

St John the Evangelist, Ranmoor

Safeguarding Children & Vulnerable Adults Policy

April 2020



THE DIOCESE
OF SHEFFIELD

A Policy Statement

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, young people and vulnerable adults from physical, emotional and sexual abuse, and from neglect. The policy and the procedures are kept under constant review and can be changed at any time. Such changes would be notified to PCC members and published thereafter to the Parish. Full copies of Church of England and Sheffield Diocese Safeguarding Policies can be downloaded from: <https://www.sheffield.anglican.org/safeguarding>

Setting Aims

Our aims are:

- To help young people in their Christian discipleship through a programme of learning and thereby to deepen their Christian faith
- To enable young people to experience the love of God
- To encourage a strong Christian fellowship
- To help young people and vulnerable adults realise their full potential physically, mentally, emotionally and spiritually
- To encourage young people and vulnerable adults to take a full part in the Church's life and worship
- To provide a safe meeting place for all people
- To encourage young people to become responsible adults
- To provide indoor and outdoor leisure activities for all people
- To promote equality of opportunity for all

This document covers the work of St. John's with children and young people, in its services and in the groups meeting throughout the week.

Choir Meeting Times:

- * Regular times when children under-18 are required DURING TERM TIME:
- * Monday 1545-1800 (Boys & Girls aged 5 to 13)
- * Tuesday 1545-1800 (Boys & Girls aged 5 to 13)
- * Wednesday 1545-1800 (Boys & Girls aged 5 to 13)
- * Wednesday 1930-2130 (Boys & Girls aged 13 to 18)
- * Thursday 1700-1915 (Boys & Girls aged 13 to 18)
- * Thursday (not every week) 1800-2000 (Boys & Girls aged 13 to 18)
- * Friday (not every week) 1430-2130 (Boys & Girls aged 13 to 18)
- * Saturday (not every week) 1430-2130 (Boys & Girls aged 13 to 18)
- * Sunday 0845-1145, 1430-1645, 1700-1945 (Any combination of the above personnel is possible - or none at all - depending on which choir is in residence and singing for that service as well the Sheffield Festival Orchestra is performing and/or rehearsing).

On top of the above timings, there are extra rehearsals, different combinations of children and extra services, events and concerts as determined by the performing schedule for the liturgical and the extra-liturgical year. Out of term time, timings are again different

determined by the same criteria with no specific set pattern rather it is dictated by the schedule of actual performing events and services.

- **Footsteps (Sunday school)** (3 – 15 years) Sundays 10.30 -11.30am
- **Bell Ringers** (8 years upwards)
 - Services – Sunday morning and evening
 - Weddings and funerals as published in the church diary
 - Practices - Tuesday 7.30pm– 9.00pm
- **Baby and Toddler Group** – meets once per week in term time Thursday 10.00-11.30
- **REACH – St John’s Youth Social Justice Group. – Age 12-16** Meet approximately once per term to tackle social justice issues in the city. This primarily involves off site visits

Choir

St John’s has a long and established tradition of choral music and have separate boys and girls choirs. It is the responsibility of the Director of music and the PCC to ensure that all aspects of this safeguarding policy are fully complied with across all the work with young people. As the Director of music is the person who has day to day responsibility for the choirs he/she will undertake Diocesan safeguarding training in line with Diocesan expectations. A signed register of all children and adults present at choir practices must be filled in. Children must be appropriately safeguarded whilst in the church and entering and leaving practice. Children must be supervised with at minimum of 2 independent adults at all times during practice and services. The ratios of Child-Adult should be adhered to at all times.

Bell ringing

The PCC adopts all of the principals, procedures and guidance as set out in the Church Bell Ringers- General statement on safeguarding children in towers as issued in December 2015 <https://www.sheffield.anglican.org/safeguarding>. The Tower Captain and the PCC will ensure that all aspects of the statement and this safeguarding policy will be fully complied with. The Tower Captain and Deputy/assistant/bell ringing teachers/trainers must undertake safeguarding training, in line with Diocesan expectations, which must be refreshed every three years. A signed register of all children and adults attending bell ringing practices and ringing sessions where children and adults are present must be filled in.

