

## BALANCE

### A 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 young people to prevent abuse and to report any abuse, discovered or suspected. "Balance - Protecting all God's Children" is the name of the policy document produced by Sheffield Diocese. In the document that follows "Balance" refers to these documents.

### 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 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 that goes on at All Saints with children and young people on Sundays and throughout the week from babies through to young people under the age of 18.

Currently these groups are:

- The Uncut Project
- Sunday Children's Groups:
  - Crèche
  - Toddlers and young children: Toddler Groups  
Small Saints  
Dad's Breakfast
- Choir and Praise Band
- Children's activities (in Narthex when there are no Sunday Children's Groups in Church during services)
- Inspire
- Cricket team

Our policy also covers i) one-off events involving children, like The Light Party and the Holiday Club, and ii) 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. Groups hiring church premises must also abide by the All Saints Child Protection Policy (see Church Premises below).

### **Staffing**

There must be at least two adults present at meetings of all the named groups above. Where children are under the age of five, the ratio of leaders to children should be 1:6 and under the age of 11, no less than 1:8. When supervising those aged 11 and over, the ratio of 1:8 should be adhered to whenever possible. Children under the age of a year should have one adult to every two children (but since the crèche operates with parents next door, this does not apply to our situation on church premises). In assessing the ratio of adults to children, helpers under the age of 18 are not regarded as adults.

### **Insurance**

The All Saints' insurance policy covers all groups for public liability.

### **Registration**

Every group, with the exception of musical activities, and church services which are public events, and those groups where parents are present, should keep a register at all meetings of those attending. Every young person under 16 years old attending a group with no parent present on the premises should have a registration form completed on his or her behalf so that leaders know who to contact in an emergency.

### **Premises – Fire Regulations and Security**

Children and young people must be safe both on and off the premises. Leaders will be aware of fire regulations and the position of fire extinguishers. They will also be constantly vigilant as to who else is on the premises at any time during the meetings of the groups. A leader in every group should have access to a telephone, landline or mobile, in case of an emergency.

### **Food and Hygiene**

Any group that provides or sells food of any kind must send one of its leaders to attend a course to comply with government regulations on food hygiene and food safety.

### **First Aid**

Each group will have at least one adult present who has attended a basic course on first aid. There should also be a properly stocked first aid kit accessible to every group.

### **Parental Consent**

Consent forms, completed by parents or guardians, should always be obtained when groups undertake activities away from church premises.

### **Accidents**

In the event of an accident, an accident and incident report form should be completed and kept in a marked file, in a secure place and available for inspection.

The appropriate people will be notified and action taken. Those people include relevant group leaders, and the church safety officer.

### **Church Premises**

These are available for booking by external groups. When a community group makes a booking it will be sent two copies of a brief statement of All Saints' policy and practice on child protection and its expectations of external groups using church premises. The group will be asked to read these, sign one copy (and keep the other) stating that it will seek to abide by the Parish policy, and return it with their booking.

### **The Voice of the Child and Young Person**

A notice will be on the church notice board and in the church hall indicating the name of the Parish Balance representative (i.e the 'Named Person'), Criminal Records Bureau representative and the telephone numbers of 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 or protection matters.

### **Suitability of staff and volunteers to work with children**

When new leaders are appointed, we will consider the following factors:

- A CRB check must be completed before the new leader takes up post.
- Previous experience of working with or looking after children and young people.
- A willingness to undertake training if they have no experience in a relevant field.
- A respect for the background and culture of the children in their care.
- Reasonable health, mental stability, integrity and flexibility.
- No previous convictions relating to child abuse.

We note the guidelines for appointing workers as outlined in Balance and that the Diocese is registered as an umbrella body of the Criminal Records Bureau. We understand that the CRB provides a 'one stop shop' facility for checking whether adults are unsuitable to work with children.

### **Child Abuse**

The PCC will follow the guidelines in the Diocesan Good Practice Guidelines for Work with Young People found in Balance.

### **Review and Evaluation of Work**

This will be done once a year through the children and young people's committee. The PCC will be invited to make a response and to affirm and renew child protection policy and practice or to suggest changes. There should be representation of children's and youth work on the PCC.

### **Training**

Leaders will be encouraged to participate in any appropriate training, whether arranged in-house or externally. When it is considered necessary, meetings for those working with children will be organised for the purpose of support and planning.

**Resourcing the work**

Financial resources must not be a hindrance to the promotion of child protection.

**Read and agreed by the following on behalf of the PCC**

Church: All Saints, Ecclesall

Date of PCC approval:

Signed:

Name in print: Simon D. Bessant

Designation: Vicar

Signed:

Name in print: Corrynne Osborne

Designation: PCC Secretary

Name, address and telephone number of contact person/Balance representative:

Ruth Totterdell  
35 Meadow Bank Avenue  
SHEFFIELD S7 1PB

0114 255 2893

Date of review and renewal: September 2008

Please send one copy to the Child Protection Adviser, c/o Church House, Diocese of Sheffield, 95-99 Effingham Street, Rothertham S65 1BL.

## **A Policy Statement on use of the Criminal Records Bureau**

The Parish of All Saints, Ecclesall Bierlow

- 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 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 & 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 (i.e. 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 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. The CRB advise that complaints and appeals should be registered within six months of the Disclosure being notified.

Signed.....(on behalf of All Saints Church, Ecclesall)

Date.....