

**safeguarding**  
children, young people and vulnerable adults

above bar church  
safeguarding policy

April 2011



# Safeguarding Policy

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In addition to this policy, the Individual Group Policy (IGP) for each group you are involved in must be read and understood.

## Safeguarding Policy Definitions

A **Child** is anyone who has not yet reached their eighteenth birthday. 'Children' therefore refers to children and young people throughout this policy.

A **Vulnerable Adult** is defined by the Home Office as anyone who:

- is in receipt of health care
- lives in residential accommodation (including sheltered housing)
- receives domiciliary care or support in living independently
- requires assistance in the conduct of their own affairs
- receives any service or participates in an activity provided specifically because of age or disability
- is detained in lawful custody or is on probation.

A **Worker** is anyone who is employed or volunteering, working with children, young people and vulnerable adults within the Church.

The **Church Leadership** consists of paid and unpaid elders, church officers and other key leaders. Its purpose is to serve the Church by providing spiritual oversight, effective leadership and oversight of the day-to-day running and statutory responsibilities of the Church.

The **Children's Ministry Coordinator** is responsible for developing the children's ministries (from 0–11 years) in line with the vision and values of the Church.

The **Assistant Minister for Youth** is responsible for developing the youth ministries (11–18 years) in line with the vision and values of the Church.

**Safeguarding Coordinators** are nominated by the Church Leadership and act on their behalf in all Safeguarding issues as indicated in this policy document. Their responsibilities include the overseeing and implementation of the Safeguarding Policy, ensuring it is regularly reviewed, and establishing contact with statutory and other key agencies responsible for Safeguarding. They also ensure that Safeguarding Policies and Procedures are followed, that Workers receive adequate Safeguarding Training and that the Leadership is kept informed of good practice.

**Above Bar Church** (hereafter referred to as 'the Church')

Above Bar Street, Southampton, SO14 7FE

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## **Safeguarding Policy Part 1**

### **1.1 Mission Statement**

The Church Leadership recognises the importance of its ministry to children, young people and vulnerable adults, and its responsibility to protect and safeguard the welfare of those entrusted to the Church's care.

As part of its mission, the Church is committed to:

1. Valuing, respecting, and listening to children, young people and vulnerable adults, as well as promoting their welfare and protection
2. Safe recruitment, training and supervision for all relevant workers within the Church
3. Adopting procedures for dealing with concerns about possible abuse
4. Encouraging and supporting parents and carers
5. Supporting those in the Church affected by abuse
6. Maintaining good links with statutory authorities and other organisations.

#### **1.1.1 Church Policy**

The Church recognises the need to provide a safe and caring environment for children, young people and vulnerable adults. It also acknowledges that children, young people and vulnerable adults can be the victims of physical, sexual, emotional abuse and neglect. We have, therefore, adopted the procedures set out in this document (hereafter 'the Policy'). It also recognises the need to build constructive links with statutory and voluntary Safeguarding agencies. The Policy and attached Practice Guidelines are based on a model published by the *Churches' Child Protection Advisory Service* (CCPAS, 2009) and with reference to *Working Together to Safeguard Children* (Every Child Matters, 2006), *Safeguarding Children Procedures* (Southampton Children's Services Board, 2007) and *Abuse of Trust* (Home Office, 2003). The Church Leadership undertakes to file a copy of the Policy, Practice Guidelines and any subsequent amendments with CCPAS and Children's and Adult Services (Southampton City Council).

The Church Leadership agrees to only allow the document to be copied by other organisations if the Safeguarding Coordinator is in agreement. Normally, other organisations should be encouraged to approach CCPAS for clear guidelines on how to prepare and adopt a Safeguarding policy.

The Church Leadership will nominate a Safeguarding Coordinator (hereafter

referred to as 'the Coordinator') and Deputy Coordinator to act on their behalf as indicated in this Policy.

The Church Leadership is committed to on-going Safeguarding training for all relevant workers and will regularly review the operational guidelines attached.

