



Saint Lawrence Church
Stratford sub Castle



SAFEGUARDING GUIDELINES FOR STAFF AND VOLUNTEERS

*To be read in conjunction with St Francis, Hope & St Lawrence's
Safeguarding Policy
and
The Parish Safeguarding Handbook*

Statement of Purpose:-

- The people of St. Francis Church, St Lawrence and Hope Church 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 prevent the physical, sexual or emotional abuse of children and young people.

It is the duty of a person working with children and young people to prevent abuse and report any abuse discovered or suspected.

Further information can be found on the Diocesan website under 'Safeguarding'

SAFE PRACTICE

All leaders, paid or otherwise, should be aware of any dangers within the confines of the meeting area and within the vicinity of any outside event away from the normal meeting area. It is the responsibility of the leaders to ensure a safe environment.

Ratio of staff/volunteers to children and young people

At all times, the safety of all members and workers must be a prime concern. While it is primarily the responsibility of the paid staff and leaders to ensure a safe environment, all workers need to be aware of the dangers, and know what action to take should difficulties arise.

Based on the recommendations of the Parish Safeguarding Handbook the numbers will be as follows:-

- 0 to 2 years - 1 adult to 3 children
- 2 to 3 years - 1 adult to 4 children
- 4 to 8 years - 1 adult to 6 children
- 9 to 12 years - 1 adult to 8 children
- 13 to 18 years - 1 adult to 10 children

Ensuring two leaders/workers are available at all times.

Qualities of the Volunteer

We look to recruit as volunteer workers. only those who agree with the ethos of Christianity and agree to not bring into St Francis, Hope or St Lawrences Churches or any of their affiliates into disrepute.

Role of the Volunteer

- All new volunteers are expected to show they have knowledge of these guidelines and that they are willing to attend Safeguarding training every three years.
- Each volunteer should receive an outline of their role and a copy of 'Guidelines for Volunteers. This should include:-
 - a) The name of the person who will support them
 - b) A brief description of the work they will undertake with children
 - c) Guidance on creating safe situations where it is difficult for abuse to occur
 - d) Awareness of appropriate behaviour (see policy)

e) The action that should be taken if abuse is discovered or disclosed

Individual Safety of Paid Employees and Volunteers

- It is advisable that volunteers should not be used in isolated areas; they should be encouraged to work in situations where there is more than one adult present.
- In situations where an adult is alone with a child they should be easily observed by others nearby, i.e. if left alone in a room the door should always be kept open.
- Groups should always have two leaders to ensure the group is never left unattended. Where possible there should be a male and female leader.
- Individual leaders should be discouraged from giving lifts in cars unless there is another adult present and permission is obtained from the parent/guardian.
- Children should never be encouraged to visit the leader at their home.

Where possible an employee or volunteer should never be left alone with a child.

Leaders/supervisors should ensure that employees/volunteers are not unnecessarily exposed to risk. Junior leaders should never be left alone with children.

Church Choir

Where the church choir includes any young person under the age of 18 years it is the responsibility of the leaders of the choir to ensure all adult choristers have references taken up.

Bell Ringing (St Lawrence)

When the bell ringers includes any young person under the age of 18 years it is the responsibility of the Tower Captain to ensure that safeguarding procedures are followed.

Collection after an Event

No child or young person should be allowed to wait alone for a parent to collect them. Two Children's Workers / Youth Leader should remain with the child or young person until they are collected, or following a phone call to home, two people may give the child or young person a lift home, as detailed above.

Children and young people may make their own way home if permission has been given by the parents/guardians and the leader of the event has been informed of this.

Special Needs

Where a child or young person has special needs every effort will be sought to meet these appropriately. Parents will be asked to make group leaders aware of any special needs their children may have.

Use of Photographs

At appropriate times, photographs and sometimes video recordings are taken of the children and young people, to show at a church service, for use on our website and social media platforms or in other ways to publicise our work. Where this is the case, photographs taken at a large event are considered public domain and permission is not required.

When an image is of a specific person or persons, a written consent from the person or person's parents/guardians must be gained appropriately. The consent forms will contain details of how and where such images could be used. Pictures, wherever displayed, will not reveal unnecessary information, and in the case of under 18's, their full names or any other details will not be disclosed. Such consent will have a 'shelf-life' of two years recorded in the agreement, and images will not be used after this period.

Live streaming of services (St Lawrence)

The closed link is only given to people who have requested it and are therefore all who are viewing are known.

The service is left available to view for a week and then deleted.

When a service is to be streamed or recorded, a notice will be clearly visible at the entrance to the church, informing the congregation of the live streaming. With this advice in place consent is assumed.

The celebrant and any people involved in the service do not need to give written consent, however for any child under the age of 18 written consent must be obtained.

Appropriate Behaviour

Staff and Volunteers

We recognise that our workers offer a clear role model to our children and young people. We expect, therefore, all staff and volunteers to uphold clear and appropriate standards in their behaviour, dress, speech and attitude.

Relationships with children and young people must be kept on a strictly professional level.

Ministry

In the case of general ministry, when God is sovereign, the workers role is simply to bless what the Lord is doing and only minister to those of the same sex wherever possible. This type of ministry would generally follow an invitation from the front to be open to receiving the Holy Spirit.

