

# Professional Practice in Children, Youth and Families teams.

July 2024



# Safeguarding

## Recruitment

Initial recruitment of anyone volunteering for a role in a church run group should be done by your PSO/Recruitment Lead which includes completing an application form, having an interview and have references taken. If this is all acceptable the volunteer should be given a role description, so they are aware of their responsibilities within the role.

If the role requires it, they should be DBS checked by the parish.

After the initial DBS check they need to be done every 3 years. Some PSO's will obviously make sure this happens as part of their role and some volunteers will be on top of what they need to do. But we do understand that this does not always happen and we wanted to help churches as they keep on top of safeguarding requirements.

This may not specifically be part of your role but as someone heavily involved in children's, youth, and family ministry we know that you will want to make sure everything is done safely and correctly. Talk to your PSO about this, it may be worth putting a spreadsheet together to keep track of volunteer's recruitment and training.

Do check with the Safeguarding page of the Diocesan website for precise details.

<https://www.rochester.anglican.org/safeguarding/parishes/>

**Volunteers aged 16 and 17** – may help with groups but must be supervised by an adult and cannot be counted as part of the staffing ratio. They should be safely recruited, and permission forms must be obtained from a parent/guardian. Ensure good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.

## Training

Basic Safeguarding is required for all Church Officers and anyone going on to complete any other safeguarding learning pathway.

The Foundation Course should be completed by any adult or young leader who has any contact with children, young people, or vulnerable adult. These are both accessed on-line. When completed the certificate should be sent to the PSO and recorded.

Leadership training is also required for 'those who have overall responsibility for children/vulnerable adult activities e.g. Sunday school coordinator, leader of a pastoral care team, homelessness project leader, youth and children's workers who have a

significant role in leading/supervising/developing work with children and young people, Bell Tower Captain, Directors of Music where there are children's choirs.' This takes place on zoom and dates are available from the Diocesan Safeguarding page of the website.

Information and booking can be found here.

<https://www.rochester.anglican.org/safeguarding/safeguarding-training-modules/>

You may feel that you would like additional safeguarding training to allow your team to become more familiar with the local situation and to enable conversations. There are resources available from Youthscape amongst others to help facilitate these conversations. Your CYP Team is also happy to offer training on this.

You MUST complete the Church of England Training and renew every 3 years.

## Website

And whilst you are unlikely to be responsible for your website do please check that your parish's safeguarding arrangements are clearly visible on the front page of the parish website. This means:

- A link from the front page of your website to a page detailing your safeguarding policy and who's who - either in the menu bar or on the body of the page.
- Clear and accessible information about how victims and survivors can report abuse within the Church, where to gain support, and links to local services. You may wish to link to our Victim/Survivor support page.

Please check the link below and pass to your website manager.

[I hold a role in a parish - Diocese of Rochester \(anglican.org\)](#)

## Risk Assessments

As well as recruiting your team all your groups and activities must be done safely. To help with this there should be a Risk Assessment for each group, activity or trip you run. Once it is completed, please ensure your PCC has signed it off and that a record is kept of it. Share it with your team and make sure it is updated regularly (at least annually). If the activity is a specialist one ensure appropriate instructors are used and their credentials checked, although the parish remains responsible for the group.

If you are a group leader do check your meeting space before each session. Our spaces are often used by others who may not put things away safely.

It is important that each space has an emergency plan in case of fire, that doors are clearly marked and have clear access. There are legal requirements surrounding this so please ensure your buildings are compliant.

It is important the team know who is expected to do what in case of a fire and an annual drill would be good practice.

The CYP team has templates and can offer advice if needed.

## First Aid

Whenever a group meets there should be first aider (course needs to be renewed every 3 years) and a first aid kit accessible. If you go off-site a kit should be taken. Do check that the contents are in date and follow the recommendations from the HSE. They should not include medicines or creams. Make sure there is an incident book available and that it is completed whenever needed and stored in a secure place. The CYP team arranges courses every year so ask for more information.

