

WHITFIELD PARISH

ST JAMES' CHURCH † ST LUKE'S CHURCH



POLICY STATEMENT AND GUIDELINES

in response to the Home Office document

"Safe from Harm"

and the House of Bishops'

"Policy on Child Abuse"

First Published in February 1997
Reprinted February 2000 & June 2004
Revised January 2006, 2007 & 2008

Vicar: Colin Cooper ☎01457 864938
Church Office: The Vineyard • 18-20 Charlestown Road • Glossop • SK13 8JN ☎01457 853330

CONTENTS

	<u>page</u>
Introduction	3
Policy Statement and Guidelines.....	4
Bibliography	10
Statement of Practice relevant to:	
Crèche at St Luke's	11
Crèche at St James'	13
Sunday Schools -	
St Luke's YO-Sunday	15
St James' COGs	16
BIG and Encounter (St Luke's).....	17
BIG (St James').....	18
Fusion	19
Youth Cell Groups	21
Dance Revelation.....	23
See and Know Toddler Group	24
Brownies and Guides	25
BIG Friday	26
Appendix 1	

This policy document was originally instigated and subsequently reviewed and revised under the instruction and guidance of Mrs J Wilson, Parish Safe from Harm Co-ordinator, on behalf of Whitfield PCC.

INTRODUCTION

Many children and young people are served by this parish. Leaders and workers have a responsibility to protect and safeguard the welfare of children entrusted to them.

As an essential part of our mission we want to:-

- Listen to, relate the Gospel effectively and value the children and young people entrusted to our care.
- Encourage and support parents/carers to join with us in this task.
- Ensure that both children's and young people's leaders and workers are properly appointed, trained and supported, as they serve the Lord in this area.

The children and young people within Whitfield Parish are catered for within the following groups:

- 1) Crèche at St Luke's and St James'
- 2) YO-Sunday at St Luke's and COGs at St James'
- 3) BIG at St Luke's and St James'
- 4) Fusion
- 5) Youth Cell Groups
- 6) See & Know Toddler Group
- 7) Brownies and Guides
- 8) Big Friday

[List updated at each revision]

Each of the groups was given a copy of the Policy and Guidelines. A requirement was placed on each group to submit to the PCC a statement of how they will ensure the safety of children in their group, having seen the guidelines and having had them explained.

The deadline for the presentation of these statements was 20th January 1997, and to be reviewed every September thereafter.

1. SUPERVISION OF CHILDREN AND YOUNG PEOPLE

1.1 General

For the safety of all children and young people we need to ensure that we provide adequate adult supervision. This will be dependant upon:

- a) age
- b) length of activity
- c) venue (indoor or outdoor).

1.2 Under 8 Years of Age

There are specific guidelines laid down in the 1989 Children's Act with regard to the care of children aged eight or under, who are looked after for a period of two hours or more.

When holding holiday clubs and other events where children will be in our care exceeding two hours, advice must be sought from the local Social Service office regarding current practice requirements.

This will include:-

- a) Ratio of adults to children (which will be dependant on the ages of the children.)
- b) Available floor space.
- c) Toilet facilities.
- d) Health and Safety issues.
- e) Refreshments.
- f) Appropriate insurance cover.

Once received from Social Services, this information must be strictly adhered to.

- 1.3 Leaders need to consider (especially when working with young people) the need to have workers of both sexes involved.
- 1.4 As far as possible, there is a need to ensure that a worker is not alone with a child or young person. If this situation does arise then it might be advisable to leave doors open or to join in with another group.
- 1.5 When confidentiality is important (counselling a young person) ensure that others know that the interview is taking place and that someone else is in the building. It is important to ensure that the child or young person is aware that should information be given that indicates that they (child or young person) are at risk, then the worker or leader has no choice but to pass on the information given to an appropriate agency.

2. BOUNDARIES

- 2.1 Workers and leaders should treat all children and young people with dignity and respect. This can be shown through attitude, language used and actions.
- 2.2 It is important to respect the privacy of children and young people. If workers have concerns for a child or young person they should give them time to share, but don't attempt to cross examine; children speak when they are ready and when they feel secure enough to trust someone. If a worker or leader feels that they have evidence of abuse, then this should be discussed with the incumbent and the appropriate agency contacted.
- 2.3 Avoid questionable activities rough/sexually provocative games or comments.
- 2.4 Physical contact between adults, children and young people can be quite healthy, but should only be encouraged in public places. Physical contact should be discouraged when adults, children and young people are on their own.
- 2.5 The level of personal care, especially in situations regarding young children and children and young people with special needs, has to be considered and should be appropriate for age and need.
- 2.6 If leaders/workers invite children or young people into their homes then they should ensure that another adult is present and that the child or young person's parent/carer is aware of the visit.
- 2.7 If transporting children and young people, it is advisable to have two adults present or to ensure that all children and young people are collected and returned with a friend. Should this be impossible then the driver should see that the child or young person occupies the rear seat.
- 2.8 During residential holidays adults should not share sleeping accommodation with the children and young people.

