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# Introduction

Cheltenham Network Church places a high priority on the discipleship of children and young people in the context of a safe and welcoming environment. Furthermore, we believe that all should be nurtured in the Christian faith, and aim to provide an environment where children and young people can see, experience and learn about the love of God, and put in place the foundations upon which to build a Christian lifestyle.

We believe that children and young people are a vital part of church family life. As such we want them to be valued, encouraged and built up as those who are created in the image of God and for them to discover the love of God for themselves.

We recognise that it is in such an environment that children and young people may best be able to confide about abuse that they may be suffering and we should be prepared to act accordingly.

This safeguarding handbook seeks to provide policy and guidelines on behalf of the Cheltenham Network Church Leader and Trustees which ensure that every child and young person is encouraged to grow in the Christian faith. It has been adapted from the Diocese of Gloucester "Working with Children and Young People (December 2012)" document.

It contains:

- the Gloucester Diocese "Diocesan Policy Statement – Working with Children and Young People (December 2012)"
- the Cheltenham Network Church Safeguarding Policy
- associated guidelines, information and advice
- safeguarding forms

The Cheltenham Network Church Safeguarding Officer is Lyndsay Wyer.

## **Gloucester Diocese Diocesan policy statement – Working with Children and Young People**

1. Scripture teaches that all people are special because they are made in the image of God. This is therefore true for children and young people, who should be respected and protected. Jesus warned that those who exploited or abused children deserved profound condemnation. Within the Kingdom of God, children matter in their own right and are to be taken seriously.
2. The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Clergy and laity who work for the Church in a paid or voluntary capacity need to exercise the greatest care when working with those for whom they have been given responsibility.
3. The highest standards should be maintained therefore in all pastoral, counselling, educational, worship and recreational circumstances. The exploitation of any relationships for any purpose will not be tolerated.
4. The Diocese of Gloucester is committed to creating a culture of informed vigilance which takes children, and adults who are vulnerable, seriously – and will work closely, and in partnership with, the local authority and statutory authorities to ensure that we offer best practice, advice and guidance.
5. The Diocese of Gloucester accepts the principle of The Children Act (1989) that the welfare of the child is paramount, and will follow the Home Office Code of Practice: “Safe from Harm”, and the House of Bishops’ “Protecting all God’s Children” and “Safer Recruitment” advice and guidelines.
6. If allegations of abuse are made, then the Diocese of Gloucester will respond without delay and collaborate fully with the statutory and voluntary agencies concerned with investigating such allegations of child abuse. It will not conduct investigations on its own and will work in partnership with the police, local authority, and others to follow legal compliance, and to ensure we are able to offer informed pastoral care to any child, young person, or adult who has suffered abuse.
7. It will be standard practice in the Diocese of Gloucester to require completion of a common declaration form in accordance with guidelines of the Children Act 1989, from the following categories of people prior to selection or appointment for work within the Diocese:
  - all candidates for ordained ministry and accredited lay ministry
  - all clergy and accredited lay ministers moving into and within the diocese
  - employees of the Diocesan Board of Finance who are likely to have opportunities for contact with children and young people
  - volunteers who support the work of the Diocesan Advisory Boards and Committees on a regular basis
8. It is Diocesan policy that all CCs should have in place a policy for Safeguarding/child protection – and that this is reviewed annually and a copy supplied as part of the requirements of the Archdeacon’s Visitation.
9. The Diocese will ensure that clergy and nominated local people are kept informed of changes in law, process etc – and that training is available for those who are responsible for/oversee local parish safeguarding practices.
10. The Diocese of Gloucester will seek to ensure that each paid post or volunteer position for which it is asked to act in the disclosure process is assessed for the appropriateness of a DBS disclosure. That any advertisement or other indication of an employment or volunteering opportunity will indicate where appropriate the level of disclosure that will be sought, and that the conditional nature of any offer of employment or volunteering role until the receipt of satisfactory disclosure information is clearly indicated.

11. The Diocese of Gloucester will seek to ensure that a candidate for a paid post or volunteer position for which it acts is asked in writing to list any convictions, or other disqualifying behaviour, that might be revealed in the disclosure process. This is in order to assist the recruitment decision process and in the knowledge that it will only be taken into account when relevant to the post in question. Also, that the candidate should be invited to submit any conviction or related information in writing prior to interview in an envelope clearly marked 'Private and Confidential' which should be handed to the person specifically identified for this purpose in the recruitment process.
12. The Diocese of Gloucester is committed to a process of five-year rechecking of employees and volunteers for whom this is appropriate, as part of its ongoing strategy for the protection of children and vulnerable adults.
13. The Diocese of Gloucester is committed to the safe storage and disposal of disclosure information in line with such guidance as may from time to time be provided by the Disclosure and Barring Service and in line with Data Protection requirements.
14. The Diocese of Gloucester is committed to the fair and sensitive use of disclosure information and will take every step to ensure that it, and those for whom it acts as an umbrella body, seek to achieve and maintain models of best practice. Where an applicant feels that disclosure information has not been handled in a fair and sensitive way an appeal process will be available, details of which can be obtained in writing from the Diocesan Human Resources Manager at Church House, Gloucester.
15. The Diocese of Gloucester will work closely with local churches to care for and supervise through appropriate contracts of behaviour, any member of our church community known to have offended against a child.

# CHELTENHAM NETWORK CHURCH - SAFEGUARDING POLICY

Name: CHELTENHAM NETWORK CHURCH (hereafter "the Church")  
Denomination: ANGLICAN  
Charity No: 1079714 (Cheltenham Network Church Trust)  
Address: 7 CIRENCESTER ROAD, CHARLTON KINGS, CHELTENHAM GL53 8EP  
Tel No: 01242 528977  
Email: ashley@cnc.church

Insurance Co.: Congregational & General Insurance Plc (includes £5,000,000 Public Liability)

The Church Trustees (hereafter referred to as the Trustees) recognise the importance of their ministry to children and young people, and their responsibility to protect and safeguard the welfare of children and young people entrusted to the Church's care.

As part of its mission, the Church is committed to:

- valuing, listening to and respecting children and young people as well as promoting their welfare and protection
- safe recruitment, supervision and training for all the children's/youth workers within the church
- adopting a procedure for dealing with concerns about possible abuse
- supporting those affected by abuse in the church
- encouraging and supporting parents/carers
- maintaining good links with the statutory childcare authorities and other organisations

The Trustees:

- recognise the need to provide a safe and caring environment for children and young people
- acknowledge that children and young people can be the victims of physical, sexual and emotional abuse, and neglect
- accepts the diocesan policy statement and guidelines on working with children and young people
- recognise the need to build constructive links with statutory and voluntary child protection agencies

## APPLICATION OF SAFEGUARDING POLICY

The Trustees have therefore adopted the procedures set out in this document (Safeguarding Policy, and attached practice advice & guidelines), and will:

- ensure that everyone involved in the care of children and young people, whether through paid employment or volunteer roles, are personally made aware of the Trustees' policy, and will sign a document to say they have been briefed on Child Protection and have seen the guidelines
- ensure that the Church Leader/Nominated Person will be responsible on the Trustees' behalf for implementing and monitoring the Trustees' policy
- review this policy annually at a meeting of the trustees and ensure that a copy of this policy will be presented to the Archdeacon or Bishop Visitor at the Visitation
- make a copy of this policy available to all employees and volunteers of this church, and to parents/guardians

