

**Policy and Procedures  
for the Safeguarding and Leading of  
Children and Young People in Our Church**

**St John the Baptist Church  
Clarendon Park, Leicester**

Updated November 2018

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### ***Definitions Roles and responsibilities***

“Coordinator” is the St John’s staff member with overall responsibility for youth and children’s work: Sharon Leeson

“Child Protection Coordinator” is the St John’s staff member with overall responsibility for child protection: Jane Macedo Hatch & Sharon Leeson

“Child Protection Independent Person” is the person who can be contacted with a child protection concern if you feel unable to contact the child protection coordinator: Dawn Diggle

“Head of Group or HoG” is a person who is the overall leader of a group within our youth and children’s work. See section 2

“Person responsible for health and safety”:

“Child” or “Young Person/People” are used interchangeably in the text and means anyone under the age of 18 years

“Leader” as used in this text means anyone (a paid employee, a clergy person or volunteer) who has a responsibility for children or young people in a specific session. Issues in nurture and protection apply to all leaders in the same way whether paid or unpaid.

## **Child Safeguarding Policy Statement**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 29<sup>th</sup> June 2017.

The PCC affirms the principles of the House of Bishops' Policy for Safeguarding Children (contained in Protecting All God's Children) and is committed to the nurturing, protection and safekeeping of the children and young people in its care. The PCC will:

- ▶ Appoint a Child Protection Coordinator to work with the incumbent and the PCC to implement policy and procedures. The coordinator will ensure that any concerns about a child, or the behaviour of an adult, are appropriately reported both to the statutory agencies and to the relevant Archdeacon. The Coordinator, if not a member of the PCC, will have the right to attend its meetings and will report to it at least annually on the implementation of this policy.
- ▶ Ensure that a person is nominated to act as somebody to whom children may talk to about any problems, if they so wish. This person will be known as the Independent Person or Children's Advocate and will, if possible, be somebody who is accessible to the children and who does not have responsibilities for children within the parish.
- ▶ Display in church premises the contact details of the Child Protection Coordinator and Independent Person, along with the Childline and Parentline telephone numbers and web addresses and this policy. A copy of this statement of policy will also be held at the church office.
- ▶ Ensure that all those authorised to work with children, or who are in a position of authority, are appropriately recruited according to safer recruitment practice in line with Church of England national policy, and are trained, resourced and supported. This will include providing them with a copy of this policy and of the Diocese of Leicester's Child Protection Handbook.
- ▶ Ensure that only authorized people work with children and that all work with children is carried out within appropriate accountability structures.
- ▶ Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish.
- ▶ Review the implementation of the child safeguarding policy, procedures and practices at least annually.
- ▶ Work to create a culture of informed vigilance which takes children seriously.
- ▶ Pay particular attention to children with special needs and those from ethnic minorities to ensure their full integration and protection within the church community.
- ▶ Ensure that those who may pose a threat to children and young people are effectively managed and monitored.
- ▶ Ensure that a health and safety policy and the appropriate procedures and risk assessments are in place and that these are reviewed periodically.
- ▶ Act without delay on allegations or suspicions of abuse using the procedure laid down by the Diocese of Leicester.
- ▶ Respond without delay to any complaints received regarding children's work or the safeguarding of children.
- ▶ Ensure that all new PCC members have access to this policy and the Diocese of Leicester Safeguarding Handbook so that they are aware of their responsibilities.
- ▶ Cooperate fully with investigations by statutory agencies and will not conduct its own investigations, except with the prior approval of statutory agencies.
- ▶ Seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.
- ▶ Care for and supervise any member of the church community known to have offended against a child while maintaining appropriate confidentiality.
- ▶ Ensure that those hiring PCC premises for activities involving children or young people agree to commit to good safeguarding practice.

