



ST. MARK'S CHURCH
Wimbledon

Policy document regarding

SAFEGUARDING CHILDREN & VULNERABLE ADULTS

Part 1

Guidance for **VOLUNTEERS** who work with children and
young people and adults

St. Mark's Church
St. Mark's Place, Wimbledon SW19 7ND



ST. MARK'S CHURCH
Wimbledon

- A.** St. Mark's Church is one of four churches located in the area known as the **Parish of Wimbledon**. All these four Churches (St. Mary's, St. Mark's, St. Matthew's and St. John's) follow Safeguarding Guidelines issued by the Diocese of Southwark. Child Protection Guidelines have been amended to include adults and are now referred to as 'SAFEGUARDING CHILDREN AND VULNERABLE ADULTS'. The Diocese of Southwark established these new 'Safeguarding' policies and procedures in November 2008. Detailed information about these 'Safeguarding' policies and procedures' is contained in the manual entitled 'A Safe Church' a copy of which is held by every church in the Diocese of Southwark and can be viewed at the Diocesan website, www.southwark.anglican.org. These policies and procedures apply to all clergy, licensed ministers, all staff employed by the diocese, and all paid or unpaid workers in parishes and this includes volunteers. This also includes regular and occasional users of the church.
- B.** **Part I** of this document for St Mark's Church is a much abbreviated version of the complete manual. **It is intended to guide people generally on the broad principles of ensuring the children and adults who worship, assist, partake in group activities or volunteer at St Mark's church can do so in a safe environment. Leaders of Teams/Groups and their assistants should familiarise themselves with this policy as it pertains to their particular setting.**
- C.** The document referred to as **Part II** refers to users of Church premises on a **REGULAR OR OCCASIONAL BASIS**.
- D.** Each church within the Parish has its own Safeguarding Officer. The representative for St Mark's is Kathy Pring. Any concerns or queries regarding concerns relating to children, vulnerable adults or those who may be affected by domestic abuse should be raised with Kathy Pring, or with the Vicar, The Reverend Clive Gardner.
- E.** The safety, protection and welfare of children and young people are of paramount importance to St. Mark's Church all the time, but especially when they are on church premises.
- F.** All adult volunteers working with children and young people on a regular basis are required to undergo a check by the Disclosure and Barring Service in accordance with the Diocesan policy. The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). These volunteers include adult servers, teachers and helpers with the Sunday Club, adults assisting with SPARKS, and any other youth groups.

1. **OBJECTS OF GUIDELINES**

- 1.1 The main object is to put guidelines in force:
- to protect children and to prevent any sort of child abuse.
 - to protect vulnerable adults (who by the definition of the C of E is any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation).
 - to protect leaders; while the main aim is to protect children they do also, of course, serve to protect adults involved, as even false allegations are damaging.
 - to protect the Church; instances of abuse and allegations that Church members may be perpetrators adversely affect the Church's standing and its reputation in the community.
- 1.2 It is appreciated that these guidelines will not always be practical to follow in every detail and to that extent must be regarded as best practice.

2. **DEFINITIONS OF CHILD ABUSE**

- 2.1 An abused child is a boy or girl under the age of 18 years who has suffered from or is believed to be at significant risk of harm from physical injury, neglect, emotional abuse or sexual abuse, which the person who has the custody, charge or care of that child either caused or knowingly failed to prevent.

3. **CATEGORIES OF CHILD ABUSE**

3.1 **Emotional abuse** is persistently or severely ill-treating a child emotionally or rejecting him/her and thus causing possible adverse effect on the child's emotional and behavioural development. It can include threatening, verbal attacks, taunting, shouting or rejecting behaviour.

3.2 **Physical abuse** examples include hitting, shaking, (particularly in the case of babies), squeezing, burns/scalds, giving poisonous substances, inappropriate drugs or alcohol.

3.3 **Neglect** essentially a parental responsibility, but if it was noticed in the context of a Church group it would need to be acted upon. Leaders, however, must be alert to the need to protect a child from exposure of any kind of danger.