**This policy will be reviewed annually.**

## **Appointment & training of kids'/youth leaders & workers**

- ensure that everyone involved in the care of children and young people will be interviewed by the Church Leader, or appropriate other, and asked to complete the disclosure form which will be checked by a diocesan countersignatory
- ensure that any required DBSs or other required checks and references including the five year rolling re-check programme are complied with
- ensure that they review its employment and volunteer recruitment practices so that every position sets out clearly what level of disclosure (where appropriate) applies, that no one is active in that role until the required disclosure has been received, and any subsequent risk assessment has been completed satisfactorily
- ensure that everyone involved in working with children and young people fully understand the nature of the work they have agreed to do and are aware of lines of responsibility and accountability
- ensure that training opportunities are encouraged
- ensure that regular opportunities are given for workers to meet together to review and plan work, share experiences etc.
- appoint Sue Brown to be the Trustee responsible for safeguarding to whom all cases of suspected or alleged abuse must be reported immediately via the Nominated Person

## **Dealing with abuse**

- ensure that any complaint made regarding a child for whom we are responsible who may have been harmed or is in significant danger will be reported immediately and that we will fully cooperate with statutory agencies during any investigation into allegations concerning a member of the church community
- offer informed pastoral care to any child, young person or adult who has suffered abuse and provide them with details of local and national support agencies
- effectively supervise and support any member of our church community known to have offended against a child; and in our commitment to the protection of children, set boundaries for that person which they will be expected to keep

Under no circumstances should a church worker/volunteer/member carry out their own investigation into the allegation or suspicion of abuse. If a person is aware of allegations against a church member and/or is suspicious of abuse, s/he should:

- inform the Nominated Person
- suspicions must not be discussed with anyone other than the Nominated Person
- (if the Nominated Person is not available, inform the Church Leader. If the Nominated Person and Church Leader are both unavailable, the person is advised to contact the Churches' Child Protection Advisory Service (CCPAS); 0845 120 45 50; [www.ccpas.co.uk](http://www.ccpas.co.uk))

the Nominated Person will then:

- make a written record of the initial concerns and keep them in a secure place AND
- collate and clarify the precise details of the allegation or suspicion AND
- discuss with the Church Leader AND
- pass the information on to the Social Services Department (and Police, if necessary) AND
- involve the parents of the child and inform them of the action to be taken (where the abuser is someone other than the parent of the child).
- inform the Diocesan Human Resources Manager

note:

- it is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from CCPAS or the Diocese, although the Trustees hope that members of the Church will refer to the Nominated Person initially. If, however, the individual with the concern feels that the Nominated Person has not responded appropriately, or where they have a disagreement with the Nominated Person as to the appropriateness of a referral they are free to contact an outside agency direct

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Position: Church Leader Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Position: Trustee Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Position: Trustee Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Position: Trustee Date: \_\_\_\_\_

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Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Position: Trustee Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Position: Trustee Date: \_\_\_\_\_

## **Guidelines for nominated person for child protection**

The reason for having a Nominated Person in each church is to ensure that another person shares with the Church Leader the responsibility for child protection. It is not intended that it should be an arduous or very time consuming appointment, but its importance should not be underestimated.

Protecting children requires continuing vigilance and ensuring the Nominated Person's identity is well known to all children and parents in the church. He or she will be a person to whom the children and youth leaders may turn for support and advice, particularly if they have concerns about a child or the behaviour of another worker.

### **Responsibilities**

- be familiar with the contents of the Cheltenham Network Church Safeguarding Handbook and be jointly responsible with the Church Leader for the implementation of these guidelines
- share in the responsibility with the Church Leader and Trustees for the protection of children who come into the care of the church
- take an interest in the work of his/her church with children and young people so that he/she knows the children and youth leaders and is familiar with the type of activities undertaken by children and youth groups
- be involved with the careful selection and appointment of children and youth leaders and should be one of the interviewers of prospective volunteers or paid workers
- ensure that the Trustees have a full list of volunteers working with children and young people in the settings appropriate to that church
- be alert to any unusual behaviour or inappropriate relationship on the part of any church worker/volunteer/member with a child or young person
- in the event of suspicion or an allegation of abuse, know when to seek advice from CCPAS and/or one of the Diocesan Advisers, and when it is necessary to inform Social Services immediately

### **General**

- should be known in the church and especially to those who are working with children
- should understand and question how church activities can ensure that children are best protected
- should develop their activities with the Trustees to monitor good practice and suggest improvements
- should ensure children and youth workers know who to talk to if the Nominated Person is not available
- should seek appropriate advice and keep up to date on best practice
- may phone CCPAS and/or the Diocesan Human Resources Manager to explore answers to any questions
- must be clear about the insurance cover for the church, so that appropriate and proper action can be made

## Dealing with allegations

While you will want to react with careful consideration, when there may be evidence, and/or where an allegation has been made, it is important to avoid delay in order to forestall further abuse. Be clear of the difference between an allegation and a suspicion or concern. Acceptable evidence, which could lead to an allegation, is where a child or young person is making a clear statement of abuse, or where injuries to the child are raising strong suspicions. Suspicion or concern will not necessarily suggest or provide evidence, but could be where a child or young person starts acting out-of-character, or shows physical discomfort etc.

An allegation may be made against a parent or carer, or against a member of staff/volunteer working with children.

### **If an allegation is made then the Nominated Person should always:**

keep a confidential written account of the precise details of the allegation or suspicion in a secure place. (This includes a record of all phone calls, letters and conversations). These records should be sent to the Diocesan Human Resources Manager, using a reliable and confidential means, ideally delivered by hand to Church House.

### **The following actions should then be taken without delay:**

#### **Allegations concerning a parent/carer**

- discuss with the Church leader
- inform the Safeguarding Children Service and/or the police

#### **Allegations concerning a staff member or volunteer**

- discuss with the Church Leader
- inform the Diocesan Human Resources Manager, who will inform the LADO (Local Authority Designated Officer) so that links are immediately made to the local Allegations Management Board. On no account should other investigations begin prior to this, because these may interfere with a criminal investigation
- involve the parents of the child and advise them of the action to be taken

#### **Allegations concerning an authorised minister**

- inform the Diocesan Human Resources Manager (who will inform the Bishop of Gloucester, or the individual should contact the Bishop or Archdeacon directly)
- inform the Safeguarding Children Service and/or the Police
- involve the parents of the child and advise them of the action to be taken

If in doubt, talk to CCPAS or the Social Services.

