



**Diocese of
Blackburn**



Safeguarding Document for St Thomas' Lancaster Local Practices

This is to be used in conjunction with the Parish Safeguarding Handbook last updated in October 2018 from the Church of England.

All forms regularly used by St Thomas' can be found on the Church Website www.st.tees.org.uk under the safeguarding section.

January 2019

Roles

Responsible for Safeguarding at St Thomas'	Jon Scamman
Parish Safeguarding Officer (PSO) for children	Mary-Jayne Carter
Parish Safeguarding Officer (PSO) for adults	Angela Letchford

Current Safeguarding Sub Group

Commissioned to act on behalf of and report to the PCC includes:

Mary-Jayne Carter	Parish Safeguarding Officer (Children) Chair
Anne Gager	Church Warden
Emma Dixon	Children and Families Pastor
Tom Bowker	Youth Pastor
Jeanette Main	Third Age Coordinator
Angela Letchford	Parish Safeguarding Officer (Adults)
Pauline Joslin	Church Administrator/Lead Recruiter
Jon Scamman	Vicar

The Basics

If anyone has a concern about a child, young person or vulnerable adult in the first instance they should speak to the Parish Safeguarding Officer or the Vicar. In the second instance they should speak to the Church Wardens. Should a concern be of such significance that you feel someone is at immediate risk and you are unable to contact any of the above then you must contact Social Services or the police.

Roles

The Vicar Jon Scamman

The Churchwardens Anne Gager
Chris Park

The PSO's

Mary-Jayne Carter (children)

Angela Letchford (adults)

House groups

If there is a young person aged less than 18 years old attending a house group without the supervision of their parent/carer there must be two named DBS cleared adults (of whom at least one must be present when the young person is present) who will take responsibility for the child during those sessions.

Sleepovers/Off Site Events

In the event of a sleepover males and females should be accommodated separately and there should be at least one male and female leader present.

Children Missing on a Sunday/Main Church Service

Children are the responsibility of their parents within church. It is best practice that if a child is reported missing, the leader informed will as soon as possible ensure all of the exits to the church are covered. Where possible a leader known to the child will cover the exit in order to stop them from leaving. If an announcement needs to be made the child's description will be given and their first name only if the parent/carer has given their permission for this. If necessary the child's second name can be given with the permission of the parent/carer.

Role of parents whose own child is involved in a visit

If a parent/carer brings their own child and is not a regular leader, then the parent/carer cannot be counted as one of the supervising adults. In such cases, parents/carers whose own child is on the visit must be fully aware of their role with regard to all children.

Ratios

The guidance from the NSPCC states: It may not always be possible to stick to recommended ratios. However, every effort should be made to

achieve the best level of supervision of children at all times. The desired staffing levels for groups should where possible be as follows:

Desired

0 – 2 years 1 adult to 3 children

2 – 3 years 1 adult to 4 children

4 – 8 years 1 adult to 6 children

9 – 12 years 1 adult to 8 children

13 – 18 years 1 adult to 10 children

If this is not practicable this needs to be considered in the risk assessment for the activity to look at how this risk can be managed. It is not a legal requirement but best practice guidance which we aim to achieve.

The following ratios will be followed with all church groups:

0 and 1 years	1 adult to 3 children
2 years	1 adult to 4 children
3 to 7 years	1 adult to 8 children
8+	1 adult to 10 children

Transport

When a **mini-bus** is used it is important to ensure that seat belts are fitted and in use. At all times another adult must travel in the vehicle with the driver. It is good practice to be over 21 and driving for a minimum of 2 years. We recommend that volunteer drivers use the Blackburn Diocese Volunteer Driver Information Form. All employed members of the Church must be insured on their car for business purposes if they are transporting children. If using a hired **coach** we would work to their own hiring procedures. Parents must sign a consent form before children are transported in a private car and before any photography or images are taken (see consent form on the church website).

