

'Safeguarding: guidance for volunteers working with children and vulnerable adults '

January 2018
Version 14



Contents

1 Introduction to safeguarding at Christ Church Clifton

2 Children

2.1 Guidelines to leading church programmes

2.1.1 Registration / Medical consent form

2.1.2 Registration

2.1.3 Logbook

2.1.4 Responsibility

2.1.5 Collection of children after meetings, activities & events

2.1.6 Unaccompanied children

2.1.7 Adult : Child ratios

2.1.8 Activities in private homes

2.1.9 Health & Safety - Accident & First Aid, Illness, Evacuation of premises

2.1.10 Toileting

2.1.11 Transport

2.1.12 Touching

2.1.13 Appropriate behaviour and discipline

2.2 Guidelines for Activities and Residential events

2.2.1 Activities

2.2.2 Residential events

2.2.3 Overseas mission trips

2.3 Guidelines for other activities run by Christ Church

2.3.1 Babysitting

2.3.2 Mums groups and Daytime Alpha courses

2.3.3 Christ Church Toddlers

2.3.4 Schools visits and schools work

2.3.5 1:1 meetings

2.3.6 Peer led groups

3 Adults

3.1 Guidelines to leading church programmes

3.1.1 Registration / Medical consent form

3.1.2 Registration

3.1.3 Logbook

3.1.4 Responsibility

3.1.5 Activities in private homes

3.1.6 Home visiting

3.1.7 Health & Safety - Accident & First Aid, Illness, Evacuation of premises

3.1.8 Personal Care

3.1.9 Transport

3.1.10 Touching

3.1.11 Appropriate behaviour

3.2 Guidelines for Activities and Residential events

- 3.2.1 Activities
- 3.2.2 Residential events
- 3.2.3 Overseas mission trips

4 The Coffee shop

- 4.1 Health & Safety - Accident & First Aid, Illness, Evacuation of premises
- 4.2 Touching
- 4.3 Appropriate behaviour
- 4.4 Unaccompanied children or vulnerable adults

5. General

- 5.1 Social networking
- 5.2 Messaging (via social media eg WhatsApp iMessage, text, email, phone calls)
- 5.3 Photographs and videos on church website & social media

APPENDIX

- a. Log book (online form)
- b. Registration forms (adults & children – visitor & regular attender)
- c. Risk assessment form
- d. Residential & activity consent form
- e. Register
- f. Useful telephone numbers & other information

1. Safeguarding at Christ Church Clifton

Introduction

Thank you for volunteering to serve here at Christ Church Clifton with the work among children, young people or adults. As we hope you will discover, working with these groups can be extremely rewarding.

As you may already be aware, any ministry among people includes keeping them safe and sound. All those involved in working with children, young people and adults at Christ Church are responsible for ensuring the safety and protection of those under their care. With this in mind, we have produced this 'Safeguarding guidance for volunteers', for all those volunteering or employed to work with vulnerable people in the church. Please read through the guidance and if you have any questions please do discuss them with your ministry leader. It is your responsibility to read, understand and abide by the guidance in this document and the Safeguarding policy and attend regular training, at least every 3 years.

Thank you for your time, and we look forward to working with you.

Safeguarding Policy

This 'Safeguarding guidance for volunteers' builds on the Christ Church Clifton Safeguarding policy. The policy is available from the church office and the church website.

The statement below summarises the key points of the policy.

Our first concern is that everyone is safe while in our care. Therefore we:

- Appoint Parish Safeguarding Officers.
- Plan the work of the church among children, young people and vulnerable adults so as to minimise situations where abuse may occur.
- Carry out tight appointment procedures for anyone applying to work among children, young people and vulnerable adults.
- Are committed to supporting and providing appropriate training for all paid leaders and volunteer leaders in relation to safeguarding.
- Are committed to supporting families.
- Are committed to nurturing, protecting and safeguarding children, young people and vulnerable adults in our care.
- Recognise that safeguarding is everyone's responsibility.
- Follow appropriate measures should any concerns regarding abuse be raised.
- Seek to support all in the church affected by abuse.
- Review this policy annually.

If you have any safeguarding concerns regarding a child, young person or vulnerable adult then speak to one of the following people, who have been approved as Parish Safeguarding Officers for this church.

Children and young people:

Graham Stuart Vacancy

Adults:

Sara Wadsworth

Richard Bebb

The Safeguarding Group

Name	Role	Reason for involvement
Graham Stuart	Parish Safeguarding Officer (Children) (PSO)	Lay representative from CC Independent from management and children's work
Vacancy	Parish Safeguarding Officer (Children) (PSO)	Lay representative from CC Independent from management and children's work
Chris Whitwell	Emerging Generations Pastor (EGP)	Staff representative and practical implementation of the CC Safeguarding policy.
Ruthy Lillington	Children's Pastor (CP)	Staff representative and practical implementation of the CC Safeguarding policy.
Mark Parsons	Operations Manager (OM)	Oversight of the practical implementation of the Safeguarding Policy on behalf of the PCC.
Nelly Davis	Seniors Pastor	Staff representative and practical implementation of the CC Safeguarding policy.
Sara Wadsworth	Parish Safeguarding Officer (Adults) (PSO)	Lay representative from CC Independent from management and vulnerable adults work
Richard Bebb	Parish Safeguarding Officer (Adults) (PSO)	Lay representative from CC Independent from management and vulnerable adults work
Roberto & Susanne Elvira	Senior Lay Pastors	Staff representative and practical implementation of the CC Safeguarding policy.
Elliot & Sophie Mocharrافية	Youth Pastors	Staff representative and practical

		implementation of the CC Safeguarding policy.
--	--	---

Ultimate oversight and responsibility of the Safeguarding Policy rests with the Vicar and PCC.

2. CHILDREN

Vision for Children’s and Youth Ministry at Christ Church

The Children's and Youth Ministry at Christ Church Clifton exists to fulfil the church vision of 'Connect, Grow, Influence'.

This is done by:

- Supporting and encouraging parents who are primarily responsible for the teaching of Biblical truths to their children.
- Making the whole counsel of God known to children, with particular emphasis on the Gospel of Jesus Christ.
- Equipping the children and young people to live for Jesus Christ.
- Relying on God for the children and young people's spiritual life and growth, by praying for them.
- Living faithfully before the children, modelling for them how Christians are called to relate to God, each other and the world around.

2.1 Guidelines to Leading Church Programmes

2.1.1. Registration / Medical Consent form

A parent/guardian of a child (under 18 years of age) will be asked to complete an initial registration form for that child. This form will ask for permission to look after their child during each main session (Sunday mornings and Friday evenings), and to provide all relevant consent (medical, road crossing, photographs etc) for the running of the yearly programmes. The form will also contain *Information for Parents/Guardians*, which will inform parents/guardians of the times of the programmes and the leaders' and parents'/guardians' responsibilities.

