

Safeguarding and Hire of Church Premises

Individual one off bookings

The Parochial Church Council of St Matthew's with St Lukes has a Policy for Safeguarding Children. A copy can be obtained from the office. Your booking agreement is conditional upon you complying with the guidelines arising from it.

You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring.

The following is from *Guidelines for Working with Children and Young People at St. Matthew's and St. Luke's, Oxford*. If you wish to see a full copy of this document please contact the office

2) GUIDELINES FOR SAFER WORKING PRACTICE

These are not exhaustive guidelines. Further information can be found in the Diocesan Safeguarding Handbook. Please contact the Parish Safeguarding Officer for a copy.

- An adult should not be left alone with a child/young person where there is little or no opportunity of the activity being observed by others.
- Whenever possible have at least two adults present with a group.
- In a one to one situation with a young person where privacy and confidentiality are important, try to make sure another adult knows the interview is taking place, and with whom. Avoid, if possible, being in a room/building alone with a young person without another adult nearby. Doors should be left open. A better alternative is to meet in a public place e.g. coffee shop. Caution is always required, especially in cases of cross-the-genders meetings.
- Respect a young person's right to personal privacy. Where possible when taking children to the toilet, wait outside. Inform another adult if it is necessary to go in.
- Make sure that physical/verbal contact is appropriate and in response to the child's needs. E.g. you may hug a child – but don't prolong it.
- Do not make suggestive remarks or gestures.
- Administer any necessary First Aid with others around.
- Very occasionally it may be necessary to restrain a child or young person who is harming himself or others. Use least possible force; inform the parents, record any concerning incidents and give the information to your Group Leader/Safeguarding Officer.
- All children should be treated equally - favouritism should be avoided, as should giving or receiving presents other than small tokens of appreciation
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Be aware that you are in a position of trust and your actions can impact the young people in your care. You should behave and dress in a manner appropriate to the role.
- If you see another member of staff/volunteer acting in ways that might be misconstrued, be prepared to speak to them or to another leader.
- Recommended staffing levels (remembering that under 18's helpers count as children too)

0-2 yrs	1 adult for every 3 children
2-3 yrs	1 adult for every 4 children
3-8 yrs	1 adult for every 6 children
Over 8 yrs	1 adult for every 12 children

General Safety

- Leaders should make themselves aware of fire exits and fire equipment and know how to use it.
- Leaders should know where the first aid kits are and how to use it.
- Leaders should be familiar with the Premises Guidelines concerning safe use and security of the buildings
- Leaders need to be aware of potential dangers, e.g. misuse or poor storage of equipment; loose carpets; adults: child ratios; boisterous children; etc and take appropriate action.
- Faulty equipment/toys should be taken out of use and the problem reported to the Office Manager.
- A register of children present should be kept. Further information, i.e. contact telephone numbers; relevant medical details etc should be updated regularly, and made available to leaders with direct responsibility for that child.
- More detailed permission and medical forms should be used for activities off premises or overnight. A risk assessment must also be completed.

Children must not be allowed to leave the premises unsupervised.

Remember - you are trying to protect the child from further harm