Lifts

It is not generally encouraged to give children lifts home as this is the responsibility of the parent/carer. Leaders must not give lifts to children and young people, alone, unless there are exceptional circumstances

e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity. The leader will be of the same sex of the young person where possible.

Mentoring/ Face-to-face meeting

If you are in a mentoring relationship with a young person any personal contact must be established as a pattern and this must be agreed by the parents. It is advisable that meetings take place in a public setting which ensures privacy, however this also provides safety as a leader and young person are not alone. Any mentoring relationship must be formalised with the Youth Pastor and where possible the parents. All mentoring will be same sex.

Praying with Children and Young People

It is very important not to miss problems arising from behavioural issues, learning difficulties, mental health problems, copied or unconventional behaviours which will usually be the cause of the child's difficulties.

Those praying must never pray with, or be on their own with a child or young person in an unsupervised situation. Therefore all prayer between children and young people should be in a public setting.

All prayer ministry with children and young people must take place under proper leadership supervision.

Leaders should pray with a person of the same sex where possible. If a leader is of the opposite sex the leader should not lay hands on the child.

If you are doing prayer with laying on of hands with a child, this child must be of the same sex, and this must be done only with the permission of the child, and only with a light touch on the arm or shoulder of the child.

If you feel you have a word of knowledge for a child please discuss this with a leader or parent prior to any discussion with the child.

Discipline Policy

It is reasonable for leaders to expect children and young people to show respect in the way they speak to and treat each other and the leaders, in sitting still and listening where appropriate, and in following instructions and joining in with activities.

We need to take into account the age of the children and young people we are working with. Expecting a child to sit still and listen quietly for more than a couple of minutes may be reasonable if the child is ten. It is not reasonable if they are two years old. Bored children are much more likely to misbehave – think about the programme and make sure it is suitable and appealing for your group.

Our discipline policy must aim to encourage and build up our children and young people. At the same time, we must remember that the children and young people themselves will have a better experience if they participate appropriately. This will sometimes mean being firm in requiring children or young people to follow the rules of the group.

It is unacceptable to physically reprimand a child for example in smacking.

Groups for children under the age of 12 must follow these guidelines where an individual child is consistently behaving in a way that is disruptive to the group.

- Take the child aside and give them a warning – be clear what your expectations are and what consequences will follow if they are not met. A child who does not know the rules cannot be blamed for breaking them.
- If disruptive behaviour continues, give the child a “time-out” where they are sat at the side of the room for a few minutes (the length of time can vary according to the child’s age). This is to give the child time to calm down and realise that their actions have consequences. At no point must a child be left in a separate room alone, or humiliated in front of the other children.

- Remind the child how they must behave and return them to the group
- If disruptive behaviour still continues, warn the child that you will have to tell their parents. If they then continue to misbehave you **MUST** talk to parents about their behaviour, otherwise you are making empty promises
- As a last resort contact a child's parents to come and collect them early, or contact the Children and Families Pastor who will return the child to church
- In **exceptional** circumstances, parents may be requested not to bring the child to the next session. If this is thought to be necessary, contact the Children and Families Pastor before approaching parent/carer. Children should not be "banned" from a group for more than one week.

Group leaders are responsible for deciding, with the Children and Families Pastor, what is and isn't acceptable behaviour in their group context, and making this clear to all leaders and children in the group. It may be that individual children have particular needs which mean that their behaviour must be handled differently – speak to the Children and Families Pastor for advice.

Further guidelines for those working with teenagers

Discipline issues with this age group are often based around respect – for buildings, other group members and leaders - and safety issues. Young people are generally able to understand these issues, and hence discipline becomes about explaining and calling them to account for not upholding these values.

Group leaders are responsible for deciding, with the Youth Pastor, what these values are and what is and isn't acceptable behaviour in their group context. Including teenagers themselves in value-setting and rule-making can bring a greater ownership of these values and make calling them to account easier. Any discipline consequences need to be acted upon if they are to carry weight, so be sensible about what you promise.

