St James & St Christopher    Shiregreen

Safeguarding Children Parish Policy

April 2022

1. To help young people in their Christian discipleship through a programme of learning and thereby to deepen their Christian faith

2. To enable young people to experience the love of God

3. To encourage a strong Christian fellowship

4. To help young people realise their full potential physically, mentally, emotionally and spiritually

5. To encourage young people to take a full part in the church’s life and worship

6. To provide a safe meeting place for young people

7. To encourage young people to become responsible adults

8. To provide indoor and outdoor leisure activities for young people

9. To develop young people’s awareness of their own community so that they become contributors to the life of their community

10. To promote equality of opportunity to all.

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

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

Policy statement:

This P.C.C. adopts the policy statement of the Diocese and will display it prominently in all church premises. The P.C.C. expects all church workers to follow its Safeguarding Children Policy and Guidelines and will display them in a prominent place.

“As members of the Church of England we are concerned with the wholeness of each individual within God’s purpose for everyone. We seek to safeguard all members of the church community, of all ages. It is the responsibility of each one of us to protect children and young people from physical, emotional and sexual abuse, and from neglect.

Application of the Policy:

All new workers, whether paid or voluntary, working for church-based organisations, will be informed of the policy by either 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. The policy and guidelines will be placed on the Agenda of the P.C.C. at least annually for review.

The P.C.C. have a Safeguarding Children Representative and the diocesan officer has the details.

10

What is child abuse?:

Child abuse has many forms. There are four statutory definitions: physical abuse, emotional abuse, sexual abuse and neglect.

• Physical abuse: may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.

• Emotional abuse: persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of the other person. It may also involve seeing or hearing the ill-treatment of another, for example domestic abuse situations, serious bullying, causing children to feel frightened or in danger, exploitation or corruption of children.

• Sexual abuse: forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

• Neglect: persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in serious impairment of the child’s health or development.

There are however other types of abuse and harm which may occur in specific situations. These are not mutually exclusive or exhaustive:

• Internet related abuse

• Bullying: deliberately harmful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It may take the form of physical, verbal and emotional.

• Domestic Abuse: is the abuse of adults within the household which in turn impacts on the child in the household, whether or not they were in the same room.

• Racism/Racial abuse: conduct or words or practices which disadvantage or advantage people because of their colour, culture, or ethnic origin.

• Racial Harassment: an ongoing series of incidents of varying degrees of severity ranging from insults through to assaults and grievous injury, possibly fatal, that are perceived to be racially motivated by the victim and/or any other person.

• Parents who are themselves vulnerable adults: Particularly common problems are mental ill- health, domestic abuse and substance misuse, often in combination.

• Complex or organised abuse: involves one or more abusers, maybe acting in networks.

• Spiritual abuse: harm can be caused by the inappropriate use of religious beliefs or practice. This can include the misuse of the authority of leadership, penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Other forms of spiritual abuse include the denial to children of the right to faith or the opportunity to grow in the knowledge and love of God.

• Allegations of possession by Evil Spirits: it is sometimes suggested that a child is possessed by evil spirits and that this may account for behavioural issues in the child or be considered to justify harsh treatment by corers or parents.

• Female Genital Mutilation: This is a criminal offence.

• Child Trafficking: bringing of children into the country without proper immigration arrangements for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution.

• Sexual Exploitation and involvement in Prostitution: exploitation by giving of rewards in return for sexual activities.

• Children and Young People who sexually harm others

10

Who abuses Children?

Most child abuse is committed by those closest to the child: parents, brothers or sisters, step-parents or other carers, members of the extended family, babysitter or family friend, or other trusted adults such as a neighbour.

There is however, a category of offenders, the majority of whom are male, who will use access to children within the church setting to gain confidence and “groom” children for sexual abuse.

People in a position of trust can be involved in abusing children: youth workers, teachers, social workers, or church workers and leaders.

Common signs and symptoms of child abuse:

• Physical: Bruises, bites, burns and scalds, fractures, Female genital mutilation.

• Neglect: failure to provide adequate food or clothing, warmth, hygiene, medical care or supervision. Failure for a child to grow within the normally expected pattern. Failure to provide adequate love and affection. Isolation and not being allowed to participate in activities.

• Emotional: low self-esteem, apathy, being fearful or withdrawn, unduly aggressive behaviour, excessive clinging or attention seeking behaviour, constantly seeking to please, over- readiness to relate to anyone, even strangers.