## **1.2 Policy on Responding to Allegations of Abuse**

Under no circumstances should any Worker carry out their own investigation into allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse must act as follows:

1. Concerns must be reported as soon as possible to the Safeguarding Coordinator, who is nominated by the Church Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter to the statutory authorities and the Church Minister with responsibility for Pastoral Care.
2. The Coordinator may also be required by conditions of the Church Insurance Policy to inform the Insurance Company immediately.
3. In the absence of the Safeguarding Coordinator, or if the suspicions in any way involve the Coordinator, then the report should be made to the Deputy Safeguarding Coordinator who in turn will notify the Church Minister with responsibility for Pastoral Care. If the suspicions implicate both the Coordinator and the Deputy Coordinator, then a report should be made to the Minister with responsibility for Pastoral Care. If the Coordinator, Deputy Coordinator and any of the Ministers are implicated then a report should be made in the first instance to:

Churches' Child Protection Advisory Service (CCPAS)  
PO Box 133  
Swanley  
Kent, BR8 7UQ  
Telephone: 0845 120 4550

Children's and Adult Services (Southampton City Council) should normally be contacted (unless CCPAS advice indicates otherwise). They can be contacted on:

023 8083 3336 (between 9.00 am and 5.00 pm)  
023 8023 3344 (out-of-hours emergencies).

4. Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made and kept in a secure place as per section 3.4 of this policy.
5. Whilst allegations or suspicions of abuse will normally be reported to the Coordinator, in the absence of the Coordinator the Deputy

Coordinator should not delay referral to Children's and Adult Services (Southampton City Council).

6. The Church Leadership will support the Coordinator and Deputy Coordinator in their role, and accept that any information they may have in their possession will be shared on a strictly limited, need-to-know basis.
7. The Church Leadership makes these statements as a demonstration of the Church's commitment to effective safeguarding, and will make every endeavour to ensure that members of the church use this procedure. If, however, the individual with the concern feels that the Coordinator or Deputy Coordinator has not responded appropriately, or where they have a disagreement with the Coordinator(s) as to the appropriateness of a referral, they are free to contact an outside agency directly. It is the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS.

The role of the Coordinator and Deputy Coordinator is to collate and clarify the precise details of the allegation or suspicion, and pass this information onto Children's and Adult Services (Southampton City Council). It is Children's and Adult Services (Southampton City Council) task to investigate the matter under Section 47 of the Children Act 1989.

8. In the event that a Worker is the subject of police investigation and they hold a position of responsibility whereby 'trust' is implied within the Church they will be suspended from their duties until the investigations are completed when their position will be reviewed taking account of the outcomes.

### **1.2.1 Allegations of Physical Injury, Neglect or Emotional Abuse**

If a person has a physical injury, a symptom of neglect, or where there are concerns about emotional abuse, the Coordinator or Deputy Coordinator will act as follows:

1. Contact Children's and Adult Services (Southampton City Council) or CCPAS for advice in cases of deliberate injury, if concerned about an individual's safety, or if a person is afraid to return home.
2. Parents or carers will not be informed unless Children's and Adult Services (Southampton City Council) advises otherwise.
3. Seek medical help if it is needed urgently, informing medical staff of any suspicions.

4. Encourage parents or carers to seek help in the case of lesser concerns (e.g. poor parenting), but not if this places the child at risk of injury.
5. Offer to accompany parents or carers who may need support to seek help. Contact Children's and Adult Services (Southampton City Council) directly for advice in cases of real concern if the parents or carers still fail to act.
6. Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure about whether or not to refer a case to Children's and Adult Services (Southampton City Council).

### **1.2.2 Allegations of Sexual Abuse**

In the event of allegations or suspicions of sexual abuse, the Coordinator or Deputy Coordinator will:

1. Contact the Children's and Adult Services' Duty Social Worker for children and families, or the Police Safeguarding Team directly. They will **not** speak to the parent, carer or anyone else.
2. If, for any reason, the Coordinator or Deputy Coordinator is unsure about whether or not to contact Children's and Adult Services' or the Police, they should contact and follow the advice given by CCPAS who will confirm its advice in writing for future reference.

### **1.2.3 Allegations of Abuse against a Person Who Works with Children, Young People or Vulnerable Adults**

If an accusation is made against a Worker (whether a volunteer or paid member of staff), the Coordinator or Deputy Coordinator will follow the procedure outlined in section 1.2. They must also liaise with Children's and Adult Services (Southampton City Council) with regard to the suspension of the worker and making a referral to the Local Allegations Management Adviser (LAMA), in accordance with the Local Safeguarding Children's Board (LSCB) procedures.

