

SAFEGUARDING CHILDREN POLICY

July 2018

1. Statement of Aims

This is the goal of our children's and youth work at St. John's:

**To glorify God through working with parents
to make mature church based disciples
who will live and speak for Jesus throughout their life.**

This means...

To glorify God

The earth and all within it are made to live for God and his praise [Romans 11:36, Revelation 4:11]. The church and therefore all her ministries exist primarily for the glory of God [1 Corinthians 6:20; 10:31, Isaiah 60:21]. Having the glory of God as the chief end of the youth and children's work at St John's imposes on us

- A duty of care for each young person, regardless of age, nationality, gender, sexuality, or background for they are made in the image of God [Genesis 1:27].
- A duty clearly and unashamedly to teach young people God's word without underestimating either the ability of children to understand the things of God or the power of the word of God in the lives of those who hear it.

Working with parents

When the Bible speaks of young people and their education it speaks primarily to parents. The home is where the young person spends the majority of their lives and has the largest effect on the people they grow up to be. It is therefore imperative that the youth and children's work at St John's aids and equips parents in their role in *bringing [children] up in the discipline and instruction of the Lord*. [Ephesians 6:4]. In practice doing this will include...

- Keeping parents informed about the content of the sessions their child attends.
- Leaders being approachable to parents and open to discuss the sessions.
- Providing training on relevant issues facing parents
- Recognising situations where parents are not Christians and providing support and encouragement in those situations.

Mature church based disciples

In the great commission Jesus challenges us to make disciples not just converts [Matthew 28:19ff, Colossians 1:28]. The children's and youth work is, therefore, to be engaging and fun but far more than merely entertainment. It is to be accessible and welcoming to those of all faiths and none but designed unashamedly to introduce young people to Jesus and then nurture and encourage them in following him. The Bible shows us that the forum for growth is church [Hebrews 10:24-25, Acts 2:42, 1 Corinthians 1:2]. Jesus welcomed children into his company and into the company of adults [Mark 10:13-16]. Therefore one key aspect of the youth and children's work is that the young people begin to own, enjoy, serve and be a part of the church congregation. In practice doing this will include...

- Teaching the Bible in every meeting from the Crèche to the D:Group
- Resourcing and equipping the leaders of each group to understand and teach the Bible
- Providing an opportunity at each age range to have a group designed to get deeper into the word of God and a group to invite friends to.
- Allowing children to be children whilst their faith grows in maturity [Ecclesiastes 12:1, Colossians 1:28].

Live and speak for Jesus

At the heart of Christian maturity is a desire to take up our cross and follow Jesus [Matthew 16:24, 1 John 5:2, John 14:15]. This desire is nurtured through a living relationship with the risen Lord Jesus. It sees sin as abhorrent, grace as astounding and, out of love, seeks to live a life which pleases God [Romans 8:12-17]. This is as true of the faith of a three year old as it is of a fifty-three year old but may be expressed differently. At the heart of our response to God's grace is a call and desire to share Jesus with others. Young people must be given both the space to enjoy a personal relationship with Jesus and the resources to speak of him to their friends. In practice this will include...

- Leaders setting godly examples of mission and maturity. To this end all leaders are required to adhere to the youth and children's leaders agreement, set out as Appendix B to this policy.
- Training for speaking about Jesus and opportunities to invite friends.
- Support and encouragement to practically live as a Christian at their stage of life.

Throughout their lives

This vision for young people seeks not to divorce the child from the adult they will grow into. Statistics from the USA show that between 61% and 88% of confessing 18 year olds are not Church attenders at the age of thirty. It is imperative, then, that our youth and children's work links discipleship with regularly meeting with Christians of all ages, serving the church and being served. It is also important that the leaders share not only the Gospel but their lives with the young people [1 Thessalonians 2:8]. This will show young people that Christian faith is not a children's activity but a life-long relationship [Philippians 1:6].

The effects of this are wide ranging but will include...

- Encouraging older youth to be involved in the morning services

- Working with the service leaders, music team, and preachers to ensure that the content and style of services are accessible for young people, as far as is possible
- Encouraging parents to see church as a positive thing, being willing to serve as well as be served
- Ensuring all age services are of the highest quality and offering resources to preachers
- Delivering teaching about the church within the curriculum
- Teaching young people to submit to, treasure, be passionate about, feed on, love, share and handle the Bible for themselves. In short: to be set on fire by God's word.

