

# LIVING WATERS CHRISTIAN FELLOWSHIP

## POLICY STATEMENT ON SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS.

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# LIVING WATERS CHRISTIAN FELLOWSHIP

## POLICY STATEMENT ON SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS.

The Church Family at Living Waters Christian Fellowship is concerned with the safety and well-being of all its members particularly, children and young people and those who are vulnerable. We want to see everyone in Church reach their full potential in God.

It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of children, young people and vulnerable adults in relationship with us.

Living Waters Christian Fellowship is a Church Family of believing Christians. Under God we believe it is our responsibility to protect all our members particularly Children, Young People and those who are vulnerable. There is a policy in place, a printed copy of which is available upon request. There is a policy available on our website [www.livingwatersdarnall@outlook.com](http://www.livingwatersdarnall@outlook.com) It is the responsibility of each one of us to prevent the physical, mental, sexual or emotional abuse of children and young people. (If you have any doubts or concerns about your responsibilities please report this to the church leader, Brian Coleman.)

The voice of the Child, Young Person or vulnerable adult

Safeguarding co-ordinator

Rev. Steve Millward

c/o Family Development Project

St. Albans House

20 Chapelwood Road

Darnall

Sheffield S9 5AY

Email Address: [steveandjanetm@mac.com](mailto:steveandjanetm@mac.com)

Deputy Safeguarding Co-ordinator

Christine Hamilton

Living Waters Christian Fellowship

81 Main Road

Sheffield S9 5HL

**Email Address: livingwatersdarnall@outlook.com**

**Other useful telephone numbers**

**Churches Child Protection Advisory Service**

**Tel: 0845 120 45 50**

**E-mail: info@ccpas.co.uk**

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Living Waters Christian Fellowship is a Church Family of believing Christians. Under God we believe it is our responsibility to protect all our members particularly Children, Young People and those who are vulnerable. It is the responsibility of each one of us to prevent the physical, mental, sexual or emotional abuse of children and young people. (If you have any doubts or concerns about your responsibilities please report this to the church leader, Brian Coleman.)

If you are working with children on a regular basis you will be required to undertake training as necessary, complete a self declaration form and undertake a DBS check and interview

It is our responsibility to:

- Help our children, young people and vulnerable members to understand the Christian faith and its teachings through the programme of learning about the faith.
- Enable our children, young people adults to experience the love of God and understand His purposes for their lives.
- Encourage a strong Christian fellowship where people feel they belong and make a valid contribution however young or old.
- Help children and young people to realise their full potential physically, mentally, emotionally and spiritually.

- Help children and young people to take a full part in the Church's life, participating in worship; and developing their own ministries and gifts.
- Provide a safe meeting place.
- Provide indoor and outdoor leisure activities for young people.
- Promote equality of opportunity for all.

## RESPONDING TO ALLEGATIONS OF PHYSICAL/SEXUAL ABUSE

Under no circumstances should a worker/church member carry out their own investigation into an allegation or suspicion of abuse. It is the role of the Safeguarding Co-ordinator/deputy to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who will have a legal duty to investigate.

If there has been an injury to a child and you consider further threat or danger to a child from an adult, the police should be called immediately, using the emergency 999 number.

- Whilst the allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, in the absence of the Co-ordinator, the Deputy Safeguarding officer should be informed.
- Immediate advice should be sought by telephoning The Churches Child Protection Advisory Service (CCPAS)

- **24 HOUR HELP LINE: 0845 120 45 50**

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Following this advice it may then be necessary to refer immediately to the local Children's Safeguarding Team at:

**Sheffield Safeguarding Children Service  
Floor 2, Redvers House, Union Street, Sheffield S1 2JQ  
Tel: 0114 2734934 Office Hours)**

Email: [child.protection@sheffield.gov.uk](mailto:child.protection@sheffield.gov.uk)

**Out of Hours service telephone 0114 2734855**

- If CCPAS advise logging a concern with the local Police telephone 999
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- The Leadership will fully support the Safeguarding Co-ordinator in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- Although the Leadership hope that members of Living Waters Christian Fellowship will use this procedure, it is the right of any individual to make direct referrals to the safeguarding agencies or

seek their own advice from CCPAS. If the individual is worried that their concerns have not been responded to appropriately, or where they

- have a disagreement with the Safeguarding Co-ordinator as to the appropriateness of a referral, they are free to contact an outside agency direct. In making this statement the Leadership are demonstrating their commitment to effective safeguarding and the protection of children/young people.

Current Activities at Living Waters Christian Fellowship (2014)

Sunday 10.30.am - 12.30.pm (approx.).. .. .	Sunday Worship including Junior Church
Sunday 1.pm.- 5.pm. (approx.) . . . . .	Ethiopian Congregation meet at Living Waters Christian Centre.
Sunday 6.pm. - 7.30 pm. (approx.). . . . .	Worship/prayer meeting.
Monday 12.am - 1.30pm.(approx.) . . . . .	Job Club
Tuesday 9.45.am. - 11.15.am. . . . .	Little Angels Toddler Group
Tuesday 12.30.pm.- 2.pm. . . . .	Foodbank session
Thursday 2.pm. - 4.pm. . . . .	Foodbank session
Thursday evening monthly.. . . .	Young People's Group
Friday 6.30.pm. - 8.30.pm . . . . .	Ethiopian Congregation's Prayer meeting
Saturday 3.pm. - 5.pm. . . . .	Ethiopian Congregation's Choir practice.

