

Taizé 'Hidden Treasure' meeting – Birmingham: 28th April – 1st May 2017

Preliminary Safeguarding policy (12th Oct 2016)

This policy applies to all organisers, participants, group leaders, helpers and volunteers, hosts and anyone involved with the Taizé 'Hidden Treasure' meeting – Birmingham: 28th April – 1st May 2017

Statement of policy:

The organisers of the Taizé 'Hidden Treasure' meeting in Birmingham 2017 strongly believe that no young person or vulnerable adult should experience abuse of any kind. Hence we take seriously our responsibility to promote the welfare of all young people and vulnerable adults attending the meeting and to keep them safe. Therefore we are committed to policies and practices which minimize or remove any risks to the young people and adults. We will work with each of the partner organisations that are helping to host and facilitate the event to ensure that we achieve a safe, supportive and welcoming environment for all participants.

We believe that all young people and adults, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.

We recognise that some young people and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues, and that we have a responsibility to respond to and meet the needs of all participants equally regardless of their abilities.

The purpose of this policy is:

- to help us to protect the young people (and any vulnerable adults) who will be attending and participating in this Taizé meeting - this includes their physical safety and well-being, and also how to respond appropriately to their emotional and spiritual needs
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding and identifies those responsible for providing further advice and support during the event
- to identify the roles and responsibilities regarding safeguarding for the event organisers and group leaders, including those with a specific safeguarding remit, and to outline the procedures to be followed in the event of any concerns or issues raised before, during or after the meeting, and how to respond in the event of any disclosures or issues occurring during the meeting
- to clarify the scope of safeguarding in the context of this meeting, and to reference other health and safety responsibilities and procedures that will be in place to ensure the overall safety and well-being of everyone taking part in the event (e.g. risk assessments, first aid procedures, food hygiene etc..)
- to ensure that we work in partnership with the young people, their group leaders and host organisations and families to promote the young people's welfare

We will seek to keep all young people and adults safe by:

- valuing them, listening to and respecting them at all times
- providing effective management for leaders, hosts and volunteers through supervision and support
- recruiting leaders and volunteers safely, ensuring all necessary checks are made (including checking that all group leaders have met and satisfied their own organisations safeguarding and vetting procedures)
- sharing any concerns with appropriate agencies if necessary, and involving leaders, parents and the young people appropriately as appropriate

Practicalities and scope:

Venue details: The Taizé 'Hidden Treasure' meeting will take place in Birmingham from Fri 28th April – Mon 1st May 2017. The central venue for the event will be Carrs Lane Church (Carrs Lane, Birmingham, B4 7SX). Other venues in the city-centre will also be used for workshops and worship during the weekend, the main ones being:

- St Chad's Cathedral (St. Chad's Queensway, Birmingham, B4 6EU)
- St Martin in the Bull Ring Church (Edgbaston St, Birmingham B5 5BB);
- St Philip's Cathedral (Colmore Row, Birmingham B3 2QB)

Age range: The event is for young people and adults between 16-35. **NB: ALL young people under 18 yrs old attending for the weekend MUST be accompanied and supervised by a GROUP LEADER who will have primary responsibility for the safety and well-being of the young people in their care.**

Participants – Organised groups: Each group's leader is responsible for ensuring they comply with safeguarding policies and procedures set out locally including the recruitment of suitable volunteer leaders and DBS checks.

During the day the individual group leaders have responsibility for their own groups and it is therefore up to each leader to ensure that their group is accompanied by the correct level of adult supervision, that being 1 adult per 10 young people; reflecting the gender balances of the group. Group leaders are required to have consent and medical forms for each young person. One copy of the form should be brought with them and be available throughout the day.

All staff, volunteers and others accompanying the group must be familiar with their policy and be aware of the problem of abuse and the risks to children. Everyone is responsible for defending the rights of children and creating a safe environment with a culture of vigilance to minimise the risk of abuse.

Participants – Individuals (it is anticipated that this will be from the local area only): Any under 18's from the local area attending individually or in small groups will be able to attend either as day delegates on the Saturday, (which will be based mainly at Carrs Lane) or they can take part in each day as day delegates. It is intended that the 'host communities' will be asked to provide suitably experienced and vetted adult leaders who will be a point of contact for each young person, and will help supervise them at each venue. At registration they will then be allocated to a group

with a named adult leader who will be their point of contact for the day regarding safeguarding, and who will supervise their safety and well-being for the day.

Programme: There will be a planned programme of activities, worship, workshops and social activities which will provide the structure for the majority of the weekend, which will be the responsibility of the event organisers. However all adult participants will be responsible for their own safety and well-being outside of these planned activity times and venues, with under 18's being the responsibility of their group leaders.