2. Current groups

This document covers the work of this parish with children and young people, in its services and groups meeting throughout the week. Currently these groups are:

Sundays

Crèche	[0-4 yrs]	Newton Hall
Sunday Club	[5-11 yrs]	Newton Hall
Rooted Sundays	[11-14 yrs]	Newton Hall
Spoons on Sundays	[11-14 yrs]	Wetherspoons
D:Group	[14-18 yrs]	41 Housley Park

Midweek

<i>Rooted</i>	[10-14 yrs]	Parish Centre
<i>Element</i>	[15-18 yrs]	Parish Centre

This policy also covers any work undertaken outside of the church buildings carried out under the auspices of the Parochial Church Council [P.C.C.].

3. Policy Statement

We adopt the 2017 Safeguarding Policy Statement of the Church of England, *Promoting a Safer Church*, which is available online at <https://www.churchofengland.org/sites/default/files/2017-12/PromotingSaferChurchWeb.pdf> and will be given to each of our children's and youth leaders.

The P.C.C. requires all church workers and leaders to follow this Safeguarding Children Policy and guidelines. We will distribute copies to each worker and leader, as well as have one available in the Parish office at all times and an electronic version on the Downloads page of our website.

We also adopt the Diocese of Sheffield's Safeguarding Children Policy [the Diocesan Policy], which can be downloaded from our website at the Downloads page. For the avoidance of doubt, all references to the Diocesan Policy that follow refer to the version as paginated in the Appendix to this Policy – therefore

page numbers below correspond to that version, and not the one on the Diocesan website.

Subject to a few very small variations set out in this policy or its Appendices, we further adopt and follow the Model Parish Safeguarding Checklist recommended by the Church of England House of Bishops' Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance of October 2017. This is set out in Appendix D.

4. Application of the Policy

All new workers, whether paid or voluntary, working for church-based organisations, will be informed of this policy ["the Policy"] by the Vicar, the Parish Safeguarding Officer ["PSO"] or the group leader. They will be expected to accept the Policy and work according to its requirements.

All new members of the P.C.C. will be required to accept the Policy. The P.C.C. will appoint a PSO to oversee the Policy, and it will be placed on the Agenda of the P.C.C. at least annually for review. We will inform the Church House administrator of the details of the PSO.

5. Social Media & digital communication

All those using social media, text messaging and e-mail to communicate with children and young people must follow the diocesan guidelines.

In addition, leaders and volunteers should follow our own guidelines, which are these:

1. With all these media, never private message one young person, always include the Youth and Families Minister. When communicating via private message on Facebook messenger, include the St John's Youth Leaders Facebook Page [or in the case of an e-mail youth@stjohnschap.co.uk].
2. Leaders are encouraged to communicate publicly [e.g. on a young person's 'Facebook wall', or on the public wall in the youth Facebook groups] wherever possible. We will always obtain parental consent to such messaging/communications; leaders will be notified of any young person for whom this consent has not been given.
3. Save and never delete any online communications. Keep all texts and WhatsApp messages to and from young people for at least 6 months. Whenever a text or WhatsApp message is sent or received, screen shot the entire conversation and email it to youth@stjohnschap.co.uk.
4. Be careful not to show favouritism – interacting with one young person (e.g. posting on their wall, liking things etc.) more than another. It tends to be the young people we like most that we interact with the most. This can be

harmful and hurtful for other young people. So, for example, if you wish one young person a happy birthday, then you must do it for everyone.

5. Generally, ensure your web profile is 100% suitable for your young people to view. Ensure pictures, updates, links, wall content are all wholesome and above-board, with no damaging content. If you want to connect with your young people with your own social networking site, ensure all future content is suitable. Ask yourself: do these words or images display the fruit of God's Holy Spirit - *love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control?* [Galatians 5:22]
6. For the safety of young people and leaders. The use of 'Snapchat' or similar temporary messaging systems with young people is STRICTLY forbidden as no record of what is sent or received can be kept.

Immediately delete from your wall any inappropriate content that others may post on it [apart from any situation in which the content might raise safeguarding concerns, in which case consult the Safeguarding Officer and the Vicar without delay, before destroying the content].

6. Parish Centre

Any organisation booking the use of the Parish Centre for regular use at which children will be present will be expected to confirm they have a Safeguarding policy and appropriate insurance and also that they will observe the provisions of this Policy. Individuals booking the Parish Centre for private functions at which children will be present will have the Policy drawn to their attention and accept their responsibility for protecting children at that function.

