

# The Parish of Chilwell



**St Barnabas, Inham Nook**

## **Policy and Procedures for Safeguarding Children and Young People in our churches**



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Diocese of Southwell & Nottingham

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**The Parish of Chilwell  
Child Protection Policy Statement**

**The members of our two worship centres within our parish are committed to the nurturing, protection and safekeeping of the children and young people in our care.**

- It is the responsibility of all church members to do their best to prevent the physical, sexual and emotional abuse of children and young people and to report any abuse, alleged or suspected
- We will respond without delay to any complaints made, that a child or young person for whom we are responsible may have been harmed
- We will work towards the code of good practice when working with children and young people and create a culture of “informed vigilance” which children and all adults in the churches take seriously
- We are committed to supporting, resourcing and training those who work with children and young people. We will provide supervision for workers because we recognise this as important in the maintenance of good practice
- We will ensure that all those who have any responsibility for children and young people under the age of 18 years obtain an “Enhanced Disclosure” from the Criminal Records Bureau
- The Parochial Church Council (PCC) of Christ Church and the Church Council at St Barnabas will accept responsibility for the appointment of leaders and ensure that each person who works with children or young people receives a copy of this parish policy and is familiar with the policy, procedure and guidelines that are in place.
- The churches in our parish are committed to following the Diocese of Southwell and Nottingham Code Of Practice “Children & Young People First (2004) to protect children and young people which incorporates The House of Bishops’ Policy, “Protecting all God’s Children” which is the Child protection Policy for the Church of England (2004)
- The PCC accepts the intention of the Children Act 1989 that the welfare of the child is paramount
- We have a health and safety policy, guidelines and procedures in place
- We have a Safeguarding Co-ordinator on the staff team who works with the incumbent and the PCC to implement policy and procedures.
- The PCC will display a copy of this policy statement in a prominent place on all our church premises so that all are aware of its existence and will review it annually.

**Our independent person who children, youth workers and volunteers may talk to if they wish is:**

**Our Safeguarding Co-ordinators who manage the implementation of the policy are:**

This statement was agreed by Christ Church Parochial Church Council on .....

Signed.....(Incumbent) Signed.....(Churchwarden)

**Parish of Chilwell  
Procedures for Implementing our Child Protection Policy**

A copy of these procedures will be given to all children’s workers, youth workers, volunteers and employees who have responsibility for children and young people. They must confirm receipt and that they they have read and understood them.

<p>Christ Church Safeguarding Co-ordinator is:</p>  <p>St Barnabas Safeguarding Co-ordinator is</p>
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<b>Main leaders of each children’s/youth group</b>		
GROUP	LEADER’S NAME	Email address
CCC Creche		
CCC Scramblers (3-5's)		
CCC Climbers (5-7's)		
CCC JAM (Yr 3-4)		
CCC FRIJ (Yr 5-6)		
CCC Pathfinders (yr 7-8)		
CCC yr 9 + on Sunday Inspire		
CCC Inspire (Thursday Yr 9+)		
Messy Church		
Barney’s Parent and Toddler Group		

## 1. The following ratio of adults (over 18 years old) to children should be:

Age	Number of Leaders
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
3 to 8 years	1 leader to every 8 children
8+	1 leader for the first 8 children followed by 1 to 12

Each group is to have at least 2 adult youth workers present and a gender balance should be maintained in mixed gender groups. Our uniformed organisations follow their own recommendations and rules.

## 2. Groups with a mixture of adults and children (for example choir and special events)

Safeguarding principles will be applied by ensuring a CRB checked youth leader / staff member is in charge / present or that children remain supervised by their own parents.

## 3. Safer Recruitment

Those responsible for an appointment should follow the principles outlined in chapter 9 of Children & Young People First 2004 when seeking to appoint a paid person or a volunteer to a post involving direct contact with children and young people. In outline the following steps must be followed:

1. Role defined.
2. Applicants complete application form and provide two referees. One of which should be from their current employer or previous church. A reference must be received from outside the church
3. Applicant to complete a Diocesan Confidential Declaration form.
4. Appropriate interviews held.
5. References followed up.
6. Before appointment the appointee should provide an enhanced disclosure from the CRB for the Diocese.
7. Offer the post subject to a defined probationary period.
8. Confirm the appointment in writing
9. Formally commission the individual to the role and provide them with a copy of 'A Pocket Guide to Safeguarding Children' and the Parish Policy and Procedures.