Registers

Registers for all Groups involving Children and Vulnerable Adults must be kept and store in a secure place. The registers once finished with must be given to the Safeguarding Officer to Archive.

Registration Form

A registration form for each group with Children and Vulnerable adults must be obtained by the organiser of the group. This form has parent or guardian consent, emergency contacts, medical advise. The form must be kept with the group leader for access in a secure place and must be destroyed or passed to the Safeguarding Officer when the individual has left the group.

Activities away from the church building

Our policy must also cover activities which take place away from the church building but under the auspices of the church; these may involve people from several of these groups.

- 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.
- As members of this parish we commit ourselves to respectful pastoral care for all children and adults to whom we minister.
- We commit ourselves to the safeguarding of people who may be vulnerable, ensuring their well-being in the life of this church.
- We commit ourselves to promoting safe practice by those in positions of trust.
- The parish commits itself to promoting the inclusion and empowerment of people who may be vulnerable.
- 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.
- We undertake to exercise proper care in the appointment and selection of those who will work with people who may be vulnerable.
- The parish is committed to supporting, resourcing, training and regularly reviewing those who undertake work amongst people who may be vulnerable.
- The parish adopts the guidelines of the Church of England and the Diocese.
- Each person who works with vulnerable people will agree to abide by these recommendations and the guidelines established by this church.

Policy Statement

The 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 and vulnerable adults Policy and will display it in a prominent place. The policy will be displayed in the entrance of Ranmoor Parish Centre, in the entrance of the Annexe to Ranmoor Parish Centre. The choir vestry, the back of church near to North Door as well as in the Bell Tower. The PCC adopts the Safer Church Policy issued by the House of Bishops and displays the posters on its main notice boards and website.

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 Representative or the group leader. They 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 P.C.C. will appoint a group to oversee the Policy, and it will be placed on the Agenda of the P.C.C. at least annually for review.

The P.C.C. will appoint a Safeguarding Representative and will inform the Church House administrator of their details.

Disclosure and Barring Service

It is the responsibility of all Group Leaders to inform the Safeguarding Representative (Claire Webber) of any new individuals over 16 involved in any capacity with children and vulnerable adults. New applicants will be required to complete a DBS online. The DBS will be completed online by the applicant and the applicant will have to arrange with the Safeguarding Representative to bring in suitable ID and verification documents. Until authority has been given by the Safeguarding Representative it is the responsibility of the Group Leader to ensure activities are not undertaken by the applicant. The **Update**

DBS service is not permitted in the Diocese. A confidential declaration will also be required by each applicant and must be returned to the Safeguarding Officer at the time of DBS application being made.

PCC Members

All members of the PCC should complete a confidential declaration before appointment and a DBS will be required.

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 policy and appropriate insurance. Individuals booking church premise for private functions will have the policy drawn to their attention and accept their responsibility for protecting children at that function.

Parish Centre Premises Hire – If the premises are hired the user will sign the model church premises agreement. The booking agreement is conditional upon the user complying with it unless they already have an equivalent Safeguarding policy of their own.

Recruitment

The PCC is responsible for the appointment of those working with children, young people and vulnerable adults, paid or unpaid. Often the responsibility is delegated to the incumbent. At least two individuals (who could include the incumbent) must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confidential. The P.C.C. will follow the recruitment process included in the Safeguarding Children Policy. References, the Confidential Declaration and a DBS via Thirtyone:eight (formerly CCPAS) will be obtained. Appointment to any post, paid or voluntary, will not be made until these processes are complete. All appointments will be made on a conditional basis until the completion of a satisfactory probationary period. All those working with children and young people will follow the good practice guidelines in the Diocesan Safeguarding Children Policy and Guidelines.

Staffing

There must be at least two adults present at meetings of Footsteps, Junior Choir practices, youth group and Bell Ringers. If the group is of mixed sex, ideally there should be a male and a female leader present.