3.4 **Sexual abuse** is not just about intercourse or other sexual acts, but also the involvement of a child in any sexually inappropriate activity.

3.5 **Generally** as well as the direct forms of abuse described above, the involvement of children or young people indirectly in any potentially harmful experience must also be avoided. Examples of these might be watching sexual and/or violent videos, exposure to swearing and strong language or witnessing physical or verbal violence between adults.

4. RECOMMENDATIONS

- 4.1 All groups should have two adults present and no adult should be on his/her own with a child or a group of children. In the case of the Sunday Club, any leader of a Group that realises they will be on their own should speak to the Warden on Duty who will arrange for an adult member of the congregation to assist.
- 4.2 No person under the age of 18 should be left in charge of children at any time. No children or young people should be left unattended at any time.
- 4.3 First aid boxes, together with Accident books, are located in both the kitchens of the hall and the church. Any incident or accident must be recorded. If there are issues regarding the condition of equipment or the premises, this should be drawn to the attention of the St. Mark's Wardens, Mr David Ainsworth or Miss Sheila Dunman.
- 4.4 There is safety in numbers and therefore 1:1 situations should be avoided. Regular meetings on a 1:1 basis should not take place. If only one child or young person turns up, the meeting should be cancelled. Where 1: 1 situations are necessary, they should be held at the child or young person's home, by arrangement with the parents, but not on Church premises, or in the Leader's home.
- 4.5 Leaders of all groups must be very careful to avoid all forms of abuse. It must be appreciated that, in the context of physical abuse, even if a leader or carer would smack his or her own children, any form of physical discipline/punishment is unacceptable.

5. GENERAL GUIDELINES FOR RUNNING GROUPS

- 5.1 Each group, no matter how small, should have at least two leaders. Small groups with single leaders may meet in a large room or in adjoining rooms with an open door between. If a child or young person is interviewed alone there should be another adult nearby. There should be at least one male leader if possible, when boys are present and always at least one female leader when girls are present.
- 5.2 A register of children or young people attending the activity must be kept. This should include the child's name, address and the name and telephone number of the parent or guardian.
- 5.3 If children are to be taken off Church premises in the course of an activity, their parent or guardian MUST give their consent.
- 5.4 Parents are to be informed if a child is to be transported in a car or other vehicle. Those transporting children in a car should make sure that their insurance covers transportation of children on this basis and parents should be aware of this.
- 5.5 See Section 4.25 of '*A Safe Church*' document for guidance on the use of minibuses and coaches carrying children.
- 5.6 When children go on such outings, a list of names and addresses, telephone numbers of all the children and young people on the outing, together with the names of their parent or guardian and daytime contact number should be made. The group leader should have a copy of this list. Another copy should be left with a known contact person in the Parish who is available at a telephone number in case of emergencies.

6. **GUIDELINES FOR CLERGY, READERS AND SOUTHWARK PASTORAL AUXILIARIES (SPAS)**

- 6.1 Clergy, Readers and SPAS will be bound by the same principles and main guidelines as everyone else. If a child or young person is interviewed alone there should be another adult nearby. There should be at least one male leader if possible, when boys are present and always at least one female leader when girls are present.

7. **CHOIRS**

- 7.1 The Director of Music is responsible for the general supervision of the choir.
- 7.2 The Director of Music is responsible for ensuring that he/she or any other leader or helper in the choir is not alone with a child member of the choir on or off Church premises. A second adult should be present. This would apply also when individual tuition is being given to the child.

8. **SERVERS**

- 8.1 The same procedure applies to servers as to choir members. No adult in charge should be alone with a young person receiving tuition, either on or off Church premises.

9. **SUNDAY CLUB**

- 9.1 There should always be at least two adults per group for Eagles and Lions. For the Dove group, additional assistants will be required, according to the numbers and ages of the children.
- 9.2 If there is no second adult available, the leader of the group, before the group leaves the Chapter Room, must contact the Warden on duty to obtain additional help.
- 9.3 If at any time a child becomes distressed, the parent/guardian should be contacted.

