



# Safeguarding Q&A:

## Creating a Safe Environment

### What is the recommended ratio of adults to children when holding events with young people?

The NSPCC recommended ratios are:

- one adult leader for every 3 children aged 0-2 years.
- one adult leader for every 4 children aged 2-3 years.
- one adult leader for every 6 children aged 4-8 years.
- one adult leader for every 8 children aged 9-12 years.
- one adult leader for every 10 children aged 13-18 years.

### Is it worth considering Safeguarding when new builds / alterations are made, e.g. windows in doors of all offices?

This question was fed back to the Head of Estates for the Diocese who welcomed the suggestion and has disseminated across the team to consider good safeguarding practice when any parish proposals are received.

### Will you come out to individual parishes and do Safeguarding Audits?

Yes. The central team will be visiting parishes throughout 2025/2026 to carry out audits. To avoid visits from multiple departments and for repeat/similar questions to be raised, when visiting parishes we will be auditing across a number of areas. Safeguarding forms part of the 'people' group and will look at areas across HR, Safeguarding, Charity and Outreach.

### Do you recommend 2 adults in a minibus with children should both have DBS clearance?

If this activity is a parish event, then Diocesan safeguarding best practice should be followed. We recommend that a minimum of two people working with children are DBS checked. You also need to consider Adult to Child ratios.

If a private car/minibus is used for volunteering roles (excluding travel to and from the place of work) then a copy of the volunteer's insurance and driving licence must be given to the Volunteer Coordinator. If they are driving a minibus, the Coordinator must check that they have the correct entitlement. Licences without D1 entitlement are only qualified to drive a minibus limited to 8 persons. The volunteer should also review their own insurance policy as they may be required to inform their insurance as some insurers will class this as business use.

**Can we have the audit report for the Parish rather than individual church?**

We send audit reports out by church to ensure we are GDPR compliant. It is important that volunteers are linked to a specific location and many of our parishes have a different Safeguarding Minister for each church which is why the audit reports are formatted in this way.

**Is it always appropriate to pass information from the parish onto the central safeguarding team regarding safeguarding concerns?**

Yes, it is important that all concerns are shared with the Diocesan Safeguarding team to ensure there is oversight of any matters being reported and on the action taken, and that information is recorded centrally so that any patterns or linked events are identified.

**Should everyone in a parish or church community who holds a position of responsibility attend safeguarding training?**

Yes, safeguarding is everyone's responsibility. Safeguarding training is available for anyone within our church communities, not just those who hold a specific role. We encourage everyone to complete training to increase awareness and understanding. Training can be accessed either online or via face-to-face sessions across the pastoral areas.