

SAFEGUARDING POLICY

KIRKBY LONSDALE METHODIST CHURCH

Review Date: September 2009

As people of Kirkby Lonsdale Methodist Church, we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community, of all ages. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of children and young people, whilst safeguarding against false accusation of workers with these groups

REQUIREMENTS FOR ALL CHILDREN'S AND YOUTH WORKERS

- 1) All new workers with children and young people will be required to fill in confidential application forms and a CRB check form. References will be taken up as appropriate. Where volunteers have not previously worked with children a second reference from a suitable source may be requested.
- 2) Each new youth worker will be given a job description which they will be required to sign.
- 3) New workers will normally serve a probationary period of 12 months and will be encouraged to participate in training courses and opportunities.
- 4) A copy of this document will be given to every individual working with children in the church, along with one detailing procedure to be followed should abuse be discovered or suspected.

IN ORDER TO MINIMISE OPPORTUNITIES FOR ABUSE AND TO PROTECT THE WORKERS AND YOUNG PEOPLE THE FOLLOWING PRACTICES WILL BE FOLLOWED:-

- A) A worker will not be left alone with a young person.
- B) Written permission will be sought from parents if young people are to be taken off the premises for any reason
- C) Always have at least 2 adults present with a group on or off church premises. The only exception to this is in the Sunday morning teenage group where there can be 1 leader, the group is observable by other leaders in adjoining rooms via glass panels in doors.

Ratios of leaders as follows:

0-2 years = 1 adult to 3 children)

2-3 years = 1 adult to 4 children) minimum no. of adults is 2, preferably 3

3-7 years = 1 adult to 8 children)

8 years + = 1 adults to 10 children plus one additional adult for every ten extra children (or part thereof)

if insufficient leaders are available at any time, please contact another person on the rota

- D) in the case of an accident an appropriate accident form will be completed. One copy for group's records to be kept on church premises and a note to be sent for parents of child involved.
- E) No under 18 year olds to be on the church premises without adult supervision
- F) parents will be responsible for their children at all times other than those within which the club or group meets. It is a parent's responsibility to ensure that their child arrives at, and is collected from church safely.
- G) all parents are required to complete a consent form for their child, with personal details, medical history etc., and give permission for their child to take part in the activities of the group. These forms are kept on the premises when the group takes place.
- H) A group will not be taken off the premises with less than 2 to supervise
- I) Where children and young people have to be transported by car or minibus workers will arrange as far as possible to have more than one passenger in the vehicle.
- J) If it is necessary for a worker to meet with a child or young person off the premises , another adult will be present or close at hand.
- K) The Childline and NSPCC numbers will be displayed where young children can see them.

- L) If abuse is discovered or suspected a worker will follow the agreed procedure, the initial contact is Andrew Webb, number below

If you have any questions about this policy please speak to Andrew Webb on 01539 721450