

## Diocese of Sheffield

### Safeguarding Children Policy

This policy was reviewed and passed by Endcliffe Church Council at the meeting on 16 October 2023.

#### Version History

- Oct 2023 - Language changes to reflect that we have two Safeguarding Officers. Rules on non-transferability of DBS between organisations updated. List of midweek ministries updated. Link to CofE safeguarding e-manual added. Page numbers include total pages. Food hygiene training requirement changed to “Level 2 Food Safety”.
- Nov 2022 - Names of Safeguarding Officers updated  
2021- New wording for paragraph about safeguarding training, making clearer the expectations. Changing the language in the Reviewing and Reporting section to refer consistently to “children and young people’s leaders and helpers”.
- 2019 – as for 2018 but with the child ratios changed (previously these were based on NSPCC guidelines, but they now match new Diocesan guidelines).

#### Our belief

At Christ Church Endcliffe we believe that all people are made in the image of God, and therefore we seek to safeguard children who come into our care. We have a role to protect children and young people from abuse, whether physical, emotional, sexual or neglect. It is the responsibility of any of our members working with children and young people to prevent abuse and report any abuse suspected or discovered.

#### Our aims

- Our church family aims to reach and disciple people by teaching the good news of Jesus Christ in an engaging and age-appropriate way.
- We aim to be a loving community, providing a safe and welcoming meeting place for all people and a place where those who are not Christians are able to understand God’s love so that they may believe in it themselves.
- We aim to help young people in Christian discipleship through a programme of Bible teaching and fellowship with other Christians.
- We aim to build a well-trained, godly, and outward-looking team of leaders who are well supported to share the good news of Jesus with young people.
- Through our activities for young people we aim to support and encourage the role the

parents/carers have in looking after these people in our church.

## **The voice of the child or young person**

Children and young people should have the opportunity to raise any concerns about any health and safety or safeguarding matters. A notice will be placed in the church building indicating the name of the church Safeguarding Children's Officers and the phone numbers for the NSPCC, Childline, and the Diocesan Safeguarding advisor, should a child wish to raise a concern.

This church will follow the Diocesan guidelines and report the concern to the Safeguarding Advisor, or to the appropriate Archdeacon. If an allegation is received concerning the behaviour of an adult, the Diocesan Allegations policy will be followed.

## **Our policy**

This document covers the work of this church with children and young people in its services, group meetings throughout the week and one-off events.

Currently these groups are:

- Sticky Fingers ("Junior Jivers"), baby and toddler group (Thursday morning)
- Crèche (0-3 years, Sunday)
- Sparklers (3-4 years Sunday)
- Children's Church (4-11 years, Sunday)
- Pathfinders (11+ Sunday)
- Forge (14+, midweek groups)
- The Den after school club (4-11 years, monthly Friday afternoons plus holiday club)
- The Cabin (11+ Friday nights)
- Tiny Toes (bumps to babies group, Wednesday afternoons)

Our Church Council and church family follow the Church of England and Diocese Safeguarding Children Policy.

<https://www.churchofengland.org/safeguarding/safeguarding-e-manual>

## **Our Child Care**

### **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 will be available for group leaders. Consent forms are filled out once by a parent for every child and it does not need to be repeated on a weekly basis. When parents are not present with the children, the adult responsible for them fills in the form.

Children are registered at the beginning of every session for each group, and at the end of each session a responsible adult must sign each child back out. In order to provide appropriate care, it is the parents' responsibility to provide the leaders with any information regarding the child's special educational, or behavioural needs.

### **Recognising abuse**

If a leader or helper notices a significant change in the behaviour of a child which leads them to think the child might be experiencing physical abuse, mental abuse, sexual abuse, emotional abuse or neglect they are to speak to the Safeguarding Children Officer.

