

Safeguarding Children and Young People Churnside Benefice

This policy will be reviewed each year to monitor the progress that has been achieved and a copy shared with the Archdeacon at the time of the Visitation. It has been adopted by each of the parish's PCCs (All Hallows, South Cerney with Holy Trinity, Cerney Wick, St. Peter's, Siddington and All Saints, Preston).

This policy was last reviewed and adopted by the parish PCCs in May 2019

1. The PCC(s) accept the diocesan policy statement and guidelines on working with children and young people.
2. The PCC(s) seek to provide a caring, warm and consistent atmosphere and environment in which children and young people can develop and grow in their spiritual lives, and in which they can learn in safety. Children and young people will be treated as individuals and with equal concern.
3. The PCC(s) recognise the variation in provision in work with children and young people within the different parishes that form part of the benefice. However we encourage individuals to utilise the facilities across the whole benefice as part of our commitment to working together.

Current children and young people's activities include (but are not necessarily limited to):

Parish Fetes
Under-5 services
Experience Church activities – Harvest, Easter, Christmas etc
Discovery Club at Siddington Primary School
Messy Church at All Hallows, South Cerney
Youth group at All Hallows, South Cerney
Occasional events such as All Hallows Eve services
Childrens' workshops e.g Advent
Creche for special services such as Remembrance Sunday
Open the Book
Bell ringing and choir

4. The PCC(s):
 - I. Will ensure that everyone involved in the care of children and young people, whether through paid employment or volunteer roles, are personally made aware of the diocesan policy and the benefice policy, and their responsibilities with regard to Safeguarding.

- II. Will ensure that everyone involved in the care of children and young people will be recruited through the Church of England's Safer Recruitment processes. This includes not only existing provision but also any future new activities that are introduced, which must be brought to the attention of the relevant PCC and nominated person(s) prior to their implementation, particularly if there is to be involvement of new volunteers.
- III. Will ensure that everyone involved in work with children and young people is clear about the nature of the work that they have agreed to do and the person to whom they are responsible. As new activities are introduced these will be assessed to minimise the potential risks in relation to Safeguarding.
- IV. Will encourage training opportunities for individuals involved in working with children and young people.
- V. Will ensure that completed personnel records are appropriately stored. All information on workers with children and young people will be kept locked away safely and confidentially in line with data protection legal requirements.
- VI. Will ensure the parish priest/person nominated by the PCC will be responsible on the PCC's behalf for implementing and monitoring the PCC's policy. Will ensure that the individuals concerned will be in possession of sufficient information in a timely manner in order to enable this to happen.
- VII. Will ensure that the PCC(s) and nominated people are regularly informed of the names of those who work with children and young people for parish records.
- VIII. Will make adequate provision for insurance cover for all activities for children and young people in line with the House of Bishop's guidance.
- IX. Will make a copy of this policy available to all employees and volunteers of this church, and to parents/guardians.
- X. Will review this policy annually at the APCM and ensure that a copy of this policy will be presented to the Archdeacon at the Visitation.
- XI. Will ensure that any individual organisation renting/using its premises for activities involving children and young people is aware of its own individual responsibilities to have appropriate safeguarding policies and processes in place.
- XII. Will ensure that any complaint made regarding a child for whom we are responsible, who may have been harmed or is in significant danger, will be reported immediately and that we will fully cooperate with statutory agencies during any investigation into allegations concerning a member of the church community.
- XIII. Will inform the statutory agency of any suspected criminal offenders or concerns that we are made aware of in respect of our contact with children, and will inform and work closely with Diocesan staff and all statutory agencies.

- XIV. Will offer informed pastoral care to any child, young person or adult who has suffered abuse, and provide them with details of local and national support agencies.
- XV. Will work closely with the diocese to ensure that we effectively supervise and support any member of our church community known to have offended against a child or young person.
- XVI. Will ensure that we work closely with the diocese to ensure that any required DBSs or other required checks and references, including the five year rolling re-check programme, are complied with.
- XVII. Will work closely with the diocese in ensuring appropriate people are trained and updated on good practice, legal changes etc.
- XVIII. Will ensure that a copy of this policy will be displayed on the parish noticeboard alongside a ChildLine poster.

Each parish has its own nominated person(s) for Safeguarding who can be contacted, as below, for advice about any concerns. In their absence the nominated person from another parish within the benefice can be contacted, or a member of the clergy team.

Parish	Nominated Person(s)	Contact Details
All Hallows, South Cerney with Holy Trinity, Cerney Wick	Carolyn Kennedy	07974 575795
	Tracy Smith	07791 779497
St Peter's, Siddington	Sallyanne Howe	07825 538157
All Saints, Preston	Karen Thornton	07973 564746

Incumbent Date

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This policy was signed by the relevant parties in May 2019. Singed copies of this policy are held in each church and in the Benefice office.

