

Parish Policy for Children's and Youth Work

Rachel Allis, Church Administrator, St.Luke's Church, Blackbrook Road, Lodge Moor, Sheffield.
0114 230 5271

will be responsible for ensuring ongoing compliance with an annual review of the
Parish Policy for Children's and Youth Work

POLICY STATEMENT

As people of the Church of England, 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 of all ages. It is the responsibility of each one of us to protect children and young people from any physical, sexual or emotional abuse. It is the duty of a person working with children and young people to prevent abuse and to report any abuse, discovered or suspected.

Whilst the provisions of The Children Act 1989 do not generally apply to our church based work, it is likely that this legislation would be the reference point when assessing our conduct and organisation in the event of a claim for negligence.

It should be noted that, as far as under 8's are concerned, activities which run for more than two hours in any one day or any special clubs (e.g. holiday clubs) which run for six or more days in any one year, will need to be registered with Social Services. Full details of any such events must in the first place be referred to the Ecumenical Church Council.

The Parish Policy does not apply to St Luke's Pre-School Nursery Ltd as it is subject to the provisions of The Children Act and supervised by OFSTED. Nor does it apply to any of the Uniformed Organisations, who each have their own codes of conduct, nor the Toddler Group since children are accompanied by a parent or authorised guardian.

Each Group Leader will be issued with a pack containing details of this Policy and a set of standard registration and recording forms. These forms will be used by each group to ensure consistency throughout our children's and youth work.

Leaders of Children's and Young People's groups will meet at least once each term to discuss, review and plan their work. Such meetings will be called and chaired by the incumbent or any other person authorised by the incumbent.

The Parish Policy for Children's and Youth Work will be reviewed in the light of changing circumstances, but in any event at least once a year (usually at the first Leaders meeting after the start of the new academic year).

SETTING AIMS

Our aims are to:

- help young people in their Christian discipleship through a programme of learning and thereby to deepen their Christian faith.
- enable young people to experience the love of God.
- encourage a strong Christian fellowship.
- help young people to realise their full potential physically, mentally, emotionally and spiritually.
- encourage young people to take a full part in the Church's life and worship.
- provide a safe meeting place for young people.
- encourage young people to become responsible adults.
- provide indoor and outdoor leisure activities for young people.
- promote equality of opportunity for all.

This document aims to cover the work which goes on at St Luke's with children and young people on Sunday and throughout the week, from babies through to young people in their late teens. Currently, these groups are:

- **Little Stars** (under 5 years) on Sunday mornings.
- **Xplode!**, for children up to Y5 on Sunday mornings.
- **Fusion**, for young people Y6 and above on Sunday mornings.
- **Fuse**, Y7+, 6.00 – 7.30 pm on Thursdays.
- **Creation** for Primary School Children, Friday 4.30-6.00 pm.
- **Unity Café**, Friday 7.30-9.30 pm for secondary school children.
- **Precious**, for girls Y6 to Y8 Mondays 6.00-7.00 pm in the meeting room.
- **Caris**, for girls Y9 and above Mondays 7.30-9.00 pm in the meeting room.

Our policy also covers activities which take place away from the church building but under the auspices of the church; these may involve people from several of these groups.

THE VOICE OF THE CHILD AND YOUNG PERSON

A notice will be on the church notice board indicating the name of the parish Balance representative (currently Rachel Allis) and the telephone numbers for the NSPCC, Childline and the Diocesan Child Protection Adviser, should a child or young person wish to raise concerns about any aspect of health and safety and protection matters.

CHILD ABUSE

The Ecumenical Church Council will follow the guidelines in Balance, the Sheffield Diocesan Good Practice Guidelines for Work with Young People (a copy of which is available in the church vestry) which all leaders will be made aware of.

RECORDS & REGISTERS

All groups will maintain records and a register of current members. The register will be taken along to all meetings as a necessary aid in the event of accident, fire or other emergency and should contain the following information about each member:

Name, Address and Home Telephone Number

Emergency Telephone Number in the event of no response from the home number

The members registration form (appendix 1) should be kept up to date and revised at the beginning of each academic year by the Group Leaders and follow the member as he/she progresses from one group to another

A record of leaders/helpers in attendance should also be taken at all meetings (appendix 2).

