

CHURCH SAFEGUARDING COMMITTEE

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01245 294444

Safeguarding Aims

As a church, we desire to bring glory to God by knowing Jesus and making him known.

To that end, the aims of our Safeguarding Policy are:

- To uphold the honour of God's name
- To keep the gospel from disrepute

We do this by:

- Protecting the children, young people, and vulnerable adults in our care
- Protecting the people who serve in this ministry

Safeguarding is an important part of our service in the gospel and one which we take seriously, aiming for a standard of excellence as we implement this policy.

Crossway Stratford has adopted the National Safeguarding Handbook (2019) document as it's only safeguarding policy. This can be accessed in full from the website below:

<https://www.churchofengland.org/sites/default/files/2019-03/Parish%20Safeguarding%20Handbook%20March%202019.pdf>



The documents attached here are the Safeguarding Statement for Crossway Stratford (next page) and then the internal Crossway Stratford Handbooks that relate to the specific ministries within Crossway Stratford.

These are used for the purposes of complementing the Chelmsford Diocese Safeguarding Policy.

- Sunday School Manual (including Crèche);
- Youth Ministry Manual;
- Occasional Ministries Manual; and
- A manual for parents explaining procedures for Sunday ministries.



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This manual applies the diocesan policy to the occasional ministries involving children at Crossway Stratford. This manual must be read in conjunction with the diocesan policy.

Occasional Ministry involving children

Aside from Sunday morning meetings, Crossway Stratford have other occasional ministries that will involve the need to put safeguarding procedures in place, e.g.

- Weekends Away
- Seminars / Training Days
- Church Lunches

Weekends Away

It is expected that the church will have a minimum of two weekends away in any one year.

Registering

Children are registered for the weekend when initially signed up so no further registration is needed when their specific groups meet. However, parents must drop off and collect their children at the beginning and end of the advertised children's programme slots. This marks the official start and end of group leader responsibilities for these children.

Seminars/Training days (For example Marriage Enrichment, Parenting Day, Bible Study Training)

If childcare is required for children then they must have been registered when initially signing up and no further registration is required. All volunteers who take part in a group must be screened in accordance with the Diocesan Safeguarding Policy.

A parent/guardian must drop off and collect their children at the prearranged venue. This marks the official start and end of the leaders' responsibilities for these children.

Leader ratios must be maintained as follows:

Two leader rule: Two leaders must be present in each room at all times.

It is not necessary for the two leaders to be of opposite genders. In addition to always having two leaders present, we endorse the **NSPCC guidance** requirements, which are:

Age of children	Number of Adults	Number of Children
0-2 Years old	1	3
2-3	1	4
4-8	1	6
9-12	1	8
13-18	1	10



Where more than one group meet in the same room, and the groups can be seen by others, the total number of adults to children within the room should be within the ratio suggested but the individual group may have fewer adults.

In an emergency setting the emergency takes priority over ratios. However, children should never be left unattended.

Church lunches

For the duration of the church lunch children are in the care of their parents/guardians. The children may mingle freely with any adults in the building at the discretion of their parents/guardians.

Allegations of abuse

Should a child disclose an allegation of abuse to you, you must - ensure the immediate safety of the child, if necessary;

○ *if there is an immediate safeguarding concern and someone is at risk of immediate harm then the police need to be called via the 999 system;*

- listen carefully to what is being said;
- never presume what is being said is untrue;
- never promise total confidentiality;
- ask only clarifying questions;
- once the conversation is over, immediately make notes of the whole conversation;
- Speak immediately to the Church Safeguarding Officer, Rosie Lisser, or one of the members of staff – unless the allegations are against one of these in which case speak immediately to the Chelmsford Diocesan Safeguarding Team on **01245 294444** or at safeguarding@chelmsford.anglican.org
- fill in, as soon as possible, a Record of Safeguarding Concern form, available in the Crossway Kids/Creche box
- do not disclose allegations beyond the aforementioned people, once you have done the above, your obligations are complete unless things are taken further, in which case you may be asked
- further questions;
- UNDER NO CIRCUMSTANCES are you to disclose any information whatsoever to the person about whom the allegation has been made



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This manual gives an outline of the children's ministry at Crossway Stratford for the benefit of parents. This manual must be read in conjunction with the diocesan policy.