## **Appropriate telephone numbers**

Gloucestershire Safeguarding Children Board office	01452 583638
Social Services Children and Families Helpdesk	01452 426565
Safeguarding Children Service (to log child welfare concerns/ child protection register)	01452 58 3636

Gloucestershire Constabulary, Cheltenham	01242 276141
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Diocesan Human Resources Manager (Judith Knight, Church House)	07801 750664 / 01452 410022
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Local Authority Designated Officer for Allegations (LADO) (Jane Bee)	01452 426994
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CCPAS	0845 120 4550
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## Employment & Recruitment

- everyone wishing to work with children and young people in the church community must be asked to fill in an approved form. This would include details of name, address, date of birth, previous address and church if moved in last twelve months, details of previous related experience and a contact name for a reference
- all references should be taken up. If the applicant has not been known for at least two years, then these references **MUST** be in writing. Where a verbal reference is given, notes must be taken of what is said and date, time etc. and signed. Equal opportunities must be taken into consideration. Confidentiality should be maintained
- an extended conversation is recommended, based on information given in the written application:
  - previous work in the church
  - personal relationship with children (family, babysitting, etc)
  - work with voluntary organisations
  - previous experience of working with children
  - reasons for being interested in working with children and young people in the church
- all situations which involve work with children and young people are exempt from the Rehabilitation of Offenders Act 1974. This means that all convictions for criminal offences against children and young people must be declared. References are very important in this. Such information must be kept strictly confidential
- a probationary period should be agreed. It might be for example one to six months depending on the nature of the role. This should coincide with a period of induction and training with regular supervision meetings and a review meeting at the end. Short-term volunteers should be supervised as if undertaking a probationary period

## Disclosure and Barring Service (DBS)

Everyone involved in the care of children and young people will be interviewed by the Church Leader, or appropriate other, and asked to complete the disclosure form which will be checked by a diocesan countersignatory.

A new DBS check will be required every five years.

### **The role of Gloucester Diocese as Registered and Umbrella Body**

Since the national agency became operational in 2002 the diocese has operated a dual service: it carries out its own DBS checks on all Clergy as part of the routine appointment process, as well as Readers, PtOs (Permission to Officiate), and others as appropriate, and diocesan employees.

In addition, it acts as an “umbrella body” for parishes whereby they can obtain DBS disclosure under the “umbrella” of the diocesan registration. The Diocese makes no charge to parishes for processing disclosure applications on their behalf and therefore the only fee payable is that required by the DBS itself. (Volunteer DBSs are free. There is a charge for employee DBSs).

From April 2002 it has been possible to check children’s workers, youth workers and relevant church leaders against police, DoH (Department of Health) and DfEE (Department for Education and Employment) records, using the Disclosure and Barring Service’s (DBS) ‘one-stop’ disclosure service for England and Wales. Access has to be through a ‘registered’ body and the Diocese of Gloucester has registered.

Application is made by the individual through local identification verifying regulations, and countersigned by the registered body. A copy of the disclosure is sent to the individual and copy to the registered body.

The registered body (The Diocese) confirms where an appointment can go ahead or where there are any issues to be further explored before confirming the appointment.

### **No appointment can be confirmed until the Diocese has confirmed the DBS outcome.**

There is a process of appeal if an individual feels that the disclosure provided for them is inaccurate.

[www.homeoffice.gov.uk/DBS](http://www.homeoffice.gov.uk/DBS) - for application guidance documents, online tracking and FAQs

[www.direct.gov.uk/DBS](http://www.direct.gov.uk/DBS) - for information regarding the DBS process

[www.businesslink.gov.uk/DBS](http://www.businesslink.gov.uk/DBS) - helpful information for parishes and employers

# Abuse: What to look for, what to do

## 1. Kinds of abuse

### Definitions of abuse (England and Wales)

*The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, the Department for Education and Employment and the Home Office in their joint document, 'Working Together to Safeguard Children' (2006) are as follows:*

### Abuse and neglect

- Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

### Physical abuse

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### Emotional abuse

- Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### Sexual abuse

- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### Neglect

- Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
  - provide adequate food, clothing and shelter (including exclusion from home / abandonment)
  - protect a child from physical and emotional harm or danger
  - ensure adequate supervision (including the use of inadequate care-givers)
  - ensure access to appropriate medical care or treatment
  - it may also include neglect of, or unresponsiveness to, a child's basic emotional needs

## Spiritual abuse

- Abuse can occur in all cultures and religions. Within faith communities harm can be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or obtrusive healing and deliverance ministries, any of which may result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful it should be referred for investigation in the usual way.
- Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children of the right to faith or the opportunity to explore a range of belief systems including growth in the knowledge and love of God.

## Organised abuse

- Organised or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.
- Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

## Additional forms of abuse

- **Online Harassment** has become a major concern whereby children are subjected to abuse on social media sites such as Facebook and Twitter
- Whilst mentioned under “Emotional Abuse” above children may be subjected to **Severe Bullying** by their peers/older children

## 2. The following may be signs of abuse

Those who work with children have a responsibility to be aware and alert to signs that all is not well with a child. It is important to keep an open mind and consider carefully what is causing you concern. This is not an exhaustive list but just some examples to be aware of.....

- physical abuse: unexplained injuries or those that have received no medical attention, hidden injuries, signs of neglect
- sexual abuse: allegations made by the child or young person, preoccupation with sexual matters, sexual activity through words, play or drawings, severe sleep disturbances with fears and phobias, being sexually provocative with adults
- emotional abuse: regression of behaviour, nervousness, sudden under-achievement, inappropriate relationships with peers/adults, attention seeking, running away/stealing/lying, looking uncared for
- other: unexplained reluctance of children to be left in the care of an individual – unexplained mood changes

**NB: Physical abuse and neglect are difficult to hide. Sexual abuse can be almost impossible to identify and prove. Many symptoms of distress can point to abuse but there may be other explanations. It is important therefore, that the above signs are not taken as indications that abuse has taken place. They should make us stop and think, but not necessarily jump to conclusions.**

### **3. If a child or young person wants to talk about abuse**

It is usually very difficult for a child or young person to tell someone that they are being abused, so

- let them know that you will listen to anything they have to tell you, but that there are some things so serious that you have to tell someone else

Do not promise confidentiality:

- accept what the child or young person says, keeping calm and looking at them directly
- listen carefully and do not stop a young person who is revealing painful events
- never push for information or ask leading questions
- be aware that the child or young person may have been threatened
- reassure the child or young person they were right to tell you
- let the child or young person know what you are going to do next and that you will let them know what happens
- make notes as soon as possible, writing down exactly what was said and when he/she said it
  
- record the date, time and location and whether other people were present
- keep the hand-written record

Give children a chance to talk with an independent person. This could be to:

Childline	0800 1111
NSPCC	0800 800 5000

### **4. What to do if you suspect abuse**

- the person who first suspects or is told of alleged abuse is responsible for ensuring that his/her concern is taken seriously
- suspicion may vary from a vague disquiet about possibly inappropriate behaviour to clear evidence of serious abuse with many intermediate levels
- information may reach you from a variety of sources:
  - a child or young person claiming that he/she has been abused
  - another child or young person who is concerned
  - a member of the child's family
  - a fellow worker of the suspect
  - someone who believes he/she is the object of malicious or unfounded rumour
- think through your own concerns

### **5. What action to take**

If abuse or inappropriate behaviour is suspected:

- inform the Nominated Person of your concerns

The Nominated Person will then:

- keep a confidential written account of the precise details of the allegation or suspicion in a secure place. (This includes a record of all phone calls, letters and conversations)
- discuss with the Church Leader
- discuss with the child's parents where appropriate and it is known that the parents are not the source of abuse
- pass the information on to the appropriate statutory agencies
- inform the Diocesan Human Resources Manager

(Please refer to Guidelines for Nominated Person for Child Protection for more detailed information).