Hosting and accommodation: Weekend participants (18yrs and older) will be hosted and accommodated by members of the host churches and groups, under the supervision of a host co-ordinator in partnership with the event organisers. The responsibility for selection and vetting of hosts is the responsibility of the host churches or groups. The event organisers will ensure that suitable procedures are in place, particularly with regard to any vulnerable adults.

Wherever possible, participants will be hosted in groups of 2 or more with host families, so as to provide peer support and protection both for guests and hosts.

NB: The responsibility for organising and managing residential accommodation for the weekend for groups which include under 18's lies with their GROUP LEADERS, who must ensure that they have the appropriate numbers of supporting adult leaders / helpers for their group. The event organisers WILL NOT be involved in organising or managing host families for ANY UNDER 18's.

Registration and Consent Forms: All participants and groups will be required to register in order to take part in the event. This will be either in advance (for all residential participants) or on the day for day delegates.

Group leaders will complete and submit a registration form for their groups, which list the details of both participants and their group leaders. ALL Under 18's attending the meeting (either day or weekend delegates) MUST have completed and returned a signed consent form which will be collated and held by each group leader, and should include any medical and dietary information, next of kin and emergency contact details. Groups can either use the template consent form provided by the organisers or their own organisations forms if they prefer. They will need to confirm to the event organisers that this has been done.

Any day delegates under 18 must complete a registration and parental consent form which must be brought with them or completed and signed by parents on the day.

Leaders and organisers DBS checks: As previously stated: **Each group's leader is responsible for ensuring they comply with safeguarding policies and procedures set out locally including the recruitment of suitable volunteer leaders and DBS checks.** The event organisers will seek to verify that these checks have been undertaken either by checking with the appropriate diocesan safeguarding co-ordinators where leaders / groups are known to that organisation; or by requesting copies of the DBS documentation directly if necessary, or by checking with the organisation or church directly.

NB: The event organisers reserve the right to refuse registration / entry to any group which has not met this or any other stated safety or safeguarding requirements.

Risk assessments and safety information: Another important area of our work as organisers to minimise risks is to undertake thorough risk assessments both prior to the event in the form of

completed written documents, but also ongoing monitoring and assessment during the event (dynamic risk assessment).

We will assess risks and write new risk assessments as needed, or where appropriate review then adapt or adopt existing risk assessment documents or procedures where they already exist.

Risk assessments will be available to cover the following:

- Venues (for worship / workshops and meals)
- Travelling between venues
- Food and catering arrangements
- Stewarding and supervision arrangements

In addition to publishing these in advance via the event website, an information point will be established at Carrs Lane church which will display copies of all risk assessments and safety information. Event organisers or volunteer helpers will be available to support any individuals or groups with safety information and risk management during the event. Key safety information for leaders and participants will be also shared at briefings after registration each day for newly arriving participants.

Travel between venues and transportation by host families: Participants will need to travel short distances on foot within the city centre to / from Carrs Lane during the weekend to attend workshops / worship and meals at other venues. Organised groups will be advised to ensure that their members travel in groups between venues, under the supervision of their own leaders and helpers. Other individuals and small groups will be directed to travel with others such that they can help each other with navigation and provide peer support and 'safety in numbers'. They will be provided with maps and directions to facilitate their travel. All participants will be actively discouraged from travelling alone between venues.

It is intended that the vast majority of travel to and from host families and venues for overnight accommodation will be made via public transport (for which a free bus pass will be issued to each participant or group). Any over 18's accepting offers of transport from host families do so at their own risk.

First Aid support: Event organisers will ensure that each venue will provide first aid trained stewards and suitable first-aid equipment. Additionally, a central first aid point will be established at Carrs Lane where advice a support will be available. Information sheets regarding local hospitals and NHS drop in centres, chemists and other medical services will be available to participants and leaders.

Emotional and spiritual support and well-being: It is recognised that participants may come with a range of emotional / spiritual needs, and that some individual may seek or be directed to seek support with any issues that they are concerned about. It is therefore anticipated that in addition to the support of group leaders, that pastoral support will be provided where appropriate by suitably experienced and vetted leaders or volunteer helpers, who will also be able to signpost participants towards appropriate external support services if and where necessary.

Catering arrangements: Catering arrangements are being undertaken by the event organisers in partnership with hosts and venues. The catering leaders are suitably experienced and qualified with regard to food safety and hygiene requirements.

This policy was adopted on: **12th October 2016**

Signed: ***Chris Watts***

Written by: Chris Watts (Safeguarding Co-ordinator for Taizé 'Hidden Treasure' Meeting - Birmingham 2017)

If you have any queries in advance or during the event regarding safeguarding procedures, please contact the Safeguarding Co-ordinator via the following email address:

taizebirmingham@gmail.com