STAFFING LEVELS

- a) wherever possible there should always be a minimum of two adult leaders (18+) to each group.
- b) where the group is mixed sex there should be a male and a female leader present.
- c) where the group is single sex at least **one** of the leaders must be of the same sex as the group members.

d) we should attempt to work to the following staffing ratios:

Under 2s	-	1 : 3	Under 3's	-	1 : 4
Under 5's	-	1 : 6	Under 11's	-	1 : 8
12+	-	1: 16			

These ratios to be considered as minimum requirements bearing in mind the need for increased leadership help required for some sessions and "special needs" and activities away from the premises.

For our Sunday morning meetings, where several groups meet in the same building in close proximity to each other and where parents are generally also on the premises, the following concessions may be made:

- i) teenage helpers over the age of 16 may be counted as adults, so long as there is at least one adult leader (18+) within the group and present for the duration of the meeting.
- ii) if circumstances so dictate, a group staffed by a single leader will be acceptable so long as other adult leaders are operating **within the same area and are immediately available to assist as necessary.**

Leaders should minimise the amount of time they spend alone with a child or young person. If it is vital to be isolated with an individual, the leader involved should inform another leader of where this will be happening and why. If at all possible, the one-to-one meeting should remain in view of another leader and should not take place behind a closed door.

INSURANCE

The Church will annually renew the Third Party, Youth Group Insurance Scheme operated by the Diocese of Sheffield through the Ecclesiastical Insurance Group.

BEHAVIOUR & SANCTIONS

- a) workers are not allowed to smack, slap, shake or otherwise physically chastise any member of the group. Physical restraint is permitted only when there is danger to the actual group member, other persons (including fellow group members) or workers themselves.
- b) if any form of physical restraint is used, it must be fully documented in case of subsequent difficulties (appendix 3).

PREMISES

Our premises will be safe, warm and well maintained and as far as we are able should accommodate people with special needs.

Alterations or extensions to the premises should take account of the need to provide a safe environment for our children and young people.

Each group should ensure that their activity area is safe before the activity commences. This will involve the following:

Ensure

- a) tables and chairs are stacked in such a way that they cannot fall onto anyone.
- b) electrical appliances are safe and unused sockets protected.
- c) floors are clear of debris and other articles which may cause injury.
- d) young children are not allowed into the kitchen area.
- e) any equipment used is safe and suitable for the age range involved.

Defects in the premises or equipment used in children's and youth work should be immediately reported to a Church Warden.

Young children must not be allowed to leave the activity area unsupervised

A payphone 0114 230 1624 (free for 999 emergency calls) is located in the Church Centre foyer. This phone can receive incoming calls.

FIRE DRILL

- a) All group leaders to have a fire drill relevant to his or her group and the location in the building where the group meets.
- b) All workers within the group to be familiar with the fire drill.
- c) Assembly points – car park and the church notice board on the pavement.

FIRST AID

- a) The church will ensure access to a first aid kit and ensure that it is adequately and correctly stocked. The first aid kit is kept in the kitchen.
- b) All workers will be advised of the location of the first aid box which, must be accessible whenever a group is meeting on the premises.
- c) First aid training to be made available to at least one worker in each group, to ensure compliance with current advice including the administration of drugs.
- d) A portable first aid kit is provided, and must be taken, for activities away from the premises
- e) Medication must not be administered without parental consent.

ACCIDENTS

Accidents should be recorded, with a note of any action taken and signed by the leader involved, in the Accident Book located in the kitchen.

TRAINING

- a) All leaders and helpers, whether new or experienced, will be encouraged to take part in internal and external training relevant to their work with children and young people
- b) The church will pay the costs of all training approved by the Ecumenical Church Council. Where necessary, consideration will also be given to meeting travelling costs incurred as a result of attending approved training

FOOD & HYGIENE

There are a number of Government regulations dealing with food hygiene and food safety, which may apply to church premises where food or beverages are served (particularly if they are sold). In cases of doubt, reference should be made to the Environmental Health Officer after initial referral to the Ecumenical Church Council.