Parents information guide

Introduction

Crossway Stratford is committed to making Jesus known to all people of all ages, and as such has ministry activities that are aimed at children, including:

- Crèche at the Sunday Morning Meeting (10:30am)
- Sunday School at the Sunday Morning Meeting (10:30am)
- Youth Ministry Friday Evenings and Sunday Afternoons
- Occasional ministries such as childcare provision at Weekends Away and on Training Days

General Principles

Signing up

The church will need the parent/guardian to provide details of the child/young person the first time the child/young person joins one of the ministry activities for children/young people. This information will include:

- Full name
- Date of birth
- Allergies
- Any other relevant medical information
- Contact details of a parent/guardian

This information will be kept in accordance with data protection laws.

Transition of children/young people from parents/guardians to group leaders

The Diocesan Safeguarding Policy is applied during the time period a child/young person is in the care of the leaders of the advertised activity only. i.e. on a Sunday morning only during formal times of ministry from when they are dropped off in the relevant room until they are collected at the end of the meeting. Before and after the Sunday meeting, the children/young people are not under the care of the crèche/Sunday School leaders.

Registering

A register is kept of all young people and leaders present at each group. Completed registers are kept secure for an indefinite period.

Leader Ratios

Crossway Stratford are committed to sticking to strict leader ratios, whereby there are always at least two leaders present in each room at all times. All appropriate ratios are maintained.



Discipline

All leaders seek to provide a loving, respectful, and orderly atmosphere. Positive behaviour is encouraged and, when necessary, inappropriate behaviour is corrected or redirected.

Leaders will never physically discipline a young person. If a young person becomes uncontrollable and their behaviour presents a serious danger either to themselves or those around them, appropriate and proportional physical restraint may be used, and if this occurs, the incident will be recorded on an incident form after the event and reported to the Church Safeguarding Officer.

Illness

Children/Young people with infectious illnesses must be kept at home and not join the Sunday School or Youth Groups.

Children/Young people who appear ill whilst in the church's care will be isolated from other young people by a leader, who will remain with them. Parents/guardians will then be contacted to collect their child/young person.

Accidents

In the case of an accident, there is access to a first aid kit, which the leader will use as appropriate. On site first aiders are Kathryn Anderson and any member of the Schools Plus Team.

In the event of a life-threatening illness or injury, emergency medical services will be called first and the parents will be located/contacted immediately afterwards.

Leaders will record all injuries, whether major or minor, on an Accident Report form.

Sunday Meeting specifics

Signing in

Before the meeting begins at 10:30am, children/young people of Sunday School age must be signed in with the Sunday School leaders at the entrance to the main meeting room. Once children enter the room they are then formally under the care of the leaders.

If a child/young person arrives late, the parent/guardian can still sign them in at the relevant group room.

Crèche registration takes place in the same way.

Group Locations

At the relevant time, all children are asked by the leader of the main meeting to head to the front of the main meeting room to go off to their groups. Parents/Guardians must go with them until the crèche/Sunday School leaders take over at the room where the groups run.



Crèche room: C11

Age 3-5 Sunday School room: C9

Age 6-8 Sunday School room: C8

Age 8+ Sunday School room:C10

Collection

Please ensure that you collect your child/young person immediately at the end of the main meeting or as directed by the meeting leader. The child/young person will not be able to leave the care of the relevant leaders until you have collected them.

If you are not familiar to the leaders on duty, they may ask to see some identification. Please note that this is always for the protection of the child/young person.

Once they have been collected, the children/young people are no longer under the care of the crèche/Sunday School leaders.

Allegations of abuse

Should a child disclose an allegation of abuse to a leader, they have a number of obligations that they must fulfil in order to ensure safeguarding procedures are followed, not least ensure the immediate safety of the child/young person, if necessary.

In following the necessary safeguarding procedures, it may well be the case that the parent/guardian is not made aware of allegations that a child/young person has raised immediately.

In particular, the leader who has listened to an allegation, **UNDER NO CIRCUMSTANCES** can disclose any information whatsoever to a person about whom an allegation has been made.

While this can be a distressing and confusing time if we are unable to speak to a parent/guardian in the first instance, we must stress that our aim is always the safety of the child/young person and we will do all we can to ensure that happens.



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We do this by:

- Protecting the children, young people, and vulnerable adults in our care
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Sunday Morning

Introduction

On a Sunday morning all children are dropped off at their separate age-related groups.

The exception to this is All Age Services, where for the duration of the service the children remain officially in the care of their parents/guardians even when participating in activities related to the service.