7. Recruitment

The P.C.C. will follow the Diocesan Safer Recruitment Process. References, the Confidential Declaration and a Disclosure & Barring Service (DBS) disclosure via the Diocesan system will be obtained. Appointment to any post, paid or voluntary, will not be made until these processes are complete. All appointments will be made on a conditional basis until the completion of a satisfactory probationary period. All those working with children and young people will follow the good practice guidelines in the Diocesan Safeguarding Children Policy and Guidelines.

8. Registration and Parental Consent

All groups will keep a register of those attending each session. Parental consent forms, including emergency contact details, must be completed for all regular participants, and must be available to group leaders whenever the group meets. This applies to all groups, whether meeting on church premises or elsewhere.

Parental consent to photographs and videos must be obtained, using the consent form and principles in the Diocesan guidelines.

9. Insurance

The P.C.C. will ensure that there is adequate insurance cover for all activities for children and young people.

10. Fire Regulations and Security

All group leaders will be aware of fire regulations and the positions of fire extinguishers. They will be vigilant as to the presence of anyone on the premises during the meetings of the groups. They should know who to contact in an emergency relating to the building.

11. Food and Hygiene

If any group is involved in the preparation or selling of food, at least one leader should have completed the food hygiene and food safety course to ensure good practice is followed.

12. First Aid and Accidents

Each group [or on Sundays, combination of groups] should have at least one member of the St. John's First Aid team, the members of who will have attended a basic course on First Aid. The membership of this team will be known to all leaders. There should be a properly stocked First Aid kit accessible to each group. In the event of any accident, an incident and accident report form should be completed. This should be kept securely in a marked file. Parents should also be informed of any accident.

13. Providing an Independent Person

Children and young people should have the opportunity to raise any concerns about any health and safety or protection matters. A notice will be placed on the noticeboard and/or entrance to church and to all church premises with the name of the PSO, and Childline telephone number to afford this opportunity. The notice will follow the format shown in Appendix C.

14. Allegations

If an allegation is received concerning the behaviour of any worker or leader at St. John's in relation to the safety or welfare of a child or young person, the

Diocesan Policy will be followed. The Flowchart on p. 45 of that Policy is a helpful summary of how to act.

15. Concerns About or Reported by a Child

We will follow the Diocesan Guidelines and report the concern to the Diocesan Safeguarding Adviser, or to the appropriate Archdeacon. In the first instance this will usually mean contacting the PSO or the Vicar; in an emergency or if the child is at immediate risk the appropriate statutory agencies will be informed. All such concerns or incidents should be recorded and kept in a confidential place.

16. Retention of Safeguarding Records

We will follow the Church of England Record Centre guidance on the retention of Safeguarding Records, which is set out in Appendix E.

17. Young people moving into leadership

One of the joys of our youth ministry is seeing some young people as they become adults moving into positions of leadership. As this can require a particular step up in terms of understanding and good practice by such volunteers, we expect such volunteers to follow the Guidance for Young People moving into leadership, set out in Appendix F.

18. Review

All children and young people's workers will meet to review their work on a termly basis. This should include a review of child protection issues and health and safety issues relating to each group. Notification of this meeting should be reported to the P.C.C. The Parish Safeguarding Children Officer will review the parish policy annually and report to the P.C.C., who will record this review in their minutes. The P.C.C. will inform the Archdeacon via the visitation that this has been done. A copy of the current Parish Safeguarding Policy should be sent to the Archdeacon for inclusion in the parish file. A further copy should be sent if there are substantial amendments.

19. Safeguarding training

Group leaders will be required to attend either the Safeguarding training provided by the Diocese or similar training provided within the parish, every three years. The parish will consider its training needs at the time it reviews the Safeguarding Policy. If specific needs are identified the parish will consult with the Diocesan Safeguarding Adviser

20. Resources

The P.C.C. will provide the necessary resources to support St. John's ministry with children and young people. The Parish Administrator will arrange for these resources to be purchased when necessary on request. Storage space for equipment is provided in the Parish Centre and at Newton Hall.

Financial resources will be available to pay for training and to support the implementation of the Policy.

