

CHILD PROTECTION POLICY FOR ST. THOMAS' CHURCH

September 2015

(To be reviewed every 3 years.)

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Approved and Ratified by PCC (September 2015)

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INTRODUCTION

DEFINITIONS OF TERMS

For the purposes of this Child Protection Policy, all references to:

'*child*', '*children*', '*young person*', '*young people*', – whether singular or plural – are used interchangeably and are taken to refer to 'Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.'¹ St Thomas Church also would recognise un-born babies in this category.

'*workers*', '*staff*', '*volunteers*', '*helpers*' are used interchangeably and are taken to refer to anyone interacting with children on behalf of The Church

'*child abuse*' refers to any of the recognised forms of abuse – physical, emotional, sexual abuse or neglect.

WHY WE HAVE A CHILD PROTECTION POLICY

- *A Child protection policy will help protect **children**.*

A child protection policy helps to create a safe and positive environment for children and, although no procedures or processes can offer complete protection for children, following these procedures and implementing a policy minimises the risk to children from abuse and exploitation. Working Together to Safeguard Children 2015 states that safeguarding is everyone's responsibility and also highlights the specific role that faith groups have. (Para.15 and Para. 44)

- *A Child protection policy will help protect **workers***

A child protection policy clarifies what The Church requires in relation to the protection of children. It sets out standards of behaviour for project staff and volunteers when they are working with children and what to do if they notice, or are told about, inappropriate behaviour in others.

- *A Child protection policy will help protect **The Church**.*

A child protection policy is a statement of intent that demonstrates St Thomas' Church commitment to safeguard children from harm. Child protection policies will help move us towards best practice in this area and deter those who would wish to abuse children from seeking to work with children on behalf of St Thomas' Church.

POLICY ISSUES:

MISSION STATEMENT

The Parochial Church Council (referred to as the "PCC" for the rest of this document) recognises the importance of its ministry with children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care. The welfare of the child is always paramount. St. Thomas' Church mission statement is "knowing Jesus better and making Jesus better known" which means that St. Thomas' Church will always look to engage with the community so a strict Safeguard policy is paramount.

As part of its mission, St. Thomas' Church is committed to:

- The safeguarding, care and nurture of children and young people within our church community and who participate in any activity of St. Thomas' Church;
- Safe recruitment, supervision and training for all their staff and volunteers working with children and young people;
- Responding without delay to every report or cause for concern that a child or young person for whom it is responsible may be or may have been harmed in any way, in line with Working Together to Safeguard Children (Para. 18);
- Full cooperation with statutory agencies during any investigation into allegations concerning abuse of a child or young person in the church community;
- Providing informed pastoral care to any child, young person or adult who has suffered abuse;
- The management and supervision of any member of the church community known or thought to pose a threat to children or young people.

CHURCH POLICY

The PCC recognises the need to provide a safe and caring environment for children and young people. It also recognises that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. The PCC has therefore adopted the procedures set out in this document (hereafter "the policy").

The PCC is committed to providing on-going child protection training and will require all staff/ volunteers working with children or young people to attend Child Protection Level 1 training and teams will have refresher training every year. This policy will be reviewed normally every 3 years, and the PCC will regularly review the procedures, ensuring they reflect current practice.

A Safeguarding Committee has been established by the PCC to help ensure that the policies and procedures are effectively integrated into all church activities.

DEFINITIONS OF ABUSE - All Definitions from Working Together to Safeguard Children (Appendix A - Glossary)

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

PHYSICAL ABUSE

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

EMOTIONAL ABUSE

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

NEGLECT

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

SIGNS AND SYMPTOMS OF ABUSE

Recognising possible signs of abuse

The following signs may or may not be indicators that abuse has taken place, however the possibility should be considered and advice from the Safeguarding Committee should be sought.

PHYSICAL SIGNS OF ABUSE

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places that are not normally exposed to falls, rough games, etc
- Injuries that have not received medical attention
- Neglect -under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

INDICATORS OF POSSIBLE SEXUAL ABUSE

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders -anorexia, bulimia*

EMOTIONAL SIGNS OF ABUSE

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
- Also depression, aggression or extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

INDICATORS OF POSSIBLE NEGLECT

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Frequent lateness or non-attendance at school β Untreated medical problems
- Destructive tendencies
- Low self-esteem
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing or scavenging

(all of these definitions have been taken from the Diocese Of Winchester's Safeguarding Children Guidance Manual)

NB – NONE OF THESE SIGNS MEANS THAT ABUSE IS TAKING PLACE OR HAS DONE SO AND ACTION SHOULD NOT BE TAKEN ON THESE ALONE. HOWEVER, THE PRESENCE OF ONE OR MORE OF THE SIGNS OR REPEATED PRESENCE OF THE SIGNS MIGHT RAISE CONCERNS AND SHOULD BE USED AS A PROMPT TO SEEK FURTHER ADVICE.

There are many ways in which a child or young person may try to signal that they have been/are being abused. All Children's and Youth Team will need to be conscious and alert to a range of possible indicators.

RESPONDING TO ALLEGATIONS OF ABUSE

All reports concerning abuse must be treated seriously. The person reporting the incident must be treated sensitively and assured that they are respected and that the complaint is being listened to and taken seriously. All reports, concerns, disclosures, etc. must be reported to the Diocesan Director of Safeguarding immediately following the flow chart Figure 1.

The person receiving the allegation of abuse must keep detailed records of the incident and their response. A record must be kept of all conversations – whether in person or on the telephone. Any decisions or actions taken must be recorded with supporting reasons for the response. All records must be signed and dated. All records, correspondence and other details relating to the allegation must be kept. Any such records may be required by the Police to be produced in evidence should the case go to court.

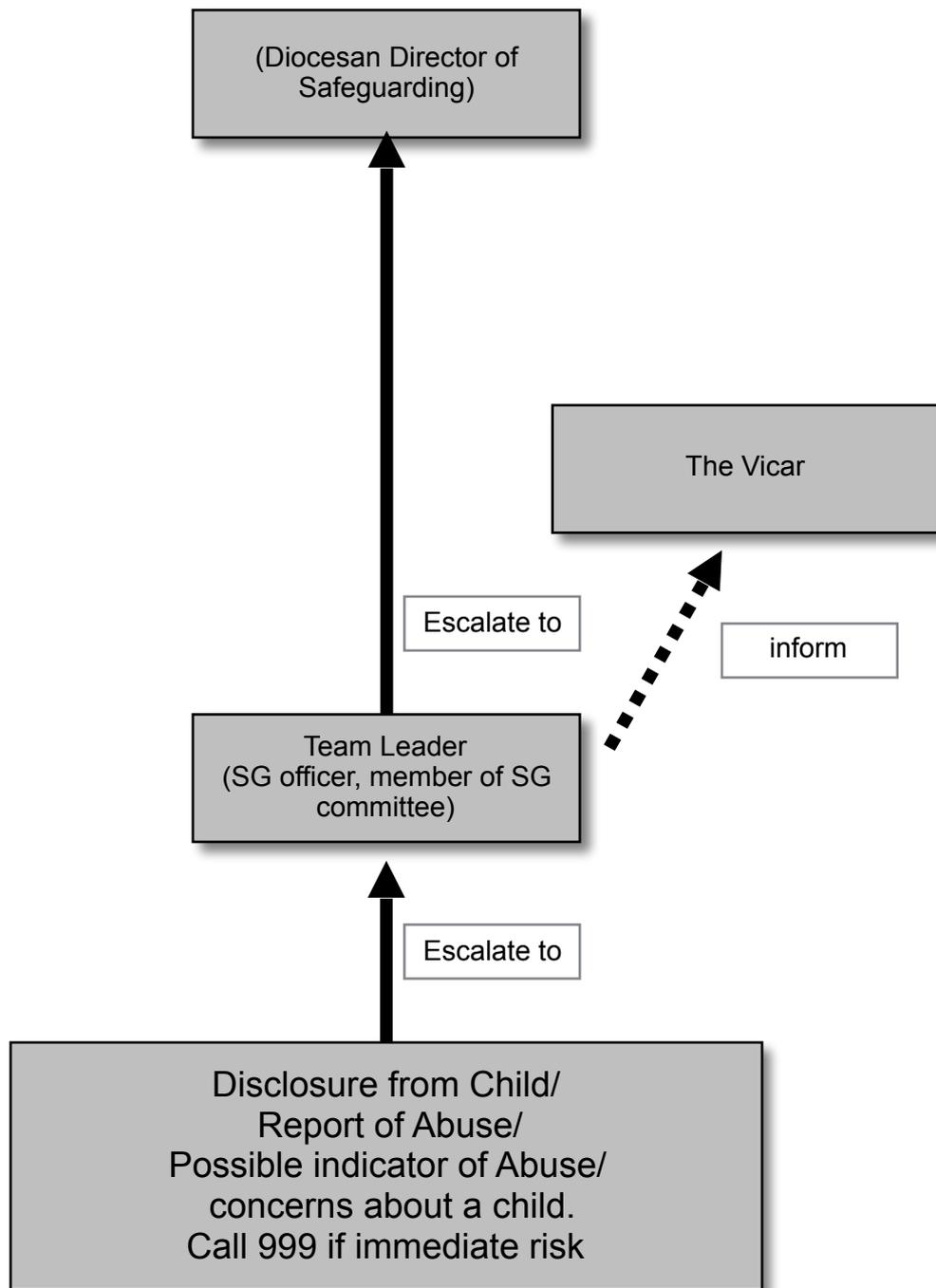
Under no circumstances should a children/youth worker carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse should:

- Discuss concerns with their team leader who should then escalate the information if required.
- The team leader should discuss concerns with the Safeguarding Officer Joshua Heather (07793059423) or these members of the Safeguarding Committee; Neal Hayes, Liz Ranger, Emma Heather and Louise White.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with church procedures and kept in a secure place.
- The PCC will support the Safeguarding Officer 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.
- All reports or concerns must be treated seriously in a necessary, proportionate, relevant and in a timely and secure way.

Disclosures may come by a variety of methods:

- By personal observation
- A direct disclosure from a child or young person
- From an adult disclosing abuse they experienced as a child
- From an adult about a child or young person
- From another child or young person about a child or young person
- From the perpetrator

HOW TO RESPOND TO ABUSE. *Figure 1*



If anyone has a disclosure from a child then they will need to inform a team leader that they need to make a call to the police once this has happened, Diocesan Director of Safeguarding will be contacted.

Once the police have been informed as a team we will action whatever they have asked us to do.

Team leaders and safeguarding committee will be present to help support the member of team that has had to hear the disclosure. The team member will need to let the Diocesan Director of Safeguarding know exactly what has happened and the course of action that was taken.

APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF STAFF & VOLUNTEERS

These policies and procedures will help the PCC ensure all staff and volunteers will be appointed in a safe way. The PCC is committed to ensuring that staff and volunteers have adequate training and supported and supervised appropriately.

APPOINTMENT OF STAFF

St Thomas Church has a Personnel Committee that is committed to ensuring that any staff employed with specific responsibilities for Children and Young People are recruited in a safe way, safe recruitment will be followed for any staff appointment. The Procedure of appointment for Staff will be similar to those of Volunteers but have extra checks if necessary. The Personal Committee have the responsibility of making sure that staff are safely recruited and the safeguarding committee will only support in recruitment at the request for the Personal committee

APPOINTMENT OF VOLUNTEERS

St Thomas Church has a robust recruitment procedure, which will: all include asking any prospective team member to complete an application form for the Disclosure and Barring Service (DBS) This applies to everyone applying who is aged 16+, even though they cannot be counted in ratios. For details of ratios see Protocol for Recommend Staffing Levels (P.47)

The procedure for appointment will be:

- Informal discussion with Team Leader
- Completion of application form and a self declaration of any criminal record (See APPENDIX 1)
- 2 x References taken up - (preferably one in a church leadership position.)
- An application made to the Disclosure and Barring service (DBS) for an enhanced Disclosure*
- Receipt of the Disclosure from the DBS - if blemished shown to Associate Minister/ Vicar/ Neal Hayes and escalated to the Safeguarding Manager Jackie Rowlands.
- Meeting with member of the Safeguarding Committee
- Allocation of volunteer into Children's Network/ Youth Network
- Contract completed if needed - see protocol for working with offenders
- Induction into their role - by specific Team Leader

*see Appendix 3 for Flow chart and time frame for this process of safer recruitment

The Vicar, Associate Minister, Youth Leaders, Children's ministry leaders and/or the PCC will make a decision on whether or not it would be appropriate to appoint a person.