**Our Independent Person whom children, youth workers and volunteers may talk to if they wish about any concerns is:**

**Dawn Diggle**

She may be contacted at Church, or by telephone on 07766 280608, or by email: [ddiggle@sjbchurch.co.uk](mailto:ddiggle@sjbchurch.co.uk)

**This policy statement will be renewed annually and progress in carrying it out will be monitored by the Child Protection Coordinator who is**

**Jane Macedo-Hatch**

She may be contacted at Church, or by telephone on 07890218444 or by email at [janemacedohatch@gmail.com](mailto:janemacedohatch@gmail.com)

and **Sharon Leeson**

She may be contacted at Church, or by telephone on 07791 336515 or by email at [sleeson@sjbchurch.co.uk](mailto:sleeson@sjbchurch.co.uk)

**This statement was agreed by Parochial Church Council.**

**Date:** .....

**Signed:** .....(Vicar)

**Signed**.....(Churchwarden)

## Procedures for Implementing the Child Safeguarding Policy of St John the Baptist Church

A copy of these procedures will be given to all clergy, staff (whether employed directly by the PCC or another body), volunteers and lay workers who have the responsibility for children or young people. They should sign a declaration afterwards saying that they have read and understood them.

### 1. Contacts

Our Child Protection Coordinators are **Sharon Leeson and Jane Macedo-Hatch**

They are usually in church during Sunday morning informal services

Name:	<b>Jane Macedo-Hatch</b>	<b>Sharon Leeson</b>
Address:	<b>32 Knighton Road</b>	<b>16 Woodland Avenue</b>
Tel:	<b>07890218444</b>	<b>07791336515</b>
Email:	<b>janemacedohatch@gmail.com</b>	<b>sleeson@sjbchurch.co.uk</b>

Our Independent Person to whom children or adults can talk to about worries and concerns about possible child abuse is

**Dawn Diggle**

She usually attends the Sunday morning informal service or she can be contacted as below

Tel: **07766 280608**, or by email: **ddiggle@sjbchurch.co.uk**

### 2. Contact details for Heads of Groups of each childrens/youth's group

Area	Leader's Name	Address & Email	Tel no.
<b>Overall Coordinator</b>	<b>Sharon Leeson</b>	<b>16 Woodland Avenue sleeson@sjbchurch.co.uk</b>	<b>07791 336515</b>
<b>During Informal Service - Tiny Sparks</b>	<b>Shei-Lin Simmonds</b>	<b>31 Northcote Road, LE2 3FH cyadmin@sjbchurch.co.uk</b>	<b>07969 442454</b>
<b>During Informal Service - Little Sparks</b>	<b>Caroline New Fiona Aldridge</b>	<b>27 Guilford Drive, Leicester, LE18 1HG – cnew@sjbchurch.co.uk 16 Central Avenue, LE2 1TB - <a href="mailto:fiona.aldridge@outlook.com">fiona.aldridge@outlook.com</a></b>	<b>07926 371811 0116 2701061</b>
<b>During Informal Service - Ignite</b>	<b>Felicity Wilson</b>	<b>15 Ratcliffe Road, LE2 3TE fwilson@sjbchurch.co.uk</b>	<b>07702 275703</b>
<b>During Informal Service - Flame</b>	<b>Sharon Leeson</b>	<b>16 Woodland Avenue sleeson@sjbchurch.co.uk</b>	<b>07791 336515</b>
<b>During Informal Service &amp; at other times - Blaze</b>	<b>Josh Young</b>	<b>156 Knighton Fields Road East, LE2 6AD jyoung@sjbchurch.co.uk</b>	<b>0116 270 7305 (Church office)</b>
<b>Blaze Youth (Tues Evening)</b>	<b>Josh Young</b>	<b>156 Knighton Fields Road East, LE2 6AD jyoung@sjbchurch.co.uk</b>	<b>0116 270 7305 (Church office)</b>

<b>Embers Youth (Thurs Evening)</b>	<b>Josh Young</b>	<b>156 Knighton Fields Road East, LE2 6AD jyoung@sjbchurch.co.uk</b>	<b>0116 270 7305 (Church office)</b>
<b>Friday Sparks (Fri Morning)</b>	<b>Felicity Wilson</b>	<b>15 Ratcliffe Road, LE2 3TE fwilson@sjbchurch.co.uk</b>	<b>07702 275703</b>

### 3. Minimum staffing levels

As set out in Protecting All God's Children, these are as follows:

<b>Age</b>	<b>Number of Leaders</b>
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

Notwithstanding these minimum levels, each group is to have at least 2 adult workers present and a gender balance should be maintained wherever possible, particularly in mixed gender groups. More help may be required if children are being taken off site, are undertaking physical activities or if necessitated by other circumstances. This will be assessed by the leaders of these activities.

