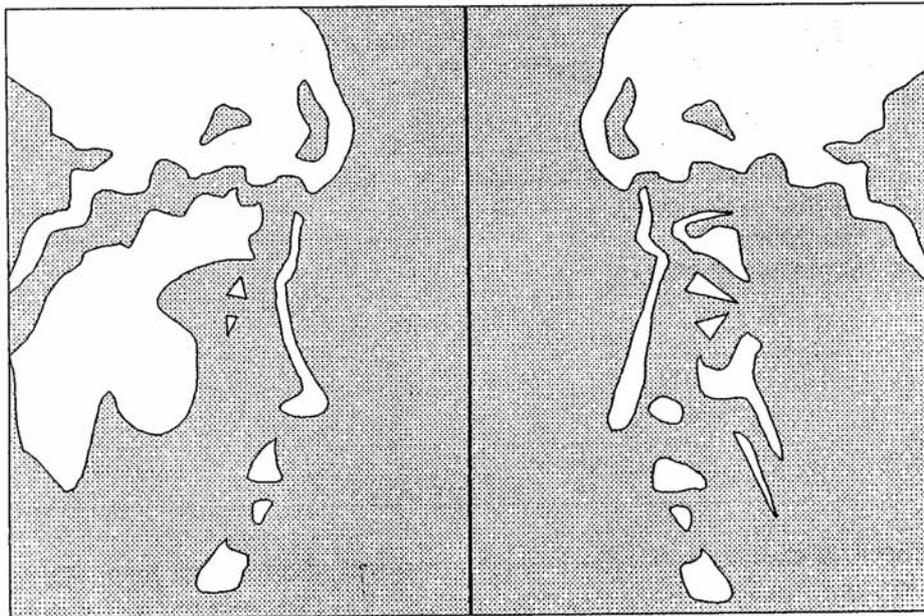


*Ecumenical Partnership of
West Swindon and the Lydiards*

‘SAFE TO GROW’

Policy Statement and Procedures Manual



21 Nov 2007 EDITION

Ecumenical Partnership of West Swindon and the Lydiards

SAFE TO GROW

Policy Statement and Procedures Manual (Revised Edition 2007)

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Overview.

This document is based on the Home Office publication, '*Safe from Harm*' (1993), the Baptist Union publication, '*Safe to Grow*' (1994), the Diocese of Bristol publication '*Safe and Sound*', the Methodist Church Division of Education and Youth publication '*Safeguarding Children and Young People*' (1995), and Swindon Youth for Christ's '*Guidelines for Work with and the Pastoral Care of Young People*' (1996). The policy and procedures contained in this document are intended for adoption throughout the Ecumenical Partnership of West Swindon and The Lydiards, with the precise intention of minimising the risk of abuse to children and young people; and of ensuring identification and appropriate action if abuse occurs, or is thought to occur.

SAFE TO GROW POLICY STATEMENT

Agreed by the ECC/PCC of the Ecumenical Partnership of West Swindon and The Lydiards

Children and young people belong to our church today. They have much to give as well as receive. We need to listen to them. As we nurture them in worship, learning and in community, life, we will pay appropriate respect to the wishes and feelings of children and young people.

- o The Ecumenical Partnership of West Swindon and The Lydiards commits itself to the nurture and safekeeping of all, especially children and young people, and their spiritual and social development in a safe and secure environment.
- o It is the responsibility of all church members to seek to prevent the physical, sexual, spiritual and emotional abuse of children and young people, and to report any abuse discovered or suspected.
- o We recognise that our work with children and young people is the responsibility of the whole church.
- o The church is committed to supporting, resourcing and training those who work with children and young people.
- o The church is committed to following the Home Office Code of Practice 'Safe from Harm'.
- o Each worker with children and young people will be working in accordance with the church's agreed procedures and will receive supervision especially with appointment procedures, requiring references and Criminal Records bureau checks
- o As part of our commitment to children and young people, the church has appointed:

_____ and _____

to be their Advocate(s). Their name, photograph and phone number will be publicly displayed. The role of the Advocate, is as someone with whom children and young people can chat and share their problems and concerns.

- o As part of our commitment to children and young people, the church has appointed:

as the Safe to Grow Coordinator

SAFE TO GROW IMPLEMENTATION AND TRAINING

Implementation

- o The Policy Statement will be explained to the churches once a year and the Policy Statement adopted at full meetings of the fellowship, rather than only in committee.
- o A copy of the Policy Statement along with the section on Good Practice for the Whole Church will be displayed on a prominent notice board.
- o A leaflet containing the Policy Statement and the section on Good Practice for the Whole Church will be available for every person attending the church.
- o All those working with children and young people will require references and a Criminal Records Bureau check.
- o Advocates and all who have a supervisory role will be given a complete copy of the Policy Statement and Procedures Manual.
- o Those working with children and young people, on completing a probationary period and 'Safe to Grow' training, will receive a document containing a copy of:
 - The Policy Statement
 - Good Practice for the Whole Church
 - Good Practice for those Working Directly with Children and Young People
 - Good Practice for Residential or Excursion Activities
 - Procedures if Abuse is Disclosed or Discovered
 - A 'Safe to Grow' Certificate (Appendix 2 - Form C)
 - A signed Volunteers Contract (Appendix 2 - Form D)
 - A signed Declaration Form (Appendix 2 - Form E)

Initial Training Programme

- o All who wish to work with children or young people, in whatever capacity, are required to attend an initial 'Safe to Grow' training programme. This initial training programme will be provided during a six-month probationary period, or equivalent time period.
- o Ideally this initial training programme will be conducted by Social Services and/or qualified children / youth worker and/or a Child Protection Officer from a Parent denomination and/or a representative sent by the Parent denomination.
- o This initial training programme will allow for discussion and feedback on the policy and how it is working, with suggestions for improvement and alterations.