Volunteers will be given a contract on appointment if necessary - see protocol for working with offenders.

*which will be renewed every 5 years as per advice from Siona Jefferys Winchester Diocese Safeguarding officer

See APPENDIX 2 email receipt from Siona Jefferys to enquiry made by Joshua Heather Dec 2014

SUPPORT AND SUPERVISION

All workers will be provided with appropriate support and supervision within their roles. This will be monitored and checked by the Team Leader

TRAINING

All workers will be expected to undertake regular training and St. Thomas' Church will ensure that appropriate opportunities are made available. Each member of the team will have to have Basic Safeguard Training normally every 3 years. This will be provided by Head of Safeguarding for the Diocese. Team Leaders will attend more detailed training normally every year.

Other opportunities for specific training will be monitored by Team Leaders and team will be given opportunities to attend as appropriate.

SUPPORT TO THOSE AFFECTED BY ABUSE

The PCC is committed to offering pastoral care and support to those attending the church who have been affected by abuse.

WORKING WITH OFFENDERS

When someone attending or wishing to join the church is known to have abused children, the PCC will ensure an appropriate Agreement is put in place (where possible the Associate Minister and Vicar will work with statutory agencies to ensure known risks are identified and included) to supervise the individual concerned and offer pastoral care. "The Agreement" will detail the conditions under which the person may attend the church. The safeguarding Manager for the Diocese will be contacted and we will wait until they have drawn up a contact of involvement helping us to find an appropriate place for this person.

See protocol for working with offenders. (p.23)

HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE

Take care to consider the following issues, which apply whatever form of abuse is disclosed:

- Reassure them that under no circumstances are they to blame for the abuse—even if they have broken some rules.
- Accept what the child says without passing judgement.
- Look directly at the child or young person.
- Be honest.
- Let them know you will need to tell someone else, don't promise confidentiality.
- Be aware the child or young person may have been threatened and fear reprisals for having spoken to you.
- Never push for information or question the child. If at any point a child or young person decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.
- Show you take seriously what you are being told.
- Stay calm—even if you find the disclosure shocking. It can be helpful to say the information is distressing as this can be validating.
- Check out what the person hopes for.
- People may need to repeat the account many times—this may be difficult for the listener but can be very helpful for the one who is disclosing.
- Talk through the next steps calmly.
- Reassurance that disclosing is the right thing to do.
- Be dependable.
- Be prepared to continue to be there for the person.
- Be consistent in your relationship.

Consider:

- Is the time and place appropriate?
- Does another person need to be present?

From The Church of England (2011) Responding Well to Those Who Have Been Sexually Abused: policy and guidance for the Church of England, Church House Publishing.

HELPFUL THINGS TO SAY

1. It isn't your fault and you are not to blame at all.

2. I take what you are saying very seriously.
3. I am pleased that you have told me. Thank you for telling me.
4. I am sorry that happened to you.
5. I will help you.

THINGS NOT TO SAY

1. Why didn't you say something before?
2. I really can't believe it.
3. Are you sure this is what happened?
4. Why? Where? When? Who? What? How?
5. Don't make false promises to the child – like confidentiality – be honest now, any lies will be further abuse and betrayal.
6. Never say 'I'm shocked'. 'Make sure you don't tell anyone else.'

CONCLUDING THE CONVERSATION

1. Reassure the child or young person that the abuse isn't their fault.
2. Reassure the child or young person they were right to tell you.
3. Make sure the child or young person knows exactly what you are going to do next and tell them that you will let them know what is happening at each stage.

WHAT TO DO AFTER THE CONVERSATION

1. Make notes about the conversation as soon as possible after the discussion. Record exactly what the child said and when he or she said it. Note the time, date and place of the conversation and the name of any other person present. If the initial note is handwritten, keep it if it is subsequently typed up.
2. Immediately refer to the Diocesan Director of Safeguarding if it is a disclosure of abuse.
3. Do not be tempted to try to investigate further the claims – this could lead to contamination of the evidence and could jeopardise any Police investigation and criminal prosecution activity.
4. Consider your own response and seek pastoral support if necessary.
5. Write up using the words used by the child. Do not substitute your own words or the anatomically correct terms.
6. Never tell parents their child has been abused/alleged abuse.
7. Never discuss it with the alleged abuser.

RECORD KEEPING

Record keeping is essential in Safeguarding. Records should be made as soon as possible after the event. These records must be kept securely and indefinitely. In many cases an allegation or subsequent action may not happen for many years.

Why keep record? They provide:

- a note of what happened and who did what
- a history of events
- continuity
- accountability
- evidence

What to record

- Who was involved: the names of key people
- What happened: facts not opinions
- Where it happened
- When it happened: date and time
- How it happened
- Why it happened
- Whom it was referred to

Where quoting people, use the words they use. Do not 'translate' into your own words. If necessary do record what the meaning of certain words is or how they are used at this time and in this place, or any clarification sought or provided.

Checklist for good practice. Records should be:

- structured—does it present things clearly
- legible—if hand written. if you type it up keep any handwritten notes
- clear and concise—keep to relevant facts
- relevant—factual
- thorough—full picture
- jargon-free—either theological or local church
- non-discriminatory—avoid phrases like—mad, nuts etc.
- in the person's own words—use the words they used to communicate
- written soon after the event
- up to date
- signed, dated and timed
- signed by any witness
- referred — state who to, how, when

GOOD PRACTICE IN CHILDREN AND YOUTH WORK

The following are recommendations for Best Practice when working with children and young people. They will not of themselves guarantee the safety of all children and young people; but if adhered to they will minimise the opportunities for anyone to abuse the trust placed in them and abuse a child. You may not have previously considered the relevance of some of these areas – and, if this is the case, please take time to think about them carefully.

1. Remember, legally a child is any person under 18 years of age. It does not matter if they look older or act older or dress older. As well as age, always remember the nature of the relationship and the position of trust you are in. The requirement to behave responsibly will always be with the leader and can never be put onto the child or young person.

If you feel an attraction for an individual child or young person forming, it is your responsibility to control it and if necessary to remove yourself from the group.

2. Do not be alone with a child where your activity cannot be seen. This may mean leaving adjoining doors open. Wherever possible, use a room with windows that is clearly visible to others - although doors may be closed for confidentiality. If this is not possible (for example, in a counselling situation) another adult should be on the premises, aware that the meeting is happening. The child should know that another adult is there and who he or she is.

3. Treat all children and young people with the respect and dignity befitting their age; watch language, tone of voice, where you look, what you wear and where you put your body. What may be acceptable 'banter' between adults of a similar age may not be acceptable between an adult and a young person.

4. Do not engage in any of the following:

- invading the privacy of children when they are toileting or showering or changing clothes for any reason;
- rough, physical or sexually provocative games
- making sexually suggestive comments about or to a child, even in 'fun'
- inappropriate and intrusive touching of any form
- any scape-goating, ridiculing or rejecting a child
- teasing or joking that might be misunderstood or hurtful to the child
- showing favouritism or special attention to any child

5. Agree ground rules with your group e.g. no swearing; no racist remarks; no name-calling; respect property and ensure that those rules are observed by everyone.

6. Explain clearly how you want the children and young people to behave.

7. Set boundaries for acceptable behaviour – both in respect of adults to children and between children. Unless children and young people know what the boundaries are, how will they know they are being abused or that the boundaries are being broken?
8. Consider whether, as a Church or as a group within the Church, you should be teaching children (and parents?) personal safety skills.
9. Learn to control and discipline children without using physical punishment, or language or behaviour that might be interpreted as belittling the child.
10. Guide children in their behaviour, being firm, loving and consistent. As adults, show children the kind of behaviour that they can copy. Never smack, hit or shake a child. Do not shout in anger, or 'put down' a child.
11. Talk to a child aside from the group, not in front of everyone.
12. Reject the behaviour, not the child: 'You told a lie,' rather than 'You are a liar'.
13. Be consistent and transparent in your standards – they either apply to all or to none. Discipline is either directed at all or none. Show no partiality. (obviously team will need to take in consideration if a child has any additional needs and the specific plan for that child will be referred to. This plan will be written up with the parent/carer and then kept in the Child's or Young Persons file)
*Also see Discipline Guidelines for team on page 15
14. Treat each child or young person as an individual in their own right, do not refer to them as: "the vicar's son", "the organist's daughter", "Chris's sister". Do not expect standards or behaviour dependent upon who the parent or siblings are. Do not compare them with others.
15. Make sure another adult is present if, for example, a young child has soiled his or her underclothes and needs to be thoroughly washed, or if a child needs a change of nappy.
16. Do not let children involve you in excessive attention-seeking that is overtly sexual or physical in nature. Seek advice from your line manager or a colleague if you have any concerns about a child in this respect.
17. Do not invite a child or young person into your home where you are the lone/ single responsible adult. Ensure the parents or carer know where the child is. It is essential to have another team member in the house and it is best practice to only see groups of children and young people at a team members house.
*See protocol for seeing young people 1:1
18. Do not give lifts to children on their own other than for short journeys. If they are alone, ask them to sit in the back seat and make sure that they contact their Parent/Guardian to let them know what's happening. Be prepared to speak to the Parent/Guardian and explain what is happening.
19. Do not share sleeping accommodation with children if you take a group away.
20. If you see another worker or any other adult acting in ways that might be misconstrued, be prepared to speak to them or to your church leader about your concerns.
21. Give encouragement to each child, noticing their good behaviour and commenting on it.
22. Give positive eye contact to encourage a child.
23. Be careful how much personal information you divulge to a child or young person.
24. Pray for your group and with your group.

25. Be aware of any precedents you may set – you may know that any child is safe with you, but if you let a particular form of behaviour become custom and practise, could it provide an opening for another person to abuse a child? Ensure that your example and behaviour does not create a situation in which children or young people could become vulnerable. (For example – if you saw a member of your Sunday School / Youth Group walking home from school in the rain, would you stop to offer them a lift, would you say to a member of the Sunday School ‘If you help me put the chairs away I’ll give you a bar of chocolate’?)

26. Do not work in isolation as either a leader or within a group. Ensure as a leader that you receive personal supervision on a regular basis. As a group, ensure you are accountable within the Church – perhaps to the PCC, or if possible to a specific ‘support committee’. This will provide protection against the group or leaders (albeit unintentionally) losing sight of what they should be doing or the direction they should be going. It will also make it much harder for one individual to dominate and to do as they please.

27. Where possible, meet and introduce yourself to the parents of the children and young people within the group. Let the parents know who you are and how they can contact you if they want to.

28. Ensure that children and young people know to whom and how to complain if they are unhappy at the treatment they receive from any leader.

29. Do not ignore any concerns you have that a child may be being abused – whether in the Church / group or in another situation. Always take action with any concerns or issues that might arise.

30. Consider having a nominated person within the Church that children or young people can talk to if they have any problems. This may usefully be someone who does not have any other involvement with the children’s and youth work.

31. Ensure you, as a leader, have someone to whom you can talk about issues that worry or concern you. This may just be for ‘downloading’ or ‘letting off steam’.

Children’s and Youth Network activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made.

It is of paramount importance that - All volunteers must work with or within sight of another adult.

