



**Holy Trinity**  
Combe Down



**St Andrew's**  
Community Church

Holy Trinity Church Combe Down  
with  
St Andrew's Community Church

## Welfare and Safety Procedures for Children, Young People and Vulnerable Adults

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## 1. Introduction

The key Church of England policies that we have adopted, and which must be read together with these procedures are:

- [The House of Bishops 'Promoting a safer church safeguarding policy statement'](#)
- [The Church of England Parish Safeguarding Handbook](#)
- [The Code of Safer Working Practice](#)
- [Safer Environment and Activities](#)
- [Safer Recruitment](#)

These describe the policy and principles that we follow. Our policy statement is:

[The Holy Trinity Safeguarding Policy](#)

The Church of England documents are available at:

<https://www.churchofengland.org/safeguarding/promoting-safer-church-safeguarding>

The Church of England website will always have the most up to date versions of these documents, and also contains other useful resources.

PCCs and Clergy are obliged to follow the House of Bishops policy and the Parish Safeguarding Handbook, and failure to have due regard to these will have disciplinary consequences and may also have direct consequences for the validity of our insurance.

These procedures provide the details of how in Holy Trinity and St Andrews' churches we meet the requirements of the Church of England policy.

If the information that you need is not the documents mentioned above, or in these procedures, please ask one of our Parish Safeguarding Officers or the Diocesan Safeguarding Advisor.

In addition, detailed guidance produced for all organisations is available via the South West Child Protection Procedures: <https://www.proceduresonline.com/swcpp/>

## 2. Key HTCD & STACC Contacts

Role	Name	Contact details
Vicar	Shawn Swinney	<a href="mailto:vicar@htcd.church">vicar@htcd.church</a> tel. 01225 833724
Diocesan Safeguarding Adviser	Ben Goodhind	<a href="mailto:bengoodhind@bathwells.anglican.org">bengoodhind@bathwells.anglican.org</a> tel. 01749 588917
PCC Safeguarding Lead	Sally Hogg	<a href="mailto:sally@htcd.church">sally@htcd.church</a>
Parish Safeguarding Officer (PSO)	Viv Quick	<a href="mailto:safeguarding@htcd.church">safeguarding@htcd.church</a> tel. 07914 422225 or 01225 723293
Children's Minister	Vacant	
Youth Minister	Vacant	
Associate Minister for Families and Pastoral care	Sharon Blair	<a href="mailto:sharon.blair@htcd.church">sharon.blair@htcd.church</a>
Churchwarden	Sally Hogg	<a href="mailto:sally@htcd.church">sally@htcd.church</a>
Churchwarden	Steve Machell	<a href="mailto:steve@htcd.church">steve@htcd.church</a>

### 3. Definition of abuse

Working Together to Safeguard Children 2018 defines abuse as:

*A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.*

Abuse is defined as four categories:

- Physical
- Sexual
- Neglect
- Emotional

For full details see the [Church of England Fact Sheet 'Types of Abuse'](#).<sup>1</sup>

### 4. Church Structure for Children and Vulnerable Adults

Holy Trinity Church, Combe Down (HTCD) and St Andrew's Community Church (STACC) have approximately 200 children and young people up to age 18 taking part in a wide range of activities. Many activities are held on a Sunday and involve children of all ages. Events are held at HTCD and STACC and in the Church Rooms. Some of the older children are involved in off-site activities, including being away from home overnight. This document covers both on-site and off-site activities.

There is no specific meeting held for vulnerable adults but groups at HTCD/STACC that might include them are:

- Seniors
- Foxhill Focus
- Needles and Natter
- Pastoral Visiting

### 5. Lines of Responsibility

The Vicar has overall responsibility for the care and welfare of children, young people, and vulnerable adults at HTCD. In the event of an interregnum caused by the departure of the Vicar, the overall responsibility passes to the church wardens.

The Staffing Committee, a sub-committee of the PCC, has the oversight of Safeguarding procedures on behalf of the Vicar, and a member of the Committee is the PCC's Safeguarding Lead. The Committee will regularly meet the Parish Safeguarding Officer (PCO) to discuss processes/changes/issues, and to review the Safeguarding Policy.

The PCC's Safeguarding Lead has pastoral and practical oversight of the Parish

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<sup>1</sup> <https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance/templates-resources>

Safeguarding Officer, who is accountable to him/her. (S)he reports back to the Staffing Committee, and to the PCC when appropriate.

The Parish Safeguarding Officer keeps up to date with the latest Safeguarding requirements, including Safe Recruitment, from the Diocese, implementing them in a professional and confidential manner, seeking advice from the Diocesan Safeguarding Advisor (DSA) whenever necessary. The same Safe Recruitment procedures are used at both HTCD and St. Andrews. The Parish Safeguarding Officers check regularly with Ministry Leaders to ensure Safeguarding procedures are being followed by them and their team, including training.

The Youth Minister, the Children's Minister and Associate Minister have day to day responsibility for all the group activities and are accountable to the relevant Parish Safeguarding Officer as described above.

Everyone who works with children and vulnerable adults, whether employees or volunteers, helpers, or leaders, must have a DBS check and clearance before they can begin. It is the responsibility of the Children's Minister, Youth Minister, Families Minister and Seniors Minister, together with the Parish Safeguarding Officers, to ensure that this takes place, using agreed Diocesan procedures.