21. People to consult

Parish Safeguarding Officer:

Carl Brooks-Plunkett – 0114 257 7444 or 07702 159009
41, Housley Park, Chapelton S35 2UE

Vicar:

Rick Stordy - 0114 257 0966 or 07812 924926
23, Housley Park, Chapelton S35 2UE

Diocesan Safeguarding Adviser:

Linda Langthorne – 01709 309149 or 07871 796682
or in emergency the Archdeacon, Malcolm Chamberlain – 07740 198806

Local Authority Social Services:

Sheffield City Council Social Care Enquiries [24 hours] - 0114 273 4855

Church wardens:

Tony Gardiner – 01226 740240 or 07341 478235
Barbara Rodgers – 0114 246 3746 or 07732 743795

This policy has been read and agreed by the following on behalf of the P.C.C.

Date of P.C.C. Approval: 9 July 2018

Signed:



Designation: Vicar

Date of review and renewal: July 2020

APPENDIX A:

CONSENT FORM FOR CHILDREN'S AND YOUTH MINISTRY

CONSENT FORM (TO BE COMPLETED BY PARENT / GUARDIAN)

General use of data relating to you and your child

Your privacy is important to us, and we want to communicate with you in a way which has your consent, and which is in line with the UK law on data protection. We would be grateful if you could please indicate where you agree to give your consent in relation to various uses of data relating to yourself and/or your child.

Photographs

To comply with the Data Protection Act 1998, your permission is required before the image[s] can be taken of your child. Please answer the questions below, then sign and date the form.

I **do/do not** [delete as applicable] give consent for photographs and digital images of the child named below to appear in

- | | |
|---|--------|
| <input type="checkbox"/> church publications | Yes/No |
| <input type="checkbox"/> displays in the Parish Centre or Newton Hall | Yes/No |
| <input type="checkbox"/> on the church website | Yes/No |
- [again, please delete as applicable].

I understand that the images will be used for church purposes only and the identity of my child will be protected in accordance with the Conditions of Use of Images that appears overleaf.

Social Networking

I recognise that social media sites like Facebook, Twitter, Instagram and Youtube are a means of communication with young people and:

I **do/do not** [delete as applicable] give permission for St John's youth leaders to contact my young person online in accordance with the terms of St Johns social media policy [available upon request from the Parish Office].

General and medical Consent

I hereby give permission for my young person to attend Youth meetings at the Parish Centre. If it becomes necessary for my child to receive medical treatment and I cannot be contacted to authorise this, I hereby give my permission for my child to receive any necessary dental, medical or surgical treatment, including anaesthetic and authorise the leaders to sign any document required by the hospital authorities.

Communicating with you

I consent to the PCC of St. John's Chapeltown contacting me by

- post
- phone
- email

I consent to the PCC of St. John's Chapeltown holding and processing my personal data for the following purposes (please tick the boxes where you grant consent)

- to keep me informed about news, events, activities and services at St. John's which are for children and young people and their families
- to keep me informed about news, events, activities and services at St. John's generally

Full name of Young Person _____

Your full name _____

Your address _____

Your email _____

Your phone number _____

Your signature _____

Your relationship to young person _____

Date _____

You can grant consent to all the purposes mentioned above; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services or activities); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your personal data from our 'Privacy Notice' which is available in the Downloads section of our website or from the Parish Office.

You can withdraw or change your consent at any time by contacting the Youth & Families Minister or the Parish Administrator at St. John's Church Office, St. John's Parish Centre, 21, Housley Park, Chapeltown, Sheffield S35 2UE or office@stjohnschap.co.uk. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has been already processed prior to this point.

CONDITIONS OF USE OF IMAGES

1. Full Names (i.e. both first and last names) or other identifying details will not be included in the publication or on the website without your express permission
2. Postal or e-mail addresses, telephone or fax numbers will not be included in the publication or on the website without your express permission
3. Group images may be used, with very general labels (e.g. “making Easter decorations” or “watching the athletics”)
4. Only images of suitably clothed persons will be used (e.g. children in swimwear will not normally be used, unless written consent has been given)
5. The permission given overleaf will last for 18 months from the date of signing. Permission will expire after this date. Images will not be used after this date.
6. Further written consent will be required from young people and their parents if photographs or film are to be used in other ways.
7. Clearance forms should be stored with photos or film for future reference.

MEDICAL FORM (TO BE COMPLETED BY PARENT / GUARDIAN)

Full Name of Young Person _____

Date of Birth: _____

Parent/Guardian name _____

Tel no. _____ [home] _____ [emergency/mobile]

Email address _____

Home address

Name of Doctor

Doctor's tel no. _____

National Health no. (if known) _____

Details of any disabilities or illnesses about which the leaders should be aware

Details of any regular medication

Any other information about which leaders should be aware.

