

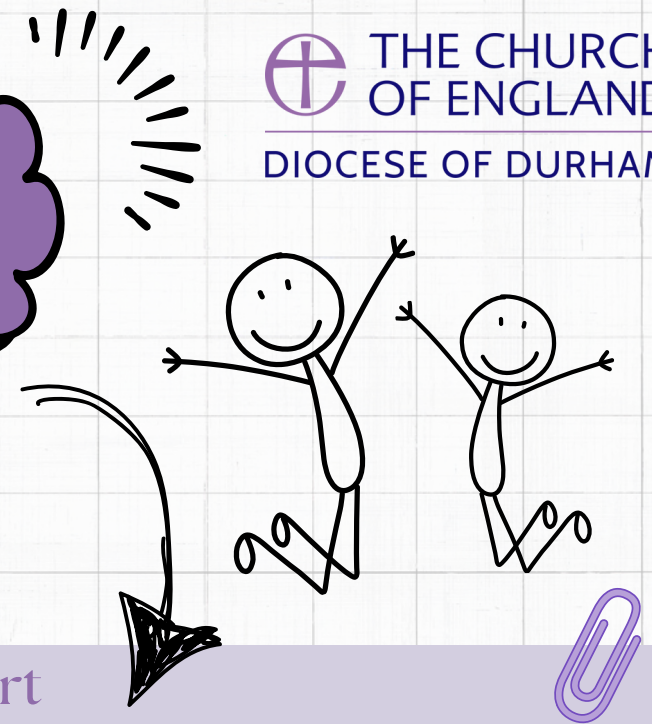
Children and young people are uniquely created by God and are precious to him. They need protection and support in order to grow and thrive.

Action should always be taken to ensure that they are kept safe, and this should be communicated with all those involved and their parents/carers.

In the Church of England there are clear policies and practice guidance to follow when setting up any new activity. To make it easier, this document sets out what you need to do. It includes links which will signpost you to the relevant information.

Safeguarding Check List

For those starting new Children's and Youth Ministry



Before you start

New activities should not take place before these things are organised:

- ☐ **Has your church got a safeguarding policy agreed by the PCC?**
The Church of England has a parish template that you can use, entitled 'Model Parish Safeguarding Policy' which can be found [here](#). Alternatively you are welcome to adopt the [Diocese of Durham Safeguarding Policy](#).
- ☐ **Do you have a Parish Safeguarding Officer and are their details available to the congregation?**
[This link](#) has downloadable posters you can display.
- ☐ **Your team must be Safely Recruited**

Safer Recruitment

Once someone has agreed to help as a volunteer, there are a number of checks to be done before they can start volunteering. This takes time and patience but becomes easier with practice.

The following templates are available to take you through the process, but please bear in mind they can be adapted to suit your context.

- ☐ **Volunteer Application form**
- ☐ **Reference request form**
(references must be recorded on a form and must ask 'is there any reason you know of why this person is unsafe/unsuitable to work with children, young people and vulnerable adults?')
- ☐ **Confidential Declaration form**
- ☐ **Interview advice**
- ☐ **Code of Safer Working Practice**
- ☐ Any worker or volunteer age 18 or over who is in an eligible role must be DBS checked

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Safeguarding Training

Anyone working or volunteering with children and young people should complete **basic awareness** and **foundation** training (as e-learning).

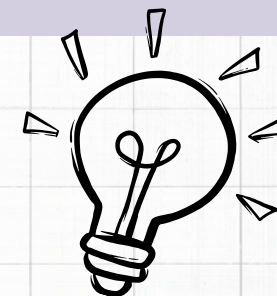
Domestic abuse training is also required for those working with children and young people, however exemptions will be granted where necessary (contact DSO Beth Miller).

Leadership level safeguarding training is required for employed children's and youth workers and those who are considered to be group leaders voluntarily (those who take responsibility for leading and planning sessions).

Those who are responsible for Safer Recruitment need to do **Safer Recruitment training**.

Where can the training be accessed?

- ☐ As e-learning via the Church of England training portal
- ☐ Durham Diocese in-person Leadership training sessions can be viewed here
- ☐ Your PSO and our Diocesan Safeguarding Team can advise on training requirements and how to sign up



Safe Practice

It is essential that we work in ways which do not put ourselves or others at risk.

Registration

You must have a consent form, signed by parents/carers for each child or young person that attends your activities. These should be reviewed at the start of each academic year or if there is significant change.

You must keep a register or signing in sheet for every event with children and young people, with names of every adult and child present. Those who leave early must be signed out. Please bear in mind that all primary aged children must be signed out safely at the end of each session.

Registers must be kept on file and stored safely in case of a query at a later date. Where this data is stored is a local decision, however it should be stored securely and kept confidential. Any essential information you need for any children/young people must be accessible to the leader during the activity. An example of this would be medical information about a child with an allergy.

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Risk Assessments

Risk assessments are a positive tool that help you to think through, agree and communicate the best ways to run the activity safely.

They must be done for every activity you run. If you do something different with the group such as going off site or on a holiday you will need to complete an additional risk assessment. Templates are available to help you. It is important that they are updated and re-signed annually, or if there is any significant change. So that everyone knows what is in place and why. See basic examples on the Newcastle Diocese website [here](#) which can be used and adapted.

Additional Considerations

- ☐ Is anyone on your team First-Aid trained?
- ☐ Has anyone on your team completed food hygiene training? If you are cooking for any groups you will need to follow good food hygiene practices.
- ☐ Ensure the team knows that everyone is responsible for fire safety. Make sure everyone knows what to do in the case of a fire and that this is part of the risk assessment for all activities.

More children and young people are showing up to churches unaccompanied. It is worth discussing with your PCC what your procedure will be if this happens in your context. Please get in touch to discuss further.



Safeguarding Check List



For those starting new Children's and Youth Ministry

Communicating with Children, Young People, Parents and Carers

It is important that you think through how you will communicate with children, young people and parents/carers and that this is done safely and with consent.



Be Clear

Children and parents/ carers need to know who the leaders and helpers are. They can be identified by a T-shirt or lanyard that includes: Name, Role on team, Church. Sample lanyard to print here.

Children and young people need to know who they can speak with if they have concerns or worries. They also need to understand what the rules are for the group and how they are kept safe in the group. Here is a resource that can help with this.

Parents and carers should be provided with key safeguarding information including where to find your policy and who the Parish Safeguarding Officer is.

Electronic Communication and Social Media

If you are using social media you should follow the guidance in Safer Environment and Activities. You should decide on local practices that are in line with this. See especially pg28 onwards.

For young people who are 13+ Whatsapp is the best option for communication. This should always be done in a group setting with Safer Recruited helpers/leaders (never just one adult) and always with parent/carer consent.

