

**St John's Community Church, Chase Terrace & Boney Hay**  
**Diocese of Lichfield**  
**Safeguarding Policies & Procedures: 2016-2017**

**Safeguarding Policy - Children and Young People**

The Parochial Church Council of St. John's Community Church, Chase Terrace and Boney Hay, will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom it bears responsibility.

"Protecting all God's Children" has been produced by the House of Bishops and sets out the Child Protection Policy for the Church of England. A copy is available to view at the Parish office and can also be accessed online via [www.lichfield.anglican.org](http://www.lichfield.anglican.org)

1. Lesley Stanton is our approved Safeguarding Co-ordinator for the calendar year 2016-2017 and she is the point of contact through which concerns about child protection will be channelled.
2. She is responsible to the PCC for ensuring that these procedures are implemented.
3. The PCC will work towards adopting the recommendations of the House of Bishops as published in the Policy for Safeguarding Children Protecting All God's Children (2010) and Promoting a Safe Church (2006)
4. The PCC will ensure full compliance with Health and Safety Guidelines.
5. All those engaged in our ministries with children and young people will work to ensure that children with special needs and from ethnic minorities will be integrated and protected within our church community.
6. The PCC is directly responsible for the following groups working with children and young people:
  - Youth
  - YPC (Young People's Church)
  - Sunday Stars Groups
  - Little Friends
  - Little Singers
  - Oscars Out of School Club
7. Validation:
  - Leaders working with children and young people must be aged 18 or over, under 18s may assist with leadership roles but must be supervised whenever possible by 2 adult leaders.
  - Applicants will be required to complete the 'Confidential declaration' form provided by the Diocese of Lichfield.
  - Applicants are required to be on the church electoral roll and to be active members of the church community within the Burntwood Chase Team, for at least 6 months before taking up a Youth leadership role.
  - Before appointment or the continuation of any appointment, appointees may need to apply for and supply clearance from the Disclosure & Barring Service.

8. Only suitable and responsible people may become key holders in consultation with the overall group leaders. Access and Usage of Church Buildings will be monitored as far as is reasonably possible.

9. Completed application and declaration forms will be confidential to and securely held by the Safeguarding Co-ordinator

10. The PCC will use the Disclosure & Barring Service for checking leaders' criminal records where appropriate. This will be done via the Safeguarding Office, St Mary's House, The Close, Lichfield. WS13 7LD

11. The PCC requires groups listed in 6 to provide, in writing, at least the following:

- A list of its current leaders and details of their roles, provision for training and support.
- When and where the group meets, its normal working pattern and the age range it covers.

12. The PCC require groups that are working with children and young people:

- To agree clear roles for leaders.
  - Set up structures to train and support leaders in their roles.
  - Agree statements of working practice.
  - The following staff ratios will be observed;
    - 0-2 yrs 1 person to every 3 children
    - 2-3 yrs 1 person to every 4 children
    - 3-8 yrs 1 person to every 8 children
    - 8+ yrs 1 person to the first 8 children then an extra person for every next 12 children.
- There will be a minimum of 2 staff at any time with each group.

13. The PCC will provide leaders and those working in Safeguarding, access to guidance and training in the understanding of child/vulnerable adult abuse.

14. The PCC will issue clear guidelines for avoiding situations where children or young people could be in danger.

15. The PCC will publish on the notice boards at the back of the church and in the Church Hall, a copy of the Diocesan Safe Guarding Flow Chart. In addition, all validated leaders and key holders will be given a copy.

16. The PCC will carry public liability insurance and will insure all leaders and staff for personal accident.

A registration form will be completed for all children and young people attending church activities and a register of attendance kept.

Parent/carer consent forms will be required for all off site activities.

17. The PCC will implement a plan to annually monitor that procedures are being followed.

18. The PCC will make a copy of this policy and its procedures available, if requested, at The Archdeacon's visitation.

19. This Policy and its procedures will be monitored by the Safeguarding Coordinator who will report to the PCC annually.

20. The PCC will review the policy and its procedures annually.

### **WHO TO CONTACT**

The Church Office

St John's Community Church, High Street, Chase Terrace, Burntwood WS7 1LR

Telephone 01543 670078

e-mail [info@stjohnscommunitychurch.org.uk](mailto:info@stjohnscommunitychurch.org.uk)

### **Safeguarding Children Co-ordinator**

Lesley Stanton

Tel: 07810 204464

e-mail [safeguarding@stjohnscommunitychurch.org.uk](mailto:safeguarding@stjohnscommunitychurch.org.uk)

### **Deputy Safeguarding Children Co-ordinator**

Kathy Louis

Tel: 07914 355404

### **Church Wardens**

Les Careless 01543 458114

Elaine Betts 01543 278492

### **Diocese Adviser for Safeguarding**

Mrs Kim Hodgkins

Emergency no. 07530 748056

If you have any serious concerns and you need to speak to a senior representative of the Church of England you can contact the

### **Archdeacon of Lichfield**

Rev. Simon Baker

St. Mary's House,

The Close,

Lichfield WS13 7LD

Tel. Office 01543 306145

Home 01543 262492

If you have any concerns about pastoral care, prayer ministry or other support that you have received please contact our

### **Pastoral Care Supervisor**

Mrs Jane Tennant

Tel. 01543 573003

**Childline** Tel. 0800 1111

## **Safeguarding Policy - Adults**

1. We recognize that everyone has different levels of vulnerability and that each of us may be regarded as vulnerable at some time in our lives.
2. As members of this parish we commit ourselves to respectful pastoral care for all adults to whom we minister.
3. We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
4. We commit ourselves to promoting safe practice by those in positions of trust.
5. The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
6. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of vulnerable people and to report any such abuse that we discover or suspect.
7. We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
8. The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
9. The parish adopts the guidelines of the Church of England and the Diocese.
10. Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.
11. This policy will be reviewed each year.

## **Guidelines for use of mobile phones, e-mail and social media with Children and Vulnerable Adults**

1. Only the group leaders should contact young people/vulnerable adults.
2. Consent should be obtained from parents of children/young people.
3. Contact with group members should only be to pass on information about events, timings etc.
4. Messages should be clear that they are sent from the group leader and relate to the group.
5. Messages should not require a response unless clarification is needed.
6. Contact should not be made to individual members but to the whole group, or via the 'official group' on social networking.
7. Group leaders will not interact with young people/vulnerable adults outside the 'official group' unless they are related.
8. Messages should be sent between the hours of 9am and 9pm -the exception to this is when the group is on residential week-ends/weeks away when contact outside these hours may be necessary to ensure the safety of the group. The vicar should be informed of the need and give approval before the event or in the case of an emergency.
9. A record of all messages should be kept (to include date, time, content and recipients).
10. It is advised that group leaders do not show their personal phone number or address on their personal networking page.
11. It is acceptable to be 'friends' with 13+ yr olds on Social media but all interaction should be on a public wall or on shared group forums.
12. If you are in leadership you should be aware of the nature of the content that you post on your wall.