As the youth groups on Friday evenings sell snacks and sweets, a leader from each group is to attend a course to comply with government regulations on food hygiene and food safety.

CHILDREN'S AND YOUTH WORK BUDGET

- a) The church sets a budget for children's and youth work, which is reviewed annually. All items of normal expenditure should be referred to the Church Administrator.
- b) Any unbudgeted expenditure should be referred to the Standing Committee for prior approval.

APPOINTMENT OF AND SUITABILITY OF VOLUNTEERS

In considering the suitability of adult persons working with or who wish to work with children and young people, the following will be taken into account:

The person involved:

- a) will have previous experience of looking after or working with children and young people, or will be willing to undertake relevant training during the first twelve months following appointment.
- b) will be willing to respect the background and culture of children and young people in their care.

- c) will be committed to treating all children and young people as individuals and with equal concern.
- d) will be of reasonable physical health, mental stability, integrity and flexibility.
- e) will not have any previous convictions relating to child abuse.

APPOINTMENT OF NEW VOLUNTEERS

- a) All new workers will be approved by the Ecumenical Church Council termly after the following steps have been taken:
 - i) interview by the incumbent or pastoral worker
 - ii) input from and discussion with the relevant group leader or other experienced children's and youth worker
 - iii) satisfactory completion of a Declaration Form (appendix 4), presentation of Birth Certificate and receipt of two satisfactory references
 - iv) satisfactory disclosure from the Sheffield Diocesan CRB (Criminal Records Bureau) Administrator.
- b) Upon appointment, all new workers should be:
 - i) "commissioned"
 - ii) made aware of any measures adopted for the safety and well being of children and young people in their care
 - iii) advised to whom they are accountable
 - iv) advised which children / young people they are responsible for
 - v) advised what the work with these children / young people will be
 - vi) advised of their duty to prevent child abuse
 - vii) advised of the action to be taken in the event of the disclosure or discovery of abuse (appendix 5 refers). This will involve reporting the matter to the incumbent who in turn will involve the Bishop's Representative on Child Abuse
- c) New appointments will carry a probationary period of six months, after which the person's suitability for the work and age range involved, will be reviewed. Subject to satisfactory completion of the probationary period, the position will be confirmed for a period of three years, starting from the commencement of the probationary period, and extendible by mutual consent

CASUAL AND OCCASIONAL HELPERS

- a) The full procedures relating to the appointment of New Volunteers will not apply to casual and occasional helpers (e.g. assistance with play schemes and transport). They will be required to complete a Declaration Form and two references will be taken up.
- b) If the involvement of a casual or occasional helper becomes regular, then he / she will be viewed as a New Volunteer and the defined procedures complied with.

DECLARATION FORM FOR THOSE WORKING WITH CHILDREN & YOUNG PEOPLE (appendix 4)

- a) This form will be completed by all existing volunteers/paid workers (unless already held) and new applicants for regular duties and casual or occasional helpers.
- b) As far as new applicants are concerned, their position will not be confirmed until the completed form has been received, satisfactory references obtained and their appointment agreed by the Ecumenical Church Council.
- c) The confidential section of the form will only be seen by the incumbent or Priest in Charge, wardens or where appropriate the Bishop's Adviser for Child Protection and those appointed by the Ecumenical Church Council to appoint workers.
- d) Forms will be kept secure.
- e) Forms will be retained 100 years after the person has ceased to have any involvement in children's and youth work.
- f) Persons, previously "approved" by the Ecumenical Church Council, returning to children's and youth work after a break of 12 months or more, will be regarded as new applicants and will

be required to complete a new form. External references may be waived, entirely at the discretion of the Incumbent, dependant upon the reasons leading to the cessation with children's and youth work.

