

- All other issues concerning choir activities when children are in attendance must be in accord with this policy.

**Peter Green, Vicar**

## References:

Church of England Policy & Practice Guidance Documents can be downloaded from :

<https://www.churchofengland.org/more/safeguarding/policy-practice-guidance>

Derby Diocesan Safeguarding - Policy Documents and Resources can be downloaded from :

<https://derby.anglican.org/en/about-us/safeguarding-information-menu/procedures.html>

## Last Reviewed and Approved by PCC:

St Peter & St. Paul	May, 2019
St Lawrence	May, 2019

## Next Review due

May, 2020



**Diocese of Derby**



**Joint Benefice of  
Old Brampton and Great Barlow**

# Safeguarding Policy

## Parish Safeguarding Officers:

**Barlow:** Maria 07716 129311 (dedicated number)  
**Old Brampton:** Donna 07486 551551 (dedicated number)

This Safeguarding Policy relates to all groups and organisations of the Churches of St Peter and St Paul, Old Brampton, and St Lawrence, Great Barlow, with responsibility for working with children and young people up to the age of 18 and vulnerable adults. It follows the guidelines set out in the Church of England Safeguarding Handbook (Oct. 2018) and the Derby Diocesan Policy: Safeguarding Children and Young People, Procedures and Guidelines (June 2008).

**This policy will be revised annually, received and noted in the minutes of the PCC.**

## Objectives

- To keep from harm all children, young people and vulnerable adults, and those who work with them.
- To ensure that no child or vulnerable adult entrusted to our care is subjected to any form of abuse by church members.
- To know the procedures to follow in the event of any concern, complaint or allegation about a child or vulnerable adult's welfare.

## Procedures

- Notices will be displayed in church and stating that the church has a child and vulnerable adult protection policy.
- The Safeguarding Co-ordinator (SC) is the point of contact through which concerns about child and vulnerable adult protection will be channelled. The SC is responsible to the PCC for overseeing the agreed policy.
- The PCC is directly responsible for church groups which include children, young people and vulnerable adults.
- Any groups that use the Church will satisfy the PCC that they have a child and vulnerable adults protection policy, if appropriate, and adequate insurance. The PCC may require such groups to provide, in writing,
  - a list of its current leaders and details of their roles, provision for training, and support; and
  - details of when and where the group meets, its normal working pattern and the age range it covers.

- Leaders aged 18 or over working with children, young people and vulnerable adults will be required to satisfy the regulations including DBS checks as detailed in the Derby Diocesan Policy
- The PCC, as directed by the Diocese of Derby, shall make available training in child protection to all relevant personnel.
- The PCC shall publish on the notice boards at the back of the church a copy of the Diocesan Safeguarding process Flow Chart. All validated leaders and key holders shall be given a copy.
- The PCC shall carry public liability insurance and shall insure all leaders and staff for personal accident.
- Only authorised leaders and helpers are allowed access to children's groups meeting on church premises.
- The policy and its procedures shall be monitored by the SC who shall report to the PCC annually.
- The PCC shall review the policy and procedures annually.

## Recruitment Procedure

- All leaders will be required to complete and sign the Diocesan Declaration form. Written references and identification will be required and must be carefully checked.
- A Criminal Records Bureau (DBS) enhanced check will be required. Forms and information are obtainable from the Diocesan Office.
- All records are confidential and must be kept in a safe place. During an interregnum, the Area Dean is responsible for any records; the Church Wardens will liaise with the Area Dean in the appointment of new workers or any child protection issues, which may arise.
- Old Brampton PCC is directly responsible for the following groups that include children and young people:
  - Church Choir
  - Junior Church Club
  - Little Lambs
  - Bellringers

## Leader Child Ratio

- At least two adults (18+) to be present with a child or group of children.
- Children must be adequately supervised.
- The following ratio of children to leaders is a useful guide.
  - 0-2 yrs: 1 adult to 3 children
  - 2-3 yrs: 1 adult to 4 children
  - 3-8 yrs: 1 adult to 8 children
  - 8-18 yrs: 1 adult to 10 children
- No adult should be expected to work with children alone.

## Health and safety

- Make sure the premises are safe for the age of children and vulnerable adults. Furniture and equipment that may be dangerous need to be made secure or fenced off.
- A register of attendance for each group must be kept, including the names of leaders and helpers.

- Fire exits should be marked.
- A first aid kit is available in the church building or at the venue of the children's activity and clearly marked.
- An accident/incident report book should be kept in church and/or at the venue of the children's activity.

## Parental Consent

- Parental consent for a child or young person to attend a particular activity is needed.
- A contact number is required in case of emergency
- Further parental consent is needed if children are taken off the premises.
- If driving children alone in a car, it is better they occupy rear seats.
- Parents must be informed of the journey and place and times of arrival and return. Drivers should check their personal insurance policy.

## Reporting

- If there is a concern of abuse by another child within the group it must be reported immediately to one of the following: Leader, Coordinator, Incumbent, who will take advice from the relevant agency (Diocesan Safeguarding Adviser, Social Services, Police).
- If there is a complaint of abuse by a leader within the church community to one of the following: Leader, Coordinator, Incumbent, who will take advice from the relevant agency (Diocesan Safeguarding Adviser, Social Services, Police).
- If there is a complaint of abuse by a member of the clergy, it is to be reported to Churchwardens, Diocesan Safeguarding Adviser, Social Services, or Police.
- If there is obvious concern about a child's wellbeing, or of a child complains of abuse outside the church organisation, it is to be reported to the Incumbent, Diocesan Safeguarding Adviser, Social Services, or Police.

## Training

Each Church will make every effort to train leaders and volunteers to the level of their responsibility. The diocese has an obligation to train clergy, licensed workers and leaders. At least one representative will attend child and vulnerable adult protection training and support provided by the Diocese.

## Guidance for Bell ringers (Old Brampton only)

- No adults should work alone with children, young people or vulnerable adults.
- At least one adult should be in calling distance at all times.
- All visiting teams must be made aware that Old Brampton church has a child protection policy and procedures in place. The Tower Captain should hold a copy of the policy and make visiting teams aware of it.

## Choirs

- Any young people who are members of a church choir must have permission to attend practice and activities involving visits to events or festivals.
- There must always be at least two adults in attendance at practice when children are present.