Induction and training for all existing employees and voluntary workers will be given and updated regularly. The Children's, Youth, and Associate Ministers will ensure that their team members have received induction and training, and have access to and knowledge of the Parish Safeguarding Handbook, these procedures, and the resources on the Church of England Safeguarding website.

## **6. Recruitment**

The PCC is responsible for the appointment of those working with children, young people, and vulnerable adults, paid or unpaid. At least two individuals (who could include the incumbent) must be responsible for recruitment. All those involved in recruitment must be capable and competent, trained in safer recruitment and able to keep personal matters confidential.

We will follow the guidance for safer recruiting in the [Parish Safeguarding Handbook](#) and in [Safer Recruitment](#).<sup>2</sup> This includes having role and job descriptions; advertising; application forms; shortlisting; interview; DBS checks; probation; induction, and training. Templates for many of these are found on the Church of England Safeguarding website.

## **7. Support and Supervision**

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<sup>2</sup> <https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance/templates-resources>



No leaders or helpers are expected to operate in isolation or without an appropriate level of support and supervision. The Children's, Youth Families and Seniors Ministers are the leaders who are responsible for each helper and ensure (under staff management) that each leader/helper receives the appropriate level of support and supervision.

Members of the staff team have supervision from their line manager.

## **8. Training**

The Children's, Youth, Associate Minister must ensure that their team members have received induction and training and have access to and knowledge of the Holy [Trinity Safeguarding Policy](#), the [Parish Safeguarding Handbook](#), and these procedures. Safeguarding should be addressed within teams at least once a year.

The Parish Safeguarding Officer will ensure that all those who require safeguarding training as identified in the [Parish Safeguarding Handbook](#) will take part in this.

## **9. DBS Procedure**

Details of DBS checks, including who in the Parish is eligible for checks, are found in the [Parish Safeguarding Handbook](#) and in [Safer Recruitment](#). Further details are in the resources section of the [Church of England Safeguarding website](#).

9.1 The Parish Safeguarding Officer or their representative either:

- arranges a meeting with an applicant, having received their name and contact details from the Children's, Youth Families or Associate Minister. Using the current electronic Diocesan Safeguarding system, the applicant's required details are entered online for assessment and checking, in the presence of the applicant.

Or

- contacts the applicant by email asking them to log on to the Diocesan Safeguarding system and complete an application for assessment and checking as above.

9.2 In each case the Parish Safeguarding Officer carries out an identity check and submits the result to the diocese. There is a discussion about Safeguarding awareness, including which person should be contacted if a concern arises. A Job Description and a Confidential Declaration form are completed by the applicant, both of which are retained by Holy Trinity. The Parish Safeguarding Officer contacts the referee for a reference, which is retained with the Job Description.

9.3 Once the application has been processed the Parish Safeguarding Officer is informed

by the diocese, and a DBS certificate is sent to the applicant. The Safeguarding Representative records the certificate number, date and status on the internal parish safeguarding spreadsheet, if the certificate is clear.

9.4 A DBS Certificate is sent to the applicant who should show the original (not a photocopy) to the Parish Safeguarding Officer,

9.5 The Parish Safeguarding Officer sends the applicant a link to the diocese's online Basic Awareness Safeguarding course.

9.6 The spreadsheet shows individual DBS check renewal dates. Applications will be re-submitted every three years as part of the church's ongoing strategy for the protection of children and vulnerable adults.

## **10. Code of Safer Working Practice**

All members of staff and volunteers working on behalf of the Parish with children, young people and adults will be given a copy of and will follow the [Church of England Code of Safer Working Practice](https://www.churchofengland.org/sites/default/files/2019-10/Code%20of%20Safer%20Working%20Practice.pdf).<sup>3</sup> In addition, leaders and volunteers will abide by the following guidance:

### **10.1 Dress Sense**

Where applicable children's leaders and helpers will wear team T-shirts and fleeces, to ensure they are a visible presence to both children and parents. This also serves to identify authorised adults.

Leaders and helpers should not wear clothes that are likely to cause offence, draw any unhealthy attention or cause distraction.

### **10.2 Requirements for leadership**

- All leaders should ideally be church members i.e., have completed and returned membership forms, and belong to a small group.
- All leaders should ideally be in an accountable relationship (have mentors or prayer partners)
- All leaders should be fully aware of the vision and values of HTCD and serve in accordance with them.
- If a team leader finds the behaviour of a team member to be consistently destructive or unhelpful or challenging the vision and values of HTCD, they should discuss their concerns with their Line Manager. If the concern is about safeguarding, the flow chart for responding to a safeguarding concern must be followed. A breach of the Code of Safer Working Practice must be reported to the Parish Safeguarding Officer.

### **10.3 Leader/parent communication regarding welfare**

Parents are encouraged to advise group leaders as to the needs of their children, in particular concerning:

- Special needs

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<sup>3</sup> <https://www.churchofengland.org/sites/default/files/2019-10/Code%20of%20Safer%20Working%20Practice.pdf>

- Allergies
- Preference for juice or water
- Ways of settling their child
- Permission to have biscuits
- Particular health needs

There are registration forms online available to encourage the parents to share this information and a record of information received will be retained on the database for the appropriate group.

Every effort will be made to settle a distressed child. If a child cannot be settled, their parents will be informed, and the child returned to them.