3. SAFETY MATTERS

- 3.1 Local authority guidelines must be adhered to when working with children aged eight years and under who are left in our care for two hours or more.
- 3.2 Health and Safety issues need to be considered, e.g. fire regulations. The building used for activities needs to be well maintained, well lit and safely and adequately heated.
- 3.3 All activities should be adequately and appropriately supervised.

- 3.4 Children and young people as well as workers and leaders should be aware of safety requirements, and these should be brought to everyone's attention and regularly reinforced.
- 3.5 Procedures for dealing with children and young people who are taken ill or accidentally injured during activities, need to be considered.
- 3.6 Appropriate insurance must be held by the parish to meet any need which might arise as the result of an on-site or off-site accident, this can be checked with the treasurer or PCC secretary.
- 3.7 When transporting children, all drivers must hold full drivers licence and fully comprehensive insurance. Children must always wear seat belts when being transported. Drivers who are not regular leaders or workers must be aware of guidelines 2.7 and 3.7.
- 3.8 People under the age of 20 or with less than 1 year's full driving experience (i.e. from date of passing test) are not allowed to drive others during church outings or youth group trips. They may choose to take themselves but do so entirely at their own risk. It is up to young people and their parents to decide if they will be transported to and from youth group in a car driven by someone with little experience as leaders and church staff are only responsible from when they arrive at the meeting to when they leave.
- 3.9 When children and young people are being taken away from their normal meeting place, it is essential that permission is obtained from the parent/carer of the child or young person. This consent should be obtained in writing.

Parents/carers should always be given precise information about where activities will be taking place, if different from the normal, and times and contact numbers supplied.

Workers/leaders need to obtain detailed information from parents/carers when children and young people are attending a residential activity. This information should include:-

- a) Consent.
- b) Contact numbers
- c) G.P.
- d) Relevant medical information
- e) Medication and instructions for use if required
- f) Dietary requirements and any special needs.

4. SUPPORT FOR WORKERS/LEADERS

- 4.1 Recruitment of workers for children/young people is of the utmost importance. Care should be given to explain fully the role for which the

person has applied. The need for the completion of the Declaration Forms (to be held in confidence by the incumbent), and Registration Forms (which will be taken and kept up to date by, and on behalf of, the PCC). Leaders/workers and potential workers should fully understand the responsibility and importance of their role. The requirements placed upon them by the Parish as they share the Good News of the Gospel, and by the Diocese that, in order to fulfil their role in the Parish, they must complete and return the confidential Declaration Form to the incumbent . Luke 18:16 states: *But Jesus called the children to him and said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."* (NIV)

- 4.2 In order to support leaders/workers, regular meetings should be held at least once per term. Policy and Guidelines should be looked at to ensure that these are understood and a common approach adhered to in the following areas:-
- a) Disciplining of children/young people (this will, of necessity, vary for each group).
 - b) Safety issues with regard to children, young people's leaders and workers.
 - c) Information exchange between leaders and workers, and to parents/carers.
 - d) How to respond if abuse is disclosed or discovered. See Sections 5 and 6.
- 4.3 Brief records of all such meetings should be kept, noting those present, the content of the meeting and the decisions made. Any absentee leaders/workers from such meetings must be made aware of decisions taken and issues discussed in writing and a signature obtained. This should be done within two weeks of the meeting.
- 4.4 Training should be offered when available to all leaders/workers for their specific task. Work should be regularly planned and reviewed, thereby offering support and encouragement to all involved.
- 4.5 All new workers should be made aware of the Policy and Guidelines, and the issues surrounding them and the need to complete a confidential Declaration Form before undertaking any responsibilities as a children's or young people's worker in this parish.
- 4.6 Leaders of children's/young people's groups are to approach the incumbent with the names of all new prospective leaders/workers. The incumbent will then be responsible for seeing that the Declaration Forms are handed out to the prospective leaders/workers and, when completed, returned to himself. All parish children's/young people's groups leaders and helpers **MUST** be C.R.B.-checked.

5. WHAT TO DO WHEN A CHILD WANTS TO TALK ABOUT ABUSE

5.1 General Points

- a) Accept what the child says.
- b) Keep calm.
- c) Look at the child directly.
- d) Be honest.
- e) Let them know that you will have to tell someone else - do not promise confidentiality.
- f) Even when a child has broken a rule, they are not to blame for the abuse.
- g) Be aware that the child may have been threatened.
- h) Never push for information.

5.2 Helpful things to say

- a) I believe you.
- b) I am glad that you have told me.
- c) It's not your fault.
- d) I will help you.

5.3 Avoid saying

- a) Why didn't you tell anyone before?
- b) I cannot believe it.
- c) Are you sure this is true?
- d) Why? How? When? Who? Where?
- e) Never make false promises.
- f) Never make statements such as *"I am shocked, don't tell anyone else."*

5.4. Conclusion

- a) Again reassure the child that they were right to tell you and you believe them.
- b) Let the child know what you are going to do next and that you will let them know what happens.
- c) Immediately refer to someone appropriately qualified.

