

PLEASE READ AND KEEP FOR REFERENCE

ST. OSWALD'S BEST OPERATING PRACTICE

For work with children and young people.

Guidance - for Health and Safety and minimising opportunities for abuse

1. There must be at least 2 adults present whenever there are children on church premises, ideally 1 male and 1 female with every group. Plan activities which involve at least one other person being present, or at least which are in sight or hearing of others
2. For days and weekends away and any activity which is off site, have **at least 2** adult leaders, one male and one female and always remember that the required ratio of adults to children is:

Aged between	0 and 2yrs.	1:3;
" "	2-3yrs	1:4;
" "	3 - 8yrs	1:8;
	8yrs +	1:10 and there must always be 1 male and 1 female leader
3. Under 18's should not be given overall responsibility
4. Avoid being behind closed doors whenever you are alone with young people. Leave doors open if this is practicable. Care will have to be taken that fire door rules are not contravened.
5. There must always be two people on the premises until the last child has left
6. Leaders to have all parents' telephone numbers with them at all sessions
7. Make sure another leader knows if you need to take a child to the toilet - so that they can note your temporary unavailability and your return. This is largely for your own protection.
8. Supervise children and young people moving from one part of the church premises to another.
9. Ensure that there is a definite drop off and pick up procedure that parents and youth workers follow.
10. Children should not be driven home without a parent's consent. In exceptional circumstances this may be unavoidable, in which event another adult should be told you are taking the child, and the child should ALWAYS travel in the back of the car. Be aware that under new safety legislation, some children may require booster seats because of their height (although not vital for unexpected journeys).

11. Have more than one passenger in the car when driving children home but if that is impossible the child must be in the back
12. Be aware of the position of emergency exits, fire extinguishers and first aid equipment. Ensure that at least one leader has use of a mobile phone.
13. Written permission must be obtained from parents/guardians for any activities outside the normal meeting times e.g. committee reps.
14. Provide separate sleeping accommodation for leaders and young people.
15. Records should be kept of incidents, accidents, injuries, and any first aid administered.
16. Leaders/helpers must not arrange to meet individual children without specific permission of either a parent or guardian.
17. Never use any physical discipline.
18.
 - a) Report suspected child abuse to the Vicar;
 - b) Should an allegation be made against any member of the church details must be recorded as soon as possible and the allegation should then be reported to the Vicar without delay.

In the Vicar's absence the report should be made to the Parish's Designated Child Safeguarding Officers. No other person, including the parents of the child, should be told. It is not your job to tell anyone other than the Vicar or the Designated Child Safeguarding Officers, if the Vicar is unavailable. If both the Vicar and the Parish's Designated Child Safeguarding Officers are unavailable the Diocesan Safeguarding Advisor should be contacted - Chris Lees: tel no. 01299 841269; mob. 07811 467511.

- c) Should an allegation be made against the Vicar it should be reported to the Diocesan Safeguarding Advisor (see above).
19. Treat everyone with respect in line with the Diocesan Preventing Bullying and Harassment Policy, Racial Equality Policy and Equal Opportunities Policy (available at <http://www.stalbans.anglican.org/diocese/policies>) and encourage appropriate attitudes and behaviour in young people by example and teaching. Incidents of inappropriate behaviour involving clergy, church staff or congregation members should be dealt with according to the recommended guidelines contained in the appendices to these policies. It is hoped that incidents will be resolved with understanding and respect.
20. Do not permit abusive youth peer activities (e.g. demeaning, ridiculing, bullying) but promote an atmosphere in which young people and adults feel able to point out attitudes or behaviour they do not like.
21. Respect a young person's right to personal privacy.
22. Remember that someone else might misinterpret your actions, no matter how well-intentioned.

23. Recognise that caution is required in sensitive moments of counselling such as when dealing with bullying, bereavement or abuse. If you are receiving information about abuse, your role is simply to listen and receive information. Avoid asking questions, other than to confirm what you have been told. If you have a feeling that a child is about to disclose an experience of abuse, do say calmly before they begin, that you may not be able to keep what they are about to say to yourself, and that you may need to share it with someone else. Do not make a promise of confidentiality where there has been a disclosure of abuse, as we are required by law to contact the Diocesan Safeguarding Advisor where abuse is suspected, even if that abuse has happened to a minor in the past and is not currently happening.
24. Do not jump to conclusions about others. Do check facts with the child and record anything that gives you cause for concern. Use the exact words or terms used by the child. Do not make any investigations yourself.
25. Exercise care if playing 'contact sports' e.g. soccer, with young people. Do not have any inappropriate physical or verbal contact with others.
26. Distance yourself from any inappropriate attention seeking behaviour, e.g. tantrums or crushes. Please report them to the Parish's Designated Child Safeguarding Officers. Seek advice if necessary. Do not leave yourself vulnerable or unprotected or leave any concerns for others unexpressed.
27. Do not show favouritism to any individual.
28. Do not make suggestive remarks or gestures.
29. Do not rely on your good name to protect you.
30. Do not believe "it could never happen to me".

Each person who has had DBS clearance through St. Oswald's will be required on an annual basis to re-familiarise themselves with the Policy and Procedures and Best Practice documents and to sign a declaration that they have done so. This procedure will be supervised by the recognised group leader or, where appropriate, the church's Child Safeguarding Team. Every three years there will be an obligatory training event to update each person's knowledge and awareness of policy, procedures and best practice. Non-attendance may result in temporary suspension of authorisation to work with young people.

Revised July 2014

Authorised by the PCC 16 June 2015

Current child Safeguarding Officers are Karen Ashton. Jane Turton and Gill Thomson