

Safeguarding

A Policy Statement for St Margaret's Swinton

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As Christians we are concerned with the care of all individuals. We seek to safeguard all members of our community. It is the responsibility of each one of us to protect children, young people and vulnerable adults from physical, sexual or emotional abuse. It is the duty of all people working with children, young people and vulnerable adults to prevent abuse and to report any abuse, discovered or suspected.

Aims

Our aims are to

- (1) help young people in their Christian discipleship through a programme of learning and thereby deepen their Christian faith
- (2) enable young people to experience the love of God
- (3) encourage a strong Christian fellowship
- (4) encourage young people to play a full part in the Church's life and worship
- (5) provide a safe meeting place for young people and vulnerable adults
- (6) provide indoor and outdoor leisure activities for young people
- (7) promote equality of opportunity for all.

This document aims to cover the work of St Margaret's Swinton with children, young people and vulnerable adults.

There will be available for all groups involving children, young people and vulnerable adults the following

- (1) this document
- (2) a list of all relevant contacts and their telephone numbers
- (3) a list of signs which may indicate some kind of abuse
- (4) a list of do's and don'ts if there is a disclosure.

This document covers the work of this parish with children and young people, in its services and in the groups meeting throughout the week.

Currently these groups are:

- Acorns (2-11 years, Sunday morning service)
- Tots and Toddlers (0-4 years Tuesday 9:30-11am)
- Friday club (5:30-7pm first Friday of the month)
- Messy Church (11-12:30 all ages one Saturday a month)

This policy also covers any work undertaken outside of the church buildings carried out under the auspices of the P.C.C.

Application of the Policy

All new workers, whether paid or voluntary, working for church-based organisations, will be informed of the policy by the Vicar, the Safeguarding Children representative or the group leader. All children's workers will be expected to accept the policy and guidelines and work according to their requirements.

All new members of the P.C.C. will be required to accept the policy and guidelines.

Church Premises

Any organisation booking the use of church premises will be informed of the need to observe the Policy via a statement on the Booking Form. They should be expected to confirm they have a Safeguarding Children policy and appropriate insurance. Individuals booking church premises for private functions will have the policy drawn to their attention and accept their responsibility for protecting children at that function.

Insurance

We have insurance for the Children but permission of the PCC must be sought for activities of outside Church

Registration and Parental Consents

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 must be available to group leaders whenever the group meets. This applies to all groups, whether meeting on church premises or elsewhere.

Parental consent to photographs and videos must be obtained, using the consent form and principles in the diocesan guidelines. See appendices 1 and 2

Premises – Fire Regulations

Children, young people and vulnerable adults must be kept safe at all times both on and off the premises. Leaders will be aware of fire regulations, the position of fire extinguishers and have access to a telephone at all times.

First Aid

Each group will have at least one adult present (or in Church on Sunday mornings) who has attended a basic first aid course. There will also be a properly equipped first aid kit available both on and off the premises for all groups.

Parental Consent

Consent forms, completed by parents/guardians, will be obtained for all visits where parents/guardians are not present. See Appendix 2

Visits

For all children who are not accompanied by a parent or guardian you will need a parental consent form for the particular activity, make sure your car insurance is valid for transporting them and that you have the correct car seats. A risk assessment needs to be written. See Appendix 5

Accidents

In the event of an accident, an accident and incident report form should be completed and kept in a marked file, in a secure place (the Church safe) and available for inspection. The appropriate people will be notified and action taken. See Appendix 3

Risk Assessments

All activities will have a risk assessment. For activities on church premises the leader will consult the relevant generic risk assessment and amend as required, for other activities see Visits.

Church Premises

All non-Church groups using Church premises for activities, which involve children and young people, must give a copy of their policy statement on child protection to the PCC before they are allowed to rent the premises. These groups will also be given a copy of St Margaret's statement and a list of all relevant phone numbers.

The Voice of Children, Young People and vulnerable Adults – Abuse

The PCC follows the guidelines given by the diocese.

Should there be a disclosure about abuse the adult should follow the guidelines and report the disclosure to the safeguarding officer. The safeguarding officer will then contact the diocese. Should an abuser make a disclosure then this should be reported to the vicar.

In each case the adult to whom the disclosure is made should explain that they have to report the information given to another person. In an emergency or if the child is at immediate risk the appropriate statutory agencies will be informed. All such concerns or incidents should be recorded and kept in a confidential place. See Appendix 4

Suitability of Staff and Volunteers to Work With Children, Young People and Vulnerable Adults

The PCC is responsible for all the work carried out on their behalf. When new leaders are appointed we will consider the following factors:

- (1) previous experience
- (2) a willingness to undertake training if they have no experience in a relevant field
- (3) a respect for the background and culture of the children in their care
- (4) no previous convictions relating to child abuse.

Their appointment will be confirmed subject to a satisfactory Disclosure from the DBS. (See separate policy document on the use of the DBS)

Review and Evaluation of Work

This will take place each year the first meeting after the AGM

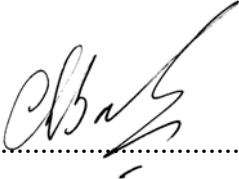
Training

All adults who work with children and vulnerable adults will undertake safeguarding training given by the diocese.