CRB DISCLOSURE APPLICATION FORM

- a) This form will be completed by all existing volunteers/paid workers (unless already held) and new applicants for regular duties.
- b) As far as new applicants are concerned, their position will not be confirmed until a satisfactory disclosure from the CRB has been received.

See appendix 6 for the policy statement on the use of the CRB and an outline of the agreed appeals and complaints procedure.

OUTSIDE VISITS

- a) A Parental Consent Form must be issued in all cases and returned prior to the event taking place. Anyone failing to produce a Parental Consent Form will not be allowed to take part in the activity. A separate form will be required for **each activity** (appendix 7). Group leaders should always take the Parental Consent Forms with them on activities away from the premises.
- b) Adequate levels of supervision must be in place (even for locally based events) including supervision of travel between venues
- c) Certain external activities are not covered by our insurance cover with Ecclesiastical Insurance Group see appendix 8. Additionally, some activities must only be undertaken if supervised by someone suitably qualified in that activity e.g. canoeing

DATE OF REVIEW AND RENEWAL

Policy to be reviewed September 2010.

APPENDICES

- 1 Members Registration Form
- 2 Record of leaders/helpers
- 3 Record of physical restraint
- 4 Declaration Form
- 5 Action in the event of suspicions or concerns
- 6 Policy Statement on the use of CRB
- 7 Consent form for external events
- 8 Activity outside cover of insurance

Consent Form

Before a child/Young person may take part in activities organised through the church, we need to register certain information. Please answer the following questions. **Please complete the form in BLOCK CAPITALS.**

Name of Child:	Date of Birth:
CONTACT DETAILS	
Name(s) of Parents/Carers:	
Address:	
Post Code:	
Telephone Numbers	
Home:	Work:
Mobile:	
If different from above, other parent/carer:	
Name:	
Address:	
Post code:	
Tel home:	
Tel work/mobile:	
Health & Dietary Information - please give details of	
Any special needs, medical conditions or allergies your child has	Any medication your child takes regularly
Any medication you child is allergic to	Any special dietary requirement

Signed (Parent/Carer*)

*delete as appropriate

Name (*Block Capitals*) Date

Please return the completed form to Steve Williamson Children's and Youth Worker at St Luke's Church

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For the information of the parent/carer

Name of event

Leader **Steve Williamson** Tel: 0114 2303199 Mobile 07976 770805

Team Register

Name	/ /	/ /	/ /	/ /	/ /	/ /
Steve W						
Vicky W						
Rachael D						

RECORD OF PHYSICAL RESTRAINT

This form is to be used to record any form of physical restraint found necessary during group meetings, whether on the premises or away.

Member's Name:

Date of incident:

Description of Incident:

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.....
.....
.....

Description of Restraint Used:

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.....
.....

Name of Leader/Helper involved:

Name(s) of other leader(s)/adult(s) present:

.....
.....
.....

If physical restraint has to be used, always inform another leader/adult of the circumstances and the member's parents.

**PROTECTION OF CHILDREN AND YOUNG PEOPLE
CONFIDENTIAL DECLARATION**

Taken from the House of Bishops' Policy © 1999

1. The office, post or position for which you have applied or currently hold, or the work for which you have volunteered or are currently doing, gives opportunities for unsupervised contact with children. In accordance with the House of Bishops' Policy Document on Child Protection, you are therefore required to complete the enclosed declaration and return it to the person designated at the end of the form. If selected for the work, your appointment will be subject to a satisfactory Disclosure from the Criminal Records Bureau.
2. Under the provisions relating to work with children and young people in the Rehabilitation of Offenders (Exceptions) Order 1975, you are not entitled to withhold information about convictions which for other purposes are 'spent' under the Rehabilitation of Offenders Act 1974. You are required to provide such information in relation to any offence which is within Schedule 1 to the Children and Young Persons Act 1933 or to the Schedule to the Disqualification for Caring for Children Regulations 1991 and certain other serious sexual offences. Details of which offences are covered appear in Appendix I of Balance. A copy of the Policy Statement will be supplied to you on request by the person designated at the end of the form.
3. If you do not complete the form, or you do not disclose a conviction or any other relevant information, this may lead to your not receiving the appointment, licence, permission or approval you are seeking, or its being terminated or withdrawn.
4. The information will be treated as strictly confidential. It will be seen only by the person designated at the end of the form, those acting on their behalf and, if that person is not the Diocesan Bishop, by the Bishop and those acting on his behalf, and no information in it will be disclosed except where there is a legal duty to do so or where the person designated at the end of the form (or the Diocesan Bishop if he is not the person designated) is advised by the Diocesan Child Protection Adviser that disclosure ought to take place in order to ensure the protection of children.
5. If you have any questions regarding the declaration, then please ask the person designated on the form or the Diocesan Child Protection Adviser.
6. You are now asked to complete the declaration and return it to the person designated at the end of the form who will inform you of the next stage of the process – to obtain an application form for a CRB Disclosure or, in the event of some concerns about your declaration, to have a further discussion.

