

# SAFEGUARDING POLICY STATEMENT

## 2024-25

The following policy was agreed at the Parochial Church Council (PCC) meeting held on **Monday 15<sup>th</sup> April 2024**  
In accordance with the Church of England Safeguarding Policy our church is committed to:

- I. Promoting a safer environment and culture.
- II. Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- III. Responding promptly to every safeguarding concern or allegation.
- IV. Caring pastorally for victims/survivors of abuse and other affected persons.
- V. Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- VI. Responding to those that may pose a present risk to others.

### **St John's Church will:**

- I. Create a safe and caring place for all.
- II. Have a named Parish Safeguarding Officer – Claire Webber (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- III. Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- IV. Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- V. Display in church premises and on the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- VI. Listen to and take seriously all those who disclose abuse.
- VII. Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Adviser (DSA) and statutory agencies immediately.
- VIII. Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- IX. Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- X. Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- XI. Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

The PCC has complied with the duty to have “due regard” to the House of Bishops’ guidance in relation to safeguarding.

This church appoints **Claire Webber** as the Parish Safeguarding Officer

Incumbent: **Revd Canon Dr Matthew Rhodes**. Churchwardens: **Pauline Heath and Mark Gregory**.

# ST JOHN THE EVANGELIST, RANMOOR

## Safeguarding Children & Vulnerable Adults Policy

May 2024



THE DIOCESE  
OF SHEFFIELD

## 1. Key messages which underpin the St John's, Church Ranmoor Parish Safeguarding Policy:

- Promoting a safer environment and culture
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims/survivors of abuse and other affected persons
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- Responding to those that may pose a present risk to others.

## 2. 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>

### 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 PSO 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.

## 3. Lockdown Impact

The consent form introduced for online meetings during the 2020-21 lockdown is still be used if necessary, however, in 2022 we moved to face to face meetings in all of our children and young peoples groups. Now in 2024 we still have an online presence therefore ensuring we get permissions for the storing of images, content, and media that children are involved in is essential. The PCC agreed that

all video and film media will be removed from our social media platforms and websites including YouTube and Facebook within 6 weeks of it being posted.

#### 4. Times when Childrens Groups meet:

The following times are a guide as to when our children and young people meet throughout the term:

##### Normal Choir Meeting Times :

\* *Regular times when children under-18 are required DURING TERM TIME:*

Monday 16.30-18.00 (Children 5-16)

Wednesday 18.30 - 20.00 (Children 8-16) (except when Choristers sing evensong, when they are there 16.45-18.15)

Wednesday 19.30 - 21.30 (usually just to 21.00) Adults and Choral Scholars

Sunday 9.15-11.45, 17.15-19.30

**Footsteps (Sunday school)** (3 - 15 years) Sundays 10.30 -11.30am

**Toddler Group** - Thursday mornings during term time 10am-11.30am. Children are not left without parent or guardian.

**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

#### 5. 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.

#### 6. Bellringing

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.

#### 7. 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. Registers should be stored indefinitely. It is the responsibility of the group leader to pass registers to the Parish Safeguarding officer.

## 8. Activities away from the church building

Our policy also covers activities which take place away from the church building. All activities undertaken away from the building or out of the normal context should work within the Safeguarding Guidance and a full risk assessment should be completed.

## 9. 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 confident. 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.

## 10. 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. The DBS will be completed online by the applicant and the applicant will have to arrange with the Parish Safeguarding Officer 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.

## 11. PCC Members

All members of the PCC should complete a confidential declaration before appointment and a DBS will be required. PCC Members must also complete a Trustee Eligibility Declaration.

## 12. 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.

### 13. 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.

### 14. Staffing and ratios to children

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.

We are blessed at St John's as we have some of our young adult helpers (under 18) who have been DBS checked. These young adults are able to support groups as *young adult helpers* however should not be the *second adult* if it is a member of the same family or if there are no other adults present. If this is the only option for supervision available for example footsteps, the parents should be advised and best practice in this instance would be to have the session at the back of church instead of in the annexe. If a 16 year old -18 year old is one of the helpers there should be a 5 year gap between the young person and the children he/she is helping to support.

There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. NSPCC provide best practice guidance to help other organisations work out how many adults are needed to supervise children safely. At least two adults present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

- 0 - 2 years - one adult to three children
- 2 - 3 years - one adult to four children
- 4 - 8 years - one adult to six children
- 9 - 12 years - one adult to eight children
- 13 - 18 years - one adult to ten children

Avoid lone working: Those working or volunteering with children on behalf of the church should avoid situations where they are on their own with a child. This includes 'formal' situations such as youth groups, choirs and bell-ringing, and so on, and less formal setting such as before and after those groups, giving lifts home, and so on.

### 15. Registration and Parental consent

All groups will keep a register of those attending each session. Parental consent forms, including emergency contact details, media consent, 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.

## 16. 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.

## 17. 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.

## 18. 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.

## 19. Alcohol and Smoking

Adults must not consume alcohol when they're directly responsible for young people on Church activities and or residential. They mustn't permit young people, aged under 18 years, to consume alcohol on activities. For chaperones on residential trips a clear plan (part of the risk assessment) should be made to ensure there is always at least one adult as a designated driver. Adult leaders must act in ways that recognise that they are role models for young people at all times.