• Sexual: recurrent abdominal pain, unexplained pregnancy, difficulty walking and sitting, recurrent urinary tract infection, unusual knowledge for the age of the child, sexually provocative behaviour with adults, sexually provocative play with other children, hints of sexual activity in play, drawing, conversation, requests for contraceptive advice, severe sleep disturbance, change of eating habits, social isolation and withdrawal, inappropriate physical displays of physical contact with an adult, poor concentration, inability to make friends, using school as a haven, truancy and running away from home, self-harm or mutilation, drug or alcohol dependence.

Church Premises:

Any organisation booking the use of the 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 the church premises for private functions will have the policy drawn to their attention and accept responsibility for protecting children at that function.

Recruitment:

The P.C.C. will follow the recruitment process included in the Safeguarding Children Policy. References, the Confidential Declaration and a DBS disclosure via the Diocesan system will be obtained. Appointment to any post, paid or voluntary, will not be made until the completion of a satisfactory probationary period.

Step 1: Provide a job description and application form for staff and volunteers wishing to work with children. The confidential declaration must be used.

Step 2: Take up the references provided by the applicant.

If the references or declaration give cause for concern, the incumbent or person responsible for running the group or activity should consult the Diocesan Safeguarding Adviser.

All references and declarations must be stored in accordance with the provisions of the Data Protection Act and access to them restricted to those who need to be involved: for instance, the incumbent, the group leader and those who form the Safeguarding Children Group.

10

Step 3: Have an appropriate interview: at least one of those interviewing should be the leader of the group in which the applicant will be employed. It is also desirable that one member of the interviewing group should be a member of the parish Safeguarding Group, or be the parish Safeguarding Representative.

All interviewees should be provided with a copy of the Parish Safeguarding Children Policy and agree to abide by it.

Step 4: The decision whether to employ anyone in work with children and young people (whether paid or a volunteer) must be conditional on a satisfactory DBS Disclosure and this should be made clear to the potential worker.

A DBS Disclosure should be obtained via the Diocesan system.

Step 5: The decision to appoint should be conditional on a probationary period, depending on the nature of the post (probably 3 months’ for a volunteer post) and confirmed in writing after satisfactory completion of that time.

Step 6: All workers with children and young people should be given a small white card guide called Safeguarding Children.

Helpers aged under 18: Young people aged under 18 are often a valuable source of assistance in children’s work. However, they should not be asked to take formal responsibility for the work of children. Helpers aged 16 and 17 should be interviewed and asked to complete a confidential declaration and sign an agreement to follow the Parish Safeguarding Children procedures. They should not be asked for a DBS disclosure. They should never be solely responsible for a group or crèche and should always be supervised and supported by an adult. They cannot count towards staffing ratios. Once they reach 18, they should be treated as adults and asked to apply for a DBS disclosure.

All those working with children and young people will follow the good practice guidelines in the Diocesan Safeguarding Children Policy and Guidelines. These include:

Guidelines for individual workers:

• Treat all children and young people with respect and dignity

• Ensure that your own language, tone of voice and body language is respectful

• Always aim to work within sight of another adult

• Ensure another adult is informed if a child needs to be taken to the toilet

• Toilet breaks should be organised for young children

• Ensure that all children and young people know who they can talk to if they need to speak to someone about a personal concern

• Respond warmly to a child who needs comforting, but make sure there are other adults around

• If any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand

• Administer any necessary First Aid with others around

• Obtain parental consent for any photographs/videos to be taken, shown or displayed

• Record any concerning incident and give the information to your group leader: sign and date the record

• Always share concerns about a child or the behaviour of another worker with your group leader and/or Safeguarding Representative.

You should not:

• Initiate physical contact. Any necessary contact should be initiated by the child.

• Invade a child’s privacy while washing or toileting

10

• Play rough physical or sexually provocative games

• Use any form of physical punishment

• Be sexually suggestive about or to a child even in “fun”

• Touch a child inappropriately or obtrusively

• Scapegoat, ridicule or reject a child, group or adult

• Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying

• Show favouritism to one child or group

• Allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature

• Give lifts to children or young people on your own

• Smoke tobacco in the presence of children

• Drink alcohol when responsible for young people

• Share sleeping accommodation with children

• Invite a child to your home alone

• Arrange social occasions with children (other than family members) outside organised group occasions

• Allow unknown adults access to children. Visitors should always be accompanied by a known person

• Allow strangers to give children lifts.

Additional Guidelines for group leaders:

In addition to the above, the group leader should:

• Ensure any health and safety requirements are adhered to

• Undertake risk assessments with appropriate action taken and record kept

• Keep the register and consent forms up to date

• Have an awareness, at all times, of what is taking place and who is present

• Create space for children to talk

• Liaise with the Safeguarding Children Representative over good practice for safeguarding

• Always inform the Safeguarding Children Representative of any concerns that arise. The representative will liaise with the Diocesan Safeguarding Adviser; in the absence or unavailability of the parish representative or parish clergy the Diocesan Safeguarding Adviser or Archdeacon should be contacted directly

• Liaise with the P.C.C. where necessary.

