**St Cuthbert’s Church**

**Child Safeguarding Policy 2019-2020**

St Cuthbert’s Church is here to be a living, loving and serving witness to Christ. Our aim is to grow in faith together, encounter God in our worship and to reach out to share God’s love in our community. It is our duty to do all we can to protect children and young people from physical, sexual or emotional harm or abuse. This includes reporting any abuse, suspected or discovered to the safeguarding officer.

* We aim to welcome all children and young people who come into contact with St Cuthbert’s Church, to provide a safe and nurturing place for them and to respond to their individual needs.
* We aim to provide the opportunity for children and young people to realise their potential physically, mentally, socially and spiritually.
* We aim to provide groups and activities that specifically help children and young people to learn and experience the love of God in Jesus and deepen their Christian faith and discipleship.
* We aim to encourage children and young people to take part in the Church’s life and worship.
* We aim to help young people grow towards responsible adulthood.

St Cuthbert’s Church is currently responsible for the running and leadership of the following groups, including those that take place on church premises and elsewhere under the auspices of the PCC.

Rainbow Creche – for babies and infants under 3 years who are too young to attend Junior Church. Takes place at the rear of the seating area during Sunday morning worship. The children remain the responsibility of their parent/guardian who stays throughout.

Junior Church – for children aged 3-16 who attend Sunday worship with their family/carer. Meets in the community room during worship, from shortly after 10am, every Sunday except where there is All Age Worship.

Parents and Toddler Group – meets every Tuesday, from 9.30am to 11.30am. The children remain the responsibility of their parent/guardian who stays throughout.

Girls Brigade – Christian Youth organisation which meets Tuesdays 6.30pm – 8pm during term time and works with children aged between 4- 18. Also organises day trips and holidays with the children and young people they work with.

Northern Lights Mission Partnership joint events eg holiday club

Time away at a Christian Holiday camp (eg Soul Survivor, New Wine, Greenbelt, Scargill, Urban Saints, events are for young people (and families) aged 11-16 to stay camping on site of the event during the summer)

Diocesan Events (eg Breathe Deep and Alive Christian events for young people aged 11-16 across the mission partnership).

Other groups who currently use our church premises are:

Firvale Food Bank – has a Safeguarding Children Policy

Sheffield Asian Christian Fellowship – meets every Sunday from 12.30pm to 5pm

Foursquare Gospel Church – once a month on Fridays for night prayer

Overseas Fellowship of Nigerian Christian & Friends – once a month on Fridays for night prayer.

Children also come on church premises during public worship, schools’ visits, concerts, summer and winter fairs, buddy group gatherings etc.

**1. Policy Statement**

This P.C.C. adopts the Sheffield Diocese Safeguarding Children Policy Statement (<http://www.sheffield.anglican.org/key-information/safeguarding/child-protection-safeguarding>) and will display it prominently in all church premises. The P.C.C. expects all church workers to follow its Safeguarding Children Policy and Guidelines and will display them in a prominent place.

**2. Application of the Policy**

The P.C.C. will appoint a Safeguarding Officer and will inform the diocesan office of their details.

All new workers, whether paid or voluntary, working for church-based organisations, will be informed of the policy by the Vicar, the Safeguarding Children representative or the group leader. All children’s workers will be expected to accept the policy and guidelines and work according to their requirements.

All new members of the P.C.C. will be required to accept the policy and guidelines. The P.C.C. will appoint a group to oversee the policy and guidelines, and they will be placed on the Agenda of the P.C.C. at least annually for review.

**3. Recruitment**

The P.C.C. will follow the recruitment process included in the Safeguarding Children Policy. References, the Confidential Declaration and a DBS Disclosure via the Diocesan system will be obtained. Appointment to any post, paid or voluntary, will not be made until these processes are complete. All appointments will be made on a conditional basis until the completion of a satisfactory probationary period.

**4. Church Premises**

Any organisation booking the use of church premises will be informed of the need to observe the Policy via a statement on the Booking Form. They should be expected to confirm they have a Safeguarding Children policy and appropriate insurance. Individuals booking church premises for private functions will have the policy drawn to their attention and accept their responsibility for protecting children at that function.

**5. Registration and Parental Consent**

All groups will keep a register of those attending each session. Parental consent forms, including emergency contact details, must be completed for all participants, and must be available to group leaders whenever the group meets. This applies to all groups, whether meeting on church premises or elsewhere. Parental consent to photographs and videos must be obtained, using the consent form and principles in the diocesan guidelines.

**6. Insurance**

The P.C.C. will ensure that there is adequate insurance cover for all activities involving children and young people.

**7. Fire Regulations**

All group leaders will be aware of fire regulations and the positions of fire extinguishers. They should know who to contact in an emergency relating to the building.

**8. Security**

All group leaders will be vigilant as to the presence of anyone on the premises during the meeting of the groups

**9. Food and Hygiene**

If any group is involved in the preparation or selling of food, at least one leader should have completed the food hygiene and food safety course to ensure good practice is followed.

**10. First Aid and Accidents**

Each group should have at least one adult present who has attended a basic course on first aid. There should be a properly stocked first aid kit accessible to each group. In the event of any accident, an incident and accident report form should be completed. This should be kept securely in a marked file. Parents should also be informed of any accident.

**11. Providing an Independent Person**

Children and young people should have the opportunity to raise any concerns about any health and safety or safeguarding matters. A notice will be placed on the noticeboard and/or entrance to church and to all church premises with the name of the parish Safeguarding Officer, Childline telephone number and of any other independent person the parish appoints to afford this opportunity.

**12. Allegations**

If an allegation is received concerning the behaviour of an adult, the diocesan Allegations Policy (a copy of which can be found in the Safeguarding Children Policy) will be followed.

**13. Concerns About or Reported by a Child**

This parish will follow the Diocesan Guidelines and report the concern to the Diocesan Safeguarding Adviser, or to the appropriate Archdeacon. In an emergency or if the child is at immediate risk the appropriate statutory agencies will be informed. All such concerns or incidents should be recorded and kept in a confidential place.

**14 .Training**

Group leaders will be encouraged to attend the Safeguarding training provided by the Diocese. The parish will consider its training needs at the time it reviews the Safeguarding Policy. If specific needs are identified the parish will consult with the Diocesan Safeguarding Adviser.

**15. Use of Social Media**

All those using social media, text messaging and e-mail to communicate with children and young people must follow the diocesan guidelines.

**16. Review**.

The parish Safeguarding Children Representative/Officer will review the parish policy annually and report to the P.C.C., who will record this review in their minutes. The P.C.C. will inform the Archdeacon via the visitation that this has been done. A copy of the current Parish Safeguarding Policy should be sent to the Archdeacon for inclusion in the parish file. A further copy should be sent if there are substantial amendments. All children and young people’s workers will meet to review their work on at least an annual basis. This should include a review of safeguarding issues and health and safety issues relating to each group. Notification of this meeting should be reported to the P.C.C.

Safeguarding officer appointed by PCC ………………………………………………….

Date proposed for review and renewal …......................................................................

Date approved by PCC as recorded in the minutes …………………………………….

Signed ………………………………………………. PCC secretary

………………………………………………… Church Warden

………………………………………………… Church Warden

copies to: Ven Malcom Chambers Archdeacon of Sheffield @ Church House

Church office file