

**The Church of the Ascension
Oughtibridge**

**A Policy of Good Practice for Working with
Children and Young People in the Parish**

As at January 2010

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The Policy

A Policy Statement

As people 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 any physical, sexual or emotional abuse. It is the duty of a person working with children and young people to prevent abuse and to report any abuse, discovered or suspected.

Groups Covered by this policy –

<i>Group</i>	<i>Group Leader</i>
Sunday Club	Lisa Mann
The Sunshine Hour	Helen Kean
The Stewards	Andrew White

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.
- Enable young people to experience the love of God.
- Encourage a strong Christian fellowship.
- Encourage young people to take a full part in the Church's life and worship.
- Provide a safe meeting place for young people.
- Encourage young people to become responsible adults.
- Provide indoor and outdoor leisure activities for young people.
- To set a good example of godly Christianity to youngsters and to be competent in the teaching of young people.

This document aims to cover the work which goes on at Oughtibridge Parish Church with children and young people, on Sundays and throughout the week, from babies through to young people in their late teens. Currently these groups are:-

<i>Creche -</i>	Under 3 years
<i>Sunday Club -</i>	3-11 years
<i>The Stewards -</i>	11 years upwards

Staffing Ratios

There must be at least two adults present at each meeting and no meeting must be held with only one adult on his/her own. In the case of children under the age of five the ratio is 1:6, ages five to eight the ratio is at least 1:8 and when groups are taken off church premises the ratio of 1:8 is the minimum, but preferably should be higher.

Insurance

The Council accepts responsibility for adequate insurance cover. A copy of the insurance policy is to be kept in each of the groups files in case of queries (policy number PH97000046 for the Parish Centre).

Registration

A register of names, addresses and telephone numbers of the leaders must be maintained and kept updated. This is available on the Parish Centre notice board or direct from Julian Mann/Rachel Brown. A full copy of the Policy is also available upon request.

Publicity

The policy is displayed in the Parish Centre and copies are available upon request. The updated policy is available on the website www.oughtibridgechurch.org.uk.

Premises (Including Fire Regulations and Security/First Aid)

These must be safe and warm and well maintained. Leaders and young people to be made aware of fire regulations and occasional fire drills (at least annually) to be carried out. Leaders are to be trained in the fire drill procedures (see attached) and one leader to be nominated to ensure the building is clear in an emergency. A leader in every group should have access to a phone in case of emergency.

The premises must comply with Government regulations for food and hygiene. Children are to be restricted from the food preparation areas.

A fully stocked first aid kit is available and easily accessible.

The Voice of the Child and Young Person

A notice will be on the church notice board at the back of the church and in the parish centre indicating the name of the parish Balance representative and the numbers for NSPCC, Childline and the Diocesan Child Protection Adviser should a child or young person wish to raise concerns about any aspect of health and safety and protection matters.

Parental Consent

Consent forms, completed by parents or guardians, should always be obtained when groups undertake activities away from church premises.

Suitability of staff and volunteers to work with children

Parishes are ultimately responsible for all the work carried out on their behalf with children and young people. When new leaders are appointed, we will consider the following factors:-

- Previous experience of working with or looking after children and young people.
- A willingness to undertake training if they have no experience in a relevant field.
- A respect for the background and culture of the children in their care.
- Reasonable health, mental stability, integrity and flexibility.
- No previous convictions relating to child abuse.

The process outlined in Balance will be followed and applicants for a post will be asked to fill in an application form and give it to the Vicar or delegated person. They also fill in the Confidential Declaration form and bring it to their interview. If selected for the work they then show the Declaration to the interviewers/Vicar, who will consider the information. They will be advised that their appointment will be confirmed subject to a satisfactory Disclosure from the CRB.

We note the Guidelines for appointing workers as outlined in Balance and that the Diocese is registered as an umbrella body of the Criminal Records Bureau. We understand that the CRB provides a “one stop shop” facility for checking whether adults are unsuitable to work with children.

Please turn over for our policy statement for use of the CRB and an outline of the agreed appeals and complaints procedure.

Appointed Leaders

Helen Kean

Jane Hall

Nicola Ward

Andy Drake

Denise Balfour

Rachel Brown

Lisa Mann

Alison Copp

Andrew White

Charlotte Pinney

Individual Groups

Each children's and youth group must keep and maintain a file containing a register of children and leaders, job role contracts, health and safety information (fire drill practices, first aiders) parish policy, copy of insurance policy and list of useful contacts (e.g. NSPCC, Social Services etc.). The files for each group must stay on the premises.

Disclosure or Suspicion Procedure

Group leaders are required to consult with the Incumbent if they are concerned about any indication of abuse. If the concern relates to the Incumbent, the Church Wardens should be approached in the first instance and the Diocesan Child Protection Co-ordinator consulted. Please see contacts list.

The PCC will follow the guidelines in Balance, the Diocesan Good Practice Guidelines for Work with Young People.

Review and Evaluation of Work

This will be done regularly (at least once a year) through the children and young people's committee and through the regular supervision and support meetings for workers.

Renewal

A brief report will be made to the AGM of the PCC – the matter of Child Protection is a standing item on the agenda. The PCC will be invited to make a response and to affirm and renew the policy and practice or to suggest changes. There should be representation of both the Sunday work and the Youth work on the PCC.

Training

Leaders will be encouraged to participate in diocesan and ecumenical training courses and those set up by the local youth association and local authority.

Resourcing the Work

Financial resources must not be a hindrance to the promotion of child protection. The Church's budget has an allocation for this.

Children's and Youth Work Co-ordinator

The Balance Representative is Rachel Brown.

This policy takes effect from 7th February 2008 and is to be reviewed by the PCC annually on the anniversary, or sooner as required if there are any changes in practice.