Who needs to complete a Confidential Declaration form and provide a Disclosure from the Criminal Records Bureau (CRB)?

- All clergy who have the freehold, hold the Bishop's Licence or permission to officiate
- All accredited Lay workers and Readers who hold the Bishop's Licence
- Any other leader in the Church who, because of their position, is likely to come into regular contact with children
- Any person employed by the Diocese, Cathedral or a Parish who works with children or who may come into regular contact with children during their work
- Any worker who works with children or who may come into regular contact with children during their activities. This will include members of mixed age activities, such as bell-ringing, members of choirs, servers

People in positions of leadership or those who have access to Church premises but who are not deemed to have regular contact with children should be asked to supply a Basic Disclosure from the CRB. This Disclosure will show all offences against children.

With regard to Church Wardens, the legal position is that a Church Warden found to have offences within Schedule I of the Children and Young Persons Act 1933 will be disqualified from office. They are in a position of trust on behalf of the Parish, not only of the church, and as such may be expected to have regular contact with children during the course of their duties.

NB There is no firm legal definition of what is meant by "a position of trust". It is a legal offence to ask for Disclosures unless the position offers opportunities for regular contact with children.

Good practice means that we have to know that the person appointed to a position of trust is in a satisfactory legal standing. The expectation is that the person conforms to best practice in our efforts to promote the welfare of children.

CONFIDENTIAL DECLARATION FOR PEOPLE SEEKING TO WORK WITH CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

This form is **STRICTLY CONFIDENTIAL** except under compulsion of law, and will be seen only by the Incumbent or Priest in Charge, Wardens or where appropriate, the Bishop's Adviser for Child Protection and those appointed by the ECC to appoint workers.

Post applied for:

.....

Please tick 'Yes' or 'No' to each question below.

If you answer 'Yes' to any question, give full details, including dates where appropriate, on a separate sheet.

		Yes	No
1a	Have you ever been convicted of a criminal offence (including any 'spent' convictions under the Rehabilitation of Offenders Act 1974)?*		
1b	Have you ever been cautioned by the Police or bound over to keep the peace?		
1c	Have you ever been found by a court exercising civil jurisdiction (including Matrimonial and Family) to have caused significant harm to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?		
2	Has your conduct ever caused or been likely to cause significant harm** to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm from you or, to your knowledge, has it ever been alleged that your conduct has resulted in any of those things? <i>If 'Yes', please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.</i>		
3	Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?		

continued overleaf

		Yes	No
4	Have you any health problem(s) which might affect your work with children or young people under the age of eighteen?		
5	Have you, since the age of eighteen, ever been known by any name other than that given below?		
6	Have you, during the past five years, had any other home address than that given below?		

* All previous convictions with the exception of technical motoring offences leading only to a fine should be disclosed.

** Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

DECLARATION

I declare that the above information, and on the (no.) attached sheets[#] is accurate and complete to the best of my knowledge.

Signed:Date:

(Please Print)

Full Name:

Address:

.....

.....