**CONSENT FOR OFFSITE ACTIVITIES
FORM TO BE COMPLETED BY PARENT/GUARDIAN**

Name of Young Person _____

Activity	Please tick to give permission
Pool swimming.	
Bowling.	
Go Karting.	
Ice Skating.	
Jump Inc.	
Posh Nosh night.	
Grub Crawl.	
Christmas Party.	
Summer Party.	

PLEASE NOTE: ALL ACTIVITIES ARE RISK ASSESSED BY LEADERS BEFORE THE EVENT.

Details of any medication required during the trip [all medication to be labelled correctly clearly with name and dose needed]

Details of any allergies or special dietary requirements.

PARENTAL CONSENT

I have read all the information in this letter and give my permission for the above-named person to take part in the above-named activities as indicated. I give my consent for photographs to be taken during these activities unless otherwise stated. If it becomes necessary for my child to receive medical treatment and I cannot be contacted to authorise this, I hereby give my permission for my child to receive any necessary dental, medical or surgical treatment, including anaesthetic and authorise the leaders to sign any document required by the hospital authorities.

Signed _____ Date _____

APPENDIX B:

YOUTH & CHILDRENS' LEADERS AGREEMENT

Aims

1. This Agreement has been drawn up by the youth and childrens' leaders and PCC of St. John's, as a reminder of our commitment to God, the children we serve, and our wider church. It aims to set out the responsibilities and requirements for all who serve as youth and childrens' leaders at St. John's.

Character

2. We believe the first and most important requirement for any Christian leader is a living relationship with Jesus Christ, and a growing likeness to Him.
3. This means that leaders are expected to show
 - a deep and growing love for God and the Gospel of Jesus Christ, relying on the power of the Holy Spirit;
 - a personal commitment to the Christian faith of the one, holy, catholic and apostolic Church, uniquely revealed in the Bible and set out (a) in the catholic creeds and the historic teaching of the Church of England¹ and (b) in the Basis of Faith of the Evangelical Alliance, which is attached;
 - Christlike godliness and a growth in what the Bible calls the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control;
 - a joyful and full commitment to orthodox, traditional Christian teaching and lifestyle in relation to sexuality and marriage in both personal and public life² as God's gift for human flourishing and blessing;
 - constant care and safety in all their work with children, and full compliance with the St. John's Safeguarding Children Policy.

Commitment

4. We believe that after being committed to follow Christ, each Christian is called to use their gifts to serve others in the church family. Those gifts are to be used generously for the benefit and growth of others.
5. This means that leaders are expected
 - to give their time to prepare for, pray for and lead their group, not least for each session that it meets;

¹ This can be found in *the Book of Common Prayer* and *the 39 Articles*.

² This teaching is that monogamous heterosexual marriage is the form of partnership uniquely intended by God for full sexual relations between people and that sexual activity outside heterosexual marriage is inconsistent with faithful Christian living. Those of same-sex orientation will be lovingly welcomed, and called to change their previous beliefs and behaviour, so that they find eternal life by a lifelong commitment of trust in Jesus, and refrain from all sexual relations outside heterosexual marriage.

- to work as part of a team: with the Youth Minister, vicar and other leaders within St. John's;
- to support other leaders, for instance when occasions arise so that a group is short of other leaders.

Competence

6. We believe that our God-given gifts are not only to be used, but to be encouraged and developed. This is a responsibility not just of individual leaders but of their Christian brothers and sisters around them.
7. This means that St. John's will provide, and leaders are expected to make use of
 - regular opportunities for training and growth, whether within the parish of St. John's, or at conferences elsewhere;
 - good quality and sufficient resources, not least by way of teaching and other materials each group needs.
8. All leaders are required to attend appropriate safeguarding training provided by or recognised by the Diocese of Sheffield at least every three years.

Care

9. We believe that the whole church is called to support and care for those who serve it as leaders.
10. This means that St. John's will provide, and leaders are expected to make use of
 - pastoral care, including the support and accessibility of both youth worker and vicar;
 - a termly meeting of all childrens and youth leaders, where information will be shared and any concerns or questions can be raised;
 - regular opportunities to meet with the rest of the church family and to receive Christian teaching for themselves, on Sundays and/or in a cell group – in particular, leaders should not be “on duty” every Sunday.