Staffing Ratios: There must be a minimum of two for each group. Where it is possible, and particularly if the group are away from the church or other premises, it is recommended to have three adults. Those under the age of 18 should not be counted in the requirement to fulfil staffing ratios.

With groups of mixed gender there should be both male and female workers where possible, and it is recommended that wherever possible one of the leaders should be female.

The staffing ratios below are minimum requirements, and in many circumstances more adults will be needed.

0-2 years 1 for every 3 children

2-3 years 1 for every 4 children

3-5 years 1 for every 8 children

5-8 years 1 for every 8 children

Over 8 years 1 for the first 8 children and then 1 for each additional 12.

However, on no account should an adult be by themselves. Staffing ratios with all age groups should always take account of the need and nature of the group.

The following factors should always be considered in deciding how many adults are needed:

10

• Age and age range of the group

• Special needs, e.g. health, disability, behavioural problems

• Provision for accompanying a child home or to hospital

• Layout of the building being used and proximity of adults to each other

• Activities requiring workers with specific skills or qualifications

• Activities requiring closer supervision

• Activities taking place outside the building

Adults asked to help by using particular skills may be treated as a visitor for the specific occasion, but should always be supervised by an appointed worker. If they become a regular helper for the group they must go through the usual recruitment process. Similarly, any adult who assists one or two occasions must be responsible to an appointed worker. Thereafter they should become part of the team and appointed through the normal recruitment process.

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 must be available to the 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 principals in the diocesan guidelines.

A consent form completed by parents or guardians is also required in order for a child or young person to receive alcoholic wine at communion.

Insurance:

The P.C.C. will ensure that there is adequate insurance cover for all activities involving children and young people.

Fire regulations and Security:

All group leaders will be aware of the fire regulations and the position of fire extinguishers. They will be vigilant as to the presence of anyone on the premises during the meetings of the groups. They should know who to contact in an emergency relating to the building.

Food and Hygiene:

If any group is involved in the preparation or selling of food, at least one leader should have completed the food hygiene and food safety course to ensure good practice is followed.

The Diocesan Guidance Notes on Food Allergen Labelling must be followed when serving home- made or purchased foods or when providing meals or other foods. Information about the ingredients in a recipe and the ingredients of any bought-in products that are used must be provided on each occasion that food is made available.

The information provided must be specific: it will not suffice to say that a food item might contain allergens or to use general descriptors such as ‘may contain nuts’ or ‘contains nuts’.

In addition to the list of ingredients, it is essential that people are also made aware of any food that may contain any of the 14 most common allergens. These are:

• Crustaceans

• Eggs which include hen, duck, goose and ostrich etc.

• Fish

• Peanuts

10

• Soybeans

• Milk which includes cows, goats, sheep etc.

• Nuts (almond, hazelnut, walnut, cashew, pecan nut, Brazil nut, pistachio nut and macadamia nut (also known as Queensland nut))

• Celery (including celery leaves, seeds and celeriac)

• Mustard

• Sesame

• Sulphur dioxide or sulphites (often found in dried fruit and wine)

• Lupin (present in some flour)

• Molluscs

• Cereals containing gluten (including wheat, spelt, Khorasan, rye, barley, oats).

Various methods of display can be used to indicate the presence of allergens, such as:

• Labels adhered directly to the packaging of goods listing ingredients with allergens in bold, italics, highlighted or underlined.

• A list of ingredients displayed next to the relevant food with allergens in bold, italics, highlighted or underlined.

• A readily available file or folder containing lists of ingredients for all available goods listing allergens in bold, italics, highlighted, or underlined.

First Aid and Accidents:

Each group should have at least one adult present who has attended a basic course on first aid. There should be a properly stocked first aid kit accessible to each group. In the event of an accident, an incident and accident report form should be completed. This should be kept securely in a marked file. Parents should also be informed of any accident.

Risk Assessments:

Every group must carry out a Risk Assessment. Regular groups must carry out a Risk Assessment annually and a further Risk Assessment where appropriate to cover significant changes in the activities. Occasional groups must carry out a Risk Assessment for each event held. Regular and Occasional Groups must carry out a Risk Assessment for any activity not held on Church premises.