Please always contact the group leader / Children's Minister if you believe a child should be returned to church for whatever reason. Parents will usually be contacted by way of a leader coming into church.

Parents are encouraged to let the leaders know of any concerns about their child, even if they are 'just tired'.

Leaders are to give feedback to the parents.

Parents should be given a copy of the [Diocesan Safeguarding Advice for Parents leaflet](#).

#### **10.4 Supervision of children in groups – Attendance**

- Children under the age of 5 should be brought to and collected from children's groups by their parents or an authorised adult (not another child).
- Children must be registered at all children's activities.
- A child must not be handed to a person not authorised to collect that child, including older siblings. If there is any doubt about the appropriateness of the person collecting the child, the relevant group leader should be advised.

#### **Groups**

We will follow the minimum staffing levels for different age groups of children set out in the [Parish Safeguarding Handbook](#).

#### **10.5 Vulnerable Adults Code of Behaviour    Guidance for helpers and leaders**

##### **Manner**

- Be friendly and welcoming, referring to people by name where possible. Treat everyone with respect without showing favouritism.
- Listen to others and be aware of their interest, providing appropriate opportunities for others to talk about the concerns they may have.
- Respect an individual's right to privacy.

## Awareness

- Consider safety at all times.
- Don't exaggerate or trivialise abuse issues.
- Share any concerns with the group leader.

Leaders need to display their authorized HTCD leaders name badge when leading vulnerable adults' activities.

## Boundaries

- Avoid people becoming overly dependent on a particular person.
- Build relationships with people's families where possible.
- Exercise appropriate care when transporting people or visiting them in their own homes.

(See Seniors Transportation policy and [appendix 6 transport](#)).

## Confidentiality

It should be made clear that confidentiality may be breached when the welfare and safety of others is at risk.

# 11 Responding promptly to every safeguarding concern or allegation

[The Parish Safeguarding Handbook](#) should be consulted for details of how to respond to a concern or allegation about safeguarding of children and adults.

[The Fact Sheet: Types of Abuse](#)<sup>4</sup> is a very useful resource. It gives details of the signs and symptoms of different types of abuse for children and adults, including child sexual exploitation; cyber-bullying; modern slavery; female genital mutilation; spiritual abuse and organisational or institutional abuse.

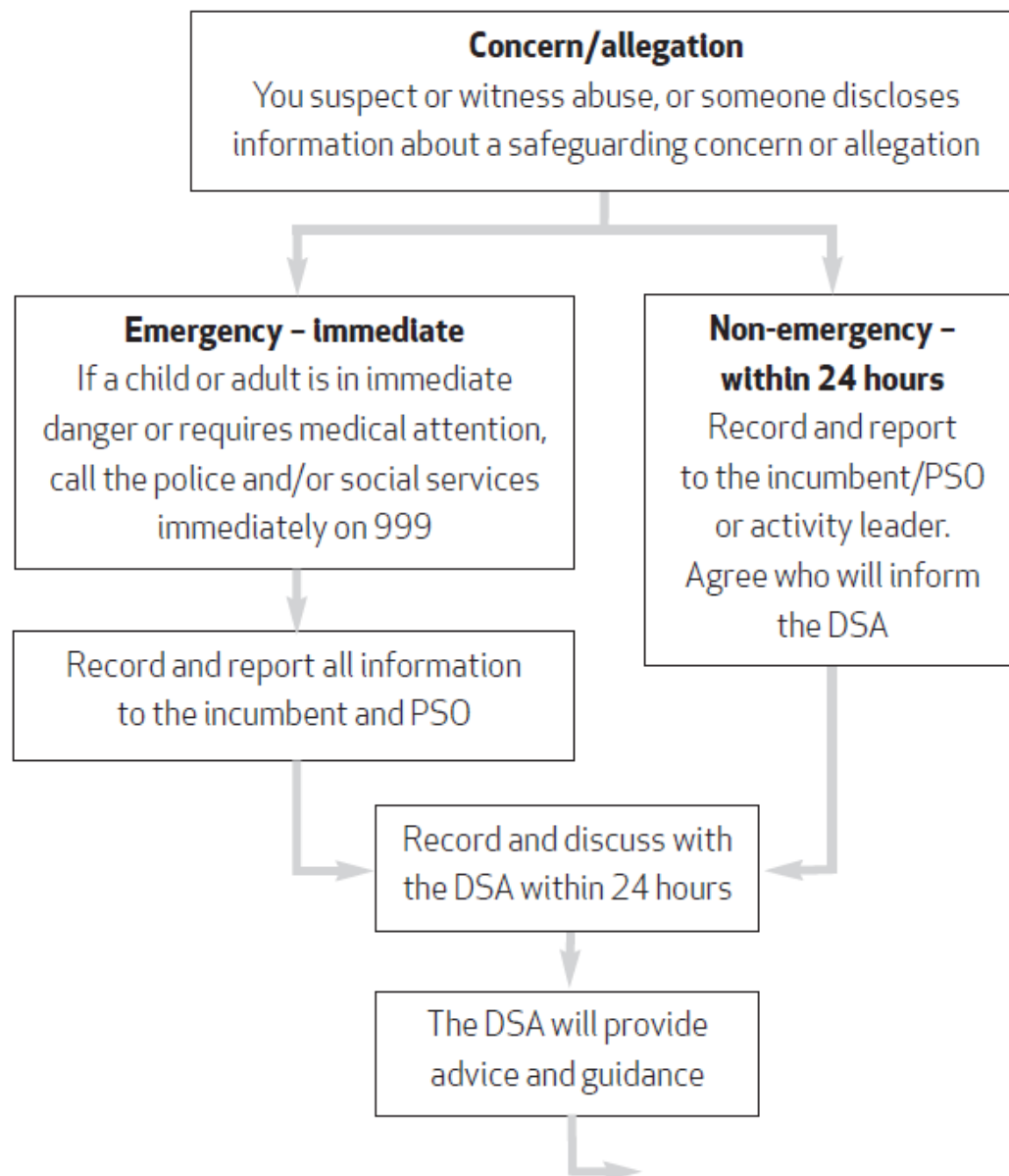
The [safeguarding children body map](#) and [safeguarding children incident report form](#) should be used to record concerns and the action taken.