General Principles

1. Safeguarding children as they arrive and depart

Transition of children from parents/guardians to Group Leaders

The Diocesan Safeguarding Policy is applied during the time period a child is in the care of the leaders of the advertised activity. This time period is clearly marked at the beginning and end by a formal system of hand over between parents/guardians and the Group Leaders. Parents/guardians are responsible for their children once they have been collected from their groups or returned to them by Group Leaders.

Registering

All children and Group Leaders present in each group must be registered. Completed registers will be filed and kept secure for an indefinite period, insofar as this meets GDPR regulations. If any allegation of abuse is made in years to come about events happening now the church can immediately find who was present on any given date.

A Child Registration Form **must** be filed for each new child in Sunday School, these forms should be available in registration folders and filled out by a parent/guardian. Information such as health issues, allergies and contact information is available in each registration folder. Leaders should familiarise themselves with any health issues of the children in their specific group.

Signing in

Before the meeting begins at 10:30am, children/young people of Sunday School age must be signed in with the Group leaders at the entrance to the main meeting room. Children remain in the care of their parents until they have been taken to the room where the group takes place. This is when the handover of care happens.

If a child/young person arrives late, the parent/guardian can still sign them in at the relevant group room.

Crèche registration takes place in the same way.

Service End

At the end of the meeting, a parent/guardian must collect their child from the group room. If they are unknown to the Group Leader co-ordinating the handover, ID may be asked for and a second witness. Never give a child back if you are not sure if they are the parent/guardian.



2. Safeguarding children whilst they are in our care

Leader Ratios

Two leader rule: Two leaders must be present in each room at all times.

It is not necessary for the two Group Leaders to be of opposite genders. In an emergency setting the emergency takes priority over the ratios. However, children should not be left unattended in a room. At other times with some planning this scenario need not occur. In addition to always having two Group Leaders present, we endorse the **NSPCC guidance requirements** which are:

Age of children	Number of Adults	Number of Children
0-2 Years old	1	3
2-3	1	4
4-8	1	6
9-12	1	8
13-18	1	10

Where more than one group meet in the same venue, and the groups can be seen by others, the total number of adults to children within the room should be within the ratio suggested but the individual group may have fewer adults.

Discipline

All Group Leaders are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play, and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behaviour and, when necessary, correcting or redirecting inappropriate behaviour.

Acceptable means of redirecting inappropriate behaviour include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating them from the group for a brief time (particularly if this behaviour is endangering or upsetting other children).

Group Leaders should never physically discipline a child. If behaviour is uncontrollable or the child does not respond to the discipline measures above, the parents/guardians should be contacted.

If a child becomes uncontrollable and their behaviour presents a serious, immediate danger either to themselves or those around them, appropriate and proportional physical restraint may be used, but must be recorded on an incident form which can be found in a Crossway Kids/Creche box as soon as possible and reported to the Church Safeguarding Officer.

Appropriate contact and conversation

Group Leaders need to be above reproach in all that they say and do. Wisdom is often required to know what that looks like in different situations. Two good questions to ask in any situation are 'What is the worst that could happen?' and 'What is the worst way this could be perceived?', this includes



actions such as holding a child's hand, hugging a child, playing 'rough and tumble' games and having a child sit on your lap and answers will differ according to age and situation.

All Group Leaders must be willing to receive advice from a fellow Group Leader if their behaviour is beginning to stray from what is wise. Conversations should always be appropriate for the age of the child.

Toileting

Group Leaders of either gender may accompany a young child to the toilet. The Group Leader should wait outside the closed cubicle door unless the child requires assistance. The cubical door must not be closed with a Group Leader and child inside. The two-leader rule continues to apply whilst toileting, so one leader should not take children to the toilet by themselves. Whole-group toilet trips and a potty in the creche should help prevent this. The child and Group Leaders must wash their hands with soap before returning to the class. School aged children should be able to take themselves to the toilet without assistance. If a school aged child requires assistance, then it is best for assistance to be given by a Group Leader of the same gender.

Food

The only foods Group Leaders can give to children are:

- biscuits provided by the church specifically for crèche
- food provided by a parent/guardian for a specific child

No other food is given. Food for a specific child must not be shared with any other child. Some children in our care have severe allergies to certain foods and giving them the wrong food could be serious.

Risk management / Illness / Accidents

Group Leaders should consider the health and safety of all children and other Group Leaders when organising activities or planning games. Before doing something new, a Risk Assessment Form and New Activity Form must be completed. Copies of these can be found on-site.

