



Churchcentral
Birmingham

Safeguarding Children Policy

Policy Statement Guidelines and Procedures

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Policy Statement

Churchcentral ("CC") is committed to the nurturing, protection and safekeeping of all its members and associates, but especially Children.

We believe that the primary responsibility for the care of a child is that of the parents/legal guardians and would aim to help and encourage parents in their role. We also recognise that we are a family together and every member of the church shares in the responsibility of teaching, encouraging, developing and loving Children.

Part of this responsibility is to protect Children from physical, sexual and emotional abuse and to report any abuse discovered or suspected.

We acknowledge the need for dedicated Children's workers and we aim in every way to exercise proper care in the selection and appointment of those working with Children whether they are paid or volunteers.

The Leadership Team is committed to supporting, training and resourcing those who work with Children and giving them appropriate supervision.

We are committed to the Home Office Code of Practice *Safe from Harm* and have adopted appropriate guidelines and procedures in order to protect the Children we have contact with. These are detailed in the church's document "Safeguarding – Guidelines and Procedures".

Each person working with Children must be familiar with the recommendations and undertake to observe them. Each shall be given a copy of the "Safeguarding – Guidelines and Procedures" document.

It is the responsibility of everybody to protect Children from physical, sexual and emotional abuse and to report any abuse discovered or suspected.

2. Roles and Responsibilities

The following words have the following meanings and the following roles and responsibilities have the following descriptions:

"Church" means the registered charity and Company limited by guarantee known as *Churchcentral Trust* whose registered office is Central House, 13 Ravenhurst Street, Birmingham, B12 0HD, and whose company no. is 05834930 and charity number is 1118562

"Children" shall include babies toddlers and young people up to 17 years of age

"Safeguarding Children Policy" means this document and any subsequent statutory and other variations

"Elders" means the person or persons with the overall governmental responsibility for the Church which includes any work that is carried out by or on behalf of the Church with Children. The Elders shall have the power from time to time to delegate responsibility to various persons in accordance with the Safeguarding Policy.

"Leadership Team" means those Members to whom the Elders may from time to time delegate responsibility for the day to day running of various aspects of the Church and its functions

"Co-ordinator" shall be part of the Leadership Team with specific responsibility to co-ordinate and oversee the day to day running and functioning of the Church's work amongst Children including:

- liaison between the various Children's groups which exist in the Church from time to time
- liaison between the Kidz Champions and Totz Site Reps, Kidz/Totz/Emerge Leaders, the Elders and Leadership team.
- making and reviewing appointments of Totz/Kidz Leaders and Helpers
- to ensure that all those working with Children receive training and with regard to the Safeguarding Policy

"Directors(s)" means a Director of the Church which is a "regulated position" under the provision of Part II of the Criminal Justice and Court Services Act 2000 ("the Act") and shall not be a person who has been banned from working with Children under the provisions of the Act

"Member" means a member of the Church which means someone who both:

- has completed the Church membership course and has signed and is abiding by the terms of membership
- regularly attends the meetings of the Church

"Children's Advocate" is an Independent Person who is appointed to represent the welfare and protection of Children in the Church and who shall also act as reporting officer to whom any suspected or disclosed cases of abuse should in the first instance be referred to.

"Independent Person" is a Member who is not directly involved in working with Children

"Kidz Champions, Totz Site Reps and Youth Worker" are those with designated overall responsibility for the Kidz and Totz admin at each specific site or the Youth Work (Emerge).

"Kidz/Totz/Emerge Leader" is the person or persons responsible for the planning and running of any age related activities involving Children and who must always be present for the duration of such activities and carries responsibility for what goes on during these times and who shall have responsibility for the supervising of the Helper on duty with them and to ensure that everybody knows what their role is during that specific activity.

"Helper" means those who assist the Kidz/Totz/Emerge Leader in the running and supervision of any age related activities giving such practical help and support as shall be requested by the Age Group Leader from time to time. Sometimes also referred to as 'Helpers'.