For example, ‘working with’ means that if there are only two members of team, it is safe for team to be able to go to the toilet and are not expected to have to both leave the room if there are young people there. ‘Line of Sight’ is designed to provide an accountable framework to do Youth and Children’s work within, however, it is not designed to promote a sense of fear around team to not be able to ever engage with young people without someone being there to see them.

TOUCH

The whole issue of ‘touch’ is very difficult and needs to be carefully considered. We see clearly that Jesus used touch frequently in His ministry – to both young and old alike. Much of Jesus’ healing ministry involved touching those in need.

Jesus’ touch was never abusive, never using His power or position to manipulate or gain personal gratification at the expense of another. Likewise, in any situation where we touch another, we should ensure that the touch does not make them feel uncomfortable or in any way abuse our position or their trust in us.

The guidelines for determining our principles for touch are:

- Keep everything in public. A hug in the context of a group may be OK. A hug in Church during the peace may be acceptable. A hug behind closed doors never is.
- Any touch should be related to and in response to the child's needs and wants, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker. Care needs to be taken to ensure that the child is not allowed / encouraged to initiate or display touch that is inappropriate. (It is no excuse to say the child instigated or wanted inappropriate touch. The leader is still betraying the relationship of trust and such activity cannot be accepted.)
- Avoid any physical activity that is, or may be construed as, sexual in nature or sexually stimulating to the adult or child.
- Children are entitled to determine the degree of physical contact with another person except in exceptional circumstances, i.e. medical or dental treatment. If a child gives any indication that touch is unwelcome or uncomfortable the adult must stop immediately.
- Any physical contact or touch which causes physical pain or discomfort to a child or that may have a negative effect on their self esteem or standing in the group is not acceptable.
- Workers should take responsibility for monitoring one another in the area of touch and physical contact. If necessary they should be encouraged to challenge a fellow worker. It is always helpful to have another constructively bring to our attention behaviour we might not be aware of.

DISCIPLINE GUIDELINES FOR TEAM

At times team will need to enforce discipline to help maintain a safe environment, conducive for successful Children's and Youth Network activities.

Dos and Don'ts of Discipline in Children's Work

Don't

- NEVER smack or hit a child
- Discipline out of love, NEVER out of anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger)
- Do not shout in anger or put down a child/young person

Do

- Lay down ground rules eg. No swearing, racism or calling each other names, a respect for property
- Keep the ground rules simple and clear, and make sure the children understand what procedure will be taken if they are not followed
- Never reject a child, just the behaviour (Tell the child that you value him/her, but you are not willing to accept the behaviour)
- Remember that each child is unique, special and individual, and each child needs a different method of being dealt with. We therefore need to be asking ourselves "Why is the child behaving like that?"
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up.
- Help the child learn that they will be noticed more when they obey the rules, rather than when they break them. Try to create an environment of care and offer more tangible rewards, where each child feels that it is worth keeping to the rules.

Bullying and Cyber Bullying

- Bullying of any sort will not be tolerated under any circumstances. Any such behaviour will be dealt with and those perpetrating the bullying will be made aware that such behaviour is not acceptable.
- Children experiencing bullying in any situation will be offered support to address the issues.

See protocol for Responding to Inappropriate Behaviour. (P.20)

CAMPS / RESIDENTIAL ACTIVITIES / OFF SITE ACTIVITIES

From time to time, activities may be arranged which will take place away from the usual meeting place and may include overnight stays. A comprehensive risk assessment of each activity will be undertaken and appropriate risk management measures put in place.

See Risk Assessment Appendix

Parents / guardians will be given full details of all such activities and clear behaviour guidance will be issued to children prior to attending.

See protocol for Holidays and Residential trips. (P.25)

STORAGE AND USE OF INFORMATION, AND IMAGES OF CHILDREN

Specific procedures for the making, storage and use of images of children are available. No image will be taken, stored or used without the parent / carers permission. The Communications team will work closely with the Safeguarding Committee to ensure that the children and young people who cannot feature in any public image or footage are known.

See protocol for Record keeping of Personal Data (P.28) and Keeping Children Safe on the Internet (P.30).

USE OF INTERNET AND E-MAIL

Modern communication technologies may be used as a means of communicating with children. Clear guidelines exist about how these will be used.

See protocol for Guidelines on keeping children and young people safe on the internet (P.30)

TRANSPORTING CHILDREN

It may, on occasions be necessary for children to be transported to or from events. A policy for the transport of children is available.

See Protocol for Transporting Children and Young people (P.33)

FIRST AID

Every activity that St Thomas Church delivers for children and young people will require a trained first aider.

See protocol for the Administering First Aid (P.35)

WORKING WITH CHILDREN AND YOUNG PEOPLE WITH SPECIAL NEEDS

St Thomas Church will work with people that have special needs, when this happens the team will follow the protocol to ensure that both the young people and the team are kept safe.

See protocol for working with Children and Young People with Special Needs (P.36)

DRUGS AND ALCOHOL

At times St Thomas Church may come into contact with young people under the influence of alcohol, correct procedure is listed in the Drug and Alcohol protocol

See protocol for Drugs and Alcohol (P.38)

PRAYER MINISTRY GUIDELINES

Prayer is a fundamental part of the life of St Thomas Church and there are a clear guidelines on how to keep children and young people safe when engaging in prayer. Clear guidelines can be found in the recruitment document for both Children's and Youth Network and further information can be seen in the Prayer Ministry guidelines protocol

See protocol for Prayer Ministry with Children's and Youth Network. (P.41)

REGISTRATION

For every Children's and Youth Network activity there will be a registration process, this may look different in some cases.

See protocol for Registration for Children's and Youth Network (P.45)

RATIOS

St Thomas Church takes it very seriously that everything that we do for young people falls in line with national guidance of correct ratios, more information on this can be found in the recommended staffing ratios protocol

See protocol for recommended staffing levels (P.47)

SEEING YOUNG PEOPLE ON THEIR OWN

Occasionally team from children's and youth network may see young people on their own, in order for this to happen safely there are strict guidelines from team to follow.

See protocol for seeing young people on their own (P.48)

HEALTH AND SAFETY/FIRE POLICY AND RISK ASSESSMENTS

Venues being safe is paramount within safeguarding for young people. There are strict guidelines for all those that serve within Children's and Youth Network.

See protocol for Health and Safety and Fire Policy (P.50)

See protocol for Risk Assessment tools (P.51)

ADULTS IN THE VENUE

Sometimes there will be other adults in a venue being used for young people activities. The way that the Children's and Youth Network team handle these adults is listed in the protocol for Key Holders and Adults in venue policy

See protocol for Key Holders (P.54)

See protocol for Adults in the venue (P.55)

TOILET POLICY

So that the team are aware of what to do when a young person needs the toilet there are guidelines for this in the protocol for taking you people to the toilet

See protocol for Taking young people to the toilet (P.57)

TEAM SUPERVISION, GUIDANCE AND REVIEW

All volunteers will have their wellbeing continually monitored by the Team Leaders and will be encouraged to share any issues they are facing with serving in these ministers, there should always be a debrief time for everyone on team at the end of each session to discuss team wellbeing and anything from the session worth noting.

Each member of the team will have an informal review from the Team Leader normally every year to discuss their continued service for another season.

POLICY IN DIFFERENT LANGAUGES

If someone wants a copy of this Policy document and cannot read English they will be advised that we will give their personal translator a copy and they can have it translated themselves. If they

can't afford one, then we will try and help them find a place of worship that can meet their needs in a more positive way than St. Thomas' Church.

SEX EDUCATION GUIDELINES

As a church, it is important to teach young people about relationships. This will range from teaching on friendship and family dynamics to romantic relationships. Normally each year, Youth Network will teach on these topics. At times, romantic relationships will be discussed and wisdom from the bible that is applicable to today will be shared. Team will advise young people where they get sexual health advice.

RADICALISATION

If any team member believes that someone in St. Thomas' Church is at risk of radicalisation, they will obtain support to prevent them from becoming involved in terrorism by raising concerns and making a referral to the Diocesan Director of Safeguarding as per guidance on page 8.

TRAFFICKED AND MISSING CHILDREN

Where concerns are raised where a child is missing from home, being exploited, trafficked or smuggled support will be offered and concerns escalated to the Diocesan Director of Safeguarding as per guidance on Page 8.

PROTOCOLS APPENDIX

1. Responding to Inappropriate behaviour (P.20)
2. Managing Suspected Abusers and Known Offenders (P.23)
3. Holidays and Residential Trips (P.25)
4. Record Keeping of Personal Data (P.28)
5. Keeping children and young people safe on the internet (P.30)
6. Transporting Children and Young People (P.33)
7. Administering First Aid and Medication to Children and Young People (P.35)
8. Working with Children and Young People with Special Needs (P.36)
9. Drug and Alcohol policy (P.38)
10. Prayer Ministry with Children and Young People Guidelines (P.41)
11. Registration for Children's and Youth Network (P.45)
12. Recommended staffing levels (P.47)
13. Seeing Young people on their own (P.48)
14. Health and Safety (P.50)
15. Key Holders Policy (P.54)
16. Adult in the Venue Policy (P.55)
17. Toilet Policy (P.57)

1. RESPONDING TO INAPPROPRIATE BEHAVIOUR

MANAGING BEHAVIOUR

From time to time, children and young people may present behaviour which is challenging both for individuals and for other members of the congregation or the group concerned. In such circumstances, behaviour perceived as disruptive may be the person's attempt to communicate. In every such situation, we have to make a judgement about what behaviour can safely and reasonably be tolerated, and what behaviour must be restricted or prevented for the safety of all concerned. At St. Thomas' Church, there are ground rules for Children's and Youth Network which will be explained to all children, young people and their parents. This includes explaining how these rules will be enforced and potential consequences. These are detailed in the recruitment pack that the all volunteers within Children's and Youth Network receive before they start serving in these ministries.

What always constitutes unacceptable behaviour?

We each have different ideas of what constitutes unacceptable behaviour. The following behaviours, however, are never acceptable and should always be challenged and addressed whatever a person's age, ability or mental health:

- Abusive or threatening behaviour
- Violence or risk of violence
- Misuse of drugs or alcohol on premises
- Someone under the influence of drugs or alcohol
- Harassment
- Racist behaviour
- Bullying
- Cyberbullying
- Sexist behaviour
- Any other discriminatory behaviour

Who are particularly at risk from unacceptable behaviour?

The following list is not exhaustive but the following groups of people ought to assess how they would respond to the behaviours listed above, and how their situation can be made as safe as possible:

- Clergy at home or on their own – and their families
- Members of the congregation in church (especially in small groups)
- Leaders of activities
- Workers in church
- Administrator
- Caretaker

What precautions can you take?

Include some of the following ground rules for managing personal safety in order to help to minimise risk:

- Don't allow anyone who you believe may pose a risk into your home or any environment where you are alone
- Keep doors locked if you are inside church alone, or in a small place
- Always aim to have at least 2 adults present in any place
- Always have access to a phone
- Have readily available contact details for emergency services
- Do regular risk assessments of activities
- Set ground rules for belonging/joining activities or groups – and stick with them

- If challenging behaviour becomes part of a group's culture, leaders should meet to plan how to address it
- When challenging behaviour arises, leaders should meet to debrief after the meeting, in order to learn from mistakes, make a record, decide what needs to be done, and how leaders will be supported
- For vulnerable individuals in your group, develop contact with their parents/carers and support agencies, and take advice on how to handle their behaviour
- Gain an understanding of particular disabilities or mental health issues in order to understand the behaviour better
- If you have received threats of violence or intimidating behaviour, inform the police, and ensure you have a plan for how you will respond if an incident occurs.