Adults who assist very occasionally or as a one-off must be responsible to an appointed leader. The same applies to young people under the age of 18. Adults who assist more regularly will be appointed formally using the safer recruitment procedures.

### 4. Safe Recruiting

Recruitment of leaders is the responsibility of the Coordinator working closely with Heads of Groups on behalf of the PCC. When appointing/recruiting leaders and helpers for work with children and young people, the Coordinator will follow the guidelines set out below:

1. Providing a job/role description
2. Ensuring the potential volunteer provides a completed application form
3. Ensuring the potential volunteer completes a confidential declaration form
4. Conducting an interview
5. Completion of a reference from a well-respected member of the church who knows the applicant well (though not a family member), or if new to the church from a well-respected member of society who has known the applicant for a minimum of 2 years. The senior leadership team of the church will act as a second referee or request a second reference if the applicant is not well known to them.
6. Obtaining a DBS (criminal record) disclosure, unless the nature of the role is such that there is no entitlement to a DBS check
7. Offering the post subject to a probationary period, with review (3 months)
8. Confirming the appointment in writing
9. Ensuring the volunteer is aware of PCC policies and procedures and has been given a copy of the Pocket Guide to Safeguarding Children and the Child Safeguarding Policy.

The forms used for applications, confidential declarations and references have been developed in accordance with the Child Protection Handbook be downloaded from: <https://www.leicester.anglican.org/about/safeguarding/>

Young Volunteers are a valued part of the Youth and Children's work of St John's. Volunteers under the age of 18 should never work unsupervised within the Children's work and should be given clear guidance and support. Young Volunteers who work regularly in groups should be 14 or above. The above recruiting procedure should be followed with the exception of a DBS check. Should the volunteer still be in post after turning 18, a DBS check would then be required. No one under the age of 11 years may help with any aspect of children's work.

## 5. Job descriptions, Roles & Responsibilities of Leaders and Mentors

St John's Youth and Children's work is of prime importance within the church and the Leaders and Mentors of children and young people are fulfilling a valuable role. We aim to provide quality youth and children's work which enables young people to grow in faith, character and maturity as part of a community with Christ at the centre. We desire that children would know God, know themselves valued by him and the community, and know that they are a part of his work of salvation in the world. We aim to do this through strong relationships, quality teaching and life affirming experience.

Heads of groups, Children's Group Leader & Helpers Job Descriptions: see our job descriptions (see action plan)

## 6. Code of Behaviour

The PCC commits to the following Code of Behaviour which those who work with children and young people are expected to follow:

### ***You should:***

- Treat all children with respect and dignity.
- Provide a Christian example you wish others to follow.
- Provide an example of good conduct that you wish others to follow.
- Ensure that there are at least two adults present during activities with children and young people, or at least, that you are within sight or hearing of others.
- Respect personal privacy.
- Ensure that another adult is informed if a worker needs to take a child to the toilet.
- Be aware that physical contact with a child or young person may be misinterpreted.
- Challenge unacceptable behaviour in a responsible way (see section 6)
- Report all allegations/suspicions of abuse.
- Recognise that special caution is required in moments when you are discussing sensitive issues with children or young people.
- Operate within the organisation's principles and guidance.
- Only use social media and email in accordance with section 16

### ***You should not:***

- Ever hit a child or young person.
- Play rough, physical or sexually provocative games.
- Touch inappropriately.
- Make inappropriate comments, or ridicule a young person.
- Show favouritism to any one child, young person or group.
- Give lifts to children on their own or on your own. If it is unavoidable ask the child to sit in the back of the vehicle and inform another adult where possible.
- Invite a child or young person to the youth leader/worker's home alone unless responding to an emergency situation, in which case the relevant people should be contacted.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children. A known person should always accompany visitors.