Where a child is visiting the church for the first time in the company of their parents they may attend a group without need for a completed child registration form. If they return to the church and subsequent groups a child registration form will be required.

2.1.2 Registration

All children and adults present in each group must be registered, stating who was at each group, and the leaders present during the group session This register should be made up at each meeting, including time of arrival and departure of any child or young person who does not stay for the whole session and any other people in the rooms used by the children at the time. Completed registers will be filed and kept securely, in compliance with data protection legislation.

2.1.3 Logbook

Group leaders will keep a logbook of each activity. Any unusual events during the session should be recorded and, where appropriate, what action was taken. Such unusual events might include:

- A young person making too many throw-away sexual comments about church workers and other people
- Too much physical contact by a young person
- Fights that occurred during the activity

Allegations may be made later on and records of previous behaviour by the child or young person will enable an allegation to be seen in context. Logbooks can protect both children and youth leaders. Logbooks will be kept online on the church database. This information will be kept securely, in compliance with data protection legislation.

2.1.4 Responsibility

Leaders are responsible for the children and young people once they have been registered or dropped off for a particular group.

Parents/guardians are responsible for their children at church once they have been collected from their groups or returned to them by leaders on Sunday morning children and youth groups at the set times. They are informed of the times on the *Information for Parents/Guardians* sheet given out with the Child Registration Record form. For all children's and youth groups it is the parent's/guardian's responsibility to drop their child off or know how their child is getting to the group and to collect their child at the correct time or know how they are getting home from the group. The leaders are not responsible for the safe return of young people after the group has finished.

If a child arrives late for a group meeting then it is the parent's/guardian's responsibility to make sure the child gets to their group. The church cannot be responsible if a parent leaves a child at the church but that child's group has already left to go to another site.

2.1.5 Collection of children after meetings, groups or events

- For each children's group, there will be a system for ensuring that children are only allowed to leave once an appropriate adult has arrived to take responsibility for them.
- Written consent can be given by parents/guardians for children in Explorers, Trailblazers and Pathfinders to arrive at, and leave the group on their own (without an adult). Leaders will have responsibility for the children/young people during the group session, but they will accept no responsibility for the children outside of the stated group times.
- With regard to groups for children of secondary school years 10 and above (e.g. Meeting Point), the young people will be allowed to make their own way home. However there will be a system for

registering that these children have arrived at the group and the time that they leave.

- Arrangements for collection of children, or allowing them to leave after meetings, will be notified to parents as part of the initial registration procedure.

2.1.6 Unaccompanied children

Sometimes children and young people may attend worship or specific groups, apparently without the knowledge of their parents. No hard and fast guidelines can be given, and the age of the child/young person should be taken into consideration. The following points may assist:

- Establish whether the child/young person attends with his/her parents'/guardians' knowledge, or at least without his/her parents'/guardians' objections.
- Establish their contact details (name, address and telephone number). Include these on the register/ signing in book.
- Provide information about the group to the child to take to his/her parent/guardian and a registration card. Inform the child or young person that they can enter but if they wish to return they can only do so if they bring their completed registration card.
- If someone turns up for a second time without their registration card we would phone the parent/guardian to gain verbal consent and explain to the parent/guardian that we need the form for the next time.
- If there are very exceptional circumstances where a child is vulnerable and doesn't want to seek parental consent, they can keep coming only after the situation has been checked with one of the church PSOs.
- Bear in mind that the child may have some school, home or personal difficulties, which he/she may not be willing to disclose, and which need sensitive handling.

Remember that, for an unaccompanied child/young person, church may be a rare 'safe place.'

2.1.7 Adult: Child Ratios

Specific ratios are recommended for the number of children to adults, and it is necessary to be aware and plan these levels. *Wherever possible there should always be two adults with any group of children, however small the group.*

In line with Ofsted we recommend:

<i>Age of Children</i>	<i>Maximum group size with TWO ADULTS</i>	<i>ADDITIONAL Adults required</i>
Aged 0-2 years	4	For additional children up to a maximum of 2 – one additional adult
Aged 2-3 years	8	For additional children up to a maximum of 4 – one additional adult
Aged 3-8 years	16	For additional children up to a maximum of 8 – one additional adult
Over the age of 8 years	20	For additional children up to a maximum of 12 – one additional adult

In a crèche the specific ages of children and any special needs or circumstances should be assessed at the beginning of each session. Necessary action should be taken if it is felt that the adults present would be unable to deal with the children if an emergency arises. *It is important to note that you can only carry two babies at a time should you need to leave the premises in the event of an emergency.*

A married couple, or a couple in a close personal relationship, should not be the only leaders of a group. However, as long as there are other adult leaders present, a married couple can count as two individuals for the purpose of the adult/child ratios above.

No children or young people under the age of 18yrs will be left in overall charge of other children and young people. A volunteer leader under the age of 18 does not count as an adult in the required child/adult ratios.

For events in private houses (e.g. Mum's groups with a crèche), the adult/child ratios will be observed whenever possible, on the basis that there are sufficient adults in the house even if not specifically in the room with the children. There will always be at least two adults responsible for the children.

Adults may be at children and youth groups as *leaders* or *visitors*. It should be made obvious to all children, parents and other leaders who is an approved adult leader for each activity and who is a visitor. For this reason, leaders must wear badges. It is the responsibility of the overall group leader to ensure that only people who have current approval and who are wearing a badge act as leaders. People who are thinking of becoming leaders may visit on one occasion to observe, and other people e.g. speakers, may be occasional visitors, but they must not have regular contact with the group of children/young people, and it must be made clear to all (children/ young people/ parents/ other leaders) that they are visitors. Anyone who has regular contact needs to go through the approval process.

In groups for young children parents may wish to stay with their children. There is a risk that if a parent regularly attends a group they might start

acting like a leader in order to be helpful, but over time they could come to be viewed as a leader without having been through the approval process. Visiting parents should be asked to only attend to their own child, and the group leader needs to explain that they must not act like a leader (e.g. taking children to the toilet; holding other people's babies). If they wish to attend the group regularly over a prolonged period (e.g. more than once a month for more than 4 months) then they should be asked to go through the leader's approval process.

2.1.8 Activities in private houses

Sometimes activities may be hosted in private houses belonging to people who are not the group leaders. It is important not to make any assumptions about the owners and other adults in the house, even if they are well known members of the congregation. Normal procedures about the minimum of accredited leaders should always apply, along with all other requirements of this policy e.g. with regard to toileting. Adults in the house who are not leaders should not be left alone with any children. If a particular house is used regularly the adults in the house should go through the normal church recruitment process for working with children.

2.1.9 Health & Safety - Accident & First Aid, Illness, Evacuation of premises

Risk assessments will be made of every activity. The risk assessments will be dynamic during the activity.