Continuing Training

- o All who wish to work with children and young people, in whatever capacity, are required to attend a Refresher 'Safe to Grow' training program every three years.
- o Ideally this Refresher training programme will be conducted by Social Services and/or qualified children / youth worker. The training programme is open to any who wish to attend (for example those working with children but not as part of the church).

SAFE TO GROW

GOOD PRACTICE FOR THE WHOLE CHURCH

Adoption of the 'Safe to Grow' Policy Statement implies acceptance that it is the responsibility of the whole church (and not simply those working directly with children and young people) to seek to prevent the abuse of children and young people in our churches and in activities connected with them. To that end ALL should adopt the following practice, unless in so doing a greater risk of abuse is generated. Good practice in all aspects of disability and discrimination procedure is also expected.

The church leadership should ensure that:

- As far as possible no one other than a parent/guardian should be alone with a child or young person where their activities cannot be seen. On church premises this may mean leaving doors open, or two groups working together.
- In a 'counselling' situation with a child or young person, where privacy and confidentiality are paramount, try to ensure that another adult knows the interview is taking place and with whom. If possible seek approval from the child or young person for another adult to attend, or in the building and that the child or young person is aware that they are there.
- Ensure that access to the building is safe and well lit.
- Include the following statement in any licence with organisations letting church premises:

'The licensee confirms that it is familiar with the Home Office Code of Practice 'Safe from Harm', has an understanding of it and undertakes to follow its guidelines in relation to work with those aged 18 or under. '

Members of the church should:

- Be aware of the contents of the Policy Statement and ensure that they follow its principles 'when with children and young people.
- Advise the children's advocate when they feel anyone (including a leader) is acting in a way which might be, or construed to be, not in accordance with these guidelines and consequently potentially harmful to a child or young person.
- Ensure that as far as practically possible they are not alone with a child or young person where their activities cannot be seen.
- Ensure that language, tone of voice and body language are appropriate.
- Not engage in any of the following:
 - Invading the privacy of children or young people when they are showering or toileting.
 - Sexually provocative games.
 - Making sexually suggestive comments about or to a child or young person. Even in fun.
 - Inappropriate or intrusive touching of any form.

- Any scape-goating, ridiculing or rejecting of a child or young person.
- Ensure that any event or excursion organised involving children or young people has been discussed with the appropriate church leader.
- Not let any child or young person involve them in excessive attention seeking that is overtly sexual or physical in nature.

SAFE TO GROW

GOOD PRACTICE FOR THOSE WORKING DIRECTLY WITH CHILDREN OR YOUNG PEOPLE

If you are appointed by the church to work directly with children and/or young people you should be aware of the following:

- The church's procedures and requirements for being accepted to work with children and young people.
- That the church operates a policy of supervision for the protection of both adult and child, and that observations will be made from time to time.
- The need to be alert for signs of abuse.
- Be aware of what to do when abuse is disclosed or discovered.

In addition to the requirement laid on all church members (see previous section) you must:

- Treat those in your care with respect and dignity befitting their age.
- Learn to control and use appropriate disciplinary procedures with children and young people without ever resorting to physical punishment.
- Ensure there is the appropriate leader to child ratio (see Appendix 1 B – Ratio Guidelines)
- Where possible, leaders of the same gender as the children or young people need to be present, especially where older children and young people are concerned. (see Appendix 1 B - Ratio Guidelines)
- Control the level of aggression or exclusion particularly in games.
- Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed.
- Not invite a child or young person to, or have them remain in, a leader's home alone. (Invite a group, or ensure a third person is present).
- Ensure the parent/guardian knows where their child is.
- Not to be alone in a car with a child or young person.
- Keep a register of up to date information concerning child or young person membership. (See Appendix 3 A - Register). Each session to be registered properly including names of children and young people, and all leaders and helpers. This register, in turn, can be used for essential checks in the event of building evacuation.
- Ensure provision is made for medical help if required.
- Be aware of where the nearest telephone for use in emergencies. (The installation of a telephone, on church premises, with easy access, or mobile, is recommended).
- Know where the fire extinguishers and alarms are, as well as emergency exits. (It is recommended that an agreed fire drill is drawn up indicating how and where children and young people ought to congregate in cases of fire).
- Not place one person alone with a child, children, young person or people.
- Not allow unknown adults access to children or young people. Visitors should always be accompanied by a known person.

SAFE TO GROW

GOOD PRACTICE FOR RESIDENTIAL AND EXCURSION ACTIVITIES

Great care should be exercised when taking children or young people away from the place where you usually meet them. In particular, when taking children or young people away on excursions that involve overnight stays. In addition to the previous pages you must:

- Ensure the trip is well planned and fully discussed and suitable for the age group concerned.
- Inform the church committee and their approval obtained and minuted.
- Obtain signed consent from parents/legal guardians. The Children's Act (1989) states that consent has to be obtained from both parents. All reasonable steps should be taken to ensure this. (See Appendix 3 B - Consent Form).
- Ensure there is the appropriate leader to child ratio (See Appendix 3 B – Consent Form).
- Ensure that in the case of overnight stays:
 - There must be same sex leaders as the children or young people attending.
 - Leader's and children or young people have separate sleeping accommodation.
 - Separate sleeping accommodation is provided for each gender.
 - Where possible, provide sleeping accommodation for differing age groups.
 - Do not invade the privacy of children or young people unnecessarily. Leaders are to knock before entering dormitory accommodation and, except for emergencies, to enter the accommodation of children or young people of the same sex only.
 - For residential work longer than 90 days, or where a young person under 18 is employed by the organisation and living away from home, the organisation shall register with the Social Services as an organisation which takes children and young people away, and shall register both with the Social Services Department and the location's Social Services Department when using a specific venue.
- Have back up plans should you be unable to complete the original planned program.
- Ensure provision is made for medical help in necessary. Ensure that there is a complete First Aid kit, and that it is checked frequently.
- Be advised that it is good practice for, at least, one leader or helper to be qualified in First Aid.
- Where minibuses are used it is expected that all drivers and leaders will adhere to the legal (and where appropriate, local authority) regulations.