### ***Good Practice with Colleagues***

Leaders should encourage an atmosphere of mutual support and care which allows all leaders to be comfortable enough to discuss inappropriate attitudes or behaviour. If you see a leader, acting in a way which might be misconstrued, be prepared to speak to them or to your immediate supervisor about your concerns.

### ***Counselling/Advice for Children***

Children should feel that they can talk with leaders about problems. Where a leader feels that a problem is beyond their wisdom they should involve the HoG or the Coordinator. In any such conversation with a child, confidentiality must never be promised, and guidelines regarding one-to-one meetings should be observed. If at any point in the conversation a disclosure of possible abuse is made, or the Leader is concerned for the ongoing welfare of the child, the Guidance in the *Pocket Guide to Safeguarding Children* should be followed.

### ***Handling Incidents***

If an incident occurs which is out of the ordinary such as a fight, any form of violence, extreme bad behaviour, theft, etc., the facts *must* be recorded on an incident form (found in the register folders) and then passed on to the Head of Youth work or Head of Children's work who will take any further necessary action and retain the form on an Incident file. Any disciplinary action taken according to our disciplinary guidelines should be included on the form. Incident forms should be available in the youth work register folders.

### ***Child or Parental Concerns and Complaints***

Any child complaint should be taken seriously. Inform the HoG who will consult with the Coordinator to decide on the appropriate action. If the complaint involves a member of Church staff, report it to a more senior staff member.

## **7. The approach to discipline in youth and children's work**

Our vision at St John's is to provide an environment in which individual children can grow in their relationship with God. To do this we need to promote a safe and controlled environment in which the leaders are able to teach and share and individual children are able to receive this teaching, discuss it and consider its impact on their lives.

To provide this environment we need to have a clear understanding of what is expected of each member of our groups. To assist this we have developed a commonly understood set of rules for each of the groups. These rules are concerned with how we respect and treat other people in the groups. We seek to encourage the positive behaviour of all by commending the positive behaviour of individuals; this is commonly known as positive discipline. We shall put this in place through positive endorsement of good behaviour including verbal praise, stickers and other appropriate rewards. As leaders we actively look for opportunities to praise and build-up our children. The rules should be positive and not merely a list of things that you must not do.

Each child that comes to one of our groups should be able to partake and gain as much as possible out of every session. At times the behaviour or attitude of individuals can disrupt the sessions. This should be addressed in accordance with our behaviour policy (see action plan). As a last resort we reserve the right to exclude a child from the group concerned for a particular length of time.

## **8. Procedure to be followed in the case of an allegation or disclosure of abuse**

If there is an allegation or disclosure of abuse by a child, young person or by an adult who is disclosing or alleging historic child abuse:

- ▶ Listen. Keep listening.
- ▶ Do not question or investigate – this is the job of the authorities. In particular do not speak to the subject of the allegation.
- ▶ Do not promise confidentiality; tell them that the information they disclose needs to be shared.
- ▶ Assure them they are not to blame.
- ▶ Tell them what you are going to do. Reassure them that the matter will be reported to the investigating authorities. If the person needs reassurance that the alleged perpetrator will be punished, do not make any promises. There can be no guarantee as to what happens as that will be dependent upon the outcome of the investigation.
- ▶ As soon as possible after the conversation, make careful notes of what was said, record dates, times, events and when you were told.
- ▶ If there is immediate danger to a child or young person, contact the Social Services or the Police.
- ▶ Report the incident to your priest or Child Safeguarding Coordinator immediately.
- ▶ Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser directly if necessary.
- ▶ Do not discuss the incident with anybody else.
- ▶ The priest or Child Safeguarding Coordinator must then report the allegation or disclosure to the Diocesan Safeguarding Adviser by the end of the next working day. The Adviser will tell them anything they need to do.
- ▶ In the absence of the Adviser, the appropriate Archdeacon should be contacted.

Do not contact anybody who is implicated in the allegation or disclosure, even if they would normally be contacted as part of the procedure.