10. **YOUTH GROUPS**

- 10.1 A group meeting on its own should have two adults on the premises, from a purely safety factor, apart from any child protection considerations. If there is an accident and the leader of the group has to leave the premises, there must be another responsible adult left in charge.

11. **MENTORING SESSIONS**

- 11.1 If any mentoring sessions take place between the Youth Worker and a member of the Youth Group, another adult must be on the premises or the sessions should take place in a public place such as a coffee shop or park.

12. **CONFIRMATION CLASSES/CLASSES FOR ADMISSION OF CHILDREN TO HOLY COMMUNION**

- 12.1 In addition to the person in charge of the class, a second adult should 'sit-in'. Male or female clergy put themselves at risk if they hold classes for children in their own homes without another adult of the opposite sex present.

13. **WHAT TO DO IF ABUSE IS SUSPECTED OR CONFIDED**

- 13.1 Anyone who is working with children or young people in church activities and who has reasonable grounds for suspecting that a child is being mentally, physically or sexually abused, must consult with the vicar and/or the Safeguarding Officer as soon as possible.
- 13.2 The Vicar and/or Safeguarding Officer will decide what course of action to take, depending upon the seriousness of the report.
- 13.3 The next step will depend on the nature of the case and may involve the Diocese Safeguarding Advisor. (See Contact List for useful telephone numbers). See also *A Safe Church*' document and the flow chart in Section 6.5-6.9.
- 13.4 The person making the initial report should be able to give as much information as possible. But they should not interview the child concerned since this could damage future criminal investigation. In the case of grave concern there should be NO delay in taking action.
- 13.5 Where there is suspicion of a child having been abused and this is reported to the Vicar and/or Safeguarding Officer (even if the parents or guardians are reluctant to take the matter further) ACTION MUST BE TAKEN.
- 13.6 They will take advice about contacting the Social Services or the Police. Action must always be taken when a matter of child abuse is brought to the attention of a church officer.

14. **ALLEGATION AGAINST A CHURCH EMPLOYEE, CHURCH OFFICER OR CHURCH VOLUNTEER**

- 14.1 If a person tells a member of the clergy, staff member or another volunteer that they know or suspect that a volunteer or other Church employee is guilty of abuse, then it is imperative for this to be taken seriously.
- 14.2 See Section 6.11-6.15 of '*A Safe Church*' document headed '*Allegations against the Clergy and Church Officers*' that sets out how one must proceed if such an allegation is made against the clergy or officer of the church.

15. **INSURANCE**

- 15.1 See Section 4.49-4.53 of '*A Safe Church*' document.

16. **USE AND RECRUITMENT OF VOLUNTEERS INCLUDING THE COMPLETION OF CONFIDENTIAL DECLARATION FORMS**

- 16.1 All volunteers must have a clearance from the Disclosure and Barring Service before assisting **on a regular basis** in various church activities involving children. Anyone volunteering for regular work with children or young people within the

Church has to complete a Confidential Declaration form, supply an up-to-date photograph of them and give the names of two referees. Anyone wishing to see the forms in advance can refer to Section 10.25 of the 'A Safe Church' document. The Declaration form has to be returned to the Church's Safeguarding Officer to be checked and for the references to be obtained.

- 16.2 Regular involvement includes anyone who is on a rota and assists with groups of children or young people: it would not include someone who was asked to assist on a 'one-off' basis.
- 16.3 All Declaration Forms and other confidential records should be maintained under strict confidential cover at St Mark's church.

