



Safeguarding Children and Child Protection Policy

The Diocese of Sheffield is due to publish a new Safeguarding Policy in 2019, after updated guidelines and procedures are released by the Church of England.

This policy will remain in place until this new guidance and policy is published.

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1. Introduction

This document outlines the policy held by STC Sheffield in relation to all of the work with 0-18 year olds undertaken on behalf of said church. This includes work during our main Sunday gatherings, as well as Tots and Toddlers groups, Dads' Group, Holiday Clubs, kids' parties, and Fir Vale Kids Club. It also includes the youth work "Defined" during our main Sunday gatherings, groups on Friday evenings, mentoring programmes and occasional residential activities.

It has been distributed to all those involved with leading the children's ministry and it should be read, understood and adhered to by those individuals.

The policy outlines the children's work undertaken by STC Sheffield and how that work should be implemented in accordance with the guidelines in the publications "Safeguarding Children Policy and Handbook" (Diocese of Sheffield, 5 October 2010) and "Protecting All God's Children - the Child Protection Policy for the Church of England" (4th edition 2010).

Updates in legislation will be passed to those working with children as necessary.

1.1. Definitions and terms used in this policy

- **Leaders** - both voluntary and paid persons who are involved in the 0-18s work of STC Sheffield.
- **Team Leaders** - Those who are responsible for leading a group of children.
- **Children's Work** - all children's, youth and under 5s work. Where there are particular policies or guidelines relating to these different ministry areas, these are noted.
- **Children** - all persons aged 0-18 years. A child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout this document. "Working Together to Safeguard Children 2010" states: "The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989."
- **Safeguarding** - the term safeguarding covers vetting and safer recruitment, safer working practices, responding to concerns, working with partner agencies, dealing with allegations against those responsible for children and other matters that may be relevant
- **Child Protection** - the term child protection is used for responding to concerns where it appears that a child may have been harmed.
- **Children in need** - a child is in need if:
 - He or she is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him or her of services by a local authority;
 - His or her health or development is likely to be significantly impaired, or further impaired, without the provision for him or her of such services;
 - He or she is disabled.
- **Responsibility for safeguarding** - the safeguarding and protection of children is everyone's responsibility, not just parents or those who have formal responsibilities

for children. Procedures and formal processes along, though essential, will not protect children. The community, including all its members, needs to be aware of the dangers and be prepared to report concerns and take action if necessary. The child's welfare is the paramount consideration in matters of private or public law affecting children which come before the family courts. The Church accepts and extends this principle to all areas of its work with children. Where conflicts of interest arise between the welfare of children and that of adults, it is the welfare of children that will be given priority.

The forms in the Appendices are sample forms. The specific layout of each form may differ between the different ministry areas.

2. Vision and Values of STC Sheffield's Children's Work

2.1. STC Kids - Vision

The vision for STC Kids is threefold:

Meet Friends

We want to help each individual child to become a better friend and help their friends become the BEST!

Meet God

We want the children to engage with questions such as:

- How do I spend time with God?
- What does it mean to be Jesus' friend?

Live Life Better

We want the children to live the best life - a life with Jesus.

2.2. STC Kids - Values

- *To learn about God is interesting; to meet God is life changing.* We as a team are determined to strike the right balance between teaching the children about God and creating an environment where they can experience God for themselves.
- *Discipleship goes beyond teaching.* We recognise that actions speak louder than words when we are with the children. We want to disciple the children in their relationship with God both through words and action. For those on the team to be able to disciple the children they must be committed to grow spiritually themselves and be disciple and held accountable by leaders in the church.
- *To worship God is to encounter God.* We want to encourage the children to worship God in real and relevant ways.
- *God is about relationship.* We want to see the children build strong relationships with God, with each other, and with their friends.
- *Each child is a unique creation of God.* We recognise that each child is unique. We aim therefore to encourage each child to share their stories and questions. This will help the team to get to know the children, value them for who they are and create opportunities that can help them grow.
- *A loving atmosphere fosters growth.* We want to create a safe environment of security, challenge, love, nurture, encouragement and authenticity. We want to create a place where kids can express themselves and be affirmed in who God has made them to be.
- *Abraham was blessed to bring a blessing.* We will encourage the kids to live out their faith every day of their lives, demonstrating a better life to their friends.

2.3. STC Youth ('Defined') - Vision and Values

Vision

Defined by Friendship

Defined is a place of belonging for young people. This means that we encourage and support a community that is welcoming to anyone and a place of belonging regardless of where they come from. Ultimately, we believe that teenagers are seeking a place where they are accepted for who they are. At the centre of our community is the cross of Jesus.

Defined by God

Defined is a place where young people are discipled through relationship. This means that we have a ministry that aims to build relationship with every young person we come into contact with and from the place of relationship, intentionally share the good news of Jesus. The primary role of the youth team is to build relationship.

Defined by Action

Defined is a place where teenagers can do something! This means that we look for ways to engage the community of teenagers at STC Sheffield in putting their faith into action.

Values

We have three core values which are central to how we serve as a team, and are also those we seek to develop in our young people.

1. **Faith** – Knowing that we are part of something much bigger than ourselves. Faith in our community is about having confidence in Jesus. Our key questions are: Who is Jesus to you? How can you share that with others?
2. **Family** – Defined is a place of belonging and welcome. It's a place where relationships are made and strengthened, even in testing times. We respect and care for one another and seek to grow as a 'family on mission'.
3. **Fun** – In all that we do, we aim to have fun. Jesus came to give us life in all its fullness. Defined is a church that seeks to experience that and to encourage others to do so too.

3. Format of STC Sheffield Children's Work

3.1. 10.30 Gathering ('Little Steps on Sunday')

This is an informal, weekly gathering for young children and their families. Meeting at 10.30am each Sunday, we use interactive stories, crafts, songs and reflective times to help whole families encounter God and build relationships with each other.

No children are left under the sole care or supervision of leaders at STC Sheffield, but remain in the care of parents/carers at all times.

3.2. Kids Church

Sunday mornings at 10.30am. The team leaders for each of these groups are supported by and accountable to the Children's Team Leader at STC Sheffield, who in turn reports to the Director of Family and Children's Work at STC Sheffield.

3.2.1. Crèche (0-3 years)

Crèche is a group for babies and children. It has a dedicated team leader, and a rota for parents to help out on a regular basis. In addition, parents are encouraged to stay and play with their child while they are still settling in or getting used to being left for the first time. Crèche has a very simple structure which is as follows: Free Play, Drink and Biscuits, Singing, Bible Story, Free Play.

Crèche has a dedicated team leader, with other leaders (all DBS checked) supplemented by a rota of parents.

3.2.2. Sparklers (3-5 years)

A room full of 3-5 year olds is always exciting, fun and occasionally challenging! We aim for the kids to feel safe, enjoy themselves, and make friends whilst learning about Jesus in a way that is relevant and understandable for them. Generally a session involves a story, games, craft, some singing and activities to underline the Bible message.

Sparklers has a dedicated team leader, and a regular team of other leaders (all DBS checked).

3.2.3. Dynamites (5-7 years)

Our 5-7 year olds are growing disciples of God. In Dynamites we want to meet God, find out what he is like and discover what a difference he can make. Each week with a mix of stories, activities craft, games etc. We want to find out together how to live more like Jesus.

Dynamites has a dedicated team leader, and a regular team of other leaders (all DBS checked).

3.2.4. Boulders (7-9 years) and Sunday Rock (9-11 years)

Each week we start with welcome and a quick catch up on the previous week. The rest of the session includes some or all of the following: games, drama (either by team or kids), Bible reading, small group discussion, worship, craft, drinks and biscuits, teaching from the front by team, praying for each other, and time spent listening to what God is saying to us. Each week varies with a different running order but we always try to include a game, teaching and discussion, drinks and some time to connect with God (either worship or a longer prayer time).

There is an emphasis on helping the kids to apply what they learn to their own lives and also on making meeting God fun. We sing lots of action songs and try to find new ways to make prayer exciting.

Boulders and Sunday Rock both have a dedicated team leader, and a regular team of other leaders (all DBS checked).

3.3. Youth Church

The team leaders for each of these groups are supported by and accountable to the Youth Church Leader at STC Sheffield who, in regards to safeguarding and child protection, reports to the Director of Family and Children's work at STC Sheffield.

3.3.1. Sunday Breakfast

This is for youth in school years 7-9. We play games, eat breakfast and read the Bible together to encourage our young people in their walk with Jesus. Sunday Breakfast is led by a dedicated team leader, and a regular team of other leaders.

3.3.2. Friday Defined

Friday nights are our main meeting point throughout the week. We meet between 7-9pm at the church centre during term time.

Our evenings have a monthly rhythm which runs as follows:

LIVE (our big community gathering with music, games, personal stories and an inspiring message),

CONNECT (a chance to catch up in small groups led by team leaders),

ACTION (getting involved with helping others in our community) and

HANG OUT (an evening social).

We love meeting as a whole youth church but within this we have three distinct groups (Y7-8, Y9-11 and Sixth Form+) which we often break into throughout the month.

Friday Defined is led by the Youth Team leader and supported by a regular team of Defined Youth Leaders.

3.4. Other

3.4.1. Fir Vale Kids Church

Fir Vale is a relatively new plant which has a dedicated and competent kids' team intent on developing a format that will effectively reach, engage and disciple Fir Vale children. The club is strictly limited to children aged 7-13.

Adapting STC Kids Church formats the team meets at Wensley Community Hall on fortnightly Sundays for games, craft and a simple message delivered through drama or word.

The team conduct regular home visits to ensure that kids are disciplined beyond the club. Pairs of leaders will visit children at home to play, pray and meet family and friends.

Fir Vale is led by two dedicated team leaders, supported by a team of regular volunteers (all DBS checked). The team leaders are supported by and accountable to

the Children's Team Leader at STC Sheffield, who in turn reports to the Director of Family and Children's work at STC Sheffield.

3.4.2. Holiday Clubs

During most school half term holidays we run daily holiday clubs at STC Sheffield from 10-12.30pm. These are two-and-a-half hours of games, craft, activities, singing, stories, drama and fun! We deliver high quality care, opportunities for positive relationships and a dynamic biblical message intended to encourage, inspire and excite kids. In most cases a holiday club will be rounded off with a party (see below).

During the main school Easter holiday, we run occasional 'Fun Days.' The format is the same as the holiday clubs, but the timings are 9.30am-3.30pm.

All holiday clubs are led by a dedicated team leader, and volunteer leaders are recruited from the regular children's team. The majority of these are DBS checked, but as the club runs for less than 14 days in a year, other leaders who are not DBS checked may work with children. These leaders do not take children to the toilet and are not responsible for groups or supervision.

3.4.3. Parties

Four times during the year, we offer high energy, high impact kid's parties for Year 1 to Year 6 children with a view to entertain, inspire, and excite kids about God. The parties are held on Friday nights from 6.30-8pm. Launched in 2008, our popular parties involve fancy dress, drama, fun, action worship and (messy) games! We hand out party bags of sweets and small toys to the kids, and provide free refreshments for the parents/carers.

All parties are led by a dedicated team leader, and volunteer leaders are recruited from the regular children's team. The majority of these are DBS checked, but as the parties are held for less than 14 days in a year, other leaders who are not DBS checked may work with children. These leaders do not take children to the toilet and are not responsible for groups or supervision.

3.4.4. Tots & Toddlers

Our Tots and Toddlers groups meet every Monday and Friday during term-time, 10-11.30am. All children under 5 and their parents/carers are welcome, and we have a wide range of toys and activities and a chance for parents and carers to meet and build relationship.

No children are left under the sole care or supervision of leaders at STC Sheffield, but remain in the care of parents/carers at all times.

3.4.5. Dads Group

Every Saturday from 9-11am a group of Dads meet for breakfast with their children. This gives a chance for men to spend time with their kids and build community with each other, and gives mums some time off! The group is open to any Dad with children aged 0-5 years.

No children are left under the sole care or supervision of leaders at STC Sheffield, but remain in the care of parents/carers at all times.

4. Appointing New Leaders

4.1. Procedure

When a potential volunteer expresses an interest in children's work they will be sent a copy of the relevant Leaders Guidelines and Application Form. They will be required to complete the application form which binds them to the guidelines of the Safeguarding Children and Child Protection Policy, to provide the names of two referees who have known them for at least two years (one of the referees should have known the applicant in the capacity of children's work or church work if at all possible). Occasional helpers will be asked to complete a shorter version of this form. New leaders will also be required to complete an Enhanced Disclosure DBS form, which can be obtained from the Children's Team Administrator.

The referees of the applicant will be asked to complete a form detailing the applicant's suitability for the role applied for.

The applicant will attend an informal interview with the leader of the children's team that the applicant wishes to join (0-11s or 11-18s). This will be an opportunity to discuss issues arising from the applicant's references and the Safeguarding Children and Child Protection Policy. The applicant should have a clear understanding of their role and responsibility and to whom they are accountable. The interviewers are to consider the suitability of the applicant following the guidelines laid out below regardless of the applicant's age, gender, race, or cultural background.

If the applicant is successful they are required to meet regularly with their team leader to discuss any issues arising from their time within the groups. They are encouraged to attend the team meetings and attend any other training courses recommended by the Team Leaders. Once a year, all children's workers are required to attend the whole church ministry team training evening. If the applicant is unsuccessful they should be informed of the decision and the reason(s) for the decision.

4.2. Suitability

Ideally, the applicant should have previous experience of looking after or working with children and young people. If there is no previous experience or qualification in a relevant field, the leader must undertake basic training within the first twelve months of an appointment. All leaders are expected to undergo training and attend relevant courses and training days as part of their ongoing commitment to the Kids or Youth Team.

The applicant should have accepted Jesus Christ as their Lord and Saviour, be accountable within the church, and show a commitment to the values of the children's team.

The applicant should show a willingness to treat all people equally irrespective of their gender, background, race, culture, or religion, especially the children and young people in their care and their colleagues.

The applicant should be committed to treating all children and young people as equal individuals and with equal concern.

The applicant should show reasonable physical health, mental stability, integrity and flexibility.

The applicant should have no previous convictions relating to any kind of abuse.

4.3. Laws about reporting people removed from leadership for Child Protection concerns

A referral must be made to the ISA when the employer withdraws permission for an individual (paid or volunteer) to engage in work with children, or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not work with children because the employer believes that the individual has engaged in relevant conduct or satisfied the harm test or has committed an offence that would lead to automatic inclusion on a barred list.

This is a statutory duty on all employers and a failure to refer in such circumstances is a criminal offence. Even when the duty has not been triggered, for example when the allegation is unsubstantiated, employers are empowered to refer an individual.

The referral should be made to the ISA when the employer has gathered sufficient evidence as part of their investigations to support their reasons for withdrawing permission to engage in regulated activity and, in following good practice, consulted with their LADO (Local Authority Designated Officer).

Relevant conduct is conduct that falls into any of these categories:

- it endangers, or is likely to endanger, a child or vulnerable adult;
- it is conduct that, if repeated against a child or vulnerable adult, would endanger them or be likely to endanger them;
- it involves sexual material relating to children (including possession of such material);
- it involves sexually explicit images depicting violence against human beings (including possession of such images);
- it is inappropriate conduct of a sexual nature involving a child or vulnerable adult.

The harm test is satisfied if, in the view of the relevant person (e.g. the Incumbent), the individual:

- may harm a child or vulnerable adult;
- may cause a child or vulnerable adult to be harmed;
- puts a child or vulnerable adult at risk of harm;
- attempts to harm a child or vulnerable adult;
- incites another to harm a child or vulnerable adult

5. Values of STC Sheffield Children's Team

These values are those agreed by the Staff, Wardens, and Council of Trustees of St Thomas' Church to be of crucial importance for those working with children and young people. It is vital that as individuals all children's leaders should read and apply these values to their lives.

Commitment to Christ

- To be committed Christians who have made a personal decision to follow Jesus and function well within the church, exercising their natural and supernatural gifts
- To have a regular commitment to personal prayer, Bible study and public worship
- To be a member of a small group and cluster

Commitment to the Vision

- To hold, develop and communicate the vision for children's work within the overall vision of St Thomas' Church.

Commitment to Team Work

- To function effectively as a 'team player' with the other team members under the leadership of the Team Leader

Commitment to Leadership

- To be open and teachable in the established principles, practices and programmes of St Thomas' children's work
- To function well under the direction of the Church, cluster and children's team leaders
- To model servant leadership and team ministry to the children with whom you will have contact

Commitment to Relationships

- To build healthy relationships with those you are given to lead
- To model Christian discipleship, prayer, commitment to the Bible, teachability, accountability, discipline and commitment to the body
- To be a positive model of how adults can relate to children
- To maintain 'good practice' as it is presented in the Safeguarding Children and Child Protection Policy
- To understand and be sensitive to the particular needs of the age groups you are working with and respond accordingly

Commitment to Communication

- To aid good communication between the generations of the church
- To aid good communication within the children's team
- To aid good communication from the children's team to the children and their parents
- To aid good communication of the work of the children's team to the whole church

All leaders involved in children's work will meet together at least 30mins, and usually 1 hour before the session they are leading, in order to prepare and pray – both for the children and each other.

6. Good Practice Guidelines for all Children's Leaders

'Become blameless and pure, children of God without fault in a depraved and crooked generation' (Philippians 2:15).

As Christians there is a call on our lives to be blameless, beyond reproach. This means more than doing everything right; it means that we should always be free from blame; we should never be in a situation where we can come under accusation. In practice this means that if a stranger were to look at what we were doing or saying they shouldn't be able to question our motives.

Equal Opportunities

All leaders should be committed to acting on and promoting Equal Opportunities in relation to age, gender, background, race, culture, and religion.

Disagreements

STC Sheffield works on the guiding principle of Matthew 18:15-17 and children's leaders are expected to as well. If a leader has a disagreement with anyone they should take it up with that individual, they should not gossip about or slander the other person. If the children's leader needs advice on a difficult situation they should talk in confidence to their team leader in a responsible and respectful way.

Support and Accountability

Leaders are directly answerable to their team leaders, and therefore team leaders are directly responsible for the leaders in their team. In the same way team leaders are directly answerable to the Youth and Children's Ministry leaders and senior staff.

Team leaders provide guidance and training for their team, and pastoral support where applicable. They should also be the first point of contact if a leader in their team has any concerns, questions or problems relating to the children's ministry.

Expenses

Any expenses incurred by leaders in the course of the children's ministry should be claimed from the appropriate budget via either the Director of Family and Children's Work, or the Youth Church Leader, who must authorise all payments.

6.1. Training

In House Training

Training is run by STC Sheffield regularly, and should be attended by all those involved in any aspect of children's work. The training will provide up to date information on child protection and first aid, introduce the basics of children's work to new leaders, offer the opportunity to develop specific skills through workshop sessions, and provide a time of worship, ministry and fellowship. The day or evening will also provide a forum to discuss any questions and issues arising from the children's ministry.

In addition to this, all children's workers should attend appropriate training sessions arranged by their team leader.

First Aid Training

To ensure that there is at least one qualified first aider at any event some leaders will be required to undertake training and this will be provided free. Other children's leaders wishing to become qualified will have to pay to attend a training course.

Other Training

If leaders wish to expand their knowledge of and competency in specific areas of children's work they should talk to their Ministry leaders. Often the Ministry leader should be able to offer progressive training, in some cases however it may be necessary for the team leader to refer the leader to a suitable course or individual who can help them.

Leaders are encouraged to make use of other training opportunities available to the wider church; these include courses such as Lifeshapes and the Healing Ministry Training Day.

Huddle

All team leaders should be huddled on a monthly basis by Children and Youth staff members. This is both an opportunity to discuss issues arising on Sunday mornings, get to know the other leaders better, and develop the skills and qualities necessary for leadership.

Training by outside providers

There may be opportunities to go to events such as the New Wine Kids' Workers' Day, for those working with 0-11s. The church will pay for both fees and transport for team leaders. Team members will have to pay their own fee, which is approximately twenty pounds, but transport will be paid for.

Members of the youth team will also have opportunities to attend Learning Communities facilitated by other churches, as appropriate.

7. Good Practice Guidelines for Child Safety

Basic Principles

These are the key principles that every member of the Children's Team at STC Sheffield should adhere to at all times:

- Never be alone with a child.
- Mixed-sex groups should have mixed-sex leaders.
- Do everything in the open, not behind closed doors.
- Keep your head – never discipline in anger.
- Never do or say anything that could be considered aggressive, derogatory, sexual or offensive (even in jest).
- Don't show special attention or favouritism to particular children.

You should not:

- Allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature
- Give lifts to children or young people on their own or on your own;
- Smoke tobacco in the presence of children
- Drink alcohol when responsible for young people
- Share sleeping accommodation with children;
- Invite a child to your home alone;
- Arrange social occasions with children (other than family members) outside organized group occasions;
- Allow unknown adults access to children. Visitors should always be accompanied by a known person;
- Allow strangers to give children lifts.
- Initiate physical contact. Any necessary contact (e.g. for comfort, should be initiated by the child;
- Invade a child's privacy while washing or toileting;
- Play rough physical or sexually provocative games;
- Use any form of physical punishment;
- Be sexually suggestive about or to a child even in fun;
- Touch a child inappropriately or obtrusively;
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;

Staffing Ratios

- There should always be a minimum of two children's leaders with any child / group of children, and there should be at least one leader of the same gender as the child / children. Within clusters, adults should ensure they are never alone with any children except their own, unless with expressed permission of the parent/carer.

- Children should never be left by themselves, or under the sole supervision of adults who have not completed the application procedure to be on the children's team at STC Sheffield.
- There should always be a leader to child ratio of:
 - 0-2 years – 1:3
 - 2-3 years – 1:4
 - 3-8 years – 1:8 (and 1:5 for outdoor activities)
 - Over 8 yrs - 1 person for the first 8 children then 1 extra person for every 12 children
- If the children are to leave the church premises on a trip, the leader to child ratio should be increased so that if there is an emergency or a leader has to leave the ratio will not fall below the recommended level.
- Under 18s are not counted in the ratio of adults to children, and there should always be an adult responsible for the group (or on the premises in the case of cell groups).
- Young people who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.

Touch

Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse. All volunteers must work with or within sight of another adult.

Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the church safeguarding coordinator.

All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

Registration and Consent

- Parental consent should be gained in two ways. Firstly, consent should be gained once, that a child can attend an activity that runs on a regular basis (such as coming to the Fir Vale Kids Club). Secondly, individual consent should be gained every time a child wishes to partake in an irregular activity (such as a day trip, outing, or residential).
- All the children attending an activity should be registered in two ways. Firstly there should be an attendance register of who is present in the group; this should be kept with the group for the length of the activity. Secondly there should be a detailed register of the child's full name, age, address, and parent/carers contact number; this should be kept on the church premises. If the children are to leave

the church premises a copy (not the original) of this information should also be taken with the group.

- A registration form should be completed for every child or young person who attends groups or activities. The form should be updated annually and include the following:
 - Name and address,
 - Date of birth,
 - Emergency contact details,
 - Medical information,
 - Any special needs including activities that the child is unable to take part in.
 - Consent for emergency medical treatment,
 - Consent for photographs and videos if relevant.
- Separate consent should be obtained for one-off events and activities, for example swimming, and also for outings, weekends away, etc.
- All personal details and consent forms must be stored securely.
- Any group that includes children who are under six years old and that meets regularly for more than two hours in any one day or for more than fourteen days a year must register their group.
- All children under eight should be signed in and out of activities each session.

Unaccompanied Children

Sometimes children may attend worship or children's groups apparently without the knowledge of their parents. No hard and fast guidelines can be given, as each situation is different, but the following advice may assist:

- Establish whether the child attends with their parents' knowledge, or at least without their parents' objections.
- Establish their full name, address and contact details. Include them on the register. Provide information about the group for the child to take home.
- Seek to secure parental consent to the child's involvement, preferably by direct contact with the parent rather than by using the child as an intermediary.
- Bear in mind the child may have some personal or family difficulty which they may not wish to disclose, which needs sensitive handling.
- Do not include the child on trips away from the usual place of meeting without explicit parental consent.
- If the child does not attend after having attended frequently it may be appropriate to undertake some level of outreach, but this should be done very carefully and after discussion with group leaders and the clergy.

Physical and Emotional Awareness

- Children's leaders should not engage in any physical contact with the children that could be interpreted as sexual or violent no matter how innocent it may be. This includes play fighting, overly physical games, and allowing children to sit on a leader's lap. Sitting on knees (rather than in a leader's lap) is appropriate for the

very young, as long as leaders take care that they are visible at all times and do not touch the child in any way that could be interpreted as sexual or violent.

- If a child is sitting on a leader's knees, the leader will sit with their hands on the floor behind them to indicate that the child has chosen to sit there, and can leave at any time.
- Children's leaders should not make sexually suggestive or derogatory comments towards or about a child, and leaders should be careful with their tone of voice, language and body language when communicating with children.
- Nappies should not be changed by children's workers – parents need to be fetched.
- When taking children to the toilet, two leaders, preferably with one of the same sex, are required to accompany them. For older children, the leaders should wait outside the toilets.
- Make a note of any special needs of the children (e.g. disabilities, allergies, behavioural problems etc) and plan activities accordingly. Team leaders will know which children in their care are classified as 'children in need.' This information will be provided by the Director of Family and Children's Ministry or the Youth Church Leader.
- Ensure everyone knows who is responsible for the children at which points of the meeting (e.g. parents, children's workers, or everyone) and that a common code of behaviour and discipline is adhered to.

Venue Safety and Security

- Children should be cared for in a secure, enclosed room from which they cannot escape and to which the public has no access.
- Babies and toddlers should not have access to stairs or open windows.
- If someone leaves the room during a session, ensure that exits are controlled and that the leader responsible is always aware of how many children they have in the room.
- When using a new venue, check the fire regulations and ensure that children's workers are aware of the procedures and assembly points.
- Consider floor surfaces in relation to the ages with which you are working (e.g. soft surfaces for babies)
- Look out for sharp edges, hot surfaces and things that can easily be pulled over (e.g. stacks of chairs) and modify the room accordingly
- Take socket covers with you to cover plug sockets.
- Consider particular idiosyncrasies of your venue (e.g. balconies, French windows)
- Rooms should be clean and vacuumed/swept, particularly when working with babies.
- Check whether there are changing facilities available for babies or whether parents are required to bring their own changing mats.
- Young children should preferably be in a room near a toilet, and not too far from their parents.

- If the venue does not have an accident book or first aid kit, it is best to bring one with you.
- During Crèche sessions, keep doors locked or secured during the session and have someone on the door during drop off and collection times to ensure there are no escapees.
- At venues where there is no phone, ensure there is at least one mobile phone, fully charged. Check for signal on arrival.
- Ensure a Risk Assessment has been carried out on the venue.

Safety of toys and equipment

- Toys should be age specific (e.g. small toys with detachable parts are unsuitable for the very young)
- Babies will chew and taste toys, so clean them regularly. Keep soft toys to a minimum, as they are hard to clean.
- Check toys and equipment for any broken pieces or missing edges.
- Ensure that scissors and other craft materials for older children are kept away from under threes.
- Ensure that there are no hidden dangers (e.g. plastic bags, hot drinks).

8. Transportation

Often it is necessary for the children's team to transport children to and from an event. In this case transportation may occur in a number of ways: by walking the children, by using minibuses and coaches, by using private vehicles and by using public transport. In all instances these guidelines should be followed.

Children should generally be collected from an arranged meeting place and it is important to make sure that the leaders are there early and that the group does not leave before the appointed time. It is preferable that leaders should meet before arriving at the meeting point so that there is no possibility of a leader being by themselves with a child / children.

After an event children should be returned as promptly as possible and, unless parents and guardians have been informed otherwise, should generally be accompanied to their doors to ensure that they arrive home safely.

8.1. Walking Children

Children who attend Sunday morning gatherings are walked by their leaders to rooms in the church centre. At the end of the session, they are walked back to church by their leaders.

Children aged 3-5 are returned to the crèche room, and can only be collected by a parent or carer.

Children aged 5-18 are returned to the church lounge, and released into the care of their parents once they are inside the building.

There should always be at least one children's leader to every five children present at all times (at least one of each gender), and these leaders should walk at the front and at the back of the group. Extra leaders should be dispersed throughout the group, especially to accompany children, such as very young or disruptive children.

8.2. Minibuses & Coaches and Private Vehicles

All those who drive children on church-organized activities should have held a full and clean driving licence for over two years.

Only leaders who have been DBS checked can drive children.

Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.

All cars that carry children should be comprehensively insured for both private and business use. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.

All children must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional children should not be carried.

At no time should the number of children in a car exceed the usual passenger number.

There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.

There should always be at least two children's leaders present at all times (at least one of each gender). Every child should be sat in their own seat with their seatbelt on before the vehicle moves off. Children should not be transported if they do not have access to their own seat and a properly fitted seatbelt.

8.3. Public Transport

The guidelines for walking children should be adhered to and whilst on public transport the children should be encouraged to act in a mature and appropriate fashion, and to keep the rules of the public transport provider (such as remaining seated whilst in transit and not obstructing the gangway).

9. Prayer Ministry

STC Sheffield believes that ministering in the power of the Holy Spirit is an important part of a Christian lifestyle, and this is reflected in the children's ministry. We recognise that we will need to pray with the children in our care, and also that it is important that we offer prayer in a way that is safe and appropriate for those with whom we are praying. As such the following guidelines are provided to encourage safe and effective ministry.

- Always pray in a visible open space; children should not be taken to a separate room to pray.
- Prayer should always be done with leaders of the same sex.
- Always talk through with the child why they want prayer and ensure that both the leader and the child are clear about all the issues involved.
- Praying with individual children, outside of corporate times of prayer, should be with two leaders. If you have already started to talk to a child simply tell them that you would like another leader to come and pray as well so that both of you can pray for the child or because the second leader might have some good advice.
- If it is appropriate to do lay hands on the child, though you should explain what you are doing, ask their permission, and only place your hands in neutral areas (e.g. shoulder or head).
- Do pray clearly and briefly, using short, simple words, and you should only ever pray in good, never pray out bad.
- Do be prepared to talk through any results (e.g. healing, words of knowledge) with the child, making sure that they understand.
- In most cases it is appropriate for children to pray for each other although this should only ever be done with adult supervision. Be aware that a child may not want their friends to pray for them, even though their friends want to.

If the group is praying corporately the leader will often request everyone to close their eyes; this does not apply to children's leaders. It will often be appropriate to close your eyes briefly while the children are watching you, however you should then keep your eyes open so that you can encourage children who are not taking part, and discipline children who are misbehaving, and so that you can see if any of the children are being touched by the Holy Spirit, in which case you will be able to pray for them specifically and support them if they need to talk to a leader.

10. Data Protection

- No personal data can be held unless the individual has given consent. In the case of sensitive data specific consent must be obtained. Permission should always be obtained to keep a copy or use a photograph of an individual.
- Data obtained for one purpose can not be used for another.
- Only relevant information about individuals can be collected.
- If data is kept for a considerable length of time it must be reviewed and updated where necessary. No data should be kept unless it is reasonable to assume it is accurate.
- The rights of the individual should always be considered in respect of their data. Individuals are entitled to know what data is held about them.
- Computer records are password protected and all other personal data is kept in a secure place (either a filing cabinet or lockable room).

10.1. Making and Publishing Images of Children

The making and publishing of images of children is something which is enjoyed by children, parents and carers and those involved in children's work, and can bring positive publicity to church activities. However there are issues to be borne in mind when such activity is planned. The issues are the same, whether the images are still photographs, digital images or films, and regardless of the particular technologies involved.

Images count as personal data under the Data Protection Act 1998 and therefore the principles of that Act apply. For parish purposes, it is important that the consent of children and their parents/carers is obtained for the making and use of images of children.

Those taking photographs need to bear in mind that there may be good reason for withholding consent, such as:

- Some children may have been involved in legal disputes, local authority proceedings or adoption and their whereabouts should not be too widely known
- If individual children are identified by name it would be possible for potential abusers to use them to target potential victims
- Images made using digital cameras can be manipulated to produce indecent or abusive images.

The Director of Family and Children's Ministry and Leader of Youth Church will advise the media team of children for whom there is no permission given for taking or using of photographs, digital images or films.

10.2. Good practice

Good practice is therefore:

- Obtain consent from parents and children before making images. Consent need not be in writing if it is not proposed to publish the pictures in any way, but if they are to be displayed, used in publicity via newspapers including the Diocesan newsletter, or put on a web-site, then specific written consent should be obtained.
- If the event is a church event that is to be filmed, then an oral notice can be given out at the beginning of the service/activity asking any parent objecting to images being

made of their child to remove them from the view of the camera, or to ask the group leader afterwards to ensure that any image they object to is not used.

- Where possible, each child should be part of a group.
- If the image is to be published, avoid naming the child. If a name has to be used, use only first names.
- If a child is named in full, avoid using their image.
- Avoid images of scantily clad children, such as at swimming parties.
- Be clear if the image is to be retained for further use.
- Store the image securely, and destroy it if there is no further use for it.

11. Disciplinary Procedure

We appreciate that to be free and able to enjoy ourselves children and leaders need the clear boundaries that are provided by rules. Although the rules change depending on the event two key values are always maintained: **Clarity** and **Consistency**. The boundaries for good behaviour should always be established with clarity; both the child and the leader should know what is expected of them, and what the consequences will be, should they stray from the established boundaries. Discipline should always be consistent; within an event the same standards should be applied to all the children all of the time.

In all situations children's leaders should lead by example, and discipline should come from love and not anger. Adults should provide positive role models for children with regard to friendliness, care and courtesy. If you are angry with a child, ask another leader to deal with the situation or wait a few moments before talking to them.

Adults/leaders should praise and endorse desirable behaviour, particularly with young children.

11.1. Kids Church Groups

6-11 year olds

If a child misbehaves in a minor way they should be told to stop misbehaving and be informed of why their behaviour is inappropriate. If a child consistently misbehaves in a minor way, or misbehaves once in a major way, they will be taken to the back of the group for a short period of time. Explain to the child why you have removed them, the consequences of failing to change their behaviour, and how you would like them to behave in future. They can then rejoin the group. If they persistently misbehave a leader should go and fetch the parent/carer and the child should return with them to the main service. If the parent is not available the child will be asked to sit with another member of the children's team until the end of the session. At the end of the session, the leader should aim to speak to the parent/carer, and explain the discipline issue that has arisen during the morning, and the actions taken.

If a child continues to misbehave over a number of weeks it may become necessary to talk to their parents/carer more formally. If this needs to be done the child should be informed of this first, as should the team leader. In this situation the team leader and the leader responsible for disciplining the child most often should approach their parents after the morning service and the situation should be explained clearly. In some cases, and in agreement with parents, it may be necessary for the children who have been particularly badly behaved to sit in the adult service for one week until they are ready to return and behave.

Under Fives

Children who misbehave should be given one-to-one support in seeing what was wrong and working towards a better pattern. Leaders need to respect the children's level of maturity and understanding. For very young children, a firm 'NO' and then distraction with another activity is often successful in getting them to behave.

Physical punishment (e.g. smacking, shaking) should never be used or threatened. Adults should never shout at children or use their voice in a threatening way.

If necessary, liaise with parents.

11.2. Youth Groups

Code of Conduct

Our calling is to disciple young people in following Jesus, and to see them become his followers, meeting with the transforming love of the Father through the Holy Spirit. Our primary objective is not to police behaviour, or take kids off the street, but to create an environment of invitation and challenge.

A key value in Defined Youth Church is found in the 'People of Peace' teaching (cf Mike Breen, *A Passionate Church*). We are here to reach and disciple those whom our peace rests on (cf Luke 10:1-23).

In terms of behaviour, our priority is to create a safe environment where young people can belong and share faith without intimidation or threat. The following guidelines are designed as a framework for discipline during Defined.

Three strikes and you're out. For behaviour that is disruptive or has the potential to cause problems (e.g. provoking, play fighting etc.) The warning system works as follows

Strike 1: Ask that the behaviour stops

Strike 2: Remind that we have asked the behaviour to stop and if we have to ask again we will ask them to leave

Strike 3: Ask them to leave. In these circumstances, and where possible, parents will be asked to come and collect the child.

It is good, where possible, to let the young person know why we are disciplining, though this may not be possible. If we do have the opportunity to speak with the young person then we need to:

AFFIRM / CHALLENGE / AFFIRM

General Rules

Any physical or verbal aggression either to youth or leaders will not be tolerated and the young person should be immediately asked to leave. This includes any threat to hurt someone who is in the room, even if this is not directed at a particular individual.

Swearing at leaders is not to be tolerated.

Alcohol and drugs are not allowed in the building or on any church property. Young people taking these substances will be asked to move on from church property or dispose of the item.

Smoking is not permitted in the building.

If in doubt, consult a Cluster Leader, or Youth Church leader.

12. Dealing with allegations of Child Abuse

Child abuse can be defined as taking place when a child's physical, emotional, intellectual or spiritual health is damaged or hampered by the actions of another.

It is possible that during our involvement with children's work child abuse may be revealed to us, and although this is a very distressing and rare occurrence we must know how to handle the situation sensitively and appropriately.

12.1. Allegations against a Third Party

- 1) Don't panic.
- 2) **Don't promise confidentiality.**
- 3) Listen carefully and attentively, don't ask leading questions.
- 4) Pray for the child, then let them go.
- 5) Find the Team Leader and report what happened.
- 6) As soon as possible, put down in writing as accurately as you can the conversation you had with the child. This includes what the child said in their own words, and what you said/questions you asked.
- 7) Team leaders will inform the Child Protection Coordinator (the Director of Family and Children's Work) straightaway, and the Child Protection Coordinator will take the necessary further action.

If a child wants to share something you should never promise secrecy. As soon as it is apparent what the child wants to share, where possible, try to get another leader to come and sit with you (ideally your team leader).

Let the child tell you everything that they want to and encourage them without asking leading questions, (e.g. ask 'what happened next?' as opposed to 'and then what did they do?'). Keep calm and supportive, do not be shocked by what they tell you, and do not express any opinions about the situation. If the child wants you to, pray for them (make sure it is a very general prayer), and it is not inappropriate to put a hand on their shoulder or hug them. If they feel guilty about what they have shared tell them how brave they have been and then let them return to their parents / guardians, even if they are returning to an abusive situation.

As soon as possible record the conversation as accurately as you can, writing in the child's own language and including everything you said or any relevant actions you made. Contact the Team Leader immediately and inform them of the situation. If they are unavailable contact the Child Protection Coordinator. They will then take any action that needs to be taken and the situation will be out of your hands.

12.2. Allegations against a Team Member

The situation should be handled exactly the same as above; however, before recording the conversation the leader against whom the allegation is made should be removed from the event (though not from the premises) and should be isolated from all children and parents with another leader until the Child Protection Coordinator is contacted. They should be contacted straight away and then the conversation should be recorded as above.

12.3. If you suspect abuse

If you suspect that a child is at risk of abuse, do not make allegations or 'play detective'. Bring your concerns to your team leader, who will, in turn, speak to the Child Protection Coordinator, who will then decide if any action needs to be taken.

13. When a Child tells about Sexual Abuse

It is not possible to write down exactly what to do when a child tells you about sexual abuse. The points below are offered as guidelines and to aid discussion.

General Points

Look at the child directly. Try to keep your eye level equal to or lower than the child's. Let them know if, and why, you are going to tell anyone else. Assume that the child has been threatened. Help the child to trust their feelings. Try to find out what they are afraid of so that you will know how best to help. Make notes as soon as possible. Try to write exactly what the child said.

Helpful Things To Say

I believe you, I am glad that you told me, I am sorry that it happened, It is not your fault, I care, and I will help, You were right to tell, and it is OK to tell. You were brave to tell. The abuser was wrong. (it is better not to say 'bad') Even if the child has broken a rule, they are not to blame for the abuse.

Try To Avoid Saying

Why? How? When? Where? Who? Are you sure? I can't believe it. Statements such as, "This is really serious", "Don't tell anyone", "I am shocked" False promises.

To Finish

- Tell the child again that you believe them
- Let the child know what you are going to do and, as far as is possible, what is going to happen next
- Praise the child for telling, and for surviving the abuse
- Always finish on a positive note.

From 'Taking Care'

14. First Aid Procedure

All children's leaders should be aware of current advice about First Aid and the administration of drugs and it is strongly recommended that at any event there should be at least one qualified first aider (preferably two – one of each gender). A qualified first aider is one who holds a valid certificate showing the completion of a First Aid at Work or an Emergency Aid course recognised by the Health & Safety (First Aid) Regulations 1981.

If any of the children attending an event are known to have any medical conditions this should be reported to the qualified first aider.

If an accident occurs it should be brought to the attention of the qualified first aider who should deal with the incident appropriately. The parents of any children involved should be informed both of the incident and any action taken. This should be done immediately or at the end of the event if the injury is only slight. The incident should be reported to the leader in charge of the event and the person who first dealt with the incident should complete an incident report form (the first aider should also note on the form any action taken), which should then be returned to either the Director of Family and Children's Work, or the Youth Church Leader.

14.1. Location of First Aid Kits

First Aid Kits are kept in the following places and their contents are checked and replaced regularly:

Church Building: The low cupboard to the left of the oven in the kitchen.

Upper Church Centre: Upstairs kitchen, in the second drawer.

Lower Church Centre: Kitchen window sill

Lower Church Centre: Estates office.

If you meet at a venue other than St Thomas' Church in Crookes check with the venue where their first aid kits are kept, and if necessary, bring a portable kit with you.

15. Fire Evacuation Procedure

These guidelines apply to events being held on the premises of STC Sheffield. If events are being held on premises other than these, the children's leaders present should familiarise themselves with the fire evacuation procedure and the trained fire safety officer for those premises. On premises belonging to STC Sheffield the trained fire safety officer is always the caretaker.

If a fire is discovered the building's fire alarm should be activated and the fire department should be advised by ringing the emergency services on 999 (dial 9 for an external line from church telephones).

If the fire alarm sounds during a morning gathering, the moderator of the event is to take control. All of the children's leaders should be informed of the situation, and the children should be asked by the leader of the meeting to leave the building in a quiet and orderly fashion and to assemble in the appropriate place. The seriousness of the situation should be communicated to the children, but if at all possible they should not be informed of the fire so as not to provoke panic.

Leaders should take all necessary actions to empty the building, though they should never put their own life in danger in order to help somebody else. Once assembled at the evacuation point a register should be called and a head count taken. If individuals are missing a trained fire fighter should be advised.

Under 5's leaders must either carry babies and toddlers or hold the hands of those children who can walk at all times during the evacuation process and at the assembly point.

In all cases at any venue individuals should not stop to collect personal belongings, and no one is to re-enter the building until they are given permission to do so by an official fire fighter.

Parents should not be allowed to reclaim their children at the fire assembly point until registers have been taken.

15.1. Evacuation routes and assembly points - church & link

Assembly Point: Village Square by green gates (church car park if this area is unsafe)

Vestry offices and tower:

- Exit via the fire door at the bottom of the tower stairs
- Exit via the fire door next to the vicar's office
- Exit via the worship area to the fire doors at the back of the lounge.

Worship Area (downstairs):

- Exit via the fire door next to the vicar's office;
- Exit via the old entrance foyer and side door;
- Exit via the fire doors at the back of the lounge.

Worship Area (balcony):

- Exit via the fire door in Room 6 (down the stairs and turn right)

Church Lounge:

- Exit via the fire doors at the back of the lounge;

- Exit via the old entrance foyer and side door;
- Exit via Room 6;
- Exit via the worship area and the fire door next to the vicar's office;

Room 6:

- Exit via the lobby to the kitchen and the door to the back yard;
- Exit via the fire exit at the entrance to Room 6;
- Exit via the fire doors at the back of the lounge;
- Exit via the entrance area and the main doors;
- Exit via the worship area and the fire door next to the vicar's office;

Link block:

- Exit via the main upper or lower double doors;
- Exit via the door by the disabled toilet to the back yard;

Gallery:

- Exit via the stairs and the main upper or lower double doors;
- Exit via the stairs and the door by the disabled toilet to the back yard;

15.2. Evacuation routes and assembly points - church centre

Assembly Point: Village Square by green gates (church car park if this area is unsafe)

Room 1:

- Exit via the fire exit, fire escape stairs and the back yard;
- Exit via the gallery, stairs, link and upper or lower main entrance doors;
- Exit via the corridor to the stairs down to the street;

Room 2:

- Exit via the corridor to the stairs down to the street;
- Exit via Room 1 and the fire exit, fire escape stairs and the back yard;
- Exit via the gallery, stairs, link and upper or lower main entrance doors;

Room 3:

- Exit via the corridor to the stairs down to the street;
- Exit via Room 1 and the fire exit, fire escape stairs and the back yard;
- Exit via the gallery, stairs, link and upper or lower main entrance doors;

Room 4:

- Exit via the double fire doors leading directly onto the back yard (turn right);
- Exit via the Craft Room to the community garden;
- Exit via the Craft Room and Community Room to the double doors onto the street;
- Exit via Room 5 and the toilet corridor to the main double doors from the Community Room onto the street;

- Exit via Room 5 and the corridor between the Estates office and Estates Manager's office.

Room 5:

- Exit via the corridor between the Estates office and Estates Manager's office.
- Exit via Room 4 and the fire doors leading directly onto the back yard (turn right);
- Exit via the toilet corridor to the double doors from the Community Room;

Community Room:

- Exit via the door to the Community Garden;
- Exit via the double doors onto the street;
- Exit via the Craft Room to the Community Garden;
- Exit via the Craft Room or toilet corridor and Room 5 through Room 4 and the fire doors leading directly onto the courtyard;
- Exit via the toilet corridor and Room 5 to the exit between the Estates office and Estates Manager's office.

16. Health and Hygiene

16.1. Food

It is a recommendation of the Environmental Health Office that someone with a valid food and hygiene certificate is present at any event that involves preparation of food and drinks of any kind. All children's leaders involved with food preparation should familiarise themselves with the Food Hygiene Procedure which is displayed in the kitchen of the church building above the kettles.

Someone who holds a valid Food and Hygiene certificate must supervise the serving of any kind of hot food.

When serving crisps, sweets, chocolate, and hot and cold drinks, a food hygiene certificate is not needed.

When in the church building the appropriate place to prepare and serve food is the main kitchen. Food should not be prepared in other venues, though pre-prepared food may be served.

Do not serve nuts or nut products in case of allergies.

16.2. Hygiene

- Adults should ensure that young children are taught to wash their hands after using the toilet.
- A box of tissues should be available at all under fives' groups, so that children's noses can be wiped.
- Any spills of blood, vomit, urine, or excrement should be wiped up (using disposable gloves) and flushed down the toilet. Floors and other affected areas should be disinfected.
- At under fives' groups, there should be spare clothing available in case of 'accidents', and polythene bags available, in which to wrap soiled clothes.
- A changing mat for changing nappies should be available in the toilet areas of both church buildings. Nappies should not be flushed or left in the church buildings, but disposed of in the outside main bins. Spare nappies and nappy sacks are available in the church toy cupboards. If a nappy needs changing, the parent should be fetched to do it.

17. Insurance Policy

The Ecclesiastical Insurance Group (EIG) insures the children's work at STC Sheffield and the insurance cover is administered through the Diocese.

The insurance policy:

1. Provides protection for the group and its leaders by providing an indemnity if claims for damages are brought against them by members of the group or by members of the public for personal injury or damage to the property arising during the group's activities.
2. Provides liability of the group for personal injury or damage to property in respect of accidents occurring with the use of motor vehicles not the property of the group or hired with a driver.

No indemnity is given to the driver or owner of such vehicles.

3. Provides insurance to provide benefits to leaders and members injured by accident whilst engaged in any activity of the group. (A list of activities excluded can be found below.)
4. Will not cover liability assumed by agreement, damage to premises, furniture and fittings where the group meets and certain other risks.

EIG Statement (from The House of Bishops Report)

It is not EIG's intention to provide an indemnity to the perpetrator of an incident of abuse. Policies of insurance require the insured to take all reasonable steps to prevent injury, loss or damage occurring. Failure to take such precautions may prejudice the insurance arrangements in force. A duty upon the insured therefore exists to research and adopt best practice based upon current and ongoing guidelines. It is also a condition of a policy of insurance that any accident or allegation is notified to the Insurer immediately. Failure to comply with this requirement may prejudice any cover provided by the policy.

Activities Excluded under point 3.

- Aerial Runways
- American Football
- Aqualung Diving
- Armed or Unarmed Combat
- Boxing
- Flying, except air travel
- Hang-Gliding
- Hunting
- Hurling
- Ice Hockey
- Judo
- Karate
- Motor Cycling and pillion riding
- Mountaineering necessitating the use of rope or guides
- Parachuting
- Polo
- Pot-Holing
- Power Boating in a boat capable of more than 30 knots
- Racing, other than on foot
- Service in the armed forces
- Show Jumping
- Steeple chasing
- Tree felling or lopping other than work within the scope of the ordinary jobbing gardener
- Use of scaffolding unless professionally erected
- Use of woodworking machinery other than portable tools applied by hand
- Water Ski jumping and tricks
- Water Skiing
- Winter Sports except curling or ice-skating
- Wrestling

18. Queries, Complaints and Suggestions

Queries, complaints and suggestions from members of the children's team, the church family and the general public are welcomed so that the children's ministry can continue to grow and develop.

18.1. Complaints Procedure

We recommend that any complaints are addressed to the appropriate team leader, and that constructive criticism is offered, so that the ministry of the church can be built up and meet the needs of its members (rather than destructive complaining).

If you feel unable to do this, complaints can be made through the church offices, at the church information desks (during Sunday services), or by e-mailing the church. All complaints made in this manner should be for the attention of either the Director of Family and Children's Work, or the Youth Church Leader.

Complaints can also be made to a member of the church staff or leadership. This can be done by telephoning or coming into the church office where one of the receptionists will be able to direct you to the most appropriate person to talk to.

18.2. Suggestions

Suggestions for the development of the children's work can be made through a team leader, the Children's Team Leader, the Director of Family and Children's Work, or the Youth Church Leader, or by e-mailing the church. All decisions made within the children's ministry remain under the direction and responsibility of the Director of Family and Children's Work, the Youth Church Leader, the Children's Team Leader and Senior staff.

18.3. Queries

Queries regarding the children's ministry within STC Sheffield should be directed to the appropriate leader or via the church office.

19. Contact Details

STC Sheffield
St Thomas' Church
Nairn Street,
Crookes,
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Bishop's Representative for Child Protection
Gill MacGregor
PO Box 1839, Sheffield, S10 2XB
Tel: 0114 2678620 (office hours)
Page: 01426 243937 (weekends only)

Sheffield Social Services
Sheffield City Council
Family and Community Services Department
Redvers House
Union Street, Sheffield, S1 2JQ
Tel: 0114 2734811

St John's Ambulance
County Headquarters
Garden Street, Ravensthorpe
Dewsbury, West Yorkshire, WS13 3AR
Tel: 01924 262726

CCPAS
PO Box 133
Swanley
Kent. BR8 7UQ
E-mail: info@ccpas.co.uk
Tel: 0845 1204550

Appendix 1. Sample Risk Assessment Form

Venue Name:

Hazards / Risk	Existing Controls	Likelihood	Severity	Risk Rating	Additional Controls

Appendix 2. Safeguarding Policy and the Charity Commission

St Thomas Crookes is a registered charity, number 1140565. STC Sheffield is an alternate name for St Thomas Crookes.

Guidance from the Charity Commission emphasizes the duty of care that charities have towards those who use their services and the importance of adopting and implementing appropriate policies on safeguarding. The Council of Trustees will be responsible for compliance with the Charity Commission's requirements but the diocese may be asked for technical advice on legal or practice issues.

This includes a duty to report serious cases where reputational or financial risk may occur to the Charity Commission. Guidance on this is on the Charity Commission website.

However, it is important to ensure that reporting to the Charity Commission does not prejudice any criminal investigation, which should always be undertaken first.

Appendix 3. What is Abuse?

What is abuse?

Children can be harmed in many ways. Where their health, physical, emotional, intellectual, spiritual or social development is damaged by other people, this is an abuse of relationships, a misuse of power and a betrayal of trust. Someone 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 a stranger. They may be abused by an adult or adults, or by another child or children.

Children may suffer both directly and indirectly if they live in households where there is domestic violence. Domestic violence includes any incident of threatening behaviour, violence or abuse between adults or young people, who are or who have been intimate partners, family members or extended family members, regardless of gender and sexuality. If there is domestic violence it is now accepted that there will always be at least emotional abuse of any children in the household, and there may also be direct abuse of them.

Abuse and neglect are forms 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 a stranger, for example via the internet. They may be abused by another adult or adults, or another child or children.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ridiculing what they say or how they communicate. Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations; serious bullying (including cyber-bullying); causing children frequently to feel frightened or in danger; exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child but it may occur as the sole or main form of abuse.

Internet-related abuse

Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings.

Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent.

The downloading, keeping or distributing of indecent images of children are all offences which are widely committed by adults, including by church members.

Organised Abuse

Organised abuse is sexual abuse where there is more than a single abuser and the adults concerned appear to act in concert to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

Abuse of disabled children

Research has shown that disabled children are more likely than able-bodied children to be subjected to abuse. Disability covers not only physical disabilities of various kinds but also mental illness and learning disability.

Deliberate self-harm (e.g. overdoses, cutting, misuse of drugs or alcohol).

Local Safeguarding Children Boards vary in their approach to deliberate self-harm. It will always be appropriate to discuss such a case with the local authority children's social care. Help can also be obtained from child and adolescent mental health services (CAMHS), through the general practitioner (GP) and, sometimes, from direct access counselling services.

Domestic violence or abuse

The terms 'violence' or 'abuse' are used interchangeably and carry the same meaning. Domestic violence is the abuse of adults within a household. It need not involve physical assault to count as violence, and the adults concerned need not be married or of opposite sexes. If there are children in the household they are witnesses to the abuse and are considered to be emotionally abused at least, whether or not they are in the same room.

They may also be directly affected by abuse.

RECOGNITION OF ABUSE

Child abuse is a complex subject and investigation of such or the risk of abuse should always be by social and medical assessment. Recognition is obviously the first step in making a decision to refer. Whilst this may be the last thing we wish to be involved in here at St Thomas' we need to acknowledge our own difficulties regarding this and realise that should no action be taken it is possible that we leave a child at risk in a situation which may well escalate from relatively minor injury to serious injuries or even in some cases – death.

Physical Injury

All children suffer bruising at times in the general activities associated with childhood. Most childhood accidents produce one bruise on a protruding surface and usually on the front of the body (most children fall forwards). Uncommon sites for accidental bruising include the back of the legs, buttocks, back, mouth, cheeks, behind the ear, stomach and chest.

Emotional Abuse

Emotional abuse occurs when meaningful adults fail to provide the necessary love, nurture, stimulation and protection necessary in the various stages of development. The child's sense of self, emotional development and capacity to make meaningful relationships is affected. Possible signs include over reaction to mistakes, self mutilation, fear of parents being contacted, extremes of passivity or aggression. The root cause may not be in the family. Bullying by another child is unlikely to instigate Child Protection Procedures but needs to be addressed within the environment in which it is occurring.

Neglect

This is more difficult to define but can range from less than adequate care to grossly inadequate care. It can be the result of deliberate failure to meet the basic essential needs of the child but in some cases may be the result of parental ignorance about these same needs. Possible signs include poor personal hygiene, untreated medical problems, signs of emotional abuse or we may become aware that there is failure by carers to protect from exposure to danger.

Child Sexual Abuse

Adults generally regard this subject with a mixture of disgust, disbelief and anger which in some circumstances can lead to denial and inaction. One definition which may help us:

Kempe and Kempe "The involvement of dependent, developmentally immature children and adolescents in sexual activities which they do not fully comprehend and to which they are unable to give informed consent, or which violates the social taboos of family roles."

Perpetrators of child sexual abuse are usually in a position of trust, power and authority which enables them to abuse children without suspicion. If suspicion arises that sexual abuse is happening or if a child discloses abuse, we must listen, hear what the child is saying and be prepared to take our concerns to the appropriate bodies.

Behavioural responses to sexual abuse are highly individual: some children may not show obvious signs of distress.

Appendix 4. The Grooming Process

Evidence suggests that sexual abuse is a deliberately planned event. Most acts of abuse involve coercion / persuasion without physical force. Research has shown that there is a psycho-social process involved in adult-child sexual abuse, which has been called the grooming process. Studies support the view that perpetrators use trust, favouritism, alienation, secrecy, boundary violations and evaluation in 'grooming' children to participate in sexual activities

Trust

Research with abusers has shown that 73% of abusers viewed building trust as an important factor in their relationship as it reduced the risk of disclosure. Carefully planned, step by step efforts to build trust meant that the child was more likely to accept later demands.

Favouritism

Victims have reported that they were treated as "special" friends of the abuser and so treated differently to other children. Some abusers tell the children that they are lonely and lead the children to believe that they can eliminate the lonely feelings. Thus the child's feelings of worth are enhanced in comparison to other members of the group.

Alienation

When trust has been firmly established, alienation from other members of the group/household increases as favouritism is established and privileges and special favours are offered. Finally the abuser may dominate the child's life to such an extent that the child is not able to interact normally with other children and this further isolates him/her from possible sources of help causing even more dependence on the abuser.

Secrecy

Once trust has been established the abuser often uses persuasive, subtle and confusing reasoning with the potential victim in order to develop secrecy as part of the "special" relationship. It is at this point that potential victims may first realise that the abuser is capable of intense, possessive threatening and even frightening behaviour. Research has noted that 90% of victims reported that the abuser used threatening looks, glares or other body language whenever they felt the victim was revealing undesirable information about what was going on. At this point victims often begin to experience a love/fear relationship with the abuser.

Boundary Violation

These violations involve rejection of accepted norms of modesty and personal intimacy and are most noticeable in bathing, dressing, bathroom behaviour and conversations. Such behaviour involves inappropriate and sexually stimulating behaviour. Through language and conversation, sexual themes are further expanded upon providing easier movement from conversation to overt actions.

Appendix 5. Internet and Social Media

Making and publishing images of children policy

The making and publishing of images of children is something which is enjoyed by children, parents and carers and those involved in children's work, and can bring positive publicity to church activities. However there are issues to be borne in mind when such activity is planned. The issues are the same, whether the images are still photographs, digital images or films, and regardless of the particular technologies involved.

Images count as personal data under the Data Protection Act 1998 and therefore the principles of that Act apply. For parish purposes, it is important that the consent of children and their parents/carers is obtained for the making and use of images of children. If you have any questions or queries about our rights and responsibilities under the Data Protection Act, then please speak to the designated Data Controller (currently Ruth Aidley).

Those taking photographs need to bear in mind that there may be good reason for withholding consent, such as:

- some children may have been involved in legal disputes, local authority proceedings or adoption and their whereabouts should not be too widely known
- if individual children are identified by name it would be possible for potential abusers to use them to target potential victims
- images made using digital cameras can be manipulated to produce indecent or abusive images.

Good Practice is therefore:

- Obtain consent from parents and children before making images. Consent need not be in writing if it is not proposed to publish the pictures in any way, but if they are to be displayed, used in publicity via newspapers including the Diocesan newsletter, or put on a web-site, then specific written consent should be obtained.
- If the event is a church event that is to be filmed, then an oral notice can be given out at the beginning of the service/activity asking any parent who does not agree to images being made of their child to remove them from the view of the camera, and to ask the group leader afterwards to ensure that any image inadvertently taken is not used.
- Where possible, each child should be part of a group
- If the image is to be published, avoid naming the child. If a name has to be used, use only first names.
- If a child is named in full, avoid using their image.
- Avoid images of scantily clad children, such as at swimming parties.
- Be clear if the image is to be retained for further use.

- Store the image securely, and destroy it if there is no further use for it.
- When uploading or storing images of children, check that you are using a safe means of doing this, and not using I-cloud storage that is outside of the UK, or is not sufficiently protected. If you are unsure about this, please speak to the church Data Controller.

At STC Sheffield, those taking images of children will be DBS checked, images will be taken on church cameras, phones or other equipment, and those taking images will wear media team badges or staff badges when doing so.

It is the responsibility of those who lead the Kids Team, Youth Church, Eden team, Under 5s and Nursery to keep a list of photo consent and usage for the children and young people that they work with.

It is the responsibility of other staff members – predominantly media and operations team – to check with these team leaders before any photo or image of a child is used, either in a printed format, or on the website or social media.

If images are to be taken using drones, the same notices must be given and consents gained, as if using a more 'face to face' camera. If using drone cameras, church staff must follow all national guidelines and legislations regarding their usage.

Policy for the use of the Internet, Social Media and other e-technologies

Like all forms of communication, the internet and social media can have positive benefits for users, whether organisations or individuals, but can be the means by which harm, both intentional and unintended, can be caused. Within the church the use of social media is increasing as a means of publicising activities, creating discussions, giving information, enabling communication between workers and those they serve, and providing a space in which people can communicate without the need for a physical or geographical connection. It is instant and content can be adapted very quickly. Once content is created it can be very hard to delete and there is always the potential for any message, document or image to “go viral” and be forwarded to many globally.

The use of social media may bring individuals and groups into the scope of other areas of activity within their organisations, such as employment law, disciplinary processes, confidentiality and privacy issues, the criminal law, and concerns about appropriate behaviour and the maintenance of professional boundaries, among others.

The following advice is provided to help all those working with children, young people and vulnerable adults, and indeed doing any sort of work on behalf of the church, to avoid some of the problems that the use of social media can cause or exacerbate. It should be read in conjunction with the following documents and policies:

- Staff Handbook
- STC Sheffield ICT Policy
- Vulnerable Adults Policy
- All other policies and procedures in the Safeguarding and Child Protection policy

These Guidelines are designed to address the potential safeguarding issues resulting from the use of the Internet, social media and other technologies in connection with church activities. There are potential risks if:

- Your computer can be accessed by children, or children have access to a church owned internet enabled device (e.g. staff mobile phone)
- You run your own web-site
- You use e-mail, chat rooms, social networking or text messaging to communicate with children or vulnerable adults

If a church computer or other internet enabled device, is accessible to children:

- Fit a locking device or use passwords to prevent unauthorised access to the internet.
- Use filtering software to govern which sites can be accessed.
- Encourage potential users and their parents to sign an agreement as to appropriate use.

- Ensure potential users complete an Internet consent form, including parental permission.
- Young people must be supervised when using the internet.
- Keep a log of use by children and young people.

If you run your own web-site:

- Follow the above guidance on images of children.
- Ensure that the site is frequently and regularly monitored for content and inappropriate use.

If you use social media, e-mail, chat rooms or text messaging to contact children:

- e-mail: Any email communication with a child must be public, not private. This means that at least 2 leaders must be part of the message. Ensure that church leaders and parents know that you are communicating in this way and that the parents are happy with this. Send group e-mails rather than individual ones wherever possible. Save the e-mails you send and receive.
- Text-messaging: take great care when using this medium. Ensure you save text messages as text files, if possible, so that a record exists. As with email above, at least 2 leaders must be part of the message. Ensure that church leaders and parents know that you are communicating in this way and that the parents are happy with this. In relation to Vulnerable Adults, a copy will be sent to the Church leader/Cluster leader or Pastoral Co-ordinator as appropriate.
- If information is more sensitive or private in nature, then a private message can be sent, but leaders must copy in the team leader. In relation to Vulnerable Adults, a copy will be sent to the Church leader/Cluster leader or Pastoral Co-ordinator as appropriate.

Social Media

The only social media sites authorised for staff use are:

- STC Sheffield Facebook page
- STC Sheffield Twitter profile
- STC Sheffield Instagram profile
- Student Church Facebook closed group
- Student Church website/blog
- Student Church Instagram profile
- Student Church Twitter profile
- Defined Older youth closed Facebook group
- Defined Reads closed group
- Defined Instagram profile

- We are Shine Live website
- We are Shine Live Facebook page
- We are Shine Live Instagram profile
- Family Church Facebook page
- Young Families Cells and Clusters closed group
- Families and Children at St Thomas Crookes closed Facebook group
- Community Church Facebook page
- Community Church cells and clusters closed group
- Young Adults open Facebook group
- STC College website
- STC College Facebook page
- STC College Twitter profile
- Eden Fir Vale Facebook page

In addition to this list; ministries, cells and clusters have closed groups or use social media apps for communication e.g. Revive cafe (webpage and facebook groups), Worship team

Any staff member wanting to set up or use any new social media or internet based page/profile etc must speak to their Line Manager, the Media team leader and the Safeguarding Officer before doing so.

When using social media of any kind, the following policies and procedures must be followed:

- All pages, groups or profiles must have at least 2 admins
- Wherever possible messages and posts should be made public/via public profiles
- If you do need to send a private message, then another leader must be included in this.
- Those who are admins on these pages and profiles, must ensure that they receive notifications of when people post or comment. This ensures that replies to questions or comments can be seen by other admins, and that any inappropriate comments or content can be removed as soon as possible.
- If a member of staff leaves STC Sheffield or moves from one ministry to another, they must remove themselves from previous social media groups that they may have been part of, and ensure that they no longer have admin rights. They are also responsible for ensuring that admin rights are given to the new staff member taking on this ministry/area of responsibility

No member of the STC team will friend/follow with any child under the age of 13 on Facebook, Instagram or communicate with them via any other social media app.

If a child under the age of 13 asks friend/follow a member of the team, or contacts them via social media, that person will, where possible, speak to the child's parent/carer in order to highlight to them the age restrictions of having various social media accounts, and also inform either the Kids Church or Youth Church team leader.

No team members at STC (apart from those working with STC Youth) should friend any unrelated under 18 on Facebook or other social media site.

In addition to this, those who are leaders in the children's work, youth work, paid and volunteer members of staff, and those who are on STC College will be expected to ensure that comments and photographs that they make and display on social networking sites are appropriate, lead by example, and uphold the values and vision of STC Sheffield.

Instagram policy – no adult will follow or direct message anyone under the age of 18. There should be no uninitiated commenting or dialogue with those under 18 or vulnerable adults.

Messenger and Whatsapp policy – you must invite other people into the conversation/message thread if a vulnerable adult or child under 18 contacts you. For group messaging, there must be 2 leaders in each thread.

No church worker is allowed to use Snapchat to communicate with any person under the age of 18 or someone who is a vulnerable adult.

There will be other social media messaging apps that are introduced/that staff wish to use. These should be checked with the Safeguarding Officer first.

If you want to find out more about a particular social media app/platform, and its potential benefits or risks, then speak to the Safeguarding Officer and also check the following websites for information:

<https://www.thinkuknow.co.uk/>

<https://www.net-aware.org.uk/>

Public vs Private Principle

When using social media for church related activities, you must not use your personal profile that is used as part of your own family/friendship network, but set up a designated group or page for this, with more than one person being given administration access and permission. This way, everyone is accountable to someone else who can see what activity is being posted or responded to.

Remember that you have little control of what “friends” may place on your social media pages and even if unsuitable content is taken down quickly it can still do harm. If inappropriate content is posted you should delete immediately. If there is a potential Safeguarding issue then you should inform the Safeguarding officer immediately

Treating all as equal

No church worker should show favouritism towards an individual by, for example, interacting more with one person than another. For instance, if you wish one person in the group a happy birthday then you must do it for all users. You must be rigorous in ensuring that none of the messages you are sending could be later construed as grooming the individual. This may be difficult if a specific person begins to correspond about a problem or issue online. However, it has to be asked if this is the best means of addressing that person’s need? Because most of social media is publicly accessible by anyone, a more appropriate method of dealing with this person might be better.

Remind yourself of appropriate boundaries before you send your message. Ask yourself, how could this message be interpreted by the recipients and any onlookers? Be wary of slippage between how you would use this facility with friends and how you use it professionally. It is the responsibility of the adult worker to monitor themselves and other users in terms of appropriateness of language, content and style.

You must be joking!!

All social media users are advised to take care with the use of humour when using social media. Even if an emoticon or similar indication is used, without the usual physical/facial cues the use of humour may be misunderstood or misinterpreted. Humour has been used in the past to disguise or pass off comments that are offensive or designed to hurt or bully or discriminate and such comments may constitute harassment.

STOP. Think. Then think again...

Sometimes people become involved in difficulties using social media because they do not think about the outcome of what they are saying becoming known to the wider world. The following list of questions to ask yourself before you send or post a message is designed to make you stop and think;

1. Who is the audience?

Nothing is really private in the social media world even if you think it is.

2. When I'm going for my next job interview would I want a potential employer to see this?

Employers often check on social media posts and photos tagged by prospective employees.

3. What impression do I give of myself or my group?

You are the representative of the church. What does your message say about it?

4. Would anyone find my message offensive or discriminatory?

Some measure of self-monitoring is needed. You are subject to the law of the land.

5. Is what I am saying defamatory? Does it bring me or my group into disrepute?

Your facts need to be correct. Your opinions should not bring your group into disrepute.

6. Do I monitor others' use of my website or page?

Content may be posted that could compromise your principles.

Even if the facts are correct, the comment may have been written when feelings were running high. Before sending or updating, go away for a while, reflect on it, re-read it and only then publish if you still feel it is appropriate to do so. Possibly someone has really annoyed you, but insulting them on-line may not be the ideal place or way to deal with the matter.

If in doubt...seek help or advice

You are not alone! Hundreds or thousands of people in parishes across the land are in the same position, coming to terms with a new way of communicating. Many do not necessarily find it a natural way to communicate, but for increasing numbers it has become part of their day to day life. This is especially the case for young people who have grown up with social media.

Digital media and Images

Only people with a DBS check can take pictures of children or vulnerable adults in church or church related activities.

These images can only be taken and used after consent has been given in writing – if you are unsure, please refer to the full data protection and Safeguarding and Child Protection Policy.

Only church owned cameras (including cameras on church owned phones) or recording equipment (video cameras etc) can be used to take pictures of children or vulnerable adults.

If you wish to take pictures at an event you are running e.g. Young Adult weekend away or Student Party, you must discuss this with the media team first. You must inform them of who will be taking the pictures, for what purpose they are to be used, and ensure that you collect a 'media team' badge for them to wear during the event.

All images taken by this person/people at your event are the property of STC Sheffield, and must be given to the media team afterwards to be uploaded onto the church network. The images will then be deleted from their camera.

More details about the making, storing and use of images can be found overleaf.