

Safeguarding Good Practice Guide for Hire of St Peter's Church Premises for events or regular activities which include children or vulnerable adults 05/08/19

St Peter's Church is committed to the well-being of all children and vulnerable adults in our care. This responsibility extends to our agreements to hire out the church premises and is in keeping with safeguarding guidance from the Church of England and the Diocese of Oxford.

This good practice guide should be read and adhered to by anyone hiring the church premises and is a condition of the agreement to hire. Please do not hesitate to discuss any safeguarding concerns you have, in confidence, with the Parish Safeguarding Officer. Our aim is for all groups using church premises to provide a safe environment for children and vulnerable adults, to reduce the risk of allegations being made and to know what to do if safeguarding concerns are raised.

For the purpose of this document, a child is defined as any person under the age of 18 years. A vulnerable adult (VA) is a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired, through physical or mental disability or illness, old age, emotional fragility or distress or otherwise.

All hirers of the church premises must seek advice immediately if they come across a child or vulnerable adult who may have been harmed (including self-harm) or a colleague whose conduct appears inappropriate. They must inform the Parish Safeguarding Officer promptly should any allegations of misconduct arise.

The Parish Safeguarding Officer for St Peter's and All Saints, Wytham Benefice is **Anne Dorman**

Email: stpetersallsaintsafeguarding@gmail.com Tel: 07582 486175

Our safeguarding policy is found on our website <https://www.stpeterswolvercote.org/>

Regular users of church premises

If you run a regular group as part of a wider organisation, and you have a safeguarding policy and good practice guide, please supply a copy with your signed hire agreement.

Registers

- For groups that meet regularly, a registration form should be completed for every child / VA and an attendance register should be kept.
- For one-off events a list of the children / VA should be kept.
- All registers and lists should be retained.

Recommended Staffing Levels for children's groups

The minimum recommended staffing levels for children's groups are given below: More help may be required if children are being taken out or undertaking physical activities.

0 – 2 years	1 person for every 3 children	1 : 3
2 – 3 years	1 person for every 4 children	1 : 4
4 – 8 years	1 person for every 8 children	1 : 8
Over 8 years	1 person for the first 8 children then 1 more for every extra 12 child	1:12

- Each group should have at least 2 adults and it is recommended that there should be at least one male and one female with mixed groups
- If groups are in the same room or adjoining rooms with doors open then one person per group is allowed.

Adapted from the Diocese of Oxford Good Practice Guides for working with children and vulnerable adults

<https://www.oxford.anglican.org/safeguarding/policies-forms-guidance/> by Anne Dorman, PSO for Wolvercote and Wytham Benefice

- Young people aged 16 and 17 years may help with groups but should be supervised by an adult helper who will be responsible for ensuring good practice and that child protection procedures are followed. Young people under 16 may help with other things but should not have responsibility for children.
- Additional adults may help on one or two occasions but must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

Health and Safety

- Insurance, first aid kit and fire precautions appropriate for your hire of the church premises should be checked. Adults should be aware of the fire procedures and familiar with the location of fire extinguishers and emergency exits.

Code of Conduct

You should:

- Treat all children/VA with respect and dignity
- Watch your own language, tone of voice and body language
- Ensure all communications with and about children/VA are appropriate.
- Always work within sight of another adult
- Ensure another adult is informed if a child/VA needs to be taken to the toilet. Toilet breaks should be organised for young children
- If a child is to be seen on their own, parental permission should be sought and another adult must be nearby, and the child or young person must know this
- Respond warmly to a child /VA who needs comforting but make sure there are other adults around.
- Administer any necessary First Aid with others around.
- Respond to accidents and make a note in the Accident Book.
- Record any concerning incidents and give the information to the leader of the event. Sign and date the record, and also print your name in capital letters, bearing in mind the document may need referring to at a later date.

You should not:

- Use physical punishment to discipline children /VA – this is illegal
- Invade a child's / VA's privacy whilst washing or toileting
- Play rough or sexually provocative games or be sexually suggestive, even in fun
- Touch a child/VA inappropriately or obtrusively.
- Scapegoat, ridicule or reject any child / VA.
- Show favouritism to any one child / VA
- Allow a child / VA to involve you in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children/VA on their own or on your own.
- Invite a child/ VA to your home alone.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.
- Allow strangers to give children lifts.
- Behave in a way which would bring yourself, your organization or the church into disrepute.

Very occasionally it may be necessary to restrain a child / VA who is harming themselves or others. Use the least possible force and inform the parents / carer as soon as possible. All such incidents should be recorded and the information given to the Parish Safeguarding Officer.

Further contact numbers if concerns are raised

- **Children's Social Care Team** Telephone 0345 050 7666.
- **Adult's Social Care Team** Safeguarding Triage Team 01865 328232.
- **Diocese of Oxford Safeguarding Team** 01865 208290 <https://www.oxford.anglican.org/safeguarding/>

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