There will be accidents and injuries during the life of the church. The following procedures will be followed:

- The main church and crypt are equipped with a basic first aid kits.
- Only qualified first-aiders are allowed to administer first aid, although any adult should provide necessary help until the first-aider arrives (e.g. applying pressure on a wound). First aid should be administered with others present.
- In case of serious injury or life-threatening illness the emergency services will be called and parents contacted immediately.
- All incidents and accidents will be recorded in the accident record book which will be with the registration book. If a minor injury then the Children or Youth Pastors should be informed at the earliest opportunity. If a major accident then they should be contacted immediately. The accident form should be forwarded to the Children or Youth Pastors who will store this in a secure place in line with data protection legislation.
- Each team member will be informed of who the qualified first aider is and the location of the first aid boxes and Accident Report book.

Children with infectious illnesses must be kept at home and not brought into the children's groups. Children who appear ill whilst in the church's care will be isolated from the other children by a leader, who will remain with them whilst the parents are located.

In the event of the need for evacuation of premises the overall leader for each Kids church group or Youth ministry group will take charge of the group. They will ensure that all children are assembled ready to depart and that leaders are assisting in the evacuation procedure. Each group will leave the building via their designated fire exit or, if in a family home, through the nearest door. The group will then assemble on the green outside the church or, if at a family home, at a safe distance from the building (i.e. the other side of the road). All group leaders will be aware of the procedure and relevant assembly point. The register will be taken to ensure that all children are present and out of the building. The children will stay with the leaders until collected by parents or it is safe to return to the building. The children and young people would then be registered again when they have returned to their groups.

2.1.10 Toileting

Parents are asked to take their children to the toilet prior to leaving them to be registered in their group.

Pre-school Children (age 5 and under)

A leader will accompany the child to the toilet. The leader should wait outside the closed cubicle door unless the child requires assistance, and should be within eyeshot of another leader. The cubicle door must not be closed with the leader and child inside. The child and leader must wash their hands with soap before returning to their group.

Older Children

Leader will allow individual children to go to the toilet at their discretion.

2.1.11 Transport

For each event and meeting Christ Church is not responsible for how children and young people get to and from an event/ meeting, unless it has been made clear that Christ Church is arranging transport as part of the event. In particular, youth leaders cannot be responsible for decisions young people make about getting home from events (e.g. taking public transport late at night, walking home at night or going home in a car driven by another young person who may be under 18 years old).

Where Christ Church arranges transport as part of an event, this will be made clear to parents/guardians, and the policy described below will be followed.

Private Transport

- Children and young people should not be taken out by leaders or on behalf of leaders in private cars without the prior consent of their parents. This also applies to giving lifts to and from a church activity.
- If any leaders or helpers use their own cars for youth and children's work, it is essential that they consult their insurers about such use and confirm this to the PCC, via the Youth or Children's Pastors (who will pass this onto the church office). Employed Children and Youth Pastors using their vehicle should have business cover on their insurance.

- Whoever makes the transport arrangements it is always the responsibility of the driver to ensure the vehicle is roadworthy (valid MOT and the car is good condition) and adequately insured.
- At no time should the number of children in a car exceed the usual passenger number. There must be a seat belt for every passenger, and these must be worn.
- A leader should never give a lift to a single child or young person. If, in an emergency, a driver has to transport one child on his or her own the child should sit in the back of the car, and this should be recorded.
- Except in an emergency there should be a minimum of two adults and two children in a car.
- Drivers who are not approved children or youth leaders should be recruited for the task through the normal recruitment procedures.
- If the child is under 12 years old or under 135cm tall then a suitable booster seat is required. Legal requirements around children's car seats should always be followed.
- If the child is under 12 years old and the car has airbags in the front (on the passenger side) which are not inactivated then the child needs to be seated in the rear of the vehicle.

Minibuses

If a minibus is hired then motor insurance will need to be arranged and this should be available as part of the hiring arrangement. A minibus with seat belts should be used and all children/young people must have a proper seat. Some hire companies require evidence of a Midas Minibus test.

Coaches

The leader of an activity should check that any independent coach company used for transporting children/young people has appropriate insurance in place.

2.1.12 Touching

The aim for us as a church to provide a warm, nurturing environment for children and young people whilst avoiding any inappropriate behaviour. It may be appropriate to comfort a child or young person who has either hurt him/herself or is distressed, but adults should be encouraged to take their cue from the child/young person. Try to make sure other adults are around. It is unlikely that appropriate physical contact in the course of work with children and young people could be misconstrued as abuse if the following guidelines are followed:

- All volunteers must work with, or within sight of, another adult.
- If any activity requires physical contact make sure that the child/young person and their parents are aware of this and its nature.
- There must be no physical punishment of any kind.
- Avoid physically rough games. In the light of these guidelines each group will have discussed what is appropriate within that group
- Avoid unnecessary touch.
- Very occasionally it may be necessary to restrain a child or young person who is harming him/herself or others. If possible, try to make sure

there is another adult present. Use the least possible force and inform the parents as soon as possible.

- All significant incidents of physical touching (e.g. restraining a child or young person who is violent, physically removing a young person from the group, or preventing a young person from entering the group) that could give rise to concern or complaint should be recorded in the logbook. The incident will be reported to the PSOs if the Children or Youth Pastor feels it is necessary.
- All physical contact should be an appropriate response to the child/ young person's needs and not the needs of the adult (i.e. initiated by the child/cue from the child).
- Leaders must be prepared to support each other.
- Other adults should be prepared to speak out and take necessary action if any adult is behaving inappropriately and make sure the PSOs are aware of the situation.

2.1.13 Appropriate behaviour and discipline

All clergy, paid employees and volunteers should:

- Treat all children with the respect and dignity befitting their age.
- Watch their own language, tone of voice and body language.
- Learn to control and discipline children and young people without physical punishment, which is illegal for children's workers.
- Try to ensure that a mixed group has male and female helpers.
- Ensure that children and young people know that they can speak to an independent person (PSO) in the parish.
- Ensure that a loving, respectful, and orderly atmosphere is created in which children/young people can learn, play, and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children/young people towards acceptable activities and behaviour, verbally encouraging positive behaviour and, when necessary, correcting or redirecting inappropriate behaviour.
- Use acceptable means of redirecting behaviour including: correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child/young person from the group for a brief time (particularly if his/her behaviour is endangering or upsetting others).

All clergy, paid employees and volunteers should not:

- Invade a child's privacy whilst toileting or washing.
- Play rough physical or sexually provocative games.
- Be sexually suggestive about or to a child or young person, even in fun.
- Touch a child or young person inappropriately.
- Scapegoat, ridicule or reject a child or young person or group.
- Allow a child or young person to involve the worker in excessive attention-seeking that is overtly physical or sexual in nature.
- Share a bed/bedroom with a child/children or young person/young people.
- Place themselves in a situation where they are alone with a child/children or young person/young people.
- Permit abusive peer activities, e.g. initiation ceremonies, ridiculing, bullying.