Leaders and helpers should always be willing to listen to a child if they want to talk to them. If a child says something of a concerning nature the helper is to make sure that they let the child talk, tell the child it is good that they have told them, **not** promise to keep the information a secret, not ask leading questions or put words in the child's mouth, and after speaking to the child write down everything the child has said. After this they should speak to one of the Safeguarding Officers urgently and not tell anyone else what the child has said. If the concern is about a Safeguarding Officer, then they should speak to Senior Minister or to the Diocese Safeguarding officer.

Each team member will receive regular further training on this at Safeguarding Training events.

### **First Aid and Accidents**

A properly stocked first aid kit will be available to group leaders who each should know its location. At any time there should be one adult in the building who has attended a basic first aid course. In the event of any accident, an incident and accident report form should be completed and kept securely in a marked file. Parents /carers should also be informed of any accident relating to their child.

### **Nappy changing and Toilet trips**

Nappies must be changed by parents/carers.

Only female volunteers are to take children to the toilet. Helpers should generally wait outside for the child. If the child needs help in the toilet the leader can go in with the child, but the door should be kept unlocked.

If intimate care is provided for a child (e.g. a nappy change when parent/carer is unavailable, or if hands-on help is given to a child in the toilet), this should be documented in the incident book, which then needs to be signed by a parent.

## **Our Staffing**

### **Child Ratios**

The Diocese guidelines of ratios of adult helpers to children will be followed at all times. On no account should an adult be by themselves with any age group.

Age group	Staff	Children
0-1 years	1 for every	3
2-3 years	1 for every	4
4-8 years	1 for every	6
9-12 years	1 for every	8
13-18 years	1 for every	10

### **Recruitment**

The Church Council will follow the recruitment process included in the Diocesan Safeguarding policy. All those working with children and young people will follow the good practice guidelines. All those who will be working with children are required to have a valid DBS check specific to this role. DBS checks from other organisations are not transferable.. DBS checks are organised by the Safeguarding Officers, and will be dealt with in a strictly confidential manner. Please discuss with one of the Safeguarding Officers if you have any questions about the DBS checking process.

### **Training**

All leaders will be required to sign to indicate that they have read, understood and will adhere to this policy. Leaders should attend Safeguarding training events as directed by the Safeguarding Officers, or the member of the staff team who monitors training to ensure that training is up-to-date. This should be not less than every three years.

### **Our Premises**

#### **Fire regulations and security**

In case of a fire, groups based in the main church building, group leaders will escort children out of the building and register them before handing them back to their parents. Those in the Scout Hut will be informed.

In the case of a fire in the Scout Hut, the leaders will escort the children out, register them and take them back to the church building to be reunited with their parents. All group leaders will be aware of fire regulations and the positions of fire extinguishers at both venues.

All leaders will be vigilant as to the presence of anyone on the premises during the meetings of the groups. In an emergency they should know to contact the emergency services (999).

#### **Food hygiene and allergies.**

If the group is involved in the preparation or selling of food, at least one leader should have completed Level 2 Food Safety.

When parents register children for any group they will be asked to provide any information about allergies or dietary requirements. Leaders should familiarise themselves with the children in their group and should take reasonable precautions to facilitate their dietary needs.

#### **Insurance**

The Church Council will ensure that there is adequate insurance cover for all activities for children and young people

## **Reviewing and reporting**

All children and young people's leaders and helpers will meet with the Children's Worker or Senior Minister to review their work periodically. This should include a review of Safeguarding issues. A list of the children's and young people's leaders and helpers, their safeguarding training, DBS check status, and the last time they read and signed the church Safeguarding Children policy will be reported to the Church Council who will record this review in their minutes. The Church Council will inform the Archdeacon via the visitation that this has been done.

A copy of this Safeguarding Policy will be sent to the Diocesan Safeguarding Advisor and the Archdeacon for inclusion in the parish file. A further copy should be sent if there are substantial amendments.

This church appoints **James Bird and Sheila Turner** as the Safeguarding Children's Officers.