"Workers" is a collective term for the Kidz/Totz/Emerge Leaders and Assistants or anybody else over the age of 18 who works or helps with Children from time to time

Useful contacts & names of those responsible in the church

Safeguarding Coordinator	Owen O'Brien
Children's Advocates	Andy Dutch (North Site) Carole Gallant (West Site) Marc Kusicka (South Site)
CCPAS 24 Hour helpline	0845 120 4550 (the Church's CCPAS membership no. is 3395)
Birmingham MASH	0121 675 4806 (Out of hours number)
(Multi-Agency Safeguarding HUB) This is the single point of contact for statutory agencies.	

3. Appointment of Workers

Anyone who wishes to work with Children in the Church shall be appointed in the following way:

3.1 Job Description

A simple job description will be written for every position that involves working with Children within the Church, both paid and voluntary and each person taking on any such a role within the Church will be provided with a copy of such job description.

3.2 Application form

An application form will be completed by the applicant giving the following information.

3.3 Requirements for applicants

All prospective Workers must show commitment to the vision and values of Churchcentral and must be able to provide a written character reference from another member.

3.4 Appointment procedure

The appointment procedure is as follows:

1. Completion of the Application form mentioned in 3.2
2. An informal interview (with the Co-ordinator and Kidz Champion or Totz Site Rep) to find out the experiences and attitudes of the interviewee
3. Receipt of a written character reference from another Member
4. Completion of an enhanced disclosure from the Disclosure & Barring Service
5. The applicant must be given a copy of the Safeguarding Policy and agree in writing to adhere to its requirements
6. A probationary period of at least 4 sessions after which the appointment will be reviewed by the Co-ordinator and, where appropriate, Kidz Champion or Totz Site Rep.

3.5 Making an appointment

The decision to make an appointment will lie with the Co-ordinator in co-operation with the Elders. These decisions will be reviewed at regular intervals and each position reconsidered, in consultation with the individual, at the beginning of the autumn school term.

A person will not be appointed if:-

- They do not meet the requirements of Section 3.3
- They do not meet the requirements of the Co-ordinator
- They have previously abused a child

- They are known to have a record of inappropriate sexual behaviour or violence
- Elders have any reservations about the appointment

3.6 Training

Training in the church's Safeguarding Policy will be given to all recruits. This will include an overview of the policy and an explanation of how to handle disclosure or suspicion of abuse.

4. Handling Confidential Information

The following matters must be adhered to when handling Confidential information:

4.1 Data Protection Act and GDPR

Children's Registration forms

- A Children's Registration form will be filled in by parents or guardians and given to the appropriate Kidz/Totz/Emerge Leaders upon the commencement of any Children's activities. They will be transferred to the church offices securely for processing.
- Once the necessary information (Name/D.O.B./Medical/Special Needs) has been transferred onto the church database and information sheet for the relevant leaders the form will be destroyed.
- The form will not be left at any of the sites. Because this information may be necessary in case of an incident the information on these forms will be stored on our secure online system and a specific site password protected electronic device, which only a few necessary people have access to, and the original form destroyed. If this information is needed for a children's event where parents are not present someone with authorised access will make copies of the information and give to the relevant Kidz/Totz/Emerge Leader, who will destroy the information after the event. (They will not be required on a Sunday morning because there will always be a parent or guardian present in the building.)

4.2 DBS Disclosures

- When self-declaration DBS forms are returned to the Church they will be seen only by those entitled to see them in the course of their duties. These forms will be stored securely in a non-portable locked draw at the Church's registered offices. This drawer will only be accessible to named people.
- An enhanced DBS check will then be completed through CCPAS
- The appropriate Kidz Champion, Totz Site Rep or Youth Worker will then be informed that the person is suitable for the job.
- If there is anything recorded on the disclosure an Elder will be informed and make a decision about whether the applicant is suitable to serve. The appropriate Kidz Champion, Totz Site Rep or Youth Worker will then be informed of the decision – if the decision is to not allow the person to serve the nature of what is recorded on the disclosure will not be passed on. If the decision is to allow the person to serve and it is necessary for the Kidz Champion, Totz Site Rep or Worker to know the nature of what is recorded they will be informed – but they will be the only other person to know and it will not be shared with any other children's worker or church member.