### **1.2.4 Appointment, Support, Supervision and Training of Leaders and Workers**

The Church Leadership will ensure that all Workers will be appointed, trained, supported and supervised in accordance with the principles set out in Government guidelines *Safe from Harm* (HMSO, 1993), CCPAS guidance and the Church Safeguarding Policy Part 2.

### **1.2.5 Supervision of Children's Activities**

The Church Leadership provides details of the supervision requirements for each specific activity in the Church Safeguarding Policy Part 3.

### **1.2.6 Support for those Affected by Abuse**

The Church Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and supporting those attending the church who have been affected by abuse.

### **1.2.7 Working with Offenders**

When someone attending the Church is known to have abused children, young people or vulnerable adults, the Church Leadership will supervise the individual concerned and offer pastoral care. In its commitment to the protection of those entrusted to the Church's care, the leadership will set boundaries for that person, which they will be expected to keep (see *The Church and Sex Offenders' Policy*, July 2009).

This Policy was approved by the Trustees of Above Bar Church on Tuesday 5th April 2011 and should be reviewed by April 2014.

## **Safeguarding Policy Part 2**

### **Protecting Children, Young People and Vulnerable Adults**

#### **Introduction**

The Home Office has produced a Code of Practice, *Safe from Harm* (1993), for voluntary organisations, which the CCPAS recommends churches follow when recruiting children and youth workers. Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children, young people and vulnerable adults to knowingly apply accept, or offer to work with such groups.

The Act also specifically includes trustees of charities working with children. In practice, this means that a person banned from working with children should not serve as a trustee of a church. It is also a criminal offence to knowingly offer work with children, young people or vulnerable adults to an individual who is disqualified, or to knowingly allow them to continue working with children.

A detailed application form, personal references, information from previous churches or organisations, and an interview all have a part to play in the assessment of a candidate's suitability for the post. Job descriptions or advertisements should make clear that the successful applicant will be asked to agree to a Criminal Records Bureau (CRB) check being carried out before the position is confirmed.

If someone with a previous record of abuse joins the Church, it is important to accept the individual, but at the same time ensure that a frank discussion takes place between the leadership and the person concerned. In order to protect both the child, vulnerable adult and the person concerned, it is important to ensure that he or she is not involved in any children's activities, nor left alone with children. Likewise, they should be excluded from events where vulnerable adults are present. It will be necessary to prepare a written agreement in line with the Church's Policy, 'The Church and Sex Offenders' (kept in the Church Office), clearly stating boundaries. The Church Leadership is responsible for ensuring that, in the event of any breach of the agreement, appropriate action is taken.

## 2.1 Volunteer Appointments

1. If someone expresses interest in volunteering in a role that will bring them into direct contact with children, young people or vulnerable adults, the appropriate leader will invite them to attend as an observer in the activity.
2. If the person decides they would like to proceed, the leader will give them a copy of the job description and volunteer application form, and advise the Safeguarding Coordinator.
3. On completion of the application form, the appropriate leader will meet with the volunteer to discuss their application. This will include finding out about their life experience and attitudes, previous experience of working with the particular group, their spiritual journey, as well as answering any questions the applicant may have. They will forward the application form to the Safeguarding Coordinator.
4. The Safeguarding Coordinator will:
  - forward an application for a Criminal Records Bureau (CRB) disclosure and a self-declaration form to the volunteer
  - take up references (two referees; both should have known the applicant for more than two years and at least one should be from outside Above Bar Church)
  - meet the applicant and verify documentation in support of the CRB application.
5. On receipt of satisfactory references and CRB disclosure, the Safeguarding Coordinator will notify the appropriate leader, who will then give a copy of the Safeguarding Policy and a letter of appointment, subject to a probationary period of six months.