Read and Agreed by the following on behalf of the PCC

Church.....

Date of PCC Approval.....

Signed..... Name in Print..... Designation.....

Church.....

Date of PCC Approval.....

Signed..... Name in Print..... Designation.....

Statement

The Church of the Ascension Oughtibridge

- Is committed to respecting each individual’s abilities, skills, experience and qualifications and will take every step to ensure that these are given appropriate weight and consideration in the appointment or recruitment process.
- Will ensure that each paid post or volunteer position is assessed for the appropriateness of a CRB Disclosure, that any advertisement of a paid post or volunteer position will state that an appointment will be subject to the receipt of satisfactory Disclosure information.
- Will request candidates for a paid post or volunteer position to complete a self-declaration form, which requires them to declare any convictions or other behaviour which might prejudice their appointment. This information will only be taken into account when relevant to the post in question. It should be submitted in an envelope clearly marked “Private and Confidential” and handed to the person specifically identified for this purpose in the recruitment process.
- Will assist the potential appointee to apply to the Diocesan CRB Administrator for an application for a CRB Disclosure. The completed CRB application will be verified by the Named Person and returned to Diocesan Church House.
- Will only confirm the appointment when notified in writing by the CRB Administrator that the Disclosure is clear (i.e. will not take the work of the applicant).
- Will make every effort to ensure that all recruitment decisions involving disclosure information are made sensitively and fairly. Should an applicant for a paid post or volunteer position feel that this has not happened in their case the matter can be referred to the Diocesan Secretary, Diocesan Church House, 95-99 Effingham Street, Rotherham, S65 1BL, who will initiate an independent assessment of the issues in question.

In the event of an appeal or complaint, the applicant should submit the appeal or complaint in writing, stating their name and address, the nature of the complaint or appeal, the date of the Disclosure document concerned and the CRB reference number, the identity of the person or appointing body responsible for making the appointment and any other relevant information. N.B. CRB advise that complaints and appeals should be registered within six months of the Disclosure being notified.

Signed (on behalf of the appointing body)

Date

List of a Appointed Children's Leaders – January 2010

Contact Details

Helen Kean	190 Haggstones Road, Oughtibridge 2299671
Rachel Brown	23 Stockarth Lane, Oughtibridge 2340208 wk 2605018
Lisa Mann	The Vicarage, Oughtibridge 2862317
Nicola Ward	68 Church Street, Oughtibridge 2862886
Denise Balfour	68 Cockshutts Lane, Oughtibridge 2862796
Alison Copp	1 Brook Lane, Oughtibridge 2864817
Jane Hall	120 Haggstones Road, Oughtibridge 2862414
Andrew White	c/o The Vicarage, Oughtibridge 2862317
Charlotte Pinney	7 Riverbank, Oughtibridge 2299979
Andy Drake	36 Haggstones Road, 07742 573800

Diocesan Child Protection Adviser

Gill MacGregor	Diocese of Sheffield, P O Box 1839, Sheffield S10 2XB Tel. 2678620
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External Contact Details

Childline (National)	Freepost 1111 London NR1 0BR Tel. 0800 1111	www.childline.org.uk
Child Helpline (The Line)	Tel. 0800 279 7454	
NSPCC – Sheffield	Tel. 0114 228 9200	
Samaritans	Tel. 0114 276 7277	
NSPCC – Child Protection Helpline	Tel. 0808 800 500 Text Phone for deaf or hard of hearing 0800 056 0566	
Social Services Department	Social Services Department Redvers House Union Street Sheffield S1 2JQ Tel. 0114 273 4811	
	Child Protection Co-ordinator – Tel. 0114 273 4934 Out of Hours – via Healthcall – Tel. 0114 242 7305	

Fire Evacuation Procedure

(Parish Centre)

- | | | Tick
when
done |
|---|--------------------------|--------------------------|
| Direct all persons to the fire assembly point at the bottom of School Lane. | | <input type="checkbox"/> |
| Ensure all persons leave the building by the nearest available exit. | | <input type="checkbox"/> |
| Ensure that the fire brigade have been called – <i>the nearest phone box is at the bottom of Church St.</i> | | <input type="checkbox"/> |
| Check that the building is empty. | | <input type="checkbox"/> |
| Main section | <input type="checkbox"/> | |
| Kitchen | <input type="checkbox"/> | |
| Cupboard with tables | <input type="checkbox"/> | |
| Cupboard with toys | <input type="checkbox"/> | |
| Toilets | <input type="checkbox"/> | |
| Count people to ensure that everyone is present. | | <input type="checkbox"/> |
| • Ensure someone is looking out for fire brigade. | | <input type="checkbox"/> |
| • When fire brigade arrive give this file to them | | <input type="checkbox"/> |

Remember: People first
Minimise risks
Fire evacuation procedure

(Church building)

Tick
when
done

Direct all persons to the fire assembly point at the bottom of the church path.

Ensure all persons leave the building by the nearest available exit.

Ensure that the fire brigade have been called – *the nearest phone box is at the bottom of Church St.*

Check that the building is empty.

Main section

Vestibule

Vestry

Toilet

Gallery

Count people to ensure that everyone is present.

Ensure someone is looking out for fire brigade.

When fire brigade arrive give this file to them.

**Remember: People first
Minimise risks
Fire evacuation procedure**

In the event of a FIRE:

- **Tell a responsible adult** that there is a fire (i.e. the person running the meeting, the vicar or a churchwarden)
- **Exit** the building by the nearest available exit
- **Gather at the bottom of School Lane**, and wait for further instructions
- **DO NOT** attempt to:
 - Fight the fire
 - Gather possessions
 - Re-enter the building until you have been told it is safe to do so