4.3 Retention of Disclosure information

- We never receive the full disclosure certificate, just an online record of the date, number and whether any information has been recorded on it. The applicant receives their own disclosure and is responsible themselves for the keeping it securely.
- A record will be kept of the date of a Disclosure, the name of the subject, the type of disclosure, the workforce for which the disclosure was requested and the reference number issued by the Disclosure & Barring Service on our computerised records until three years after the DBS was issued, when we then ask the applicant to reapply for a new one. The old date and number will then be archived.
- If someone leaves the serving team before the end of the 3 year period, their DBS date and number will be archived at that point. We retain the dates and numbers of DBS disclosures beyond the serving period and certificate duration for safeguarding and accountability purposes.
- No copies of Disclosures or the information therein will be made, either by photocopying or in writing by any member of the staff team.
- Self-Declaration Forms and Update Service Forms will kept until the duration of the certificate terminates. At this point they will be destroyed by a member of the staff team.
- All other correspondence will be destroyed once it has been processed. Please see Churchcentral GDPR policy for more information on this.

5. Child Abuse

The following matters shall be followed and adhered to relating to the abuse of Children in the Church:

5.1 Definitions of Abuse (England and Wales)

The definitions of the abuse of Children ("**Abuse**") recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, '**working together to safeguard children**' (1999) (which for the purpose of this Safeguarding Policy is hereby adopted) are as follows:

Abuse and Neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Sexual Abuse

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

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Organised Abuse

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

Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools."

Financial Abuse

Financial Abuse involves a misuse of the power over children and their money in order to make personal financial gains. This may include misappropriating funds donated for the benefit of children, or given by children for a specific purpose. It also may include coercing children into giving additional money for fake reasons and causes.

Electronic Abuse

Electronic abuse involves the use of electronic communications to abuse a child. The electronic communications can include texting, emailing and over forms of messaging, and communication through social network websites. This abuse may be emotional, sexual, threatening or grooming. It can be an extension of abuse that occurs face to face, or it can act online. Electronic abuse may also include cyberbullying.

Kids that Abuse

It is important to remember that any of the above forms of abuse could be committed by another child, particularly older children towards younger children. Abuse from other children should be taken seriously.

If you are worried that a child may be suffering from one or more of the above signs of abuse, and want more information on what to look for the NSPCC's website has very useful information about the different types of abuse, and the signs and symptoms of abuse. Visit www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects

5.2 Recognising and responding to Abuse

What to do if you suspect that Abuse may have occurred

- 1 You must report concerns as soon as possible to the Children's Advocate who will be responsible for referring all allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of the Children's Advocate the matter should be brought to the attention of the Elders as soon as practicable.
- 2 Suspicions will not be discussed with anyone other than the Children's Advocate or the Elders.
- 3 It is, of course, the right of any individual to make direct referrals to the safeguarding agencies, although we will encourage Members to use the above procedure. If a concerned individual feels that the Children's Advocate or Elders have not responded appropriately to their concerns, then it is open for them to contact the relevant organisation direct.
- 4 Advice of the Churches' Safeguarding Advisory Service can be sought by contacting 0845-120-4550.

5.3 What to expect after you have reported an allegation or suspicion

Allegations of physical injury or neglect

If a child has a physical injury or symptom of neglect, the Worker will:

- 1 Contact the Children's Advocate for advice if concerned about the child's safety.
- 2 Where emergency medical attention is necessary it will be sought immediately. The Worker will inform the doctor of any suspicions of abuse
- 3 In other circumstances speak with the parent/guardian and suggest that medical help/attention is sought for the child
- 4 The doctor will then initiate further action, if necessary. If appropriate the parent/guardian will be encouraged to seek help from the Social Services.
- 5 Where the parent/guardian is unwilling to seek help, if appropriate, the Worker or Children's Advocate will offer to go with them to seek help from the Social Services. If they remain unwilling, the Children's Advocate should, in cases of real concern, contact Social Services for advice.

Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual Abuse, the Children's Advocate will:

- 1 Contact the Elders and Social Services Safeguarding Officer/Police Safeguarding Unit directly. The Children's Advocate will not speak to the parent/guardian (or anyone else)
- 2 If, for any reason, the Children's Advocate is unsure whether or not to follow the above, then advice from the Elders or Churches' Safeguarding Advisory Service on 0845-120-4550 will be sought and followed.
- 3 Under no circumstances will the Children's Advocate attempt to carry out any investigation into the allegations or suspicions of sexual abuse. The role of the Children's Advocate is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- 4 Whilst allegations or suspicions of sexual abuse will normally be reported to the Children's Advocate, the absence of the Children's Advocate should not delay referral to the Social Services Department.
- 5 If there is a disagreement between the person in receipt of the allegation/suspicion, and the Children's Advocate as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.
- 6 The Elders will support the Children's Advocate in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

Allegations of Neglect and Abuse within Church Children's work

In the event when someone suspects or has an allegation of neglect or abuse that is happening within the Children's work they should approach the Children's Advocate or Elder as above. This could be an ongoing event of abuse (e.g. a worker making snide comments to a child on a weekly basis), or a short incident of neglect (e.g. the workers left the children alone in the room, or did not leave enough responsible adults, and someone got injured or nearly got injured) The person making the allegation of abuse does not need to be a volunteer, it could be a concerned parent, church attendee or child themselves, who are concerned about children's wellbeing whilst in the care of Churchcentral. The Children's Advocate will then discuss the concerns with an elder, and it will be investigated and the elders will decide on the appropriate course of action to take. The individual still has the right to make direct referrals to the safeguarding agencies, although we will encourage Members to use the above procedure. If they do so this will not affect their role or position within Churchcentral, however malicious false allegations may affect their role in the future.

5.4 How to react when a child wants to talk about abuse

General Points:

- Reassure the child that it is good to talk about things that worry us and that you want to help.
- Accept what the child says (however unlikely the story may sound)
- Keep calm - acknowledge that it is hard to talk about this
- Look at the child directly (indicates acceptance of the child)
- Don't promise confidentiality if the child wants you to keep a secret. (Remember though, that it takes a lot of courage for a child to disclose abuse, so don't frighten them off - choose your words carefully i.e. tell the child that you may have to report what has happened to 'special people' who want to help Children when this happens)
- Even when a child has broken a rule, they are not to blame for the abuse
- Don't push for information – gently locate the source of the distress
- Find out if the child has been sworn to secrecy. Never ask for the secret to be disclosed. There could be threats attached to telling.
- The responses to the above should indicate whether the matter needs to be reported. If you are still unsure report it to a children's advocate anyway.
- Tell the child that if they want to tell you more at another time, you will gladly listen
- Do not interrogate the child about the abuse, but pass the information to the designated church leader.

Helpful things to say or show

- ✓ *"I believe you"* (or showing acceptance of what the child says)

- ✓ *"I am glad you have told me"*
- ✓ *"It's not your fault"*
- ✓ *"I will help you"*

Avoid Saying:

- ✗ *"Why didn't you tell anyone before?"*
- ✗ *"I can't believe it!"*
- ✗ *"Are you sure this is true?"*
- ✗ *"Why? How? When? Who? Where?"*
- ✗ *"I am shocked, don't tell anyone else"*

Never make false promises i.e. that the abuse will stop (that, unfortunately, cannot be guaranteed)

5.5 What to do once a child has talked to you about Abuse: The Procedure

Make notes as soon as possible (preferably within an hour of the interview) writing down exactly what the child said, when he/she said it, what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events & when you made the record. Keep all hand written notes, even if subsequently typed up.

Report your discussion as soon as possible to a Children's Advocate or Elder.

