St Johns, Knypersley, Diocese Of Lichfield
Child Protection Policy April 2026

Policy

The PCC will take all reasonable care to ensure the safety of the children and young people for whom it bears responsibility.

Procedures

1, Karen Lees is our appointed Child Protection Co-ordinator. She is the point of contact through which concerns about Child Protection will be channelled. She is also responsible to the PCC for ensuring that these procedures are implemented.
2. The PCC has appointed **Joan Gilman** as Children's Advocate, someone the children know and trust, and they can talk to about any problems, if they so wish.
3. The PCC shall take direct responsibility for the following groups which involves working with children and young people.

A} JAM {Jesus and Me} Children's Ministry group
B} Children who remain in the church during the main service.

We currently have JAM every week with a rota in place for leaders and helpers to take them out. All leaders and helpers hold up to date enhanced DBS certificates.
we take then over to the Bateman centre, and have the resources to deliver and teach our age appropriate message. There are always a minimum of 2 people in the room with the children.

4. The various groups hiring St John's Bateman Centre will satisfy the PCC requirements by producing a Safeguarding Policy. If they do not have their own policy, the PCC will provide a copy of their Safeguarding Policy as a sample – for guidance only.

The appointment and validation of all leaders over 18

Before appointment two character references will be taken up, and leaders will be asked to complete the Diocese of Lichfield declaration forms. On appointment, and every 3 years subsequently, those who have contact with children and young people will be asked to provide a disclosure from the DBS, confirming that they have not been convicted of any offences against children. This is done via the Safeguarding office, St Marys House, The Close, Lichfield, WS13 7LD. The Vicar is responsible for administering this, and for secure storage of confidential information.

Notes

- The appointment of Churchwardens will also be validated in the same way, before 31st July each year
- The current Vicar {Darren Fraser} is happy to be responsible for operating the appointment procedures. This includes talking personally with each new leader, keeping on file the confidential declarations and references, and sending a letter of appointment.
- Before leaving the parish for a new post, the Vicar will entrust the file of confidential references to a suitable person {probably a church warden} to look after during the interregnum. These records will be sealed, but the name of each person will be marked on the outside so that they can be accessed if necessary.
- Leaders must be aged 18 or over to work with children and young people, under 18s may assist with leadership roles but MUST be supervised at all times.
- A list of current leaders and details of their roles , where and when the group meets and the age range will be kept in a confidential storage place
- The PCC will provide leaders and those working in Safeguarding, access to guidance and training in the understanding of child/vulnerable adult abuse.
- A copy of the Safeguarding Flow Chart will be displayed at the church and in addition all validated leaders will be given a copy

5 The PCC ensure the children's activities and adequately insured. At present St Johns Church 'Parish guard' Policy with Ecclesiastical Insurance provides Public Liability Insurance and Personal Accident Insurance for staff and volunteers. Note that any new activities and leaders need to be minuted and accepted by the PCC to be covered.

Staffing Levels

St Johns PCC had decided to adopt the minimum staffing ratios for any children or young people's clubs or groups. These ratios were updated in 2023 and are as follows

- 0-2 years : 1 Adult to 3 Children
- 2-3 years : 1 Adult to 5 Children
- Over 3.s : 1 Adult to 8 Children[If no staff with teacher qualification or approved level 6 is present}
- Over 3's : 1Adult to 13 children{ if member of staffed present that has approved level 6 qualification}
- 8-17 years : 1 Adult to 15 Children

For these ratios, an adult **must** be aged 18 or over. Nonetheless St Johns Church affirms the potential value of junior leaders {Aged under 18}. However, we feel that it is important that they do not bear undue responsibility and would not generally recommend that they are given sole responsibility for the teaching of a Sunday school class, especially where they themselves are not much older than the group members.

This is partly for practical reasons; if one adult needs to deal with an accident, there should always be another adult present to take charge of the rest of the class.

An adult must **NOT** be alone with a class as this situation could either be exploited by a potential abuser, or could make it harder for an innocent leader to defend their selves against a false accusation. A class should NOT take place unless there at least 2 adults present at all times. However, if the overall leader and the Vicar agree, it may under some circumstances be acceptable for a small group to operate under the leadership of a single adult, providing there are other suitable adults available in the building who would be available to provide support if necessary, and who can exercise the right to 'drop in' unannounced on the group.

Leaders currently on our rota: Karen Lees, Wendy Lewis, Beverley Holding-Smith , Anna Flint, Charley Walker

Liaison with Parents

It is good for leaders to have contact with parents, especially when children are first introduced to a group. Parents have a responsibility of raising any particular issues that might arise with the leader in advance. The leader will then pass on any relevant information to other staff members as necessary. Where children are brought by another adult, written consent should be given by the parents informing the staff of the arrangement. New parents will be asked to fill in a personal information form for their child, highlighting any issues including allergies and dietary needs.

Toilet Policy

When required, children may be escorted to the bathroom by a leader, these leaders must be approved under the DBS process. No one under the age of 18 will be allowed to escort a child to the bathroom. The leader will inform the other staff members of where they are going and how many children they have with them. If children have any toilet accidents then parents need to be contacted in order to deal with the situation.

Children leaving the church building for JAM

When our children are being escorted by the leaders for JAM sessions, leaders will stand at the door to ensure their safety as they must cross the main car park entrance to access the Bateman Centre and vehicles may be accessing the car park.

Accidents

Unforeseen accidents will occur to both children and adults within St Johns, all activities, processes and equipment are covered by risk assessments which identify the hazard, people at risk, controls etc.

The following accident procedure will be undertaken.

1. After dealing with the accident by a qualified first aider, all accidents no matter how small must be recorded on an accident form detailing all aspects of the accident and signed firstly by a qualified first aider and then signed by the child's parent/grandparent/guardian at the time.
2. The details must then be logged into the accident book
3. The forms will be held confidentially for a period of 5 years
4. Blank forms will be kept with the JAM resources.
5. A fully stocked first aid kit will be always available with the JAM resources and restocked when needed.

Photography and videos

Parents of all our children currently on our list have signed forms giving permission for their children's pictures either to be used for the purpose of promoting St Johns Children's Ministry, and also on the church website

photographs are only taken by the leaders during the JAM session and are uploaded onto St Johns Facebook page with parents' permission.

No photographs or videos are to be taken using personal mobile phones/devises during our JAM sessions without prior permission.

Facebook

No pictures are to be posted on social media pages unless we have written permission from Parents. Karen Lees, , Suzanne Fraser, Jane Osypiw are administrators for the St Johns Facebook Page.

Grievances and Complaints.

Any grievances and complaints will be discussed and dealt with in private and accurately documented using the correct procedure and will be filed securely for future reference.

This Policy will be available to all parties and will if requested be presented at the Archdeacons Visitation.

This policy and its procedures will be monitored by the Child Protection Co-ordinator, who will report to the PCC annually. Following this the policy will be reviewed every year unless procedures need to be added as they arise.

Agreed Rev'd D Fraser & PCC

D A Fraser (Vicar)

Date 13/04/2026

Next Review date April 2027