

**Keeping children safe
Christ Church, Lausanne
Best Practice Guidelines**

Definitions

A child is a person who has not yet reached his/her eighteenth birthday

Church premises include the church building, the garden and the apartment rented by Christ Church as the Church Office and accommodation for the chaplain

Diocesan Clearance

The following people are to be cleared as suitable to work with children

The Chaplain (this procedure is carried out through the diocesan office)

Reader(s) (this procedure is carried out through the diocesan office)

Pastoral Assistant(s)

Churchwardens

The Safeguarding Officer

All Sunday Club teachers

The Music Director (if there are children in the choir)

Christ Church Child Protection measures

The people listed above as well as all elected Church Council members and “ex officio” members should:

- be familiar with the Diocesan Guidelines for Child Protection “Policy for Safeguarding Vulnerable Groups”
- attend the workshop on Child Protection organized by the Safeguarding Officer

Best Practice for Christ Church

Christ Church complies with Church of England and Diocesan guidelines which state that:

- Christ Church display a Child Protection policy statement a copy of which can be given to parents or other interested parties on request.
- No adult other than a parent or person acting *in loco parentis* is ever to be alone with a child on church premises for church business.
- Two adults (at least one of whom must have Diocesan clearance) must always accompany the Sunday Club group/any group of children using the church premises for a church event. Third parties using the church premises for events with groups of children shall be made aware of these guidelines.
- The attendance register for the Sunday Club is to be correctly completed and signed after each session, with any incidents carefully noted.
- Children attending the Sunday Club on a regular basis are to have a completed registration form on file. The information on the form must be checked at the beginning of each Sunday Club year (September).
- Parents of casual visitors to the Sunday Club complete an attendance card which is then filed.
- Sunday Club teachers and other responsible adults are to inform the Chaplain and/or the Safeguarding Officer of any cases of suspected abuse; the Chaplain and/or the Safeguarding Officer will then decide what steps are to be taken.
- Any child reporting abuse must be taken seriously. The person in whom the child confides is to write up a detailed report of the conversation, duly signed and dated, and then discussed the incident with the Chaplain and/or the Safeguarding officer who will decide what steps are to be taken.
- No member of the Sunday Club team of teachers or any other adult is to undertake an investigation of abuse. This must be left to the competent authorities.
- The Sunday Club team as well as other concerned persons are to attend a brief Child Protection workshop at the beginning of each Sunday Club year.
- All areas used by children in the church’s care are to be checked regularly for potential hazards and where necessary corrective measures be taken.

In the Canton of Vaud we have a legal obligation to report cases of suspected abuse to the competent authority