

## DIOCESE OF PETERBOROUGH

### **The Parish of St Mary the Virgin, Welford**

In the Benefice of Welford, Sibbertoft and Marston Trussell

### **Parish Policy for Child Protection**

**This Child Protection Policy relates to all groups and organisations of St Mary the Virgin, Welford with responsibility for working with children and young people from 0-18 years of age, and Vulnerable Adults**

It follows the guidelines set out in “Children and Young People: the Peterborough Diocesan Child Protection Policy”, which conforms to the House of Bishop’s Child Protection Policy (2004).

St Mary’s PCC takes seriously its responsibility to protect and safeguard the welfare of children and young people and vulnerable adults entrusted to its care.

Each of us has a responsibility to prevent the physical, sexual and emotional abuse of children and young people. We must also report any abuse or suspected abuse if discovered.

This policy will be reviewed annually, accepted and written in the minutes of the PCC.

Church leaders and all who work with children and young people will be required to work within the guidelines recommended in this policy. Each Leader must read, know about, and undertake to observe them.

#### **The Golden Rule**

**“Keep all relationships with children and young people open, observable, readily understood and shared with more than one responsible adult. All work with children and young people must be well supervised and the people doing it carefully selected, well trained and advised of their child protection duties.”**

#### **Objectives:**

- a) To keep all children, young people and vulnerable adults, and those who work with them safe from harm.
- b) To try to ensure that every child and vulnerable adult in our care is never subjected to any form of abuse by church members.
- c) To know the procedures to follow, in the event of any concern about a child’s /vulnerable adult’s welfare, or, if there are complaints/allegations of abuse made within or without the church organisation.

#### **Working Policy.**

##### **1) Recruitment Procedure.**

- a) All leaders will be required to complete and sign the Diocesan Declaration form. Written references and identification will be required, and must be carefully checked.
- b) A Disclosure and Barring Service (DBS) enhanced check may be required. (Forms and information obtainable from the Benefice Safeguarding Officer).

- c) All records are confidential and must be kept in a safe place. During an interregnum, the Rural Dean is responsible for any records, the Church Wardens and Benefice Safeguarding Officer will liaise with the RD in the appointment of new workers, or any Safeguarding issues which may arise.

## **2) Leader/Child Ratio**

- a) At least two adults (18+) to be present with a child or group of children.
- b) Children must be adequately supervised.
- c) The following ratio of children to leaders provides a useful guide.
  - 0-2 yrs 1 adult to 3 children
  - 2-3 yrs 1 adult to 4 children
  - 3-8 yrs 1 adult to 8 children
  - 8-18 yrs 1 adult to 10 children.
- d) No adult should be expected to work alone with children.

## **3) Prevention – Health and Safety.**

- a) Make sure the premises are safe for the age of children. Furniture and equipment that may be dangerous needs to be made secure or fenced off.
- b) A register of attendance for each group must be kept, including the names of leaders and helpers.
- c) Fire exits must be marked.
- d) A First Aid kit should be available in the church building or at the venue of the children's activity, and clearly marked.
- e) An accident/incident report book should be kept in church or at the venue of the children's activity.

## **4) Parental Consent.**

- a) Parental consent for a child or young children to attend a particular activity is needed.
- b) A contact number is required in case of emergency.
- c) Further parental consent is needed if children are taken off the premises.
- d) If driving a child/children alone in a car, it is better they occupy the rear seats, and must always use a seatbelt. Parents must be informed of the journey and place and times of arrival and return. Drivers should check their personal insurance policy.
- e) At any Church event, permission must be obtained from Parents/Carers before any photographs including children are taken.

## **5) Reporting.**

- a) The well-being of the child and vulnerable adults is paramount at all times.
- b) If there is a concern of abuse by another child within the group it must be reported immediately to one of the following:
  - Vicar/Rector/Priest in Charge,
  - Benefice Safeguarding Officerwho will take advice from the relevant agency.
- c) If there is a complaint of abuse by a leader within the church community it should be reported immediately to one of the following:
  - Vicar/Rector/Priest in Charge,
  - Benefice Safeguarding Officer

- d) If there is a complaint of abuse by the Vicar, or a member of the clergy team it should be reported immediately to one of the following:
  - Bishop's Child Protection Officer
  - Lead agency.
- e) If there is obvious concern about a child's well-being, or if a child complains of abuse outside the church organisation it should be reported immediately to one of the following:
  - Vicar/Rector/Priest in Charge
  - Benefice Safeguarding Officer
  - Bishop's Child Protection Officer
  - Lead agencies.
- f) The PCC of St Mary's Church will appoint a Parish Child Protection Co-ordinator (this maybe a Benefice Safeguarding Officer who covers all three churches.) This means that information, procedures and training have a direct line to leaders and workers.
- g) A lead agency may be contacted for advice, or in the first instance, (Social Services, Police).

## **6) Training**

St Mary's Church will make every effort to train leaders and volunteers to the level of their responsibility. The Diocese has an obligation to train clergy, licensed workers and leaders. At least one representative will attend child protection training and support provided by the Diocese of Peterborough on a regular basis.

## **7) Guidance for Bell ringers.**

We welcome young people from other parishes and value their contribution to bell ringing. We recognise our responsibility as bell ringers to create a safe environment in which they are able to learn and practice the art of bell ringing with enthusiasm and enjoyment.

Therefore we require

- a) No adults should work alone with children and young people
- b) At least one other adult should be in calling distance at all times.
- c) Instruction should be given without physical contact, except in exceptional circumstances where safety overrides all else.
- d) All visiting teams must be made aware that St Mary's has a child protection policy, and procedures in place. The Tower Captain should hold a copy of the policy and make visiting teams aware of this.

## **8) Choir (if appropriate).**

- a) Any young people who are members of a church choir must have permission to attend practices and activities involving visits to events or festivals.
- b) There must always be at least two adults in attendance at practice when children are present.
- c) All other issues concerning choir activities when children are in attendance must follow the policy guidance.

## **9) Organisations using the Church Building.**

- a) Clear notices will be displayed in church and on the notice board to state the church has a Child Protection Policy in place.
- b) The Golden Rule will be displayed, and a warning that only authorised leaders and helpers will be allowed access to children's groups meeting on the church premises.
- c) Visiting groups will be made aware of the policy and expected to have the correct ratio of adults to children.
- d) They should be aware of health and safety issues in the building, and their responsibilities where children are present.
- e) Groups meeting under the name of another organisation e.g. Uniformed, Pre-school, etc must operate within their own Child Protection/Safe from Harm Guidelines.

**Important note:**

**Clergy and Diocesan Officers are NOT authorised to investigate any allegations, and must never attempt to do so. Only the Police or Social Services are authorised to investigate Child Protection cases. They are called "The Lead Agencies" and will co-ordinate the responses.**

**Reviewed                      July 2019**

**Next review due          July 2020**

**Signed**

**Benefice Safeguarding Officer**

**Vicar Welford, Sibbertoft and Marston Trussell**

**On behalf of the PCC**