- Allow unknown adults access to children or young people. A known person should always accompany visitors.

2.2 Guidelines for Activities & Residential events

2.2.1 Activities

Any activity that takes place outside regular programme times and/or takes people away from the church building or allocated venues will require dynamic planning by the group leader.

The group organiser will:

- Acquire written consent from parents/guardians with their knowledge of proposed activity.
- Ensure appropriate adult supervision.
- Ensure any accident details are recorded.
- Check, where necessary, all insurance conditions for vehicles, activities and personnel.
- Ensure that any specific activities that require qualified instructors are staffed appropriately.
- Have made written risk assessments.
- If the group is taken outside for an outdoor activity, the appropriate risk assessments will be made and procedures followed for crossing roads and ensuring the safety of all people.
- Ensure parents/ guardians have been informed of any necessary kit lists. It is the parents'/guardians' responsibility to ensure their child wears suitable clothing and footwear.
- Complete a visit/activities form for any activity taking place that is outside of the church building and send it to the church office before the event providing details of the event and contact details for the leader.

2.2.2 Residential Events

The group organiser must ensure the smooth and safe running of the residential event. They will pay attention to the following areas:

Health and Safety

- All leaders from Christ Church attending residential events will have been through the Christ Church recruitment process.
- Acquire written consent from parents/guardians with their full knowledge of proposed activities, obtaining the following information:
 - Health
 - Medication that is prescribed and consent to administer it if required provided it is in a blister pack or dossette box. Written records to be made of any medication administered or prompted. All inhalers or epipens are to be kept on the child at all times, and it is the parent's/guardian's responsibility to make sure that their child brings them on the residential event.
 - Dietary requirements
 - Allergies & medication to counteract allergic reactions

- Doctor's name and telephone number
 - Contact number in case of emergency
- Provide a qualified First Aider for the residential event, ensuring they have all the medical details of each person. Whenever possible first aid is to be administered by the First Aider. For any serious injuries or life-threatening illness the emergency medical services will be called and emergency contact informed immediately. All incidents, whether minor or major, will be recorded by the first aider or leader of the trip.
- Complete a visit/activities form and send it to the church office before the event providing details of the event and contact details for the leader.
- Ensure that proper adult to child ratios are maintained (see 2.1.7).
- Ensure that the transport guidelines are followed (see 2.1.11)

The Site & Accommodation

- Check all insurance conditions for all buildings, vehicles and their drivers being used to transport people, and ensure that activity instructors and specialised team members are qualified and insured (e.g. cooks have an up to date food hygiene certificate) to perform their task.
- Check details of the premises, ensuring that there are adequate fire precautions (exits, extinguishers, drills and alarms).
- All leaders are to have separate sleeping accommodation from the members, whilst still being accessible in case of an emergency.
- Ensure that adequate sleeping and toilet arrangements are made for each gender group.
- Check who else will have access to the site and if these people have been DBS checked. If there are people who have not been DBS checked on site this will have to be considered in the risk assessment for the residential.

The Programme

- Plan the itinerary and timetable well in advance.
- Issue kit lists to all who are coming away so that proper clothing, equipment and footwear are brought.
- Complete a risk assessment for each activity during the residential event.
- Ensure all activities during are staffed appropriately.

2.2 Overseas Mission Trips

When taking young people on an overseas Mission Trip, the leader of the mission trip will seek to apply, where possible, the guidelines above for residential events. It must be noted that child protection may not be as tight as here in the UK, and, although certain guidelines may be desirable, they may not be able to be met (e.g. leaders may have to sleep in the same room as young people from the UK, simply due to the fact that there is no space for separate rooms).

The group organiser must ensure the smooth and safe running of the Mission trip. They will pay attention to the following areas:

Health and Safety

- No young people under the age of 16 years old will be allowed on the Mission trip.
- Ensure that the Mission trip is suitably insured by the Mission agency that the trip is organised by or through each individual's own personal insurance.
- Appropriate training and support will be provided before and after the Mission trip.
- In relation to any children and young people who will be cared for overseas, the Mission team (adults and young people) will follow the Safeguarding policy of the Mission agency that we work with.
- It is not the responsibility of the Christ Church Global Mission Team to provide appropriate medical care for any children or young people who are not on the Christ Church Mission team.
- Inform young people and parents of the immunisations that are needed for the Mission trip.
- Parents/guardians' will be given, in advance, details of flight numbers, Mission itinerary and emergency contact numbers.
- All leaders will have been through a safer recruitment process.
- Acquire written consent from parents/guardians with their full knowledge of proposed activities, obtaining the following information:
 - Health
 - Medication that is prescribed and consent to administer it if required provided it is in a blister pack or dosette box. Written records to be made of any medication administered or prompted.
 - Dietary requirements
 - Allergies & medication to counteract allergic reactions
 - Doctor's name and telephone number
 - Contact number in case of emergency
- Provide a qualified First Aider for the Mission trip, ensuring they have all the medical details of each person. Whenever possible first aid is to be administered by the First Aider. For any serious injuries or life-threatening illness the emergency medical services will be called and emergency contact informed immediately. All incidents, whether minor or major, will be recorded by the first aider or leader of the trip.
- Ensure that dynamic risk assessments are completed eg for driving / vehicles, food / drink, buildings, natural disaster risk, wildlife, adequate staff
- Issue kit lists to all who are coming so that proper clothing, equipment and footwear are brought.
- Where possible ensure that activity instructors and specialised team members are qualified and insured (e.g. cooks are aware of basic food hygiene) to perform their task.

The Site & Accommodation

- Where possible leaders are to have separate sleeping accommodation to the members, whilst still being accessible in case of an emergency.
- Where possible ensure that adequate sleeping and toilet arrangements are made for each gender group.

- Check who else will have access to the site and if these people have been DBS checked. If there are people who have not been DBS checked on site this will have to be considered in the risk assessment for the trip.

The Programme

- No young person will be responsible for any children without adult supervision.

2.3 Guidelines for other activities run by Christ Church

2.3.1 Babysitting

Christ Church will not offer any babysitting facilities for its programmes (e.g. Marriage Course). Any informal babysitting arrangements made by individuals will not be monitored by Christ Church nor fall under the Christ Church Safeguarding policy.

2.3.2 Mums groups and daytime Alpha courses

The Mums groups and daytime Alpha courses will follow the Safeguarding policy. All crèche leaders must go through the church recruitment process.

2.3.3 Christ Church Toddlers

The overall leaders will have gone through the leaders screening process. Responsibility for the children lies with the parents/guardians during the session.

2.3.4 School visits and schools work

All Christ Church volunteers helping with a school visit to Christ Church building must have been through the church safer recruitment process. The visit itself will be covered by the school's own policy for school trips and will not fall under the Christ Church safeguarding policy.

