



## **Voluntary Safeguarding Code of Practice – Parents' Questions and TCaCL Answers**

### **Have staff and volunteers undertaken DBS checks? How recent were the checks?**

All our activities for children are provided by volunteers who have all had DBS checks (enhanced and debarring). A record of the renewal dates is kept by the Safeguarding Officer and Clerk to the Trustees of The Church at Carrs Lane.

If we enlist the help of an outside service provider, we ensure that DBS checks have been undertaken and are up-to-date. We will also ensure that the service provider is suitably qualified and will obtain references before engaging them.

### **Will any adults besides the instructor/leader be present at the venue while my child is there? If so, will they be there on a regular basis?**

The church premises have several rooms for hire which might be booked for use at the same time as other events involving children. Staff who work for the Carrs Lane Conference Centre might be present to open and close the building and will be there on a regular basis if the activity is mid-week. They will ensure health and safety concerns are dealt with in relation to the premises. There is a door security system and all members of the public are required to press a button in order to gain entry. A receptionist will speak to them to find out their reason for entry to the building from Monday to Saturday. On Sundays, when the church is meeting, the Duty Elder and stewards are responsible for admitting people to the building. They are all aware of Data Protection and Safeguarding Policy and Procedures and have received training in the Methodist Safeguarding Foundation module.

### **What training have staff had?**

Our activity leaders have undertaken the following training: Safeguarding, Data Protection.

The 3 leaders are also qualified teachers, PGCE primary and secondary. One leader is an RE teacher.

### **May I have a copy of your child protection policy?**

Yes, we have a Safeguarding Policy which is available to see on our website:

<http://carrslane.co.uk/about-us/safeguarding/>

There is also a link on the webpage about Children's Church <http://carrslane.co.uk/worship/childrens-church/>

### **Who is your designated Safeguarding lead (DSL) and what training have they had? How recent was this training**

Our DSL is Christine Tudor-Jones. She has received Foundation Training and Safeguarding Training delivered by the Methodist Church's Birmingham District Trainers in Safeguarding. She has attended:

Foundation Safeguarding Module (2016 edition). Refresher courses are undertaken every 4 years.

Advanced Module (2019 edition)

Contact Christine Tudor Jones c/o clerk@carrslane.co.uk

### **My child has Special Educational Needs and / or a disability (SEND). What steps will you take to accommodate this?**

The volunteers are PGCE trained and would have some experience/training in supporting children with SEND. However, they don't have specialised training and because they only lead children's activities while the parents/carers are in the building we would expect parents/carers to advise us where appropriate.

**My child needs help with: using the toilet; changing; feeding; their medication, etc. How will these personal care needs be addressed?**

The Church at Carrs Lane volunteers operate when the children's parents are also present in church. They will fetch the parent or carer from their own activity to help their child.

**How are you securely storing the information you hold on my child? Who has access to it and are you giving it to anyone else?**

The Church at Carrs Lane has a Data Protection Policy which adheres to the General Data Protection Regulations. We do not keep unnecessary personal information about individuals. In order to care appropriately for your child, we will ask you to fill in a form that asks for basic information about them. We will ask who is their next of kin and/or for two contacts who can be contacted while the child is in our care. We store paper records in a fire-proof, locked safe in the Ministers' Vestry. Access to the Ministers' Vestry is via a security door and corridor from the side of Reception which leads to offices behind Reception. The room is out of view of the church and room hire business. Electronic records are password protected on a secure server. The password is known only by the activity leader.

**Is my child allowed to access the Internet unsupervised?**

We do not allow children aged 13 or under to access the Internet unsupervised. Therefore, our activity organisers do not allow unsupervised access to the Internet.

The Church at Carrs Lane has an Information Technology Policy. This requires that an appropriate filtering system is in place for all staff, volunteers, tenants and room hirers.

If your child brings a device of their own which can access the Internet, you are responsible for ensuring the device is safe. Our Internet settings would prevent them from looking at inappropriate material.

**Do you have filtering and monitoring systems in place? What are they?**

The Church at Carrs Lane has filtering in place via the settings implemented by our IT Support company. All laptops and PCs are password protected and cannot be operated without supervision. Our IT Support is outsourced to Technical Drive, 22 Market Street, Bromsgrove B61 8DA. Tel 01527 880088. They ensure that staff, volunteers and room hirers cannot browse the Internet or any item that is considered to be "indecent", e.g. drugs, alcohol, pornography or other inappropriate material.

The Church at Carrs Lane has the option to monitor but does not currently pay for this service as it is not running any unsupervised services.

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