Make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the child said and when he/she said it. Record dates and times of those events and when you made the record. Keep all hand written notes, even if subsequently typed up.

6. HOW TO RESPOND TO SUSPICIONS OF PHYSICAL INJURY/NEGLECT OR OTHER ALLEGATIONS

- 6.1 Consult the Diocesan flow chart [Appendix 1]
- 6.2 The task of church officers is referral and emphatically not investigation. An eventual court case could be prejudiced by any investigation later deemed to have been inappropriate.
- 6.3 If a parent/carer is unwilling to seek help then offer to go with them. If they still do not take appropriate steps you may need to seek out the help yourself, i.e via Social Services.
- 6.4 If there are allegations of sexual abuse contact Social Services or the police directly for advice. Do not speak to parent/carer (or anyone else), if there is a possibility that they could be involved.
- 6.5 A doctor or ambulance should be summoned where medical attention is needed.
- 6.6 Unless implicated, the incumbent should, if available, be involved in notifying Social Services and the Archdeacon.

7. HOW TO RESPOND TO ACCUSATIONS AGAINST CHURCH MEMBERS

- 7.1 Should evidence of, or an allegation of, abuse or neglect, be made against a volunteer church worker or should such an incident arise which is in any way to do with the life and work of a particular church, the circumstances should be referred immediately to the incumbent who will inform the Archdeacon. An allegation will be taken seriously and dealt with promptly. Other agencies will be involved at this stage if necessary.
- 7.2 Any allegation of abuse or neglect made against clergy or church workers, paid or licensed, or action taken by the statutory authorities against such a person, should be communicated immediately to the Archdeacon or Diocesan Bishop.
- 7.3 If an allegation is made, any church worker, paid or unpaid, should cease immediately from working with children as much for their own protection as for the children's during the investigation and assessment.

The PCC will review the Policy and Guidelines document every November.

BIBLIOGRAPHY

Safe from Harm

PCCA. (Promoting Christian Care and Action) booklets
Protecting Children and Appointing Children's Workers
Child Abuse and the Church

Circulated extract from House of Bishops' "Policy on Child Abuse"

Derby Diocesan Policy for Parishes Working With Children and Young People
First Issued November 1996

'Protecting all God's children'- H of B 3rd ed (2004)

'Safeguarding Children and Young People'- Derby Diocesan Procedures
updated December 2003

**STATEMENT OF PRACTICE RELEVANT TO
ST LUKE'S CRÈCHE**

1. All crèche workers agree to follow the guidelines contained in the Parish Policy document.
2. There will be two team members present during each session.
3. Crèche workers will be 16+, male or female, and recruitment of new volunteers will be in line with Section 4.1 of the Parish Guidelines.
4. New crèche volunteers will be made aware of the Policy and Guidelines, and requested to complete the confidential forms, which must be returned by the worker to the incumbent, before undertaking any responsibilities as a children's worker.
5. Only children under 4 years will be cared for in St Luke's crèche, situated in the church vestry.
6. Parents/carers who use the facility must -
 - a) remain in church
 - b) read carefully and accept the Rules of the Crèche (copy attached), displayed in the vestry.
7. Under no circumstances will children be left unattended at any time.
8. A parent/carer will be brought out of church and asked to resume responsibility for their child if he/she is unmanageable in the crèche.
9. The parent/carer will be informed of any incident involving behaviour or injury when the child is collected, unless this is sufficiently serious to alert the parent/carer immediately.
10. If necessary, a parent/carer may be brought from church to change a dirty nappy. Trained children will be taken to the toilet as long as consent was given when the child was left in the crèche.
11. Crèche workers will be familiar with the whereabouts and use of both fire and first aid equipment in St Luke's Church.
12. We will follow Guidelines 5, 6 and 7 of the Parish Policy in the event of abuse being alleged or suspected.
13. We will review the Statement of Practice annually. Written records will be kept of the meeting and any changes to the Statement will be brought to the attention of absentee crèche workers, who will be required to give a written indication of having received this information. The PCC will be informed and asked to authorise any changes to the original statement.

WHITFIELD PARISH - ST LUKE'S CHURCH
CRÈCHE RULES

St Luke's Church crèche will operate during all Sunday morning services, except Family Services, for children aged 0 - 4 years only.

Children must not be left in the crèche before the Sunday School children depart for their teaching, or in the absence of an official crèche worker, and must be collected as soon as the service finishes or, in the case of a Holy Communion service, during administration of the sacraments.

Parents/carers must say whether they want the crèche worker to take their child to the toilet if it is needed.

The crèche worker must be informed of any medical conditions or special needs relevant to children being left in their care.

