

SAFE GUIDELINES FOR CHURCH ON A DAY TO DAY BASIS

Safe guidelines for church on a day to day basis

Remember that children and young people are vulnerable and it is the responsibility of us all to keep them safe. If you see something that concerns you don't ignore it.

It is the responsibility of the PCC to ensure that all relevant people are aware of these guidelines – staff and volunteers.

A. Photographs

1. Any photographs and videos used should not show names without permission. For children, young people and vulnerable adults this should be written permission.
2. It should be clear why the photos are being taken and what they will be used for
3. Parents should be informed of the use the photos and videos are going to be put to
4. Photographs of individual children and young people should not be displayed on the internet
5. At a public event where photographs or video filming are going to be taken people must be informed and given the opportunity to opt out for themselves or their children. They should be informed about what the photos etc will be used for and why they are being taken. This can be done either verbally or written.
6. Anyone taking photos or videos on behalf of the PCC or Company must not store them on their personal hard drive but on CDs that should be given to the incumbent or church warden or company secretary. They can be used in the future for the same purpose for which they were taken.
7. Photos and videos must not be given to anyone else without permission from the chair.
8. The photographer should receive written notification of these requirements
9. The photographer should wear an official name badge
10. The photographer should wear an official name badge
11. No one working on behalf of the Companies should use a mobile phone to take photos of children or young people

12. Everyone should be aware of the risks attached to the use of mobile phone photos and images and should be prepared to challenge if they feel these are being used inappropriately. (see Diocesan guidelines – God’s children our diocese 4.8 p.13)

Photographs and videos will only be used for the following:

Publicity Information Fundraising Sharing of events
Portfolio evidence Assessment evidence Monitoring

Any other use must be checked with the safeguarding officer.

13.

B. Health and safety

The following should be displayed on the pew slip and on the notice board.

- a) The locality of fire exits
- b) Who people should go to if they feel ill or unsafe
- c) Who to go to if they have any questions they need to ask.

C. Internet and mobile phones

1. On our website
 - a) Any photographs of children must be in a group.
 - b) There must be written permission from parents to display photographs on the website.
 - c) There should be nothing that could identify the children and captions should be general.
2. If working on behalf of the church and contacting children and young people via e-mail group e-mails should be used whenever possible.
3. Anyone contacting children and young people via e-mail on behalf of the church should be a designated person.
4. Young people’s e-mails should not be made public.
5. Safety issues around the use of mobile phones should be considered at each event.
6. Chat rooms should not be used to communicate through
7. Computers in the church must be passworded.
8. No one working on behalf of the church should use a mobile phone to take photos of children (except their own children)
9. Church wardens should be aware of the risks attached to the use of mobile phone photos and images and should be prepared to challenge

if they feel these are being used inappropriately. (see Diocesan guidelines – God's children our diocese 4.8 p.13)

D. Transport

1. If using cars to transport children and young people on a voluntary basis for church events you should ensure that you are within the law regarding seat belts and booster seats, insurance, MOT, driving licence and a safe vehicle.
2. Parents should always be informed as to who is transporting their children.
3. Consideration should be given to the safety of a lone adult or a lone child
4. Don't offer lifts without parental permission

E. General guidelines for congregation

1. If you see something you are unhappy with tell someone
2. If a child or young person tells you something that is about them being at risk of harm use the child protection procedures and tell the incumbent
3. Don't promise to keep a secret – if in doubt tell the incumbent or the child protection coordinator
4. Don't take photos (with camera, video cameras or mobile phones) without checking with parent) if they are children) or themselves (if they are young people)
5. Don't arrange to meet children or young people without the parents' knowledge
6. If you are concerned about the behaviour of a child or young person you should not shout at them or threaten them with physical violence or use physical violence.
7. If you are running a social event where alcohol is available make sure you consider how to stop children accessing it.
8. If you are running an event where children and young people are present but in the care of their parents you should make sure that this is clearly understood by the parents

9. If you are running an event for children or young people where parents are not present you should ensure you do a risk assessment and have safe guidelines – any such event should be overseen by the youth management committee or the children's committee who will ensure best practice.
10. If using DVDs or Videos films they must be age appropriate or parental permission must be sought
11. If you feel an adult is putting a child or young person at risk by their action or inaction you should report. This would include anything around drugs, alcohol, weapons or any criminal activity.

Guidelines should be displayed on the church notice board and put in the parish magazine at regular intervals.

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