**If you suspect a child or young person is at risk of abuse you must do something!**

# Self-harm

## Introduction

Self-harm is the act of deliberately injuring yourself physically. It can be unnoticed harm, such as hitting or punching yourself, or taking small doses of poisonous or reactive substances. It can also include acts of visible damage, such as cutting or burning. At the present time the UK has the highest rate of self-harm in Europe and self-harm leads to around 15,000 Accident and Emergency Unit attendances each year. About one in 10 teenagers say that they deliberately self-harm. It generally starts in adolescence, the average age is 13; and peaks in early or mid-20s if no help is sought. It is not just a problem for girls, although more girls than boys seek help. It is strongly linked with problems of low esteem and confidence.

## How can we help

- talk about what is going on
- help them see that you understand – and help them to understand
- ensure their safety in episodes of self-harm
- encourage them to get some help
- get some support yourself

One of the difficult and frustrating issues about self-harm is that it can easily be manipulated. Sufferers feel that the only way that they will get love, care and attention is if they force you to show it and they can do this by self-harming. Such manipulative behaviour includes threatening to harm themselves if you don't call round, making sure you see scars or evidence of harm, showing reluctance to improve and being easy to relapse following any step forward.

This means:

- keep very clear boundaries
- try not to react to manipulation
- try not to confront it when you experience it
- do not handle the situation alone

## Practical suggestions

- discuss why people self-harm
- teach or try different ways of dealing with negative emotions
- teach the whole youth group
- be willing to share how you deal with emotions, being aware of your own strategies

## Note:

1. self-harm can be 'catching'. If one person begins to self-harm it is possible that others in the group will want to do the same
2. self-harm is not the same as attempted suicide. Self-harm is an attempt to feel better, not to die. Suicide, in contrast, stems from the desire not to feel at all any more

# Eating disorders

## Introduction

This is generally thought to affect up to two per cent of the female population, but some studies suggest much higher rates than this. The Eating Disorder Association (EDA) estimates that around 1.15m people in the UK are suffering from eating disorders. Only 60,000 on average are receiving treatment.

There are a number of different types of eating disorders. The two most common are anorexia nervosa and bulimia nervosa.

The potential medical consequences can be very serious.

There is evidence that there are many causes for eating disorders. These causes may be the initial diet, concern about body image, family dysfunction, and relationship difficulties. There are also more serious causes such as low confidence and self-esteem, perceived responsibility of other people's happiness, revulsion of life, abuse etc. In all these cases action needs to be taken.

## Action

If you are concerned about someone:

- whatever you do, do something
- early identification is important
- be aware – particularly if you are working with young people who are high risk
- cover background issues with everyone if you can – e.g. self-esteem – discuss weight issues
- if you find out there is a problem, don't panic, think: "Am I the best person to tackle this?"
- do talk to them – but try to avoid focusing on food or weight
- be on their side and engage
- bring hope and support as they start to seek help
- don't go it alone – get support yourself

## Code of behaviour when working with children and young people

- Do** treat everyone with respect
- Do** provide an example you wish others to follow
- Do** plan activities that involve more than one other person being present or, at least, which are within sight or hearing of others
- Do** respect a young person's right to personal privacy within the appropriate professional boundaries
- Do** have separate sleeping accommodation for leaders and young people
- Do** provide access for young people to talk to others about any concerns they may have
- Do** encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Do** maintain a healthy adult lifestyle to role model to young people
- Do** remember that someone else might misinterpret your actions, no matter how well intentioned
- Do** recognise that caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse.
  
- Do not** permit abusive youth peer activities e.g. initiation ceremonies, ridiculing, bullying
- Do not** play physical contact games with young people
- Do not** have any inappropriate physical or verbal contact with others
- Do not** jump to conclusions about others without checking facts
- Do not** allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes
- Do not** exaggerate or trivialise child-abuse issues
- Do not** show favouritism to any individual
- Do not** make suggestive remarks or gestures
- Do not** rely on just your good name to protect you
- Do not** believe "it could never happen to us"

## **Guidelines on touching children and young people**

- keep everything in public. A hug in the context of a group is very different from a hug behind closed doors
- touch should be related to the child's needs, not the worker's
- touch should be age-appropriate and generally initiated by the child rather than the worker
- avoid any physical activity that is, or may be construed as, sexually stimulating to the adult or child
- children are entitled to determine the degree of physical contact with others except in exceptional circumstances, i.e. when they need medical attention or for their own safety
- team members should take responsibility for monitoring one another in the area of physical contact and should express concerns to the Nominated Person
- touch should not be prolonged
- corporal punishment in any form should never be used

## Supervision of children and young people

It is important to have a high enough ratio of adult supervisors to children for any visit. The factors to take into consideration include:

- sex, age and ability of group
- pupils with special educational or medical needs
- nature of activities
- experience of adults in off-site supervision
- duration and nature of the journey
- type of any accommodation
- competence of adults, both general and on specific activities
- requirements of the organisation/locality to be visited
- competence and behaviour of pupils
- First Aid cover

Staffing ratios for visits are difficult to prescribe, as they will vary according to the activity, age, group, location and the efficient use of resources. However, a general guide for visit in normal circumstances might be as an example: One adult for every six children.

Group leaders should assess the risks and consider and agree an appropriate safe supervision level for their particular group. There should be a minimum of one adult in charge. In addition to the adult in charge there should be enough supervisors to cope effectively with an emergency. Parents and Carers should always be aware of the level of supervision.

Aim for adults to supervise each other - as far as possible, arrange that an adult is not left alone with a child or young person where there is little or no opportunity of an activity being observed. Groups may need to meet in one large room or in adjoining rooms with the door left open. In many situations one adult should be female (e.g. when young children or girls are present).

Try to avoid the situation where an adult takes a single child to the toilet away from the rest of the group. If this is unavoidable, inform another adult of where they will be and for what purpose.

Below are suggested ratios of adult to child, recommended for a specific indoor/outdoor activity or holiday event. These are taken from CCPAS and Scripture Union recommendations:

	<b>Adult</b>	<b>:</b>	<b>Children</b>
0 to 2 years	One	:	Three
2 to 3 years	One	:	Four
3 to 8 years	One	:	Eight
Over 8 years	one adult for the first eight children, then one additional adult for every additional ten children		

Organisations such as CCPAS, OFSTED, the NSPCC, can offer more detailed advice and guidance on safe ratios.

# Working with groups of children

## **Be well prepared**

Try to have ideas 'up your sleeve' and be ready when the children arrive.

## **Be aware**

Try to notice and avoid situations before they start. A look can do wonders. So can a quiet word or simply saying 'no'. Diverting attention can nullify what they are doing so it doesn't get out of control. Giving responsibility can also help.

## **Be calm and stay objective**

Decide what is acceptable and what is not. Lay ground rules from the start and keep to them. Be firm, but matter of fact. Involve the children in making rules if you can. Don't be afraid to say 'no'. Think of ways to handle specific situations – decide what sanctions would be appropriate (e.g. restricting privileges). Have a signal for being quiet. Insist on quiet so that you can explain what you are doing. Mean what you say and be consistent.

## **Be fair, but firm**

Have an element of choice if children refuse to join in.

## **Be prepared to listen**

Be aware of children and their interests. Beware of misinterpreting behaviour or what they are saying.

## **Be yourself**

But look critically at how you behave too. You are their example. Watch what you say and do. Try not to take remarks personally. Answer if you can – laugh if you can.