Children with infectious illnesses must be kept at home and not join the children's groups.

Children who appear ill whilst in the church's care will be isolated from the other children by a Group Leader, who will remain with them, whilst their parents/guardians are located.

A basic first aid kit must be readily available at all times. All Group Leaders should be familiar with its location, contents and use. In the event of a life-threatening illness or injury, emergency medical services will be called first and the parents will be located and informed immediately. Group Leaders will report all injuries to the Church Operations Manager.

Group Leaders should be aware of where the fire exits are located and of the meeting point should the fire alarm sound.



Allegations of abuse

Should a child disclose an allegation of abuse to you, you must - ensure the immediate safety of the child, if necessary;

○ *if there is an immediate safeguarding concern and someone is at risk of immediate harm then the police need to be called via the 999 system;*

- listen carefully to what is being said;
- never presume what is being said is untrue;
- never promise total confidentiality;
- ask only clarifying questions;
- once the conversation is over, immediately make notes of the whole conversation;
- Speak immediately to the Church Safeguarding Officer, Rosie Lisser, or one of the members of staff – unless the allegations are against one of these in which case speak immediately to the Chelmsford Diocesan Safeguarding Team on **01245 294444** or at safeguarding@chelmsford.anglican.org
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This manual applies the diocesan policy to the Youth Ministry at Crossway Stratford. This manual must be read in conjunction with the diocesan policy.



Youth Ministry

Introduction

The Youth Ministry consists of regular meetings, on Sundays and/or midweek for those aged 11 to 18. Regular meetings typically run during school term dates. There are also additional occasional formal and informal events throughout the year, such as socials.

‘Young people’ in this document refers to all those aged 11 to 18 on September 1st of the current academic year.

General Principles

Safeguarding young people as they arrive and depart

Transition of young people from parents/guardians to Youth Ministry Leaders

The Diocesan Safeguarding Policy is applied during the time period a young person is in the care of the Youth Ministry Leaders of the advertised activity. This will include formal times of ministry (Sundays, midweek, weekends away and organised social events) and informal ministry (e.g. small group bible studies in homes, informal social activities)

Registering

A register must be kept of all young people and leaders present at each Youth Ministry group. Completed registers will be kept secure for an indefinite period, insofar as this meets GDPR regulations. If any allegation of abuse is made in years to come about events happening now the church can immediately find who was present on any given date.

Safeguarding young people whilst they are in our care

Youth Ministry Leader Ratios

Two leader rule: Two leaders must be present in each room at all times.

It is not necessary for the two Youth Ministry Leaders to be of opposite genders.

In addition to always having two Youth Ministry Leaders present, the following ratios are maintained:

- *1 adult for the first 8 young people with an additional adult for every 12 more young people thereafter*

Where more than one group meet in the same venue, and the groups can be seen by others, the total number of adults to young people within the room should be within the ratio suggested but the individual group may have fewer adults.

In an emergency setting the emergency takes priority over the ratios. However, young people should not be left unattended in a room. At other times with some planning this scenario need not occur.



Discipline

All Youth Ministry Leaders are responsible for providing a loving, respectful, and orderly atmosphere. This atmosphere should be maintained by preparing beforehand, verbally encouraging positive behaviour and, when necessary, correcting or redirecting inappropriate behaviour.

Youth Ministry Leaders should never physically discipline a young person. If a young person becomes uncontrollable and their behaviour presents a serious, immediate danger either to themselves or those around them, appropriate and proportional physical restraint may be used, but must be recorded on an incident form as soon as possible and reported to the Church Safeguarding Officer.

Appropriate contact and conversation

Youth Ministry Leaders need to be above reproach in all that they do and wisdom is often required to know what that looks like in different situations. Two good questions to ask in any situation are 'What is the worst that could happen?' and 'What is the worst way this could be perceived?' All Youth Ministry Leaders must be willing to receive advice from a fellow caregiver if their behaviour is beginning to stray from what is wise. Particular specific steps should be taken:

- Youth Ministry Leaders should always avoid being alone in a room with a young person
- Conversations should be appropriate for the age of the young person
- Youth Ministry Leaders should avoid unnecessary physical contact with young people

Risk management / Illness / Accidents

Young people with infectious illnesses must be kept at home and not join the youth groups.