This policy also covers activities which take place away from the Church buildings but under the banner of Living Waters Christian Fellowship.

**Electronic Communications:**

Adults at Living Waters Christian Fellowship should not communicate electronically with any young person under the age of 18. This includes, emails, facebook, twitter, contact by telephone etc. any communication using this medium should be directed to parents/carers addresses, numbers etc. so they can vet it message and pass it on to their children if appropriate.

**STAFFING:**

- There must always be at least two adults present when working with children.
- Children under 1 year of age should have two adults to every two children.
- Children under 3 years of age should have two adults to every four children.
- Children under 5 years of age, the ratio of leaders to children should be 1:6.
- Children under 11 years, the ratio of leaders to children should be 1:8 (and higher if on a trip away from the building).
- Young people's group meetings should also adhere to these staffing ratios.

**INSURANCE:** Living Waters Christian Fellowship insurance policy covers all groups for public liability. If adventure type activities are taking place on or off site, it may be necessary to take out extra protection - please ask if unsure.



### REGISTRATION:

Each group should keep a register in a hardback book for those present in meetings. Every young person under 16 years old attending a group without parents being present on the premises, should have a registration form completed on his or her behalf, so that leaders know who to contact in an emergency. This information will be treated in a highly confidential manner. The information will be kept in a secure place at Living Waters Christian Fellowship building.

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### PREMISES:

Children and young people must be safe on and off the premises. Any damage to premises/equipment should be reported to Brian Coleman (Church Leader). Leaders will be aware of fire regulations and the position of the fire extinguishers. They will also be constantly vigilant as to who else is on the premises at any time during the meetings of the groups. Children and Young People should not be allowed to mix with unknown adults unless accompanied by a leader. A leader in every group should have access to a mobile telephone in case of an emergency, and also the information given by parents regarding their children's GP etc.

### FOOD AND HYGIENE:

If cooking or refreshments are part of the activity of any group the leaders must attend a Food and Hygiene course to comply with the government regulations on food hygiene and safety. Certificates are displayed at Living Waters Christian Fellowship Centre, 81 Main Road, of those qualified.

### FIRST AID:

There will be one adult present that has attended a basic first aid course. There should also be a properly stocked First Aid Kit accessible to every group.

**QUALIFIED FIRST AIDER:** - who will also undertake to see the First Aid Box is fully equipped.

**NB.** There are currently 3 members who have lapsed certificates this situation will be address at the next training course by Family Development Project in Darnall.

**PARENTAL CONSENT FORMS:**

Consent forms should always be completed by parents or guardians of children going on trips away from Church premises without parents in attendance.

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**ACCIDENTS:** In the event of an accident, an accident incident form should be completed and kept in a marked file, in a secure place and available for inspection. The appropriate people will be notified and action taken.

**CHURCH PREMISES:** If other groups use Living Waters Christian Centre they will be sent two copies of a brief statement of our policy and practice on child protection and the Church's expectations of external groups using the premises. The group will be asked to read these, sign one copy (and keep the other) stating that it will seek to abide by our policy and returning a copy with the booking. The Ethiopian Church who worship regularly at Living Waters Christian Centre will be asked to adhere to this policy and have copies of their own. A copy of this document will be available at the Centre.

**THE VOICE OF THE CHILD, YOUNG PERSON AND VULNERABLE ADULTS:**

A notice will be placed on the Notice Board at Living Waters Christian Centre indicating the names of those to contact, should a child, young person or vulnerable adult wish to raise concerns about any aspect of health and safety and protection matters. The first person to contact should be our own contact person who should then take any necessary further actions. You will be required to write a report on the disclosure.

**SUITABILITY OF STAFF AND VOLUNTEERS TO WORK WITH CHILDREN:**

The Church Leader and or the Charity Trustees are ultimately responsible for all the work carried out on behalf of the Church with children, Young people and vulnerable adults. As our staff are volunteers they should have a DBS check to ensure there is no reason why they should be not be working with children, young people and vulnerable adults. All volunteers will be required to go through a process of interview to assess their suitability, offered training if necessary and a period of time working with other qualified people before given leadership responsibility.

NB It is good practice for all personnel taking on a new role to be interviewed by the Church Leader and/or Trustees.

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#### **TRAINING AND DEVELOPMENT:**

Living Waters Christian Fellowship will offer training to all its staff and volunteers as and when it is necessary.

#### **REVIEW AND EVALUATION OF WORK:**

This will be done regularly (at least once a year) at a full staff meetings. Regular meetings will offer support and advise of any changes in legislation and amended practice.

#### **TRAINING:**

All staff will be encouraged to attend basic child protection courses and those with additional responsibility will need to attend more advanced courses. These are available from the Local Authority and Voluntary Action Sheffield as well as Church based organisations.

**Read and Agreed by the leadership of Living Waters Christian Fellowship**

**Signed Church Leaders** .....

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**Names in Print** .....

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**Contact Person**

**Rev. Steve Millwood**

**C/O Family Development Project**

**St. Albans House**

**22 Chapelwood Road**

**Darnall**

**Sheffield**

**S9 5AY**

**Email: [steveandjanetm@mac.com](mailto:steveandjanetm@mac.com)**