Under 2 years of age	1 adult for every 3 children
2-3 years	1 adult for every 4 children
3-8 years	1 adult for every 8 children
Over 8 years	1 adult for the first 8 children and then 1 for each additional 12

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

Insurance

The P.C.C. will ensure that there is adequate insurance cover for all activities for children and young people who are participating in any church led activities. Parish Centre Users must have their own group liability insurance. Parish Centre users are not covered by Church Insurance.

Fire Regulations and Security

All group leaders will be aware of fire regulations and the positions 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. The Fire Policy is updated and reviewed annually.

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. Any allergies should be ascertained from the registration forms completed by the parents.

Mental Health Awareness

The Parish follows the diocese guidelines on Mental Health. The safeguarding officer has attended training providing a basic awareness about mental health and a member of the Pastoral Care team is a senior mental health professional. Advice can be taken from the safeguarding advisors should the need arise to.

First Aid and Accidents

St. John's is committed to the policy of each group having at least one adult present who has attended a basic course on first aid. There is a properly stocked first aid kit in the following places:

Ranmoor Parish Centre: located in the cleaning cupboard

Church: located on the wall at the entrance to the toilet

Annexe: located in the kitchen area. There are regular St John Ambulance "Essential First Aid - ALL AGES" courses run with a minimum of 12 people trained currently who undertake paid or voluntary positions within roles in the Church.

Defibrillator - A 24-hour access defibrillator is available on the front of the Parish Centre building.

In the event of any accident, an incident and accident report form should be completed. This should be kept securely in a marked file. Parents / Carers should also be informed of any accident.

Providing an Independent Person

Children and young people should have the opportunity to raise any concerns about any health and safety or protection matters. A notice will be placed on the noticeboard and/or entrance to church and to all church premises with the name of the Parish Safeguarding 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 will be followed. (this can be found <https://www.sheffield.anglican.org/safeguarding>)

Whistleblowing

The diocese is available for advice and support on whistleblowing. This is when a paid church officer decides to pass on information concerning a wrong doing that they consider is in the public interest. This means it must affect others, e.g.the general public. This includes failure to adhere to health and safety requirements that place others in danger, a 'cover up' by someone and/or a criminal offence.

GDPR

St John's complies with all data protection legislation especially in regard to using (e.g. storing) information about any church officers and any safeguarding records.

Risk Assessment

A risk assessment will take place when any out of the ordinary church activities take place. A representative on the PCC will be nominated on behalf of the PCC to undertake this usually with the group leader.

Review

All children and young people's workers will meet to review their work on an annual basis. This should include a review of child protection issues and health and safety issues relating to each group. Notification of this meeting should be reported to the P.C.C.. The Parish Safeguarding 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.

Domestic Abuse

St John's remains committed to those who have been survivors/victims of domestic abuse and to addressing the processes that lead to domestic abuse. Domestic abuse in all its forms is contrary to the will of God and an affront to human dignity. All need to play their part in preventing or halting it. The Safeguarding Officer has been trained in responding to domestic abuse and anyone with concerns over a friend or colleague in the Parish can contact the safeguarding officer for advice.

Training

The Training and Development Framework 2019 outlines the core safeguarding training that is available from the diocese. Basic Awareness Training is Recommended for anyone who needs a basic level of awareness of safeguarding. Foundation Required for anyone who has safeguarding responsibilities/contact with children and/or vulnerable adults. Leadership Training is required for

anyone who has safeguarding leadership responsibilities/is leading activities involving children and/or vulnerable adults. Senior Staff Training – This is for Senior staff who have key roles in safeguarding policy, strategy and practice.

The Safeguarding Officer, Churchwardens, Director of Music and Bellingring Captain will be required to attend Diocesan Foundation and Leadership training (formerly C1 and C2). Group leaders will be encouraged to attend the Safeguarding training provided by the Diocese or by the Local Authority. All other group leaders and members to attend Foundation training once every 3 years. The Parish Administrator will advise on date availability and organise courses. 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.

