[](http://mfy-derby.com/)

[http://mfy-derby.com/wp-content/themes/echelon/images/sociables/awake_dark/delicious.png](http://mfy-derby.com/policies/)

**Policy** **on** **Safeguarding**

1. Christians are called to recognise the unique status of children, young people and vulnerable adults. Within the kingdom of God, children matter in their own right and are to be taken seriously. The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. It is the responsibility of all adults to ensure that:

* They avoid taking advantage of trust
* Their behaviour is appropriate at all times
* They observe the rules established for the safety of young people
* They follow the procedures following suspicion, disclosure or allegation of child abuse
* They recognise the position of trust in which they have been placed
* In every respect the relationships they form with the young people under their care are appropriate.

1. We accept the recommendations in the Police Act 1997 that the welfare of children and vulnerable adults is paramount when recruiting paid and voluntary helpers. Our policy is based on the Churches’ Agency for Safeguarding Policy – a full copy of which is available on request.
2. The person to speak to for further information or with whom to raise issues or concerns are the St Andrew’s Safeguarding Coordinator ( Donald King), Church Pastoral Worker (Kathryn Stringer) and the minister (Revd. Ruth Turner). The flow chart of action to take is displayed in church and in the entrance hall.
3. We will collaborate fully with the statutory and voluntary agencies concerned with safeguarding.
4. All those working with or seeking to work with children, young people or vulnerable adults will be properly recruited, trained and supported. They will also be subject to whatever supervision may be appropriate. They will have to undergo clearance by the Disclosure and Barring Service and complete a confidential declaration form. A copy of this procedure is available on request.
5. Organisations using our building will be required either to adopt this policy or provide evidence that they have an appropriate policy of their own.

**St Andrew’s Community Church Dronfield Woodhouse**

Initial Role Descriptor for leaders at SCAMPS (Pre-school group meeting on Tuesday afternoons in term time)

**A SCAMPS leader:**

Before session

Sets out craft

Sets out chairs

Sets out instruments

Puts on badge which clearly identifies leaders

Puts out register

Sets up projector

During

One leader to be sitting at sign in desk and greeting everyone

Playing the music

Leading the prayers

Bible Story telling

Organising and leading craft

Getting refreshments ready, clearing, washing up and putting away.

OHP,  musical instruments and parachute put away after use and sanctuary doors closed

Chatting to carers  and playing with children

After

Clear chairs and all equipment

Continue to pray for and keep in contact with members

At every meeting of this group the leaders should be aware of the possibility of the abuse of children and vulnerable adults prior to or during the meeting. All leaders will act immediately to pass on any concerns to Safeguarding coordinator (DONALD KING) / minister (Revd. RUTH TURNER) and to follow the church Safeguarding Policy.

Risk Assessments…

Socket covers

Area behind scree

Hot drinks – consider how to make this safer

Make sure everyone knows who the leaders are

Prevent children from running around where possible.

**Discovery Zone Volunteers**

Role Purpose

* Help to teach young people, using a variety of methods, about God and the Bible.
* Help to make Christianity relevant in the lives of young people.
* Help to develop and encourage their faith and trust in God and in living a Christian life.
* To care, nurture, encourage and educate in its broadest sense the young people
* To help to make Discovery Zone a safe, and clean environment.

**Role Description**

To help with the preparation and clearing away of weekly activities

* To keep register of children attending
* hand out name badges to children and adult helpers
* collect weekly subscriptions
* ensure no child leaves before parent or designated carer arrives
* support leader of the session as required
* ensure games are played safely
* lead small groups as required.
* Prepare refreshments and ensure all children return from activity room to the hall
* check that all children leaving the main hall for any reason (toilets etc), and checked on their return
* To attend relevant meetings that may arise in order to plan sessions.
* To pray for the Discovery Zone Club, and the children that attend.
* To be willing to take up training opportunities that may arise.
* To work within the St. Andrew’s Community church policy statement in safeguarding the welfare of children.

**Dealing with Allegation of Child Abuse**

Finding out

Abuse may come to the attention of a person in a number of different ways:

1. Disclosure by a child or young person
2. Information from a third party ( e.g. friend, family member, another worker)
3. Observation of unexplained injury or changes in behaviour

**General points**

–   Look at the child/ young person directly

–   Keep calm

–   Let them know that you will have to tell someone, do not promise confidentiality

–   Accept what the child/ young person says

–   Reassure the child/ young person that they are right to have told you .

–   Be aware that the child/ young person may have been threatened

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

–   Make notes (see enclosed sheet on making notes)

Some helpful things to say

–   I am glad that you told me

–   You where right to tell me

–   It is not your fault

–   I will try to help

–   What happened was wrong

Try to avoid asking

– What?  How?  Why?  When?  Where?  Who?

–     Are you sure?

–     Why didn’t you say before?