Do not talk to the media under any circumstances. The Diocesan Communications Director will handle any media statements.

If a child or young person makes a disclosure by email or other electronic means the same procedure should be followed, with the person receiving the disclosure making careful and confidential use of email or other electronic means to continue to 'listen' and then passing on the disclosure via the appropriate channels.

The procedure is the same for abuse which happened in the past, possibly many years ago.

## **9. Procedure to be followed where there are concerns that someone may be committing abuse**

If you are concerned, or it comes to your notice that someone may be committing abuse:

- ▶ Make notes of your concerns and discuss them with your priest or Child Safeguarding Coordinator.
- ▶ The priest or Child Safeguarding Coordinator must then report the concerns to the Diocesan Safeguarding Adviser by the end of the next working day.
- ▶ Do not contact the priest or Coordinator if the allegation concerns them or anybody related to them. Contact the Diocesan Safeguarding Adviser directly if necessary.
- ▶ Dates and times should be recorded of any observations which have been made and of the referral to the Adviser.
- ▶ The Adviser who will decide whether to
  - ◆ Report the concerns to Social Services and/or the Police, who will then investigate while the Adviser liaises with the parish; or
  - ◆ Continue to observe closely – the process will be repeated in the event of any more concerns.
- ▶ There should be close communication between the priest/coordinator, the Adviser and the appropriate Archdeacon until the situation is resolved.
- ▶ In the absence of the Adviser, the appropriate Archdeacon should be contacted.

## **10. Procedure to be followed where people with convictions for offences against children or people under investigation are attending church**

Where someone attending the church has been convicted of offences against children (or they have received a formal police caution) agreement will need to be drawn up to minimize any risk to the safety of children within the church. If a person who attends the church is subject to investigation for alleged child abuse, thought will need to be given to drawing up a temporary agreement until the outcome of the investigation is known.

- ▶ The priest or, in the absence of the priest, the Child Safeguarding Coordinator, must inform the Diocesan Safeguarding Adviser of the situation.
- ▶ If the person is a convicted offender, there will need to be liaison with the person's Supervising officer (police or probation) who should be consulted about the agreement and, ideally, be a signatory to it.
- ▶ The offender or person under investigation will be asked to sign the agreement, which will then be reviewed annually.
- ▶ The Diocesan Safeguarding Adviser will act in line with Practice Guidance and will decide whether an agreement needs to be in place. A risk assessment may be necessary.
- ▶ The Diocesan Safeguarding Adviser will be responsible for producing any risk assessment and/or agreement

## 11. Allegations or concerns about senior clergy

- ▶ If an allegation involves a priest, it should be reported to the Diocesan Safeguarding Adviser.
- ▶ If an allegation involves an archdeacon or dean it should be reported to the Bishop of Leicester.
- ▶ If an allegation involves a bishop, it should be reported to the Archbishop of Canterbury.

## 12. Registration

A registration form will be completed for every child or young person who attends groups or activities. This does not include activities such as church services, which would take place regardless of whether or not children are present. Neither does it include activities which are family focused but which children attend with their parents.

For ongoing regular activities the form will include the following and be updated annually:

- Name and address
- Date of birth
- Emergency contact details
- Medical information
- Any special needs including activities that the child or young person is unable to take part in
- Consent for emergency medical treatment
- Consent for photographs and videos if relevant
- Consent to use offsite nearby facilities

For one-off events a sign in sheet will be used this will include the following:

- Name
- Age
- Mobile phone number (emergency contact)
- Any special needs including allergies and activities that the child or young person is unable to take part in
- Consent for emergency medical treatment

All personal details and registration forms will be stored securely, not used for any other purpose, and shredded or disposed of securely when out of date or no longer in use.

Separate procedures apply to youth drop-in centres. In the event that a drop-in centre is being planned, the Youth Ministry Officer will be contacted for guidance.