Responding to Allegations against Church Officers

St John's remains committed to responding promptly to every safeguarding concern or allegation as set out in 'Promoting a Safer Church' the Church of England's Policy Statement for children, young people and adults. This requires that anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or non-current abuse to the notice of the Church will be responded to respectfully and in a timely manner. The response must also be in line with statutory child and adult safeguarding procedures, criminal and ecclesiastical law and the House of Bishops' safeguarding policy and practice guidance. **Please note: Any allegation against clergy or lay ministers holding the bishop's licence should be referred to the Bishop via the Archdeacon: Venerable Malcolm Chamberlain (Sheffield & Rotherham): 07740 198806**

Resourcing the work

Financial resources must not be a hindrance to the promotion of safeguarding children and vulnerable adults. The Church's budget has an allocation for this.

Social Media

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

Photography – It is important that the consent of children and their parents/carers is obtained for the making and use of images of children.

Video Conference Calling – Using platforms such as video conferencing i.e ZOOM a consent form must be completed and returned to the Safeguarding Administrator. A form can be obtained from the administrator or from the www.stjohnsranmoor.org.uk

Read and agreed by the following on behalf of the P.C.C.Church: **St. John the Evangelist, Ranmoor**Date of P.C.C. Approval: 20th April 2020

Signed

Name in print: Revd Canon Dr Matthew Rhodes

Signed

Name in print: Claire Webber

PCC Safeguarding Representative

Parish Safeguarding Officer:

Claire Webber

Ranmoor Parish Centre

5 Ranmoor Park Road

Sheffield, S10 3GX

0114 230 1199

administrator@stjohnsranmoor.org.uk

All issues that may have an impact on safeguarding must, in the first instance, be discussed with Claire Webber, if for any reason Claire is unavailable you can either contact The Vicar of St John's or the Diocesan Safeguarding Team for advice:

Out of hours cover for urgent safeguarding advice

The office hours for Sheffield Diocese safeguarding team are Monday to Friday 9am to 5pm. Thirtyone:eight (formerly CCPAS) now provide cover for safeguarding advice during evenings and weekends. They provide advice relating to both children and adults and Sheffield Diocese has signed an information sharing agreement with Thirtyone:eight, in line with data protection requirements .

If you have a concern and require safeguarding advice that won't wait until the next working day, please contact Thirtyone:eight on **0303 003 11 11**.

- Please inform Thirtyone:eight that you are calling from Sheffield Diocese
- They will offer advice about your concern and confirm their advice in an email to you. They will also provide you with a PIN number to access the email
- A copy of the email will also be sent to the Diocesan Safeguarding Adviser (DSA) for our records
- The DSA will follow up cases as required on the next working day

Please be mindful of ringing the emergency 'out of hours' number and consider whether the matter will wait until the next working day. An emergency is something that needs immediate attention; this would usually relate to a concern about the safety of a child or an adult. Where you are considering contacting social care regarding a child or an adult, please do not delay in doing this if you are unable to speak to the DSA.

In the event that you are concerned about the immediate safety of a child or adult, call 999 and ask for the police.

Sheffield Diocese Safeguarding Team:

Sue Lamprell: 01709 309151 (Safeguarding & DBS Administrator)

Linda Langthorne: 01709 309149 (Diocesan Safeguarding Adviser)

Cherryl Henry-Leach: 01709 309155 (Assistant Diocesan Safeguarding Adviser)

Chris Herbert: 01709 309152 (Safeguarding Trainer)

For enquiries about safeguarding training please contact the Safeguarding Administrator in the first instance at: sue.lamprell@sheffield.anglican.org

Date of review and renewal: April 2020 More information on safeguarding can be found at: <http://www.sheffield.anglican.org/safeguarding>

APPENDIX A

Contact details for relevant organisations:

- NSPCC Child Protection Helpline: 0808 800 5000 (lines free and open 24 hours). Phone if you are worried about a child.
- Child-line: 0800 1111 (lines free and open 24 hours). Phone if you are child or young person and are worried about anything.
- National Domestic Violence Helpline: 0808 2000 247 ((lines free and open 24 hours). Phone if you are experiencing domestic abuse.
- Samaritans Helpline: 08457 90 90 90 (open 24 hours). Phone if you feel you are struggling to cope and need someone to talk to.
- Action on Elder Abuse Helpline: 080 8808 8141 (free phone Monday to Friday 9-5pm)