EVANGELICAL ALLIANCE BASIS OF FAITH

[2005 REVISION]

We believe in...

1. The one true God who lives eternally in three persons – the Father, the Son and the Holy Spirit.
2. The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
3. The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God – fully trustworthy for faith and conduct.
4. The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
5. The incarnation of God's eternal Son, the Lord Jesus Christ – born of the virgin Mary, truly divine and truly human, yet without sin.
6. The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
7. The bodily resurrection of Christ, the firstfruit of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
8. The justification of sinners solely by the grace of God through faith in Christ.
9. The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
10. The Church, the body of Christ both local and universal, the priesthood of all believers—given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
11. The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

APPENDIX C:

NOTICE FOR PARISH CENTRE & NEWTON HALL NOTICEBOARDS



If you have any concerns at all about your safety or wellbeing, St. John's has several people who can help:

- for **children and young people**, our Safeguarding Officer is Carl Brooks-Plunkett on **07702 159009**
- for **adults**, our Safe Church Representative is Sylvia Charles on **0114 246 8028**
- or you can always contact our **Vicar**, Rick Stordy on **07812 924926**
- you may also want to contact



- or **Sheffield City Council** Social Services for children on: **0114 273 4855** and for adults on: **0114 273 4908**

APPENDIX D:

MODEL PARISH SAFEGUARDING CHECKLIST

At St. John the Baptist, Chapeltown, we recognise that the few who are determined to harm children or adults, deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly vulnerable to these people. Creating and maintaining a safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

In order to assist with the creation of a safeguarding culture each PCC (or equivalent charitable body) must:

Appoint:

- At least one appropriately experienced designated Parish Safeguarding Officer (PSO) to work with the incumbent and PCC. This PSO should be a lay person. The PSO may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual. The PSO should be supported, trained and given a copy of the parish safeguarding policy and procedures; [see separate Model PSP role description]

Safer Recruit, Support and Train:

- Ensure that all church officers who work with children, young people and/or vulnerable adults are:
 - recruited following the House of Bishops' Safer Recruitment practice guidance;
 - aware of and work to House of Bishops' safeguarding guidance [includes both policies and practice guidance];
 - attend diocesan safeguarding training at least every three years;
- Provide appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults;

Display:

- A formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement'. This should be signed on behalf of the PCC.
- Contact details of the PSO, Churchwarden and any other local leaders.
- Contact details for the Diocesan Safeguarding Team – including phone, email and website details.
- Information about where to get help with child and adult safeguarding issues,
- domestic abuse and key helplines e.g. ChildLine [See separate 'Model Safeguarding in parishes-who's who']

- Provide access to a hard copy Parish Safeguarding Handbook (see separate Handbook)
- Provide access to a hard copy of the Diocese Safeguarding Manual

Respond:

- Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;
- Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser;
- Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser;
- To ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser;
- Comply with all data protection legislation especially in regard to storing information about the 'church workforce'. Including volunteers and any safeguarding records;
- Ensure that an "activity risk assessment" is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.

Review and Report Progress:

- The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding.

Other points to consider:

Are you working in an LEP?

- If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership and shared with the DSA; in the event of a specific safeguarding concern, ensure that all the LEP partners are notified.

Irrespective of this choice all abuse cases arising in Church of England settings must be notified to the Diocesan Safeguarding Team.

Hire out your church premises?

- Any hire agreement with any person/body wishing to hire church premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese [see separate model Hire Agreement].
- The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.

APPENDIX E:

RETENTION OF SAFEGUARDING RECORDS

What type of records to keep and how long to keep them

Please note that any records which may be relevant to the Inquiry should **NOT BE DESTROYED AND MUST BE RETAINED.**

Please note that some of the retention periods in this guidance note may differ from the guidance in previous record management toolkits to Parishes, Diocese and Cathedrals. They reflect the changing requirements in the light of non-current [historic] abuse cases and plans are progressing to update and align them. In addition the December 2015 House of Bishops have agreed to a review and update of retention advice in the House of Bishops Clergy Files Guidance 13 March 2013.