## **Be honest in answering questions**

## **Build relationships**

Get to know each child and find out about their background if you can. Also build a relationship with the family – involve parents if there is a problem (sooner rather than later) and ask for their help adopting a professional stance. Don't be critical of the child or the parents – say something like: "He doesn't seem very happy at Sunday School at the moment. Is there any way in which we can help him?"

## **Have someone to help you**

Who can help diffuse situations whilst you are leading, perhaps by sitting with a child or taking them to one side to talk with them? Often disruptive children are seeking attention for some reason. Also try to share any problems with someone so you do not feel you are alone in having issues.

## **Have a male role model if possible**

Some children lack a father figure.

## **Involve the children in 'doing' as much as possible**

A busy and interested child is less likely to cause problems. Assess the suitability of activities for different children and different abilities. Check that it is not too easy/too difficult/too repetitious. Work at the children's level. Many children have quite short attention spans and you may need to be ready to change an activity at short notice. Incorporate flexibility and surprise. Games can help. Programmes should always be adaptable.

## **Praise children as much as possible**

Give them a positive attitude. Be specific about the good behaviour you are praising: "Well done for clearing away so quickly" rather than "Thanks for your help".

**See the child behind any wrong doing**

See what might have led up to the bad behaviour. Is the child hurting in some way? Watch out for signs of abuse. Let children know that although their action is being punished, they are still valued and respected. Always let them know why they are being punished. *Also watch out for the quiet child and for the child who shows a change in their normal behaviour.*

**Try not to stereotype children**

Give them a fresh start each time.

**Have a structure to your meeting**

So that children have some idea of what to expect. This gives them a sense of security. However, once established, do not be afraid to break the routine sometimes. Similarly, building up rituals in worship can help children explore further into the unknown because they are firmly rooted in the known.

**Try to avoid confrontational situations**

Diffuse situations wherever possible. It is better to speak quietly to a child alone than make a scene in front of others.

**Avoid causing children embarrassment**

Avoid belittling them. Help them to work out for themselves what they did wrong and how they can change and also put right any hurt they caused. Support them in doing this.

**Exclusion**

If the worst happens you can say that you can no longer take responsibility for a child.

**Remember**

It is often the children who are misbehaving who are the ones who take on board all you say and do.

**Pray!**

And have others praying for you too.

## **Discipline: What can we do?**

Sanctions for where a child/young person's behaviour is inappropriate and/or could potentially harm another should be carefully reviewed.

### **Team agreement**

- the leadership team should be in agreement as to the standard of behaviour allowed in the group. Ensure that all know about the discipline procedures

### **The rules**

- the young people in the group must be given the boundaries of behaviour that are acceptable. Sanctions for where a child/young person's behaviour is inappropriate and/or could potentially harm another should be carefully reviewed

### **Supervision**

- always ensure adequate supervision of activities by leaders. Have other leaders helping

### **Control**

- if necessary stop all activities until order is restored

### **Consistency**

- apply all rules fairly and consistently

### **Don't**

- shout, lose your temper or strike a child

### **Restraint**

- if your young people need to be restrained because of physical behaviour, training, advice and guidance should be sought from the local authority

## Regular CNC kids' activities

### Sunday morning kids' clubs

These meet in various classrooms in Bournside School, close to the Sixth Form Centre where the main service is held.

- Creche – under fives
- Pebbles – infant school age
- Boulder Gang – junior school age
- Rock – years 7 to 9
- Next Gen – years 10 to 13

### Midweek meetings

These are held in the homes of kids' club leaders.

- Rock and Next Gen - first Wednesday of the month (evening)
- Next Gen - third Wednesday of the month (evening)

## Transporting children

- only those who have gone through the church/organisation recruitment procedures for workers should transport children
- all drivers should have read the child protection policy of the church/organisation and agree to abide by this
- parental consent should be given and all journeys should be carried out with the knowledge of the group leadership
- seat belts should be worn, the driver should have adequate insurance and the vehicle should be road worthy
- try to arrange to have more than one child in the vehicle. If this isn't possible ensure that the parents/carers are aware
- drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited till other children have been dropped off, the driver should explain that it isn't convenient to talk. Then arrange to meet with the child/young person at a location where there can be other adults around. (Remember a child/young person may want to talk to the driver about an abusive situation)
- having checked drivers (application form, interview, references etc.) it is reasonable to expect that they may be alone with a child for short periods e.g. dropping off the last child. Ensure a discussion takes place as to the most suitable child to be dropped off last and plan routes accordingly
- at the collection or dropping off points do not leave a child on their own. Make sure that an appropriate adult collects children. Obviously look at instances where it may be unwise for a particular driver to transport a child e.g. where they have had a disagreement that evening, where a child/young person has a 'crush' on a driver etc. and arrange for someone else to transport the child/young person
- never take a group of children or young people off the premises with fewer than two adults, and ensure that there is parental consent
- ensure that no arrangement is made to meet a child or young person off church premises without a parent or other appropriate adult being present

# Guidelines for good practice in the care of children in out-of-school schemes and holiday play-schemes

Guidelines issued by Gloucestershire Social Services (under the 1989 Children Act) are intended to ensure that children under the age of eight are properly protected and that standards of care are safeguarded.

The following are the main recommendations that are worth any group taking into consideration for the protection of the children and of the leaders and helpers.

- 1. Group size and staffing ratios**
  - not normally more than 30 children (under eight) and in small groups of not more than 10
  - one adult to eight children – a higher ratio for trips out or for children with special needs
  - the person in charge should be over 21 years
  
- 2. Premises and space requirements**
  - a minimum of 25 square feet of clear play space per child
  - one toilet and washbasin for every 10 children
  
- 3. Safety, health and hygiene**
  - equipment should meet relevant safety standards and be well maintained and in good condition
  - careful attention should be paid to hygiene
  - a general safety check should be made inside and out
  
- 4. Records**
  - keep records of children to include: name, address, age, date of birth, an emergency contact number, any relevant health problems, any special needs
  - it is important to know who is authorised to collect the child
  - attendance records should be kept (adults and children)
  - note should be made of any medical problems occurring during the scheme and any accidents and first aid treatment
  
- 5. Equal opportunities**
  - respect each child as an individual without stereo-typing
  - encourage positive behaviour. Staff, parents and children should be aware of what types of behaviour are considered unacceptable. A child should always be told why the behaviour is unacceptable
  - physical punishment (including slapping, smacking or shaking) should not be used
  - a child should not be frightened or humiliated
  
- 6. Management**
  - aims, objectives and principles upon which the scheme operates should be clearly defined and communicated to parents
  - there should be a clear procedure for evacuation in case of fire or other emergency
  - there should be a procedure for dealing with accidents
  - at least one person should have knowledge of and responsibility for Health and Safety, First Aid, child protection and legal requirements

## 7. Publications

- The 1989 Children Act

For helpful publications on setting up clubs with guidelines for good practice contact:

4Children (formerly Kids' Club Network)  
City Reach  
5 Greenwich View Place  
London  
E14 9NN

Telephone: 020 7512 2112  
Fax: 020 7512 2100  
email: [info@4children.org.uk](mailto:info@4children.org.uk)

### **Informing FACS (Families and Children's Information Services) about your children's workshop or holiday club**

You should phone FACS about any workshop or holiday club that includes children less than eight years of age and lasts for two hours or more.