***Until satisfactory CRB disclosure and references are obtained, a volunteer must not be left unsupervised with children, young people or vulnerable adults.***

6. At the end this probationary period, the appropriate leader will meet the volunteer to review their involvement. Subject to mutual agreement, the volunteer will sign a contract to continue working as a volunteer. This contract is subject to annual review. As volunteers become part of the leadership of a group, it is their responsibility to be accountable to each other in all areas of this policy and associated Individual Group Policy. Everyone engaged in work with children, young people and vulnerable adults is required to renew their CRB disclosure every three years.

## **2.2 Criteria for *Not* Appointing Volunteers**

1. If there are concerns or reservations about appointing an individual, then alternative avenues of service might be identified. This requires sensitivity and tact on the part of those giving the feedback, particularly if references are discussed. The reasons for not appointing someone are particularly important where past offences have come to light which were not disclosed on their self-declaration form. Initial contact with the applicant should be made by the Safeguarding Coordinator and those in senior leadership in the Church because of confidentiality. All applicants should be notified in writing of a decision not to appoint.
2. Individuals who have previously abused a child, young person or vulnerable adult, or who have a record of violent or inappropriate sexual behaviour will be excluded from being involved in certain ministries within the Church.

## **2.3 Staff Appointments**

All applicants should disclose spent and unspent convictions on their application form. Individuals who have previously abused a child, young person or vulnerable adult or who have a record of violent or inappropriate sexual behaviour will normally be excluded from the recruitment process.

## **2.4 Training and Supervision**

Supervision of team members needs to be regular, but may not always be completely structured.

It is important that all team members should understand the agreed procedures for protecting children, young people and vulnerable adults. It is a condition of service that team members report all allegations or concerns about possible abuse. There must be clear lines of accountability that allows confident expression of concerns on a need-to-know basis.

Regular, minuted team meetings should provide an opportunity to review guidelines, including this policy, and discuss problem areas.

A significant aspect of training is undertaken within the work, but specific events will be arranged to develop the ministry of our teams.

## **Safeguarding Policy Part 3 (Further Procedures)**

### **3.1 Health and Safety**

If your activity involves preparing food or using the kitchens, you must comply with the food hygiene and food safety regulations. Those with responsibility for preparing food should possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.).

We would recommend that all Crèche workers ensure that they are up to date on polio and rubella vaccinations.

For all activities planned that may involve an additional risk other than normal group activity, a risk assessment shall be completed prior to the activity and passed the Church Manager. A risk assessment should be completed for all activities outside of the building.

#### **3.1.1 Supervision and Children-Carer Ratios**

Children-carer ratios are to protect the safety and welfare of the children and young people in our care as well as all those who work within the youth and children's work. The Children Act 2006 and Day Care Regulations (OFSTED) recommend the following minimum ratios, but ideally more than the recommended ratio is required:

<b>Age</b>	<b>Adults: Children</b>
Under 2 years	1 : 3
2 years	1 : 4
3 - 7 years	1 : 8

For children over eight years old, the ratio will be two adults (preferably one of each gender) for up to twenty children, with an additional leader for every ten children. There should always be two adults present in any group (an adult is someone over the age of 18). In all groups of ten or more children, it is recommended that the person in charge is supernumerary.

If the ratio is not met then either the event does not take place, or, in an emergency, parents should be asked to stay and care for their children.

Where capable and mature teenagers (that is, between 15 and 18 years) are used as junior helpers, they should not remain unsupervised by an adult and may not be counted in the adult ratio count. However there is no requirement to include them in the child count if they have been given a clear leading role.

Children who are not helping lead a group should not be present in any group, but in the appropriate group for their age.

The maximum number of under-fives in any group should be twenty.

### **3.1.2 Strangers**

A stranger is someone you don't know. If you see a stranger, ask them who they are and what they want, and then accompany the person to a steward who will assist.

If you are uncomfortable approaching a stranger, immediately tell your group leader who will deal with the situation. To prevent strangers claiming to have come to collect a child from a group, leaders should ensure that a child is only released to a parent or carer unless prior arrangements have been made with the leader of the group. A token system is in operation for visiting children in Crèche and Lower GSMA groups (up to school year 2).

### **3.1.3 If a child, young person or vulnerable adult wants to talk**

Determine whether you are the appropriate person for the discussion. Then suggest where you might meet. Offer the person privacy, but remember their safety and your own – make sure that others know that the interview is taking place and that someone else is around in the building; visibility is important.