Description – Case work and allegations/concerns/risk assessments	Record Keeping	Retention
Records of child or adult protection incident or concerns within a Parish/Diocese/Cathedral etc. or family where the church either reports concerns or is involved in supporting and monitoring a child adults or families . This includes risk assessments and ‘ agreements’	It is essential that a record of any safeguarding allegations and concerns, and how these are handled-how the information was followed up; actions taken; decisions reached and eventual outcomes - should be kept.	70 years after last contact with the individual concerned.
Records that relate to safeguarding concerns/allegations about Church Officers (paid or unpaid [excluding clergy]- including details of how these are handled, followed up, actions taken, decisions reached and eventual outcome	It is essential that a record of any safeguarding allegations and concerns, and how these are handled-how the information was followed up; actions taken; decisions reached and eventual outcomes - should be kept.	75 years after employment ceases
Description - Children and Young Peoples activities	Record Keeping	Retention
Records of any children's activities, Sunday school/junior church/youth club/choirs and related safety risk assessment		50 years after the activity ceases
Description - Employment	Record Keeping	Retention
Clergy personnel records – where there are no safeguarding allegations and investigations	See Guidance from the House of Bishops dated 13 March 2015	Current guidance states 20 years from the date of the cleric's death. In the light of recent non-current abuse cases longer retention periods maybe advised
Clergy Personal records where there are safeguarding allegations and investigations regardless of the findings	See Guidance from the House of Bishops dated 13 March 2013	Current guidance states 50 years from the date of the

		cleric's death. In the light of recent non-current abuse cases longer retention periods maybe advised
Personnel records relating to lay workers who do not work with children and vulnerable adults		6 years after employment ceases
Personnel records relating to lay workers whose role involves contact with children and vulnerable adults including applications, references, disciplinary matters, job descriptions, training and termination documentation. It should include all documentation concerning allegations, investigations and risk assessments regardless of the findings		75 years after employment
Disclosure and Barring Services (DBS) disclosures obtained as part of a vetting and/or employment process	DBS certificate is not allowed to be retained for longer than 6 months, it is permissible to keep a record of the date of the check; the name of the person; the type of certificate requested and its reference number; the position for which the certificate was requested; and the actions taken. If such records are stored on a central register a cross reference must be held on the file of the individual concerned.	DBS certificate – 6 months after issued
Record of a Cleric's criminal record check history	See Guidance from the House of Bishops dated 13 March 2013	50 years from the date of the Church Officer's death
Evidence of clergy personal file being independently scrutinised under the Past Cases Review Protocol – including a note of any action resulting	See Guidance from the House of Bishops dated 13 March 2013	50 years from the date of the cleric's death
Record of Clergy Current Status Letters	See Guidance from the House of Bishops dated 13 March 2013	50 years from the date of the cleric's death
Description - Discipline	Record Keeping	Retention
Record of Clergy Discipline Measure complaint including copies of the complaint, report on preliminary scrutiny, respondent's answer, supporting evidence, letter recording bishop's decision	See Guidance from the House of Bishops dated 13 March 2013	Current guidance states 20 years from date of cleric's death. In the light of recent non-current abuse cases longer retention periods maybe advised

Storage & Disposal of records

Advice on secure storage and disposal of records is available in the current guidance notes for parishes, dioceses, Bishops and Cathedrals and so is not repeated here.

Glossary and Definitions

Records management and data protection involves some specific terminology with which it's important to be familiar. In particular:

- **Data Protection Act 1998** - this provides a framework to ensure that personal data is processed correctly. There are several specific terms associated with the Data Protection Act, which are defined in the factsheet "Data Protection".
- **Freedom of Information Act 2000 (FOI)** - Regulates public access to official information held by public bodies. It gives everyone the right to ask for information held by a public body and, unless exempt, to be told whether the information is held to be provided with the information. This law generally does not apply to the various bodies that comprise the Church of England.
- **Personal data** is, broadly, any information about a living individual which is capable of identifying that individual. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. It can apply to data held in manual or electronic form.
- **Records** - Recorded information held in any format, created or received by an organisation in the course of its business and retained as evidence of its activities. Formats can include, for example, paper, electronic files, photos, videos, DVDs, audio-guides and CDs. Throughout their use records can be described as passing through various stages in a lifecycle. Stages include creation, use, maintenance, storage, access and eventual destruction or archiving.
- **Retention Schedules** are a list of record series created and received across an organisation, with the requirements for how long they should be kept and what action to take at the end of this period. A designated retention period is decided by taking into account legal, administrative, business and historical considerations. It is best practice for the record series to be arranged under the functions and activities which your office undertakes. The retention schedule should be reviewed regularly to ensure that it still relevant and up to date.
- **Sensitive personal data** is personal data relating to an individual's racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health condition, sexual life, alleged or actual criminal activity and/or criminal record.

