

## Appendix C – Sound Church - Summary of Child Protection Policy 2023

This summary should be read in conjunction with the main Child Protection Policy at Sound Church and Kids' Team Values.

### This church is committed to:

Staff and volunteers at Sound Church accept and recognise our responsibilities to develop awareness of issues that cause children, young people and vulnerable adults harm. We are committed to our responsibility to protect and safeguard the welfare of the children, young people and vulnerable adults in its care.

### Guidelines for good practice for staff and volunteers working with children:

<b>RATIOS</b>	Children aged 0-2 years = 1 adult: 3 children Children aged 3+ years = 1 adult: 8 children	Children aged 2- 3 years = 1 adult: 4 children
<b>RESPECT</b>	Treat children/young people with respect and dignity, always listening to what a child is saying, valuing each child, recognising unique contribution, encouraging, and praising each child.	
<b>BY EXAMPLE</b>	Staff and volunteers should provide an example that we wish others to follow. Use appropriate language and challenge any inappropriate language used by children or adults working with young people. Respecting a young person's right to privacy.	
<b>ONE TO ONE CONTACT</b>	Ensure that they are not alone with a child where your activity cannot be seen – this may mean leaving doors open. When meeting, every effort is made to keep this as open as possible. Random spot checks are carried out in rooms whilst ministry activities are occurring. Try to always be visible to others in their contact with children and If privacy is needed, ensure that other staff or volunteers are informed of the meeting and its whereabouts.	
<b>PHYSICAL CONTACT</b>	Never engage in sexually provocative or rough physical games, including wrestling or massaging. Never do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility staff and/or volunteers should seek assistance from their parent/carer in such situation. Never allow, or engage in, inappropriate touching of any kind. Keep all physical contact public (for example, side hugs are preferable if contact is initiated by the child).	
<b>GENERAL</b>	Be aware that someone might misinterpret our actions no matter how well intentioned. Never draw any conclusions about others without checking the facts. Never allow ourselves to be drawn into inappropriate attention seeking situations. Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child even in fun.	
<b>TOILET POLICY</b>	We consistently engage in ongoing reflections in how to mitigate the risk of peer-to-peer abuse and at the same time the risk of adult to child abuse. We are mindful and proactive in a variety of circumstances – being quick to respond to concerns or possible concerns.	
<b>SHARING INFORMATION</b>	Good communication is essential in any organisation. Every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously. It is the responsibility of the management to ensure that information is available and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly 'need-to-know' basis.	
<b>RECORD KEEPING</b>	All records, information and confidential notes will be stored and processed in line with the Sound Church Data Protection Policy. A copy of the church's Privacy Notice is made available to all parents/carers on the Sound Church website. Parents/carers are able to review and edit key personal data recorded on their child using the Sound Church's My Churchsuite.	
<b>RESPONDING TO A DISCLOSURE</b>	Listen carefully to what the child is saying; Reassure the child they have done the right thing by talking to you; Say that you believe them; Don't talk to the alleged abuser; Explain what you'll do next; Don't delay in reporting the concerns,	
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