



## St. Andrew's Parish Church Coulsdon

Woodmansterne Road, Coulsdon CR5 2DD

[www.standrews.coulsdon.net](http://www.standrews.coulsdon.net)

**Hirer is the St. Andrew's Parochial Church Council (PCC)**

### **APPENDIX 3 – Guidelines for Activities with Children and Young People**

This set of guidelines for the well-being of children and young people and for those working and volunteering with them are in keeping with the Southwark Diocese's commitment to A Safe Church, and developing a safe culture of support and protection from abuse. The full set of Diocesan guidelines and procedures can be accessed online at: [www.southwark.anglican.org/what/diocesan-policies-procedures](http://www.southwark.anglican.org/what/diocesan-policies-procedures) Section 4

These guidelines in this Appendix must be followed by any group using St. Andrew's Church Hall complex in which children are involved, including one-off bookings for children's parties.

**For the removal of doubt, a child is anyone under the age of 18.**

1. You are required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring and that you carry full liability insurance for this.
2. In accordance with Church of England policy, all organisations / groups using a Church Hall for regular activities in which children are involved must have their own Child Protection Policy which meets certain minimum requirements. A copy of this policy is to be provided to St Andrew's to be held on file for the duration of the hire agreement.
3. The incumbent (Revd Esther Foss) and/or the Safeguarding Officers (Karen Bowey and Sara-Jane Davidson) may ask to see copies of the hirer's Child Protection policy and/or Attendance Registers of any groups regularly using the Hall in which children are involved.
4. Parents or carers of any child involved in hall activities may also ask to see a copy of these guidelines and the policy of the particular group their child attends.
5. Hirer will ensure that everyone who works regularly with children and young people in activities has a written statement of what is expected of them. This will cover:
  - Main duties of the post
  - The name of the person who supervises their work
  - The person(s) whose work they will supervise (if any)
  - Arrangements for probationary period
6. The hirer must keep a list of the names of all paid and voluntary workers with regular and direct contact with children/adults who may be vulnerable and update it annually.
7. You must recruit safely all current paid and voluntary workers who work in regulated activity with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Criminal Records Bureau, and keeping records of dates and disclosure numbers indefinitely.
  - a. Those responsible for the group hiring the hall should ensure that volunteers complete an offence Declaration Form and a Criminal Records Bureau Disclosure Form.



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8. The hirer is responsible for ensuring that attendance records and lists of volunteers are kept and stored confidentially.
  - a. Records of attendance records to include:
    - Name
    - Address
    - Date of Birth
    - Next of Kin
9. Any concerns about the protection of a child should be brought to the attention of the Parish Safeguarding Officers for St Andrew's:
  - Karen Bowey - email: [k.bowey@allaw.co.uk](mailto:k.bowey@allaw.co.uk), or phone: 07786 050696
  - Sara-Jane Davidson - email: [sara-jane17@hotmail.co.uk](mailto:sara-jane17@hotmail.co.uk), or phone: 07958 480662
10. If a child reveals information which causes you to suspect abuse, remember:
  - a child should always be taken seriously
  - the adult should consult the leader of the activity and the incumbent (020 3620 1885) or one of the Safeguarding Officers (as above).
  - the adult should not "investigate" or contact Social Services directly except in an emergency
11. You will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
  - a. the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
  - b. any known offenders against children or vulnerable adults seeking to join your membership and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.
12. Ratios of adults to children (all bookings)
  - You will **always have at least two leaders over the age of 18 years in any group of children and young people**, no matter how small the group
  - No person under the age of 18 years will be left in charge of children of any age
  - No child or group of children or young people should be left unattended at any time
  - Specific **ratios of adults to children** are given in the tables on the following page:

### a. Indoor Activities

The minimum number of adults should always be two and preferably three, one of whom should be female. The ratios of adults to children required under the Children Act 1989 are:

Age range	Adult to children ratio
0 – 2 years	1 adult to 3 children
2 – 3 years	1 adult to 4 children
3 – 7 years	1 adult to 8 children



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8 years and over	2 adults to up to 20 children / young people (preferably one of each gender) - Additional adult for every 1 – 10 extra children/young people
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#### b. Outdoor Activities

Events in the neighbourhood of the building require the same care and attention during the planning stage. The adult/child ratio should be increased (see following table).

Written permission from parents/carers must be obtained for activities off the premises. If a child is to be transported in a car or minibus, the leader/driver must ensure that they are covered by appropriate insurance and if a minibus is used, the person driving must be authorised and hold an appropriate licence. Health and Safety regulations must be followed.

Age range	Adult to children ratio
0 – 2 years	1 adult to 3 children
2 – 3 years	1 adult to 4 children
3 – 7 years	1 adult to 8 children
8 – 13 years	2 adults to up to 15 children / young people (preferably one of each gender) - Additional adult for every 1 – 8 extra children/young people
13 years and over	2 adults to up to 20 children / young people (preferably one of each gender) Additional adult for every 1 – 10 extra children/young people

13. You must comply with the Health and Safety Procedures of the church (Appendix 2) of this Agreement. This includes important information on fire regulations and the reporting of accidents. In addition, please note that children should not be allowed on the stage at any time.