–     Statements such as ” This is really serious” Don’t tell anyone  I’m

shocked”

**If another person wants to give information about alleged abuse:**

–      Listen rather than question

–      Accept what the person is saying

–      Ask them to make notes of what they were told or saw

–      Reassure the person that they were right to tell you

–      Let them know that you will need to tell someone else, DO NOT PROMISE CONFIDENTIALITY

–      Let them know what you are going to do next and that you will let them know what happens

–      Make notes

**Situations to Avoid**

Volunteers should be aware of the potential for misunderstanding when touching children.  If it is an accepted part of an activity, touching should be appropriate to the situation and follow guidelines of the Church where they exist.

Consoling a child who is upset, administering first aid or supporting a participant in an activity is acceptable and necessary behaviour.  Volunteers however should endeavour to minimise any possible misunderstanding of their actions.

Key guide lines are

1. Never be alone with a child / children out of the public view.
2. Disciplining a child should always be verbal not physical
3. If a child needs to be disciplined they should be set aside from the main activities but not removed from sight.
4. Kissing children is not appropriate
5. Avoid engaging in rough or sexually provocative games.’
6. Avoid inviting or allowing children into volunteer’s homes unaccompanied.
7. Avoid giving a child or young person a lift in volunteer’s cars on your own.
8. Letting allegations made by anyone go unacknowledged and unresolved or not acted upon.

REMEMBER TIHE WELFARE OF TIIE CHILD IS PARAMOUNT AND ALL REASONABLE STEPS MUST BE TAKEN TO PROTECT THEM FROM HARM.

**Making Notes**

It is important that all concerns noted or reported by others are recorded regardless of whether or not contact is subsequently made with Social Services or the Police via the Diocesan Safeguarding Adviser. They are required to aid his decision-making. It is recommended that local churches have a safe place where recorded information is held.

The following information should be recorded where possible

–   Name and address of the child, young person or vulnerable adult

–   Age date of birth

–   Name and address of adults involved, if known

–   Date and time of alleged incident

–   Nature of injury or behaviour

–   If they arrived with an injury

–   Explanation of what happened in his/her own words

–   Adults explanation

–   Date and time of the record taken

–   Any questions that were asked

–   Signature of person recording the incident

**Information should he based on facts not assumptions and refer to the abuse.** **The person who has recorded the information should keep a copy.  Theinformation may be required by Social Services, the Police or the Court at some** **time in the future.**

Points to Remember

1. The matter may be resolved at an early stage and you may hear nothing more about it.
2. It may go all the way to court
3. In reporting the issue you have carried out your responsibility.
4. It is not your job to investigate or be judgemental
5. It may be that what is said cannot be confirmed. This is not your fault or responsibility
6. There may or may not be a conviction
7. The allegation may be against a “nice person’, a woman, a church member or an outsider.
8. Your Minister has pastoral responsibility for abuser and abused if they both belong to the church. He or she should not take sides
9. The allegation should be taken seriously
10. A church cannot be sued for an unfounded allegation as long as they can demonstrate they have taken all reasonable measures to adhere to their agreed Policy on Safeguarding

GuidelinesforAppropriateBehaviourforLeaders

Generalguidelinestominimiseabusivesituationsandaccusationsagainstleaders

***Do***treat young people with respect

***Do***plan activities that involve more than one other person being present or, at least, which are within sight or hearing of others

***Do***respect a young person’s right to personal privacy

***Do***have separate sleeping accommodation for leaders and young people

***Do***provide access for young people to talk to others about any concerns they may have

***Do***        remember that someone else might misinterpret your actions, no matter how well intentioned

***Do***        recognise that caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse.

***Do NOT***permit abusive youth peer activities

(e.g. initiation ceremonies, ridiculing, bullying)

***Do NOT***play physical contact games with young people

***Do NOT***have any inappropriate physical or verbal contact with others

***Do NOT*** jump to conclusions about others without checking facts

***Do NOT***            allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes. Leaders should avoid one-to-one work in these situations.

***Do NOT***exaggerate or trivialise child-abuse issues

***Do NOT***show favouritism to any individual

***Do NOT***            make suggestive remarks or gestures

***Do NOT***            rely on just your good name to protect you

*DoNOT*         believe“itcouldneverhappentome”

SpecificGuidelines.

Supervision

All groups over the age of 11 will have a normal ratio of 1 adult to every 10 young people, including at least 1 first aider. On an outing or residential this ratio will increase to 1 adult to every 6 young people, including at least 1 first aider. Written consent must be gained from parents / guardians annually and for outside events. There will be a minimum of 3 leaders at every group or event. The ratio may be increased if young people have particular special educational, physical, or medical needs which require one to one attention.

Touch

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

* Touch should be related to the child’s needs, not the worker’s.

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

* Avoid any physical activity that is, or may be construed as, sexually stimulating to the adult or child.