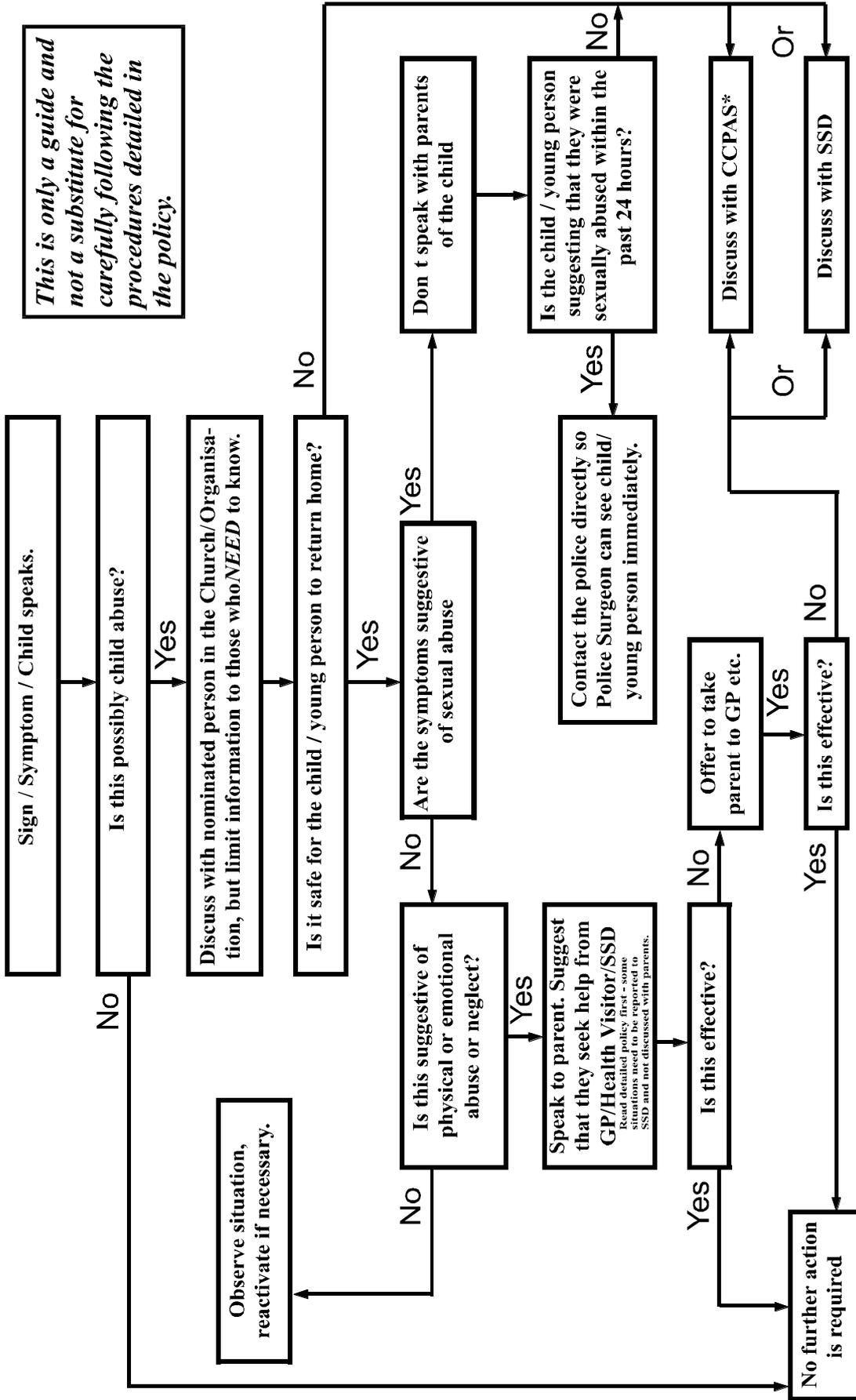
Concluding

Again, reassure the child that they were right to tell you and that you believe them.

