



St Peter's Bentley Parochial Church Council

Parish Safeguarding Children Policy

June 2018

1.0 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.
- to enable young people to experience the love of God
- to help young people to realise their full potential physically, mentally, emotionally and spiritually.
- to encourage children and young people to take a full part in the Church's life and worship
- to promote equality of opportunity for all.

2.0 This document covers the work of this parish with children and young people, in its services and in groups meeting throughout the week.

2.1 Currently these groups are:

- st peter's together (Sunday 4-4.50pm)
- Little Fishes (Tuesday 9-11am)

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

3.0 Policy Statement

St Peter's Bentley PCC adopts the policy statement of the Diocese and will display it prominently in all church premises. The PCC expects all church workers to follow its Safeguarding Children Policy and Guidelines and will display them in a prominent place.

3.1 A copy of the Diocesan Safeguarding Children Policy, which is referred to in this policy, will be available in the vestry for anyone to view, and will be made available to anyone working with children.

4.0 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 Representative or the group leader. All children's workers will be expected to accept the policy and guidelines and work according to their requirements.

4.1 All new members of the PCC will be required to accept the policy and guidelines. The PCC will appoint a group to oversee the policy and guidelines, and they will be placed on the agenda of the PCC at least annually for review.

- 4.2 The PCC will appoint a Safeguarding Children Representative and will inform the diocesan office of their details.
- 5.0 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 they have a safeguarding children 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.
- 6.0 Safer Recruitment
The PCC will follow safer recruitment processes as outlined in the Diocesan Safeguarding Children policy. This means that references, a confidential declaration, and a DBS disclosure (where permitted by law) will be obtained. Appointments to any post, paid or voluntary, will not be made until these processes are complete and the PCC have been consulted. All appointments will be made on a conditional basis until completion of a satisfactory probationary period. All those working with children and young people will follow good practice guidelines in the Diocesan Safeguarding Children policy and guidelines.
- 7.0 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.
- 7.1 Parental consent to photographs and videos must be obtained, using the appropriate consent form.
- 8.0 Insurance
The PCC will ensure that there is adequate insurance cover for all activities involving children and young people.
- 9.0 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.
- 10.0 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 practices followed.
- 11.0 First Aid and Accidents
Each group should have at least one adult present 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 form should be

completed. This should be kept securely a marked file. Parents should also be informed of any accident.

12.0 Toilets

Leaders should not take children to the toilet unless this task is specifically mentioned in their role description and they have received the appropriate DBS check (enhanced with a check of the barred list).

13.0 Cars

Any cars used during activities should be appropriately insured and drivers should be over 25. During activities, there should be two appropriate adults in any vehicle. Any arrangements for lifts to and from activities should be checked with the group leader before they are entered in to.

14.0 Providing an Independent Person

Children and young people should have the opportunity to raise any concerns about any health and safety or safeguarding matters. The name of the Safeguarding Children Representative and posters advertising the ChildLine number will be posted on a noticeboard in both the Church and the Community Hall.

15.0 Allegations

If an allegation is received concerning the behaviour of an adult, the diocesan Allegations Policy will be followed.

16.0 Concerns about or reported by a Child

Any concerns about, or reported by, a child should be referred to the Parish Safeguarding Representative who will follow the diocesan guidelines. If the Parish Safeguarding Representative cannot be reached, the Incumbent should be contacted or the Archdeacon. All such concerns or incidents should be recorded and kept in a confidential place.

Reviewed and agreed June 2018

Agreed November 2016