SAFE TO GROW TRANSPORT

Private transport

- Children and young people should not be taken out in private cars without the prior consent of their parents. This also applies to giving lifts to and from a church activity.
- If any leaders or helpers use their own cars for youth and children's work, it is essential that they consult their insurers about such use and confirm this to the ECC.
- Whoever makes the transport arrangements it is always the responsibility of the driver to ensure the vehicle is roadworthy and adequately insured.
- Any driver who has an 'unspent' conviction for a driving offence should not transport children.
- At no time should the number of children in a car exceed the usual passenger number. There must be a seat belt for every passenger and these must be worn.
- There should be 2 adults in each car in which children are travelling and a minimum of 2 children. If, in an emergency, a driver has to transport one child on his or her own the child should sit in the back of the car and this should be recorded on an incident sheet. (see Form D)
- Drivers who are not normal children's/youth workers should be recruited for the task through the parish's normal recruitment processes.

Minibuses

- If a minibus is hired then motor insurance will need to be arranged and this should be available as part of the hiring arrangement. A minibus with seat belts should be used and all children/young people must have a proper seat. Some hire companies require evidence of a Midas Mini Bus test

Coaches

- The ECC should check that any independent coach company used for transporting children has appropriate insurance in place.

SAFE TO GROW

PROCEDURE FOR SELECTING CHILDREN'S WORKERS AND ADVOCATES

We should not assume that anyone could automatically be excluded from being a potential abuser. Therefore the Home Office guidelines (see appendix 1) must apply to anyone in contact with children or young people.

In particular we are asked:

To treat all would be workers as if they were job applicants, whether volunteers or not.

- To give all paid staff and volunteers clear roles.
- To gain at least one reference
- That appointment is conditional on the successful completion of a probationary period.
- To explore the applicants previous experience.
- To discover whether the applicant has any convictions for criminal offences against children.
- That written acceptance of the Church's Policy Statement on child protection is condition of service for all workers.

Therefore the Ecumenical Partnership of West Swindon and The Lydiards has agreed the following procedure:

Stage 1 - Interview and Application

- An interview will be arranged with the supervisor at which the applicants' experience of working with children and/or young people will be explored.
- All new applicants will be asked to complete an Application Form (Appendix 2 – Form A)
- This shall be done, either during or, shortly following the interview. In either case it must be completed prior to commencement of work with children or young people.
- The applicant must provide two references one of which should be from a person who has experience of their work with children or young people.
- The supervisor will inform the Safe to Grow Co-ordinator of the new application.
- **A CRB check and registration will subsequently follow for every applicant.**

Stage 2 – Reference (Appendix 2 – Forms B)

- Due to the importance of maintaining confidentiality, references will be sought and held by the Safe to Grow Administrator at the Partnership Office.
- Using the Reference Request Form (B), references will be sought.
- All Reference Forms (B) will be returned to the Partnership Safe to Grow coordinator, at the Partnership Office.
- It is advised that verbal confirmation and clarification is also sought from references.
- Confirmation of the client's CRB Check will be received from the Diocese of Bristol

Stage 3 - Probationary Period and Training

- Appointment is conditional on the successful completions of a six-month probationary period or equivalent time period. This needs to be agreed with the applicant.
- The person responsible for supervision should use this time to give support and monitor the way the applicant Works with the children or young people.
- During the probationary period the applicant will receive training in 'Safe to Grow', on completion of which the 'Safe to Grow' Certificate (Appendix 2 - Form C) is to be signed by the 'Safe to Grow' trainer and awarded to the applicant.
- A record of all trained 'Safe to Grow' applicants to be held on file in the Partnership Office.
- The Applicant shall receive a 'Safe to Grow' pack containing:
 - The Policy Statement
 - Good Practice for the Whole Church
 - Good Practice for those working Directly with Children and Young People
 - Good Practice for Residential or Excursion Activities.
 - Procedures if Abuse is Disclosed or Discovered
 - A 'Safe to Grow' Certificate (Appendix 2 - Form C)
 - A signed Volunteers Contract (Appendix 2 - Form D)
 - A signed Declaration form (Appendix 2 – Form E)

Stage 4 - On Completion

- On completion of the agreed probationary period, the supervisor will recommend to the church committee whether the person is suitable for the post. If the committee so decides they will confirm the appointment and minute their decision. A contract with the church will be issued.
 - The Contract (Appendix 2 - Form D) should:
 - Give an accurate and clear description of the work agreed to.
 - Describe the support to be provided by the church.
 - Two copies shall be signed. One shall be held on file the other held by the applicant.
 - The applicant will complete the Declaration Form (Appendix 2 - Form E) indicating that they understand agree to the commitment being taken.

Additional Information

- All new applicants will follow the procedure set out above.
- Current workers will also be asked to complete any forms currently not on file.
- Advocates will be appointed annually at the church AGM, on the recommendation of the Church Committee or Leadership team.
- All forms will be kept in the Partnership Office.

SAFE TO GROW CHURCH POLICY AND PRACTICE ON SUPERVISION

Those supervising work with children and young people will:

- Hold regular meetings with workers to review and plan work.
- Support those working with children and young people. And enquire as to their working and personal relationship with the children or young people.
- Take or create opportunities for observing those working with children and young people.
- Watch for any child or young person receiving exceptional treatment. For example being highly favoured, excluded, or treated unduly harshly.
- Hold regular meetings with the Advocate(s) and Church Leaders to review the work.
- Provide, under direction of the Church Leadership, appropriate training opportunities for those working with children and young people.
- Keep written records meetings, training and observation sessions.

If the Supervisor has concerns relating to good practice between an adult leader/helper and a child or young person, they should explore further by talking:

- Confidentially with the leader/helper concerned.

The issue should not be abandoned until the Supervisor/ leader is sure there is no possibility of abuse.

SAFE TO GROW

DEFINITIONS OF ABUSE

The Church and all its appointed children and youth workers are committed to the protection of children from physical, sexual or emotional abuse.

Definition of Child Abuse

An abused child is a boy or girl under the age of 18 years who has suffered from or is believed to be at significant risk of neglect, physical injury, emotional abuse or sexual abuse.

An adult who has a position of trust or authority with respect to a child may perpetrate Child abuse. These adults may be the parents or carers of the child or any other person known to the child or family who may have contact with the child. A child may also be the victim of abuse where the abuser is another child.

Child abuse may be the result of direct acts towards the child by any of those mentioned above, or by the failure of those who have responsibility for the child to provide reasonable care, or both.

Categories of Child Abuse:

Physical the actual or Likely Physical injury to a child, or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation, or Munchausen's syndrome by proxy.

Emotional the actual or likely severe adverse effect on the emotional behavioural development of a child caused by persistent or severe and emotional ill treatment or rejection. All abuse involves some emotional ill treatment. This category should be used when it is the main or sole form of abuse.

Sexual the actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.

Neglect the persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold and starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

Organised Abuse

Organised or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related children and young people. The abusers concerned may be acting in networks to abuse children, sometimes acting in isolation, or maybe using an institutional framework or position of authority to recruit children for abuse. They may use children themselves to recruit other children.

Organised abuse can be in a quasi-religious or ritualised form.

Spiritual where an adult with spiritual authority uses that authority to coerce, control or exploit a follower causing spiritual wounds

Although there is no statutory definition of 'significant' the word 'harm' is defined in The Children Act 1989 in Section 31 (9) as "ill-treatment or the impairment of health or development".

'Development' is defined as "physical, intellectual, emotional, social or behavioural development". 'Health' means "physical or mental health" and "ill-treatment" includes "sexual abuse and forms of ill-treatment which are not physical". For example, with a case of neglect it will be necessary to consider whether it involves actual or likely significant harm and whether it involves ill-treatment or impairment of health or development, in each case, as defined by the Children Act 1989.

SAFE TO GROW PROCEDURE IF ABUSE IS DISCLOSED OR DISCOVERED

Possible Signs of Abuse

The following may indicate abuse, but do not jump to conclusions. There could be other explanations.

- Physical** unexplained or hidden injuries, lack of medical attention (See Appendix 1 - C)
- Emotional** reverting to younger behaviour, nervousness, stealing, lying, sudden underachievement, attention seeking, running away; may be frightened by threats or taunts, or are given responsibilities beyond their years.
- Sexual** preoccupation with sexual matters evident in words, play, drawings; being sexually provocative with adults; disturbed sleep, nightmares, bedwetting, secretive relationships with adults.
- Neglect** looking ill -cared for and unhappy, being withdrawn or aggressive; having lingering injuries or health problems.
- Spiritual** where an adult with spiritual authority uses that authority to coerce

Where there is clear evidence of abuse:

- Do not delay
- Do not confront
- Do not act alone
- Do not start to investigate
- Consult with your Children's Advocate as soon as possible.
- Seek advice from the Diocesan Child Protection Officer a.s.a.p. – see telephone number below
- As and when appropriate and following advice given: Inform the local Social Services and/or the Police immediately and in any event within 24 hours.

In an emergency involving a child protection issue ring one of the following statutory child protection agencies:

- The Police Dial 999 or 01793 528111
- Social Services Children's Intake (Office hours only) Dial 01793 463000
- Child Protection Officer – Diocese of Bristol Dial 0844 892 0104
- NSPCC Dial 0800 800500
- Childline Dial 0800 1111
- Vulnerable Adults Unit Dial 01793 507828

The following is a summary, for reference only and is no substitute for training.

When talking with a child:

- Look at the child directly
- Reassure the child that they are right to tell you and you believe them.
- Accept what the child says
- Do not press for information.
- Tell the child they are not to blame.
- Be aware that the child may have been threatened.
- Do not appear shocked or appalled.
- Let them know that you may need to tell someone else; do not promise confidentiality.
- If you are informed of anything illegal you must inform your **Children's Advocate(s)**.
- Let them know what you are going to do next, who you are going to inform and why.
- Let them know roughly what will happen next, yet be sensitive. (See below)
- Finish on a positive note.
- As soon as possible afterwards make hand-written factual notes of exactly what the child said and the date and time of your talk.
- Do not take on board other people's problems as if they were your own. Remember, empathy is standing in someone else's shoes with your feet firmly in your own.

HOME OFFICE GUIDELINES

In order to safeguard the welfare of the children and young people in their charge, voluntary organisations should consider the issues raised by each of the following statements of principles and then, if they wish to do so, take any action which they deem to be appropriate in the light of their circumstances, structures and the nature of their activities.

1. Adopt a policy statement on safe guarding the welfare of children.
2. Plan the work of the organisation so as to minimise situations where abuse of children may occur.
3. Introduce a system whereby children may talk with an independent person.
4. Apply agreed procedures for protecting children to all paid staff and volunteers.
5. Give paid and volunteers clear roles.
6. Use supervision as a means of protecting children
7. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
8. Gain at least one reference from a person who has experience of the applicants paid work or volunteering with children.
9. Explore all applicants' experience of working or contact with children in an interview before appointment.
10. Find out whether an applicant has any conviction for criminal offences against children.
11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
12. Issue guidelines on how to deal with the disclosure or discovery of abuse.
13. Train paid staff and volunteers, their line managers or supervisors, and policy makers in the prevention of child abuse.

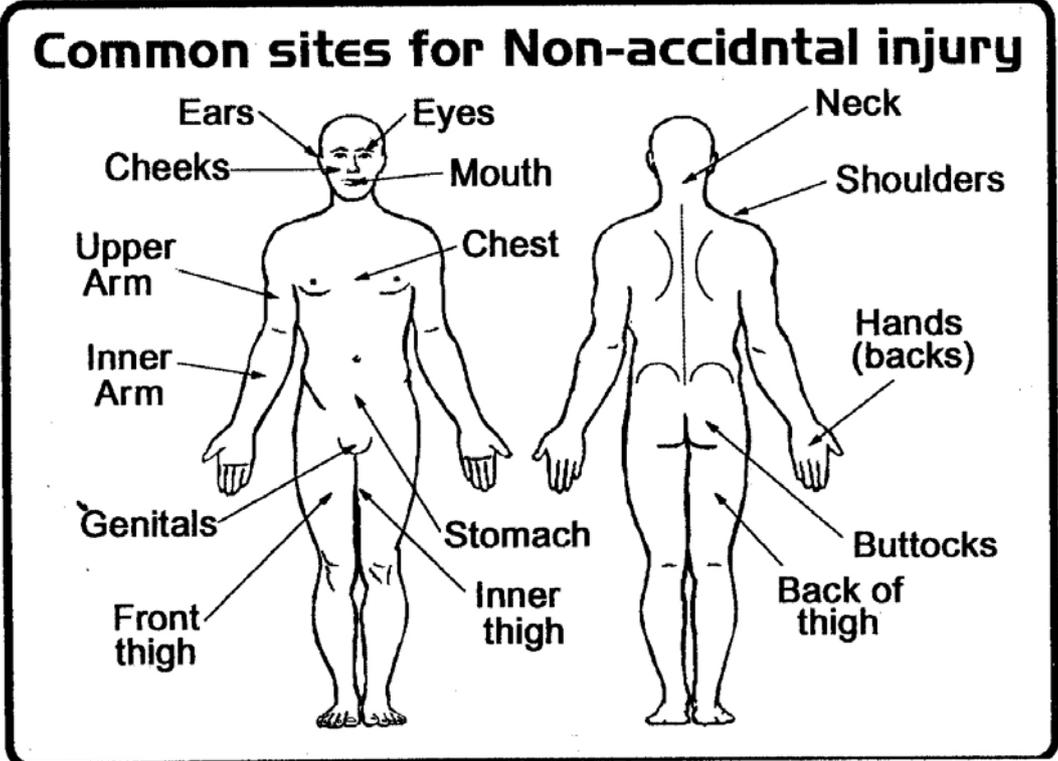
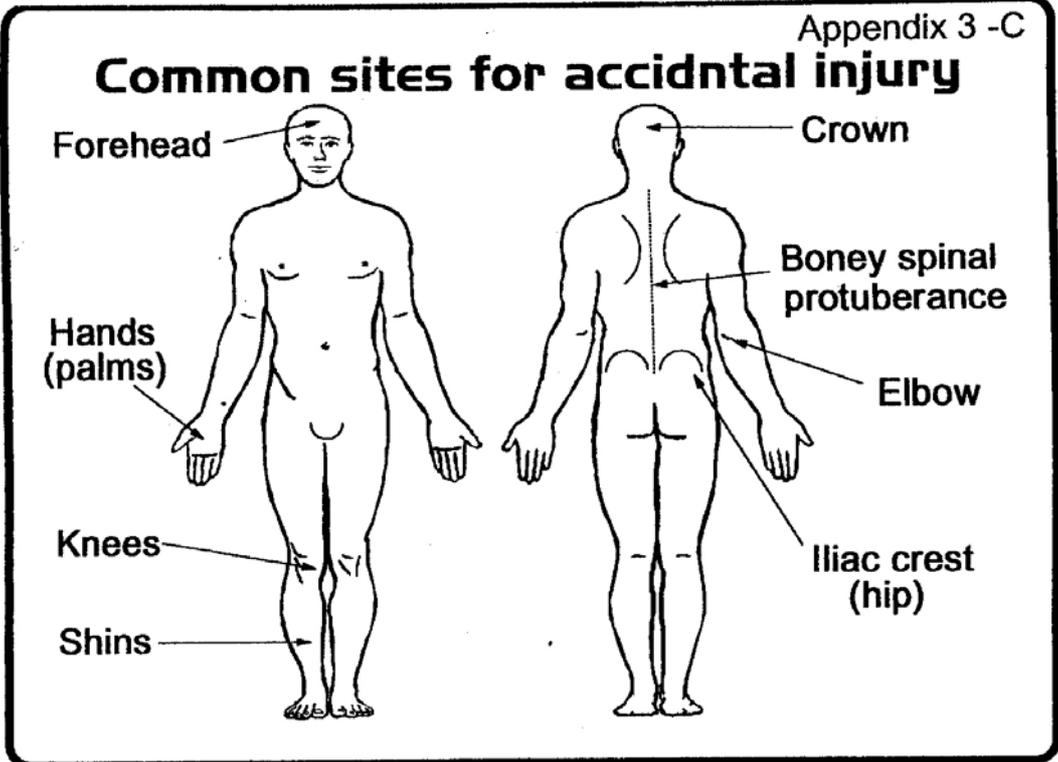
Safe from Harm: Summary of Recommendations page 2
(Pub: Home Office, London 1993, ISBN 0 62529 93-X)

GUIDELINES - DEFINITION OF ROLES

CHILD/YOUNG PERSON	Anyone aged 0-18 years, whether or not they are a part of the church's children's or young people's group.
CHILDRENS WORKER	Anyone who looks after a child or young person either as a leader or as a helper. In the text, this is sometimes shortened to WORKER.
SUPERVISOR	Someone who has responsibility for monitoring and supporting volunteers working with the church's children and young people. They will have special responsibility of interviewing, monitoring and supporting a new applicant through their probationary period. . Generally, though not exclusively, Supervisors will be the respective children or young people's groups' team leaders.
ADVOCATE	Someone appointed by the local church committee as an independent person to whom the children have special access, Who is NOT currently working alongside children in the church. The Advocate needs to be approachable for both children and adults. They are likely to be well known to the children and young people, and respected and above all trusted by the children/young people and those who work with them. Their position will be reviewed annually by the church committee and ratified at the Church Annual General Meeting. Their photograph and telephone number will be prominently displayed in the church.
CHURCH LEADER	The Minister and those in Leadership roles in the local church. It is their responsibility to take up and ratify references of all applicants.
SAFE TO GROW CO-ORDINATOR	Someone appointed by the church to administrate the Safe to Grow policy within the local church. To ensure all applications are processed properly. To ensure that all records of all currently working with the church's children or young people are up to date. To monitor who requires Initial training or refresher training in Safe to Grow.
PARTNERSHIP SAFE TO GROW CO ORDINATOR	Someone appointed by the ECC, to coordinate the church co ordinators and to ensure we are working as safely as possible.

GUIDELINES - ADULT TO CHILD RATIOS

MINIMUM	<p>Ensure that a minimum of two leaders are always present.</p> <p>With indoor activities it is preferable to have at least one adult of each gender represented.</p> <p>With residential and trips least one adult of each gender is required.</p>
GENDER	<p>Leader/workers of the same gender as the children/young people are recommended, especially with older children and young people</p>
AGE	RATIO FOR INDOOR ACTIVITIES
0-2	1 adult per 3 children
2-3	1 adult per 4 children
3-7	1 adult per 8 children
8+	1 adult per 10 children
AGE	RATIO FOR RESIDENTIALS AND TRIPS
0-2	1 adult per 3 children
2-3	1 adult per 4 children
3-7	1 adult per 7 children
8-13	1 adult per 10 children. 1 additional adult per every 8 extra children thereafter
13+	1 adult per 10 children. 1 additional adult per every 10 extra children thereafter.



Support and Contacts for Good Practice

Taken from Section 6 of Good Practice – Safeguarding Children and Young People in the Church The United Reformed Church 3rd edition May 2004. From www.urc.org.uk

Background:

Many denominations have their own guidelines, policies and helpful leaflets/packs. This is not because those responsible do not work closely together but because our various structures, understanding of accountability and disciplinary procedures differ.

Methodist Church – **Safeguarding** A4 booklet www.methodistchurch.org.uk

Congregational Federation – **Keeping Safe** A5 booklet

Baptist Union – **Safe to Grow** A4 booklet

Roman Catholic Church – Review on Child Protection led to COPCA

Church of England – refer to Diocesan variations – launch of new policy Feb 04

The United Reformed Church – **Good Practice** www.urc.org.uk

A number of churches are linked together under the **Churches' Agency for Safeguarding** as an Umbrella Body for the use of the Criminal Records Bureau. www.churchsafe.org.uk

Key Legislation:

Education Reform Act 1988

Children Act 1989

Police Act Part V 1997

Protection of Children Act 1999

Criminal Justice and Court Services Act 2000

Sources of further Information:

Safe from Harm – A Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales. Home Office 1993

Superhighway Safety – Children's safe use of the internet – DfEE

PO Box 5050 Sherwood Park, Nottingham NG15 0DI (0845 602260)

www.safety.ngfl.gov.uk [also ChildLine]

The Protection of Children Act 1999 – A practical Guide to the Act for all organisations working with children – Department of Health, PO Box 777, London SE1 6XH

www.doh.gov.uk/scg/childprotect

Safer Recruitment to protect the Vulnerable – Criminal Records Bureau, PO Box 91, Liverpool L69 2UH

CRB Information Line: 0870 90 90 811 www.crb.gov.uk

Criminal Justice and Court Services Act 2000 – Protection of Children Guidance, Home Office

Working against Racism in Children's Resources (WARCR) 460 Wandsworth Road, London SW8 3LX (020 7627 4594)

MiDAS – Minibus Drivers Awareness Scheme

www.communitytransport.com/midas/midas.htm

Data Protection Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9

5AF. Information line 01625 545745 www.dataprotection.gov.uk

Criminal Records Bureau www.crb.gov.uk

Scottish CRC www.disclosurescotland.co.uk

DfES circulars can be found via www.des.gov.uk/publications There is a comprehensive search facility.

Practical help:

The Children's Legal Centre,

University of Essex, Wivenhoe Park, Colchester, Essex, CO4 3SQ (01 206 872466) e mail clc@essex.ac.uk

www.childrenslegalcentre.com

Kidscape 152 Buckingham Palace Road, London SW1W 9TR (020 7730 3300)

ChildLine (0800 1111) Freepost 1111, London N1 0BR

Churches Child Protection Advisory Service, PO box 133, Swanley, Kent BR8 7UQ 01322 667207

www.ccpas.co.uk

Christian Survivors of Sexual Abuse (CSSA) BM-CSSA, London WC1N 3XX

National Society for the Prevention of Cruelty to Children, 42 Curtain Road, London EC2A 3NH

(020 7825 2500) www.nspcc.org.uk

National Association of Child Contact Centres, Minerva House, Spaniel Row, Nottingham NG1 6EP (0115

948 4557) www.naccc.org.uk

www.naccc.org.uk

Resource books:

Worth Doing Well – Methodist Church
NYA Handbook of Policies and Procedures in Scotland
Leaflet: '**Towards a Charter for Children**' from The United Reformed Church

Booklets:

Caring for Young People and the Vulnerable? – Home Office - Sentencing & Offences unit
(020 7273 2985)
Why speak out against smacking – Barnardos, Tanners Lane, Barkingside, Ilford, Essex IG6 1QG
(020 8550 8822) www.barnardos.org.uk
Guidance to churches – protecting children and appointing children's workers -Churches Child Protection Advisory Service /Congregational and General Ins. PLC
Criminal Justice and Court Services Act 2000 – Protection of Children Guidance, Home Office

Useful organisations:

Family Policy Studies Centre
231 Baker Street, London, NW1 6XE (020 7486 8179)
Children are Unbeatable! Alliance
77 Holloway Road, London N7 8JZ (020 7700 0627)
Churches' Network for Non-Violence
6 Sylvia Avenue, Hatch End, Pinner, Middlesex HA5 4QE (020 8428 3275)
info@churchesfornon-violence.org www.churchesfornon-violence.org
National Council for Voluntary Youth Services
2 Plough Yard, Shoreditch High Street, London EC2A 3LP
(0207 422 8630) e mail mail@ncvys.org.uk www.ncvys.org.uk
National Council for Voluntary Child Care Organisations
Unit 4, Pride Court, 80-82 White Lion Street, London N1 9PF
(0207 833 3319) e mail office@voluntarychild.org www.ncvcco.org
National Youth Agency
17-23 Albion Street, Leicester, LE1 6GD (0116 285 6789)

Employment guides:

AMAZE – employment manual
Association of Christian Youth and Children's Workers
PO Box 5898, Hinkley, LE10 2YX
(0121 503 0824) email amaze@clara.co.uk www.amaze.org.uk
Children's Work Handbook – YMCA
YMCA, 640 Forest Road, London E17 3DZ (020 8509 4567)
National Council for Voluntary Organisations – Good Employment Guide
Regent's Wharf, 8 All Saints Street, London N1 9ERL (020 7713 6161)

Training materials:

Sections of **Kaleidoscope** – Ecumenically written and produced Training Material for children's workers and
Spectrum – for Youth Workers
Society of Friends – **Firm Foundations** - Health, Safety and the Law
Taking Care – National Children's Bureau
8 Wakley Street, London EC1V 7QE (020 7843 6000)

First Aid Courses:

St John Ambulance – www.sja.org.uk –search for local courses and book online
St Andrews Ambulance Association – www.firstaid.org.uk 48 Milton Street, Glasgow G4 0HR
British Red Cross – www.redcross.org.uk – free first aid guides, branches throughout the UK.
9 Grosvenor Crescent, London SW1X 7EJ (020 7235 5454)

New materials and policy developments are always highlighted in
URCHIN – United Reformed Children's Information Network (£5.00 for 3 issues - March/July/ November) United Reformed Church House, Youth and Children's Work Office, 86 Tavistock Place, London WC1H 9 RT (020 7916 8683) Email: children@urc.org.uk www.urc.org.uk

CONFIDENTIAL

DIOCESE OF BRISTOL
..... **PARISH/BENEFICE**
APPLICATION FORM

The Parochial Church Council is responsible for all the work undertaken in the name of the Church and for those who carry it out whether paid or voluntary.

In the light of the Home Office recommendations Safe from Harm 1993 PCCs have been asked to request all those who work with children and young people to complete a form indicating their relevant background and past experience. The PCC therefore requests all staff and volunteers to provide the following information.

Full Surname First Name(s)..... Former Name(s) Date of Birth
Address Postcode Tel. No. Home Work..... Mobile
How long have you resided at this address? <i>If less than 12 months please give the following information</i>
Previous addressPostcode
Church attended Address of church Name of Minister Period of attendance
Please give details of any previous experience of looking after or working with children and/or young people

Please give details of any qualification or appropriate training

.....
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.....
.....

REFERENCES

Please give the name, address and telephone number of two people (not relatives or friends in Parish) who have known you **for at least two years** and are able to provide a personal reference.

Name	Name
Address	Address
.....
..... Postcode Postcode
Tel. No:	Tel. No:

CONFIDENTIAL DECLARATION FORM

Please complete the attached Confidential Declaration form.
Under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 the age range you will be working with is a 'vulnerable' group and this means that you are exempt from the Act and can be asked to declare any previous criminal convictions including 'spent' convictions. This information can then be used for deciding whether or not you are suitable to work with the age range group. Failure to disclose criminal convictions may result in the termination of your services.

CRIMINAL RECORDS BUREAU ENHANCED DISCLOSURE

In order to work with children and young people an ENHANCED Disclosure through the Diocese must be obtained from the Criminal Records Bureau (CRB). Please contact the CRB (instruction sheet enclosed,) at the same time as completing this application form.

Signed

Date

Please check that you have completed ALL sections of this form and the Confidential Declaration form and return the forms toas soon as possible.

DATA PROTECTION

In order to comply with the Data Protection Act 1998 it is necessary to inform you that the information you provide on this form will be held securely within our recruitment system indefinitely.

Date

Dear

The person named below has applied to become a (job description enclosed) and as such would have substantial access to children and young people. He/She has given your name as someone who can comment on their suitability for this work and I would be grateful if you would kindly complete the questionnaire below and return it to me by
A stamped addressed envelope is enclosed.

Please bear in mind that it is the church’s duty to protect children from harm of a physical, emotional or sexual nature and all those who wish to work with children and young people are required to sign an undertaking to this end. For your information a copy of the church’s child protection policy is enclosed.

Yours sincerely
On behalf of the PCC

.....

NAME:

ADDRESS

1. How long have you known the applicant
2. What is your relationship with the applicant
3. With your knowledge and experience of the applicant, please comment on their suitability for working with children/young people. Please include comments on honesty, reliability, health and experience of working with children and young people.

4. From your experience does the applicant have the ability to follow policies and procedures?

5. Do you consider the applicant to be a good team worker?

6. Any additional comments you would like to make about the applicant.

Signed Date

Print Name Occupation.....

Address

If there is insufficient space in any section above please continue overleaf

VOLUNTEER CONTRACT

(To be completed upon completion of 6 months probationary period)

Church

Name of Volunteer

We welcome you as _____

You are joining a team which, together with the whole church, commits itself to the care and nurture of children and young people.

On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

Your supervisor is: _____

The responsibilities of your job are:

Once a year we will meet with you to talk about your work, and, if you wish to continue, we will discuss your development and training as appropriate.

Working with children and young people is a responsibility, but it also brings fulfilment. We hope you will enjoy your work.

Signed _____

Minister

Signed _____

Volunteer

Date _____

N.B. Number of copies

- One copy should be retained by the volunteer
- One by the person to whom the volunteer is responsible
- One by the Safe To Grow co-ordinator attached to the place of work/venue

If the job description changes, a new form must be completed

DECLARATION FORM

For Voluntary Workers with Children and Young People

(To be completed upon completion of 6 month probationary period, or equivalent time period)

I understand the nature of the work I am to do.

(Fill in the name and age range of the group you are to work with)

At

(Church/Venue where you are to work)

- I have read the church's policy and agree to the guidelines for safeguarding children and young people (Safe to Grow).
- I understand and agree that it is my duty to protect the children and young people with whom I come into contact.
- I know what action to take if abuse is discovered or disclosed.

Signed

Print Name

Date

N.B. Number of Copies

One copy should be retained by the volunteer

One by the person to whom the volunteer is responsible

One by the Safe to Grow Co-ordinator attached to the place of work/venue

If the job description changes, a new form must be agreed and complete

**ANNUAL INFORMATION AND MEDICAL FORM FOR USE IN EMERGENCIES
ON-SITE AND FOR NON-RESIDENTIAL VISITS/ACTIVITIES
WEST SWINDON AND THE LYDIARDS ECUMENICAL PARTNERSHIP**

**TO BE COMPLETED BY PARENT/CARER FOR ALL YOUNG PEOPLE UNDER THE AGE OF 18
PART A - YOUNG PERSON DETAILS**

Surname First name(s)
 Date of Birth National Health Number
 Address.....
 Postcode
 Tel. No Mobile No.

PART B - MEDICAL INFORMATION

Please indicate if your child suffers from any medical condition, however mild, or is taking medication on a regular basis. Conditions such as asthma, epilepsy, diabetes, heart condition, allergies or physical weakness should be included.

Please give details of any current medical treatment, or medication being taken by your child on a regular and continuing basis.

Date of last tetanus injection

PART C - FAMILY DOCTOR

Name
 Address
 Postcode
 Tel No.

PART D - DIETARY REQUIREMENTS

Please give details of special dietary requirements, food allergies, etc. (e.g. vegetarian, non-dairy food, peanut allergy, etc).

PART E - EMERGENCY CONTACT (1) Person holding parental responsibility

Name
 Address
 Postcode
 Tel No. Home Work..... Mobile

(2) Person other than person holding parental responsibility who could be contacted in case of emergency if person holding parental responsibility not available

Name
 Address
 Postcode
 Tel No. Home Work..... Mobile

I certify that the information given above is correct at the date of signing and understand that it is my responsibility to inform the Church of any changes. (*Changes must be in writing and sent to*) I understand that this information will be held for contact and use in emergencies.

**** Please include an additional sheet if you wish to give us any additional information****

Parent/Carer's signature	Date
Parent/Carer's name (please print)	

CONSENT FORM FOR NON-RESIDENTIAL VISITS/ACTIVITIES

TO BE USED IN CONJUNCTION WITH INFORMATION AND MEDICAL FORM AND A CONSENT SLIP FOR EACH VISIT/ACTIVITY

TO BE COMPLETED BY PARENT/CARER FOR ALL PERSONS UNDER THE AGE OF 18	
Child/Young person's full name
Address
<p>I understand that I will receive a letter giving details of any visit/activity arranged and that this will contain a consent slip.</p> <p>I agree to any emergency medical treatment being given as considered necessary by the medical authorities if I cannot be contacted.</p> <p><i>NB: The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. Medical consent forms have no legal status and a doctor has the right to insist on parental consent before treating a child. It has been found, however, that medical staff find this type of general consent helpful.</i></p> <p>I understand that</p> <ul style="list-style-type: none"> my child will be under the care of the named leaders and will abide by the rules and guidelines laid down by the leaders of the visit/activity if my child's behaviour during the visit/activity is unacceptable I may have to collect my child. if my child becomes unwell during the visit/activity I may have to collect my child. whilst those in charge of the party will take all reasonable care, they cannot necessarily be held responsible for any injury, loss or damage suffered during this visit/activity. in the event of an emergency, every effort will be made to obtain my consent to any medical/surgical/dental treatment and/or administration of anaesthetic/blood transfusion if these efforts prove unsuccessful, the leader(s) in charge of the visit/activity will then use their best endeavours to contact the person listed as emergency contact designated in Part E of the consent form. <p>I authorise the leader(s) to supervise my child taking prescribed medication. <i>(All medication must be in original packaging, clearly labelled with child's name together with the dosage and instructions for use and handed to the visit/activity organiser prior to departure for safekeeping)</i></p>	
Parent/Carer's signature	Date
Parent/Carer's name (please print)	

**WEST SWINDON AND THE LYDIARDS ECUMENICAL PARTNERSHIP
EXCEPTIONAL CIRCUMSTANCES/INCIDENT REPORT
For all groups with children/young people**

This form should NOT be used in the case of an accident – all accidents should be recorded in the church accident book.

CHILDREN/YOUNG PERSONS' GROUP	
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1 Names of all adults present and their roles	

2 Details of the person/persons involved in exceptional circumstance/incident		
Name		
Address		
	Postcode	
Name		
Address		
	Postcode	

If more than two children/young people/adults were involved please list on the reverse of this form

3 Details of the exceptional circumstance/incident		
When it happened	Date	Time
Exact location		
Give full details of the exceptional circumstance/incident and indicate the cause if possible *		
Action taken		

4 Person completing this report		
Signature	Date	
Print name		
Address		
	Postcode	

**If there is insufficient space on this form please use an additional sheet of paper*

This report should be sent to the appropriate person in the parish immediately following the exceptional circumstance/incident involving a child/young person.