

1st September 2022

Cranmer Group of Churches Safeguarding Policy

Thank you so much for being willing to serve on our children and young people's team. We appreciate you and without you none of what we do would be possible. To ensure we serve our children with excellence we have some important safeguarding information below. Please read these carefully and talk to us if you have any questions. These are for your safety and the safety of the children in our care.

These recommendations apply to all church activities with children or young people – for instance, Cranmer Kids church, crèches, holiday clubs, youth groups. They apply as much to Sunday morning 'in house' activities as to activities which you run in and for the local community. They are designed to protect the children in our care, as well as leaders.

Adult group values

- I will always remember that children and young people are made in God's image
- I will always pray for our children and young people
- I will always listen to children and young people
- I will always encourage children and young people to participate in all activities
- I will always use affirming language in front of a child or young person
- I will always follow the appropriate guidelines for dealing with children in a physical way
- I will never shout at a child or young person
- I will never embarrass a child
- We always support and encourage one another as part of a team working together
- We are always welcoming and friendly

Group Values for children

- We respect our group leaders and other group members by listening carefully when someone is speaking and not talking over one another
- We want everyone to feel happy and safe in our church so we will welcome new members and make a special effort to make them feel that they belong in our group
- We are kind & helpful towards others and we help with cleaning up if we are asked to
- We are careful not to use violence, bad language or cause damage to the property
- We join in and have fun as much as possible!

Leadership

- Always have at least two adult leaders, no matter how small the group. Small groups with single leaders may meet in adjoining rooms with an open door between. If a child or young person is being interviewed alone, have another adult nearby.
- At least two adult leaders (preferably unrelated) need to be present from before the first child arrives until after the last child leaves.
- Ideally when leading a group of both boys and girls try to have both male and female leaders.
- No person under the age of 18 years should be left in charge of a group of children of any age.

- Young people may help with groups but should be supervised by an adult leader, who is responsible for ensuring that good practice and the safeguarding children procedures are followed.
- Parents or carers who are not regular leaders in the church can assist with occasional activities such as holiday workshops, but should always work in the company of two nominated and known leaders, and be responsible to an appointed leader.

Ratio levels

These are the recommended minimum required ratio levels for children's groups. More leaders may be required if children are being taken out or undertaking physical activities.

For every age group, always a minimum of two leaders.

0-2 years - 1 person for every 3 children

2-3 years - 1 person for every 4 children

3-8 years - 1 person for every 8 children

Over 8 years - 1 person for the first 8 children and then 1 extra person for every extra 12 children.

Administration for activities

- Leaders should register every child or young person who is attending for the first time with a form which includes their name, address, date of birth, contact number for their parent / carer, medical information and consent to the activity. Store the forms together in a confidential place, and always have them available for leaders of the activity throughout each session.
- Leaders should keep an attendance register for each activity of every child and leader in attendance at each session
- There should always be a phone available throughout each activity for emergencies.

Accidents

- Record all accidents in the accident book (in the church office), which should always be accessible on the premises.
- If taking the children or young people off the premises, an accident book must be taken and filled in if required.
- Inform the group leader of any accidents, who can then inform the parents/carers.
- If needed, administer first aid. The first aid boxes can be found in the hall kitchen, or in taken out when off premise.
- Group leaders must have an up-to-date first aid certificate or equivalent qualification.

Appropriate Behaviour

- Anyone involved in leading activities for young people is in a position of trust. This means that appropriate boundaries must be kept between leaders and children / young people at all times.
- It is inappropriate for a youth leader to have a romantic relationship with a young person while they accessing the youth activities even if they are over the age of 18.

- This includes physical and emotional boundaries and also impacts on the way we speak to and interact with the young people we are working with.
- No children's or youth leader should engage in any sexualised language or behaviour with young people in their care or should engage in physical play that could be misinterpreted.
- In your role as a children's or youth leader never invite a child or young person into your home unless this is part of the activity and you have another leader present at all times with you.
- In the interests of transparency and boundaries, children and youth leaders should not be 'friends' with or follow young people on any social media forums such as Facebook, Twitter, Instagram or Snapchat. If you are already doing so please unfollow and unfriend them.
- Do not accept young people as 'friends on any social media forums.

Running of activities

- Ensure children and young people's whereabouts are known to an adult leader at all times
- Check areas of the building out of sight, e.g. toilets, before and after each session.
- If someone is wandering around during children's and young people's activities and they are not there as a leader or helper then they should be asked to leave.
- As a general principle, parents or carers of children under 11 are responsible for taking and collecting their children to an activity for which they have registered.
- Parents or carers must be clearly informed of the place and time of meeting; and, if the meeting is off-site, when children will return.
- For children over 11, it is the parents' or carers' responsibility to make arrangements with their child for drop off and collection or travelling home independently.
- If a leader has concerns about the collection arrangements for a child over 11, they should address these directly with the named leaders, who will then discuss with the parents or carers.
- In the event of a child not collected as arranged, the parent or carer should be contacted by phone and asked to collect the child. If contact with the parent is not possible, two leaders should wait with the child until contact with parent or carer has been established, and collected. Only in exceptional circumstances should the child be escorted home. If a child appears to have been abandoned, statutory services must be contacted.