17. **DISCLOSURE AND BARRING SERVICE CHECKS**

- 17.1 There are now new regulations that apply to all employees and volunteers who have regular access to children and young people. This is to ensure the safety of children and to protect adults working with children as far as is possible. In accordance with these regulations, all employees and volunteers must be checked by the Disclosure and Barring Service. This includes all paid employees including Clergy (and non-stipendiary Clergy too), Readers and SPAS, and all other volunteers such as Sunday School teachers and helpers, those working in Crèches, youth group leaders, Head servers and other servers as appropriate and the Director of Music and organists.
- 17.2 The Safeguarding Officer for St Mark's Church has the responsibility for ensuring that such checks are carried out. This means that once a new volunteer has completed a Confidential Declaration Form and satisfactory references have been received they should be issued with a Disclosure and Barring Service form to complete. **EACH FORM HAS A UNIQUE NUMBER AND MUST NOT BE PHOTOCOPIED.** There is a Guidance Booklet which is sent to help the volunteer complete the form.
- 17.3 Section "W" of the Disclosure Application form has to be completed by the St Mark's Safeguarding Officer with the volunteer so that all original documentation can be seen and can be noted on the form. Once the form is completed, it is sent by registered post to the Diocese of Southwark Disclosure Administrator who forwards this to the Disclosure and Barring Service.
- 17.4 Disclosure and Barring Service checks must be renewed every five years and the church's Safeguarding Officer will set up a system to ensure that this happens.

The following three pages contain the Diocesan guidelines and procedures on

Activities with children and young people

Activities with children and young people

P

- These recommendations apply to all churches' activities with children or young people – for instance, Sunday School, crèches, holiday clubs, youth clubs
- They apply as much to Sunday morning 'in house' activities as to activities which you run in and for the local community
- They are designed to protect the children in your care, as well as your leaders.

Leadership

- Always have at least two leaders, no matter how small the group. Small groups with single leaders may meet in adjoining rooms with an open door between. If a child or young person is being interviewed alone, have another adult nearby
- Try to ensure the leaders' genders reflect the group, i.e. endeavour to have at least one male leader if there are boys present, and at least one female leader if there are girls present
- At least two leaders (preferably unrelated) need to be present from before the first child arrives until after the last child leaves
- No person under the age of 18 years should be left in charge of a group of children of any age
- Young people aged 16 and 17 years may help with groups but should be supervised by an adult leader, who is responsible for ensuring that good practice and the safeguarding children procedures are followed
- Recruit all regular leaders of activities with children according to the 'Selecting, recruiting and supporting staff' procedures - including taking up references and obtaining a Criminal Records Bureau enhanced disclosure
- Parents or carers who are not regular leaders in the church can assist with occasional activities such as holiday workshops, but should always work in the company of two nominated and known leaders, and be responsible to an appointed leader
- Ensure all leaders are aware of the health and safety issues relating to the activity, including procedures for fire and first aid
- Give regular leaders a copy of the relevant sections of the safeguarding children policy and procedures, and offer them support and training in their role.

See section 5

Staffing levels

These are the minimum required staffing levels for children's groups. More staff may be required if children are being taken out or undertaking physical activities.

For every age group, always a minimum of two leaders.

0-2 years	1 person for every 3 children
2-3 years	1 person for every 4 children
3-8 years	1 person for every 8 children
Over 8 years	1 person for the first 8 children and then 1 extra person for every extra 12 children.

Administration for activities

- The Safeguarding Officer should make and update annually a list of all paid staff and voluntary workers in the church who have regular, direct contact with children, and ensure that full recruitment procedures have been followed for each of them
- Leaders should register every child or young person attending each specific activity with a form which includes their name, date of birth, address, contact details, and any other relevant information.

Section 4: Procedure: keeping safe

See section 10
(Registration Form)

See also section 4
(Health and safety
& Record keeping)

number for their parent and carer and consent to the activity. Store the forms together in a confidential place, and always have them available for leaders of the activity throughout each session

- Leaders should keep an attendance register for each activity of every child and leader in attendance at each session
- There should always be a phone throughout each activity for emergencies; this may be a mobile phone
- All confidential records about leaders, and confidential records relating to allegations of abuse against members of the congregation, and specific concerns about children or young people, should be stored in a locked filing cabinet, with access limited to the Safeguarding Officer and the Incumbent
- Record all accidents in the Accident Book, which should always be accessible on the premises.