STATEMENT OF PRACTICE RELEVANT TO
ST JAMES' CRÈCHE

1. All crèche workers agree to follow the guidelines contained in the Parish Policy document.
2. There will be at least two official crèche workers present during each session.
3. Crèche workers will be 16+, male or female, and recruitment of new volunteers will be in line with Section 4.1 of the Parish Guidelines.
4. New crèche volunteers will be made aware of the Policy and Guidelines, and requested to complete the confidential forms, which must be returned by the worker to the incumbent, before undertaking any responsibilities as a children's worker.
5. Only children under 4 years will be cared for in St James' crèche, situated in the church vestry.
6. Parents/carers who use the facility must -
 - a) remain in church
 - b) read carefully and accept the Rules of the Crèche (copy attached), displayed in church.
7. **Under no circumstances will children be left unattended at any time.** Crèche workers should also ensure that ALL doors are closed at ALL times, and care must be taken to keep children away from the utility area.
8. A parent/carer will be brought out of church and asked to resume responsibility for their child if he/she is unmanageable in the crèche.
9. The parent/carer will be informed of any incident involving behaviour or injury when the child is collected, unless this is sufficiently serious to alert the parent/carer immediately.
10. If necessary, a parent/carer may be brought from church to change a dirty nappy. Trained children will be taken to the toilet as long as consent was given when the child was left in the crèche.
11. Crèche workers will be familiar with the whereabouts and use of both fire and first aid equipment in St James' Church.
12. We will follow Guidelines 5, 6 and 7 of the Parish Policy in the event of abuse being alleged or suspected.
13. We will examine, twice yearly, the quality and condition of the toys provided for the crèche age group and, at the same time, review this Statement of Practice. Written records will be kept of the meeting and any changes to the Statement will be brought to the attention of absentee crèche workers, who will be required to give a written indication of having received this information. The PCC will be informed and asked to authorise any changes to the original statement.

WHITFIELD PARISH - ST JAMES' CHURCH
CRÈCHE RULES

St James' Church crèche will operate during all Sunday morning services, except All-age Services, for children aged **0 - 4 years only**.

Children must not be left in the crèche before the Sunday School children depart for their teaching, or in the absence of an official crèche worker, and must be collected as soon as the service finishes or, in the case of a Holy Communion service, during administration of the sacraments.

Parents must be aware that during All-age Services the crèche facility is available, **but the children are the responsibility of their parents/carers (not older siblings or friends), who must remain with them.**

Parents/carers must say whether they want the crèche worker to take their child to the toilet if it is needed.

The crèche worker must be informed of any medical conditions or special needs relevant to children being left in their care.

Only children **under the age of 5** are allowed admission to the room. This also applies before and after the service. This is on health and safety grounds and the crèche team cannot take responsibility for children outside the hours of the church services.

[Revised and approved by PCC on 21 January 2008]

**STATEMENT OF PRACTICE RELEVANT TO
ST LUKE'S YO-SUNDAY**

The Sunday School teachers agree to follow the guidelines contained in the PCC document, as far as practically possible.

All Sunday School teachers are to be CRB registered.

1. Children are brought to church and collected from church by parents or other adults, unless otherwise arranged.
2. All children should be toilet trained. Children aged 4 - 6 years will be accompanied to the toilet by an adult. Advice will be sought from parents/guardians of children with special needs.
3. If parents are not in church whilst Sunday School is taking place, then a contact telephone number will be left with the teachers.
4. At least two members of staff will be present at each session.
5. Difficult behaviour will be addressed by all staff in the following way -
 - a) a verbal warning
 - b) removal and isolation of the offender (within Sunday School room)
 - c) return to parents in church if possible.
6. Recruitment of Sunday School staff will be in line with Section 4.1 of the Parish Guidelines.
7. We will include once a year a review of the statement, written records will be kept of this meeting and a copy sent to absent members of staff and to the PCC.
8. New members will be made aware of the Policy Guidelines and will complete the (CRB) confidential forms and return to the incumbent before taking any responsibilities.
9. We will follow Guidelines 5, 6 and 7 of the Parish Policy in the event of abuse alleged or suspected.
10. Children will be registered when joining. Information for the taking of photographs allergies/illnesses will be reviewed annually.

[Revised and approved by PCC on 21 January 2008]

**STATEMENT OF PRACTICE RELEVANT TO
ST JAMES' COGs**

All Sunday School staff agree to follow the guidelines contained in the Parish Policy document.

1. Children are brought to church by parents and collected from church by parents, unless otherwise arranged in advance by parents and carers in conjunction with Sunday School staff.
2. All children will be registered when joining. Information regarding allergies/illnesses and permission for taking photographs will be obtained annually.
3. All children should be toilet trained. Children aged 3½ - 5 years (Class 1) will be accompanied to the toilet by an adult helper. Advice will be sought from parents/guardians of children with special needs.
4. If parents are not in church whilst Sunday School is taking place, then a contact number should be left with the Sunday School staff in case of emergency.
5. A minimum of two staff will be present in each group. If any teacher is not able to attend Sunday School, two classes will join together and be taught as one.
6. Difficult behaviour will be addressed by implementing the strategies that teachers have learnt when attending courses for children with learning and behavioural problems – take from group and talk to them and ultimately return child into church to parent or use contact number on child's personal information form.
7. Children will be made aware of the need to stay with staff when moving between church and the Vineyard, and vice versa. The children will also be made aware of the need to take care when using the stairs in the Vineyard; for example, no running or playing on the stairs, always use the handrail, etc.
8. Recruitment of Sunday School staff will be in line with Section 4.1 of the Parish Guidelines.
9. We will include, annually, a review of the statement. Written records will be kept of this meeting and any changes that are made will be brought to the attention of absentee staff, who will be required to sign as an indication that this information has been passed to them. The PCC will be informed and asked to authorise any changes to the original statement.
10. New staff members will be made aware of the Policy and Guidelines, and requested to complete the confidential forms, which must be returned by the new workers to the incumbent, before undertaking any responsibilities as a children's work.
11. We will follow Guidelines 5, 6 and 7 of the Parish Policy in the event of abuse being alleged or suspected.