Let the child know what you are going to do next and that you will let them know what happens. (You might have to consider referring to Social Services/Police to prevent a child/young person returning home if you consider them to be seriously at risk of further Abuse)

You should NEVER discuss your suspicions or the allegations with anyone other than those nominated above

What To Do When You Suspect Child Abuse



*CCPAS = PCCAs Churches Child Protection Advisory Service

6. Good Practice

6.1 Actions and Language

It is our policy that:

- Children should be treated with respect and dignity.
- Workers shall at all times conduct themselves in an appropriate manner and using an appropriate tone of voice and body language and considering the affect that their own actions may be having on a child.
- Children should be given every reasonable opportunity to communicate with Workers so that they are well listened to and their body language should be noticed as well and every effort made to better understand what they are saying.
- The following are not acceptable at any time
 - Rough physical games with Children
 - Sexual jokes or comments – even in “fun”
 - Belittling, ridiculing or rejecting.
- Another adult should be present if a child needs a nappy change or has soiled their clothes or if any personal contact is required. If at all possible the child’s own parents should be called on in these cases.
- Very young Children who need to be taken to the toilet should only be taken by a female Worker, who should only enter the toilet cubicle if absolutely necessary (e.g. to lift the child on and off). Children aged 8 and over should either be escorted to the toilet door or taken in groups by a Worker of the same gender if possible, who, except in the case of an emergency, does then not need to enter the room.
- Workers should not take photos of children whilst the child is in Churchcentral care, even if the child’s parent normally lets the worker take photos of the child when outside of church.

6.2 Physical Contact

It is accepted that from time to time there will need to be some physical contact with the Children we are working with. We will refrain from unnecessary physical contact of any type.

The following are examples of acceptable physical contact:

- Picking up a child who has fallen over
- Comforting a child who is distressed, for example with an arm around the shoulder
- Holding hands with a very young child, for example in a dance/game or when walking with them.

6.3 Praying with Children

Within our Sunday morning sessions, and youth group sessions it is common place for adults to pray with the children. Most of the time this will be done as a group.

There will be occasions when children want to someone to pray for them away from their friends. This should where possible be done with two adults, with at least one of the adults being the same gender as the child. If it is not possible to pray with two adults and one has to pray with the

child alone the adult must be DBS checked and of the same gender as the child. They should pray within sight of others.

Whether within a group or one to one praying for and with children should always be done in a gentle and responsible way.

- Children should only be prayed for with their permission. If it is outside of a Sunday morning/youth group setting there should be permission from the child's parent if they are under 16.
- There should be no shouting or using of an aggressive tone
- Children's workers should be careful when giving advice in prayer, only to give general advice and encouragement that is in line with Biblical teachings. They should avoid giving specific advice about decisions.
- If a children's worker has a word or picture from God for a child, in whatever setting, it should only be given to the child with someone else present, and ideally should be given to the child's parent first.

6.4 Transporting Children

With regard to transporting Children Workers shall:

- Avoid wherever possible giving lifts to Children unaccompanied by another adult.
- Require that Children should sit in the rear of the car.
- Only transport children in their own car if they have a full valid licence and their car is roadworthy and has valid insurance.
- Check before setting off the children are wearing seat belts.
- Require Parents/guardians to sign a consent form in respect of travel arrangements.
- Contributions to the use of a minibus should not be taken without a permit from the DETR

On every trip each adult should be given a written list of the Children for whom they have responsibility – even when the whole group is remaining together and all arrangements for transporting Children should be approved by the Co-ordinator.