Often, a firm and quiet 'word' with a young person that appeals to their understanding of the group values and safety risks will do, but

occasionally other measures may be necessary. Removal of privileges for the young person or group as a whole, e.g. no tuck shop, can help quell general rowdiness. At certain times, it may be necessary to warn young people further that the continued behaviour may result in a word with their parents / carers, and there may be cases where young people need to be removed from the group for the rest of the session and parents / carers called to collect the young people early. In extreme cases, young people can be banned from a group for a session, but such a decision should be made by the Youth Pastor. For more information and advice, please speak to the Youth Pastor.

Text Messages and Emails

In most cases, these must be used sparingly and for information only, such as arrangements for youth groups, and must not be used for prolonged conversations of a personal nature. There is a big difference between a text message / email that wishes a young person doing exams all the best and one that engages with, for example, boyfriend / girlfriend relationship issues. If a young person initiates a personal issue via these means the leader must suggest a suitable face to face meeting and share this with the Children and Families Pastor or the Youth Pastor.

Leaders must also be aware of and refrain from using any 'text language' that can be misinterpreted, e.g. using 'luv from' to end a message. As a general principle, if the young person's parents / carers were to read the message, would they understand it and find it appropriate? If in doubt, don't send it. Leaders should not give out their personal email or telephone number to children under the age of 11 or contact them via these means.

First Aid

There will be First Aid kits for use by all groups positioned in a) The Annex Kitchen b) The Upstairs Centre Kitchen c) The downstairs Centre Kitchen d) The Church Kitchen. It is the responsibility of the Church Administrator to ensure that these are checked and restocked as necessary at regular intervals. All leaders will be informed as to the location of the First Aid kits.

It is not a legal requirement to have a trained First Aider during our activities, however where possible we will aim to provide this as a matter of good practice. In the event of an accident within a group at the time of a church service; assistance from other members of the congregation with the particular expertise can be sought. Particular care will be taken about the storage and administration of any drugs or medication to children and young people. If it is necessary to administer drugs or medication to any child or young person, permission and instructions in writing will be asked for from the parent/carers, as will agreement to 'no liability' of the leaders. In no circumstances will drugs or medication be administered otherwise.

Any accidents will be recorded on an Accident Form (see church website) and be collated in the Church office by the Church administrator, including details of those involved and treatment/action taken. Entries will be signed and dated.

Fire Regulations

It is important that the fire regulations are understood and enforced. All group leaders will be informed of the fire regulations and the procedures must there be a fire, and shown the positions of the fire extinguishers and the fire exits. The assembly point from the church building is in front of the police station opposite the magistrates' court on Thurnham Street. It is the responsibility of the leaders to check that the fire exits are not obstructed and that they are left unlocked during group sessions. It is the responsibility of the PCC to ensure that the fire equipment is checked regularly and that the emergency procedures are displayed.

Insurance

The Parish Insurance Policy will cover the PCC for the "normal" church activities on church premises. The Youth Pastor and Children and Families Pastor will submit an annual account detailing the regular pattern of groups and activities to PCC at the start of the Autumn Term. In the event of any "extraordinary" events or activity within the programme, e.g. outings, trips, parties, details will be submitted to the PCC for approval in advance. The PCC will record its approval in the minutes of its meeting. This will be agreed subject to a risk assessment being completed by the key leader and approved by the Church

Administrator. It will be in order for the PCC to give approval for a programmed activity and its decision must be minuted. The PCC recognises that some activities with our children and young people's groups may be deemed 'extraordinary' and necessary advice and guidance would be sought from Blackburn Diocesan Board of Education before any decision was made.

Parental Consent

Consent forms will be used in the following circumstances:

When the group is meeting outside its normal meeting time and/or place.

When the group may be involved in a potentially hazardous activity.

When the topic for the meeting could be deemed to be controversial or outside the normal remit of the group's programme.