## Ratios

When planning groups and activities please aim to stick to these guidelines for adult to child ratios.

0 – 2 years	1 adult to 3 children	1:3
2 – 3 years	1 adult to 4 children	1:4
4 – 8 years	1 adult to 6 children	1:6
9 – 12 years	1 adult to 8 children	1:8
13 – 18 years	1 adult to 10 children	1:10

Please ensure there are always at least 2 adults from the team when there are children or young people present. Avoid times when a child or young person would be alone with a member of the team.

Outings and outdoor activities are generally more demanding to supervise and consideration should be given to request extra qualified help when these are planned.

Each group should have at least two adults and it is recommended that there should be at least one male and one female.

If small groups are in the same room it is possible to have only one adult per group, dependent on the nature of the activity.

## Additional Needs

Ensure all children and young people are welcome to join the groups. For further help on enabling those with additional needs to access what you do please look at 'How to Support Children and Young People with Additional Needs' available from the Diocesan website and the CYP team.

## Registers, Registration and GDPR

Whether you use paper or electronic means to record or store this information the same rules apply.

Please ensure a register is completed for each session you run. This must be retained securely. (the current advice is indefinitely). This should include all team who are present as well as adults & children attending. This will ensure you have a record for every session as well as a record for fire safety when required. It is important to have health/allergy details available for the team but being aware of confidentiality.

If children or young people attend groups without their parents, you must have an up-to-date permission form signed and dated with parental contact information, medical information, and additional needs. There is a sample available which contains the minimum information you should have. Each child should have details separately recorded and these must be updated annually.

It is helpful to ask parents that attend groups with their children to complete a registration form. This is helpful for identifying allergies (helps your team keep children safe) asking about extra needs that will help an individual child as well as birthdays and contact details – important for sharing group information on dates, cancellation etc.

You must obtain parental permission before taking/using photos.

GDPR principles are that you should minimise the data you keep, use it only for the purpose intended, it should be accurate, kept for a limited period of time and kept securely.

Full information on this link: [Information Commissioners Office](#)

This does not mean you should not ask for and keep information. Make it part of your RA – why we want the information, how we keep it safe and ask for permission to keep in touch.

These documents should be kept securely (including if digital) but must be accessible every time a group meets.

## Finances

Many groups we run have an element of income as well as expenditure. It is important that the utmost care is taken to record this accurately and keep it safe. You are not only protecting the cash by having good practices, you are also protecting your groups and team from both suspicion and temptation.

Talk to your parish treasurer about how they would like the finances recorded within the annual accounts and adapt what you do to fit.

Good practice would be to have a locked box with the key held securely. As money is received make a note of the date and the total received. Keep a record of all money spent along with the receipts. A small book may be easier than loose paper.

If a receipt cannot be shown talk to your treasurer about alternatives.

Your treasurer may allow you to take small sums from the takings as required (with receipts) otherwise present a list of outgoings, signed by your line manager which can be paid on a regular basis as an expense claim.

Please make sure all the money that is spent on your groups is recorded in your accounts. Team members, who are able to, often treat buying for the church as their 'donation' which whilst a kind thought prevents the church as a whole understanding and taking responsibility for all the costs involved in running activities. It may also prevent others taking on roles as they may see the financial aspect as part of that role.

## Trips Out

If you take children or young people out as a group ensure you take all the information you may require with you, including consent forms in case they are needed in an emergency. We have a tick list available to help with the planning.

Ensure church leadership have given approval and that details are given to clergy/PSO in advance.

Details of activity and itinerary given to parents in advance of the visit. There should be an off-site person (ICE) with a copy of the information as well as a list of contacts.

Ensure you have undertaken a risk assessment, the trip is covered by church insurance (usually needs to be approved at PCC- check with your insurance company) and that you have a first aider and a first aid kit.

Ensure you have parental permission for transport in cars and for photographs

## Overnight Stays

Boys and girls must have separate sleeping and washing facilities which are private to each gender.