All Christ Church volunteers helping with schools work (i.e. taking assemblies and lessons, helping with clubs, etc.) must have been through the church safer recruitment process. The schools work activities will be covered by the school's own policy and will not fall under the Christ Church safeguarding policy. However, the volunteers will always follow the guidance and advice given in the Christ Church safeguarding policy and guidance.

2.3.5 1:1 meetings

Young people in secondary school years 10 and above have the option to meet up with a youth leader on an individual basis eg for coffee.

- It is the responsibility of the youth leader to inform the young person of the time they are meeting, the venue and when the meeting will finish.

- It is the responsibility of the young person to inform their parent/ guardian of the meeting, its time and venue.
- The youth leader will meet with the young person in a public place (eg coffee shop) or in a home where there is at least one more adult present. This venue is not to change unless parents are informed.
- They are to never meet in a closed room where they are the only people present.
- They will meet for around 1 hour. It is the parents' responsibility to pick their child up or be informed of how they are returning home.
- If known in advance, seek a parent's permission if a child is to be seen on his or her own.

2.4 Peer Led Groups

In Meeting Point, some activities within the programme are led by the members themselves (peer-led). Named adults who have been recruited by Christ Church Clifton should oversee all youth activities according to the child: adult ratios. In all peer-led groups organised under the auspices of Christ Church there will be adult leaders readily available, i.e. in the same building. In addition they should contribute to any planning and review of events. Christchurch cannot be responsible for meetings that young people arrange themselves, and which are not on the programme, even if all the young people themselves are members or a church group and even if they arrange to meet on church premises.

3. ADULTS

3.1 Guidelines to Leading Church Programmes

3.1.1. Registration Record / Medical Consent form

Each adult attending a Christ Church organised event for seniors (eg Community Centre, Monday home group or Seniors lunches) will be asked to complete a registration / medical consent form (which will include medical consent and permission to take photographs). If they are visiting the group for the first time they may attend a group without need for a completed registration form. If they subsequently return to the group a registration form will be required.

3.1.2 Registration

All adults present at each seniors activity must be registered, stating who was at each group, and the leaders present during the group session This register should be made up at each meeting, including time of arrival and departure of any person who does not stay for the whole session and any other people in the rooms used at the time. Completed registers will be filed and kept securely, in compliance with data protection legislation.

3.1.3 Logbook

Leaders of Seniors activities will keep a logbook of each activity. Any unusual events during the session should be recorded and, where appropriate, what action was taken. Such unusual events might include:

- A person making too many throw-away sexual comments about church workers and other people
- Too much physical contact by a person
- A person being extremely upset

Allegations may be made later on and records of previous behaviour by the person will enable an allegation to be seen in context. Logbooks can protect both vulnerable adults and leaders. Logbooks will be kept online on the church database. This information will be kept securely, in compliance with data protection legislation.

3.1.4 Responsibility

Leaders of Seniors activities are responsible for people once they have been registered or dropped off for a particular group.

3.1.5 Activities in private homes

Sometimes activities may be hosted in private houses belonging to people who are not the group leaders. It is important not to make any assumptions about the people in the house, even if they are well known members of the congregation. The normal procedures and requirements of this policy e.g. with regard to toileting, should always apply. Adults in the house who are not leaders should not be left alone with any vulnerable adult. If a particular house is used regularly the adults in the house should go through the normal church recruitment process for working with vulnerable adults.

3.1.6 Home visiting

There need to be precautions taken when home visiting a vulnerable adult or adults to protect both the visitors and the person being visited. Visits should be conducted in pairs. Visitors should have means of summoning assistance (eg mobile phone). Visitors should let their ministry leader (ie. Seniors Pastor, Senior Lay Pastors or Emerging Generations Pastor) know the details of the visit (eg who they are visiting, when they are visiting, where the person being visited lives). The visitors should continually conduct a dynamic risk assessment (considering health & safety risks). If the visitors feel unsafe at any time they should leave immediately. If they are prevented from leaving they should phone 999. The visitor should make a record of the visit (especially any unusual events) and pass this record to their ministry leader.

3.1.7 Health & Safety – Accident & First Aid, Illness, Evacuation of premises

Risk assessments will be made of every activity. The risk assessments will be dynamic during the activity.

There will be accidents and injuries during the life of the church. The following procedures will be followed:

- The main church and crypt are equipped with a basic first aid kits.
- Only qualified first-aiders are allowed to administer first aid, although any adult should provide necessary help until the first-aider arrives (e.g. applying pressure on a wound). First aid should be administered with others present.
- In case of serious injury or life-threatening illness the emergency services will be called and next of kin contacted immediately.
- All incidents and accidents will be recorded in the accident record book which will be with the registration book. If a minor injury then the Seniors Pastor, Senior Lay Pastors or Emerging Generations Pastor should be informed at the earliest opportunity. If a major accident then they should be contacted immediately. The accident form should be forwarded to the Seniors Pastor, Senior Lay Pastors or Emerging Generations Pastor who will store this in a secure place in line with data protection legislation.
- Each team member will be informed of who the qualified first aider is and the location of the first aid boxes and Accident Report book.

People with infectious illnesses should be encouraged to stay at home. People who appear ill whilst in the church's care will be isolated from others by a leader, who will remain with them whilst medical help is consulted (either GP, 111 or 999 in an emergency). Arrangements may need to be made to take them home.

In the event of the need for evacuation of premises the group leader will take charge of the group. They will ensure that everyone is assembled ready to depart and that leaders are assisting in the evacuation procedure (especially those with mobility difficulties). The group will leave the building via their designated fire exit or, if in a family home, through the nearest door. The group will then assemble on the green outside the church or, if at a family home, at a safe distance from the building (i.e. the other side of the road). All leaders will be aware of the procedure and relevant assembly point. The register will be taken to ensure that all are present and out of the building. They will stay with the leaders until it is safe to return to the building. They would then be registered again when they have returned to their group.

3.1.8 Personal care

Leaders and helpers are not able to offer support with using the toilet, full body washing and dressing.

3.1.9 Transport

For each event and meeting Christ Church is not responsible for how people get to and from an event/ meeting, unless it has been made clear that Christ Church is arranging transport as part of the event. In particular, church leaders cannot be responsible for decisions people make about getting home from events (e.g. taking public transport late at night, walking home at night).

Where Christ Church arranges transport as part of an event, this will be made clear and the policy described below will be followed.