In cases of individual ministry, where a person has requested specific prayer, it should be undertaken only by workers of the same sex and preferably in twos. All ministry should uphold the values expressed under "Safe from Harm" and be undertaken sensitively and under the direction and authority of a designated leader.

Children and Young People

We expect all children and young people to respect one another and our workers. We also expect respect to be shown for our property and the safety and well-being of all people using our facilities. These values will be upheld by the Code of Conduct Behaviour Policy.

Children and young people who break the rules will be disciplined verbally and, where necessary, removed from a group. We will talk the issue through with a child or young person and inform parents/guardians if it is thought necessary. We are prepared to exclude members from our activities should their behaviour necessitate this.

Off-Site Activities

Any off-site activities, days out or residential time away requires careful planning. Leaders are responsible for ensuring appropriate safety measures are in place prior to the event taking place (where appropriate a 'risk assessment' should be done. A 'Parental Consent Form' must be completed and returned for each child / young person attending. This form includes information of the parent's/guardian's full details and emergency contact numbers. In addition a completed medical form is required. All times of collection and return must be clearly stated. A 'base contact' will be appointed for contact in the event of any delays or other unforeseen circumstances. A list of attendees will be left with the 'base contact' who will inform parents appropriately.

Other Meetings

It may, from time to time be deemed appropriate to meet with young people for mentoring or an informal discussion. This will always be done in agreement with the young person and permission will be sought from parents or guardians for

those under 18 years old. The following principles will be taken into account when these meetings occur:

APPROPRIATE - Meetings with young people outside Church buildings should be arranged in conjunction with the youth work leader and should follow the usual guidelines for work with young people at St Francis Church. In particular, the following guidelines need highlighting.

- Meetings will be arranged as and when the needs arise but will always have a purpose to them.
- Meetings should take place in a public place, for example a coffee shop or a park or in the youth lounge or other church rooms, in conjunction with parents/guardians where appropriate.
- Though we intend to keep a level of confidentiality, we never promise secrecy. We have a responsibility to report any issues that are of concern (i.e. abuse, bullying, self harm) and need to be prepared for the legal implications that may come from that.

ACCOUNTABILITY – Written recordings of meetings should be made and kept, using the appropriate forms (i.e. one-to-one records, concerns records). Any issues of concern need to be reported and to be discussed with the Youth Work Leader, who may then refer it to the Safeguarding Officer and/or Vicar.

OPEN - Where appropriate, parents/guardians will be informed of a proposed meeting with their children. The parents/guardians may then need to be contacted to discuss the outcome of the meeting with the youth work leader or appropriate person. The young person obviously has a right to decline to meet: however if they agree to meet and then do not attend, then that will be dealt with appropriately.

HOSPITABLE - It is important to make young people feel safe and welcome, the same as if they were attending youth clubs. This means it may be appropriate to offer to buy them a drink and/or a small cake. Always try and leave a meeting on a positive note offering to pray with young people if appropriate. Any costs incurred can be claimed as an expense.

REVIEW - Meetings will be reviewed by the youth work leaders where appropriate to determine what actions need to be taken from them. Advice should be sought from the Safeguarding Representative or Diocesan Coordinator when necessary.

First Aid

A qualified First Aider should be available at all organised activities for children and young people. A First Aid Kit can be located in all kitchens in the church and church hall. All accidents or near misses, no matter how insignificant must be recorded in the Accident Book, which can be found in the Church Office.

Prescribed Medication

Leaders of children and young people's groups will not administer prescription or any other drugs. Where a child or young person requires prescription medication during an activity, we will allow them to administer it themselves if competent to do so. Consent should be sought from parents/guardians in such cases.. A pre-existing injury form and/or medical administration form should be filled in where appropriate other than in the case of an asthma inhaler.

Social Media Policy and Electronic Communication

All Communication done electronically that is done on behalf of St Francis, Hope or St Lawrence Churches (both via social media and 'privately') will be done in accordance with Social Media Policy and Electronic communication policy.

Drugs and Alcohol

Illegal drugs, solvents or alcohol are not permitted at our children's and youth events. Smoking is not allowed within our buildings or when engaged in children's or youth activities.

Anyone found to be in the possession of alcohol on site or attending an off-site event will be asked to hand it in to a worker to be disposed of. It is recognised that alcohol may be available at selected church social events. Under these circumstances we look to our workers to model appropriate behaviour.

Any illegal substances found on the premises should be destroyed in the presence of an adult witness. Any transfer of the substance from a young person to a worker should also be witnessed. Alternatively, a substance could be handed into the police. The worker is not obliged to report such an incident to the police, but should inform their appropriate member of staff as soon as possible.

Self Harm

Where self harm is suspected, reported or disclosed, it should be reported to the session leader at the earliest possible convenience and recorded appropriately. From there the best course of action to ensure safety for that young person will be decided. This will be reported to the designated safeguarding officer.

Internet and WIFI

There is public internet access across the entire site at St Francis Church. Efforts have been made to limit access to inappropriate content through the church WIFI systems.

In the case of any safeguarding or child protection concerns, volunteers and paid employees should follow the Safeguarding Policy which can be found on both the St. Francis and St Lawrence websites or as a hard copy in church.

REMEMBER:

SAFEGUARDING CHILDREN IS 'EVERYBODY'S BUSINESS

Updated Sep 2022
To be reviewed July 2023