

SAFEGUARDING NEWSLETTER

FEBRUARY 2019

We thought it might be useful to pass on some up-to-date information on safeguarding. It's a lot to take in all at once but if we do this regularly, hopefully these issues will become familiar to everyone.

The small group which oversees safeguarding within the church is Rev Tim, Julie Jennings (Church Council Secretary) and Charlotte Montague (safeguarding co-ordinator).

1 DBS checks

If you are aware that you are working with children/young people and/or vulnerable adults within our church AND I have not asked you about a DBS (Disclosure and Barring Service) check, would you let me know?

Checks have to be renewed every five years unless you participate in the update service.

2 Training

There is information about forthcoming safeguarding training in the notices and on the notice board. If you have never had training or need refresher training (every four years), please try to attend the relevant session.

3 Driving

All those who provide transport for children/young people or vulnerable adults on behalf of the church need to have a DBS check and receive training – see above.

In addition we need to check that you have the appropriate insurance, and to have sight of your driving licence and your car's MOT certificate (if appropriate). Please speak to Charlotte if this applies to you – or you think it might apply to you at some point.

4 Events off the premises

If you are involved with a group which takes children/young people to an activity away from our own premises, you must notify the Church Council secretary and the Safeguarding co-ordinator in writing *prior* to the event taking place.

5 Volunteer agreement forms

Everyone should have completed one of these when they first started volunteering, but they do need to be kept up-to-date annually so I will be asking you to fill in a new one over the next weeks please.

6 Key-holders

Key-holding is a safeguarding issue because access to our building is something which could potentially be abused. We are currently reviewing who needs to be a key-holder and may approach some people to ask for keys to be returned. If you have a key which you no longer need, please could you return it to Julie Jennings as caretaker. Please remember that if you do hold a key, you should not copy it or lend it to anyone else.

We will also be asking all keyholders to complete a new form to keep our records up to date.

7 Photography/social media

Our recognised church photographers are Jalna Jenkins and Margaret Paine. Otherwise photographs of events/occasions on our premises or of church events off our premises should not be of identifiable children and should not be posted on social media. If you wish to take photographs of your own children, please arrange to do so once the official event has finished.

8 Adult/child ratio

We work to the ratio recommended by the NSPCC which is

- **0 - 2 years** - one adult to three children
- **2 - 3 years** - one adult to four children
- **4 - 8 years** - one adult to six children
- **9 - 12 years** - one adult to eight children
- **13 - 18 years** - one adult to ten children

At least two adults should be present even with smaller groups, where possible one male and one female (not related to each other.)

- 9** We are planning to focus on safety issues over one weekend later in the year – including an update on evacuation procedures and a session on using the defibrillator. More to follow!

If you have any questions about safeguarding issues generally, please contact one of us:

Rev Tim Perkins

Julie Jennings

Charlotte Montague