Working with disruptive children and young people

If a child or young person is being disruptive:

- Ask him or her to stop, speak to the child or young person to establish the cause(s) or upset,
- Inform the child or young person that s/he will be asked to leave if the behaviour continues,
- Consider at every stage calling the child or young person's parent or carer,
- Warn the child or young person that if s/he continues to be disruptive, this may result in longer term exclusion from the group or activity,
- Where possible, have a team strategy for handling disruption, such as engaging leaders of other groups taking place at the same time in management of situations
- If a child or young person is harming him/herself, another person or property, then escort other children or young people away from the area where the disruption is occurring at the same time, another worker should ask the child or young person to stop if the request is ignored, warn him/her that you may call for additional help(e.g.the police) if they do not stop,
- If they do not stop, call the police or other appropriate professional help,
- In exceptional circumstances, you may need to restrain the child or young person to prevent them harming themselves, others or the property. Whilst you wait for the police ensure that the parent/carer of both the child or young person, and any other child or young person affected by the disruption (especially a victim) are informed of the incident, as soon as possible after it has taken place,
- Record the event as soon as possible after the incident, and inform someone outside the situation, preferably the incumbent or Associate Minister,
- After the incident, consider what longer term sanctions are appropriate regarding this child or young person, and what safeguarding steps regarding others in the group,
- If necessary take advice from the Diocesan Director of Safeguarding or Children's or Youth Advisers.

Sharing Information across the Church and the Diocese

- If there are any specific behaviour plans that are in place for children that access different projects within Children's and Youth Network then the team leaders will make sure that these are communicated and distributed to all team that involved in working with that child.
- If there is any information know by St. Thomas' Church which would be of benefit for the Diocese to be aware of, the Associate Minister will escalate to the relevant office in the Diocese.

Completion of Incident Forms

- Whenever there is an incident in a Children's or Youth Network activity, an incident form needs to be completed. Team leaders will be able to inform team members when it is appropriate to fill an incident form out. (see Administering First Aid and medication protocol for information on which forms are required When First Aid is administered)

Example of Incident/ Accident form. *Figure 2*

INCIDENT/ ACCIDENT FORM  StThomas
... 2012 2013

NAME OF CHILD _____

DATE: _____

TIME: _____

LOCATION OF INCIDENT: _____

DISCRIPTION OF INCIDENT:

ANY WITNESSES:
NAME: _____
NAME: _____

NAME OF TEAM MEMBER COMPLETING FROM:

SIGNED:

PARENT MUST BE MADE AWARE OF THE SITUATION AS SOON AS POSSIBLE.

NAME: _____

SIGNED TO SAY INCIDENT REPORTED TO THEM: _____

DATE: _____

2. PROTOCOL FOR MANAGING SUSPECTED ABUSERS AND KNOWN OFFENDERS

Introduction

The term 'offender' applies to those who have a conviction or who have accepted a caution, reprimand or warning for a criminal offence. Acceptance of a caution is an admission of the offence and is, therefore, equivalent to a conviction. The caution will appear on the DBS disclosure certificate. The term 'suspected abuser' is used here to refer to those who have been the subject of allegations which have not been formally substantiated but which appear to be reasonably well founded. On release from prison or otherwise completing their sentence, convicted sex offenders may seek to join local churches. This may be because they have a genuine desire to worship God and to seek His help in leading a new life. The aim of the Church is to be welcoming and inclusive, but this needs to be tempered by the risk sex offenders pose and the manipulative strategies they use.

We have dual aims:

- to ensure we maintain the highest levels of safeguarding for children and young people;
- to offer welcome and support to those who may be seeking God's help to change.

To allow us to do this, we need to have clear strategies for how we respond to offenders or suspected abusers who are in or who seek to join our Churches.

Should a known offender seek to join a Church, a frank discussion should take place with him or her and open communication maintained. It is essential that clear boundaries are established – both for the protection of children and young people and to minimise the possibility of the adult being falsely accused of abuse. The following actions should be implemented:

Convicted offenders against children

Research has indicated that a higher proportion of convicted offenders against children may be found in church congregations than in the population generally.

It is probable that many congregations will have people who have abused children and young people among their worshippers, some of whom will be known. Not all will have committed sexual offences; some will have been guilty of neglect, physical or emotional abuse. They may still present a risk to children and young people. The church's duty to minister to all imposes a particular responsibility to such people. However, this must not compromise the safety of children and young people.

As well as people with convictions against children and young people, there are others whose position in a congregation may need to be carefully and sensitively considered to decide whether they pose a risk to children and young people. This would include people convicted of violent or sexual offences against adults, including: domestic abuse; people involved in drug or alcohol addiction; adults with a mental disorder or special needs which might, in rare cases, result in erratic behaviour or blurring of boundaries. It would also include those who do not have convictions or cautions but where there are sound reasons for considering that they might present a risk to children or young people. In appropriate cases the approach recommended below for managing sex offenders should be adopted.

The offender should not be allowed to undertake any official role or office in the church which gives him or her status or authority; or where a child may deem that person to be trustworthy. Some roles, for example that of churchwarden, are statute-barred to people with convictions of this kind, including offences against the person.

In some cases offences only come to light after many years. In such situations, great sensitivity will be required. It must however be remembered that there may still be a substantial risk to children or young people; therefore, the Diocesan Director of Safeguarding should always be informed of the offences.

If the offender's victim, or in some cases the victim's family, attends the church, it is likely to be necessary to introduce the offender to another congregation. Consideration must also be given to other people who have been abused in the past.

Agreements / Contracts

When it is known that a member of the congregation has sexually abused a child or young person, the Diocesan Director of Safeguarding must be consulted, so that a safe course of action can be agreed in conjunction with the relevant statutory agencies. A written Agreement or Contract will be entered into with the offender which reflects research evidence about the compulsive nature of child sexual abuse.

The Associate Minister and the Vicar will work closely with Police Offender Management Team that covers Fair Oak and Horton Heath to keep communications open to discuss if there are any “offenders” that are attending a St. Thomas’ Church congregation.

The Agreement will establish clear boundaries – to protect children and young people and will also help lessen the possibility of the offender being falsely accused of abuse. The Diocesan Director of Safeguarding will draw up the Agreement in consultation with colleagues from Police and Probation and Neal Hayes.

It will be made clear to the offender that any breaches or other relevant information will be referred to Police and Probation and may result in the offender being asked to join another church.

The Agreement should be reviewed at regular intervals, at least annually, with the Diocesan Director of Safeguarding. A review must take the form of a face-to-face meeting with the offender and at least two members of the Safeguarding Committee/Vicar. The meeting should be recorded and the record retained.

An Agreement must remain in place so long as the person is a part of the congregation, whether or not they are on licence or their name appears on the Sex Offenders Register.

The agreement will have to be signed off by the Vicar. When St Thomas Church goes through a time of Interregnum, then it will be the duty of the Church Wardens to sign off any contracts of this nature. During an Interregnum, the Church Wardens will be advised by the Safeguarding Committee as to the best course of action with regards who Offenders are dealt with.

Blemished DBS Disclosures

It is the policy of the Church of England that all people with blemished DBS checks should undergo a risk assessment from a suitably qualified person (Associate Minister/ Vicar/ Neal Hayes).

Old, minor and unrelated offences will not prohibit otherwise suitable people from working with children. While not being complacent about risk, the Church understands that those who have done wrong are often capable of reform.

Other things to consider

Not all offenders will be honest about their history and on occasion, the behaviour of an individual may cause concern.

Areas of concern may be:

- Someone who seeks to join the Church but is vague, or tells contradictory stories about where they have been in the past and what they have been doing.
- Someone who seeks to become involved in work that would give contact with children or young people but doesn't complete a DBS check.
- Someone who displays an unhealthy or worrying interest in children or young people – seeking to befriend them or their families, offering to baby-sit, etc.
- Trust your instincts - if you (or others) have serious concerns, contact the Diocesan Director of Safeguarding.

3. HOLIDAYS AND RESIDENTIAL TRIPS

No child under the age of 8 can be taken away on residential activities without their parent or guardian.

Information to Parents

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

- Aims and objectives of the trip, event or activity
- Date of the trip and its duration
- Details of venue including arrangements for accommodation and supervision
- Travel arrangements
- Name of group leader and contact numbers
- Information about financial, medical and insurance arrangements

Parental Consent

- Each child or young person under the age of 18 (unless they are over 16 and living away from home or married) must have the written consent of parent or guardian, this gives authority to the person named as responsible for the activity to take the young person away and to act “as a careful parent would”. It does not transfer “parental responsibility”.

Permission and Insurance for the Event

- A detailed description of the event should be presented to the PCC so that permission may be given and the event covered by the parish insurance. If there are to be any potentially hazardous activities undertaken this description must include an assessment of the risks involved and ensure adequate insurance cover is in place.
- Alternatively a written assurance should be obtained from the activity centre that it has carried out its own risk assessment and has adequate insurance.

Premises

- Insurance, First Aid kit and Fire precautions should be checked in advance.
- Written confirmation should be obtained of the premises Employers’ and Public Liability insurances.
- There must be a qualified First Aider on site.
- If there is any specific medical administration required, details will be discussed and agreed before the trip.

Transport

- See protocol for Transporting Children (Protocol 6 - P.33)

Accommodation

For all residential trips:

- Boys and girls must have separate sleeping and washing facilities, which are private to them.
- Mixed groups must have adults of both sexes involved.
- Adults should have separate accommodation but in close proximity to the young people.
- Young people under the age of 18 must not be left alone over night
- There should be a rota of ‘awake adults’ during the night – or at least until all the young people have settled down

- Any other arrangements e.g. “Sleep-overs”, “Lock-ins”, “All-night” events should be carefully explained to parents beforehand and their consent sought to the arrangements.

Supervision

Ratios of helpers to young people should be strictly followed:

- For over 8’s there must be at least 1 helper for the first 8 children and then 1 helper for every additional 12 children.
- Every group must be led by at least two adults.
- When physical activities are planned staffing levels should be increased accordingly.
- Adults should avoid being alone with children or young people.
- Parents should be informed beforehand if it is intended to allow groups of young people to go off unsupervised - e.g. for shopping.

Recruitment of Volunteers to Take Children Away

All volunteer helpers must sign, or have signed, the Confidential Declaration form regarding Criminal Convictions and other behaviour and have a DBS disclosure, at the Enhanced level and be recruited according to the Safer Recruitment procedure for St. Thomas’ Church.

Support of Helpers

- All volunteer helpers should be clear about their responsibilities e.g. In charge of the money, First Aider etc.
- All leaders should know who to go to if they have a concern about a child or young person or have any other worries.

Communication

- All leaders should have mobile phones and have the details of all other leaders stored on their phones.
- Details of all children and young people on the trip – including emergency contact details for carers or parents, should be available at all times.
- A copy of the list should be held by a designated person at home, who will act as the intermediary in the event of emergency communication between the group and the church, and with parents and carers.
- All serious incidents must be reported to the designated person at home, who will pass on the appropriate information.

Sleeping on church premises

- Churches sometimes arrange sleep-overs for children or young people, or church premises may be used during pilgrimages or missions for example. The guidance for taking children and young people away should be followed as far as possible.
- When part of the activity is for young people to remain together separate sleeping areas should be organised for girls and boys.
- Likewise if possible separate washing and toilets should be provided, or different times for washing arranged so that there is some privacy.
- Enough adults should be present, at least two, male and female, to ensure adequate supervision. Young people under the age of 18 must not be left alone overnight.
- Depending on the event it may be necessary to ensure a rota of awake adults during the night or at least until all the youngsters have settled down.

Risk of Fire

- Great care must be taken to ensure the safety of the young people from the risk of fire.
- There should be two separate routes out from the sleeping accommodation.
- It must be possible to open all external doors. They should not be locked.
- All exit routes should be clearly marked.
- All internal doors should be kept closed at night to prevent the spread of smoke or fire.
- Portable fires should be placed in safe positions and turned off at night.
- All adults should have access to a torch and a telephone.
- There should be no smoking in the premises.
- A list of those present should be hung up near the main exit door,
- Everyone should know where outside to assemble and a roll call completed.
- Anyone discovering a fire should raise the alarm by shouting 'FIRE'.
- The fire service should be called to all fires. Use the 999 facility
- Make sure that cars do not block the exits or access for emergency vehicles.
- Adults should know where to locate fire fighting equipment and how it is operated. This equipment should only be used if safe to do so.
- Leaders and young people should have a short fire drill and information on arrival.

