

Useful Information and links for Safeguarding at Guildford URC

1. The United Reformed Church Good Practice Policy and Procedures

<http://www.urc.org.uk/good-practice-policy-and-procedures.html>

2. Supervision of activities for children

There must be a sufficient number of adults for the numbers of children to ensure the safety and well being of everyone in the group.

Adult – child minimum ratios

The minimum number of adults leading a group should be two. The recommended ratios are:

0 to 2 years 1 member of staff to 3 children
2 to 3 years 1 member of staff to 4 children
4 to 7 years 1 member of staff to 6 children
8 to 11 years 1 member of staff to 8 children
12 to 18 years 1 member of staff to 10 children

For mixed-gender groups, at least one female and one male leader should be present, if at all possible. This is essential if there is a need to supervise toileting or other personal care of younger children or in the context of overnight stays.

3. Child Car seat: the law

<https://www.gov.uk/child-car-seats-the-rules>

4. Online Safety

<http://www.ceop.police.uk/>

<https://www.opendns.com/>

5. First Aid

- The Elders shall appoint a First Aid representative with responsibility for maintaining the contents of the First Aid containers.
- An accident book will be provided in the kitchen to record accidents to church people or other users.
- First Aid boxes are located in the kitchen, choir room, junior room and the lower hall, together with signs for recording items used and reminding of the necessity to complete the accident book.
- Laminated signs indicate the location of the First Aid boxes.
- First Aid boxes are stocked according to St John Ambulance guidelines for premises where there are less than 50 employees. Contents are to be checked no less than six

monthly and updated/restocked when required. Burns dressings are only available in the kitchen.

- 2 wheelchairs and a walking aid are located in the disabled toilet.

6. **Catering and Food Safety**

- The Catering Co-ordinators Di Ferguson and Heather Smith are responsible for ensuring the kitchen and equipment is safe for the preparation and cooking of food.
- At least one member at any event serving food should have a basic hygiene certificate and the Catering Co-ordinator should be able to give advice on good hygiene practice.
- The F&P committee will liaise with the Catering Co-ordinator to ensure that the kitchen is compliant with current food safety legislation.
- A member with food hygiene training is to be present when food is prepared on the premises.
- If outside caterers are engaged, their Environmental Health Certificate should be inspected.
- Information about the safe preparation and storage of food is provided on wall notices. Additional information is contained in booklets located in a kitchen drawer.

<http://www.nhs.uk/Livewell/homehygiene/Pages/Foodhygiene.aspx>

<https://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups>

7. **Archive and Record Keeping Advice for Churches**

This includes information about the retention of children's records.

<http://www.urc.org.uk/urc-archive.html>

8 **Care and Support Statutory Guidance**

<https://www.gov.uk/guidance/care-and-support-statutory-guidance>

9. **Fire Safety**

- A fire risk assessment is in place and is reviewed annually.
- A fire detection and emergency lighting system is installed and is serviced at six-monthly intervals under a contract with an authorised fire safety company, which also checks fire extinguishers annually.
- Special emergency exit signs are illuminated during concerts or similar evening events in the Sanctuary. Battery torches (held on permanent charge) are also positioned in the Sanctuary.
- All rooms used by the public have emergency escape information notices which include a description of the fire alarm and fire assembly point information.