6.5 Electronic Communications with Children

It will sometimes be necessary for Children's Workers to correspond with children via electronic communication (including but not exclusive to email, texting, social messaging). This will only be done for children with youth work. When communicating electronically with children Children's workers shall:

- Be appropriate and wholesome in content. As within our verbal policy Children's workers will not belittle, ridicule or reject the child, nor will they make sexual jokes or comments – even in "fun". Being appropriate will also help avoid a scenario where a child gets the idea there is a "special relationship" developing beyond that of a worker and child.
- Contact children at appropriate times, e.g. not late at night.
- Where possible record their electronic communications in case of misunderstanding
- Avoid sharing things publically on social networking which will allow the child's information to be shared (e.g. tagging a child in a post on Facebook may allow their profile and contact

information to be shared with your friends or the public dependent on your and the child's security settings)

6.6 Visiting Children outside of Churchcentral Group Meetings

Occasionally children's workers may need to meet up with children outside of Churchcentral meetings. This will only be done within youth work (those ages 11-18). The Children's worker might meet up with the child within their own home or somewhere else (e.g. a coffee shop). If meeting up with a child in the child's home the children's worker must:

- Be meeting up with a child of their own gender
- Have permission from their leader
- Have permission from the child's parent
- Only go when a child's parent/guardian is in the home too
- Inform a responsible person that they are going – where they are going and let them know what time you leave and what time you return
- Take a mobile phone with them so they are contactable at all times.

If the Children's worker is meeting up with the child somewhere else they must:

- Be meeting up with a child/children of their own gender, unless going with another leader of the same gender as the child
- Have permission from their leader
- Make sure it is a public place, e.g. a coffee shop, so there are other people around
- Ensure the children's parent knows where they are and who they are with if they are under the age of 16. Ideally this will be told to the parent by the worker in written format and then confirmed verbally.
- Tell the parent and get consent if they will be offering the child a lift to the meeting/home again afterwards.
- Inform a responsible person that they are going – where they are going and let them know what time you leave and what time you return
- Take a mobile phone with them so they are contactable at all times.

6.7 Overnight stays

In the case of a trip which involves Children staying overnight without their parent/guardian:

- Written consent will be required from the parent/carer after they have been given specific details of the trip.
- Specific guidelines will be written and provided to Workers and parents for each individual trip. These will take into account the age and gender of Children attending, the type of accommodation etc. etc.
- Arrangements for any overnight stays should be approved by the Co-ordinator.

6.8 Health and Safety – Sunday mornings at all sites

- All accidents should be recorded on accident forms stored on the electronic devices for each site with details of the time and nature of the accident, any injury sustained and any action taken. This should then be shown to the parent/guardian and signed by them and by the Kidz/Totz Leader present at the time.
- A first aid kit will be kept stocked in the main hall, along with an up to date list of First Aiders in the church.
- Parents will be advised (see Appendix – Parents Letters) that Children should not be allowed to wander around the school or grounds and should at all times remain only in the areas permitted for use by the Church.
- In the case of a fire:-
 - All Children should be escorted out of the building and assembled on the grass by the site-specific fire assembly point. (**South site:** Flagpole outside the main entrance of the boys school. **West site:** Concrete tennis courts. **North site:** Carpark). There they will be checked off on the register/weekly sign in sheet and reunited with their parents.
 - The Kidz/Totz Leader who is on duty should be the last to leave the room ensuring no Children or staff are left behind. It is their responsibility to pick up that weeks' register and take it out to the assembly point.
 - Parents will be informed where to pick up their Children by the person anchoring the Sunday meeting and they will still need to sign the sheet as normal when they pick up their child.
- Workers will be responsible for ensuring that there are no obvious safety hazards each week and that the activities undertaken do not put Children at risk.
- Any concerns with regard to the safety of the rooms should be reported to the venue manager or caretaker of the school.

6.9 Health and Safety – On other premises

- When organising any activities elsewhere the following will need to be taken into consideration:-
 - Furniture
 - Equipment – including storage of hazardous materials on the premises
 - Electrics – sockets may need to be covered
 - First aid
 - Fire Equipment
 - Lighting
 - Travel
 - What to do in an emergency
 - Security