Parental consent will be required for any events and activities where children and young people unaccompanied by their parent/carer may be present. Adults willing and able to act in loco parentis will need to be identified and agreed with the parents/carers in writing. 16-18 year olds do not require a consent form for a regular church activity, however if they are going on a trip/attending an event outside of usual church activity a consent form must be completed and signed by their parent/carer.

In some circumstances, e.g. group visits to a Theme Park, attendance at Diocesan/Deanery celebrations or events, being part of a Festival; it will not always be practical or possible to maintain constant supervision. For such events parent/carers will be informed of the arrangements and understand the level of supervision that can be provided. Parental/carer consent forms will be used for each appropriate activity.

Please note: Parents/carers will be asked to complete a registration form at the beginning of each academic year for the groups with which their child/children is/are involved. Copies of Parental Consent Forms will be kept by the Youth Pastor and the Children and Families Pastor and made available to groups as and when necessary.

Social Media

Social media is a positive form of communication and this works well. The national policy advises leaders should not have contact with young people on their personal site. It does not appear to be workable not to be involved in social media as this is a regular and recognised method of communication for young people. St Tees recognizes that leaders and volunteers may be “friends” with people on social networks in order to exercise their role as long as this is completed with diligence and good example. This will promote legal appropriateness e.g. only those aged 13 on Facebook or aged over 16 on Whatsapp. This is only on public sites and not personal communication e.g. messenger.

Leaders and volunteers will only be ‘friends’ with young people if they are asked by them. They will ensure their privacy settings are secure and there is no inappropriate content on their social media for a young person to view.

Policy Statement in respect of ex-offenders and care of sex-offenders

Our policy works within the Church of England Guidance which can be found in ***Protecting All God’s Children 4th Edition p48-53.***

(<http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf>)

Parents and other members of the Church fellowship must remain vigilant and report to the Vicar, the Safeguarding Children Advisor, the church wardens or, if none of these are available, any member of the Staff Team, anyone who appears to be acting inappropriately or whose behaviour is making them feel uncomfortable in this regard. All such concerns must be recorded and passed to the Vicar, or in his absence the Curate, as soon as possible.

If a convicted sex offender becomes known to the Vicar and or Safeguarding Children Adviser actions will be taken to safeguard children within the church. Where necessary an agreement will be drawn up with an individual who may pose a risk to children and this will be monitored by the Vicar and Safeguarding Children Adviser. Where possible this agreement will be shared with the staff team and church wardens.

Radicalisation

The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 under section 26 that we are to have due regard to the need to prevent people from being drawn into terrorism. We should be able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. This should be seen as part of our safeguarding duties and should inform our risk assessing. If you have a concern about this, please talk to the safeguarding adviser and if needed the Local Authority who will have a Prevent lead who can offer specific advice. The British Values the government have asked us to promote are set out in the 'Prevent' strategy 2011.

Little Fishes - Dealing with behaviour

Little Fishes is a toddler group for children aged 0-4 and their carer's.

We as a Church are responsible for making sure the building is safe for everyone in it. We also ensure that all team members are DBS cleared.

The care and discipline of the children is the responsibility of the carers.

In practise what does this mean?

If a child is in immediate danger, it is our responsibility to intervene as a way of safeguarding the children.

The nature of children this age means that normal toddler behaviour may include: struggling to share toys or snatching, running around, shouting and being disruptive etc.

In this instance, we may feel the carers need to be made aware of this behaviour. Always speak to the carers first whenever possible.

If the child is not disruptive to any other child or putting themselves or any other children in danger, but is generally 'misbehaving', we must leave the discipline to the parent/carer.

Why do we need these guidelines?

To ensure that carers feel they can relax in our environment, and where their children can be 'children'.

Where a carer can feel supported and not judged on their style of parenting, even if we don't agree. Especially as a child's behaviour may put enormous strain on the carer's self-worth.

God called us to love one another, and live out our faith by not judging others, but opening our doors to everyone.