**STATEMENT OF PRACTICE RELEVANT TO
BIG and ENCOUNTER (ST LUKE'S)**

All BIG and ENCOUNTER (St Luke's) staff agree to follow the guidelines contained in the Parish Policy document.

1. Until such time as membership of BIG increases to warrant its running as a separate group, BIG and ENCOUNTER will run as one group.
2. The young people and leaders will meet at the start of the morning service at St Luke's Church and go together to the meeting place, which would normally be The Millennium Cellar, Glossop. The meeting will last around one hour.
3. The leaders will accompany the young people to and from St Luke's Church.
4. There will always be two or more leaders.
5. A programme will be issued regularly, with any change of venue detailed.
6. When transport is required, Guidelines 2.7 and 3.7 of the Parish Guidelines and Policy are to be followed. If it is not possible to achieve Guideline 2.7, the substance of the Guideline is to be followed as far as is possible.
7. For residential events Parish Guidelines will be adhered to.
8. Recruitment of staff will be in line with Section 4.1 of Parish Policy.
9. In the event of disciplinary problems a verbal warning will be given, in the presence of another leader. If problems persist, then parents will be informed.
10. This statement will be reviewed twice per year (February and September). Written records will be kept of this meeting and any changes that are made will be brought to the attention of absentee staff, who will be required to sign as an indication that this information has been passed to them. The PCC will be informed and asked to authorise any changes to the original statement.
11. New staff members will be made aware of the Policy and Guidelines, and requested to complete the confidential forms, which must be returned by the new worker to the incumbent before undertaking any responsibilities as a children's worker.
12. In the event of abuse being alleged or suspected, Sections 5, 6, and 7 of the Parish Policy will be followed.
13. Health details will be obtained from parents when young people join the group.
14. In the event of an accident involving a young person, appropriate first aid will be administered and the parents informed as soon as possible. Details will be entered into the BIG (St Luke's) Accident Book.

[Revised and approved by PCC on 22 January 2007]

STATEMENT OF PRACTICE RELEVANT TO **BIG (ST JAMES')**

All BIG (St James') staff agree to follow the guidelines contained in the Parish Policy document.

1. The young people will meet at, and be escorted from, church or will arrive by their own arrangement at The Vineyard at 10.30am and will be escorted into church before the end of the service.
2. There will always be two or more leaders, wherever possible one male and one female.
3. When the group is split into smaller groups, within the building, and only one leader is available for a group, the groups will be in the same room or adjacent rooms with the doors open.
4. A programme will be issued regularly, with any change of venue detailed.
5. When transport is required, Guidelines 2.7 and 3.7 of the Parish Guidelines and Policy are to be followed. If it is not possible to achieve Guideline 2.7, the substance of the Guideline is to be followed as far as is possible.
6. For residential events Parish Guidelines will be adhered to.
7. Recruitment of BIG (St James') staff will be in line with Section 4.1 of Parish Policy.
8. In the event of disciplinary problems a verbal warning will be given, in the presence of another leader. If problems persist, then parents will be informed.
9. This statement will be reviewed twice per year. Written records will be kept of this meeting and any changes that are made will be brought to the attention of absentee staff, who will be required to sign as an indication that this information has been passed to them. The PCC will be informed and asked to authorise any changes to the original statement.
10. New staff members will be made aware of the Policy and Guidelines, and requested to complete the confidential forms, which must be returned by the new worker to the incumbent before undertaking any responsibilities as a children's worker.
11. In the event of abuse being alleged or suspected, Sections 5, 6 and 7 of the Parish Policy will be followed.
12. Health details will be obtained from parents when young people join the group.
13. In the event of an accident involving a young person, appropriate first aid will be administered and the parents informed as soon as possible. Details will be entered into the BIG (St James') Accident Book.

STATEMENT OF PRACTICE RELEVANT TO **FUSION**

All FUSION staff agree to follow the guidelines contained in the Parish Policy document.