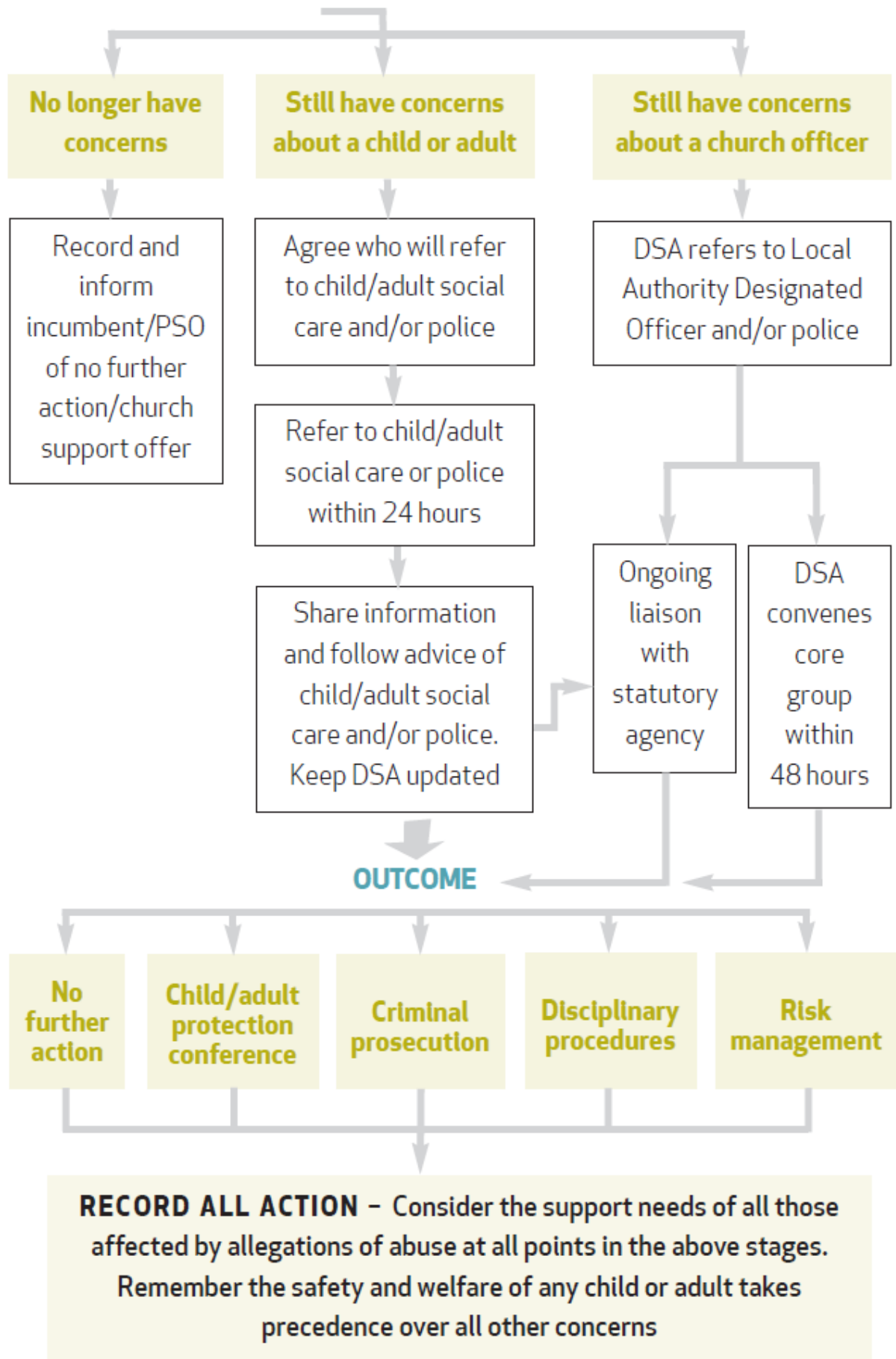
The flow chart in section 7 of the [Parish Safeguarding Handbook](#) must be followed when responding to concerns or allegations.

Concerns about children and adults which do not fall within Safeguarding, (for example about physical or mental health; relationships, or unhealthy behaviour), must still be taken seriously. This may require immediate action, or if time allows discussion with colleagues and your supervisor. If you have any doubt whether there is a Safeguarding issue, discuss with the PSO.

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<sup>4</sup> <https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance/templates-resources>





## **Appendix 1: Code of Practice - for Children's Sunday Groups (Age 0-11yrs)**

### **Guidance for group leaders and helpers**

#### **1. Health & Safety**

- Children should always be supervised especially when leaving and returning to premises where roads need to be crossed.
- Leaders are responsible for registering the children attending their group and ensuring the children are registered or arrive with a visitor's form.
- All groups leaving HTCD gather at the church gate for a quick head count and to ensure sufficient adults are present. Then they are supervised across the road to the Church Rooms or into the School grounds.
- Do NOT have hot drinks in the room when children under 11 are present.
- Children should not be permitted in kitchen areas without adult supervision.
- Leaders and Helpers should be familiar with the Risk Assessments for their groups and venue.
- Leaders and Helpers should be familiar with the location of their nearest First Aid kits and who in their teams has first aid training.

#### **2. Group allocation.**

Our Sunday groups are arranged into 3 age brackets:

Jonah's Crew (0-4 yrs – pre-school) Ruth's Crew (4-7 years – KS1) Peter's Crew (7-11 years)

In addition, we have a sensory room for those with additional needs which currently caters for children in the Ruth's Crew age bracket. Children move between these groups after a discussion with the Children's Minister – the age brackets are flexible and we move children to enable group sizes to be adequately housed, individual needs to be supported and to encourage positive relationships between peers.

Leaders are responsible for keeping a group register and ensuring the children who attend are registered children or come with a visitor's form completed.

#### **3. Toileting & nappy changing needs.**

- Staff and volunteers will not change nappies. When this is necessary the parent will be contacted.
- The toilet in Creche is not to be used by members of the congregation during church – direct them to the toilets by the church doors.
- Children of all ages should ask permission to go to the toilet.
- Where possible avoid the situation where one adult takes a single child to the toilet, away from the rest of the group. If this is unavoidable, the adult should inform another adult of where they will be and for what purpose and should attempt to stay in a line of sight of other adults as much as possible. If a child soils themselves the parent should be called to supervise a change of clothes.

#### 4.Activities

Our Aim is to provide safe, fun engaging activities where children can grow their faith and their friendships.

- Each session should follow the routine outlined for the age group – so children feel secure and know what to expect.
- Each session should include a time where all children are spoken to by name and children are encouraged to learn the names of those they don't know – a welcome name game. During this section the register is also taken, and attention is drawn to the rules so children know what behaviour is expected.
- Let the children 'do' as much as possible. Involve them. Encourage them to talk. Things they have said and done will be remembered more easily. Don't persevere with an activity with which the children have lost interest. Leaders should try to 'over prepare', having extra activities if one does not appear to be 'working' so they can be flexible and move on. Where possible there should be a choice of activities for the children to do.

#### 5.Discipline we operate a positive behaviour management approach.

We have a clearly displayed and simple set of rules – these are negotiated with the older children each year but are discussed and shared with children of all ages each week during the name game section of the meeting.

Our current rules are:

Ruth's Crew:

1. Try our best.
2. Listen to others.
3. Be kind to others.
4. All have Fun.

Peter's Crew:

1. Listen to the person talking.
- 2 Be kind to each other (No physical stuff)
3. Respect the room and equipment.

Plan a well-structured session with some elements of routine but with a range of activities and a choice of activities where possible. Be sensitive to the engagement levels of the children and be flexible and ready to respond. Allow more time for activities children are clearly enjoying and move on when things are not as engaging as hoped.

All are encouraged to get to know each other and to address each other by name.

Positive behaviour is regularly praised by helpers and leaders.

If a child breaks one of the rules – they are spoken to calmly by a member of staff – who refers to the broken rule and asks them to apologise, particularly if their behaviour has upset another member of the group.

Leaders are to be alert and move close to children whose behaviour is causing concern.

Leaders should be aware of children's likely trigger points and to try to distract children into new activities or away from difficult relationships within the group.

If the negative behaviour persists, a small time out to sit to one side and reflect may be



needed and perhaps a warning given that a parent may have to be called.

If the behaviour continues to be destructive to the rest of the group dynamic, then the parent should be called.

In all discussion around behaviour, it should be clear that it is the behaviour that is not acceptable. At all times the child should feel that they are loved and accepted.

Parents should be informed on collection of their child of any incidents that have caused a child distress.

The Children's minister should be informed of any incidents of poor behaviour or behaviour causing concern and if a parent has been called so they can follow up and ensure we all find a positive way forward from all incidents.

## Appendix 2: Code of Practice - Youth (Over 11 years)

### Guidance for group helpers and leaders

#### 1. Boundaries:

Avoid lone working – see '[safer environment and activities](#)' – 'Those working or volunteering with children on behalf of the church should avoid situations where they are on their own with a child.'<sup>5</sup>

Most contact with young people will happen within the context of formal meetings. When meeting outside these parameters the following should be observed:

Ideally meet in the Church Rooms. Alternatively, meet in a suitable public place such as a café ensuring that other adults are always present. Do not arrange to meet young people at home unless other adults are present.

When two leaders are meeting individually with a child at least one must be of the same gender as the child.

Individual meetings should not be arranged late at night and care should be taken to monitor the frequency of meetings to ensure that the child does not become dependent on leaders.