Telephone: 01452 336100

The relevant application form will then be sent to you and you should return it to:  
FACS, FREEPOST, SWC 4298, Gloucester, GL1 2ZZ

### **FACS need to know the following information**

- the name of the church/group organising the event
- the dates of the scheme
- the hours you are *responsible* for the children
- the venue
- the approximate number of children expected
- the age-range of the children
- the number of staff aged 16 and over and the contact names

# Holidays and Residential Trips with Children/Young People

## General

- approved by Church Leader/Trustees
- residential trip covered by church insurance
- written confirmation must be obtained, before the trip, of the premise's Employers and Public Liability insurances

## Kids Team

- DBS checks for kids team (where needed)
- all leaders should carry a mobile phone, and have the phone numbers of other leaders saved on their phone
- a list of details of all children/young people present on the trip, including emergency contact details for parents or carers, should be carried by a leader at all times
- a copy of this list should be held by a designated link person at home, who will act as the intermediary in the event of emergency communication between the group and the church, and with parents and carers
- leaders must report all serious incidents to the designated person at home, who will in turn pass on appropriate information
- all leaders should be clear about their specific responsibilities
- all leaders should know how to recognise a concern, or handle a disclosure from a child/young person, and who to report those issues to

## Link person

If the trip is to a distant place, a link person in the home area should be designated. The link person should:

- hold a copy of the group itinerary and programme
- hold a copy of the list of children involved
- hold copies of the parental consent forms with their contact details
- be in touch with the group leader
- inform parents in the event of an unforeseen delay or emergency

## Information for parents

It is important that parents should have full information before giving consent. This should include:

- aims and objectives of the event or activity
- date of the event and its duration
- details of venue including arrangements for accommodation and supervision
- travel arrangements
- name of group leader and contact numbers
- information about financial, medical and insurance arrangements
- it may be helpful to hold a briefing session for parents before the event

(No child under the age of 8 can be taken away on residential activities without being accompanied by his or her parent or guardian).

## Parental consent

- each child or young person under the age of 18 (unless they are over 16 and living away from home or married) must have the written consent of his or her parent or guardian
- the group leader should take the consent forms with them on the trip

## **Risk assessment**

- if the residential trip is to a recognised established venue, leaders should check in advance that the organisation has carried out a risk assessment for the premises and the activities which will be undertaken, and is itself carrying the risk. Ask for written copy/assurance.
- a risk assessment identifying risks in relation to specific needs of service users and actual risks for the holiday should be carried out by the church, and evaluated in advance of the holiday, and action taken to minimise these risks
- on arrival, leaders should carry out a further risk assessment of the accommodation to ensure the environment is safe for all parties present
- leaders should familiarise themselves with the Fire Exits and appliances where they are staying and ensure that they are working. Any health and safety hazards should be reported and dealt with immediately

## **Premises**

- Food Hygiene
- First Aid kit and First Aider
- Fire Precautions/Drill

## **Accommodation**

- boys and girls must have separate sleeping and washing facilities which are private to them
- mixed groups must have adults of both sexes involved
- adults should have separate accommodation but in close proximity to the young people
- young people under the age of 18 must not be left alone overnight
- there should be a rota of awake adults during the night at least until all the young people have settled down
- any other arrangements should be carefully explained to parents beforehand and their consent obtained in writing for the arrangements

## **Supervision**

- one person must be designated overall group leader
- ratios of helpers to young people should be strictly followed
- for over 8's there must be at least one adult for the first 8 children, and then one adult for every additional 10 children
- when physical activities are planned staffing levels should be increased accordingly
- individual adults should never be alone with children or young people
- parents should be informed beforehand if it is intended to allow groups of young people to go off unsupervised e.g. for shopping
- if instructors are engaged for specific activities, check that they have the appropriate certificates. Organisations should be registered with the Adventure Activities Licensing Authority and have the appropriate insurance. Risk assessments will be needed
- make sure children have appropriate clothing and kit needed for activities

## **Swimming in the Sea or other Natural Waters**

Swimming in the sea or other natural waters are potentially dangerous activities. This should only be allowed as formal and supervised activities, preferably in recognised bathing areas which have official surveillance e.g. where there is a qualified life guard present. Even with life guard cover, all children and young people should always be in the sight of the group leader and team. One person should always stay out of the water for better surveillance. Ideally the group leader should hold a relevant life-saving award, even where there is life guard cover. Swimming requires one adult in the water with every three children under the age of eight.

## **Swimming Pools**

Ascertain before any visit to a swimming pool:

- the level of supervision provided by the pool staff, are they qualified in life saving? Is there constant pool supervision
- are there signs indicating the depth - e.g. shallow end. (Depending on the age of the group you are taking, is the shallow end shallow enough?)
- does the pool cater for children with disabilities
- does the deep end allow for safe diving? (If the depth is less than 1.5 metres diving should not be permitted)
- in the absence of mobile phones is there a poolside telephone? Is there a poolside alarm
- are there resuscitator and other pieces of first aid and rescue equipment and is there someone trained to use them
- is there a changing room for each sex
- are the changing and showering facilities safe and hygienic
- have the children and young people been instructed on how to behave in and around water
- ensure that children and young people have not eaten (at least half an hour) before swimming

# SAFEGUARDING PROCEDURES FOR UNDER-18s PARTICIPATING IN WORSHIP BANDS

## KIDS ARRIVING

- Welcome letter/fact sheet for parents so that they are clear about arrangements (eg. when their child can turn up, is the child collected by a worship/PA adult or do they go in to Bournside on their own. Suggest stating that kids can't arrive before a set time, which is 5 minutes after the band leader is due to arrive).
- If the parents want their children to come and go on their own, they need to sign up to that so it is clear they have given that permission.
- There is no official age limit for kids arriving on their own – common sense would suggest from Year 7 onwards.
- (Ideally kids shouldn't be waiting on their own, but this may be unavoidable if the child has arrived at Bournside on their own, and the worship/PA adults have been delayed for some reason. It is also better for a child to be 1:1 with an adult inside rather than wait outside on their own until more kids/adults arrive. This shouldn't be standard practice, but is ok on an occasional basis).
- Have designated adult/s who would know what to do in an emergency.

## WORSHIP FOLDER

- Weekly Sheet, Register
- Disclosure form, Recording & Reporting, Useful Information
- Phone numbers & any relevant medical information for under 18s
- Archive Weekly Sheet & Register every September

## DBS

- Each band leader will need a DBS check. Band members do not need a DBS check.
- PA team members are not eligible for a DBS check as they are not teaching children or taking them to the toilet.

## RISK ASSESSMENT

- Done annually, ideally in September.

## FIRST AIDER

- Helpful, but not a requirement.
- Have designated adult/s who would know what to do in an emergency, and where the first aid kit is.

## SAFEGUARDING TRAINING

- Short session for all adult band/PA members in September 2016. Review in 2017 to see if this is needed on a regular basis.

## RATIOS

- For current ratios refer to Useful Information.
- (September 2016 ratios: 3 to 8 years: 1 adult to 8 children; over 8 years: 1 adult to 10 children).