..... Post Code:

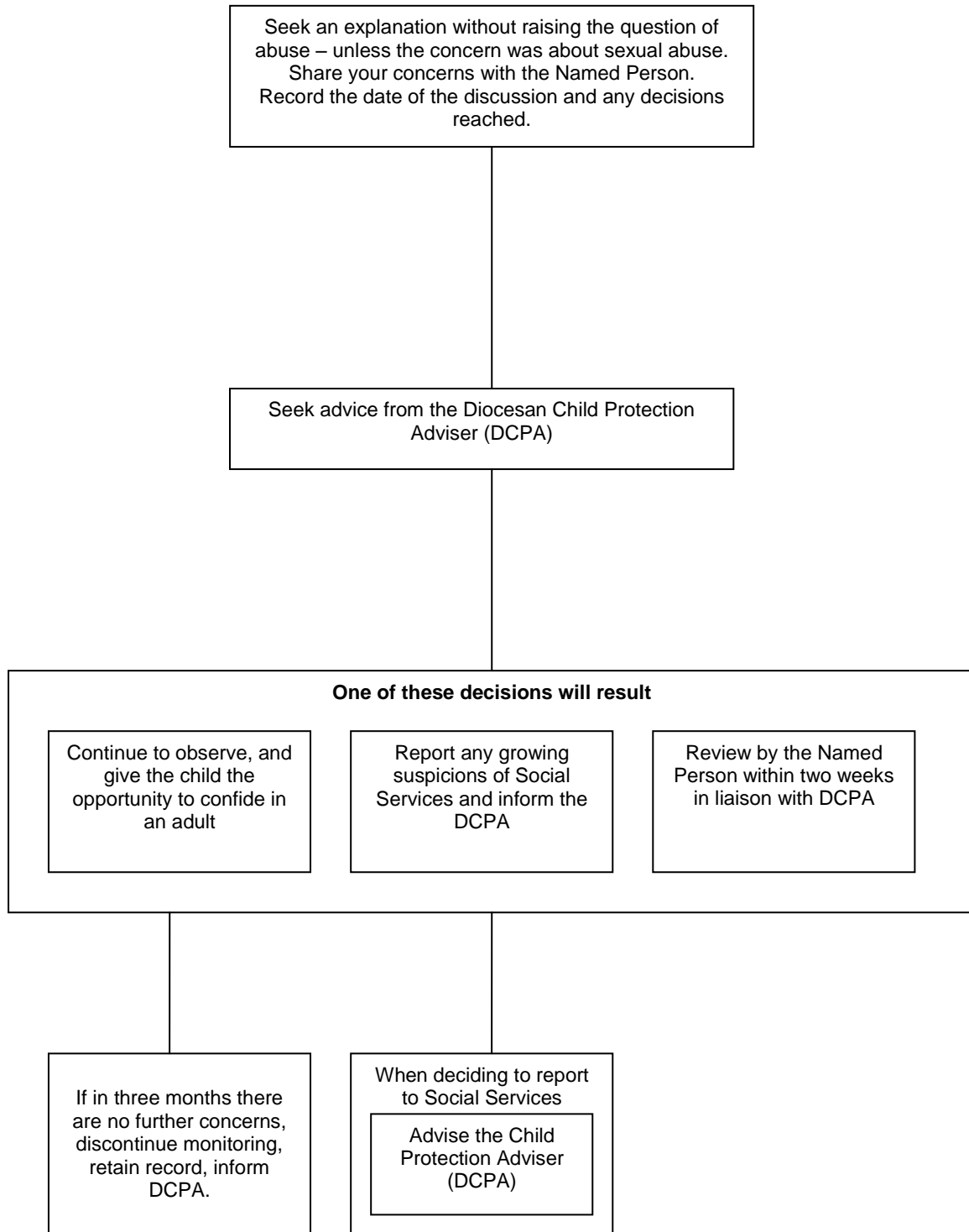
Tel: (Day)..... (Evening).....

[#]*delete if not applicable*

Please bring the completed form to your interview..

Before an appointment can be confirmed, applicants must provide a satisfactory Disclosure from the Criminal Records Bureau. Your Incumbent and the Named Person for Balance have details of how to apply for a Disclosure.