Running of activities

- Ensure children and young people are in sight of an adult leader at all times
- Check areas of the building out of sight, e.g. toilets, regularly during sessions
- Accompany young children to the toilet. Children and young people should have access to toilets without having to be in contact with other users of the premises
- As a general principle, parents or carers of children under 11 are responsible for taking and collecting their children to an activity for which they have registered
- Parents or carers must be clearly informed of the place and time of meeting; and, if the meeting is off-site, when children will return
- For children over 11, it is the parents' or carers' responsibility to make arrangements with their child for collection or travelling home independently
- If a leader has concerns about the collection arrangements for a child over 11, they should address these directly with the parents or carers
- In the event of a child not collected as arranged, the parent or carer should be contacted by phone and asked to collect the child. If contact with the parent is not possible, two leaders should wait with the child until contact with parent or carer has been established. Only in exceptional circumstances should the child be escorted home. If a child appears to have been abandoned, statutory services must be contacted
- Be clear about what behaviour is acceptable – and what is not – from children and young people.

See section 4
(Acceptable
Behaviour)

Programme of activities

- Ensure the activities are appropriate and safe for the age range
- Enable children to be consulted in the programme planning if possible
- Consider setting ground rules agreed by the group for participating in activities
- Films shown in a group activity must not be rated higher than the age of the youngest child in the group (e.g. 12 or 12A only to children of 12 or over).

Taking children off the premises

- If children are to be taken off church premises for any reason, obtain written permission from parents or guardians. This permission may be granted for a given period of time, e.g. a term
- A named person at 'home base' for each activity should hold the registration details for all children, young people and leaders who are away from church premises, and be available by phone throughout the period of absence in case of emergencies. This person should have the itinerary and be aware of the plans,

Section 4: Procedures: keeping

return

- Leaders of the group should carry with them the registration and consent forms for all children in the group
- Leaders should each carry mobile phones, and have readily accessible on their phone the contact details of other leaders of the group, and the named person at 'home base'
- A first aid kit should be carried
- Parents should be informed if their children are to be transported by car or in another vehicle. Persons transporting children by car should be given a copy of section 4, Transport – minibuses, coaches and cars, and ensure they are complying with the requirements
- If youth leaders arrange to meet young people in coffee shops etc., a record should be kept of when the event occurred and in what circumstances
- For residential trips, see section 4, Holidays and residential trips.

See section 4
(Transport)

Publicity of activities

- Keep parents, children and young people fully informed in writing of the programme of activities, including the venue, times and contact details for leaders, and make them aware of the ground rules for belonging
- Advertise the parish Safeguarding Children Policy and Procedures in summary on the church premises, and have it available for parents or carers on request
- Publicise the name and contact details of the Parish Safeguarding Officer (this can be through a central contact point), with a clear process for how concerns should be raised.

Unaccompanied children

Children may begin attending church services or church activities without their parents' or carers' knowledge. The following procedure is recommended:

- Welcome the child(ren) and try to establish whether their parents are aware of where they are
- Try to discover when they are due home and encourage them to keep to that arrangement
- Depending on the age and competence of the child, ring the parents or ask the young person to ring to gain the parents' consent to the child remaining
- Complete a registration form as far as possible
- Make sure an adult recruited for work with children takes care of the child – this is particular important during public worship where unknown adults may attend and attempt to befriend the child
- Give the child written information about the church service or activity to take home, including contact details
- If the child comes regularly, endeavour to establish contact with the parents or carers
- Never take the child on outings or transport them without their parents' or carers' permission.

See section 10

See section 5
(Recruitment)

Use of home venues

Generally speaking, it is advisable for activities for children and young people to take place on church premises. In the event of leaders using their own homes for church activities, any activity which includes children under 18 years when their parents are not present is subject to the parish's Safeguarding Children Policy and Procedures.