Remember not to promise confidentiality.

Bear in mind that the person may not be wanting to talk about abuse, but be aware of how to respond if this is the case see section 3.4 'Matters that must be reported' and section 3.5 'Recognising and responding to abuse'.

### **3.1.4 Visiting children, young people and vulnerable adults at home**

There may be occasions when a volunteer leader will need to visit people at home. Always inform the group leader of the proposed visit.

Never go into a home if the parent or carer is absent, but leave a signed note identifying yourself and the reason for your visit, keeping a written record of the visit.

### **3.1.5 Inviting children, young people and vulnerable adults to your home**

This must be done with the knowledge of the group leader and the permission of the parent or carer. Ideally, this is best in a group situation.

Inviting children under 11 years old to your home should only happen on a group basis and never with an individual child.

### **3.2 Communication**

Telephone and any electronic communications are helpful for complementing communication in person with children, young people and vulnerable adults. However, these means of communication present particular risks that should be considered. Specific requirements for each group are contained within the Individual Group Policies (IGP).

### **3.3 Photographs**

Written consent must be obtained from parents/guardians prior to capturing any photographs or video footage of children and young people. Specific requirements for each group are contained within the Individual Group Policies (IGP).

### **3.4 Boundaries**

These boundaries form a framework within which we work. They are designed to protect Workers as well as creating a safe environment for the primary purpose of doing gospel work with children, young people and vulnerable adults.

Leaders should treat all children, young people and vulnerable adults with dignity and respect in attitude, language and actions.

Workers have a responsibility to be presentable, both in dress and hygiene.

Only CRB-cleared personnel should supervise children who require help with toilet needs.

Touch should be age-appropriate and generally initiated by the child rather than the Workers.

It is not acceptable for those in a position of trust to engage in a relationship, or engage in any behaviour which might allow a sexual relationship to develop with a child, young person or vulnerable adult for as long as the relationship of trust continues.

Keep everything public – a hug in the context of a group is very different from a hug behind closed doors.

When giving first aid (or applying sun cream, etc.), encourage children to do what they can manage themselves, but consider the children's best interest and give appropriate help where necessary.

Written or verbal remarks should not have sexual connotations or ridicule individuals in any way.

### **3.5 Matters that Must Be Reported**

Anyone seeing another Worker acting in a way which could be misinterpreted should speak to the worker in question or directly to the Safeguarding Coordinator, whose name and contact number can be found in *InVision* (the church magazine), in each group's safeguarding red box, and displayed on the wall by the church information desk.

If you suspect abuse, or have concerns for someone in your group, inform the Children's Ministry Coordinator, Trainee Youth Worker, Assistant Minister with responsibility for youth or the Safeguarding Coordinator immediately (see part 1).

If a child, young person or vulnerable adult confides in you about possible abuse of any kind you should take the following action:

- Write down exactly what was said, the date and time, and what was happening immediately beforehand (e.g. description of activity)
- Make notes as soon as possible, preferably within an hour of the interview
- Sign, date and time your report
- Keep all hand-written notes, even if these have subsequently been typed up (a form to help you do this can be found in the safeguarding red box allocated to your group). On completion it should be handed to the Safeguarding Coordinator as soon as possible. See also 'Recognising and Responding to Abuse' in section 3.5 of this document.
- You should not discuss your suspicions or allegations with anyone other than those nominated.

The Church Leadership will implement the conditions of the Safeguarding Policy once a matter has been reported.

### **3.6 Recognising and Responding to Abuse**

If you are concerned about a child, it is important that you speak to the Children's Ministry Coordinator, Trainee Youth Worker, and Assistant Minister with responsibility for youth or to the Safeguarding Coordinator. The following signs may or may not be indicators that abuse has taken place, but the possibilities should be considered.