When you have concerns or suspicions about the welfare of a child:



POLICY STATEMENT ON THE USE OF THE CRB

The Parish of Lodge Moor, Sheffield

- is committed to respecting each individual's abilities, skills, experience and qualifications and will take every step to ensure that these are given appropriate weight and consideration in the appointment or recruitment process
- will ensure that each paid post or volunteer position is assessed for the appropriateness of a CRB Disclosure, that any advertisement of a paid post or volunteer position will state that an appointment will be subject to the receipt of satisfactory Disclosure information
- will request candidates for a paid post or volunteer position to complete a self-declaration form (see Appendix 4) which requires them to declare any convictions or other behaviour which might prejudice their appointment. This information will only be taken into account when relevant to the post in question. It should be submitted in an envelope clearly marked "Private and Confidential" and handed to the person specifically identified for this purpose in the recruitment process
- will assist the potential appointee to apply to the Diocesan CRB Administrator for an application for a CRB Disclosure. The completed CRB application will be verified by the Named Person and returned to Diocesan Church House
- will only confirm the appointment when notified in writing by the CRB Administrator that the Disclosure is clear (ie will not take the word of the applicant)
- will make every effort to ensure that all recruitment decisions involving disclosure information are made sensitively and fairly. Should an applicant for a paid post or volunteer position feel that this has not happened in their case the matter can be referred to the Diocesan Secretary, Diocesan Church House, 95-99 Effingham Street, Rotherham, S65 1BL, who will initiate an independent assessment of the issues in question.

In the event of an appeal or complaint the applicant should submit the appeal or complaint in writing, stating their name and address, the nature of the complaint or appeal, the date of the Disclosure document concerned and the CRB reference number, the identity of the person or appointing body responsible for making the appointment, and any other relevant information. NB - CRB advise that complaints and appeals should be registered within 6 months of the Disclosure being notified.

Signed (on behalf of the appointing body)

Date

Consent Form for external events

Before a child may take part in activities organised by the church outside of the church premises, i.e residentials, swimming, bowling, cinema etc we need to register certain information. Please answer the following questions. **Please complete the form in BLOCK CAPITALS.**

Name of Child:	Date of Birth:
CONTACT DETAILS	
Name(s) of Parents/Carers:	
Address:	
Post Code:	
Telephone Numbers	
Home:	Work:
Mobile:	
If different from above, other parent/carer:	
Name:	
Address:	
Post code:	
Tel home:	
Tel work:	
Tel mobile:	
Health & Dietary Information - please give details of	
Any Special needs, Medical conditions or allergies your child has	Any medication your child takes regularly
Any medication you child is allergic to	Any special dietary requirement

Signed (Parent/Carer*)

*delete as appropriate

Name (*Block Capitals*) Date

Please return the completed form to **Steve Williamson Children's and Youth Worker** at St Luke's Church

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For the information of the parent/carer

Name of group/activity

Leader **Steve Williamson** Tel: **0114 2303199** mobile **07976 770805**

The group/activity will be held at

Tel:

INSURANCE – Excluded Activities

When arranging group events you need to be aware that our insurance policy defines a number of excluded activities. These are stated below:

American Football Aerial Runways Boxing Hang-Gliding Hurling Motor Cycling & Pillion Riding Judo Polo Parachuting Power Boating in a boat capable of more than 30 knots Show Jumping Tree Felling or Lopping other than work within the scope of the ordinary jobbing gardener Use of Woodworking Machinery other than portable tools applied by hand Winter Sports except curling or ice skating	Aqualung Diving Armed or Unarmed Combat Flying except Air Travel Hunting Ice Hockey Karate Mountaineering necessitating the use of ropes or guides Pot Holing Racing other than on foot Service in the Armed Forces Steeple chasing Use of Scaffolding unless professionally erected Water skiing Water ski Jumping and Tricks Wrestling
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In addition to insurance considerations you should be aware that certain activities require supervision by a suitably qualified and experienced person eg canoeing. If in doubt you should make enquiries of the appropriate authority.