



St Andrew's Church
Small Group and One-to-one Ministry Policy
Reviewed March 2017

Purpose

The purpose of this policy is to direct staff and volunteers in their practice regarding small group meetings and one-to-one ministry with young people. This policy is designed to provide a framework to protect children, young people, staff and volunteers.

Scope

'Young people' in this policy are defined as those in school years 4 to 13, or equivalent. Where a young person reaches the age of 18 before leaving our youth work provision it is still good practice to adhere to this policy. Any meetings with young people outside the parameters set out below should not take place. Small group and one-to-one ministry meetings with children in year 3 and below should not take place outside their organised groups.

Guidelines

1. Staff members/volunteers present should reflect the gender(s) of the young people attending the small group or one-to-one meeting.
2. A staff member/volunteer may meet with a young person at the young person's home only in the presence of their parent or guardian.
3. A staff member/volunteer can hold a meeting in their home or elsewhere as approved in advance by their line manager with a group of under 18s provided there is another adult present at all times¹. At least one of the adults should have a current DBS certificate, as should all regular volunteers. If the second adult does not have a DBS certificate they should work only and always under the immediate supervision of the certified leader. They should not be left solely responsible for any young person under 18.
4. One-to-one meetings of staff and volunteers with an under 18 can take place, provided all of the below apply:
 - a. They are in a public setting
 - b. The ministry leader or line manager has been informed beforehand, or if not possible beforehand, as soon as possible afterwards
 - c. A brief record is kept of who were present, date, time and location
 - d. This record is shown to the line manager and is kept on file on the church server
 - e. The parents give written permission².

Next review date September 2018

¹ SAYGO members over the age of 18 do not count as adults for this purpose.

² This can be done through the annual consent form.