* Children are entitled to determine the degree of physical contact with others except in exceptional circumstances, i.e. when they need medical attention or for their own safety.

* Team members should take responsibility for monitoring one another in the area of physical contact and should express concerns to the Nominated Person.

* Touch should not be prolonged.

* Corporal punishment in any form should not be used.

Transport

* All drivers should have read the child protection policy of the church and agree to abide by this, and undertake an enhanced CRB disclosure if necessary.

* Parental consent should be given and all journeys should be carried out with the knowledge of the leadership.

* Seat belts should be worn, the driver should have adequate insurance and the vehicle should be road worthy.

* 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 till other children have been dropped off, the driver should explain that it isn’t convenient to talk. Then arrange to meet with the child/young person at a location where there can be other adults around. (Remember a child/young person may want to talk to the driver about an abusive situation).

* It is reasonable to expect that drivers may be alone with a child for short periods e.g. dropping off the last child. Ensure a discussion takes place as to the most suitable child to be dropped off last and plan routes accordingly.

* At collection or dropping off points do not leave a child on their own. Make sure that an appropriate adult collects children or that they enter their house safely.

* In instances where it may be unwise for a particular driver to transport a child e.g. where they have had a disagreement that evening, where a child/young person has a ‘crush’ on a driver etc., arrangements will be made for someone else to transport the young person.

**Arrangements when using mini buses**

*In addition to the above, consider the following:*

* Ensure full compliance with mini bus regulations.

* As well as a driver, another responsible adult sitting with the young people will be needed.

* Ensure the responsible adult has also undergone appropriate recruitment and selection in accordance with the church’s procedures.

**One-to-One Activities**

* The ministry recognises the value of one-to-one work, but this must be carried out in a structured wa
* Activities and conversations should always be in public, and wherever possible during / after group times on the premises where other leaders are present.
* The full-time worker / supervisor should be aware that the meeting is taking place
* Where pastoral issues are raised, records should be kept of the conversation
* Leaders should not take young people under the age of 21 to a bar or pub without a parent / guardian being present. Leaders are reminded that it is a criminal offence to buy alcohol for anyone under the age of 18.
* All chosen activities should be age appropriate and in line with Christian principles.

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| **St Andrew’s Community Church**  **Pentland Road, Dronfield Woodhouse, Derbyshire S18 8ZQ**  **Social Media Policy &**  **Guidelines for those working with 11-18’s April 2015** |

**Who are these guidelines for?**

Part 1: Your ‘Digital Footprint’ is for:

​All paid employees and volunteers at St Andrew’s Community Church, especially those working with under 18’s

Part 2: Social Media and Young People is for:

Anyone who works directly with under 18’s

Anyone who works alongside under 18’s or has under 18’s on their team (e.g. Worship Team/AV Team)

Clergy and Church Officers (Wardens)

**Introduction**

The Internet and social media is a huge part of the modern world. We want to be present and engaged but in a way that is helpful and godly. Clear boundaries around personal behaviour online and interacting with young people online are important:

* to set an appropriate standard for helpful, godly behaviour that upholds our reputation as Christians and St Andrew’s Community Church reputation as a church;
* to keep young people and those who work with them (that’s you!) as safe as possible.

**Part 1: Your ‘Digital Footprint’**

Who you are online is as real as who you are offline. If you are an employee or volunteer at St Andrew’s Community Church, we expect you to maintain as high a standard of personal integrity online as off line.

If it emerges that an employee or volunteer at St Andrew’s Community Church is engaging in behaviour online that is demeaning, bullying, immoral or illegal, their role at St Andrew’s Community Church will be immediately reviewed. Depending on the seriousness of the situation, they may be warned about their future conduct or asked to step down from their position of responsibility.

Please remember, nothing on the Internet is truly private. Don’t allow yourself to be drawn into forums or groups (public or private) with unsavoury content. Even if you are a passive member of a group where others are posting inappropriate content, you will be guilty by association and, were it to be made public, you could cause huge damage to yourself, your family, the reputation of the church and our mission in the community.

No one at St Andrew’s Community Church is going to start ‘policing’ church members’ online activity. However, things get out (Matt 10.26). If you are involved in online activity that is concerning, please take the initiative to talk to your team leader or a member of the clergy/safe guarding officer. Equally, if you are concerned by something you witness online, please talk to your team leader or a member of the clergy straightaway.

**Part 2: Social Media and Young People**

In our work with under 18’s, we have a particular responsibility for their safety offline and online. Under 18’s are at particular risk of exploitation and bullying online and we want to ensure St Andrew’s Community Church and it’s groups is as safe a place as possible for under 18’s to be.