Foyer Policy

As part of our mission, St Thomas's seeks to welcome all people into its community and therefore to our Sunday services. Some people choose to stay in the foyer during the services as they prefer this environment to the main church. We welcome this.

On rare occasions there will be an individual who is not permitted to attend because of a legal restrictive order or church agreement. They will be asked gently and consistently to leave the premises. If they do not leave then the police should be called. In line with our rehabilitation of offenders policy there may be individuals who are on the sex offenders register but are permitted to attend church but under an agreed contract which will be closely monitored by clergy and wardens. Clergy, wardens and assistants will be briefed on these individuals.

The Churchwarden on duty should position themselves either in the foyer or towards the back of the church in order to be able to oversee the running of the service both within the main body of the church and the foyer.

Everyone is welcome to refreshments; however these are served at specific times and will not normally be served outside of these times. On occasions there will be certain people who seek a drink outside of these times and this can be offered with discretion. (If unsure seek the advice of the Churchwarden on duty).

Food from other sources should not normally be brought and consumed in the church building.

No alcohol should be consumed on the church premises unless part of an organised event or during communion services. Any individuals bringing alcohol into church will be asked to hand it in or to leave the service.

No illegal drugs should be brought into or used on the premises. Any individuals bringing illegal drugs into church will be asked leave and the police contacted.

Dogs are not normally permitted on church premises unless they are an assistance dog.

All fire exits should be kept clear and if bikes do not have a lock they can be stored in the church centre.

If a person appears in need of medical help, first see if there is a doctor on the premises or a first aider. If there appears to be serious medical concerns about a person, notify the Churchwarden, or their representative, who will call 999.

If there begins to be an aggressive situation between any persons, the Churchwarden on duty, along with those on the welcome team should try to de-escalate the situation. The Churchwarden on duty should ensure that they have recruited experienced members of the welcome team and the congregation who are briefed to be able to help in this type of situation. If the situation does not appear resolvable then the police should be called on 101. If the situation becomes violent or dangerous then notify the Churchwarden who will call 999. When calling 999 be clear that the situation is in St Thomas's Church which is located on Penny Street/Marton Street.

If any outside agency has been called this should be logged in the Incident book, which is stored in the foyer kitchen.

Those with nowhere to sleep should be directed to the Night Shelter at Christchurch (co-ordinators number 07547 717060) or given emergency numbers.

Young People volunteering at St Thomas'

- We encourage young people to volunteer in groups under the umbrella of St Thomas' church.
- Volunteers under the age of 18 years old will need to contact the group key leader to discuss their offer to be a volunteer. If there is a role for them they can proceed only when the following has been completed:
 - The individual if aged over 16 should completed a declaration form and provided references.
 - The key leader has considered/taken advice regarding whether a DBS check is necessary and applicable.
 - The key leader has received a parental consent form. If the child is over 16 it is good practice for this to happen but not essential.
 - Key leader to ensure individual has a clear understanding of the role and the expectations of the role and induction.
 - The key leader ensures the individual only volunteers on evenings when there is someone there who has DBS clearance (for working with Children). There will also be a nominated mentor/buddy on site who will be their designated supervisor.
 - Any risks as identified regarding the activity are discussed with individual (both health and safety and safeguarding)
 - Regular supervision is facilitated once volunteering begins.

Regulated Activity

Summary of the new definition of Regulated Activity for working with adults taken from the Diocese of Blackburn Safe Recruiting Interim Guidance, 10th Sept 2012

The new definition of regulated activity relating to adults no longer labels adults as 'vulnerable'. Instead, the definition identifies the activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time. This means that the focus is on the activities required by the adult and not on the setting in which the activity is received, nor on the personal characteristics or circumstances of the adult receiving the activities. There is also no longer a requirement for a person to do the activities a certain number of times before they are engaging in regulated activity.