### **3.6.1 Physical signs of abuse**

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Bruises, bites, burns, fractures, etc., which do not have an 'accidental' explanation
- Self-harming

### **3.6.2 Indicators of possible sexual abuse**

- Any allegations made by a child concerning sexual abuse
- Excessive pre-occupation with sexual matters and detailed knowledge of adult sexual behaviour, or a child who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Sexually provocative or seductive behaviour with adults
- Inappropriate bed-sharing arrangements at home

### **3.6.3 Emotional signs**

- Changes or regression in mood and behaviour (particularly where a person withdraws or becomes clingy), depression or aggression
- Nervousness
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and or adults
- Attention-seeking behaviour
- Running away, stealing or lying

### **3.6.4 General points**

- Accept what is said (however unlikely the story may sound)
- Keep calm
- Look at the person directly
- Be honest
- Let them know you will need to tell someone else – don't promise confidentiality
- Be aware that the person may have been threatened
- Never push for information

### **3.6.5 Helpful things to say and do**

- 'You have done the right thing in telling me.'
- 'I am glad you have told me.'
- 'It's not your fault.'
- 'I will help you.'

### **3.6.6 Things to avoid saying**

- 'Why didn't you tell anyone before?'
- 'I can't believe it.'
- 'Are you sure this is true?'
- 'Why? How? When? Who? Where?'
- Never make false promises
- Never make statements such as, 'I am shocked, don't tell anyone else'.

### **3.6.7 Concluding**

Again, reassure the person that they were right to tell you and that you believe them.

Let the person know what you are going to do next and that you will let them know what happens.

Immediately refer your concerns to the Safeguarding Coordinator.

## **3.7 Trips and Transport**

These guidelines apply to all drivers involved in the transportation of children, young people and vulnerable adults, organised by, or on behalf of, the Church. They do not apply to private arrangements for transportation made, for example, between those with parental responsibility.

Only those who have gone through the Church's recruitment procedure for volunteers and workers should transport children.

Parental consent should be given and all journeys should be carried out with the knowledge of the Children's Ministry Coordinator or Trainee Youth Worker or Assistant Minister with responsibility for youth.

The lower age limit for leaders transporting children, young people and vulnerable adults is 20 and they must have held a full driving licence for a minimum of two years. They should also have adequate insurance and the vehicle should be roadworthy.

Having checked drivers (application form, references, etc.), it is reasonable to expect that they may be alone with a child for short periods (e.g. dropping off the last child). Consideration should be given to dropping the least vulnerable child last and planning routes accordingly.

Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it is not convenient to talk there and then, but arrange to meet at a location where there are other adults around.

When using minibuses for transporting children seat belts should be fitted for all passengers.

All children carried as passengers in cars are subject to the following rules:

- Children under three years of age must have the correct child restraint
- All children between the ages of three and twelve years (unless the child is over 135 cm in height) must use the correct child restraint (e.g. booster seat)

- Children over 135 cm in height, or aged 12–13 years must wear adult seat belts
- Passengers over 14 years of age must wear adult seat belts (it is the passenger’s responsibility for ensuring this, not the driver’s).

### **3.8 Records**

All group leaders should keep up-to-date records of the children, young people and vulnerable adults in their care. These should incorporate:

- Name
- Address (including postcode)
- Date of birth
- Telephone number
- Details of any health conditions, medication or allergies
- Doctor’s telephone number and address

They must also maintain registers of the children, young people, visiting parents and carers, and team members at each session. This information is to be kept in their group’s safeguarding red box. Registers have to be kept until children reach the age of 25 years old. Groups should pass previous years registers to the Safeguarding Coordinator each August.

Record any accidents in the accident/incident log book, and give a note about it to the parent or carer, with a request that they confirm receipt of this information.

In the case of a Safeguarding issue, make a written record as soon as possible after the incident or disclosure, using the appropriate form found in the safeguarding red box, and inform the Safeguarding Coordinator. Keep the report secure until it is handed to the Safeguarding Coordinator.

Written parental consent must be obtained if photographs are to be taken or used. This is included in the consent form, which parents or carers must sign annually, but be aware of visiting children for whom written consent will need to be obtained.

Written parental consent must be obtained on an annual basis for taking children off site, e.g. swimming. Any money taken should be totalled, bagged and recorded. Accurate records of all transactions should be kept.

All information must be stored and used in accordance with the Church’s Data Protection Policy.

## **3.9 Insurance**

All of our insurance requirements at Above Bar Church are dealt with by Ansvar Insurance Co. Ltd. The Church Office holds full details of our policies.