Private Transport

- If any leaders or helpers use their own cars for church work, it is essential that they consult their insurers about such use and confirm this to the PCC, via the Seniors Pastor (who will pass this onto the church office). The employed Seniors Pastor using their vehicle should have business cover on their insurance.
- Whoever makes the transport arrangements it is always the responsibility of the driver to ensure the vehicle is roadworthy (valid MOT and the car is good condition) and adequately insured.
- At no time should the number of people in a car exceed the usual passenger number. There must be a seat belt for every passenger, and these must be worn.
- Ideally a driver should never give a lift to a single person. If a driver has to transport one person on his or her own this should be recorded.
- Drivers who are not approved leaders should be recruited for the task through the normal recruitment procedures.

Minibuses

If a minibus is hired then motor insurance will need to be arranged and this should be available as part of the hiring arrangement. A minibus with seat belts should be used and every person must have a proper seat. Some hire companies require evidence of a Midas Minibus test.

Coaches

The leader of an activity should check that any independent coach company used for transporting people has appropriate insurance in place.

3.1.10 Touching

The aim for us as a church to provide a warm, nurturing environment whilst avoiding any inappropriate behaviour. It may be appropriate to comfort a person who is distressed, but leaders should be encouraged to take their cue from the person. Try to make sure other people are around. It is unlikely that appropriate physical contact in the course of work with vulnerable adults could be misconstrued as abuse if the following guidelines are followed:

- All volunteers must work with, or within sight of, another person.
- If any activity requires physical contact make sure that the person is aware of this and its nature.
- There must be no physical punishment of any kind.
- Avoid unnecessary touch.

- Very occasionally it may be necessary to restrain a person who is harming him/herself or others. If possible, try to make sure there is another person present. Use the least possible force.
- All significant incidents of physical touching (e.g. restraining a person who is violent, physically removing a person from the group, or preventing a person from entering the group) that could give rise to concern or complaint should be recorded in the logbook. The incident will be reported to the PSOs if the Seniors Pastor, Senior Lay Pastors or Emerging Generations Pastor feel it is necessary.
- All physical contact should be an appropriate response to the person's needs and not the needs of the leader (i.e. initiated by the person/cue from the person).
- Leaders must be prepared to support each other.
- Other people should be prepared to speak out and take necessary action if any leader is behaving inappropriately and make sure the PSOs are aware of the situation.

3.1.11 Appropriate behaviour

All clergy, paid employees and volunteers should:

- Treat all people with the respect and dignity.
- Watch their own language, tone of voice and body language.
- Try to ensure that a mixed group has male and female helpers.
- Ensure that vulnerable adult know that they can speak to an independent person (PSO) in the parish.
- Ensure that a loving, respectful, and orderly atmosphere is created in which people can learn and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing people towards acceptable activities and behaviour, verbally encouraging positive behaviour and, when necessary, correcting or redirecting inappropriate behaviour.
- Use acceptable means of redirecting behaviour including: correcting verbally or separating a person from the group for a brief time (particularly if his/her behaviour is endangering or upsetting others).

All clergy, paid employees and volunteers should not:

- Invade a person's privacy whilst toileting or washing.
- Be sexually suggestive about or to a person, even in fun.
- Touch a person inappropriately.
- Scapegoat, ridicule or reject a person or group.
- Share a bed/bedroom with a vulnerable adult or adults (unless it is their spouse).
- Place themselves in a situation where they are alone with a vulnerable adult or vulnerable adults.
- Permit abusive peer activities, e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown person access to vulnerable adults. A known person should always accompany visitors.
- Accept any offers of money for themselves from vulnerable adults.

3.2 Guidelines for Activities & Residential events

3.2.1 Activities

Any activity that takes place outside regular programme times and/or takes people away from the church building or allocated venues will require dynamic planning by the group leader.

The group organiser will:

- Ensure appropriate supervision.
- Ensure any accident details are recorded.
- Check, where necessary, all insurance conditions for vehicles, activities and personnel.
- Ensure that any specific activities that require qualified instructors are staffed appropriately.
- Have made written risk assessments.
- If the group is taken outside for an outdoor activity, the appropriate risk assessments will be made and procedures followed for ensuring the safety of all people.
- Ensure people have been informed of any necessary kit lists.
- Complete a visit/activities form for any activity taking place that is outside of the church building and send it to the church office before the event providing details of the event and contact details for the leader.

3.2.2 Residential Events

The group organiser must ensure the smooth and safe running of the residential event. They will pay attention to the following areas:

Health and Safety

- All leaders from Christ Church attending residential events will have been through the Christ Church recruitment process.
- Acquire written consent from the person with their full knowledge of proposed activities, obtaining the following information:
 - Health
 - Medication that is prescribed and consent to administer it if required provided it is in a blister pack or dosette box. Written records to be made of any medication administered or prompted. All inhalers or epipens are to be kept on the person at all times.
 - Dietary requirements
 - Allergies & medication to counteract allergic reactions
 - Doctor's name and telephone number
 - Contact number in case of emergency
- Provide a qualified First Aider for the residential event, ensuring they have all the medical details of each person. Whenever possible first aid is to be administered by the First Aider. For any serious injuries or life-threatening illness the emergency medical services will be called and emergency contact informed immediately. All incidents, whether minor or major, will be recorded by the first aider or leader of the trip.

- Complete a visit/activities form and send it to the church office before the event providing details of the event and contact details for the leader.
- Ensure that there are adequate numbers of leaders.
- Ensure that the transport guidelines are followed (see 3.1.9)

The Site & Accommodation

- Check all insurance conditions for all buildings, vehicles and their drivers being used to transport people, and ensure that activity instructors and specialised team members are qualified and insured (e.g. cooks have an up to date food hygiene certificate) to perform their task.
- Check details of the premises, ensuring that there are adequate fire precautions (exits, extinguishers, drills and alarms).
- All leaders are to have separate sleeping accommodation from the members, whilst still being accessible in case of an emergency.
- Ensure that adequate sleeping and toilet arrangements are made for each gender group.
- Check who else will have access to the site and if these people have been DBS checked. If there are people who have not been DBS checked on site this will have to be considered in the risk assessment for the residential.

The Programme

- Plan the itinerary and timetable well in advance.
- Issue kit lists to all who are coming away so that proper clothing, equipment and footwear are brought.
- Complete a risk assessment for each activity during the residential event.
- Ensure all activities during are staffed appropriately.

3.2.3 Overseas Mission Trips

When taking people on an overseas Mission Trip, the leader of the mission trip will seek to apply, where possible, the guidelines above for residential events. It must be noted that protection of vulnerable adults may not be as tight as here in the UK, and, although certain guidelines may be desirable, they may not be able to be met.

The group organiser must ensure the smooth and safe running of the Mission trip. They will pay attention to the following areas:

Health and Safety

- Ensure that the Mission trip is suitably insured by the Mission agency that the trip is organised by or through each individual's own personal insurance.
- Appropriate training and support will be provided before and after the Mission trip.
- The Mission team will follow the Safeguarding policy of the Mission agency that we work with.