There are six categories of people who will fall within the new definition of regulated activity (and so will anyone who provides day to day management or supervision of those people). A broad outline of these categories is set out below. For more information please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012.

(i) Providing health care

Any health care professional providing health care to an adult, or anyone who provides health care to an adult under the direction or supervision of a health care professional. Please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012, for further details about what is meant by health care and health care professionals.

(ii) Providing personal care

Anyone who:

-provides physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of an adult's age, illness or disability;

-prompts and then supervises an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin, hair or nails without that prompting or supervision; or

-trains, instructs or offers advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral care or

care of the skin, hair or nails to adults who need it because of their age, illness or disability.

(iii) Providing social work

The provision by a social care worker of social work which is required in connection with any health care or social services to an adult who is a client or potential client.

(iv) Assistance with cash, bills and/or shopping

The provision of assistance to an adult because of their age, illness or disability, if that includes managing the person's cash, paying their bills or shopping on their behalf.

(v) Assistance in the conduct of a person's own affairs

Anyone who provides various forms of assistance in the conduct of an adult's own affairs, for example by virtue of an enduring power of attorney. Please see the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012, for the further categories which are covered here.

(vi) Conveying

A person who transports an adult because of their age, illness or disability either to or from their place of residence and a place where they have received, or will be receiving, health care, personal care or social care; or between places where they have received or will be receiving health care, personal care or social care. This will not include family and friends or taxi drivers.

Safer Recruitment Matrix

<i>Basis of risk assessment</i>	<i>Level/name of response</i>				<i>Response</i>							<i>Rationale</i>	<i>Groups/positions</i>	<i>Notes</i>
					<i>Enhanced DBS plus barred list check</i>	<i>Enhanced DBS</i>	<i>Application form</i>	<i>Reference Request Form</i>	<i>Self-declaration form</i>	<i>Role description</i>	<i>Copy of Policy</i>			
Roles where there is contact with vulnerable adults/adults at risk and activities conducted are considered regulated activities.	A: Safe recruitment level 1	✓		✓			✓	✓	✓	✓	✓	Eligibility met for enhanced DBS plus barred list check. Diocese policy as directed by National churches, as set out by CCPAS. Good working practice as outlined in Promoting Safe Places. PPC responsible for appointment.	Angels, communion servers (but only if physically feeding VA communion), Lyrics and lunch	Only a small number of the Angels team/lyrics and lunch will need this check. Only these individuals should be allocated to activities that are considered regulated.
Roles where there is contact with vulnerable adults/adults at risk, weekly or over a 30 day period, giving teaching, advise, guidance, assistance who need help because of their age, illness, disability or live in certain types of accomodation such as prison or care home.	B: Safe recruitment level 2		✓	✓			✓	✓	✓	✓	✓	Eligibility met for enhanced DBS. Diocese policy as directed by National churches, and as set out by CCPAS. Good working practice as outlined in Promoting Safe Places. PPC responsible for appointment.	Angels, Home Communion Servers, Pastoral care Team, Church Wardens, Councillor,driver of adult at risk .	
Roles where there may be contact/responsibility of vulnerable adults/adults at risk due to fluid nature of group membership or 1:1 contact within the life of the church.	C: Safe recruitment standard			✓	✓		✓	✓	✓	✓	✓	Creates safe settings,good working practice as outlined in Promoting Safe Places. PPC responsible for appointment	All other roles not identified on A and B or D on this guidance list.	
Roles that involve infrequent activity with no responsibility of individuals or groups.	D: Safe recruitment basic			✓			✓	✓		✓	Raising awareness with church services, at PCC, leaders day, ensuring access to policy.	Promotes safe settings PCC responsible for appointment.	Coffee servers, Lesson readers, Welcome team PA/VA Operators	
Raising awareness of safeguarding VA/Adults at risk	E: Raising awareness										Raising awareness with church services, at PCC, leaders day, ensuring access to policy.	Raising awareness about safeguarding vulnerable adults.		