Toilets

- Try to encourage parents to take young children to the toilet before the session starts to decrease the chance of needing to assist a young child with using the toilet. If the child needs the toilet during the session and they need physical help, there must be two leaders with them (see if there are any other children that need to go at the same time). This may mean that a leader needs to temporarily come over from another group.
- For older children leaders must go with them and wait just outside the toilets. Before children go in the toilet please ensure that no other adult is in there. Whilst the child is in the toilet, ensure no other adult enters.

Managing Behaviour Issues

- Be clear about what behaviour is acceptable – and what is not – from children and young people. We have a list of values for children that you can refer to.
- If a child's behaviour needs correcting do this with another leader in ear shot.
- Never embarrass the child.
- Never shout at a child.
- If you feel out of your depth get another leader to help.
- The Children and Families Leader is available to talk through any challenging issues that arise. Please ask for help.
- Physically restraining a child should only be used as a last resort and only when the child is at risk of hurting themselves, another person or damaging property. The minimum of restraint should be used to keep the child and others safe from harm. Always complete an incident form in these circumstances. Children and Families Leader will always talk to parents where this sort of incident has taken place.

Overall Ministry Leaders will:

- Recruit all regular leaders of activities with children according to the Nottingham and Southwell Diocese guidelines.
- Ensure all leaders are aware of the health and safety issues relating to the activity, including procedures for fire and first aid.
- Give regular leaders a copy of the relevant sections of the safeguarding children policy and procedures, and offer them support and training in their role.

Programme of activities

- Ensure the activities are appropriate and safe for the age range.
- Enable children to be consulted in the programme planning if possible.
- Films shown in a group activity must not be rated higher than the age of the youngest child in the group (e.g. 12 or 12A only to children of 12 or over).

Taking children off the premises

- If children are to be taken off church premises for any reason, obtain written permission from parents or carers. This permission may be granted for a given period of time, e.g. a term or an academic year
- Leaders of the group should carry with them the registration and consent forms for all children in the group.
- Leaders should each carry mobile phones, and have readily accessible on their phone the contact details of other leaders of the group and parents.
- A first aid kit should be carried at all times.
- A risk assessment must be carried out and signed-off by Clare

- Where adult leaders are providing transportation for children to or from events, parents need to give written consent; there must always be two adult leaders present in the car, and the driver must confirm with the named leader that they are insured and qualified to drive.
- If youth leaders arrange to meet young people in coffee shops etc., a record should be kept of when the event occurred and in what circumstances.
- Parents should be informed if their children are to be transported by car or in another vehicle. Persons transporting children by car should always be with another adult, and have correct insurance and licence.

Publicity of activities

- Keep parents, children and young people fully informed in writing of the programme of activities, including the venue, times and contact details for leaders.
- Advertise the parish Safeguarding Children Policy and Procedures in summary on the church premises, and have it available for parents or carers on request.
- Publicise the name and contact details of the Parish Safeguarding Officer (this can be through a central contact point), with a clear process for how concerns should be raised.

Unaccompanied children

- Children may begin attending church services or church activities without their parents' or carers' knowledge. The following procedure is recommended for children under the age of 11 (for those over the age of 11, it is acceptable to attend on site youth activities without a parent or carer present):
- Welcome the child(ren) and try to establish whether their parents or carer are aware of where they are.
- For all children under 11, where possible, ring the parents and request that they come to the activity to sign the child in.
- Depending on the age of the child, a risk assessment needs to be made about whether they can leave the premises unaccompanied or whether the police need to be called.
- Complete a registration form as far as possible.
- Make sure an adult recruited for work with children takes care of the child – this is particularly important during public worship where unknown adults may attend and attempt to befriend the child.
- Give the child written information about the church service or activity to take home, including contact details.
- If the child comes regularly, endeavour to establish contact with the parents or carers.
- Never take the child on outings or transport them without their parents' or carers' permission.

Taking Action

- Concerns about children can arise in a number of ways but more often than not they arise because adults looking after them notice something that they feel uncomfortable or concerned about. If you have any concerns about the welfare / safety of a child or young person you must:

- Report the incident straight away to one of the following people:
 - **Clare Chambers (Children and families) 07894077793**
 - **Amy Taylor (Safeguarding Officer) 01949 358309**
 - **Rev. Tim Chambers (Vicar) 07946526569**
- Fill out an incident form or write down exactly what the child said to you or what you saw.
- More rarely a child will actually tell an adult they trust about something that is worrying them. If you have the privilege of being the person, the child has chosen to speak to:
 - Listen to child, do not promise confidentiality
 - Don't ask any leading questions (suggesting things to the child)
 - Follow the reporting process outlined above.

