

The Vine at St Bart's, Primrose Hill and St Stephen's, Netherthorpe, Sheffield

PCC Safeguarding Children Policy 2018/19

1. Parish Policy Statement

The Vine Church values children and all that they bring to the life of our church. We are committed to safeguarding all children with whom we are in contact, and have a duty of care to protect them from any physical, sexual or emotional abuse. This document is a reflection of that commitment and is to be read in conjunction with the Diocese of Sheffield Safeguarding Children Policy 2014.

Every year the Parish Safeguarding Children Policy Statement will be reviewed and approved by the PCC. A copy will be displayed in the Church and a copy forwarded to the Diocesan Safeguarding Office for their records. The PCC expects all church workers to follow its Safeguarding Children Policy. Safeguarding will be a regular item on the agenda at PCC meetings so that there is an opportunity to raise any concerns and review practice.

2. Aims

We want the children we work with to feel they belong to 'The Vine', to believe in God's love for them and to become closer followers of Jesus. We aim to provide a safe environment for children to grow physically, emotionally and spiritually. We aim to promote equal opportunity for all children.

3. Parish Safeguarding Representatives

The PCC will appoint a minimum of one Safeguarding Representative who will be responsible on behalf of the incumbent and PCC for implementing the Diocesan policy in respect of safeguarding children. The Safeguarding Representative agrees to undertake the key responsibilities of the role as outlined in the guidelines in the Diocese Safeguarding Children Policy.

Our Safeguarding Representatives are:

Gill Wier and Hazel Young

The Safeguarding Reps will also act as independent people who can be approached by children and young people if they have any concerns about health and safety or safeguarding matters. The names of the parish Safeguarding Representatives will be clearly displayed on the church noticeboard, along with contact details for Childline, NSPCC and the Diocesan Safeguarding Advisor.

4. Activities

This document covers the work that goes on at The Vine Church with children (on Sundays and throughout the week). Currently, these groups are:-

At St Stephen's Church building, Fawcett Street, Netherthorpe

- **Pebbles (Pre-school and reception)(Sunday 10am – 12)**
- **Godly Play (Primary age Y1-Y6)(Sunday 10am-12)**
- **Youth Church (Y6 – Y12) (Sunday 10- 12)**

5. Insurance

The Ecclesiastical Insurance Group PLC has confirmed that the cover is adequate for the above activities

6. Staffing Levels

Under the requirements set out by the Children's Act we are required to have the correct number of leaders/helpers present (set out in the Diocese of Sheffield Safeguarding Children Policy below).

There should be a minimum of two adults for each group. Those under the age of 18 should not be counted in the requirement of the first two adults, but if they are 16 or over may count towards any further numbers of supervisors needed.

The Children Act requires the following standard ratios for the supervision of children for indoor activities:

Age Group	Staff	Children
0-2 years	1 for every	3
2-3 years	1 for every	4
3-5 years	1 for every	8
5-8 years	1 for every	8
Over 8 years	1 for the first 8 children and then 1 for each additional 12.	

However, on no account should an adult be by themselves with any age group. Staffing ratios with all age groups should always take account of the need and nature of the group.

At the end of church services during tea/coffee times children remain the responsibility of their parents and any free play during these times requires parental supervision. This is displayed clearly on signs in the church so that parents are aware.

7. Safer recruitment of new staff and volunteers

We will follow the procedures outlined in the Diocese Safeguarding Children Policy for appointing staff. We will ensure that all adults working with children and young people are given a job description for the role. They will be required to:

- Complete an application form
- Complete an informal interview/discussion with the group leader

- Complete a Confidential Self Declaration Form
- To complete the necessary vetting application (DBS)
- Provide two references
- Undertake a three month probationary period.
- Complete C1 Safeguarding training

All documents will be kept confidential and stored securely.

8. Staff and Volunteer Training

All those who work with children and/or vulnerable adults on a regular basis will be given a copy of the PCC Safeguarding policy and asked to familiarise themselves with the Diocesan Safeguarding Policy. All volunteers working with children will be required to attend Safeguarding Training (C1) organized by the Diocese and to update this every three years.

9. Registration and Parental Consent

An up to date register is kept of children attending the groups. All parents will be asked to complete a registration form which includes details of any allergies or health conditions. For visiting children a more simple form will be used. Brief details of allergies or health conditions will be kept at the back of the register so that childrens' helpers are aware of this at all sessions to ensure the health and safety of the child.

Registers will be kept in a discreet place in the childrens' work rooms and attendance noted at each session. At the end of the term the register will be taken to the church office and stored securely. Consent forms, completed by parents/ guardians will be obtained for all children attending regular groups and also when groups undertake activities away from the church premises.

Parental consent to photographs and videos will be obtained, using the consent form and principles in the diocesan guidelines.

10. Premises

Our buildings meet high standards of health and safety. The health and safety aspects of our premises are regularly reviewed (at least yearly) using the guidelines in the Diocese Safeguarding Children Policy. Our premises are available for booking by external groups. All groups using our facilities and working with children will be required to sign an agreement, which indicates that the group will adhere to our general policies on child protection (particularly with regard to health and safety, staffing, parental consent/registration and how to respond to allegations or concerns about a child).

- **Fire regulations**_– A professional fire prevention company monitors these. All leaders are made aware of fire procedures.
- **Food and Hygiene** – There is a modern and well-equipped kitchen on the premises, which meets all the current EU standards of food and hygiene. The toilet area is modern and well equipped with appropriate facilities for use by children. There are also baby-changing facilities.

- **First aid provision** – The first aid box is kept in the kitchen and all leaders are made aware of this. Within the box is a list of first aiders who are willing to help if needed.
- **Accidents** - In the event of an accident, the details should be noted on an accident/incident form. These will be kept in a secure place for future inspection as required.

11. 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.

12. 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.

13. Use of Social Media

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

Read and agreed by the following on behalf of PCC of The Vine Church

Signed	Name
	Designation

Signed	Name
	Designation

Date of PCC approval _____ OCTOBER 2018 _____

Details of parish safeguarding officer

Gill Wier

**[PERSONAL DETAILS REDACTED FOR PUBLIC DISSEMINATION OF POLICY
Contact details available through <http://thevinesheffield.org.uk>]**

Date for next policy review: Oct 2019

Policy sent to the Archdeacon's office on (date) _____