Discipline

- 7.1 We believe that it is important to discipline because it brings security, produces character, prepares for life, is evidence of love and is God's heart (Hebrews 12:5-12 & Proverbs 22:2) and shall encourage and promote positive discipline methods in the Church and provide support training and help for parents in matters of discipline.
- 7.2 It is primarily the parent or guardian's role to exercise discipline over their Children and wherever possible their input and co-operation shall be sought and encouraged.
- 7.3 Where workers are responsible for children they shall exercise discipline in accordance with the following:
- Discipline must be insistent, persistent and consistent.
 - Physical punishment or humiliation should never be used.
 - Discipline should never be done out of anger – if a worker is angry with a child another worker will be asked somebody else to handle the situation.
 - Simple ground rules should be laid down regarding swearing, racism, name calling, physical violence, respect for property etc. It shall be made clear to children what will happen if these rules are broken.
 - If correction is necessary children should be taken aside and not disciplined in public.
 - Other than for minor matters parents shall be kept informed of any disciplinary measures that have been required or taken

8. Abuse of Trust

All relationships between Children and Workers responsible for them are relationships of trust. This is not a relationship of equal partners and is therefore open to abuse of trust.

It is therefore our policy that:

- Under no circumstances is it acceptable for those working with Children and young people to enter into a romantic relationship with a child/young person even if this person is over the age of consent.
- If such a romantic relationship does occur the Worker would be requested to step down from their position or to cease the relationship

9. Ratios

We will adhere to the following ratios in our Children's work at all times:

Indoor Activities

Age	Ratio
0-2 years	1:3
2-3 years	1:4
3-8 years	1:8
8 and over	2:20 (male and female) + 1 extra adult for every 10 Children

Outdoor Activities

Age	Ratio
0-2 years	1:2
2-3 years	1:2
3-8 years	1:6
8-13	2:15 (male and female) + 1 extra adult for every 8 Children
13 and over	2:20 (male and female) + 1 extra adult for every 10 Children

- At all times we will ensure that there are enough adults available to maintain the ratios should one adult have to leave the room for any reason.
- Workers will not be alone with Children where their activities cannot be seen by others.
- When Children are invited to a Workers home it is essential that parents know where the child is and strict start and finish times are adhered to. Children will only be invited to Workers homes in groups, never by themselves and there will always be another adult present.
- If a counselling situation should be necessary with a young person this will take place in a place where there are other adults present, ideally with 2 adults involved in the counselling. The young person should be aware that there are other people present and doors to rooms remain open at all times. Strict start and finish times should be agreed in advance.
- At no time should an adult be left alone with a child or group of Children.

10. Registration of Children

10.1 Registering Children and keeping parents appropriately informed

The following procedures shall be followed regarding the registering of Children and keeping their parents or guardians informed:

- All Children shall have a registration form filled in by their parent/guardian.
- Parents/guardians will be required to complete consent forms for emergency medical treatment and for travel arrangements when their Children are being cared for in their absence (e.g. kids club or trips).
- Workers need to be aware of any legal constraints on access to Children by absent parents.
- Parents should have access to a copy of the parent's letters. They will be invited to read a copy of the Safeguarding Policy and will be made aware of what action would be taken in case of a safeguarding issue arising.
- Parents should have access to up to date information, including names and telephone numbers, of the Co-ordinator and appropriate Kidz Champion, Totz Site Rep and Youth Worker.
- We shall ensure that parents/guardians are clear about the start and finish time of any activities that Children are involved in.
- Children under the age of 11 (up to year 6) will either be signed in and out both on a Sunday morning and at other events by a parent/guardian or the parent/guardian will be provided with a 'token' identifying them as the responsible carer, which should be shown at collection.
- Children under the age of 11 (up to year 6) should be accompanied to and from the Children's room by an appropriate adult.
- Medical forms should be used and carried on all trips.

Weekly Sign In Sheets

Weekly sign in sheets shall be used consistently. These are required on the day in the event of a fire or other emergency.

Weekly sign in information should be destroyed by the Kidz/Totz leader at site.

11. Working with Known Offenders

Where somebody attending the Church is known to have abused Children one or more of the Elders will meet with that individual and agree certain boundaries which that person will be expected to keep. The individual will be required to sign a written agreement with the Church confirming these boundaries.