4. RECORD KEEPING AND PERSONAL DATA

This guidance is based on the requirements of the Data Protection Act 1998, which is designed to protect the rights of people concerning information about them, known as personal data. It covers basic factual information and expressions of opinion. The separate Data Protection Policy of St. Thomas' Church will be followed by any team members and made available to them by the office staff on request.

1. What is a record?

- Records include all information held either electronically (including e-mail correspondence) or in paper format, which include 'sensitive personal data' about an individual.

2. What is 'sensitive personal data'?

The following may be counted as sensitive personal data, but the list is not exhaustive:

- Personal details (home address, phone number, date of birth, health needs etc., including that stored on parish databases, and on registration forms for activities)
- Recruitment information for paid or voluntary worker posts (application forms, references)
- Criminal record details (Confidential Declaration forms, outcomes of DBS Disclosures)
- Employment information for paid and voluntary posts (contracts of employment, voluntary worker agreements, appraisal and supervision notes, details of disciplinary or grievance cases, equal opportunities monitoring information, health details, pay details)
- Photos, video or audio tapes
- Consent forms relating to activities
- Signed agreements with offenders
- All logs of events or incidents, including entries in incident and accident books, and relating to specific allegations or concerns about a child or adult who may be vulnerable.

3. How should sensitive personal data be handled?

- The Act establishes eight Data Protection Principles, summarised as follows:
 1. Its use is fair and lawful,
 2. It is to be used for specified purposes—individuals should be told in broad terms what you are going to do with the information before you use it, and given the opportunity to opt out of it being so used,
 3. The information is adequate, relevant and not excessive in relation to how it will be used,
 4. The information is accurate and up-to-date,
 5. It is not kept longer than necessary for the purpose
 6. Individuals' access rights to information about them is honoured
 7. Information is kept securely
 8. Information should not be transferred to any country outside the European Economic Area (EEA) without adequate data protection being in place.*

*see <https://www.gov.uk/data-protection/the-data-protection-act> for more details.

Retention of Records

Appropriate boundaries may need to be put in place and maintained.

Type of Record	Retention
Application forms and recruitment Information for unsuccessful applicants	1 year
Employment information for paid and voluntary workers	6 years after the person leaves post
Registration Records, Parental Consent Forms for activities no longer running or children who have left	6 months following departure/closure
Confidential Declaration forms and correspondence relating to CRB Disclosures	Indefinitely
Child welfare concerns that have been referred to statutory agencies. Including disclosures from a child or information from a third party, and concerns about a parent/carer.	6 years after the last contact with child unless any of the exemptions apply (see below), or if the church is required to comply with any other statutory requirements
Child welfare concerns that are not necessary to refer to statutory agencies. A record of the concern and the outcome should be made. Examples include: a child who has been bullied, a distressed child where the distress has been found to be unrelated to child abuse.	Destroy 1 year after the child concerned stops attending. Health records for children in care have to be kept for 75 years (even if they are in care for only 1 night)
<p>Concerns about people (paid or unpaid) who work with children or young people for example, allegations, convictions, disciplinary action, inappropriate behaviour, breaches of the code of conduct.</p> <p>A record of the behaviour, the action taken and the outcome should all be recorded.</p>	<p>Personnel files and training records, including disciplinary records should be retained for 6 years after employment ceases. However, the records should be retained for a longer period if any of the following apply:</p> <ul style="list-style-type: none"> • A child has, or may have been harmed • The adult possibly committed a criminal offence against or related to a child • The adult behaved towards a child adult in a way that indicates s/he is unsuitable to work with vulnerable groups. In such circumstances records should be retained at least until the adult reaches normal retirement age, or for 10 years if that is longer

5. GUIDELINES FOR KEEPING CHILDREN AND YOUNG PEOPLE SAFE ON THE INTERNET.

Team can help children and young people stay safe while they are using the internet. This can be achieved through educating children, young people and their parents and carers. The internet, by its very nature, potentially creates an unsafe environment. Adults can feel intimidated because children seem more 'computer literate' than they are. Whilst children need a certain amount of privacy, they also need parental involvement and supervision in their daily lives. Due to a parent feeling less technically proficient than their children when it comes to the internet, it is easy to abdicate responsibility and assume that children are safe when they are 'logged on'.

Childnet International offers some excellent guidance on staying safe online, see <http://www.childnet.com>.

How can we help children stay safe on the internet?

Three areas where team can have a role in the protection of children who use the internet are in:

- 1) The education of children and adults on the safety aspects and the dangers of the internet, and
- 2) Developing policies/procedures for their own workers concerning computer and related information technologies.
- 3) Modelling to children and young people who safe adults engage with them on the internet. If team act in a safe way on the internet in relation to children and young people then, like as every area of safeguarding, we are able to teach them what "safe" adults are like.

1) Safety on the internet - advice for children / young people

The following should be discussed with children and young people:

Personal Information

- Never tell anyone you meet on the internet your home address, your telephone number or any other identifying information e.g. church name or youth group name, unless your parent/carer gives you permission. Be careful if ever a web site asks you to type in your name and address in order to receive anything.
- Never send anyone your picture, credit card or bank details, or any thing else, without first checking with your parent/carer.
- Never give your password to ANYONE! (Even your best friend!)
- Always be yourself and do not pretend to be anyone or anything you are not.
- Always remember if someone makes you an offer that seems too good to be true, it probably is.
- Be careful if you are offered any gifts while online. They could contain harmful material such as pornography or viruses.
- Never arrange to meet anyone in person without first agreeing it with your parent/carer or children's/youth leader, and get them to come along to the first meeting, which should always be in a public place.
- Agree to a contract with your parent/carers or with your children's/youth leader on the use of the internet e.g. length of time on the net, sites which you intend to visit, behaviour whilst online etc.

Chat Rooms

- Never stay in a chat room or conference if someone says or writes something which makes you feel uncomfortable or worried, and always report your concerns to your parent/carer or children's/youth leader.
- Check that any chat room you enter is regulated and run by a reputable company or organisation which monitors activity.
- Remember that Chat Rooms are 'public places' and that you may not know the true identity of anyone you meet in a chat room.

Emails

- Never respond to nasty, suggestive or rude e-mails or postings in social networking
- When receiving emails delete attachments from strangers without opening them, they may contain viruses that can damage your computer. Make sure you know where files are from before you download them. They may also have viruses.
- Inform your parents/carers who can then notify your Internet Service Provider (ISP) if you receive a negative one.

Policies on the use of the internet

- Youth and children's workers can play a vital role in the education of children and youth on safe surfing - it's about getting involved in where they are at. Help parents to do the same.
- Parents can be helped by suggesting they visit website like <http://www.childnet.com>
- Help children and young people draw up a set of rules for their use of the internet. One way of helping children with this is to use the analogy of the 'information superhighway'. In the same way that we teach children to cross the road, we can teach children how to safely use the superhighway and stay safe.
- Workers communicate with young people using email, Facebook and Twitter. Churches therefore have a responsibility to help children and young people with safety tips.
- Youth workers should ensure that any communication they have with young people is always public, not private. Keeping to the "line of sight" safeguarding practice while online. If workers are sending emails to young people e.g. to remind them of up coming youth meetings, ensure that the Team Leaders are aware you are communicating with young people via email and that the parents are happy with this. The content should be 'public'. Ideally send group emails rather than individual emails.
- Messages to young people via the internet (email, Facebook, Twitter) will always include more than one leader and team will never respond to young people without making the communication public
- Churches and organisations are addressing these issues to ensure that children are protected when using the internet. Good internet child protection is essential. In considering the above we can make the web a safer place for children to explore. The internet contains a rich and vast resource of material and is an excellent form of communication.
- When a young person under the age of 18 requests to be a friend of a member of the team on Facebook, a parent of the young person will be notified, the parent will be advised that if they are happy for a young person to be friends with the team over Facebook this confirmation will apply to all team. Parents will not be notified each time a member of the team receives a request. Team will also never accept friend requests from children under the age of 13. The Youth registration forms have a section which includes asking if the parents happy for their young person to be friends with youth team on Facebook.

Photos and Footage of Young People

St Thomas church does use social networking and the internet to promote the life of the church. The Communications Team within the church are responsible for this and work closely with the safeguarding committee to make sure that this team and members of the church + guests are safeguarded.

Photos and Video

- When a child or young person is registered into their respective Networks the form has a space for the parent/ carer to indicate if they give permission for them to be filmed/ photographed. This information is passed over so that the Communications Team have an up-to date list of children and young people who cannot be featured in any internal or external publications. The Communications Team will also work closely with those parents and carers at events where pho-

tos and video may be recorded in order to help maintain the safety of those children and young people. The Communications team will be highlighted at events though either a public announcement or a uniform (high vis jacket/lanyard, etc)

Facebook and Social Networking

- To aid transparency, a parent is given the opportunity when registering their child with Youth Network to give permission for their young person to add members of the youth team to their Facebook friend lists. The form indicates the online formats that the youth team will engage with young people on and what they wont. For those who have already signed up with Youth Network there is a retrospective contract that can be signed and this will be kept with their registration forms.

Registration Form *Figure 3*

• I am happy for my son/ daughter to make their own way to/ from Wyvern/ Church based events, I give permission for them to sign themselves in and out of Youth Network Activities.
(please delete as appropriate) OR

• My son/ daughter only to be picked by their Parent/ Carer. If this Box is ticked it means that a parent/ Carer will need to come and see a member of the Youth Team before their Young Person leaves any Youth Network Activity (please give names/ numbers of others authorised to pick up and sign out) (please tick)

Occasionally St Thomas Church may take photographs/ video footage during Youth Network events for internal use/ publicity, this may include social networking.
Please tick here if you are happy for your son/ daughter to be included.

Facebook (and other social networking) is a very useful way of communicating with young people and a communication medium that Youth Network uses.
Please tick here if you are happy for the Youth Team to:
- accept Facebook friend requests from your son/ daughter.
- publicly interact over twitter/instagram etc.
- subscribe to your Young Persons Youtube channel upon request.
- respond to emails.
(Youth Team will never privately message young people using any of the above mediums without another member of team being included in the conversation. Youth Team will never accept Facebook friend requests from young people under the age of 13. Youth Team will never engage with Young People over Snapchat or other private messaging services of this kind.)

I consent for my son/ daughter to take part in St Thomas Church Youth Network activities.
Signed: _____
Name: _____

St Thomas Church Youth Network Consent Form July 2015

Social Media Contract *Figure 4*

SOCIAL MEDIA/ TEXT/ EMAIL CONTRACT 

NAME OF CHILD _____

DATE: _____

Facebook is a fundamental part of society and as a Youth Team we want to engage with young people in this world. Social Media has a huge amount of benefits but also needs to be managed correctly. As a Youth Team we want to be as transparent as possible so will not accept Friend requests of Facebook from your young person until you have signed one of these contracts.

Please note:
Contacting your young person directly via Facebook/ email/ text will only happen if another Team Leader is included in the conversation.

If you are happy for all Team to contact your Young Person using this technology and accept Friend Requests then please sign here to confirm this agreement.

This document will be kept on your Young Persons File, until they leave Youth Network

NAME OF PARENTS/ GUARDIAN: _____

SIGNED: _____

NAME OF PARENTS/ GUARDIAN: _____

SIGNED: _____

6. TRANSPORTING CHILDREN AND YOUNG PEOPLE

Transport, travel or escort arrangements to or from church activities are the responsibility of parents including any informal arrangements among themselves. They are the responsibility of the Children's and Youth Network team if they formally organise an activity where transport by team is required. It should be clearly understood by all concerned at which point responsibility for the child is passed from parent to team and at which point it is returned to the parent.