- It is not the responsibility of the Christ Church Global Mission Team to provide appropriate medical care for any people who are not on the Christ Church Mission team.
- Inform people of the immunisations that are needed for the Mission trip.
- Emergency contacts will be given, in advance, details of flight numbers, Mission itinerary and emergency contact numbers.
- All leaders will have been through a safer recruitment process.
- Acquire written consent from team members with their full knowledge of proposed activities, obtaining the following information:
 - Health
 - Medication that is prescribed and consent to administer it if required provided it is in a blister pack or dosette box. Written records to be made of any medication administered or prompted.
 - Dietary requirements
 - Allergies & medication to counteract allergic reactions
 - Doctor's name and telephone number
 - Contact number in case of emergency
- Provide a qualified First Aider for the Mission trip, ensuring they have all the medical details of each person. Whenever possible first aid is to be administered by the First Aider. For any serious injuries or life-threatening illness the emergency medical services will be called and emergency contact informed immediately. All incidents, whether minor or major, will be recorded by the first aider or leader of the trip.
- Ensure that dynamic risk assessments are completed eg for driving / vehicles, food / drink, buildings, natural disaster risk, wildlife, adequate staff
- Issue kit lists to all who are coming so that proper clothing, equipment and footwear are brought.
- Where possible ensure that activity instructors and specialised team members are qualified and insured (e.g. cooks are aware of basic food hygiene) to perform their task.

The Site & Accommodation

- Where possible leaders are to have separate sleeping accommodation to the members, whilst still being accessible in case of an emergency.
- Where possible ensure that adequate sleeping and toilet arrangements are made for each gender group.
- Check who else will have access to the site and if these people have been DBS checked. If there are people who have not been DBS checked on site this will have to be considered in the risk assessment for the trip.

4. THE COFFEE SHOP

The staff and volunteers working at the coffee shop will not look after children, young people or vulnerable adults on behalf of their parents or carers.

4.1 Health & Safety - Accident & First Aid, Illness, Evacuation of premises

Risk assessments will be made of every activity carried out at the coffee shop. The risk assessments will be dynamic during the activity.

There will be accidents and injuries during the life of the church. The following procedures will be followed:

- The main church and crypt are equipped with a basic first aid kits.
- Only qualified first-aiders are allowed to administer first aid, although any adult should provide necessary help until the first-aider arrives (e.g. applying pressure on a wound). First aid should be administered with others present.
- In case of serious injury or life-threatening illness the emergency services will be called and as far as possible next of kin contacted immediately.
- All incidents and accidents will be recorded in the accident record book. If a minor injury then the Coffee shop manager's line manager should be informed at the earliest opportunity. If a major accident then they should be contacted immediately. The accident form should be forwarded to the church office who will store this in a secure place in line with data protection legislation.
- Each team member will be informed of who the qualified first aider is and the location of the first aid boxes and Accident Report book.

People who appear ill whilst in the church's care will be isolated from others by a coffee shop staff member, who will remain with them whilst medical help is consulted (either GP, 111 or 999 in an emergency).

In the event of the need for evacuation of premises the Coffee shop manager will take charge of the people in the coffee shop at the time. They will ensure that everyone is assembled ready to depart and that coffee shop staff are assisting in the evacuation procedure (especially children and those with mobility difficulties). The group will leave the building via their designated fire exit. The group will then assemble on the green outside the church. All coffee shop staff will be aware of the procedure and relevant assembly point. They will do their best to ensure that all are present and out of the building.

4.2 Touching

The aim for us as a church to provide a warm, nurturing environment for everyone whilst avoiding any inappropriate behaviour. It may be appropriate to comfort a person (especially a child) who is distressed, but coffee shop staff should be encouraged to take their cue from the person. Try to make sure other people are around. It is unlikely that appropriate physical contact in the course of work with children, young people or vulnerable adults could be misconstrued as abuse if the following guidelines are followed:

- All coffee shop staff must work with, or within sight of, another coffee shop team member.
- Avoid unnecessary touch.

- Very occasionally it may be necessary to restrain a person who is harming him/herself or others. If possible, try to make sure there is another person present. Use the least possible force.
- All significant incidents of physical touching (e.g. restraining a person who is violent, physically removing a person from the coffee shop, or preventing a person from entering the coffee shop) that could give rise to concern or complaint should be recorded in the logbook (which is online). The incident will be reported to the PSOs if the Coffee shop manager's line manager feels it is necessary.
- All physical contact should be an appropriate response to the person's needs and not the needs of the coffee shop team member (i.e. initiated by the person/cue from the person).
- Coffee shop team members must be prepared to support each other.
- Other people should be prepared to speak out and take necessary action if any coffee shop team member is behaving inappropriately and make sure the PSOs are aware of the situation.

4.3 Appropriate behaviour and discipline

All coffee shop team members should:

- Treat all people with the respect and dignity.
- Watch their own language, tone of voice and body language.
- Try to ensure that there are male and female helpers.
- Ensure that children and vulnerable adults know that they can speak to an independent person (PSO) in the parish.
- Ensure that a loving, respectful, and orderly atmosphere is created in which people can learn and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing people towards acceptable activities and behaviour, verbally encouraging positive behaviour and, when necessary, correcting or redirecting inappropriate behaviour.
- Use acceptable means of redirecting behaviour including: correcting verbally or asking the person to leave (particularly if his/her behaviour is endangering or upsetting others).

All coffee shop team members should not:

- Invade a person's privacy whilst toileting or washing.
- Be sexually suggestive about or to a person, even in fun.
- Touch a person inappropriately.
- Scapegoat, ridicule or reject a person or group.
- Place themselves in a situation where they are alone with a child/children, young person/young people or vulnerable adult/adults.
- Permit abusive peer activities, e.g. initiation ceremonies, ridiculing, bullying.
- Allow an unknown person access to children, young people or vulnerable adults. A known person should always accompany visitors.
- Accept any offers of money for themselves from vulnerable adults.
- Allow a child or young person to involve them in excessive attention-seeking that is overtly physical or sexual in nature.

4.4 Unaccompanied children or vulnerable adults

If an unaccompanied child or vulnerable adult comes to the coffee shop no hard and fast guidelines can be given, and the age of the child/young person or the vulnerability of the adult should be taken into consideration. The following points may assist:

- Establish whether they are there with their carers knowledge.
- Establish their contact details (name, address and telephone number) if possible and record these.
- Contact their carer if possible but contact the police if this is not possible.
- The coffee shop manager should contact their line manager and also a PSO to make them aware of the situation. The coffee shop manager should make a record of the incident and pass this to a PSO.
- If there are very exceptional circumstances where a person is vulnerable and doesn't want their carer to know that they are at the coffee shop, they can keep coming only after the situation has been checked with one of the PSOs.
- Bear in mind that the person may have some home or personal difficulties, which he/she may not be willing to disclose, and which need sensitive handling. Remember that, for an unaccompanied person, church may be a rare 'safe place.'