### **3.9.1 Public Liability**

This is an insurance to protect children, young people, vulnerable people and their leaders. It provides protection against claims for damages brought by members of the group, or by members of the public, for personal injury or damage to their property arising during the activities arranged under the umbrella of the Youth and Children's Ministry. It is important to note that the policy does not, under normal circumstances, extend to include incidents involving motor vehicles. There is a £5,000,000 limit for each claim.

### **3.9.2 Personal Accident**

This part of the insurance policy provides for the payment of benefits to employees or volunteers from the group injured by accident whilst engaged in activities arranged by the church. A list of activities excluded from this cover is available from the Church Office.

## **3.10 Premises**

Many people make use of different parts of the building. It is essential that we all exercise ownership concerning the building. Our primary concerns must be that:

- The building is safe
- It is an appropriate environment for our activities.

We make every effort to look after the rooms we use and leave the premises in a fit state to be used by someone else.

### **3.10.1 Health and Safety within the premises**

Inform leaders of any situation which might present or lead to a dangerous situation.

Ensure all rooms being utilised are safe, clean, tidy and ready for use. Before people arrive, look around and see if you can spot any points of danger and rectify them.

Keep entrances and exits free from obstructions.

Activities should always be planned with an appropriate level of supervision.

Dangerous behaviour by the children, young people and vulnerable adults should be discouraged at all times.

Ensure the activity to take place is appropriate for the space you have available.

Safety should be a main consideration when selecting toys. Toys and play equipment used must display a BS, BSI or CE mark (indicating compliance with safety standards).

Toys must be checked regularly for rough edges and breaks. They must be cleaned frequently (e.g. termly) and stored in a clean box or cupboard. Discard any damaged toys.

It is the responsibility of the group leaders and their teams to ensure that the area(s) of the church building they have used are left clean and tidy.

### **3.11 Fire Procedures**

Fire procedures should be displayed in every room. If they are not, please contact the Church Office.

The following applies wherever you are.

#### **1. On discovering a fire**

- Keep calm
- Raise the alarm
- Pick up the register, check the toilets, evacuate the building immediately and use the nearest safe exit to lead people out
- The fire should only be tackled with a portable extinguisher if it is safe to do so.

## **2. Once in a safe place**

- Check the people and leaders against the register
- Anyone missing should be reported to the Fire Brigade on their arrival.

### ***PEOPLE'S SAFETY MUST COME FIRST***

#### **Fire drills**

Each activity should have an annual fire drill or fire drill awareness session.

Fire drills must be conducted on a regular basis and must be treated with utmost seriousness. Ideally, every person should know exactly what to do if a fire occurs. We need to act calmly and quickly.

Children, young people and vulnerable adults should be given regular reminders about what to do if a fire is suspected.

### **3.12 First Aid**

First aid kits are situated in every kitchen (i.e. the top hall, the lounge, the vestry and the basement) as well as in the third-floor classroom. There is also a mobile first aid kit in the church office. These are checked regularly and maintained to an appropriate standard.

#### **In the event of a minor accident**

- Administer first aid
- Inform the group leader
- Fill in the Accident Book and follow the instructions which can be found in your group's safeguarding red box.

#### **In the event of a more serious injury**

- The session leader should take charge
- Keep calm
- Get others to help
- Administer first aid
- Call an Ambulance, providing details of injury, location of the event and name of child – a telephone is available by the Information Desk; dial '9' to get an outside line

- Call the parent or guardian

If a parent or guardian has not arrived on site by the time the ambulance is ready to depart, an appropriate leader must accompany the child to the hospital

- Log the details in the accident/incident book found in your group's safeguarding red box.

First aid training is offered to all youth and children's workers.

No medication should be given to a child without a parent's consent. A written record must be kept of any medicines administered to children. Parents will need to sign the incident sheet to acknowledge the entry and that they have been informed.



Please sign and return this form to the church office to confirm you have received and read the Above Bar Church Safeguarding Policy (April 2011)

Signed ..... Print Name .....

Date .....







Above Bar Church is a charitable  
company limited by guarantee.

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Charity registration no: 1131075.

Registered office:

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