Children and young people should not be taken out with transport without the prior consent of the parents.

- All those who drive children on Church organised activities should be over 25 and should have held a full driving licence for over two years. Any change to this rule must be agreed by the PCC.
- All cars that carry children should be comprehensively insured. The insured person should make sure that they inform their Insurer that they will be giving lifts to children and young people and that their insurance covers the giving of lifts during church activities. (This should not affect the premium).
- All cars that carry children should be clean and have a legal MOT.
- Drivers must comply with the law in relation to seat belts, child seats and booster cushions. If there are no seat belts children should not be given lifts.
- At no time should the number of children in a car exceed the legal passenger number for that vehicle.
- If a child is known to have a disability or special need, consideration should be given to whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver with the child in the seat beside him or her.
- Any driver who has an endorsement of 6 points or more on their licence should inform the Associate Minister.
- Any driver who has an "unspent" conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway should not transport 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.
- To ensure that these guidelines are adhered to it may be appropriate to get a signed undertaking, covering the above issues, from those people who are prepared to transport children in their cars.

Transport by Mini-bus

- A mini-bus with seat belts must be used.
- All children must have a proper seat.
- An escort must always be taken in the mini-bus.
- Appropriate arrangements, for example regarding insurance and driving qualifications, should be made by those driving minibuses on behalf of the church.

Transport in private cars

Seat belts in cars:

- All children up to 3 years old must be carried in a child restraint
- Rear-facing baby seats must not be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically
- Children from age 3 up to 135cm in height (approx 4'5") or their 12th birthday (whichever they reach first) must use baby/child seats, or booster cushions for older children
- All passengers aged 13 years or older must wear an adult seat belt

Minibuses, buses and coaches

Seat belts in minibuses, buses and coaches:

- it is compulsory for passengers aged over 13 years to wear a safety belt if provided when travelling in a minibus, bus or coach.
- The legislation that requires baby/child seats and booster cushions to be used in cars does not apply to minibuses, buses and coaches – i.e. commercial companies do not have to provide this equipment however, a school or local authority (and therefore assume a church) contracting vehicles to carry children in their care should ensure that the children are provided with a safe journey. It is therefore recommended that only mini-buses with fitted seat belts (both front and rear) may be used, and all children and adults should use the seat belts.

Permit to drive:

- When using a minibus, whether owned, hired or borrowed, all drivers must hold the correct permit on their driving licence or take the appropriate driving test.
- Drivers with entitlement to drive cars prior to 1 January 1997 (shown as group A, B for automatics on an old style licence or as category B and D1 not for hire or reward on a new style licence) can drive a minibus provided they are over 25 and under 70, the minibus has a maximum of 17 seats including the driver's, and is not being used for hire or reward.
- This minibus entitlement remains valid in the UK and on temporary visits abroad until the licence is next renewed. When this happens, the minibus entitlement can only be issued by making a special application, which involves meeting higher medical standards. Minibus entitlement is normally renewed for 3 years.
- Transporting children on behalf of a church is a regulated activity and DBS checks are required.
- A copy of the drivers licence of anyone transporting children will be given to the church office to be kept on file.

7. FIRST AID AND ADMINISTRATION OF MEDICATION TO CHILDREN AND YOUNG PEOPLE

Administering First Aid to children and young people

- Adults working with children and young people should be aware of basic first aid techniques. It is strongly recommended that at least one of the leaders in a children's or youth group has attended a recognised First Aid course, such as a one-day Emergency First Aid Training, and received a certificate. These are run by the St John Ambulance, the British Red Cross, and may be offered by your local authority.
- Where First Aid is required, wherever possible, adults should ensure that another adult is aware of the action being taken. Parents and carers should always be informed when First Aid has been administered.
- If the injury appears to be serious, the emergency services should be called immediately. If First Aid in an emergency needs to be administered by untrained staff, they should act reasonably and do the minimum necessary to preserve life and limit the consequences of injury until qualified assistance is obtained. There is a risk that a leader undertaking First Aid could face an allegation of negligence if an injury worsened, but this is a remote risk, provided the leader has acted reasonably in a genuine attempt to assist in an emergency.
- Parents or carers should be contacted promptly in the event of an accident to a child or young person. In the case of a slight injury, the parent or carer should be told when the child or young person is collected, or informed soon after the activity.

Administering medication

- No medicines should be given without the prior permission of the parents or carers. In circumstances where children or young people need medication regularly, a health care plan should be established as soon as possible, in order to ensure the safety and protection both of the child or young person, and of the adults who are working with them. Details of this should be included in the Registration Form.
- Depending upon the age and understanding of the child or young person, they should, where appropriate, be encouraged to self administer medication or treatment, including for example any ointment, or use of inhalers. Parents will have arranged with the Team where a child's medication is kept during activities, this will be agreed and recorded on the child's Registration Form.

8. SPECIAL NEEDS

- In this context Special Needs is used in the widest terms. It should be taken to include all possible Special Needs – physical disabilities, learning disabilities, emotional and/or behavioural problems, mental health difficulties, etc. There are a huge number of specialist organisations working either generally with special needs and disability or focusing on specific disabilities. It is good practice, if a child or young person with a special need is involved in a group, to find out as much as possible about the special need or disability. These organisations will be able to provide information. The carers and or family will usually be very keen to support you in working with their child and may be consulted about concerns or issues.
- Children and young people who have special needs can be subject to all forms of abuse. In reality children with special needs are at greater risk of all types of abuse. We need, therefore, to ensure we take all possible steps to protect these children.
- The definition of what constitutes abuse is wider for children with special needs – (for example it may include force feeding, financial abuse, over medication, segregation, etc.)

There are some areas of difficulty we need to be aware of:

- By virtue of the nature of a number of special needs it can be difficult to determine whether a child with special needs has been abused – for example, because of communication difficulties.
- Children may have difficulty in understanding what has been said to them, or in expressing themselves, their concerns or experiences, in ways that others understand.
- The majority of children may experience difficulty in communicating experiences or fears which they may not fully understand or for which they don't know the appropriate words. This may be even more the case for children with special needs.
- The person communicating with the child may not possess the appropriate personal communication skills – appropriate spoken and non verbal communication or specific forms of communication such as sign language, Makaton, etc. It may be appropriate, if there are concerns, to explore how this expertise may be made available.

There are a number of reasons why children with special needs are more vulnerable to abuse:

- Children with disabilities/special needs tend to have more physical contact with a range of people than those who do not have disabilities / special needs – therapists, care workers, etc. They may also need and be used to a higher level of personal care and are, therefore, more used to people touching them in ways that other children of a similar age would not be.
- Attitudes play a key part – if we believe that a child with a disability or special need will not be sexually abused because they are seen (or we see them) as asexual, we are being both naïve and at risk of neglecting our duty of care.
- Some abusers will target children with disabilities / special needs because of the difficulties with communication they know are present and feel there is less probability of being found out.
- Children with learning disabilities are also at risk as they may be viewed as having less understanding and may be easier to 'manipulate'.
- The whole area of 'sexuality' is difficult for children and young people with special needs and those who care for them. Most young people feel confusion and uncertainty for those with special needs these may be much greater. In many cases they will go through the same process of awakening sexual feelings as young people without disabilities, but will experience a greater level of frustration as they are limited in their opportunities to explore these feelings.
- This may again make them more vulnerable to those who may abuse them – we must remember that it is not only adults who sexually abuse children and young people, a high proportion of abuse is carried out by 'older young people'. Within a youth group setting we need to be vigilant for any indication that an older/another member may be sexually abusing a young person with special needs.

- In attempting to explore or come to terms with their developing sexuality and sexual feelings and responses, young people with special needs may behave in ways that are sexually inappropriate to other children and young people or adults. Church activities are a situation in which this may occur. If we have children and young people with special needs in our groups we will also need to ensure that we are able to help them deal with these situations constructively – both for themselves and for others in the group.

9. DRUG AND ALCOHOL POLICY

Purpose

To provide workers, both employed and volunteers, with a clear and a practical framework to enable them to work with young people in a positive, drug free environment.

Mission Statement

- St. Thomas' Church does not condone the misuse of drugs or alcohol nor their illegal supply.
- St. Thomas' Church will work proactively with young people to enable them to make informed decisions about drug and alcohol use.
- The welfare of young people must be paramount at all times.
- St. Thomas' Church workers will observe the current legal framework and act within it.
- St. Thomas' Church workers will not take illegal substances and will make sure that they are not under the influence of legal drugs or alcohol whilst working with children and young people.

Confidentiality

St. Thomas' Church aims to protect the child or young person's right to privacy. However, unconditional confidentiality cannot be guaranteed where the young person, or their behaviour, represents a serious risk to the safety of themselves or to the safety or well being of other young people, workers or the community at large.

Police

In circumstances where a team member is given, finds, or confiscates an illegal substance, the police will be notified as soon as possible. It is beneficial to maintain an effective working partnership with the local police. If an incident like this happens then this information will be escalated to Diocesan Director of Safeguarding and be dealt with by the Safeguarding Committee and treated as a safeguarding concern. Once the police have been notified we will follow anything they ask us to do.

Parents

In cases of immediate risk to health, the parents or medical assistance will be contacted. If the team member believes parental contact would exacerbate the situation (e.g. the family home may be an important factor in the young person's drug use), he/she must discuss the situation with the Associate Minister prior to any contact being made.

Dealing with drug related situations

Establish, and be clear about, the nature of the incident before deciding on any course of action.

Finding drugs

- If workers find any drugs, including prescribed medication, they will be removed, to limit the risk to others.
- The law allows youth workers to confiscate illegal drugs, but they must be destroyed immediately or handed to the police. It is not a legal requirement to inform the police from whom the substance was taken from. A member of team should not be working alone when confiscating drugs.
- If the drug is prescribed medication, it will either be returned to the owner, or handed in to a pharmacist.
- If this ever happens, then an incident form will need to be completed (see Fig 2) and kept on file in the church office.

Disposal of illegal drugs

Where the quantity of drugs found is large (implying supply), the police should be notified. Small quantities of drugs can be flushed away. The incident must first be logged and should be carried out in the presence of another worker.

Disposal should be carried out as soon as practicable; otherwise, the worker could themselves be open to charges of possession.

Workers must take extreme care if disposing of needles. If no sharps bins are available, they should be carefully placed in a safe place e.g. drink can, until proper disposal can be arranged.

Use on church premises

Should church premises be hired by outside organisation for other activities the church will not tolerate the use of any illegal drugs on the premises. Where workers suspect drug use is taking place they must always take action. This may include the person being asked to leave, or the police being contacted.

At all times it is our policy to ensure laws in respect of the sale and consumption of alcohol are rigidly observed.

Intoxication on church premises

Anyone, whose behaviour is disruptive, whether due to drugs or alcohol, will be challenged, and asked to change their behaviour. If they refuse to do so, and the person is 18 or over, they will be asked to leave the premises. Depending on degree of behaviour, the police will be informed. If their condition gives cause for concern medical assistance will be called.

ALCOHOL

The PCC needs to adapt its procedures for the use of alcohol according to the kind of event or activity which is being organised. For example, an event where there are many adults and most young people are with their parents, needs different arrangements from a residential stay, where a group of young people is supervised by youth leaders.

