

## 'Parent & Baby/Toddler Club in RCDOw parishes

### Guidance July 2022

Is your parish thinking to develop a 'Parent & Baby/Toddler Club'?

Safeguarding considerations need to be included and implemented when organising this type of social activity. We have assembled a guidance that will help the PSR – parish safeguarding representative – the parish priest and anyone involved in the creation of such a Club:

- Check with our DBS team – [dbsadmin@rcdow.org.uk](mailto:dbsadmin@rcdow.org.uk) - whether the parents/leaders who would like to start this group on parish premises are eligible for a DBS check and proceed with their diocesan safe recruitment process as soon as possible. Safe recruitment to be completed before the start of this group.
- Ensure that the proposed group leaders are clear and knowledgeable that they have to pass on to the PSR, and as soon as possible any concern or allegation they may come across during the life of the Club by sending an email to the PSR's safeguarding account. PSR's safeguarding account should be publicly displayed on each parish notice board on a safeguarding poster. This can also be found on the parish diocesan microsite in the 'Contact Us' section or by talking to the PSR directly.
- Ensure that every child will be under the sole and direct responsibility of their parent or legally nominated guardian. In the event of authorised baby sitters or grandparents bringing the babies/toddlers, the parental written consent (template on the CSSA website) prior to the start of this group is required and this has to be kept securely on record at the parish for the duration of the Club.
- Keep a record with basic information about the child and the parent (or authorised person) with a primary and an alternative person/contact number details. This record should be kept in the parish computer and be password protected (for data protection purposes) if possible with the password to be known only to the PSR and the parish priest and any eventual parish administrator that needs to do any necessary work on this record eventually.
- All adults' participants to sign and adhere to a code of conduct (template on the CSSA website). These will be kept securely as per the list of participants. Perhaps the parish may wish to have an electronic folder and in it, all the files related to this Club may be securely kept together. Please ensure that there is record of participants at every session for any future reference for the duration of the Club.
- Strongly encourage the Club leaders to undertake at least a couple EduCare safeguarding online courses – we suggest CHILD PROTECTION and CHILD EXPLOITATION. We would also highly recommend the DOMESTIC ABUSE course.
- If possible, also encourage the adults' participants (parents or authorised adults) to complete the EduCare in order to advance and support that 'Culture of Safeguarding' to which we all can actively and positively contribute.

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- All individuals who wish/can complete training should be registered by writing to: [safeguardingadmin@rcdow.org.uk](mailto:safeguardingadmin@rcdow.org.uk) The courses are free of charge, so it would be very good that as many people as possible take advantage of these please.
- Ensure that the Club leaders are familiar with the 'Creating a safe environment' guidance on the CSSA website at <https://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/> (including code of conduct templates).
- When this Club is developed as a parish activity, it won't be necessary for the group to sign the 'Hall Hire Agreement' for parishes however, it is very important for everyone to be aware of safeguarding good practices at all times to keep everyone safe from harm and abuse. All the information can be found on both the CSSA (link above) and the RCDOw website by clicking on this link <https://rcdow.org.uk/safeguarding/>
- For more advice and support, please do not hesitate to contact us by writing to: [safeguardingsupport@rcdow.org.uk](mailto:safeguardingsupport@rcdow.org.uk)