1. This group meets at St Luke's Church room. Young people will arrive and depart by their own arrangement.
2. The leaders' responsibility for the members starts at the advertised meeting start time and venue and ends at the time the activity finishes or the advertised time, whichever is the later.
3. There will always be two or more leaders, wherever possible, one male and one female.
4. When young people under 18 years are transported the Parish Guidelines are to be followed. Guidelines 2.7 and 3.7 of the Parish Guidelines and Policy are to be followed. If it is not possible to achieve Guideline 2.7, the substance of the Guideline is to be followed as far as is possible.
5. When the group is split into smaller groups, within the building, and only one leader is available for a group, the groups will be in the same room or adjacent rooms with the doors open.
6. A programme will be issued regularly, with any change of venue detailed.
7. For residential events the Parish Guidelines will be adhered to. However, when this is not possible, e.g. Youth Hostel accommodation, parents will be informed and their agreement received for the proposed sleeping arrangements.
8. Recruitment of FUSION staff will be in line with Section 4.1 of the Parish Guidelines.
9. In the event of disciplinary problems a verbal warning will be given in the presence of another leader. If problems persist then parents will be informed.
10. This statement will be reviewed once a year. Written records will be kept of these meetings and any changes that are made will be brought to the attention of absentee staff, who will be required to sign as an indication that this information has been passed to them. The PCC will be informed and asked to authorise any changes to the original statement.
11. New staff members will be made aware of the Policy and Guidelines, and requested to complete the confidential forms, which must be returned by

the new worker to the incumbent, before undertaking any responsibilities as a young persons' worker.

12. In the event of abuse being alleged or suspected Sections 5, 6 and 7 of the Parish Guidelines will be followed.
13. Consent and health details will be obtained from parents when young people join the group.
14. In the event of an accident, appropriate first aid will be administered and the parents informed as soon as possible. Details will be entered into the Accident Book.

[Revised and approved by PCC on 22 January 2007]

STATEMENT OF PRACTICE RELEVANT TO YOUTH CELL GROUPS

All Cell Group staff agree to follow the guidelines contained in the Parish Policy document.

1. These group meets at various locations around Glossop. Young people will arrive and depart by their own arrangement.
2. The leaders' responsibility for the members starts at the advertised meeting start time and venue and ends at the time the activity finishes or the advertised time, whichever is the later.
3. There will always be two leaders, wherever possible, one male and one female.
4. When young people under 18 years are transported the Parish Guidelines are to be followed. Guidelines 2.7 and 3.7 of the Parish Guidelines and Policy are to be followed. If it is not possible to achieve Guideline 2.7, the substance of the Guideline is to be followed as far as is possible.
5. When the group is split into smaller groups, within the building, and only one leader is available for a group, the groups will be in the same room or adjacent rooms with the doors open.
6. Any change of venue will be communicated to the members of the group directly and, if possible, included in that week's edition of Grapevine.
7. For residential events the Parish Guidelines will be adhered to. However, when this is not possible, e.g. Youth Hostel accommodation, parents will be informed and their agreement received for the proposed sleeping arrangements.
8. Recruitment of Cell Group staff will be in line with Section 4.1 of the Parish Guidelines.
9. In the event of disciplinary problems a verbal warning will be given in the presence of another leader. If problems persist then parents will be informed.
10. This statement will be reviewed once a year. Written records will be kept of these meetings and any changes that are made will be brought to the attention of absentee staff, who will be required to sign as an indication that this information has been passed to them. The PCC will be informed and asked to authorise any changes to the original statement.
11. New staff members will be made aware of the Policy and Guidelines, and requested to complete the confidential forms, which must be returned by

the new worker to the incumbent, before undertaking any responsibilities as a young persons' worker.

12. In the event of abuse being alleged or suspected Sections 5, 6 and 7 of the Parish Guidelines will be followed.
13. Consent and health details will be obtained from parents when young people join the group.
14. In the event of an accident, appropriate first aid will be administered and the parents informed as soon as possible. Details will be entered into the Accident Book.

[Revised and approved by PCC on 22 January 2007]

STATEMENT OF PRACTICE RELEVANT TO **DANCE REVELATION**

All leaders and helpers agree to follow the guidelines contained in the Parish Policy document.

1. The young people will arrive by their own arrangement at The Vineyard at the specified time in relation to their group and will make their own way back home after the group. The leaders and helpers will only be responsible for the young people during the advertised times and only when on church property.
2. Notices of any extra events will be issued in advance, with dates and times specific to these.
3. When transport is required, Guidelines 2.7 and 3.7 of the Parish Guidelines and Policy are to be followed. If it is not possible to achieve Guideline 2.7, the substance of the Guideline is to be followed as far as is possible.
4. Recruitment of leaders will be in line with Section 4.1 of Parish Policy.
5. In the event of disciplinary problems a verbal warning will be given, in the presence of another leader. If problem persists, then parents will be informed.
6. This statement will be reviewed twice per year. Written records will be kept of this meeting and any changes that are made will be brought to the attention of absentee staff, who will be required to sign as an indication that this information has been passed to them. The PCC will be informed and asked to authorise any changes to the original document.
7. New staff members will be made aware of the Policy and Guidelines, and requested to complete the confidential forms, which must be returned by the new worker to the incumbent before undertaking any responsibilities as children's worker.
8. In the event of abuse being alleged or suspected, Sections 5, 6 and 7 of the Parish Policy will be followed.
9. Health details will be obtained from parents when young people join the group.
10. In the event of an accident involving a young person, appropriate first aid will be administered and the parents informed as soon as possible. Details will be entered into the Accident Book.