Providing an Independent 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 on the noticeboard and/or entrance to the church and all church premises with the name of the parish Safeguarding Children Representative, Childline telephone number and of any other independent person the parish appoints to afford this opportunity.

Allegations:

If an allegation is received concerning the behaviour of an adult, the Diocesan Allegations Policy (a copy of which can be found in the Diocesan Safeguarding Children Policy) will be followed. This includes:

Do:

• Treat the matter seriously and keep an open mind

• Inform the responsible clergy, the Archdeacon and/or Diocesan Safeguarding Adviser immediately

• Make a written record of the allegation or concern as soon as possible after receiving information or observing behaviour that causes concern, including the date, time, persons involved and what was said/observed

• Sign and date this and keep in a safe place until required by senior staff or the investigating authorities.

10

Do not:

• Attempt to investigate or deal with the situation yourself

• Make assumptions, offer alternative explanations or diminish the seriousness of an alleged incident/s

• Keep the information to yourself or promise confidentiality

• Discuss the allegation or concern with anyone other than those to whom you have reported the allegation.

Concerns About or Reported by a Child:

This parish will follow the Diocesan Guidelines and report the concern to the Diocesan Safeguarding Adviser, or the appropriate Archdeacon. 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.

Review:

All children and young people’s workers will meet to review their work on at least an annual basis. This should include a review of safeguarding issues relating to each group. Notification of this meeting will be reported to the P.C.C.

The parish Safeguarding Children Representative will review the parish policy annually and report to the P.C.C. who will record this review in their minutes.

The P.C.C. will inform the Archdeacon via the visitation that this has been done. A copy of the current Parish Safeguarding Policy should be sent to the Archdeacon for inclusion in the parish file. A further copy should be sent if there are substantial amendments.

Training:

Group leaders will be encouraged to attend the Safeguarding training provided by the Diocese. The parish will consider its training needs at the time it reviews the Safeguarding Policy. If specific needs are identified the parish will consult with the Diocesan Safeguarding Adviser to arrange a training event for the parish or group of parishes in the Deanery.

Use of Social Media:

All those using social media, text messaging and email to communicate with children and young people must follow the diocesan guidelines.

Useful contacts:

Parish contacts:

Parish Safeguarding Representative

Corrine Moss 07528 823 941

Priest-in-Charge

Revd. David Dean-Revill 0114 245 6233

10

Church Warden

May Badloe 0114 246 5206

Ron Evans                                  ….

Diocesan contacts:

Diocesan Safeguarding Adviser

Siân Checkley 07741 013775 or sian.checkley@sheffield.anglican.org

Elina Penttila                                 07871 796682 or elina.penttila@sheffield.anglican.org

Archdeacon with responsibility for Safeguarding

Venerable Javaid Iqbal (Doncaster) 07469 850723

General Helplines:

Child Line 0800 11 11

NSPCC 0808 800 5000

Women’s Aid 0808 2000 247

Samaritans 116 123

NAPAC (National Association for People Abused in Childhood)

0808 801 0331

www.nspcc.org.uk

RESPOND (For survivors or abusers with learning difficulties)

0808 808 0700

KIDSCAPE (Support for young people experiencing bullying or abuse)

Tel; 0207 730 3300

National Domestic Violence

Helpline 0808 200 0247

Family Lives (formerly Parentline Plus, helpline for parents)

0808 800 2222

Stop It Now (helpline for abusers, potential abusers and others concerned with sexual abuse) 0808 1000 900

Useful web-sites:

Home Office www.homeoffice.gov.uk

Church of England: www.churchofengland.org

Diocese of Sheffield www.sheffield.anglican.org

Internet Watch Foundation (an international organisation set up to take down sites where there are abusive images)

www.iwf.org

10

Child Exploitation On-line Protection Centre (a national multi-agency organisation preventing and detecting child sexual abuse, with a report now button) www.ceop.police.uk

National Youth Agency (national charity providing information and resources for all youth work) www.nya.org.uk

Renewal:

A brief report will be made to the Annual Parochial Church Meeting and the matter of child protection is a standing item on this meeting’s agenda. There should be representation of both the Sunday work and the Youth Work on the PCC.

Resourcing the work:

St James & St Christopher’s Church will fund all necessary Child Protection work and training.

Read and agreed by the following on behalf of the PCC of St. James' & St. Christopher's Church, Shiregreen.

Date of PCC approval: 28th March 2022

Priest-in-Charge: David Dean-Revill

Signed:

Parish Safeguarding Representative:    Corrine Moss

Signed:

Churchwarden: May Badloe

Signed:

 Churchwarden: Ron

Evans

Signed:

PCC approved date 28 March 2022.

This document will be reviewed by April 2023