Smoking: legal requirements: Smoking is illegal in any enclosed public premises. There is no minimum age limit for smoking, although those under 18 are not permitted to buy tobacco products. Smoking: good practice. Adults should avoid smoking in the presence of young people. Young people who are smokers should be advised of a designated area away from others. On residential trips it is appropriate to include a question on smoking on the parental consent form to establish parental knowledge of the young person's use of cigarettes.

## 20. 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.

## 21. 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 –

We have 2 defibrillators on the premises.

- 1) A 24-hour access defibrillator is available on the front of the Parish Centre building. For access please call 999
- 2) A defibrillator is at the back of church (near disabled access doors) which is available during the church opening hours. There is no lock on this unit.

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.

## **22. 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.

## **23. 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>)

## **24. 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.

## **25. Serious Incident Reporting**

The Church has worked with the Charity Commission to agree bespoke guidance for DBFs, PCCs and Religious Communities on how to identify and report a safeguarding Serious Incident. All individual Serious Incidents must be reported to the Charity Commission using the new online form, which [can be accessed on their website](#).

## **26. 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.

## **27. Risk Assessment**

For all daily activities undertaken which involve children, young people and vulnerable adults, a risk assessment should be undertaken and reviewed yearly. This is the responsibility of the group leader to carry out and must be updated yearly and shared with the safeguarding officer. A risk assessment will be completed 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.

## 28. 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.

## 29. 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.

## 30. Safeguarding Training

This takes place through the Church of England National Safeguarding Training Online Portal covering the following:

**Basic Awareness** – 60-90mins – For everyone within Church communities who need to have a basic awareness of safeguarding issues.

**Foundation (C1)** – 60-90mins – For those who hold positions of responsibility for the safeguarding of others within church settings.

**Raising Awareness of Domestic Abuse** – 90-120mins – A specialist course exploring the nature and dynamics of domestic abuse, with a focus on church settings. Required for anyone holding the Bishop's Licence, commission, authorisation or PTO, Spiritual Directors, Bishops Visitors, Pastoral Visitors and Safeguarding Officers. This training should be refreshed every 3 years.

**Safer Recruitment and People Management** – 90-120mins – Required for those with responsibility for recruiting and/or administering DBS, inc Ministers/Clergy Senior Staff, Safeguarding Officers and other Church Officers in a leadership role.

**Modern Slavery Training** – 60-90mins – This course, from the Clewer Initiative, aims to provide a general understanding of modern slavery and human trafficking, and how you can recognise & respond to concerns relating to it.

**Leadership** – For all those who are in positions of safeguarding leadership within church settings.

**Senior Leadership** – A course for senior leaders that aims to connect the Church's mission and theological foundations with safeguarding principles

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.

## 31. 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**

### 32. 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.

### 33. Social Media

All those using social media, text messaging and email to communicate with children and young people must follow the House of Bishops Guidance.

**34. Photography** – It is important that the consent of children and their parents/carers is obtained for the making and use of images of children. Note that in addition to parental consent for photographs etc, Children under the age of 13: consent should be gained from their parents;

- Children aged between 13 and 16: consent should be gained from parents and the children themselves;
- Children aged 17: consent should be gained from the children themselves.

Do not supply full names of children along with the images, unless:

- It is considered necessary e.g. celebrating a performance or achievement;
- the child and parent(s) or carer(s) have consented.

**35. Lone Working** – individuals working alone either in a voluntary or paid capacity must follow the following protocol: a) Try to ensure someone else is in attendance b) keep mobile phone with you at all times 3) keep external doors locked 4) ensure a member of the team knows you have entered a premises alone and left safely 5) have an emergency contact ready in case of emergencies. 6) A WhatsApp group has been set up for staff lone working

**36.** Key safeguarding responsibilities for parishes are outlined in the House of Bishops' Safeguarding Policy and Practice Guidance Safeguarding e-manual. The e-manual contains the latest Safeguarding Code of Practice, House of Bishops' Safeguarding Guidance and good practice advice, and should be everyone's first port of call for any queries.

**Read and agreed by the following on behalf of the P.C.C.**

Church: **St. John the Evangelist, Ranmoor**

Approved online with PCC end April 2024

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  
[safeguarding@stjohnsranmoor.org.uk](mailto:safeguarding@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:

**Sheffield Diocese Safeguarding Team:**

**Venerable Malcolm Chamberlain**

Archdeacon for Sheffield & Rotherham  
malcolm.chamberlain@sheffield.anglican.org  
07740198806

**Siân Checkley**

Safeguarding Adviser  
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**Rachel Tankard**

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Safeguarding Administrative Officer  
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### Allegations Against Clergy or Lay Ministers:

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**

### Out of hours:

The office hours for the 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 Team (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.**

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<http://www.sheffield.anglican.org/safeguarding>

## **APPENDIX A**

### **Contact details for relevant organisations:**

We understand reporting abuse may be very difficult and distressing to you and it may add to your hurt by our not being able to immediately assist you. Therefore here are the contact details of other agencies that are available to assist either on a 24-hour basis or through specialist helplines and services:

- Child-line: 0800 1111 (lines free and open 24 hours). Phone if you are a 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)
- NSPCC Child Protection Helpline: 0808 800 5000 (lines free and open 24 hours). Phone if you are worried about a child.