5. GENERAL

In an age where people have access to many types of social media, mobile phones and the internet it is important that we make the most of this, whilst ensuring everyone is protected.

5.1 Social networking

Social networking sites raise particular issues about how we contact and keep relationships with those that we work with at Christ Church. To this aim, we have provided these guidelines to protect both leaders and those that we work with. However, we want to encourage any relational work to be done face to face, not via social media.

Due to the rise in social networking sites the following guidelines are to be followed.

1. Leaders are not to have children or young people as 'friends' on their social network profile (eg Facebook, Twitter, Snapchat, Instagram) until the September following a member's 18th birthday. Leaders are not to have vulnerable adults as 'friends' on their social network profile.

2. Only those employed by Christ Church in youth work are able to post messages on the 'CCCliftonyouth' Instagram account. This is a private account and is restricted to notices only and therefore no conversations are

possible. It is moderated by the Youth Pastors (including requests to follow the account) who initiate follows of young people.

3. Age limits set by social media providers should be respected at all times.

4. All parents or carers of Meeting Point members will sign an annual permission slip which allows them to agree to social media communication.

5.2 Messaging (via social media eg WhatsApp iMessage, text, email, phone calls)

The following guidelines are to be followed:

All messaging should be open and not done privately. Private messages to leaders should not be acknowledged or responded to unless it is a disclosure of a safeguarding issue. If there is a disclosure of a safeguarding issue online then leaders need to respond as if face to face – let them know online that you are listening and if there is anything else they would like you to know without asking leading questions. Screen shot the conversation for records & advise them that you will not be able to keep what they have told you confidential. Arrange to meet up with them face to face with another leader as soon as possible.

If a leader feels that a member is contacting them too much or the communication is becoming inappropriate take a screen shot for records and then next time they see them face to face remind them that you cannot reply online but discuss with them any concerns they might have (in a public place).

There is to be no messaging of young people after 8pm.

No pastoral advice is to be given via messaging.

Leaders are not allowed to 'over' message any member. Over messaging means constantly sending them messages (over 3 leader initiated messages per week).

Messages should encourage members in their Christian life. Leaders are to be very careful about how they write messages, especially to people of the opposite sex. Be polite in responses, but brief. Messages should be brief and relevant to the church group, and leaders must not use any form of social contact to foster special friendships with particular people which go beyond their role as a leader.

Text

Text messaging can be used for functional communication (eg arranging meetings) or to briefly check how a member is pastorally if the leader knows that the member has had a specific pastoral issue. If the member is struggling pastorally it is better to arrange to meet up with them face to face in a public space to discuss further.

Email

Group emails can be sent out to members using BCC to hide other peoples email addresses. This should be done via Church App where all email addresses are stored.

Individual emails can be used for functional communication (eg arranging meetings) or to briefly check how a member is pastorally if the leader knows that the member has had a specific pastoral issue. If the member is struggling pastorally it is better to arrange to meet up with them face to face in a public space to discuss further.

Phone calls

Leaders can store members phone numbers on their phones solely to allow them to contact members. These phone numbers must not be shared with anyone outside the groups leadership team or the PSO's.

Phone calls to members may need to be made to organise events or meetings, follow up an issue or if the member is unable to attend meetings. Where possible it is better to make phone calls in the presence of another leader. If the phone call covers a deeper pastoral issue brief notes of the conversation should be made.

Very rarely contact may be made with a child, young person or vulnerable adult without the knowledge of their carers (eg where there are serious safeguarding concerns for a child and it would increase the risk to the child to contact the parent). In this case the person making contact with the person must agree in advance with a PSO that this is appropriate and a PSO should be copied into all communications.

5.3 Photographs and videos on church website & social media

- Careful consideration will be given as to why photographs and videos are to be taken of people and what their subsequent use might be.
- Permission will be obtained before photographs or videos are taken. No one should take photographs or videos of children or young people without the written consent of that child's parent or carer and the consent of that child where they are old enough to give consent. Consent will be gained using the agreed child registration record form. This will stipulate: who will take photos or videos, for what purpose they may be used, how they will be stored and after what period they will be destroyed. Permission will be obtained if photographs or videos are to be used for publicity purposes, either on flyers or on the church website.
- Care will be taken to try to obscure individual faces and not allocate names to individuals in any photographs or videos posted in a public place (e.g. noticeboards, website etc.) unless permission has been given.
- All photos and videos taken for Christ Church should be stored securely on a central area on the church server which requires password access. No photo or video should be left stored on personal photography or videography equipment or on personal computers.

No copies should be made without the written permission of the Operations manager.

- At public events (eg baptisms) there will be an announcement that people are welcome to take photographs for private use but that these must not be posted on social media. At other times If a third party is taking photographs they will be requested not to take photos of children, young people or vulnerable adults and definitely not to post photographs online. People can be asked to leave if they do not follow the request not to take photos.
- No photo will be taken, shared or used for any purpose which shows a person in any state of undress.

APPENDIX

- a. Log book (online form)
- b. Registration forms (adult & children – visitor & regular attender)
- c. Risk assessment form
- d. Residential & activity consent form
- e. Register
- f. Useful telephone numbers & other information

Useful telephone numbers & other information

Parish Safeguarding Officers

Graham Stuart (Children)	07966168879
Vacancy (Children)	
Sara Wadsworth (Adult)	07814710366
Richard Bebb (Adult)	07717716532

Incumbent

Paul Langham	0117 9736524
--------------	--------------

Children's Pastor

Ruthy Lillington	0117 9736524
------------------	--------------

Emerging Generations Pastor

Chris Whitwell	0117 9739640
----------------	--------------

Youth Pastors

Elliot & Sophie Mocharrarie	0117 9736524
-----------------------------	--------------

Senior Lay Pastors

Roberto & Susanne Elvira	0117 9736524
--------------------------	--------------

Seniors Pastor

Nelly Davis

0117 9736524

Diocesan Safeguarding Team

Adam Bond (Diocesan safeguarding Advisor) 0117 9060100

out of hours – CCPAS - 0303 0031111

Bishop of Bristol

01454 777728

Diocese of Bristol Office

0117 9060100

Social services departments

Bristol City council – childrens

0117 9036444

Bristol City council – adults (Care Direct)

0117 9222700

South Gloucestershire – childrens

01454 866000

South Gloucestershire council – adults

01454 868007

Out of Hours – Emergency Duty Team (Bristol & South Gloucestershire for both children & adults)

01454 615165

Police

Avon and Somerset Constabulary

101 or in emergency ring 999

National organisations

Childline

0800 1111

Church's Child Protection Advisory Service

0303 0031111

NSPCC Child Protection helpline

0808 8005000

www.nspcc.org.ukChild Exploitation and Online Protection Centre www.ceop.gov.ukwww.thinkuknow.co.uk