# First aid

**It is vitally important to know any medical information about children and young people in your group, and to have, where possible, an appropriate person with responsibility for first aid in your organisation.**

## **What level of qualification is needed?**

The level of first aid expertise required in your work is dependent on the group and/or organisation you are working for. Even where there is no legal requirement for formal training, it is a useful skill for any person to possess. Churches and youth groups should therefore seriously consider having someone equipped to carry out basic first aid.

It goes without saying that formal first aid training must be provided by a recognised organisation and in order to obtain recognised status as a First Aider, training must be undertaken on a regular basis. This ensures that up to date information regarding changes in medicine and practice are taken on board. Refresher training usually needs to be done every three years.

## **Training organisations**

Organisations such as the St John Ambulance Brigade, St Andrew's Ambulance Corps or the British Red Cross are the most well-known organisations for providing a recognised qualification in first aid.

It is recommended that all children's, club leaders and volunteers download the St John's Ambulance Apps relating to both children's and adult emergency first aid.

## **You should therefore:**

- ensure that all premises used by children have a properly equipped first aid kit
- the first aid kit should be clearly located and recognisable. Its contents should be stored in a waterproof container and a designated worker should regularly check the contents
- a white cross on a green background must identify all first aid containers
- make sure that an accident book is available, properly used and that any notifiable incidents (under health and safety regulations) are recorded and dealt with
- ensure information regarding any trained first aiders is readily accessible
- make sure everyone is aware who is responsible for first aid
- provide a sign giving the nearest available telephone for emergency calls

You should be aware that supporting children and young people with medical needs to enable them to fully participate in events and activities. This is part of meeting the requirements of the Disability Discrimination Act 1995.

## **The legal implications of treatment**

In the UK there is generally no legal obligation on an individual to assist a person requiring first aid, providing they were not the cause of the casualty requiring treatment. However it is hoped that those first on the scene would render first aid to the extent that they believe themselves able, as well as calling assistance.

Where children and young people are being cared for by children/youth workers, the workers should exercise a duty of care towards them.

If a youth worker provides first aid to a young person, can the young person make a claim for damages if something goes wrong? In general there are two ways in which the risk of personal liability can be minimised. The first is through good practice and the second is by taking out adequate indemnity insurance.

A member of the general public with no specific first aid training will only be considered negligent if he performs an act that a reasonable and prudent person in his position would not have done in the same situation, or omits to do something that a reasonable person would have done.

The actions of a worker who is trained in first aid would be judged on the individual circumstances. They could only be held liable if the standard of care fell below that which a reasonably competent person with the same level of qualification and experience has.

It follows therefore that provided the worker who is first aid trained administers first aid in accordance with current guidelines; it is unlikely that a successful claim could be brought. Liability is only likely to arise if first aid is carried out incorrectly and with disregard to accepted practice and guidelines.

As children's workers undertake a general duty of care towards children and young people it would be advisable to check any insurance cover provided by the church/organisation in relation to indemnity.

### **Organisations and training resources**

St. John Ambulance  
Website: [www.sja.org.uk](http://www.sja.org.uk)

British Red Cross  
9 Grosvenor Crescent  
London SW1X 7EJ  
Website: [www.redcross.org.uk](http://www.redcross.org.uk)

## Resources

### Useful telephone numbers

The Churches' Child Protection Advisory Service (CCPAS) <a href="http://www.ccpas.co.uk">www.ccpas.co.uk</a>	0845 120 4550
Social Services Children and Families Helpdesk	01452 426565
ChildLine	0800 1111
NSPCC	0808 800 5000
SHARE – Young People's Counselling Service	01452 500300
Samaritans	01242 515777
Rape Crisis	01452 526770
Cheltenham General Hospital (switchboard)	0300 422 2222
Gloucester Royal Hospital (switchboard)	0300 422 2222

### Publications

#### Keeping Children Safe from Harm

A code of practice for safeguarding the welfare of children in voluntary organisations in England and Wales (published by the Home Office, January 2009)

<https://www.gov.uk/government/consultations/keeping-children-safe-from-harm-consultation>

#### The Protection of Children Act 1999 or 'Practical Guide to the Act for all Organisations Working with Children'

From: The Department of Health, PO Box 777, London SE16 6XH

[www.lx.iriss.org.uk](http://www.lx.iriss.org.uk)

## General information and consent form

Full name of child / young person: \_\_\_\_\_

Address (or contact details): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of birth: \_\_\_\_\_

Name of GP: \_\_\_\_\_

Tel no: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

NHS No: \_\_\_\_\_

Details of any regular medication, medical problem (eg. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

\_\_\_\_\_

\_\_\_\_\_

Name of parent/carer: \_\_\_\_\_

Tel no: Day: \_\_\_\_\_ Eve: \_\_\_\_\_

Mobile: \_\_\_\_\_

Additional contact (grandparent, other holding [parental responsibility]):

Name: \_\_\_\_\_

Tel no: Day: \_\_\_\_\_ Eve: \_\_\_\_\_

Mobile: \_\_\_\_\_

Name of person picking up child if different from above:

Name: \_\_\_\_\_

Tel no: \_\_\_\_\_ Day: \_\_\_\_\_ Eve: \_\_\_\_\_

Mobile: \_\_\_\_\_

- I give permission for the above named child/young person to take part in the normal activities of this group.
- I give permission, where appropriate, for my child's nappy to be changed, or for him/her to be taken to the toilet
- I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group.
- I understand that while involved s/he will be under the control and care of the Group Leader and/or other adults approved by the Church leadership, and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.
- In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic.

#### USE OF PHOTOGRAPHS

To comply with the Data Protection Act 1998 we need your permission before we use photographs of your child. Any photograph will be used exclusively for the promotion of CNC. Please note that our website can be seen throughout the world and not just in the United Kingdom, where UK law applies.

Conditions for use of any image are as follows:

- We will not include identifying information of any individual in an image on our website or in printed publications.
- Any photographs taken on behalf of Cheltenham Network Church are stored centrally on a secure computer and the photographer is asked not to keep their own copies. We will delete from our files any image at the written request of any individual in a photograph.

If photographs are taken for publicity purposes in which your child is included, are you prepared to allow the photographs to be used either on websites or adverts promoting the activities of Cheltenham Network Church?

**YES / NO**

**Signed:**  
**(parent, or adult with parental responsibility)**

**Print name:**

**Date:**

**THIS FORM WILL BE KEPT ON FILE UNTIL YOUR CHILD LEAVES CNC.  
PLEASE INFORM US IMMEDIATELY OF ANY CHANGES TO THE ABOVE INFORMATION.**

## General information and consent form - VISTORS

Child / Youth Group: \_\_\_\_\_

Full name of child / young person: \_\_\_\_\_

Address (or contact details): \_\_\_\_\_

Details of any regular medication or medical problem (allergies, asthma, epilepsy, dietary needs) which may affect normal activity: \_\_\_\_\_

Name of parent/carer: \_\_\_\_\_

Tel no: \_\_\_\_\_

Person picking up child if different from above: \_\_\_\_\_

Tel no: \_\_\_\_\_

- I give permission for the above named child/young person to take part in the normal activities of this group.
- I understand that while involved s/he will be under the control and care of the Group Leader and/or other adults approved by the Church leadership, and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.
- In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic.

