

Child Protection Guidelines

St Thomas and St Edmund's Church
Salisbury



First Published March 2005

contact numbers revised December 2008

Welcome to the Child Protection Guidelines for the Parish of St Thomas and St Edmund Salisbury

About these Guidelines:

This document offers guidelines to all paid and volunteer workers concerning the health and safety of both children and young people and adult staff, whilst engaged in church activities. They are intended to be easy to read and can be dipped into or read through depending on your needs. This manual also contains useful templates that can be adapted for use by youth leaders. There is an index and glossary of terms at the back.

As part of the church's commitment to ensuring high standards in its work with children, this Handbook will be reviewed annually, in February, and any changes will be made in accordance with the wishes of the PCC.

These guidelines have been compiled by Venetia Coupe, Local Child Protection Administrator (LCPA) for the Parish and are expanded from those issued by the Home Office in its code of practice, entitled *Safe From Harm, 1993*. If you have any comments on these guidelines please contact Venetia at the address below.

For further information or advice please contact:

The Parish Office
St Thomas's House
St Thomas's Square
Salisbury
Wiltshire
SP1 1BA

T.01722 322537

E. saint.thomas@btinternet.com

Contents

ABOUT THESE GUIDELINES:	2
STATEMENT OF PURPOSE	4
GOOD PRACTICE	5
PERSONNEL	6
RECRUITMENT AND THE RECRUITMENT PROCESS	7
RATIOS OF STAFF TO CHILDREN AND YOUNG PEOPLE	8
SAFETY, RISK ASSESSMENT/RISK MANAGEMENT_	9
SECURITY	10
FIRST AID	11
CONSENT	12
OFF-SITE ACTIVITIES, TRANSPORT	13
SPECIAL NEEDS, REGISTRATION	14
ROUTE MAP FOR OFF SITE TRIPS	15
FINANCE, INSURANCE, COMMUNICATION	16
SAFE FROM HARM	17
HEARING & REPORTING DISCLOSURE	19
INAPPROPRIATE BEHAVIOUR, MINISTRY	20
COMPLAINTS PROCEDURE, RESIDENTIAL COURSES / DAYS AWAY	21
APPROPRIATE BEHAVIOUR, DRUGS & ALCOHOL	22
IMPORTANT TELEPHONE NUMBERS	ERROR!
BOOKMARK NOT DEFINED.	
LIST OF POTENTIALLY DANGEROUS ACTIVITIES	ERROR!
BOOKMARK NOT DEFINED.	
USEFUL FORMS & TEMPLATES	24
GLOSSARY OF TERMS	32
INDEX	33



Statement of Purpose

The children's and youth groups of St Thomas's and St Edmund's church are committed to the Christian education and development of children and young people. The church is concerned with the wholeness of each individual within the context of the church family, and recognises the need for all activities to take place in an environment which is safe and rewarding. It is the responsibility of all adults to prevent the physical, sexual or emotional abuse of children and young people in their care.

Good Practice

Children and young people attending activities at, or organised by, St Thomas's Church are the responsibility of the staff and volunteers of the church. The church recognises the model for good practice contained within the Children Act¹, and expresses its commitment to this in every aspect of its work.

Good practice² in planning a project/session/event for work involving children, young people and vulnerable adults means:

- undertaking at the outset of project planning, a risk assessment, and monitoring risk throughout the project
- identifying at the outset, the people with designated protection responsibility
- engaging in effective recruitment, including appropriate vetting of staff and volunteers
- knowing who to contact in case you have to report a concern to them

Good practice in a **physical environment** where there is contact with children, young people and vulnerable adults means:

- always ensuring that adults from the Sunday school, youth group, choir etc, are present and meeting their responsibility for ensuring the safety of those in the setting

Good practice in **physical contact** means:

- maintaining a safe and appropriate distance from participants
- only touching participants when it is absolutely necessary in relation to the particular arts activity
- seeking agreement of participants prior to any physical contact
- making sure disabled participants are informed of, and comfortable with, any necessary physical contact

Good practice in **interpersonal dealings** means:

- treating all children/young people/vulnerable adults equally, and with respect and dignity
- always putting the welfare of each participant first
- building balanced relationships based on mutual trust which empowers children/young people/vulnerable adults to share in the decision-making process
- giving enthusiastic and constructive feedback rather than negative criticism
- making the session fun, enjoyable and promoting equality
- being an excellent role model for dealings with other people
- recognising that children or young people with disabilities may be even more vulnerable to abuse than other children or young people

¹ The Children Act, Department of Health, 1989

² adapted from Keeping the Arts Safe

Good practice in **managing sensitive information** means:

- having a policy and set of procedures for taking, using and storing photographs or images of children, young people or vulnerable adults
- careful monitoring and use of web-based materials and activities
- agreed procedures for reporting any suspicions or allegations of abuse
- ensuring confidentiality in order to protect the rights of employees, and volunteers, including safe handling, storage and disposal of any information provided on leaders, guests or facilitators (or others involved in events/sessions/projects) as part of the recruitment process. (Data Protection Act 1998)

Good practice in **professional development** means:

- keeping up-to-date with health and safety practice
- being informed about legislation and policies for protection of children, young people and vulnerable adults
- undertaking relevant development and training

Personnel

The church expects all youth workers to demonstrate suitable maturity and ability for the task, and to be regular attendees at St. Thomas's Church services.

Criminal Records Bureau (CRB) checks

It is a mandatory requirement that all new paid and voluntary staff will complete a confidential personal declaration and a CRB disclosure will be carried out³; this requirement will be clearly specified in every job advertisement and job description concerning work with children.

Applicants will also need to complete a confidential Self Declaration form⁴, and provide the Rector with the names of two referees who can vouch for their character and suitability for the post. References will be taken up and any post will be confirmed only when appropriate CRB clearance has been obtained, and a probation period of 3 months has been completed successfully.

Disclosure will be sought again at 3 yearly intervals, as suggested by the CRB, as part of the ongoing strategy for the protection of children and vulnerable adults in our church.

All information obtained as part of the clearance process will be confidential and will be kept on file only in the Rector's office, in accordance with the Data Protection Act.

³ House of Bishops, 2002

⁴ House of Bishops, 2002

Recruitment and the Recruitment Process⁵

All volunteers and paid workers with children for any organisation - not just the Church - should be treated the same. In the case of St Thomas's Church, this will mean that:

- Either an advertisement will be placed in the church weekly newsletter or an individual will be personally approached by a youth worker.
- An informal interview will take place, where appropriate, in order to determine an applicant's previous experience of working with children and young people, their abilities and aims.
- The applicant will be given a Job Description.
- Asked to complete a Self Declaration Form, confidential to the Rector only.
- References will be taken up and an Enhanced CRB Disclosure will be sought.
- The new employee or volunteer will be provided with a Volunteer's Contract⁶ and serve a 3 month probation period. (example on p24)

It is good practice to specify a probationary period, during which time induction and training should be provided. The standard probationary period for St Thomas's will be 3 months. The Diocese provides training in children's and youth work, and child protection issues through the Young Sarum team, such as **Kaleidoscope** and **Spectrum**.

Training⁷

The church is strongly committed to the development of all its volunteers but also expects volunteers to display a commitment to their own training and development. The church will offer training to all volunteers. Good practice requires that youth workers be regularly updated in child protection policy and practice.

It will be the responsibility of the Youth Co-ordinator on behalf of the PCC to ensure that this process has been followed.

Each youth worker will receive a job description specific to his / her area of work.

⁵ Home Office Code of Practice "Safe From Harm", 1993

⁶ Child Protection Policy and Factsheets, Salisbury Diocese, Feb. 2000

⁷ Child Protection Policy and Factsheets, Diocese of Salisbury Feb 2000

Line management

- All paid employees are responsible to the Rector.
- All Sunday school teachers and assistants are responsible to the Sunday school Leader.
- All crèche helpers are responsible to the Crèche Leader.
- All bell ringers are responsible to the Tower Captain.
- All youth group helpers are responsible to the Youth Group Leader.
- All members of the choir are responsible to the Director of Music who enlists a named member of the adult choir to assist when dealing with matters of discipline relating to children of opposite gender in the choir.
- All members, assistants and leaders of the above mentioned groups are ultimately responsible to the Rector, the Youth Coordinator and the PCC.

Ratios of staff to children and young people⁸

Unless official guidelines state otherwise it is expected that all paid staff and volunteers will adhere to these ratios of workers to young people:

0-2 years	1:3
2-3 years	1:4
3-8 years	1:8
over 8's	1:8 (first 8 children)
followed by	1:12

The staff-to-child ratios for 0-3 year olds are only a guideline and it is acknowledged that another person will need to be present when working with this age group. For example, routine tasks such as taking a child to the toilet or fetching a parent will require more than one staff member to be present.

'Minors' helping an adult with the crèche will not be left alone with any child at any time.

Good practice requires that a minimum of 2 adults should be present at any time, and that young adults should have access to both male and female workers. If anybody is unsure they should contact the Local Child Protection Administrator (LCPA).

⁸ The Children's Act, Department of Health, 1989

Safety

At all times the safety of all workers and young people must be of prime concern. While it is the responsibility of the group Leaders to ensure a safe environment, all volunteers will need to be aware of possible dangers, and know what action to take should difficulties arise.

It is good practice for a worker to check the suitability of a room or building before allowing children or young people to enter.

It is a reasonable expectation that before using a **new** venue a Risk Assessment sheet will be completed. (example on p25)

Risk assessment/Risk Management⁹

The principle of risk assessment is to consider the:

- practical detail of a project/event/session
- things that can go wrong
- likelihood of these things going wrong
- impact of these things going wrong

Once this is done:

- you can identify measures to reduce the risk
- you can decide what to do if things do go wrong
- you can allocate roles to monitor and manage child protection

Make sure you set aside enough time to undertake risk assessment and risk management. Risk assessment and risk management should be done for every project you engage in. When you have done it once you will be able to adapt the exercise for future projects.

Practical Safety

Quick Check:

- Informal visual check by user/leader
- Formal visual check by competent person
- Annual check and record



Fire Safety

All staff **must** be conversant with the fire drill associated with the area in which they are working. A copy of the Fire Drill should be sited on the wall of that area. All workers should be aware of the location of fire extinguishers, and how to use them. All workers should be aware of the location of fire exits, which should be kept clear at all times, and fire doors, which should be kept closed.

It is good practice to hold an annual fire drill. This should be arranged by each group leader in liaison with group helpers.

⁹ Adapted from Keeping the Arts safe

Equipment & Materials



Both portable and fixed equipment should be safe and, in the case of electrical equipment, should be checked visually by the leader in charge and annually by a competent person. If any item is deemed to be unsafe it must be removed immediately and that fact reported to the group leader, who will be responsible for organising the repair or replacement of the item. A note should be attached to the item stating the date on which it was reported as unserviceable and the name of the person who reported it.

Faulty equipment or repairs should be reported to the:

- Booking secretary in St Edmunds House
- Caretaker at St Thomas's House
- Verger at St Thomas's Church

Equipment should be stored safely when not in use.

Care should be taken to ensure materials used such as cleaning materials or art materials i.e. glue, pens, scissors etc contain only non-hazardous substances and are safe for use by children.

*Did you know that liquid bleach should not be stored with disinfectant or other toilet cleaning preparations as mixing of these products can produce dangerous gases?
COSHH*

Security



When using **St. Thomas's House**, the latch on the front door should be 'dropped' once all members are inside, thus preventing unauthorised access to the building. It is the responsibility of the Leader of the group to see that this is done.

When using **St Edmunds House/Hale Hall** i.e. for Christmas parties etc., the same procedure should apply.

When walking a group of young people to and from St Thomas's House for Sunday school, there should be at least one adult at the front and one at the rear of the group.

The tower door of the church used for music rehearsals etc. should be kept closed and a suitable adult appointed to manage safe entry and exit by young people.

A register of the young people present will be taken once inside the building. No young person will be permitted to return to church without an adult escort.



First Aid

The church will encourage all workers to undertake first-aid training for those people working with children. This training will be provided at Parish level.

A sick bucket, with cloths, disinfectant and gloves, is available in the downstairs toilet of St Thomas's House and St Edmund's House. This bucket should not be used for any other purpose.

A First Aid kit is situated in each kitchen in St Edmund's House & Hale Hall, in the kitchen at St Thomas's House and in the Tower where the choir meets. An Accident book is also kept with those kits and should be completed each time the kit is used.

Prescribed medication

In the event that a young person requires medication during an activity, they should be allowed to administer it themselves. However, prior notification of the need for the young person to use medication via a note from a parent would be expected, other than in the case of asthma inhalers. Youth workers will only administer prescribed drugs upon production of a letter from a parent outlining the procedure in writing, and giving their permission for the administration to be undertaken.

Medication (with the exception of inhalers) should be kept by selected leader and stored appropriately.

Food Allergies/Allergic reactions

It is advisable for a health form to be used, or a covering paragraph to be inserted into any membership forms so leaders can be made aware of potential risks to young people in their care.

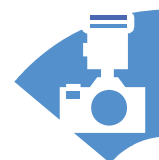
Consent



Written parental consent must be received before any child or young person is permitted to take part in any off-site activity. Forms are available from the Leader of the group.

- A written Parental/ Carer Consent must be obtained for each young person attending. The form also gives the parents or carers full details of the activity and an emergency contact number.
- In addition, where there is thought to be any risk of injury, a Medical Form must also be completed and carried with the party.
- All times of collection and return must be clearly stated.
- When informing parents of off-site activities, activity leaders must ensure that all the necessary information is provided, in writing, well in advance of the proposed activity and that a suitable named person not attending the activity is given as an emergency contact.
- Parental consent, preferably written consent, is also required before any photographic images of children and young people are taken or made. Consent must be obtained whether the medium is a photograph, video or web cam picture.

Media Consent



A media consent form can be used to gain permission to take an image and must be obtained from all those people who will appear in the image before it is taken.

- Images taken at a large or public event are considered to be in the public domain and therefore permission is not required, unless an image is being taken of a specific person in the foreground.
- It must be made plain why the image is being taken, where it will be displayed and who might see it.
- No children or young people under the age of 18yrs should be identified by surname or by any other personal details¹⁰.

General/media consent forms and medical forms are available from the Parish Office or your group Leader. However, photocopyable forms are situated at the end of this document on pages 26-30.

¹⁰ Letter from Child Protection Adviser, Rachel Bussey, Salisbury Diocese, Jan. 2003.

Off-site Activities

Where an off-site activity is planned to take place, certain procedures must be followed.

- The PCC will minute its support termly for defined off-site activities, in order to validate insurance.
- A site-visit should be undertaken before a group is taken to any new location.
- Public Liability insurance cover for the activity provider must be confirmed. Ecclesiastical Insurance must also be advised of certain 'dangerous activities', as public-liability cover will not be automatic (see the Policy guidance notes, pages 3 & 31 for further details). Where this is the case, parents should also be informed of the fact.
- Written parental consent for 'dangerous activities' must be obtained.
- A 'base contact' should be identified so that, in the event of unforeseen delays, parents or guardians can be kept informed appropriately.
- A list of all attendees must be left at the Parish Office or with a named emergency contact.

A useful guide to planning a trip can be found on page 15



Transport

At present Salisbury Diocese does not have a specific policy on the transportation of children and young persons. However, the Diocesan Child Protection Adviser's Office recommends that if a child or young person becomes unwell their parent or carer should collect them. If they are unable to do so, verbal consent from the parent or carer must be gained for other persons to take the child home. In this instance it is advisable that 2 adults, one of each sex, escort the child home. It is good practice to seat the child in the rear seat of the car and not next to an adult, unless their condition dictates otherwise i.e. vomiting.

If children are being taken to an event it is reasonable to have 1:4 (adults to children) in a car, as per the recommended staffing ratio, or as seating restrictions permit. If a minibus is used, two adults must be present in it (including the driver if it is a self-drive vehicle).

Advice on other transportation issues may be gained from the community transport association.

Collection after an event

Under no circumstances will a child or young person be allowed to wait alone for a parent to collect them. The leader of the activity or event or a responsible adult must always remain with the child or young person in a public place, preferably with access to a phone until he or she has been collected, or, following verbal parental permission, the worker may give the child or young person a lift home, the child should be seated in the rear seat, not alongside the driver and any other adult.

Children or young people attending events at St. Thomas's Church, St Thomas's House or St. Edmund's House should remain within the building or grounds until collected by a parent, unless a parent has given consent to the leader of the activity for this to be otherwise.



Special Needs

Where members have special needs/disabilities, the church will seek to meet those needs appropriately. Parents will be asked to make group leaders aware of any special needs their child may have. Strict confidentiality will be maintained at all times.

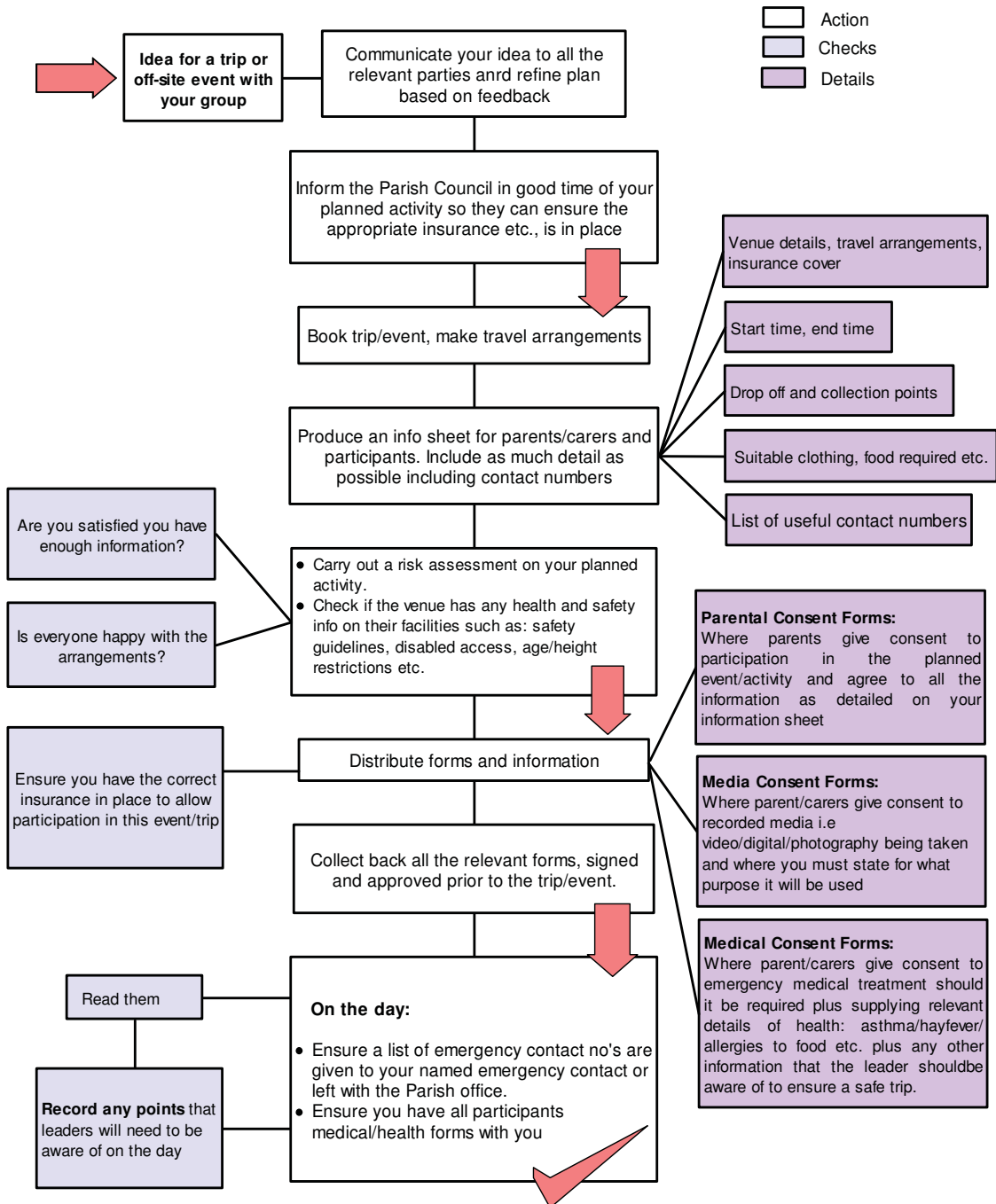
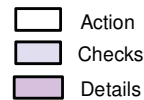


Registration

The church will keep up-to-date records of all children and young people who use its clubs and groups. The only people who will have written copies of those details will be the 'Leader' of a given church group (for example the Sunday school leader, tower captain etc), the Parish Secretary and the Youth Coordinator.

Details of group participants will be held on a computer disk or CD Rom and will remain **confidential** to St. Thomas's church and parents have the right to access their children's record upon request. Group leaders will be required to have twice-yearly audits of names of children: in June and December. The outcomes of each audit will be given to the parish secretary, which will enable the church to keep an up-to-date register of young people in the parish.

Route map for off site trips



Communication



The church will make it clear to all parents/guardians how they can contact those people working with their children, should they have any cause for concern, or simply wish to talk to them. This communication might be achieved by the use of a photo board of leaders and assistants.

The Sunday school and the choir publish newsletters stating the activities for the following term.

Church venues will display a public notice with Helpline no's and contact details for anyone wishing to talk to someone about child protection issues.

Finance



The PCC makes provision for an annual budget for children's groups and youth work. Group leaders will keep clear and accurate accounts of expenditure.

Insurance



St. Thomas's church is insured through the Ecclesiastical Insurance Group under their Parishguard Policy, in the name of **St Thomas' and St Edmund's Church, Salisbury**.

The Parishguard policy covers all the church's youth work and children's activities. However, off-site activities, dangerous activities or activities outside the expected regular activities of a group need to be minuted in the PCC records and come under PCC control and approval.

See also page 23 - list of potentially dangerous activities

Any queries should be discussed with either the Youth Co-ordinator, the Parish Treasurer or Ecclesiastical Insurance, Churches Dept, Tel 01452 528533.



Safe from Harm

If there are any people in the congregation who are known to have offended against children, the DCPA must be informed by the Rector and agreement with that person worked out.

Whatever the context of the church's work with children and young people, all workers must actively seek to minimise the situations in which the abuse of children may occur. Practically, and in association with the procedures outlined above, this will include the following:-

- There will be a minimum of two adult volunteers in attendance for any group activity, as previously outlined on page 4.
- Children under 5 years of age should be escorted to the lavatory with an adult who may administer personal care as appropriate. On such occasions the parents of the children concerned or another worker should be informed afterwards.
- As far as possible, group leaders must ensure that no worker is alone with a child or young person where they cannot be seen. This may mean leaving doors open, for example.
- One-to-one work is an essential aspect of children's and youth work. An example of this might be preparation for choir badges with the Director of Music. Another adult should be informed of when and where such work will be taking place, and if possible, another adult should be in the building. The young person should be aware that the other person is there and available to them. Ideally, one-to-one work should take place in a public area.
- Physical contact should only be appropriate and public.

Where restraint is necessary, the following guidelines apply:

Workers should take steps in advance through dialogue and diversion to avoid the need for physical restraint. A verbal warning that restraint will be used unless the child or young person desists should precede any action. Only the minimum force necessary should be applied. Every effort should be made to ensure the presence of another member of staff to act as a witness before applying restraint. A written report of any such action should then be passed to the Local Child Protection Administrator for St. Thomas's Church within 24 hours.

- Restraint should only be used when all other measures have been exhausted and where appropriate training has been given.
- The church and youth workers will not ask or expect children, or young people, to do more than is appropriate for their age or ability.
- The church and youth workers will not draw attention to any one person through ridicule, scapegoating or physical contact.

If in doubt people should ask the group Leader or Local Child Protection Administrator for advice.

Definitions of abuse include:

Physical Abuse Where a child's body is hurt or injured.

Emotional Abuse Where a child does not receive love or affection, is often threatened, or is being given responsibilities beyond their years.

Sexual Abuse Where adults (and sometimes older children) use children to satisfy their sexual desires

Neglect Where adults fail to care for children and protect them from danger, seriously affecting their health and development.

Perpetrators are generally people well known to the child. While warning signs such as bruises or inappropriate behaviour may indicate abuse, it is important not to jump to conclusions.

Hearing and Reporting, a child abuse disclosure^{11 12}

Should abuse be discovered, or disclosed to a worker, the following guidelines should be followed:

- Accept what the child says, and make it clear to them that you are taking them seriously.
- Keep calm, and reassure them that they are right to have told you.
- **Do not** push them to disclose more detail.
- Tell them they are not to blame for anything that has happened.
- Offer to help, but make it clear that you will need to tell someone else, so the abuse will stop. Do not promise confidentiality.
- Reassure the child that they will continue to have full support during the difficult time to come.
- Let them know what you are going to do next, and that you will let them know what happens.
- Immediately inform the leader of your particular group.
- The group leader must then inform the Local Child Protection Administrator (LCPA) for St Thomas's Church and the Rector.
- Make notes of what occurred as soon as possible, recording exactly what was said, including dates and times. Keep these handwritten notes even if you subsequently type them up.

The advice of the Churches Child Protection Advisory Service (CCPAS) is that parents should not be informed. Any information shared with third parties should be strictly on a need-to-know basis only and is absolutely confidential.

Once the LCPA and Rector are aware of the discovery, and if the child is in immediate danger, the Police Child Protection Unit 01722 411444 or Social Services Children and Families Office 01722 327551 will also be advised by the Rector or LCPA.

The Diocesan Child Protection Adviser (DCPA) Rachel Bussey, 01722 411922 will also be informed as soon as possible. The group Leader, for example the Sunday school leader, will then agree with the DCPA any further action required. It is possible that our insurers may need to be informed.

The person directly involved with the disclosure or observation should:

1. Be prepared to have further discussions with Social Services and the Police.
2. Be prepared to attend a child protection conference.
3. Continue to offer support to the child and seek personal support for themselves.
4. Be prepared to give evidence in court if required to do so.

¹¹ Child Protection Guidelines, Diocese of Salisbury, 2004

¹² Protecting all God's children, House of Bishops, 3rd ed, 2004

Inappropriate behaviour by children towards adults¹³

Sometimes behaviour by children or young people can appear to be suggestive, particularly towards an adult. This may be because they have a crush on that adult or may act inappropriately following previous abusive experience. The behaviour may be a “cry for help”.

If an adult feels uncomfortable about a child or young person’s behaviour he or she must:

1. Make it clear to the child or young person with sensitivity that their language and behaviour is inappropriate.
2. Tell another adult or clergy colleague, parish priest or the LCPA. Agree with the colleague what measures should be taken to prevent a recurrence.
3. Record the incident in case accusations are made in the future. Make 2 copies of the record, sign and date it. Enclose one copy in a self addressed envelope and post it to him or herself, thus providing proof of the date when the report was written. It would be better to leave the envelope sealed when it arrives. Hand the second copy to the LCPA.



Ministry

All group meetings will follow the guidelines as stated earlier, with 2 adults per group. If a child wants a private session this must take place:

- With parental permission.
- Preferably in Church when other adults are present or in daytime when visitors are around, or likely to be.
- In the child’s home with a parent present.
- In St Thomas’s House with other adults present and the open-door policy in force.
- If a prayer session is requested, it should take place in Church preferably with another minister present; Laying-on of hands must only be conducted after specific guidance has been sought.

¹³ Child Protection Guidelines, Diocese of Salisbury, 2004

Complaints procedure

Should a complaint, of any nature, be made against any of the church's voluntary workers, the group Leader and the LCPA must be informed. The LCPA in turn will inform the Rector.

A complaint against a member of paid staff should be made directly to the Rector.

If the allegation concerns a member of the clergy, the Bishop must also be informed

Any complaint should be investigated properly. This may involve the use of external organisations, as necessary. There would be a need to distinguish appropriately between internal, procedural matters and allegations which would require external actions.

The Rector may deem it appropriate to appoint a person to provide support for the accused person. The Diocesan Child Protection Advisor, Rachel Bussey would be able to provide advice.



Residential courses / Days Away

Any event off-site should follow the procedures previously stated. In addition, a residential course or day away should be well planned in plenty of time. All costs should be taken into account and a risk assessment made as to the safety and quality of the activities on offer and of the equipment to be used.

The church will ensure the provision of adequate numbers of staff, and the use of suitably qualified staff when appropriate. Plenty of time will be allowed for travel.

Good practice ensures that plans are completed at least a week in advance of the activity.

The church will ensure that parents are clearly informed of activities to be undertaken, and that Parental Consent and Medical Forms are completed.

Appropriate Behaviour

The church expects that all workers should offer clear role models to all children and young people. It is expected, therefore, that all staff should uphold clear and appropriate standards in their behaviour, speech and attitude.

Children and young people

The church expects all children and young people to respect one another and its workers. It is also expected that the young people will show respect for the church's property and the safety and well being of all people using its facilities.

Group leaders and youth workers must not allow the use of bad language, excessive teasing, violence or other inappropriate behaviour.

Children or young people who break the rules will be asked to refrain from doing so and, where necessary, removed from a group. Youth workers must talk the issues through with the child or young person, and inform parents if it is deemed necessary. Workers must be prepared to exclude members from activities should their behaviour necessitate it. Such action should only be taken by the Leader of the group in question.



Drugs and alcohol

Illegal drugs, solvents or alcohol are not permitted at our children's or youth events:

- Any illegal substance found on the premises should be destroyed in the presence of adult witnesses.
- Any transfer of the substance from a young person to a worker should also be witnessed by another adult. Alternatively, the substance should be handed to the police.
The worker is not obliged to report such an incident to the police, but should inform their appropriate group leader as soon as possible.
- Smoking is not allowed within buildings or when engaged in children's or youth activities.
- Youth workers are requested not to drink alcohol in front of under 18's.
An exception to this rule might be made at a family activity such as a Quiz Night, where parents may exercise parental control.
It is accepted that alcohol may be available at certain church events. Under such circumstances leaders are expected to demonstrate appropriate behaviour.

Local Websites for further info
www.drugsinwiltshire.co.uk / www.drugscope.org.uk

Important telephone numbers



St. Thomas's Parish Office	01722 322537
Priest in Charge, The Rev'd David Linaker	01722 504462
The Rev'd Michael McHugh, Curate	01722 414637
The Rev'd Jonathan Plows	01722 331647
Police Child Protection Unit	0845 087000 ext 723565
Social Services Children and Family Office	01722 327551
The Diocesan Child Protection Adviser (DCPA) Rachel Bussey	01722 411922
Local Child Protection Administrator for St. Thomas and St Edmunds Church (LCPA) Venetia Coupe	01722 321297
Churches' Child Protection Advisory Service (CCPAS) 24hr helpline	0845 1204554
Childline	0800 1111
Kidscape	0845 1205 204
ParentLine Plus	0808 800 2222

LIST OF POTENTIALLY DANGEROUS ACTIVITIES (from Guidance Notes for Churches, EIG, page 3 - this is not a definitive list)

Rock climbing	Parachute jumping
Abseiling	Horse-riding
Canoeing / Ballooning/ Flying /Gliding	Jet-skiing
Driving (of any vehicle by persons who would not be allowed to drive such a vehicle on the public highway	Water-skiing
BMX cycling	Swimming
Use of an assault course	Pony-trekking
Bonfire and firework displays or similar	Sub-aqua diving
Barfly jumping	Dry-slope skiing
Bungee jumping	Clay-pigeon shooting
Pole climbing	Archery
Caving	



St Thomas's Church, Salisbury

Volunteer Contract for work with children and young people

Volunteer's name

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.

The person who will give you primary support is

He/she is there to discuss any matters of concern you may have.

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 great rewards. We hope you will enjoy your work.

Signed..... Incumbent

Signed..... Churchwarden

Signed..... Volunteer

Date

One copy of this form should be retained by the worker, one by the person to whom the worker is responsible, one by the PCC Secretary. If the job description changes, a new form must be completed.

SAMPLE RISK ASSESSMENT SHEET

Please complete a Risk Assessment Form for new each activity you undertake.

ACTIVITY:

DATE/TIMES OF ACTIVITY:

PROJECT LEADER:

HAZARD What is the hazard?	RISK/RATING What is the risk involved? Does it rate as High, Medium or Low risk?	PRECAUTIONS/CONTROL MEASURES What precautions/control measures will be taken to reduce the risk?
Example. Frayed flex noted on CD player	High risk of electrocution	Switch off at wall. Remove CD player and flex from room. Label item, date & your name. Report to appropriate person.

St Thomas's Church, Salisbury



Consent to the use of photographic, media and video images

To be completed by Parent/ Carer and Young Person involved

We are aware of issues relating to child protection regarding the use of photographs, recorded media and video material and will not permit video or photographs to be taken without the young person's consent at Sunday school/ choir/ Youth Club.

We will endeavour to protect members from intrusive media whilst on trips and events.

We will not allow inappropriate use of video or photography at Sunday school/ choir/ Youth Club

However on occasion we would like to use photographs and/or videos taken at Sunday school/ choir/ Youth Club events for newspaper articles, for Church Displays and in various newsletters and reports.

We recognise young people have a right to privacy and may not wish to consent to this request and will respect their wishes in this event. Should you be happy to consent to this request please sign below to agree to us using any photographs/recorded media or videos in this way.

I hereby agree to allow any recorded media/videos/photographs taken during Sunday school/ choir/ Youth Club activities and with my consent to be used by St Thomas's Church for promotional purposes; this consent shall be valid for one year only from date below.

Name of Young Person

Signature Date

I hereby agree to allow any recorded media/images of my child/ward to be used by St. Thomas's church for promotional purposes.

Name of Parent Guardian

Signature Date

I do not wish recorded images/media of my child to be used for promotional purposes

Name of Parent/Guardian

Signature Date

St.Thomas's Church



Health and Medical Consent Form

for participants under 18 years of age

THIS FORM MUST BE COMPLETED BY A PARENT OR CARER BEFORE THE YOUNG PERSON CAN PARTICIPATE IN SUNDAY SCHOOL/ CHORIR/ YOUTH CLUB ACTIVITIES.

THERE SHOULD BE ONE FOR EACH PARTICIPANT.

(Please Print)

Name of participant:

Date of Birth:

Home address:

.....

.....

..... **Post Code**

Name/address/telephone number of doctor:

Details of any know medical conditions, special medical treatment, allergies (inc. to medicines) or recent illnesses:

Details of any medication to be taken, include details of how often, any relevant side effects:

Are there any other special requirements (dietary, wheelchair access, BSL interpreter, other):

Any other information you feel may be useful:

This health report is correct as far as I know.

Parental/carer's signature:

Date:

St Thomas's Church, Salisbury



ACTIVITY SAFETY CHECKLIST

Please complete this form before you begin your Activity and add any other items which you feel would affect the safety of the activity.

1	Has a risk assessment been completed for this activity? If not the activity must be halted until one is completed.	Yes/No	Action
2	Is there a phone for emergency situations?	Yes/No	
3	Do you have emergency contact numbers including local casualty addresses and numbers and caretakers' details?	Yes/No	
4	Do you have a First Aid Kit?	Yes/No	
5	Do the participants know where the First Aid Kits are located and have the First Aiders been identified to the group?	Yes/No	
6	Are the emergency exits clear and been identified by participants?	Yes/No	
7	Do you know where the fire extinguisher is located?	Yes/No	
8	Is all the equipment safe to use and the operators aware of how to use safely?	Yes/No	
9	Are all workers aware of the Health and Safety Policy?	Yes/No	
10	Are all workers and volunteers aware of the Child Protection Policy?	Yes/No	
11	Have all hazards been identified and marked out?	Yes/No	
12	Is anyone working alone? If yes, they must halt this activity	Yes/No	
13	Have you a suitable ratio of adult supervision to run the activity? If no the activity should be stopped	Yes/No	
14	Is it safe for the event to take place? If no, then the event should be cancelled	Yes/No	
15			
16			
17			

St Thomas's Church, Salisbury

PLANNED ACTIVITY, EVENT or TRIP INFORMATION SHEET



Details of event or activity or trip:

Address of venue or event or trip:

Day, date and time of leaving:

Day, date and time of return:

Names of those in charge:

Emergency/ Mobile contact no.

Insurance Cover:

Other information (equipment, money etc.)

Glossary of terms

Criminal Records Bureau

An agency of the Home Office which, through its Disclosure service, helps organisations recruit more safely. www.disclosure.gov.uk

Disclosure (official)

A Disclosure is a document containing information held by the police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions about people working with children, young people or vulnerable adults.

The Children's Act

The Protection of Children Act 1999 was the Government's first step towards establishing a coherent framework for identifying those adults considered to be unsuitable to work with children. The Act requires childcare organisations to make use of the Disclosures Service in their recruitment and reporting processes (and strongly urges other organisations involved with children and young adults to do so). The Protection of Children Act 1999 was superseded by the Criminal Justice and Court Services Act 2000 which is specifically about Disclosures and child protection issues.

COSHH

Control of substances hazardous to health: corrosive, irritant, harmful or toxic. Pesticides, products or by-products such as dust or fumes, micro-organisms i.e. viruses, bacteria etc. and carcinogens (cancer causing agents) www.coshh-essentials.org.uk

The Disclosure service

Provides a regulated 'one stop' service for England and Wales, offering access to records held by the police, together with those held by the Department of Health (DH) and the Department for Education and Skills (DfES). It enables organisations to make more thorough recruitment checks, particularly for positions that involve regular contact with children and vulnerable adults.

Comment [A J L1]:

Disclosure - of alleged abuse

In the context of child protection the term describes an event in which a child, young person or vulnerable adult confides information about abuse or neglect.

Health & Safety

Government regulations from the Health and Safety Executive (HSE) concerning safety at work. Major areas of potential risk are identified, such as fire, equipment, first aid, control of infectious diseases etc., and rules and guidelines are issued to help monitor and manage these risk. www.hse.gov.uk

In loco parentis

Refers to the person legally responsible for a child in the absence of the child's parent(s) or regular carer.

Comment [Unp2]: Add here the para from the Context section about in loc.par, which seemed out of place approx p 8

Kaleidoscope

Training provided by the Diocese, call Rachel Bussey, Diocesan Child Protection Advisor, or contact the Local Child Protection Administrator for more detail.

Salisbury Diocesan Offices

Have an in-depth child protection policy which all churches under the diocese adhere to this can be viewed at the diocesan website www.salisbury.anglican.org or by contacting Diocesan Child Protection Officer: Rachel Bussey rachel.bussey@salisbury.anglican.org

Social services departments

The local authority social services department should be contacted when there is concern about possible abuse of a child, young person or vulnerable adult. It is the responsibility of social services, working if necessary with other services such as the police, to determine if abuse has taken place.

(see important telephone numbers for contact details)

Sole charge

Means having unsupervised contact with children, young people or vulnerable adults.

Spectrum

Training provided by the Diocese, call Rachel Bussey DCPA or contact the Child Protection Administrator for more detail.

Vulnerable adult

There is no standard definition. The working definition is: Vulnerable adults are people who are, or may be, in need of community care services because of mental disability or other disability, age or illness, and who are, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

Young person

In this document, a 'young person' is in the upper age ranges of the official definition of a child. The term has no legal status - it acknowledges that people aged 16 or 17, may not think of themselves as 'children'. 'Child' is a legal term.

INDEX

A

About these Guidelines, 2
Activity Safety Checklist, 29
Appropriate Behaviour
children & young people, 22

C

Communication, 16
Complaints procedure, 21
Consent
Criminal Records Bureau, 6, 33

D

Definitions of Abuse, 18
Disclosure, 19, 33
Drugs and alcohol, 22

E

Equipment & materials, 10

F

Finance, 16, 21
First Aid
Prescribed medication, Food
Allergies/Allergic reactions, 11, 21

G

Glossary of terms, 31
Good Practice, 5

H

Health & Medical Consent Form, 27
Hearing & Reporting disclosure, 19

I

Important telephone numbers, 23
Inappropriate behaviour, 22
Insurance, 21

L

List of potentially dangerous activities
23

M

Media Consent, 12
Media consent form, 26
Ministry, 20

O

Off-site Activities, 13
Route map for offsite trips, 15

P

Parental/Carer Consent Form, 28
Personnel, 6
Planned Activity Info Sheet, 30
Practical Safety
Fire Safety, Equipment & Materials, 9

R

Ratios of staff to children and young
people, 8
Recruitment and Recruitment Process
Job Description, Line Management, 7
Registration, 14
Residential courses / Days Away, 21
Risk assessment/Risk Management 9
Risk assessment template, 25

S

Safe from harm, 17
Safety, 9
Security, 10
Special Needs, 14
Statement of Purpose, 4

T

Training, 7
Transport, collection after an event,
8

V

Volunteer contract template, 24