A register of attendance at groups will be taken at each session

## 13. Activities away from the church premises

Adequate arrangements will be made for children's and young people's activities which take place away from church premises as follows:

- No child can be taken off-site for activities without the consent of their parent/guardian/ carer.
- Details of the event must be given in advance and consent forms received in advance of the event taking place.
- Details of the arrangements will be given to the Child Protection Coordinator.
- A risk assessment will be undertaken and confirmation obtained that the event is covered by PCC insurance.
- A detailed programme and list of contacts should be left with someone in the parish
- A leader will be designated to take responsibility for First Aid.

All our regular activities with children and young people are covered by the Church's insurance policy. In order for extra activities to be covered they need to be seen to have PCC approval and a risk assessment must be completed. These activities can take place anywhere in the British Isles. The insurance policy is kept in the Church Office and is available to be seen by any church member.

## **14. Support, supervision and training**

New leaders will be introduced to the HoG who will induct them in to the group. This will include a 3 month probation period. It is the responsibility of the HoG in conjunction with the co-ordinator to nurture the new team member working alongside other team members. Those who work with children and young people will be given the opportunity to review their work with the HoG or the Coordinator. 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. On going training will occur at leaders meetings with the HoG or the Coordinator.

All those involved in working with children and young people will ensure that there is always 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 will call for additional help. In emergency situations where an individual cannot avoid working with children on his/her own because an unforeseen situation has arisen, he/she will inform another leader (or the Child Protection Coordinator or Vicar) of the situation. If at all possible at the time it arises, and a note will be kept by the Child Protection Coordinator.

From time to time the church may hold training events on Child Protection. There will also be other training events organised by the Diocese of Leicester which church staff, youth workers, volunteers and child protection coordinators may attend.

Every person who works with children will be given a copy of the Pocket Guide to Safeguarding Children and this policy. They will also be given information about how to access on the internet the Diocese of Leicester Child Protection Handbook and other national Church of England documents including Protecting All God's Children. Paper copies of these documents will be provided to those workers who request them.

## **15. Health & Safety and First Aid**

Health and Safety will be managed as part of all activities. All buildings where activities with children and young people take place will be inspected by an appropriate person at least annually and the results will be noted and reported in writing to the PCC as a risk assessment. Health and Safety issues observed by those working with children and young people should be reported to the Child Protection Coordinator or the person with responsibility for Health and Safety within the church.

A First Aid kit will be available on site, this should be located in the office of the church (on the shelf) and will be checked monthly and updated as necessary. An incident form is contained in each register folder. If there is an accident or incident it should be completed, and this should be given to the child protection co-ordinator who will take any required action and place a copy in the central accident book. An accident book is maintained at all places where activities with children and young people take place.

If there is an emergency involving injury to a child or young person:

- Stay calm
- Provide immediate first aid when needed
- Alert others to the need for help
- Ensure that somebody is supervising the other children or young people
- Call an ambulance if needed
- Contact the parents/guardians of the child or young person
- Provide an appropriate handover and information about the situation to the parents/guardians
- Complete the accident form, and contact the Child Protection Coordinator

- Consider whether there are implications for the Health & Safety Policy and/or practices and report these to the Child Protection Coordinator.

Leaders should ensure the following

- No smoking is permitted in the building nor should leaders smoke whilst with children.
- Children with significant infectious illnesses must not attend.
- Children 7 years old and under should be collected at the end of a meeting only by a person known to the leaders.

## 16. Fire Procedures

Please see the St John the Baptist Church Fire Procedure.

- Children and youth will be made aware of the fire procedures each year.
- The Church will be made aware of fire procedures regularly.
- Fire extinguishers must be available and regularly checked.
- Leaders should know the procedures of the fire drill.

## 17. Use of Social Media, Email and Texting

All those involved in working with children and young people will exercise care in the use of social media and respect the principles set out below.

Children in Year 9 and below (those in Blaze and younger) will not be contacted directly by electronic means (text, email). All communication to children in Blaze and younger will be done via their parents.

The rest of the principles relate to communication with children and young people in Embers and older (aged 14+). The key point is that communication should be in a context of transparency and accountability.