Young people who appear ill whilst in the church's care will be isolated from other young people by a caregiver, who will remain with them. Parents/guardians should be contacted to collect their child.

Youth Ministry Leaders should consider the health and safety of all young people and other leaders when organising activities or planning games.

At all meetings, Youth Ministry Leaders should ensure they are equipped with a first aid kit. All Youth Ministry Leaders should be familiar with its location, contents and use. In the event of a life-threatening illness or injury, emergency medical services will be called first and the parents will be located/contacted immediately. Youth Ministry Leaders must record all injuries, whether major or minor, in the Accident Report Book kept with the First Aid kit.

Youth Ministry Leaders should be aware of where the fire exits are located and of the meeting point should the fire alarm sound.

Safeguarding guidance on communicating electronically with young people

Electronic communication between members and leaders

- Leaders should only use Whatsapp or other social media sites to relate personally to members of the Youth Group where the member is at the legal age required to use that service, e.g. WhatsApp - 16+



- If it is necessary for a leader to contact a member directly and electronically, they should do so through text/email and should keep another leader involved in the conversation for accountability purposes
- The content of any messages should be limited to Youth Ministry related matters
- Leaders should avoid lengthy electronic exchanges with members
- Electronic communication between a member and leader should always involve unambiguous language to reduce the chance of being misinterpreted and should not take place between 10pm and 8am apart from exceptional circumstances

Use of digital images and videos

- Images and videos of members are only shared publicly with parental permission
- Parental permission for use of digital images and videos is sought when joining Newham Youth Group/Youth Extra and re-confirmed yearly
- Images and Videos may be shared publicly for publicity purposes only
- Images and Videos that are shared in the public domain never contain individual's names and are not linked to any personal information
- File names are not tagged with individuals names either

Use of leader's personal digital devices

- In general, a leader should not need to use their phone during the running of Newham Youth Group or Youth Extra and it should remain in their pocket, locked with a strong password
- Should a leader wish to take photos of activities at Newham Youth Group or Youth Extra they must make it known that they are doing so
- Photos should not be taken for personal use
- Once photos have been added to the church Instagram/websites/Facebook page, the photo must then be deleted from the leader's personal device

Other youth work considerations

Driving

No leader should drive young people involved with the youth work in their car, whether to or from a related venue / activity. It should be the parents responsibility if cars are being used, otherwise public transport should be used.

Trips and Socials

- Leaders should set an example in following basic road safety when taking young people out on trips.
- Activities should be appropriate. In particular leaders should consider the age-appropriateness of films that are shown.
- Leaders should give clear instructions about meeting and pick-up points and times.
- Only socials listed on the term card are official socials, where the leaders are acting in an official capacity.



Personal Work

Personal work is not a formal part of the weekly meetings, however, there may be the opportunity to study the Bible during informal meetings. When meeting outside of regular fixed activities leaders should seek to meet with more than one individual.

These informal meetings may be arranged with the following conditions:

- There is consent from the young person's parent or guardian
- The overall youth leader has been consulted on the appropriateness of meeting and has been informed that meeting(s) will happen
- Whenever possible meetings should be prearranged and not happen 'on demand'
- A record should be kept of when / where meetings have taken place (e.g. in a diary)
- If possible meetings should take place within the parent or guardians home in a room with an open door when a parent or guardian is present.
- If this is not possible meetings should take place in public, such as a coffee shop
- One to one meetings should never take place in a leader's home

Other events

Occasionally other social meetings may be engaged on a friendship basis outside normal youth structures, where leaders have been invited and are not acting in a leadership capacity (e.g. a birthday party). Whilst not specifically covered by this supplement and the Diocesan Safeguarding Policy, the above guidelines should be adhered to where possible.

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- ask only clarifying questions;
- once the conversation is over, immediately make notes of the whole conversation;
- Speak immediately to the Church Safeguarding Officer, Rosie Lisser, or one of the members of staff – unless the allegations are against one of these in which case speak immediately to the Chelmsford Diocesan Safeguarding Team on **01245 294444** or at safeguarding@chelmsford.anglican.org
- fill in, as soon as possible, a Record of Safeguarding Concern form, available in the Crossway Kids/Creche box
- do not disclose allegations beyond the aforementioned people, once you have done the above, your obligations are complete unless things are taken further, in which case you may be asked
- further questions;
- UNDER NO CIRCUMSTANCES are you to disclose any information whatsoever to the person about whom the allegation has been made

