

# St Luke's Church, Lodge Moor

Blackbrook Road, Lodge Moor, Sheffield S10 4LQ

Registered Charity No. 1136795



## **Safeguarding Children: Policy**

This policy was originally adopted at a Trustee Meeting held on Wednesday 21 March 2012. It will be reviewed annually by Trustees.

As members of St Luke's Church we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community. It is the responsibility of each one of us to protect children and young people from physical, emotional, spiritual and sexual abuse and from neglect.

### **Statement of Aims**

Our aims in respect of children and young people are:

- to support them in relevant Christian discipleship through a programme of learning
- to provide opportunities for them to experience God for themselves
- to encourage Christian fellowship through small groups, services & special events
- to help them realise their full potential
- to encourage them to take part in the life of St Luke's Church
- to provide adequate leadership relevant to size and nature of group involved
- to provide a safe meeting place for them
- to encourage them to become responsible adults
- to provide appropriate activities
- to promote equality of opportunity for all

This document covers the work of St Luke's Church with children and young people, in its services, activities and in the groups meeting throughout the week both inside and outside the church buildings.

Currently these groups are:

- Scramble (Pre-school, 0-4 years old, Sunday 10-11am)
- Climb (R-Y2, 4-7 years old, Sunday 10-11am)
- Ascend (Y3-6, 7-11 years old, Sunday 10-11am)
- Summit (Y7+, 11 years old & above, Sunday 10-11am)
- Oxygen (11 years old & above, 4th Sunday 6.30-8.00pm)
- Bumps & Babies (Tuesday 10-11.30am)
- Wednesday Toddlers (Wednesday 10-11.30am)
- Base Camp (Y4-6, 8-11 years old, Wednesday 6.30-7.30pm)
- Trek (Y7+, 11 years old & above, Thursday 7-8.30pm)
- Peak (Y11+, Thursday 8.30-9.30pm)
- Friday Toddlers (Friday 10-11.30am)
- Edge (Y1-Y6, 5 - 11 years old, Friday 4.30-6pm)
- Ridge (Y7+, 11+ years old, Friday 7.00-8.30pm)

This Policy does not apply to St Luke's Pre-School Nursery or St Luke's uniformed groups who will operate within their own Child Protection/Safeguarding guidelines.

## **Application of the Policy**

The Trustees will:

- adopt the Policy and review it annually.
- ensure policy is included on the church website and is available to anyone wishing to see or have a hard copy.
- approve a Safeguarding Group, as appointed by the Vicar/Minister, to oversee the Policy.
- approve a Safeguarding Children Officer and Children's Advocate, as appointed by the Vicar/Minister, and will inform all partner denominations and CCPAS (Churches Child Protection Advisory Service) of their details. as required.
- ensure that the names, contact details and photos of the Safeguarding Officers and Children's Advocate are published on the church notice boards in each of the entrance foyers along with the Childline phone number.

## **Recruitment**

The Safeguarding Group will with the Vicar/Minister ensure that:

- St Luke's Church Safe Recruitment Process is followed including the use of Job/Role Description and Application Forms, References, the Confidential Declaration and the Disclosure and Barring Service.
- 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.
- all those working with children and young people will follow St Luke's Church Safeguarding Children Policy and Guidelines and the Sheffield Diocesan Good Practice guidelines.
- all new children's workers will be inducted into post in accordance with St. Luke's Church formal procedure.

## **Registration**

All groups will ensure that:

- a register of children, young people and leaders attending each group session is kept securely.
- Registration Forms, including emergency contact details are completed and kept securely.
- Registration Forms are available whenever the group meets. This applies whether meeting on church premises or elsewhere.

## **Ratios**

All groups will ensure correct adult:child ratios (displayed in group registers) for the relevant age group are strictly observed. If this is not achievable the group will not meet.

0-2 years 1:3

2-3 years 1:4

3-8 years 1:8

8-18 years 1:8 for first 8 then 1:12

But with a minimum of 2 Adults to any one group

## **Insurance**

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

## **Fire Regulations and Security**

All group leaders:

- will be aware of fire regulations and the positions of fire extinguishers.

- will be vigilant as to the presence of anyone on the premises during the meetings of the groups.
- should know who to contact in an emergency relating to the building.

## **Food and Hygiene**

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

## **First Aid and Accidents**

Activity leaders and helpers will know how to summon help and know the location of the First Aid Kit and phone.

In the event of any accident the group leader will ensure that:

- an incident and accident report form, to be found in the group registers, is completed and passed to the Youth & Children's Worker as soon as possible. These forms will be filed securely.
- an entry is made in the church Accident Book to be found in the kitchen and the completed tear-off form posted in the blue box by the Office.
- parents are informed of any accident/incident.

## **Providing an Independent Person**

Children and young people will have the opportunity to raise any concerns about any safeguarding matter with the Safeguarding Officer or the Children's Advocate.

## **Allegations**

If an allegation is received concerning the behaviour of an adult St Luke's Church Allegations Procedure will be followed.

This is accessible to leaders and helpers and is found in the group registers.

## **Concerns About or Reported by a Child**

This church will follow the St Luke's and Diocesan Guidelines and report the concern to the Diocesan Safeguarding Adviser, or to the appropriate Archdeacon. In an emergency or if the child is in immediate risk the appropriate statutory agencies will be informed. All such concerns or incidents will be recorded and the record be kept in a secure place, access being restricted to the Safeguarding Officer and Vicar/Minister.

## **Review**

- All children and young people's workers will meet to review their work on a termly basis.
- This will include a review of child protection issues and health and safety issues relating to each group.
- The Safeguarding Group will review the Policy annually and report to the Trustees, who will record this review in their minutes.
- The Trustees will inform the Archdeacon via the visitation that this has been done. A copy of the current Safeguarding Policy will be sent to the Diocesan Safeguarding Adviser or the Archdeacon for inclusion in the parish file. A further copy will be sent if there are substantial amendments. Additionally copies of the Safeguarding Policy will be available to partner denominations as requested

## **Training**

- Youth and children's workers will be required to attend the Safeguarding and other relevant training provided annually by the Church, the Diocese of Sheffield. Each worker will be required to attend during their first year of service and then at least once every three years, subsequently.
- The Safeguarding Group will consider the training needs at the time it reviews the Safeguarding Policy and also if a specific need arises.
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## **Hiring Out of the Church Premises**

- Any group or organisation booking the use of the church premises will be informed of their safeguarding responsibilities by a specific clause in the terms and conditions of hire. They should be expected to confirm they have an adequate safeguarding policy, which must be submitted to St Luke's Church Safeguarding Officer, or will comply with St. Luke's Safeguarding Policy and appropriate liability insurance.
- Individuals booking church premises for private functions will be made aware of their safeguarding responsibilities by a specific clause in the terms and conditions of hire and accept their responsibility for protecting children at that function.

### **Use of Social Media**

All of those working with children and young people must follow the guidelines outlined in St Luke's Policy for the use of Electronic/Digital Communications.

Reviewed: 20<sup>th</sup> February 2013  
19<sup>th</sup> February 2014  
11<sup>th</sup> February 2015  
20<sup>th</sup> January 2016  
**19<sup>th</sup> July 2017**