

## **Chesterfield Christadelphian Ecclesia Safeguarding Policy**

### **Statement**

This ecclesia puts a high value on work with children and young people, and is committed to their care, guidance and protection.

We recognise the need to provide a safe and caring environment for children. We acknowledge that children can be victims of abuse and neglect. We have therefore adopted the procedures set out in this Safeguarding Policy.

The safety and well-being of all of the children is of highest priority to members of the ecclesia and safeguarding children is everyone's responsibility.

Our aim in all our dealings with children is that they should learn of, and develop relationships with, God and the Lord Jesus Christ, in an environment that is safe, loving, and enjoyable, and this policy document is part of a wider aim to enable and encourage children to grow in their faith.

No child or group of children will be treated any less favourably than others in being able to access services which meet their particular needs.

Children and parents are informed of the policy and procedures as appropriate.

This policy applies to all members and volunteers who have access to children.

All concerns, and allegations of abuse will be taken seriously by members and volunteers and responded to appropriately.

The policy is reviewed, approved and endorsed by the Ecclesia regularly or when legislation changes.

This Policy is available on the ecclesia's website ([chesterfieldchristadelphians.org.uk](http://chesterfieldchristadelphians.org.uk))

### **Principle Definitions**

Organisation/Ecclesia: Chesterfield Christadelphians.

Arranging Committee: – members appointed by the ecclesia as legal trustees under the Ecclesial Constitution.

The terms 'children' and 'young people' will be taken to be synonymous, and to include anyone under the age of 18.

Premises: the ecclesial meeting room, address 19A Sheffield Road, Stonegravels, Chesterfield. S41 7LR.

Designated Safeguarding Lead (DSL) is a member appointed by the Arranging Committee to oversee DBS checks, receive and respond to child protection concerns and other matters relating to safeguarding children.

Youth leaders are volunteers in a position of leadership during youth activities such as Sunday School or Holiday Club. They are under the supervision of the Designated Safeguarding Lead.

Parents/guardians – anyone in a position of parental responsibility.

### **Roles and Responsibilities of Arranging Committee**

The Arranging Committee should ensure that the safeguarding arrangements of the ecclesia take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the Derbyshire Safeguarding Children Board (DSCB). They must ensure that any deficiencies or weaknesses brought to their attention are remedied without delay.

They must ensure that the ecclesia:

Promotes the well-being of children.

Ensures a safe environment and safe activities for children

Has an effective Safeguarding Policy, and appropriate procedures in place which are reviewed and updated regularly and which are available publicly and to members of the ecclesia.

Has procedures for dealing with allegations of abuse against Youth Leaders and members of the ecclesia

Has a member of the ecclesia who is responsible for child protection issues (the Designated Safeguarding Lead, DSL) who attends appropriate refresher training. Note. It is recommended that the Ecclesia appoints one deputy DSL.

Supports the DSL in their work and in any action they may need to take in order to protect children.

Arranges that Disclosure and Barring Service (DBS) checks are made for all those regularly or often acting as Youth Leaders before they undertake youth activities

### **Role and Responsibilities of the DSL**

The Designated Safeguarding Lead is responsible for:

Ensuring the DSL and any deputies are informed for the demands of this role in child protection.

Organising DBS checks for all Youth Leaders and checking their status annually via the DBS Update Service. Maintaining records of this process.

Maintaining awareness of the Local Authority Designated Officer (LADO) and Derbyshire Safeguarding Children Board (DSCB)

Keep an up to date record of the telephone numbers of the Child Protection authorities (LADO, DSCB, Police, NSPCC).

Receiving child protection concerns raised by a child or adult and acting as a source of support, advice and expertise within the ecclesia when deciding whether to make a referral by liaising with relevant agencies.

Ensuring that advice is sought from the relevant support agencies when appropriate.

Referring cases of suspected abuse or allegations to the relevant Local Authority Designated Officer (LADO) or relevant investigating agencies. Initially this can be anonymously for guidance.

Ensuring confidentiality. Note. To protect confidentiality it may not be appropriate to inform and consult with the Arranging Committee. To protect individuals, information should only be passed on a "need to know" basis.