- Rooms should be checked for physical hazards, and be hygienic
- Bedrooms should not be used in any circumstances
- Two adults (preferably unrelated) should be present from before the first child



ST. MARK'S CHURCH
Wimbledon

Names and telephone numbers of key officers at St. Mark's Church

Vicar:

The Revd. Clive Gardner 020 8944 0184

Safeguarding Officer:

Ms. Kathy Pring 020 8946 5381

Or 0776 969 5267

Wardens:

Mr David Ainsworth 020 8540 1884
Miss Sheila Dunman 020 8946 6847

Diocesan Officers:

Ms Jill Sandham 0207 939 9423
Mobile: 07982 279713 (out of hours)



ST. MARK'S CHURCH
Wimbledon

ST.MARK'S CHURCH, WIMBLEDON FORM 1

- FORM FOR **REGULAR HIRE** OF CHURCH PREMISES
- SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

St. Mark's Church has a Policy and Procedure for Safeguarding Children and Adults who may be vulnerable, which can be viewed on the Church website, www.stmarkswimbledon.org.uk. Your booking agreement is conditional upon you complying with the requirements of this procedure.

You are required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this. In particular this means that:

- You will provide the church with a copy of your organisation's Safeguarding Children/Safeguarding Adults who may be vulnerable policy, and review and update it annually
- You will recruit all current paid and voluntary workers who have regular and direct contact with children and adults who may be vulnerable, by obtaining from them and storing confidentially and indefinitely, a signed Confidential Declaration, and obtaining satisfactory enhanced disclosures from the Disclosure and Barring Service.
- You will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/adults who may be vulnerable, and update it annually
- You will always have at least two leaders in any group of children and young people, no matter how small the group
- No person under the age of 18 years will be left in charge of children of any age
- No child or group of children or young people should be left unattended at any time
- A register of children or adults who may be vulnerable attending the activity will be kept. This will include details of their name, address, date of birth and next of kin
- You will immediately (within 24 hours) inform the Parish Safeguarding Officer of a) any allegations of abuse or causes of concern relating to members or leaders of your church, and b) any known offenders seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for St. Mark's Church is:

Mrs. Kathy Pring, Tel. No: 020 8946 5381 or 0776 969 5267

Declaration:

I have read and agree to abide by the Safeguarding Children and Adults who may be vulnerable Policy and Procedures of St. Mark's Church and I will show evidence of this to the Safeguarding Officer if required.

I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed:

Designation:

Organisation:

Date:



ST. MARK'S CHURCH
Wimbledon

ONE-OFF BOOKINGS OF CHURCH HALL/CHURCH PREMISES
Safeguarding Children and Vulnerable Adults

Under the Children Act 1989 we are obliged to draw your attention to the following:

If there are children on the premises during your booking time, please read the following carefully and ensure that you comply with the requirements.

- You are responsible for the children in your care and are required to ensure that all children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and that you carry full liability insurance for this. You must ensure that children must not wander out of the Hall/Church.
- You are primarily liable for any accident or injury which arises from their activities whilst using the premises and must report all accidents in the Accident Book before you vacate the premises.
- You must not leave children alone without adult supervision at any time.
- There must be at least two adults with the children, no matter how small the group.
- No person under the age of 18 should be left in charge of any children of any age.
- Please make sure that hot drinks or any object which might cause injury to children are kept out of reach.
- Children must not be allowed to climb on furniture or on the window sills.
- Please keep children out of the kitchen.
- If using any play or electrical equipment there must be adult supervision at all times and the equipment must be well maintained and suitable for use in the hall.

Insurance, Health & Safety Information

- You are advised to check your Household Insurance Policy to ensure that it includes liability cover for the children's party and any activities at your function. In the case of Bouncy Castles, as well as checking with your house insurer, the hirer may offer cover.
 - A First Aid box is located in the kitchen of the church and the hall. Any accident that happens on the premises should be reported in the Accident Book with the First Aid box.
- If you have any concerns regarding the abuse of children or vulnerable adults contact the **Safeguarding Officer: Mrs Kathy Pring** – Tel: 0208 946 5381 or 0776 969 5267.

Declaration

I have read and agree to abide by the above guidelines which form part of the *Safeguarding Children and Vulnerable Adults Policy and Procedures of St. Mark's Church.*

I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed:
Date:

Designation: