguarding Administrator /DBS Lead Recruiter: Sarah Jenkins
Domestic Abuse Officer: Jane Padget

Key Personnel

St Mark’s Health and Safety Officer: Pat Hunt, Churchwarden
St Mark’s Fire Safety Officer: Robin Saunders
Diocesan Safeguarding Adviser: Linda Langthorne (01709 30914)
Archdeacon of Sheffield and Rotherham: Ven. Malcolm Chamberlain (01709 309110)

Review and Renewal Date: September 2019 meeting of the PCC