Safe from Harm

Guidelines relating to Churnside Benefice (All Hallows Church, South Cerney and Holy Trinity Church, Cerney Wick, St Peter's Church, Siddington and All Saints Church, Preston)

This benefice is committed to nurturing, protecting and safeguarding children and young people. It should be recognised that safeguarding is everyone's responsibility.

GUIDELINE 1.

All people approved to work with children and young people must be made aware of the benefice policy.

GUIDELINE 2. Work must be planned to minimise situations where abuse may occur:

1. As far as possible arrange that an adult is not left alone with a child or young person where there is little or no opportunity of the activity being observed.

Groups may need to meet in one large room or in adjoining rooms with the door left open.

2. At least two adults should be present with a group, particularly when it is the only activity that is currently taking place on the premises. Ideally one leader should be female. Approved young people will be allowed to assist with the work of such groups.

3. Avoid situations where an adult takes a single child away from the rest of the group. If this is unavoidable, inform another adult of where they will be and for what purpose.

4. Ensure that no arrangement is made to meet a child or young person off church premises without a parent or other adult present. In the case of walking to/from church unofficially (e.g a neighbour bringing a child to church), parents should be fully aware and consent to this.

5. Never take a group of children or young people off the premises with fewer than two adults. We would aim to have 1 adult to every 6 children on a visit. Parents/carers should be aware of the proposed visit and have given appropriate consent.

6. Arrangements for transporting children. It is preferable for parents to make their own arrangements for transporting children to church events off the premises. Only leaders who have been disclosure checked should transport children, they should have adequate insurance and a signed permission slip from the parent. Drivers should not spend an unnecessary amount of time alone in a car with a child. In a small community we recognise that people may be friends as well as church leaders/assistants. This policy re transport is not intended to prohibit the normal transport arrangements that are made between friends.

7. Consider the path to and from the premises. For example, avoid children or young people walking along a dark path unsupervised.

8. Do not allow anyone unknown to have unsupervised access to the children or young people.

9. It should be clear that no physical punishment is allowed, although sanctions for a child's inappropriate behaviour (particularly if it puts another individual at risk) may be considered in consultation with their parents or carers.

GUIDELINE 3. Children should have the opportunity to talk to an independent person or children's advocate if they have any problems. Information for telephone contact should be displayed where children and young people can easily see it.

GUIDELINE 4. The policy applies to ALL those who come into contact with children and young people. The benefice policy (based on the Diocesan Policy) and Safe from Harm guidelines should be given to staff and volunteers who have regular and direct contact with children.

GUIDELINE 5. Paid workers, employed by the church, must have job descriptions clearly setting out their work and responsibilities. Volunteers should also have a clear idea of what is expected of them and to whom they are responsible.

GUIDELINE 6. Regular opportunities will be made available for both paid and volunteer workers to meet together to review and plan work, share experiences, receive training and talk about relationships with the children and young people.

GUIDELINE 7. Everyone wishing to lead children or young people in the church community should be treated as job applicants and should fill in an approved form prior to commencing a new role.

The group leader or parish priest will give an informal appraisal and references from the form may be taken up. The completed forms will be held securely in parish records in accordance with data protection regulations.

GUIDELINE 8. Everyone involved in the care of children and young people will be asked to complete a confidential declaration and, if appropriate for their role, obtain DBS clearance. These will be rechecked on a rolling programme but it will be explained to the individual that it is also their responsibility to disclose any relevant change in their circumstances. For roles that require DBS clearance the individual will not be allowed to start work until satisfactory clearance has been received.

GUIDELINE 9. Each newly appointed worker or volunteer will receive informal supervision for the first three months, and this will effectively also form a probationary period after which their suitability for continuing the role will be determined.

GUIDELINE 10. All approved workers (both paid and volunteer) will be given a copy of *Abuse: What to look for. What to do.* They will be made aware of how to deal with a disclosure or discovery of abuse.

GUIDELINE 11. Approved workers (both paid and volunteer) should ensure the full integration and protection of children with special needs and those from ethnic minorities within the church community.

GUIDELINE 12. All involved in work with children and young people will be made aware of training opportunities, given encouragement and, where necessary, financial backing to attend training initiatives.

GUIDELINE 13. All premises used for work with youth and children will be assessed for safety and hygiene and action taken if needed. A first aid kit will be on the premises and also checked regularly. Accidents or dangerous occurrences should be reported in an accident book located in the relevant venue.