[Submitted and approved by PCC on 21 January 2008]

**STATEMENT OF PRACTICE RELEVANT TO
SEE AND KNOW TODDLER GROUP**

1. All See and Know leaders agree to follow the guidelines contained in the Parish Policy document, and will have completed a declaration form.
2. Each child will have a designated parent/carer who is responsible for him/her at all times.
3. The designated parent/carer will change nappies or take the child to the toilet; if this is not possible, permission will be sought from the parent/carer.
4. Children will not be left unsupervised by an adult at any time.
5. Leaders will know where fire equipment, first aid equipment and the emergency telephone are kept and have knowledge of how to use them.
6. The stairgate will be in place and the front door locked (Yale) during all the session.
7. Leaders will meet once per term. Written records will be kept of this meeting which will include a review of the statement and any revision will be brought to the attention of absentee leaders. The PCC will be informed and asked to authorise any changes to the original statement.
8. We will follow Guidelines 5, 6 and 7 of the Parish Policy in the event of abuse being alleged or suspected.
9. We will monitor regularly the quality and condition of the toys and equipment provided.

STATEMENT OF PRACTICE RELEVANT TO
ST JAMES' WHITFIELD, BROWNIES AND GUIDES (3RD GLOSSOP)

All Guiders and Unit Helpers agree to follow the guidelines contained in the Parish Policy document as far as is practically possible.

We agree to follow all regulations set up by the Guide Association and all regulations set up separately by the church.

1. Children of Brownie age (7 to 10) are brought to the meetings (Tuesdays in term time, 6.30 - 8.00 p.m.) and collected by an adult known to the leaders. Parents of Guides are aware that the Guide Association will only be responsible for the Guides during the meeting time (Wednesdays in term time, 7.30 - 9.00 p.m.), unless otherwise arranged.
2. Up to date records to be kept of all our members which will include full names, addresses, dates of birth, contact telephone numbers (including emergency numbers), doctors details, school attended and any relevant medical requirements.
3. A high standard of behaviour is expected as we are not only members of St James' Church but also representing the Guide Association. Discipline is part of our programme, because of this we rarely experience difficult behaviour.
4. Outside activities, for example visits to the park or a hike, are covered by the strict Policy Organisation Rules (P.O.R.) of the Guide Association.
5. All pack holidays (Brownies) and camps (Guides) will only take place by following the guidelines set out in P.O.R. of the Guide Association which adheres to the rules in Sections 2.7 and 2.8 of the Parish Policy. All holidays are to be passed by the Commissioner, Holiday Advisor and Manchester County.
6. Recruitment of Guiders and Unit Helpers will be in line with Section 4.1 of the Parish Guidelines.
7. Regular training's are provided by the Guide Association on all aspects of working with young people and have to be attended by leaders as part of the warrant.
8. We will include, once per term (at our planning meetings), a review of the statement. Written records will be kept of this meeting and any changes that are made will be brought to the attention of absentee staff, who will be required to sign as an indication that this information has been passed to them. The PCC will be informed and asked to authorise any changes to the original statement.
9. New staff members will be made aware of the Policy and Guidelines, and requested to complete the confidential forms, which must be returned by the new worker to the incumbent, before undertaking any responsibilities as a children's worker.
10. We will follow Guidelines 5, 6 and 7 of the Parish Policy in the event of abuse being alleged or suspected.

This statement was drawn up by Cath Galley (Brownies) and Alyson Stevens (Guides) on Saturday, 11 January 1997.

STATEMENT OF PRACTICE RELEVANT TO **BIG FRIDAY (OUTREACH YOUTH GROUP)**

All leaders agree to follow the Guidelines contained in the Parish Policy document. In addition, they agree to the following rules and acknowledge the highlighting of certain Parish Guidelines, as detailed below:

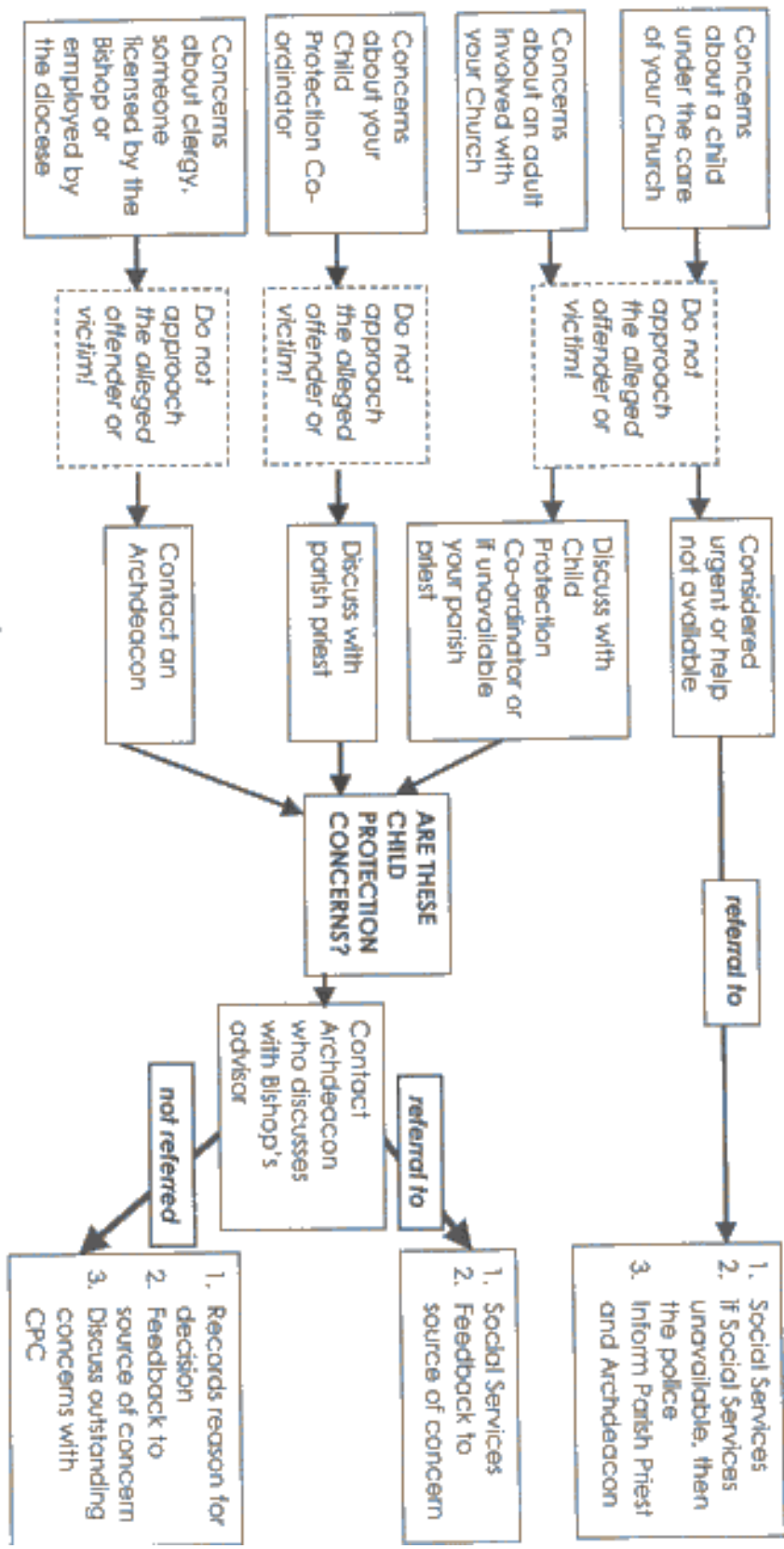
1. Each meeting must have a minimum of four leaders, with at least one of the opposite sex. If four leaders cannot be found, the planned meeting is to be cancelled.
2. A change of venue must always be notified to parents/carers in advance of change of venue, with the exception of when it is agreed that the team will meet on the rec' for outreach. When this happens the evening may have variable start and end times.
3. Starting and finishing times, when BIG Friday meets in the Vineyard, will be made clear to the group members and their parents/carers. These times remain unchanged. The club opens at 7.30 and finishes at 9pm, unless in exceptional circumstances where behaviour is such that warrants the club to close prior to 9pm.
4. Every step will be taken to ensure the safety of each young person in the group.
5. In the event of illness or accident, parents will be informed and the appropriate action will be taken.
6. There will be a common disciplinary strategy as follows -
 - a) To be decided upon and agreed by the leadership team prior to each term's programme.
 - b) To be communicated to the group members as appropriate and as agreed by the leadership team prior to each term's programme.
7. In the event of abuse being alleged or suspected, Guidelines 5, 6 and 7 of the Parish Guidelines and Policy are to be followed.
8. Recruitment of leaders/helpers is to be in accordance with Guideline 4.1 of the Parish Guidelines and Policy.
9. Support for workers is to be in accordance with the Parish Guidelines and Policy.
10. When transport is required, Guidelines 2.7 and 3.7 of the Parish Guidelines and Policy are to be followed. If it is not possible to achieve Guideline 2.7, the substance of the guideline is to be followed as far as is possible. Sometimes it might be necessary to rent a mini bus or coach.

11. If residential events are planned, all Parish Guidelines are to be followed and, where it is not possible to achieve the standard set by the guidelines, guidance is to be sought from the appropriate persons or bodies, e.g. PCC Chairman, Social Services.

[Revised and approved by PCC on 21 January 2008]

Signed for and on behalf of Whitfield PCC
J.M. WILSON (Mrs)
Parish *Safe from Harm* Co-ordinator

HOW TO ACT IF THERE IS A CHILD PROTECTION ISSUE IN YOUR CHURCH



PHONE NUMBERS

Child Protection Co-ordinator Steve Wilson Parish Priest Colin

Nearest Social Service office 2259 Nearest police station 853141

Archdeacon of Chesterfield 01246 583928 . Archdeacon of Derby 01332 382233 (office) 553455