### Email and Text Communication:

- Contact with youth over the age of 14 (in Embers) via text or email should be with prior written consent of parents/guardians. It should be appropriate in tone and convey care and concern where needed, but not seek to be the primary means of pastoral support. It should not be used as a medium to develop relationships, to pastor or to disciple, but to primarily inform and co-ordinate activities.
- Electronic communication and texting should only be used for reasons relating to work and not for general socialising purposes. Other leaders should be aware of the situations in which these means of communication are being used.
- Where possible, email and messaging should take place to and within groups rather than individuals, with another leader present in the group who can monitor communication.
- Leaders, workers and volunteers should give very careful consideration as to whether it is necessary to give personal mobile phone numbers to children and young people.
- Webcams will not be used where internet chat or Skype is used for one to one conversations.
- Records of communications will be kept just as they would be for written communication. **Where possible all communication will be made via ChurchSuite.**
- If a worker's mobile phone does not allow text messages to be saved, then a written record should be kept.
- Direct communication by electronic means or texting with children or young people should never take place during school hours and should be kept within the hours of 9am – 9pm.

### Social media – Instagram, Twitter, Facebook etc:

- No direct contact via internet social networking sites, (i.e. *Facebook, Twitter, Instagram*) with any children or youth under the age of 18.
- We will respect age restrictions and other guidelines from social media sites.
- Social media will be used solely for posting publicly to the main social media feed to communicate about events, activities, meetings and reflections.
- All staff at St John's have access to social media accounts for purposes of accountability.
- Leaders, workers and volunteers should not invite children or young people from church activities to their personal social networking page, but may respond to requests where appropriate, as long as the child or young person is 16 or over.
- Care should be exercised in posting to Facebook, Twitter, Instagram etc as comments made on the spur of the moment may not always come out as intended and can be passed on extremely quickly around a large audience.

- The principles for the use of social media will be communicated to children and young people.
- Where possible, group pages should be used on social media for communicating.
- All messages will be read but not directly replied to.
- All content shared by us will be checked first by the Ministry Lead.
- No images of young people will be posted online without express consent.
- Any devices with SJBYouth social media signed in must be securely password protected and that device must not have its password shared with other people.
- When a member of staff in charge of social media accounts leaves, the accounts holder must transfer the accounts email addresses to [cyadmin@sjbchurch.co.uk](mailto:cyadmin@sjbchurch.co.uk) and passwords changed for all social media accounts.
- We will not advertise vulnerable events such as sleepovers or at private locations such as people's homes.

The church does not have a dedicated mobile phone number for children's / youth work.

**18. Identity Checking for DBS (criminal record) checks**

The role of identity checker is an important one because the identity checker verifies the identity of the person applying for the DBS check. The identity checker will always be a person who has undergone a DBS check. Identity checking will be carried out in accordance with DBS and Diocese of Leicester guidelines.

**19. Implementation of the Policy**

The Child Protection Coordinator will be responsible for monitoring the policy to see that it is being put into practice. He will be supported by the PCC members, who have the ultimate responsibility for safeguarding.

**20. Procedure for regular reporting to the PCC**

The Child Protection Coordinator will report annually to the PCC on child protection matters or after any incident with child protection implications (taking care to preserve confidentiality as necessary). The PCC will be kept informed on at least an annual basis of all regular and one-off children's activities as this is necessary for them to fulfil their duties as charity trustees and also for insurance purposes.

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The procedures and guidelines were last reviewed and agreed by the PCC on .....

**Signed by the Vicar:**

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**Signed by the Vice-Chair of the PCC/Churchwarden:**

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**Date for policy review**

The next review of this policy is due by  
Date: June 2019

Please keep a copy for your parish records, give a copy to everybody involved in work with children and young people and send one to:

Assistant Diocesan Secretary  
St Martins House

7 Peacock Lane  
Leicester  
LE1 5PZ.  
[andrew.brockbank@leccofe.org](mailto:andrew.brockbank@leccofe.org)

<https://stjohnsleicester2.sharepoint.com/sites/StJohntheBaptistLeicester/Shared Documents/Children/Safeguarding and Forms/St John's Child Protection Policy Revised 2018 - v26 June 2018.docx>