If a child needs urgent medical attention call an ambulance immediately (before following the above procedure).

- In the Southwell Diocese, the Diocesan Safeguarding Team (Diocesan Safeguarding Adviser: Julian Hodgson) can be contacted on 01636 817200 during working hours.
- For non-urgent advice and queries, please email the Safeguarding Team at Safeguarding@southwell.anglican.org
- If you have an immediate or emergency safeguarding concern, contact the Police on 999 or the statutory agency for a child or vulnerable adult in Nottinghamshire:
- MASH (Multi-Agency Safeguarding Hub), on 0300 500 8080.
- Other out of hours contacts for Children & Adults are Nottinghamshire: 0300 456 4546, Nottingham City Council: 0115 876 1000 or Bawtry: 01302 796 000

Appendices to Cranmer Group Safeguarding Policy

Appendix A - Important Phone Numbers

Appendix B - Incident Form

Appendix C – Cranmer Kids Registration Form

Appendix A

Contact Information

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- Amy Taylor (Safeguarding Officer) 01949 358309
- Rev. Tim Chambers (Vicar) 07946526569

In the event that none of the above people can be contacted and the matter is serious or urgent, call the police, or the **NSPCC helpline on 0800 800 5000** for advice.

Appendix B

Incident Report Form

Use this form to report accidents, injuries, medical situations, or leader / child behaviour incidents. Please give the form to the group leader or Rev. Tim Chambers

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT

Full Name				
Home Address				
Phone Number				
Child (under 18) <input type="checkbox"/>	Leader / Helper <input type="checkbox"/>	Parent <input type="checkbox"/>	Visitor <input type="checkbox"/>	Other (specify)

INFORMATION ABOUT THE INCIDENT

Date of Incident	Time of Incident			
Location of Incident				
Were there any witnesses to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach separate sheet with names, addresses, and phone numbers				
Was the individual injured? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, describe the injury (laceration, sprain, etc.), the part of body injured, and any other information known about the resulting injury(ies).				
Description of Incident (what happened, how it happened, factors leading to the event, etc.) Be as specific as possible (attached additional sheets if necessary)				
Was medical treatment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused If yes, where was treatment provided: <input type="checkbox"/> On site <input type="checkbox"/> Doctors <input type="checkbox"/> Hospital <input type="checkbox"/> Other				

REPORTER INFORMATION - Individual Submitting Report

Full Name
Date Report Completed
Signature

FOR OFFICE USE ONLY

Document any follow-up action taken after receipt of the incident report.

Date Action Taken

Action taken by whom

Signature

Appendix C

Cranmer Kids Registration Form

Name of child	Date of birth School Year
Name of parent(s) or carer(s)	
Address	Telephone Email
Does your child have any medical conditions that we need to know about? If yes please describe below:	Does your child have any food allergies that we need to know about? If yes please describe below:
Does your child need to keep any medications with him/her at all times? If yes, please describe and give instructions for use or state if parent is to be contacted.	Does your child have any contact allergies that we need to know about? If yes please indicate below, e.g. food colouring, paint, rubber.
Does your child have any other special needs or preferences that it would help us to know about in order to best care for your child?	
Would you consider helping at a Cranmer Kids session?	
Signed: Date: Name Printed:	

TO BE SIGNED BY PARENT/CARER:

By signing this form, you confirm your consent to the Cranmer Group Benefice holding and processing your personal data (and also any children you may have in your household under the age of 16) for the following purposes - please cross the boxes where you grant consent:

- To include my details in the electronic Benefice Address Book which can be accessed by staff members (currently the Vicar, Children and Families worker and the Benefice Administrator) and a limited number of church members with church ministry responsibility;
- To keep me informed about news, events, activities and services across the Cranmer Group;
- To maintain the accounts and records of our Benefice and its churches (including the processing of gift aid applications and the electoral roll and safeguarding procedures);
- Regarding fundraising activities for the ministry and mission of the Benefice;

I consent to the Benefice contacting me by post phone text message or email

You can grant consent to all the purposes, one of the purposes, or none of the purposes. Where you do not grant consent we will not be able to use your personal data (so, for example, we may not be able to let you know about forthcoming services and events) except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our Privacy Notice, which is available in our churches.

You can withdraw or change your consent at any time by contacting the Benefice Administrator, c/o The Cranmer Group Vicarage, Main Street, Aslockton, NG13 9AL, or at support@cranmergroup.org.uk. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

Signed: Date:

Name Printed:

Photo Use

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. If we use photographs of individual children or youth, we will not use the name of that child or any identifying information in the accompanying text or photo caption. Please cross the boxes if you grant consent:

- To allow my child to be photographed and for the image to be used on The Cranmer Group publications, website and social media platforms (Facebook and twitter).

Signed: Date:

Name Printed: