

## Safer Working Practice

### Protocol for Working with Children and Youth

#### CONTEXT

This document has been collated using details from:

- Church of England's Code of Safer Working Practice
- Church of England's Safer Environment and Activities document
- Church of England (Ely) Safeguarding Policy, section 12.
- United Benefice of Ramsey and Upwood's Acceptable Use Policy

This document was written in response to a disclosure that identified a gap in current practice in our church.

In September each year, this document will be read and signed by any St Thomas a Becket staff or volunteers who work with children and young people through our church work and outreach. Any new volunteers and staff starting within the year will sign this document, along with their job description (appendix 3), as part of their induction.

#### NON-NEGOTIABLES FOR STAFF AND VOLUNTEERS WORKING WITH CHILDREN AND YOUNG PEOPLE IN CHURCH OR IN OUTREACH

##### 1. General safeguarding practices

- ✓ Treat children and young people with respect and dignity.
- ✓ Report and record any safeguarding concerns to Jane Cusworth, Parish Safeguarding Officer [jcusworth@btinternet.com](mailto:jcusworth@btinternet.com).
- ✓ Avoid 'lone working' in person and online as far as possible. Always work with children and young people where you can be seen by another adult.
- ✓ Respond warmly to a child who needs comforting but ensure there are other adults around.
- ✓ Do not give lifts to children and youth you are supervising, unless exceptional circumstances such as an emergency, which must be recorded and parents/ rector. If possible have another adult accompany you.
- ✓ Do not arrange social occasions with children and young people (other than events that include family members or carers) outside organised group occasions.
- ✓ Avoid physical contact that goes beyond simple sympathetic, encouraging touch, which should only be initiated by the child or young person and kept to a minimum. Keep such contact public.

##### 2. Use of images (See Acceptable Use Policy)

- ✓ Obtain written consent for photographs or videos to be taken, shown, displayed or stored. If a child is over 16, they can give this consent themselves. Please use the form shown in appendix 1. Copies of this form will be available for easy access by the safeguarding folder at the back of church.

[Type here]

- ✓ Identify an 'official photographer' for events so that the person taking the photos has a church phone or ipad and knows which children or young people cannot have close-ups (no permission or other circumstances)
- ✓ Do not take or store photos on personal phones or cameras.

**3. Online communication and use of mobile phones**

- ✓ Do not contact children and young people directly by mobile phone. Do all contact through parents or guardians. If they do not come to church with a parents or guardian, request permissions for support or contact by sending home the consent form in appendix 2. Copies of this will be with the safeguarding folder at the back of church.
- ✓ Where possible, use a 'work' phone with it's own number for all contacts with parents
- ✓ Do not use personal social media accounts.
- ✓ Do not add children and young people as 'friends' to your own social media.
- ✓ Send messages to groups rather than individuals where possible.
- ✓ Only use approved church accounts to communicate with young people and parents/carers.

I agree to adhere to the practices set out in this document. I understand that, if I do not, information about this will be shared with Jane Cusworth, Parish Safeguarding Officer, who will take action to keep the child/young person and me safe.

Name	
Role	
Signed	
Date	

This completed form will be stored securely, along with staff contracts or volunteer job descriptions (appendix 3) in line with general data protection regulations.

[Type here]



Promoting the highest standards of safeguarding



### Pictures, Computer Images and Social Networking Permission Form

Church Officers should always ask parents and guardians for their written consent to the following Please mark the statement below to show whether or not you agree to the following:

- Use of photographs of young people from activities or events in official church publications, or from the church’s social media, website and displays.
- Email communication with young people
- Use of telephone, text message and other messaging services between young people and staff
- Young people connecting to the church’s social media pages.

If you indicate you do not wish this to happen, you will not be asked for an explanation and your request will be respected.

I do/do not give permission for pictures to be taken

I do/do not give permission for Email communication

I do/do not give permission for Use of telephone, text message and other messaging services between young people and staff

Child/young person’s name .....

Signed

Please print name.....

Date

[Type here]

ST THOMAS A BECKET CHURCH  
**Youth Work and Support**

Appendix 2

For any work or support with youth, please ask a parent or guardian to complete this form. Youth aged 16 and above can complete this form themselves.

**Participant details**

First name	
Last name	
Gender	
Date of birth	
Name of current school/college	

Please add the participant current address

Address line one	
Town/City	
County	
Postcode	

**Parent/ Guardian details**

First name	
Last name	
Relation to the participant	
Mobile number	
Other telephone number	
Email address	

Please include a mobile/phone number, name, and relation to the participant

Primary Emergency contact details	
Secondary Emergency contact details	

[Type here]

## Medical & Equalities details

Any specific medical conditions	
Any other conditions, allergies, or dietary requirements, etc. We should be made aware of	
Do you have any disabilities, we should be made aware of	

## Permissions – parent or guardian

I give permission to receive emails from St Thomas a Becket Church.	Yes / No (Circle your answer)
I give permission to receive Whtasapp group messages from St Thomas a Becket Church.	Yes / No (Circle your answer)

Are you happy for photographs/videos and quotes to be taken by authorized team members from St Thomas a Becket during our activities, which may include your participant. If yes, then please complete the following boxes below. Please specify which permissions you wish to authorise regarding the sharing of your content.

Instagram	Yes / No (Circle your answer)
Facebook	Yes / No (Circle your answer)
Church Whatsapp	Yes / No (Circle your answer)
Websites	Yes / No (Circle your answer)
Flyers/ Posters/ Cards	Yes / No (Circle your answer)

## Please read and Sign

By signing below, you confirm the following statements:

I give consent for my child to take part in activities and support in St Thomas a Becket Church.

I agree to this data being kept and stored securely for 12 months from the date below, after which time, this sheet will be shredded.

Parents/ Guardians full name

[Type here]

Signature	
Date	

[Type here]