APPENDIX F:

GUIDANCE FOR YOUNG PEOPLE MOVING INTO LEADERSHIP

The goal of the Youth and Families Ministry at St John's Chapeltown is

**to glorify God through working with parents
to make mature church-based disciples
who will live and speak for Jesus throughout their life.**

We seek, through the power of the Holy Spirit and the teaching of God's word, to make mature church-based disciples who live and speak for Jesus throughout their life. One area that we can do this is through our young people moving into positions of leadership in a variety of areas within church life.

The Bible makes it clear that those who lead and teach shall be judged more strictly (James 3:1) and are to be above reproach (1 Tim 3:2).

This guidance is to be used as a help with the transition from young person to leader. This can be used for all aspects of leadership within the church but primarily has been designed for use within our Youth and Families Ministry.

If you have any questions or concerns about this document, then please get in touch with the Youth and Families Minister.

Young People moving into Leadership Checklist

Youth and Children's leader application form completed

This is available through the St John's Website, details on how to access this form can be requested from the Youth and Families Minister. This form needs to be completed first and references taken before moving onto the next stage, in line with our Safeguarding Children Policy (July 2018), in particular Appendix B, 'Youth and Children's Leader Agreement.'

DBS application

Where appropriate (at all times for any young person over the age of 16 who has regular contact with Children and Young People in a leadership role) a DBS application must be completed through CCPAS.

Safeguarding Policy

The young person will be given a copy of the up to date Safeguarding Children Policy. They will be asked to read the policy and offered an opportunity to ask

questions relating to the policy to the Youth and Families Minister.

Lessons from Scripture

- *All Scripture is God-breathed and useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work.* [2 Tim 3:16-17].
- God's word is sufficient for all we need and is, as Paul informs Timothy, useful for teaching and correcting. There are many Scriptural passages that help us to think about the role of leaders within the body of Christ. Here are some that you could use: Titus 1:7-14; 1 Timothy 3:2, 4:8, 4:12, 6:11-16; 2 Timothy 2:15.
- The lessons from scripture will also include conversation about our personal use of social media, such as Facebook, WhatsApp, Instagram, Snapchat etc. in line with our Safeguarding Children Policy. This will also include conversation about text messaging and physical contact with youth, again in line with our Safeguarding Children Policy.

Three questions

1. *Do you have any romantic involvement with any of the St John's youth?*

We recognise that young people build strong relationships while in Youth Group and we recognise and encourage, healthy, godly relationships. However, the need to be open and honest about these relationships is of paramount importance when a young person moves into a position of leadership, especially if that position includes caring for our Children and Young People.

2. *Are you romantically attracted to any of the St John's youth?*

If a young person does not have any romantic involvement with any of the St John's youth, it is just as important to be open and honest about our feelings and attractions. This information will not be shared unnecessarily but will facilitate a culture of openness and allow the correct precautions to be put into place.

3. *Do you have a close friendship with any of the St John's youth?*

It is a healthy and normal part of life for you to have friends. This means that you may find yourself becoming a leader whilst still having some group members who are close friends. When that situation arises, you will need to be aware that when you become a leader, it will affect that friendship and how you should conduct yourself. In particular, especially during meetings of the group, but also at other times, it will be important

- to observe appropriate boundaries between leaders and young people, as explained below

- to refrain from any favouritism or special treatment of those who are your friends
- to be accountable to other leaders and invite them to observe and correct you if they notice any behaviour towards your friends or other group members that is inappropriate or might appear to be unwise or unfair.

(In practice we will not ask you to lead a group of children or young people until you are at least three years older than the oldest members of that group, so these situations should only arise extremely rarely.)

Boundaries between Leaders and young people

It is important that we recognise the need for appropriate boundaries to be in place between our leaders and our young people. This discussion can include conversations about physical and emotional intimacy, dealing with discipline, setting godly examples in behaviour and loyalty to other leaders.

Prayer

Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God. [Philippians 4:6]

Moving into a position of leadership can be a nerve wracking thing and can highlight anxieties. Spend some time in prayer. Here are some things you could pray for.

Give thanks and praise to God for the gifts and skills that He has given to this young person. Thank God for their willingness to serve us as a church family and present them and their requests to God. Ask for God to use, teach and grow this young person as they serve us as a church and as they are served by others. Praise God for the Body of Christ.