Legal requirement

- If alcohol is to be sold, a licence is required
- For the majority of events in churches and church halls which are likely to be considered, temporary event notice may be appropriate. These are available from licensing authorities (district councils and unitary authorities)
- Where a licence is granted, alcohol may not be sold to people under the age of 18, nor may they be supplied with it or consume it. You are advised to ask for proof of identity if a person appears to be under 18. There is an exception where the consumption is to be on the premises, where the young person is aged 16 or 17, and is accompanied by an adult and is having a table meal. The only alcohol they are allowed to consume is wine, beer or cider.
- A person under 18 can work as a waiter or waitress and deliver drinks to the table
- People under 16 may attend, though conditions may be imposed if desirable or necessary
- For further details consult the local authority Licensing Officer, or your insurance company, or see the Licensing Act 2003 and its associated guidance.

Good practice

- If alcohol is provided but not sold, no licence is needed.
- However, it is sensible to follow the same restrictions as in the guidance for licences, namely no alcohol for people under 18, with the same relaxation for 16 and 17 year olds having meals with an adult. This has the advantage of being consistent with what young people expect elsewhere.

- You are advised to ask for proof of identity if a person appears to be under 18.
- At youth groups and activity events with young people neither youth leaders nor young people should consume alcohol.
- This also applies on residential trips when youth leaders are not on duty. Youth leaders are reminded that they are role models for young people at all times.

Communion

- During the communion service, any under 18 seeking to take communion will need a parent present to take the alcoholic option. If no parent is needed, then the non-alcoholic option will be offered.
- This will be the responsibility of the person administering communion during the service. The person leading will say before communion that a non-alcoholic option is available and will be offered to anyone who comes forward and is under 18.

Smoking tobacco

- Smoking is illegal in any enclosed public premises.
- There is no minimum age limit for smoking, although those under 18 are not permitted to buy tobacco products.
- Passive smoking (being in the presence of smokers) is a health hazard.

Good practice

- It is never appropriate for adults to smoke in the presence of young people.
- Young people who are smokers should be advised of a designated smoking area away from others
- On residential trips, it is appropriate to include a question on smoking on the parental consent form to establish parental knowledge of the young person's smoking.

Incident recording

An incident book will be maintained and stored securely in the church office. This book will record all incidents including drug-related incidents. Workers should endeavour to record accurate details as soon as possible following an incident.

Referral

Should a young person be identified as experiencing problematic drug and alcohol use, they should be offered support, guidance, and relevant referral if needed. A list of useful contact numbers will be found on the notice board in the Church Office.

10. PRAYER MINISTRY WITH CHILDREN AND YOUNG PEOPLE GUIDELINES

Introduction

Prayer is and should be an integral part of our lives as Christians and within our fellowship together. Building a healthy attitude towards prayer is one of the greatest gifts we can give a child. We need to have the teaching and the practice demonstrated together. If they learn from a very early age to bring all of life's situations, difficulties, worries and joys to God it, will become second nature to continue this throughout life. However, we need to be very careful how we teach and model prayer. Particularly if we are seeking to introduce children to praying for each other, to various models of prayer ministry or to ministering in the power of the Spirit.

In any work with children and young people there are some basic principles that should always be adhered to. The same should apply in any situation when we are praying with children and young people;

- Acceptance of them as individuals and of their views and questions,
- Respect for them and their wishes,
- Non judgemental listening,
- Sensitivity to them, their situations and issues,
- Discernment,
- Patience,

It is advisable to ensure that all those who are involved in Ministry Teams have an Enhanced DBS. For those working with children and young people this should happen already, but it is also best practice for those working with vulnerable adults.

Praying with children

When praying with children and young people, we must be aware of several considerations, and be aware of the consequences of not giving appropriate thought and consideration to them. We are teaching and helping children and young people discover and set in place patterns for prayer that will form the basis of their relationship with God through the coming years. We need to behave in such a way that we can build trust and respect and provide a model and understanding of personal and corporate prayer. We can also provide a model of praying for others that will be positive and helpful.

If prayer is an integral part of our work with children and young people then parents / carers should be made aware of this. For children whose families are members of the church family this will be easier, but it is no less important to ensure that non church parents and families are aware of this. It is also important that families know what form prayer will take.

Within Children's and Youth Network prayer will always be offered as something that those attending must opt into never forced and parents/carers will need to be made aware that prayer may take these forms;

- A prayer to open and close the meeting
- Corporate recitation of prayers like the Lord's Prayer
- A corporate prayer time led by the leader
- Children joining in the prayer—either reading prayers they have prepared or in open prayer or writing prayer for display
- Leaders praying individually with children if they ask for it
- Invitations for prayer ministry
- Children praying with and for each other.
- If any family objects to their child being involved in any or specific examples of prayer, their wishes must be respected. It will be important to explain to a child why you are not willing to pray with them when you may pray for other children. It may be most appropriate to ask the parents to do this or preferably to do it together. This will need sensitive and careful handling.

Guidelines for Prayer

There are some basic principles that are good practise for any time of prayer, but are especially important when praying with children and young people:

- Ensure the child is aware of what is going to happen
- Ensure they are happy with this and willing to pray with you
- Make sure you are in an open area where you can be seen
- Make sure there are 2 people praying with each child
- Make sure that one of the pair is of the same gender as the child
- Make sure the timing of the prayer doesn't make a child late leaving / getting home

Pattern for Prayer

- Ask the child what they would like prayer for
- Make sure you listen carefully to their reply
- Ask questions for clarification to make sure you have understood
- Don't attempt to interpret what they have said or give advice
- Don't laugh or mock anything they might want to pray for—it might seem trivial to us but be very important to them.
- Speak calmly, quietly, don't shout or get excited
- If there is no specific request then simply ask God to bless them
- Try to focus on the positives and not on the negatives

Practical considerations

- All those on the Ministry Team must have an up to date Enhanced DBS. Guests invited to minister may not but will be monitored and checked by the Team Leader.
- Physical proximity—consider where you put your body in relation to them and their body
- Height—do not stand to pray with a child, either sit or kneel, so that you are nearer the same height
- Leave open space between you and the child, do not invade their private space.
- If you usually lay hands on someone when praying for them, think carefully before doing this with a child. Consider:
 - Where will you place your hand, and what does this say? Is it controlling, domineering, restraining, inappropriate, etc.
 - Always ask the child if they are happy to be touched
 - Agree where and how you will touch—e.g. hand on shoulder
 - Ensure the child knows they can say no or ask you to remove the contact at any time
- If you are using oil to anoint during prayer, ensure the child is aware of this and understands the significance and make sure they are happy. If they have any concerns or reservations do not go ahead. Team will need to be aware of allergies before offering this.
- When operating in the Gifts of the Spirit in ministry, be very careful to ensure the child understands exactly what is happening and is comfortable with it. Use of gifts like tongues when praying for a child may be very frightening and confusing. Also be very careful using words of knowledge or pictures as this may confuse or frighten the child.
- Use simple language, words and concepts that the child will understand and be familiar with
- Keep the prayers short and to the point
- Make sure you pray specifically for what the child has said, and don't seek to place your own interpretation onto it.
- Remember it is about God and the child, not you!
- Remember that in the Bible, prayer and gifts of the Spirit are always used to 'build up and bless' the people to God, never to damage or tear it down. 'It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare people for works of service, so that the body of Christ may be built up.' Eph 4v11-12.

General Considerations

- Always be alert to what a child may be trying to say. They may use a request for prayer to raise issues that are really concerning them.
- Do not use a time of prayer as an opportunity to offer advice—children are very susceptible and may be especially so if they are distressed.
- If you believe you have ‘a word from God’ for a child be very careful how you deal with this. It is most appropriate to go away and pray through this with another leader to be sure before sharing it with a child.
- Be very careful that you do not suggest in any way that a child should cease taking medication, or taking advice or support from other agencies they are involved with.
- Do not ever promise total confidentiality. If a child discloses abuse, you will have to report it and deal with it. You may wish to set boundaries as to what you can do and how you will deal with these type of situations.
- If a child wants prayer related to the talk or Bible reading, find out from them specifically what they want or what they have understood to in the story. It may not be the same as you have.
- If you have any concerns that a young person may need deliverance, always seek appropriate advice, support and guidance. Do not attempt to initiate this ministry on your own and do not even suggest it to the child.
- Be very careful how you express things in both the teaching and any subsequent prayer.
- Anything that leaves the child frightened, confused, worried, is not helpful. If we try to ‘frighten them into the Kingdom’ when they are children, they will one day grow up and not be frightened any more. Loving them in will remain with them a lifetime.
- As those working with children and young people we need to be aware of how Bible stories or sermons may bring to the surface specific issues in a child’s life, e.g. bullying, specific fears or worries. If something (Child Protection, bullying, etc) comes up in this way it must be dealt with. Of course we should pray with the child or young person, and seek to offer as much comfort and support as possible, but we must also take action.
- If a child becomes upset or distressed whilst you are praying, stop praying immediately. Ask them what has upset them. It may be something specific, in which case you will need to find ways of dealing with the issues that have arisen, or it might be more general. It may be appropriate to change those who are praying with the child, or to change tack with the prayer. If the child remains upset it may be appropriate not to continue praying aloud with the child, but to wait with them until they calm down. It will be important to let them know that you are not annoyed or upset and that they haven’t done anything wrong. If there are no child protection issues it may be appropriate to talk to the child’s parents and explain what has happened.

Prayer ministry

There are a range of models of prayer ministry, but there are broadly similar characteristics in the majority. If we are seeking to introduce prayer ministry into our work with children and young people we will need to ensure we have the same things in place as we would want to see in the ‘adult church’. Broadly speaking we should be looking for:

- A theology
- A model
- Practice

We need to ensure this is consistent across the whole church, although the way of explaining it may be slightly different.

We should also make sure that:

- Any leaders who will be ministering to children and young people have received training in prayer ministry and in how it relates to children and young people—details of training opportunities are available from the Safeguarding Registry.

- The children and young people receive teaching on prayer ministry and preferably something in writing to take away with them.
- If we want to introduce children and young people to the practice of ministering to each other, that there is training for them and clear lines of accountability and supervision
- That the wider church is aware of what is happening and are in agreement with it
- There are appropriate checks and balances in place to ensure no-one has the opportunity to abuse the situation—either intentionally or unintentionally.
- It may be appropriate to model prayer ministry by having an adult and young person minister together to young people. The young person may learn from the adult and develop a best practice.
- It may be helpful, as part of the process, to have times when young people minister to the leaders / adults in the church. This will give a very positive message about the place of young people within the church and establish praying for and with others as an integral part of church life.

Prayer Ministry considerations for youth and children's Home Churches

There should be:

- An agreement as to how prayer and ministry will be undertaken.
- Regular training for those leading / undertaking ministry.
- An indication of what supervision there will be for those leading / delivering ministry.
- An agreed practice for ministry.
- A clear understanding of what ministry is and isn't.
- Clear boundaries.
- An understanding of when it may be appropriate to refer the person to someone else.
- Much support for those in leadership roles to ensure their walk with God is not damaged or adversely affected.
- An awareness that there can be a great temptation for some children and young people to see prayer and ministry as ways of getting attention.

Ministry Packs

When someone begins to volunteer within the Children's and Youth Network they will be given a ministry pack which explains the culture that we are trying to promote within Children's and Youth Network. Within this pack are ministry guidelines which are safe and also help promote some of the specific values within ministry which contribute to the culture we are trying to promote. Team members will sign to say that they have received this pack, have read it and are aware of how to minister as leaders within St. Thomas' Children's and Youth ministry.

11. REGISTRATION FOR CHILDREN’S AND YOUTH NETWORK

Registration Forms

A registration form should be completed for every child or young person who attends groups or activities. The form should be updated annually and include the following:

- Name and address,
- Date of birth,
- Emergency contact details,
- Medical information,
- Any special needs including activities that the child is unable to take part in.
- Consent for photographs and videos, if relevant.
- Consent for Social Networking engagement with a Young Person old enough to use this
- Separate consent should be obtained for one-off events and activities, for example swimming, and also for outings, weekends away, etc.
- All personal details and consent forms must be stored securely.
- Any group that includes children who are under six years old and that meets regularly for more than two hours in any one day or for more than fourteen days a year, must register their group. OFSTED will need to be contacted for advice.