Maintaining detailed, accurate, secure, written records of referrals and concerns. NOTE. To ensure confidentiality, access to these records must be restricted.

The Designated Safeguarding Lead must also ensure that:

This Policy is reviewed and updated regularly and approved by the Arranging Committee.

All Youth Leaders and members of the ecclesia have access to this Policy.

Parents/guardians are made aware that this Policy is available on the ecclesial website. The Policy alerts them to the fact that referrals may be made and that the ecclesia has a role in carrying out this function.

## **Roles and Responsibilities of Youth Leaders and Members of the Ecclesia**

All Youth Leaders and members of the ecclesia have a duty to safeguard children. That they have read and understood their responsibilities as set out in this document.

Adults should provide an example of good behaviour for children to follow at all times. Physical discipline should not be used under any circumstances.

Youth Leaders and members of the ecclesia with concerns should always seek the support of the Designated Safeguarding Lead (DSL) as soon as possible.

In the case of a disclosure being made Youth Leaders must ensure that:

- They are open to hearing concerns from children and others, noting dates, times, who was present, and anything factual about the child's appearance.
- They record information using the actual words of the child, noting any questions the child raises but ensuring that they do not ask leading questions. Disclosures should not be recorded using electronic means such as videos or sound recorders. They do not take photographs of any marks.

- They understand that they cannot promise confidentiality to a child or to anyone making a disclosure about a child.
- They do not ask a child to remove any clothing.
- They understand how to report any concerns and action taken to the Designated Safeguarding Lead, using an Incident Report Form when appropriate. These concerns should be reported as soon as possible.
- They understand that, although referrals to the appropriate agency would normally be made by the DSL, they can also make such a referral.
- They ensure confidentiality in any reporting.

### **Ecclesial Process and Responsibility**

- Youth activities should be regarded as the responsibility of the ecclesia as a whole.
- No member will be considered for youth work until they have completed 6 months membership, unless they have been fulfilling this role in their previous ecclesia and are recommended by that ecclesia for the role. Their suitability will be discussed and decided by the Arranging Committee.
- Youth Leaders will have an enhanced Disclosure and Barring Service (DBS) check in compliance with DBS guidelines. This will provide a level of reassurance to those with parental responsibility that their children are being properly cared for. Those whose suitability has not been checked, including through a DBS check, are not allowed to have unsupervised access to children attending youth activities.
- The ecclesia will not knowingly allow someone who is barred from regulated activities with children to act as a Youth Leader.
- All Youth Leaders will be given a copy of this policy and the opportunity to discuss its content.
- Young people under the age of 18 who wish to be involved in youth work must: be at least age 14, be known to the ecclesia and be under the supervision of an adult at all times.

### **Risk Assessment: Safe Activities and Safe Environment**

- Risk assessments for youth activities within and outside the premises and fire evacuation procedure are in place and available.
- Leaders will be in attendance before children arrive and after they leave, all children will be checked in and out. Safe staffing levels as recommended by the NSPCC will be followed.

- Lone working is discouraged, if possible two Youth Leaders will be in attendance during all activities. In a classroom situation where there may only be one adult in attendance, doors should remain open.
- Attendance records for Youth Activities are maintained and emergency contact information must be current. (Example of emergency contact form is attached.)
- An accident log to record incidents is kept, together with a first aid kit, in the kitchen and a trained first aider present at Youth events if possible. The first aid kit must be checked and re-stocked regularly. Emergency contact form allows parents to give permission for basic first aid to be performed.
- Medication will not be administered by Youth Leaders to the children in our care, it is parental responsibility to administer medicines at home. Parents are encouraged to be considerate of other children in our care and not bring their child if he/she is unwell.

Chesterfield Christadelphians Emergency Contact Information

Child's name.....

Date of birth .....

Home address.....

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Telephone.....

Parent/carer's name.....

Alternative contact (name and telephone)

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Relevant medical information - including allergies

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Doctor's name, address and telephone

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I give permission for group leaders to provide emergency first aid if required.

Signed.....(parent/carer)

I give permission for photographs of my child/children to be used by  
Chesterfield Christadelphians for :

- Displays in the Church
- On Church website

<input type="checkbox"/>
<input type="checkbox"/>

Signed .....(parent/carer)