1. *Communication for Team Purposes*

For Team Leaders

**As team leader, it is up to you to decide how communication happens within your team and, particularly, to under 18’s.** At the beginning of each year, Parent/Guardians need to give consent for young people’s details to be shared and used for church purposes. These include: mobile numbers, email addresses and Facebook/Twitter details. Please ensure any young person you work with has had this consent given.

Please discuss with your team how communication happens within the team/group. **It is best if you can choose a single method of communication** – text messaging or a Facebook group, for example – but we understand this may not be possible.

**Once you have decided, please stick to that method and ask your team/group to do the same.** This normalises online interaction and means that unusual behaviour (Facebook messaging, for example, when you normally communicate through email) is more obvious. **You should write down how communication happens in your team/group and let the Child Protection Officer know** (by email).

Please make sure your team members have read these guidelines. While it is not your job to police your team’s online activities, please try to encourage your team to be wise and godly in this area.

**For Team Members**

Your team leader will let you know how team communication occurs. This will generally be either through text message, email or Facebook. If this is not convenient for you, please discuss it with them. Once you are clear how communication occurs within your team, please stick to this method. (For example, if your team primarily communicates through email, please don’t start sending text messages).

When Under 18’s are involved, team communication should happen in as public a manner as possible (group emails, messages, etc). Please avoid sending private/personal communications with an individual under 18. If you have to communicate individually ensure that your message is copied to a member of clergy/safe guarding officer, or another member of your team or the parent. Don’t delete them,

1. *Other interaction with young people*

If you work with young people, you may find that they ‘friend’ you on Facebook, ‘follow’ you on Twitter or interact with you in other ways online. There are three broad principles you should consider:

1) Be wise whom you allow to follow/friend/message you. Do you know them well or have you just met them once or twice at a drop-in? Do their family members know you?

**Whatever you decide, social media networks are not recommended for use by anyone under 13. Therefore, please do not follow/friend anyone under this age.**

2) Keep as much online interaction as public as possible (minimal use of personal messaging). If you do receive personal messages from an under 18, keep a record and don’t delete them. Any concerns should be forwarded to the safe guarding officer/member of clergy/ team leader

3) Commit to a high standard of godly behaviour in your interactions with others. If you wouldn’t say it from the front at church, don’t say it online. Also, please don’t communicate with young people at inappropriate times of day or night, certainly not after 9pm

If you see/hear something that concerns you, please speak to a member of the clergy or safe guarding officer straight away. Don’t take action yourself.

1. *Specific Social Networks:*

Facebook

You have three choices as to how you engage with under 18’s on Facebook:

* You create a separate profile for interaction with Under 18’s
* You use your regular profile
* You don’t allow Under 18’s to add you as a friend

Each approach has advantages and disadvantages.

1. Creating a separate profile is a bit of a hassle and can create a sense of an unhealthy division between personal life and ministry. If you only work with young people who serve on teams you lead (Worship/AV teams, for example), you don’t need to do this.
2. If you use your regular profile, you will need to think carefully about whether what’s on your Wall and News Feed is appropriate for someone working with Under 18’s in a Christian capacity.
3. Young people may not understand why you don’t want to be ‘friends’ on Facebook, so some gentle explanation will be necessary if you take this route.

Be very careful who you allow to friend you on Facebook**. Don’t initiate online contact with Under 18’s. Keep as much public as possible and don’t delete personal messages.** Keep to a godly standard in your interactions and what you allow others to post on your profile.

**Twitter**

Similarly, if you use Twitter, you have three choices for engaging with under 18’s on Twitter:

* You allow under 18’s to ‘follow’ you and don’t follow them back
* You allow under 18’s to ‘follow’ you and follow them back
* You lock your profile and don’t allow under 18’s to ‘follow’ you

Similarly, each approach has advantages and disadvantages but you shouldn’t initiate ‘following’ an under 18 on Twitter. Otherwise, the same principles apply as Facebook. If you allow under 18’s to ‘follow’ you, you need to consider carefully whether what’s on your Twitter feed is godly and helpful.

**Other Social Networks**

If you are involved with other social networks (such as Google Hangouts, Youtube, Tumblr, Instagram, etc) and think you may interact with under 18’s on these networks, please discuss the best way to handle it with your team leader or other appropriate leader.Texting and Whatsapp are common ways of communicating with young people. In general, try to keep any communication with under 18’s as public as possible (use group messaging, for example). Don’t delete any personal messages without showing them to someone else or creating a record (a written record or screen capture). This is for your benefit and safety as well as theirs.

We do not approve the use of Snapchat, Whisper (or similar services) for anyone working with under 18’s. If you are found to be communicating with under 18’s on Snapchat or Whisper, this will be grounds for a review of your role.

***Conclusion***

Clear boundaries around interacting with under 18’s online not only helps keep young people safe, it helps keep you safe, too.

If you are unsure how to proceed in the light of this section, please talk to a member of clergy, or Safeguarding Officer.