

**Diocese of Sheffield**  
**Parish Policy Statement on Safeguarding**  
**Children and Young People for**  
**St Francis Church, Bramley**

**Statement of 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
- Help young people realise their full potential physically, mentally, emotionally and spiritually
- To encourage young people to take a full part in the Church's life and worship
- To provide a safe meeting place for young people
- To encourage young people to become responsible adults
- To provide indoor and outdoor leisure activities for young people
- To promote equality of opportunity for all

This policy covers all the work and activities of the church under the auspices of the PCC, whether in the Church building and in the community (inside and outside the parish).

**Policy Statement**

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

**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 (during interregnum Church Wardens), the Safeguarding Children officer 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 PCC will be required to accept the policy and guidelines. The PCC will appoint a group to oversee the Policy, and it will be placed on the Agenda of the PCC at least annually for review.

The PCC will appoint a Safeguarding Children Officer and will inform the Church House administrator of their details.

**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 premises for private functions will have the policy drawn to their attention and accept their responsibility for protecting children at that function.

## **Recruitment**

The PCC will follow the recruitment process included in the Safeguarding Children Policy. References, the Confidential Declaration and a Disclosure & Barring search via the Diocesan system 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.

## **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 PCC will ensure that there is adequate insurance cover for all activities for children and young people.

## **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.

## **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.

## **First Aid and Accidents**

Leaders need to be aware of who the First Aiders are. There should be a properly stocked first aid kit accessible to each group. 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 should also be informed of any accident.

## **Guidelines for the use of the Internet and other e-technologies**

These Guidelines are designed to address the potential safeguarding issues resulting from the use of the Internet and other technologies in connection with church activities. There are potential risks if

- Your computer can be accessed by children
- You run your own website
- You use e-mail, chat rooms, social networking or text messaging to communicate with children

If the parish computer is accessible to children:

- Fit a locking device or use passwords to prevent unauthorised access to the internet.
- Use filtering software to govern which sites can be accessed.
- Encourage potential users and their parents to sign an agreement as to appropriate use.
- Ensure potential users complete an Internet consent form, including parental permission.

- Young people must be supervised when using the internet.
- Keep a log of use by children and young people.

If you run your own website:

- Follow the above guidance on images of children.  
Ensure that the site is frequently and regularly monitored for content and inappropriate use.

If you use social media, e-mail, chat rooms or text messaging to contact children:

- e-mail: Ensure any communication is public, not private. Ensure that church leaders and parents know that you are communicating in this way and that the parents are happy with this. Send group e-mails rather than individual ones if possible. Save the e-mails you send and receive.
- Text-messaging: take great care when using this medium. Ensure you save text messages as text files, if possible, so that a record exists.
- Social networking sites and chat rooms: Keep everything public and accessible to all users. Check that the chat room is moderated and that there is appropriate access and password verification. If using social networking sites (e.g. Facebook, Twitter, Instagram) ensure that the page you are using is one used for professional, work purposes and not your personal page. Remind yourself of appropriate boundaries before you send your message. Ask yourself, how could this message be interpreted by the recipients and any onlookers? Be wary of slippage between how you would use this facility with friends and how you use it professionally. It is the responsibility of the adult worker to monitor themselves and other users in terms of appropriateness of language, content and style.

See also Diocesan Social Media Guidelines (Appendix 8)

Further information is available from Youth Org UK: <http://www.Youth.org.uk>, CEOP and the Internet Watch Foundation (see resources page)

### **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 Officer, 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 Safeguarding Children Policy) will be followed.

### **Concerns About or Reported by a Child**

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

### **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 PCC. The Parish Safeguarding Children Officer will review the parish policy annually and report to the PCC, who will record this review in their minutes. The PCC 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 or by the Local Authority. 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.

This church appoints Parish Safeguarding Officer to represent the concerns and views of Children and Young People at our meetings and to outside bodies

Incumbent: Rev Helen Terry

Churchwarden: Mr James Moore

Churchwarden: Vacant

Safeguarding Officer: Mrs Rita Morse

Date: 07 November 2022