Sleeping areas should be provided for different age groups as far as possible. It is essential that children and young people are separate from young leaders and adults.

Adults should represent both sexes and have separate accommodation, but in close proximity to the young people.

Fire procedures must be made clear and assembly points checked prior to the first night of sleep.

Parents/carers should be informed of the following:

Details of the activity or event;

Dates and duration;

Venue and arrangements for accommodation and supervision;

Travel arrangements;

Name and contact details of group leader, and

Information about financial, medical and insurance arrangements.

A briefing session for parents may be useful prior to the event

Use of mobile phones is at the discretion of the group leader, decide what approach you want to take and include it in the RA.

## Transporting Groups

Transporting children on behalf of a church must be done by safely recruited adults. There should be 2 in each vehicle (cannot be a couple) and at least 1 must have a DBS check.

Transport, travel or escort arrangements to or from church activities are the responsibility of parents and they may make arrangements among themselves.

If they are organised by the group parents must give written permission.

Cars must be in a roadworthy condition and drivers need to have comprehensive insurance.

Drivers must comply with the law in relation to seat belts and child seats. At no time should the number of those travelling in a car exceed the usual passenger number.

If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car and this must then be documented and reported to a supervisor.

All those who drive children on church-organised activities should be over 21 and should have held a full and clean driving licence for at least two years.

Any driver who has an unspent conviction for any serious road traffic offence should not transport children on behalf of the church.

## Minibus Use

Appropriate arrangements, for example regarding insurance and driving qualifications, should be made by those driving minibuses on behalf of the church.

Workers and helpers should sit among the group and not together.

If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored.

Before using a minibus, ensure you know the up-to-date regulations for its use and have had a trial drive.

A mini-bus with seat belts must be used.



# Food and Refreshments

Most groups we run serve a minimal amount of food or drink where simple hygiene is needed.

Churches are not often food businesses, but hospitality is often central to what we do. As good practice it is ideal for a team member to have their Food and Hygiene 2 certificate. This can be done online for minimal cost. This should be renewed every 3 years.

Use this link for more information

[Providing food at community and charity events | Food Standards Agency](#)

## Good Practice

Whenever we work with children, young people and their families we must always treat them with the utmost care and respect.

There are some excellent practical suggestions in the Parish Safeguarding Handbook so please refer to that.

[Safeguarding Handbook](#)

If you have any questions, please do contact your CYP team.

For many of these processes we have sample forms or templates which we can send you. Do please contact your CYP team for specific advice as we cannot cover all possibilities in this document and refer to the Safeguarding page of the Diocesan website for the definitive answers.

<b>Area of Focus</b>	<b>What is achieved</b>	<b>What is outstanding</b>	<b>Date to be completed</b>
<b>Recruitment:</b> Every volunteer has been safely recruited and DBS'd if required.			
Every volunteer has a role description and undertaken safeguarding training.			
<b>Website:</b> Parish website has a safeguarding link on front page. The information is full and up to date.			
<b>Risk Assessments:</b> Every activity I run has been risk assessed. It has been read by team members. It is up to date and signed off by PCC.			
<b>First Aid:</b> Every group we run has a qualified first aider and access to a full, up to date first aid kit.			
<b>Ratios :</b> Every group run has sufficient leaders for the number attending.			
<b>Registers:</b> There is a register for every group we hold (including team). They are completed during each session. It is held securely.			

<p><b>Registration:</b> We have up to date permission forms for all children and young people in our care. They are held securely.</p>			
<p><b>Finance:</b> All income &amp; expenditure is accounted for.</p>			
<p>All cash is kept securely.</p>			
<p>I know how my Treasurer wants me to record our finances.</p>			
<p><b>Trips Out:</b> We have a system in place so trips are conducted safely</p>			
<p><b>Refreshments:</b> A member of each team has Food Hygiene 2.</p>			
<p><b>Good Practice:</b> Every member of our team knows how we expect them to treat the children and young people in our care.</p>			