St Margaret's will have peer training and support for all leaders especially new volunteers. New leaders will be paired with an experienced leader.

Read and Agreed by the following on behalf of the PCC

Date of PCC Approval 3rd September 2019

Signed 

Name in print: Reverend Canon Christopher Barley, Vicar.

DIOCESE OF SHEFFIELD

Parish of ...St Margaret's Swinton

CONSENT FORM

Part One (To be completed by the group leader)

Name of group.....

Description of group activities.....
.....
.....

Time and venue of group.....
.....
.....

Name of group leader.....

Contact telephone number.....

Part Two (To be completed by the parent/carer if the child is under 18, or by the participant if he/she is over 18)

Full name of participant.....

Date of Birth.....

Permission

I have read the above information and give my permission for the above-named person to take part in the activities of the group.

Signed..... Date.....

Part 3: Additional information. (To be completed by the parent/carer if the child is under 18, or by the participant if he/she is over 18)

Medical Details

Please provide details of any medical problems or disability which may affect participation
.....
.....
.....

Does your child suffer from any allergies? Yes / No
If Yes, please specify.....
.....

Medication

Please provide details of any medication required during the time of the activity. This should be clearly labelled and handed to the group leader at the beginning of the activity. If the parent /carer wishes the medication to be administered by the group leader, please discuss with the leader and specify in writing the time(s) and dosage required.

.....
.....
.....

Name and address of family doctor
.....
.....

In an emergency and/ or if I am not contactable I give my permission for my child to receive any necessary dental, medical or surgical treatment, including anaesthetic

Signed.....Dated.....

Emergency Contact Details

Name.....
Address.....
Telephone numbers:
Day.....Evening.....Mobile.....
Your relationship to child.....

Alternative Emergency Contact

Name.....
Telephone Number (s).....

Please note your child will not be able to participate in the group’s activities until this form has been completed and returned to the group leader.

Appendix 2

Diocese of Sheffield

Consent form for using photographs/images of children

From: St Margaret's Swinton *Church*

To:.....(*parent/carer*)

Acorns/ Friday Club/Christmas and Easter Workshops/Church Activities

who would like to use image(s) of

(*Name(s) of Child/ren*)

in a printed publication/on a website.

To comply with the Data Protection Act 1998, your permission is required before the image(s) can be taken. Please answer the questions below, then sign and date the form and return it to:

Judith D'Silva

at : St Margaret's Church Swinton

The Parent/Carer

Please circle one

1 May we use your child's image in our printed publications? **Yes/No**

2 May we use your child's image on our website? **Yes/No**

I have read and understood the conditions of use on the back of this form

Signed:..... Date:.....

Name:.....(*block capitals*)

Address:.....

.....

The Group Organiser/Leader

I have confirmed the agreement of the parent/carer for these images to be used, as above.

Signed:..... Date:.....

Conditions of use

1. Full Names (i.e. both first and last names) or other identifying details will not be included in the publication or on the website without your express permission
2. Postal or e-mail addresses, telephone or fax numbers will not be included in the publication or on the website without your express permission
3. Group images may be used, with very general labels (e.g. “making Easter decorations” or “watching the athletics”)
4. Only images of suitably clothed persons will be used (e.g. children in swimwear will not normally be used, unless written consent has been given)
5. The permission given overleaf will last for 18 months from the date of signing. Permission will expire after this date. Images will not be used after this date.
6. Further written consent will be required from young people and their parents if photographs or film are to be used in other ways.
7. Clearance forms should be stored with photos or film for future reference.

DIOCESE OF SHEFFIELD

PARISH OF St. Margaret's Swinton

Accident / Incident Report Number

Date:

Time:

Place:

Person completing form:

Name of person / people involved:

What happened?

.....
.....
.....
.....

Actions Taken:

.....
.....
.....
.....

Signed: (person reporting)

Date:

Shared With:

Action Taken by Safeguarding Officer / representative / clergy:

.....
.....
.....
.....
.....
.....

Signed: (person reporting)

Signed: (person shared with)

Date:

Appendix 5



St Margaret's Church
Swinton
May 08

Dear Parent,

There will be a trip to Brodsworth Hall on Friday 30th May. We will leave the church gates at 1p.m. and take the children home after the event at approximately 4.30-5p.m. depending on the weather.

Yours sincerely

Fr. C. Barley

Mrs J.D'Silva

I give my permission for _____

Age _____

to go to Brodsworth Hall and travel in one of the congregation's car. If my child is under 12yrs old or under 1.35m tall I will provide a booster seat.

Contact phone number: _____

Dietary requirements _____

Medical conditions: _____

Signed: _____

Date: _____

Risk assessment

Swinton Church trip to Brodsworth Hall

30th May 2008

Hazard	Control measure
Car travel breakdown	Procedures for breakdown followed.
Children getting lost	Children with adults at all times If they become separated to go to the house and speak to the attendant
Illness	Emergency contact numbers taken in case of emergency.

NOTES:

First aid will be available at Brodsworth and first aid kit taken