

Our Procedures

Health and Safety

An accident book will be kept in the Church Centre (foyer) and in the St James Church (at rear of church to right of letter racks). In the case of any accident the leader of the organisation or activity should record the event, sign and date it. The church wardens should also be notified and church insurers notified if appropriate. (The PCC is responsible for ensuring adequate insurance cover is in place, relating to all activities and organisations. Leaders of organisations need to make it known if additional cover is needed for particular activities.)

First Aid boxes are kept in church in the Taylor Gallery kitchen, back of church near letter racks and in the vestry desk drawer. First Aid boxes are kept in the Church Centre in the foyer, main kitchen and small kitchen.

Staffing levels

When working with children and young people the OFSTED staffing ratios apply:-

0-2 years 1 adult to 3 children.

2-3 years 1 adult to 4 children.

3-8 years 1 adult to every 8 children.

Over 8 years 1 adult to first 8 children then 1 extra adult for every extra 12 children.

- There should be at least 2 workers present at each group or activity. If this is not possible the group should be held within sight and hearing of another group.
- If the activity involves more than one room, each room should be adequately staffed.
- If transportation is involved, parental consent should be obtained. Drivers concerned must have a valid, full and clean license for over 2 years and the car must be taxed, fully insured for business use and have a valid MOT. Drivers with an unspent conviction for serious road offences must not be used and if there are 6 or more points on a licence this must be reported to the incumbent or Parish Safeguarding Officer.
- If transportation is involved there should as far as is possible, be 2 workers in each vehicle.
- A risk assessment for each outing should always be carried out.

Hand over of children and parental consent procedures

- When a young person joins a group the parents/carers should be provided with a statement of the group's normal location, time and range of activities and hand-over procedures. Parents'/carers' names and contact details are required. A copy of this statement should be signed by the parent/carer to consent to the child/young person attending the group.
- At the end of the session there should be a clear point where the church organisation hands the children back to their parents/carers. (If a situation changes a letter is required).
- When children/young people are handed into the care of the church during a session, the leader must keep a register of those attending and details of emergency contacts (name and address and phone number).

- For outings and special activities specific consent must be sought from parents/carers.
- In the case of young people aged 16 and 17 the consent form must make it clear that the workers do not act in loco parentis. Workers' responsibility is to be limited to dealing with emergency situations involving the police and/or medical authorities.

Specific procedures for working with under 8's

- Premises must be checked for safety before use to ensure they are safe. Children under 8 must not be allowed to use any part of the premises without the presence of workers. If they need to leave the supervised part of the premises they should be accompanied.
- One to one situations should be avoided if a worker is asked to assist children in the toilet. The worker should not enter the cubicle and whilst the child is in the cubicle the door should be kept closed and the external doors open.
- When there are groups involving under 8's not accompanied by parents or carers, adults should only be admitted when they are leaders/support workers, parents/carers, guests of the group e.g. speakers or 'officers' of the church visiting in connection with their duties.

Specific procedures for safeguarding children and vulnerable adults

- DBS checks to be undertaken for Church Officers, including paid members of staff, PCC members, pastoral care workers, children and youth workers and other church leaders who are in regular contact with children or vulnerable adults.
- Recruitment of staff to include job descriptions, two references including where relevant one reference commenting on suitability of working with children and vulnerable adults. Successful candidate to complete Confidential Self Declaration Form, which is to be kept secure and confidential in the Safeguarding records. If there is something declared it is up to the Incumbent/priest in charge to send the information on to the Bishop's Safeguarding Adviser.
- Paid employees and volunteers wanting to work with children or vulnerable people on a regular basis shall complete the Confidential Self Declaration Form, which is to be kept secure and confidential in the Safeguarding records.
- Safeguarding Officers to be appointed by PCC.
- Allegations of abuse will be listened to carefully and taken seriously. Concerns can be expressed to the Vicar and Adult or Children Safeguarding Officer. Allegations of a serious nature will be referred to the Bishop's Safeguarding Adviser. If the individual at risk is likely to suffer harm the referral would also be made to social services or the police.
- Safeguarding records shall be kept for 75 years.

Adult Pastoral Care – Visiting

- Those undertaking pastoral care ministry visits on behalf of St James should listen carefully to those whom they minister or visit and treat them with sensitivity and respect.

- Church workers should recognise their own limitations and not undertake any ministry beyond their competence or role. In such instances the person should be referred to another person or agency with appropriate expertise.
- Pastoral Ministers visiting on behalf of St James Church shall have available their identity cards.

Adult Lone Working

- It is preferable that anyone working alone in St James Church or Church Centre should have a charged mobile phone with them as a means to summon help in case of accident or sudden illness.
- Alternatively the person should preferably be accompanied by another adult for support.

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