#### 2. Discipline

- The team leaders should agree ways of handling specific situations in advance and decide sanctions should they be necessary. Possible sanctions are:
  - Removal from the group
  - Sent home
  - Banned for 1-3 weeks
  - Permanently banned
- Verbal or physical disruptive behaviour should be dealt with by asking whoever is causing it to stop and to show respect for the people or items involved. The use of bad or offensive language will not be accepted and clear boundaries should be given.
- If the behaviour continues, the group leader should be informed, who will assist to resolve the situation and if necessary, apply sanctions.
- Bullying of any form (verbal, emotional or physical) is not acceptable. Allegations should be taken seriously and if substantiated, reported to the group leader who will speak with the offenders. If it continues, sanctions should be used until the behaviour improves
- Smoking is not allowed in any of the church buildings.
- No alcohol or drugs are to be brought into or around the Church Rooms or St Andrew's Church. If any of these substances are found, they will be confiscated and not returned. In the event of drugs of any class, the police and parents will be informed immediately
- Any person attending a youth meeting under the influence of either alcohol or drugs will be asked to leave. In the case of child, the parent or guardian should be informed and requested to pick up the child.

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<sup>5</sup> Safer Environment and Activities section 2

- In the case of a child needing to leave a youth meeting before the normal finish time, for whatever reason, the parent or guardian should be informed and requested to pick up the person.
- If a team leader finds the behaviour of a team member to be consistently destructive or unhelpful or challenging the vision and values of our Youth Groups, they should discuss the situation with the Youth Minister. If necessary, all activities should be stopped until order is restored.

### **3. Personal Discipline (leaders/helpers)**

- Adequate supervision must be ensured.
- Avoid being confrontational, which may inflame a situation. It is better to talk to someone quietly than to cause a scene in front of others.

### **4. Pastoral support**

Encourage young people to grow in their relationship with the Lord. Help them with specific pastoral situations where you can. Know your limits and when you need to seek further advice or help from your group leader or the Youth Minister. Remember, serious pastoral situations must be discussed with the Youth Minister.

### **5. Health and Safety**

- Young people must always be supervised whilst on the site.
- Young people should be reminded of their responsibility to take care of themselves when leaving Church Rooms buildings.
- Kitchen areas are only to be used by or with the supervision of leaders.

### **Appendix 3: Prayer ministry with children and young people**

Follow the [Holy Trinity Combe Down Prayer Ministry Guidelines](#), and the [Holy Trinity Combe Down Basics of prayer Ministry](#).

In particular:

- Leaders praying with children must have DBS checks in place.
- Be personally prepared and pay particular attention to dress, personal hygiene and spiritual health.
- Never pray on your own with a child of the opposite sex.
- Wherever possible pray in pairs for a child, with at least one person of the same sex as the child, and ensure you are never alone with a child or young person.
- Do not promise total confidentiality.
- Take care with laying hands on a child – always ask for permission first, only touch head shoulders or back. It may be right to ask the child to put their hand on the area and for the person praying to lay their hand on top. It may be more appropriate to hold your hand near the child without touching.
- Only pray positively.
- Only minister in the context of HTCD children's or youth meetings.
- Do not minister late at night or for prolonged periods.
- Report to the overall leader any concerns that you have as a result of praying with a child or young person.
- Never pray for deliverance.
- If concerns are raised by a parent, carer or other adult that a child is or may be possessed by an evil spirit, or a request is made for deliverance ministry, this must be reported to the DSO. See [Parish Safeguarding Handbook](#) for detail.

## **Appendix 4: Health and Safety**

HTCD has a Health and Safety Policy document which sets out how we manage health and safety in accordance with the provisions of the Health and Safety at Work Act 1974 and the regulations made under it. A copy is always available in the Church Office. Specific guidance appropriate to different age groups is given in the sections on Codes of Practice guides in this policy.

### **1.Groups and activities**

- Group leaders should always know how many children they are responsible for and where they are.
- The children should know who the group leader is.
- Common sense should be used when setting up rooms and resources. (Fire exits must be unlocked, exit routes must be clear, equipment must be in safe working order, etc.).
- Windows should be opened and closed by leaders, from the top down to avoid the risk of children falling/climbing out.
- Children should not be permitted to climb on equipment or hide from sight. Particular attention should be paid to potential hazards such as stairwells, cupboards and equipment.
- Children must not touch electrical equipment (sound systems etc.) without supervision.
- Leaders should be familiar with health and safety procedures. (See Sections 'First Aid and Evacuation').
- Leaders should be alert to any unauthorised people in a meeting or at an event and ask them to leave.

### **2.Food Safety**

All food and drink served or prepared on HTCD the premises must be in line with the requirements of HTCD Food policy a copy of which is always available in the Church Office.

### **3.Risk Assessments**

Risk assessments will be carried out regularly to identify, quantify and assess possible risks to children and vulnerable adults when in the care of HTCD Church. Any risks identified will be recorded and then eliminated or controlled as far as is reasonably practicable.

The Children's, Youth or Seniors' Ministers, will be responsible for carrying out risk assessments and determining how the risks can be removed or controlled.

The Families, Children's, Youth or Seniors' Ministers will be responsible for:

- Recording the findings of the risk assessments and passing a copy to the appointed safety officer.
- Making the necessary arrangements to remove or control the risks.
- Liaising with the safety officer to implement and monitor the necessary action.

#### **4.First Aid**

HTCD has several people with responsibility for First Aid and will also provide training, by an authorised group or person, for those people who need it. The Families, Children's, Youth and Seniors Ministers are trained, and the qualification kept updated.