## 4. Good Practice Guidelines

All children's workers, youth workers, PCC members and Church Council members at St Barnabas will be given a copy of the "Pocket Guide to Safeguarding Children & Promoting their Welfare", which is available on request from Dunham House.

Everyone should avoid working alone with children or young people there should always be more than one responsible adult available so that there is mutual supervision. Should one of the adults become ill or get called away the other adult should call for additional help.

When communicating with children or young people by e-mail, telephone or letter this must be done openly and not in a manner that might be construed as secretive. Group e-mail where a fellow leader is copied in is best practice over individual e-mails. The use of chat rooms and individual texting is not considered good practice and should be avoided.

## **5. Procedure to follow in the case of suspicion and disclosure of abuse**

“The Pocket Guide to Safeguarding Children and Promoting their Welfare” contains details of action to take if:

- There is an allegation of abuse
- You are concerned, or it come to your notice that someone may be committing abuse

Our practise is to talk to the appropriate age group leader or the safeguarding co-ordinator if you have any concerns.

Children and young people should be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable.

## **6. Activities away from church premises**

- No child can be taken off-site for activities without the consent of their parent/guardian/carer
- Details of the event must be given and permission slips with a request for medical details must be filled in
- Before events take place, all arrangement details should be checked with the parish safeguarding co-ordinator
- It may be necessary to seek the approval of the PCC for certain activities, following a risk assessment, if the nature of the event requires additional insurance or child protection procedures
- When taking children off-site, a detailed programme and list of contacts should be left with someone in the parish (eg church office, another staff member)

The parish safeguarding co-ordinator has a sample of a form for such events.

## **7. Photograph policy**

Any photographs where children can be identified, taken by or on behalf of the church, may not be published in any form without written consent of a parent/carer. As general guidance any such photographs should be group photos and not close-ups of individuals.

Please note that this guidance relates to how photographs are published – this is a different matter from whether or not photographs are taken in the first place.

There is no guidance to state that individuals should not take photographs at events where there are children present where those photos are for individual/family collection. However, as a matter of courtesy people should be encouraged to ask informal permission before taking photos of other people's children.

## **8. Support, supervision and training of children's workers and youth workers.**

Children's and youth workers are given the opportunity to review their work with the leader of their group or another named adult. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

From time to time our churches may hold training events on Child Protection. There will also be other training events held by the diocese which church staff, youth workers, volunteers and child protection Named people may attend.

Information about forthcoming training events is available from Family Care or individuals can speak to the Diocesan Child Protection Adviser about training needs.

## **9. The passing on of information to new screeners and/or incumbents.**

After a youth worker or volunteer has resigned, information on their children's/youth work will be kept for an indefinite period in case it is needed for references for a new position at another church or for working with children elsewhere.

Confidential/sensitive information will be passed on only by the incumbent (or a churchwarden during an interregnum).

## **10. Implementation of the Policy**

The parish safeguarding co-ordinator will be responsible for the day to day implementation and monitoring of the policy to see that it is being practised.

## **11. Procedure for regular reporting to the Parochial Church Council**

The safeguarding co-ordinator will report annually to the PCC on child protection matters using the 'Responsibilities of the Parish' check list found in section 1.5.7 of the Children and Young People First Code Of Practice from the Diocese.

Copies of this policy will be sent to:

- The church office for parish records
- Safeguarding co-ordinators
- Policy Independent Person
- St Barnabas Church Council
- Every youth worker and children's worker at Christ Church and St Barnabas
- Barbara Selley, Diocesan Child Protection Adviser at Family Care, Warren House, 2 Pelham Road, Nottingham NG5 1AP [barbara.selley@familycare-nottingham.org.uk](mailto:barbara.selley@familycare-nottingham.org.uk)

A copy of the policy without names and contact details will be put on the Christ Church Chilwell website.