### USE OF PHOTOGRAPHS

To comply with the Data Protection Act 1998 we need your permission before we use photographs of your child. Any photograph will be used exclusively for the promotion of CNC. Please note that our website can be seen throughout the world and not just in the United Kingdom, where UK law applies. Conditions for use of any image are as follows:

- We will not include identifying information of any individual in an image on our website or in printed publications.
- Any photographs taken on behalf of Cheltenham Network Church are stored centrally on a secure computer and the photographer is asked not to keep their own copies. We will delete from our files any image at the written request of any individual in a photograph.

If photographs are taken for publicity purposes in which your child is included, are you prepared to allow the photographs to be used either on websites or adverts promoting the activities of Cheltenham Network Church?

**YES / NO**

**Signed:**  
**(parent, or adult with parental responsibility)**

**Print name:**

**Date:**

## Consent form for 'Cappuccino Church' – an activity of CNC Next Generation

During the Sunday morning service, one adult who is part of the CNC Kids' Team and who has a DBS certificate, will take Next Gen to a local café for coffee and chat. This may be on foot or in their car. The group will return to Bournside for the end of the Sunday service.

Full name of child / young person: \_\_\_\_\_

Any known allergies or other medical conditions: \_\_\_\_\_

Name of parent/carer: \_\_\_\_\_

Mobile number in case of emergencies: \_\_\_\_\_

- I give permission for the above named child/young person to take part in 'Cappuccino Church'.

Signed (parent, or adult with parental responsibility): \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

## Consent form for 'Cappuccino Church' – an activity of CNC Next Generation

During the Sunday morning service, one adult who is part of the CNC Kids' Team and who has a DBS certificate, will take Next Gen to a local café for coffee and chat. This may be on foot or in their car. The group will return to Bournside for the end of the Sunday service.

Full name of child / young person: \_\_\_\_\_

Any known allergies or other medical conditions: \_\_\_\_\_

Name of parent/carer: \_\_\_\_\_

Mobile number in case of emergencies: \_\_\_\_\_

- I give permission for the above named child/young person to take part in 'Cappuccino Church'.

Signed (parent, or adult with parental responsibility): \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

## Consent form for activities and day visits

Proposed activity or visit: \_\_\_\_\_

Date: \_\_\_\_\_

Venue/destination: \_\_\_\_\_

Departure place and time: \_\_\_\_\_

Return place and time: \_\_\_\_\_

Transport arrangements:  
(This might be in a church  
worker/volunteer's own car) \_\_\_\_\_

Please bring along:  
(eg. coat, swimming kit, lunch etc) \_\_\_\_\_

Cost: (cheques payable to  
"Cheltenham Network Church"):

CNC contact person for activity: \_\_\_\_\_

.....  
**Please detach and return by:** \_\_\_\_\_

Full name of child / young person: \_\_\_\_\_

Address (or contact details): \_\_\_\_\_

Tel no. for emergencies: Day: \_\_\_\_\_ Eve: \_\_\_\_\_

Mobile: \_\_\_\_\_

Details of any regular medication,  
medical problem (eg. asthma,  
epilepsy, diabetes, allergies,  
dietary needs, etc.) or disability  
which may affect THIS activity: \_\_\_\_\_

- I have read the above information and I give permission for the above named child/young person to take part in this activity.
- I give my consent to any medical treatment that may be necessary in the event of an emergency.
- WHERE APPLICABLE - I enclose payment of £ \_\_\_\_\_

Signed (parent, or adult with parental responsibility): \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

## Consent form for residential trips

***This form must be returned before the residential trip.***

I give my permission for my child to attend the CNC youth residential:  
at: Youlbury Scout Centre, Oxfordshire  
from: 23<sup>rd</sup> to 25<sup>th</sup> September 2016

This includes permission to take part in Scout lead activities (abseiling and gokarting).

**Surname** \_\_\_\_\_ **First name** \_\_\_\_\_

**Gender (circle) Male/female** **D.O.B** \_\_\_\_\_

**Home address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Home telephone number** \_\_\_\_\_ **Parent's Mobile** \_\_\_\_\_

**Doctors Address and Phone** \_\_\_\_\_

**Chronic conditions, incl. present medication** \_\_\_\_\_

\_\_\_\_\_

**Allergies/drug sensitivities** \_\_\_\_\_

### **Consent for treatment**

- *In signing this form I give consent for my child to be given emergency medical treatment if necessary, and for a nominated first aider to administer non-prescription medicines as required eg. Paracetamol, and first aid treatment.*
- *I have read the above and I give permission for the above named child/young person to take part in this residential trip.*

Signed (parent, adult with parental responsibility): \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

## Holidays and residential trips with children/young people CHECKLIST

	Comments	Done
<b>General</b>		
Church leader/trustees		
Church insurance		
Premises' insurance		
Food Hygiene		
First aid kit / First Aider		
<b>Kids Team</b>		
DBS		
KT phone numbers in mobiles		
List of kids etc.		
Responsibilities		
S/G aware		
<b>Parents</b>		
Itinerary etc.		
Group leader details		
Consent forms		
<b>Link person</b>		
List of kids etc.		
Itinerary		
<b>Risk assessment</b>		
Premises' own		
CNC (beforehand)		
<b>Residential</b>		
Risk Assessment		
Fire precautions		
Incidents recorded		

## Disclosure form for Cheltenham Network Church

Name of group:	Group leader:
Name of child:	Date and time of disclosure:
Is the child at risk of immediate significant harm?:	

Describe your concerns, what was observed or what was said. Be as accurate as possible.

It is important to provide as much information as possible, basing your information on facts and observations, as well as what was said. Try not to make assumptions, jump to conclusions, or make 'value' judgements.

Name of person making the disclosure:	Signature:
This form given to NP/Deputy NP/Incumbent on:	Their signature:

**Annual Risk Assessment form for Cheltenham Network Church  
- kids / youth groups on Sunday mornings**

<b>Name of group:</b>	<b>Area / room assessed:</b>
<b>Group Leader:</b>	<b>Assessment by (print name):</b>
<b>Signed:</b>	<b>Date:</b>

<b>What is the activity / environment?</b>	<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Action by whom?</b>	<b>Risk level (pto)</b>	<b>Done</b>

## Risk assessment form for Cheltenham Network Church - kids / youth trips and outings

Name of group:	Event Co-ordinator:	Assessment by (print name):
Proposed activity or visit:	Venue:	Signed:
Date of event:	Proposed numbers attending: Adults: _____ Children: _____	Date:
Consent forms completed (circle):    Yes    No    N/A		

<b>Hazard:</b>	<b>Potential injury:</b>	<b>People at risk:</b>	<b>Existing controls:</b>	<b>Risk level: (low/medium/high)</b>	<b>Action needed:</b>

## Notes on Risk Rating – assessing likelihood and severity

Hazard – anything that might cause harm, eg. an open drawer

Likelihood – how often the hazard could happen

Severity – how serious the injury could be

Risk rating – can be between L1 and H3. H3 is unacceptable!

Likelihood		Severity		Risk Rating	Example
Low	Seldom, infrequent	1	Minor cuts & bruises	L1 through to H3	Young child slips over chair leg, bumps head.  Risk rating is between L1 – M2.
Medium	Frequent	2	Serious injury, could require hospital treatment		
High	Certain or near certain	3	Fatality, or several people seriously injured		