In order that we can deal effectively with children/young people's health issues we will:

- Ensure that all relevant premises used by children/young people have a properly equipped First Aid kit clearly located and marked.
- Provide accident books in all buildings.
- Display a list of trained first aiders on the health and safety notice board.
- Ascertain any medical information about children/young people to enable us to quickly assess any health problems that may arise while in our care.

All accidents and hygiene related sickness will be entered in the accident book and the following information recorded:

- Date and time of incident.
- Personal details of those involved.
- Location of the incident.
- Description of the incident.

Serious accidents should be reported to the Vicar within 24 hours.

HTCD will comply with the requirements of the Disability Discrimination Act 1995 in supporting people with medical needs to enable them to fully participate in events and activities.

When taking children/young people or vulnerable adults off site, adequate first aid provision will be made.

#### **5.Emergency Evacuation Procedures on HTCD Sites**

We have a responsibility under the Health and Safety at Work Act to have an evacuation procedure in place to ensure that people in the building can get out safely in the event of an emergency. It is essential that in the event of an emergency everyone involved with caring for children, youth and vulnerable adults is confident that they can safely guide the group out to one of the assembly points, bearing in mind that evacuation may be hampered by smoke and poor lighting.

Every leader should be familiar with the escape routes (under normal conditions there will be at least two routes). Before the start of every session make sure that the escape routes are clear, and all doors are unlocked and can be opened. At the start of every session, know how many people are in your care. From time to time remind the people in your care of the procedure and what to expect.

#### **On hearing the fire alarm**

- Make sure all people are present
- Take the people out of the building using the nearest available exit
- Close all doors behind you
- Assemble
  - Church Rooms – in front of the Randy's Bikes.
  - Combe Down Primary School – in the school car park.
  - HTCD – in HTCD Grounds.
  - St Andrews – in the Community Centre Car Park.
- Get help from other adults to keep vulnerable adults safe at assembly points until the all clear is given by the fire officer or the group leader.

#### **Do Not**

- Stop to collect personal belongings.
- Use lifts.
- Re-enter the building until the 'all clear' is given by the fire officer or the group leader.

## **Appendix 5: Electronic Communication**

The guidance in the [Parish Safeguarding Handbook](#) and [Safer Environment and Activities](#) guidance on Use of Social Media must be followed.

In addition:

### **1.Mobile phones- giving out your number**

- Where possible use a separate mobile phone from your personal one.
- Where possible try to refrain from giving out your personal number.
- Where you feel that this cannot be avoided (e.g. arranging to meet for mentoring; information regarding events etc.) save the person's name and phone number in your phone. Then when they phone you have the option to accept or decline the call given your circumstances at the time.

### **2.Phone calls, texting, emails, and all other electronic forms of communication**

- Phone calls, texts, emails and other forms of electronic communication with children and young people should only be made to convey information regarding an event or to confirm a meeting.
- Phone calls, texts, emails and other forms of electronic communication with children and young people should not be used for casual conversations. If this happens, politely explain that this is not appropriate behaviour, and that you would be willing to meet with them with another leader if they should require.  
Note: email conversations can be used where face to face meeting cannot take place.
- If a child contacts you, as their leader, in a situation of pastoral distress, then talk to the individual whilst advising that you must contact the Children's or Youth Minister in order to guarantee accountability for this situation. If the need should arise then also offer to meet the individual in an appropriate public place with a senior member of the leadership team.
- Phone calls with children and young people should, where possible, only be between people of the same sex and any pastoral concerns should immediately be referred to a senior leader of the same sex.
- Where possible there should be no phone calls or electronic communication after 6pm in the evening and before 9am in the morning. The only exceptions to this should be in cases of pastoral emergency.
- If you receive a phone call after this time from a child or young person, let your phone ring through to answer phone and then listen to the message.
- Children and young people should be discouraged from contacting their leaders out of hours unless it is an emergency, when you should contact the Children's or Youth Minister immediately.
- Make sure the child's parent or guardian knows of and agrees to the method of communication.
- Use clear, appropriate language.
- Make sure that the content of any message cannot be misinterpreted.
- Where possible have a separate email account for church activity communications; where these exist, they must be used.



- Only give young people contact details that the church has placed in the public domain.
- Never use terms or symbols such as 'love' or kiss('x') to end a message.
- Never forward chain messages.
- Make sure any image sent is appropriate.
- Make sure any hyperlinks do not lead to inappropriate content.
- Always copy another adult into the messages and save copies sent.

### 3.Video calling

Use of any video calling tool with children and young people must follow the rule of lone working – at least two adult leaders should be involved in any video call, just as with all other work with children and young people in church. Additionally, leaders should use a church-only email address or profile when engaging in video calls, avoiding their personal contact details.

See [The Church of England Advice for using video conferencing for youth work during Covid-19](#). And also [The Church of England Using Zoom for video meetings with young people](#)

### 4.Social networking

See the [Parish Safeguarding Handbook](#) and [Safer Environment and Activities guidance](#)

- Leaders should monitor conversations, images and behaviour of members of any church social media group and challenge as necessary.

