

The Parish of St John, Neville's Cross, Durham

Child Protection Policy

The PCC of St John's Neville's Cross hereby adopts the following policy for children and youth work in the parish for the benefit and protection of children, young people, Youth and Children's Worker, those working with them and this Church Council. The PCC undertakes:

- to ensure that all staff, volunteers, office holders and other adults who may have contact with children/youth on account of their position are subject to *Disclosure* through the Disclosure and Barring Service. (This PCC will follow the procedure adopted by the Diocese of Durham and will ensure that confidentiality is maintained at all times.)
- to maintain a register of children/youth leaders authorised by the PCC. This task is to be undertaken by the Youth and Children's Worker.
- to maintain DBS Disclosure, Personal Disclosure and Reference records of all leaders and occasional helpers with access to children and young people. This task is to be undertaken by the Rector's Secretary.
- to form an Appointments Panel comprising the Youth and Children's Management Committee. This panel along with the Youth and Children's Worker will monitor on a regular basis all children and youth programmes and activities carried out on behalf of the PCC and report to the PCC on a regular basis.
- to acknowledge that being convicted, cautioned or bound over for a criminal offence does not automatically debar an individual from working with children or young people.
- to provide as safe and welcoming an environment as possible for children and young people who take part in the life of the Church.¹
- to provide adequate insurance cover for leaders, participants and third parties.
- to maintain records of Information and Permission forms, and Health and parents' Consent forms and to keep these in a secure place in line with the protocols outlined in St. John's Safeguarding Training. This task is to be undertaken by the Youth and Children's Worker. The PCC may be asked to authorise specific youth activities where they involve an overnight stay.
- To ensure that groups who are not part of the church but hire Church Halls for activities are asked if they have DBS checks, adequate Insurance and a Child protection Policy. If the group does not have one they would be asked to adopt the Diocesan Policy. This task is to be undertaken by the Rector's Secretary.
- to identify an independent person who is named and accessible to all in contact with the Church.

Our Child Protection Officer is the Rector, Barnaby Huish
(Email : rector@sjnx.org.uk Tel :07720 611 336)

Signed (Rector) on behalf of the PCC. Date:

¹ See Appendix I

Appendix 1

The PCC adopts the following procedures for the protection of children and young people and those working with them:

To ensure that children and young people meet safely the following rules MUST be followed:

1. There must be a minimum of 2 adults for any group of children or young people.

If this group contains girls, there must be one woman present. In addition the following NSPCC guidelines on adult/child ratio must be followed:

Age Group	Adult	Children
0 -2 years	1 for every	3
2 -3 years	1 for every	4
4 -8 years	1 for every	6
9-12 years	1 for every	8
13-18 years	1 for every	10

NB. In cases where children are taken off site the ratio may need to be higher in line with a suitable risk assessment of the activity.

2. During the activity the inner church door must be kept locked at all times. Visitors should only be admitted, and only when appropriate, by a responsible adult.
3. No children under the age of 14 should be allowed in the kitchen area. The hatch to the kitchen should be kept locked.
4. Care should be taken to ensure no danger arises from heating appliances, low level sockets, stacked furniture and doors.
5. Children should always be supervised on the stairs and leaders should ensure the stairs are used safely and responsibly.
6. A First Aid kit is maintained by the PCC and can be found in the kitchen.
7. The nearest public telephone is located outside the Church next to the Church drive entrance. (There is also a phone in the upstairs office and in the vestry.)
8. If a fire occurs the alarm should be sounded (fire alarm points sited at exit doors from Church (Baptistry) and Church Centre (front & back)). The Activity Leader is responsible for ensuring the immediate and orderly evacuation of the building. Leaders and children should assemble on the grass outside the church and a roll call should be taken. The Fire Brigade should be called using the public telephone next to the church drive entrance.
9. Children and young people should never leave the premises unsupervised.
10. All accidents should be recorded in the official accident book which can be found on the wall in the kitchen. Parents should be notified immediately. This is checked by the health and Safety Officer.
11. Only parents or leaders, and not casual visitors, should accompany small children to the toilet.
12. No medication should be given to a person under the age of 18 without the written consent of a parent or guardian. This includes 'homely medicines' such as paracetamol. Parental permission should be given on consent forms for administering plasters.
13. All staff and volunteers should familiarise themselves with the PCC's Health, and Safety policy.

Guidelines for the protection of children

To reduce the likely situations for abuse of children, and to help protect volunteers from false accusations, the PCC further recommends that NO ADULT SHOULD:

- spend excessive amounts of time alone with children away from others.
- take children/young people alone on car journeys, however short. (In an emergency ask the child to sit in the back seat. Seat belts must be worn. Check that insurance covers the vehicle and passengers.)
- take children/young people to their home. Never invite a child or young person to your home alone. If appropriate invite a group and always ensure that someone else is in the house. Make sure the parents are aware of the situation and have given their consent.
- Befriend a child on any form of social media or meet a child outside the Church setting unless it is for a legitimate Church purpose and with the approval of the parents.

St John's Church Neville's Cross is committed to the Safeguarding of all children and vulnerable adults. We believe that we have a duty of care to ensure that all activities within the church maintain the dignity, physical , emotional and spiritual wellbeing of all children and adults.

To this end we reject any behaviour either physical, mental or emotional which makes a child or vulnerable adult feel humiliated, isolated, worthless or upset.

The Diocesan Child protection Policy ' Safe and Secure' recommends the following principles for the Safeguarding of all Children within the church.

All staff and volunteers should be familiar with the following:

You **should**

Treat everyone with respect

Whenever possible avoid one to one situations.

Always be in sight or hearing of others.

Always have at least 2 adult leaders, ideally one male, and one female.

Provide access for youngsters to talk to others about any concerns they have.

Avoid any inappropriate physical or verbal contact with either adults or young people.

Be aware that your actions might be misinterpreted, no matter how well intentioned.

Always have separate sleeping arrangements for leaders and young people.

Ensure that your church has arranged adequate insurance cover for you and the young people.

You **should not**

Show favouritism

Play physical contact games with young people.

Use sarcasm or put young people down

Allow abusive peer activities

Instigate physical contact with a young person.

Rely on your own good name to protect you.

Distribution

- A copy of this Policy document, together with appendices and other relevant information, is kept and displayed in the Church Centre foyer and on the Church website (www.sjnx.org.uk); reference copies are also kept in the vestry desk and in the Parish Office (Antioch House).
- Every adult involved in the parish's children's work or youth work will be issued with a copy of this Policy document when they are issued with their Disclosure and Barring form.
- A copy of 'Safe and Secure', the Diocesan handbook giving fuller guidance and advice, is also kept in the vestry desk and Parish Office and is available to all for reference. It is also available on the Diocesan Website (www.durham.anglican.org).