### 5.Computers

Where children and young people have access to computers as part of church activities the group leader has a duty to ensure that:

- Measures are in place to ensure that the likelihood of young people accessing inappropriate material is reduced e.g., use of parental controls and filters.
- Young people are aware that their personal details should not be disclosed e.g., name, address, school, password, email address, telephone number.
- Young people know that they should never send photographs.
- Young people should be advised of the dangers of using all forms of social media.
- Young people are aware that they should advise a leader or use the report abuse button online (if the site has one) about anything online that makes them feel uncomfortable.
- Downloading material should not be allowed.
- They limit the time that a child uses the computer.
- The computers used should be running up to date antivirus and antispyware software. Complete virus and spyware scans should be carried out on a regular basis.

## Appendix 6: Transport

### Transporting children, young people or vulnerable adults

We will follow the [Church of England Safer Environment and Activities guidance](#).

Drivers should familiarise themselves with Combe Down PCC's Policy 'Driving on Behalf of Combe Down PCC' and 'Additional Guidance for Transporting Those with Additional Needs'

- Only those who have completed the HTCD recruitment procedure for new staff and volunteers should transport children or vulnerable adults – this will include having a DBS check.
- All drivers should have attended awareness sessions to ensure a clear understanding of the safeguarding protection policy for HTCD.
- Parental consent must be obtained before transporting children, and the Children's Minister or Youth Minister should be made aware of the journey.
- The driver must have held a driving licence for at least two years and be over 25 years old, hold a full driving license, and be covered by a current insurance policy.
- All those working on behalf of the parish with children and young people must not give lifts to children or young people you are supervising on their own or your own (unless there are exceptional circumstances e.g. in an emergency for medical reasons or where parents fail to collect a child and no other arrangements can be made to take a child home. In such situations, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity). See the [code of safer working practice](#) p2.
- If children or vulnerable adults want to talk to a driver about something and have waited until other children or vulnerable adults have been dropped off, the driver should explain that it isn't convenient to talk. Then, arrange to meet at a location where other leaders/adults are present. (Remember the children or vulnerable adults may want to talk to you about an abusive situation).
- At collection or dropping off points do not leave children or vulnerable adults on their own. Make sure that an appropriate adult collects them.
- The Children's Minister or Youth Minister must ensure that the driver holds an approved minibuss license and complies fully with minibuss regulations.
- The leader must ensure that there is adequate supervision including a second responsible leader/adult to sit with the children/young people or vulnerable adults.
- All drivers must always have a mobile phone with them.
- All drivers must display their authorized HTCD name badge when transporting vulnerable adults.

## Appendix 7: Home visits and offsite meetings

### Home visits

- The Children's Minister, Youth Minister or Seniors Minister must be made aware of any arrangement to visit children or vulnerable adults at home and be fully informed of the visit and outcome. A second adult must be present if the visit is to a child or young person, and one of the adults must be of the same gender as the child or young person. When visiting vulnerable adults, if possible visit in pairs, especially if it is the first visit. However, it is recognised that much pastoral visiting of vulnerable adults, particularly by clergy, is done alone and this guidance does not place a restriction on that, as long as the other aspects of safer working practice in this guidance are followed<sup>6</sup>.
- Provided that the Children's Minister, Youth Minister (or Seniors Minister) approves, you may arrange to meet in a more public place as long as other adults will be present. Keep yourself fully accountable; don't leave areas of misunderstanding or vulnerability.
- Remember when visiting people of any age that you are going under the banner/authority of HTCD.

### Offsite meetings and trips away

[The Parish Safeguarding Handbook](#) section 11.3 will be followed. In particular when taking children offsite the church leadership must be informed and agree to the activity.

In addition to the guidance in the Parish Safeguarding Handbook:

- The group leader must ensure adequate supervision is provided when taking a group away. We will follow the ratios given in [Safer Environment and Activities guidance](#). The person in charge must be over 21.
- The group leader should have a consent form for each child attending showing name, address, age, emergency contact details and any relevant health or special needs information. These forms are to be held by the person in charge for the duration of the time away.
- Ensure that there is adequate and correct insurance to cover all areas of the time away.
- Safety, Health and Hygiene equipment at the venue should meet relevant standards, be well maintained and in good condition. Careful attention should be paid to hygiene.
- General safety checks and risk assessments should be made and recorded.
- All leaders should be aware of the fire regulations and evacuation procedures for any venue that they use and communicate this to the group.
- Accidents should be dealt with in accordance with our Health and Safety Policy.
- At least one person should have knowledge of and responsibility for health and safety, first aid, child protection and legal requirements.
- Sleeping quarters and bathroom areas are to be strictly male or female only.
- An adult of 18 years or over must not sleep in the same room as children/young people.
- All food and drink served or prepared on the premises must be in line with the requirements of HTCD Food policy.

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<sup>6</sup> See [Safer Environment and Activities guidance](#) p24

## Appendix 8: Useful Telephone Numbers

Bath and Wells Diocesan Safeguarding Adviser	01749 588917
BANES Children's Social Care	01225 396111 or 01225 477929
BANES Emergency Duty Team	01454 615165
BANES Adult Social Care	0300 2470201
Somerset Children's Social Care	0300 123 2224
Somerset Adult Team	0300 123 2224
North Somerset Children's Social Care	01275 888808
North Somerset Adult Team (Care Connect)	01934 888801
NSPCC	0808 800 5000
ChildLine	0800 1111
Avon and Somerset Constabulary	101 – or in an emergency 999
Diocesan Main Switchboard	01749 670777