Registration process for Youth Network Events

A team member will take a register at the beginning of each event/ session for Youth Network. If its a young person’s first time accessing Youth Network they will be give a registration form to be taken home completed and returned and filled out,

If its the Young Person first time or the don't have a registration form then they will need to fill out one of these forms below. (see Figure ____). If the young person has 4 of these guest forms then the parents will be contacted to explain that we need a registration form returned.

Visitor Form Figure 5

The form is titled "Visitor Details" and features the St. Thomas logo. It contains the following sections:

- Name:** A dotted line for text entry.
- D.O.B.:** A dotted line for text entry.
- Parent/Guardian Contact Number:** A dotted line for text entry.
- Any Allergies/Medical Issues:** A dotted line for text entry.
- Attended With:** A dotted line with a small icon above it.
- Registration Form Given:** A checkbox.
- Signed out in a "safe way":** A checkbox with a list of safe plans below it:
 - Connecting with parents of young person
 - Young person is leaving with another parent connected to Youth Network.
 - Discussion with young person about plans to get home (Signed Off)
- Sign Out Discussed With:** A dotted line with a small icon above it.

Young people will then be reminded to bring their forms back so that they can be registered . All information that we hold regarding young people will be stored in the church office and will be kept in line with St Thomas' Church Data Protection Policy.

The purpose of gathering this information is so that we know the Family contact details and also the important information regarding allergies, other additional information we need and also, importantly, if they are able to sign themselves in/ out of events that Youth Network runs.

Registration process for Children's Network Events

Parents will be asked to fill out a registration form for children to access a Children's Network activity. If a family are visiting for one Sunday and the parent/ carer is going to stay with the child, then a registration form is not needed. On the register for that specific event the parent/ carer will be asked to sign to say that they have parental responsibility while the event is happening. A child cannot be left in a Children's Network activity unless a Registration form is filled out. These forms will be stored securely in line with the Church Data Protection Policy.

Signing in and out of Youth Network

Signing into a Youth Network event will involve a register being taken at the beginning of each activity.

The registration form for Youth Network indicates whether a parent is happy for a young person to sign themselves in and out of the Youth Network activity. If a parent is not happy for a young person to sign themselves out then at the end of the activity, a member of the team will need to make sure that a parent collects the young person at the end of a Youth Network activity.

Signing in and out of Children's Network

Parents will always need to sign their children into any Children's Network activity, a member of team will oversee this signing in process.

Children will always need to be collected by their parents at the end of a Children's Network activity unless there has been a special arrangement with the Associate Minister or Children's and Families Minister.

12. RECOMMENDED STAFFING LEVELS

The recommended minimum staffing levels for children's groups are given below. More help may be required if children are being taken out, are undertaking physical activities or if circumstances require it.

- 0–2 yrs 1 person for every 3 children 1 : 3
 - 2–3 yrs 1 person for every 4 children 1 : 4
 - 3–8 yrs 1 person for every 8 children 1 : 8
-
- Over 8 yrs 1 person for the first 8 children then 1 extra person for every extra 12 children
 - Each group should have at least two adults and it is recommended that there should be at least one male and one female.
 - If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, dependent on the nature of the activity.
 - Young people who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.
 - Adults who assist on one or two occasions must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.
 - In these ratios an adult has to be someone who is over the age of 18 and have been safely recruited through the recruitment policy and been given the authority to serve within Children's and Youth Network.

13. SEEING YOUNG PEOPLE ON THEIR OWN AS PART OF YOUTH AND CHILDREN'S NETWORK

Guidelines

- Be open and available.
- Listen before you speak.
- Be relaxed.
- Avoid putting any pressure on the person.
- Remember none of us has all the answers.
- Help the person decide what they want to do.
- Use other members of the team to explore general issues further.
- Remember you are not on your own.

Code of practice

- Be part of a team with a trained co-ordinator who gives supervision.
- Always meet in an open area where others are around but not too close.
- In exceptional circumstances, if a person is distressed and more privacy is needed, use a separate room after telling another team member about the arrangements. Make sure that the young person knows where the nearest adult is.
- Preferably women should advise females, and men advise males.
- Keep a record of who is spoken to (not the content unless agreed with the person) in case follow up is needed. Sign, date and time the notes and hand them to the Team Leader who will file them. See a copy of the 1:1 meeting form. (Figure 3)
- If a young person is distressed they should be entrusted to another adult at the end of the session.
- If a situation is encountered where the listener feels uncomfortable they should speak to the co-ordinator as soon as possible.

Confidentiality

- At the first meeting, explain that the conversation will be confidential unless there are exceptional circumstances. If the person is being harmed themselves, if they are harming others or if they know that a child or young person is being harmed, the information will have to be passed on. The person will be told what will be done and how they will be supported if they need to talk to someone else. In these circumstances always make a written record, sign date and time, and follow your Child Protection procedures.
- **No one should see a child or young person on their own on a regular basis unless they are professionally trained counsellors, properly appointed and vetted and being professionally supervised.**

Report form for any 1:1 meetings with a person under 18 *Figure 6*

SEEING A YOUNG PERSON 1:1



NAME OF CHILD

DATE: _____

TIME: _____

LOCATION OF INCIDENT: _____

DESCRIPTION OF TIME TOGETHER:

(details include - where, when, how long, who knew about this meeting etc)

OTHER TEAM AWARE OF THIS 1:1 MEET:

NAME: _____

NAME: _____

NAME OF TEAM MEMBER COMPLETING FROM:

SIGNED:

PARENT MUST BE MADE AWARE OF THE SITUATION AS SOON AS POSSIBLE.

NAME: _____

SIGNED TO SAY INCIDENT REPORTED TO THEM: _____

DATE: _____

14. HEALTH AND SAFETY

Health and Safety should be an issue that is regularly covered by the PCC. However, it should be specifically managed as part of all activities involving children and young people – whether happening on site or at other locations.

Important checks for Premises

- Appropriate for age & ability
- Well lit (inside & out) plugs, wire etc. not trailing
- Heating guards
- Entrances & exits secure – in & out
- Where cleaning substances etc. are kept

Regular inspections

It is strongly recommended that when churchwardens and others are undertaking annual health and safety and fire inspections of the premises, these inspections should also take account of health and safety issues which relate specifically to children and young people. In particular: electric sockets should be covered in rooms where young children regularly meet; hazardous pieces of equipment (e.g. kettles) are positioned out of reach, especially of small children, and with no trailing leads.

- Leaders of activities need to make sure that there are no obstructions in passageways;
- Ensure the meeting place is warm, well lit and well ventilated, and kept clean and free of clutter;
- Toilets and hand basins should be easily available, and hygienic drying facilities should be provided;
- There should be enough space available for the intended activity
- If food is regularly prepared on the premises, the facilities will need to be checked by the Environmental Health Officer and a Food Handling and Hygiene Certificate acquired (the PCC to decide on this). Children's packed lunches should be kept refrigerated. Drinks should always be available.
- A register of attendance should be completed at every activity. Groups must have access to a telephone in order to call for help if necessary;
- Fire doors should be unlocked. Leaders should be aware of the fire procedures (see below);
- No smoking should be permitted by leaders when accompanying participants in the activities anywhere, on and off the premises;
- Alcohol and illegal drugs must not be used by those having children and young people in their care or at a time that could affect their care;
- Unaccompanied children and young people should not walk to or from the premises along dark or badly lit paths;
- A First Aid kit and Accident Book should be available on the premises and their location indicated clearly;
- All accidents or incidents must be recorded in the accident book, as soon as possible after the accident or incident occurs, but in any case before the premises are vacated following the activity;
- It is strongly recommended that at least one of the leaders in a children's or young people's group has attended a recognised First Aid course. For large events, St John's Ambulance or the equivalent should be in attendance;
- Out of sight places, e.g. toilets should be regularly checked;
- Care should be taken with the storage of dangerous / toxic substances – such as cleaning products.

What leaders should know about fire and St. Thomas' Church Procedures:

- Recognise the sound of the fire alarm is;
- Where exits and emergency exits are located;
- Where the fire fighting equipment is and to only use it if trained;
- How to take the register of people present with them;
- Where the assembly area is situated;
- Where the nearest telephone is;
- The name and address of the premises;
- Who will meet the fire brigade when it arrives.

NB. when evacuating premises in the event of a fire, or for a practice, when both children and their parents or carers are present but in different parts of the building (e.g. during Sunday worship with Sunday School), it is the responsibility of leaders with the children to ensure that they evacuate the premises safely. Parents should evacuate the premises directly, and not collect their children on their way.

Identifying risks in Children's and youth work

A risk assessment takes place when you look carefully at what could be dangerous and possibly cause harm to people, (this is also known as a hazard) and see how this can be prevented. By identifying the danger you can look at what is already in place to prevent anyone coming to harm, and also look at what else could be done or put in place.

A **hazard** is anything or anyone that could cause harm e.g. high stacks of chairs, uneven floors, unsafe electrical equipment, blocked fire exits, lack of fire escape signs, missing light bulbs, over-filled cupboards, high shelves, loose carpets, toxic paints, chemicals etc. horseplay, unknown workers (paid or volunteers). Working in unsupervised situations, lifts in cars, challenging behaviour, smoking and drinking etc.

A **risk** is the chance great or small, that someone will be harmed by the hazard.

St. Thomas' Church Five Steps to Risk Assessment

There are 5 things St. Thomas' Church team leaders will do to carry out the risk assessment:

Step 1- Identifying hazards/dangers.

- Walk round the building/venue looking out for items or situations that could be reasonably expected to cause harm.
- Ask other people about what they think could cause harm.

Step 2- Who might be harmed/vulnerable and how could this happen.

- Young People
- Children with special needs
- Children
- Visitors/Parents
- Activity Leaders/organisers
- Members of the public
- Staff and Volunteers

Step 3- What are the risks? What can be done to remove or reduce them?

- How likely is it that the hazard could cause harm?
- Are there any existing precautions in place? Are they enough?

- What else can be done to reduce the risk, control or remove the hazard/danger?
- Think about how harmful the risk maybe - high, medium or low - both before and after you have taken action to reduce the risk.

Step 4- Write down your findings and what you need to do.

- The record will show that a proper check has been carried out.
- Each hazard should be recorded, (including an assessment of the risk), either High, Medium or Low.
- Any action taken should be recorded (next to the hazard), showing the date and the name of the person carrying out the remedial action.
- Once action has been taken, the level of risk that the hazard presents should be low.

Step 5- Revise and evaluate your risk assessment regularly. Risk Assessment Tool

Risk Assessors can either use the quantitative method (numerical) or qualitative (L,M, or H).
 Risk level = severity x likelihood

Table from the Diocese of Winchester Safeguarding Guidance Manual *Figure 7*

		Severity		
		Slight L (1)	Serious M(2)	Major H(3)
Likelihood	Seldom L(1)	L	L	M
	Occasionally M(2)	L	M	H
	Frequently H(3)	M	H	H

Risk level = (1-2) L – Low; (3-4) M – Medium; (6-9) H – High

Table from the Diocese of Winchester Safeguarding Guidance Manual *Figure 8*

Risk level	Action and Timescale	
Trivial (1)	No action is required to deal with trivial risks, and no documentary records need to be kept (insignificant risk).	LOW
Acceptable (2)	No further preventative action is necessary, but consideration should be given to cost-effective solutions, or improvements that impose minimal or no additional cost burden. Monitoring is required to ensure that the controls are maintained.	
Moderate (3-4)	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.	MEDIUM
Substantial (6)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, the problem should be remedied as quickly as possible and certainly within one to three months.	
	Work should not be started or continued until the risk level has been reduced. Whilst the control measures should be cost-effective, the legal duty to reduce the risk is absolute. This means that if it is not possible to reduce the risk, even with unlimited resources, then the work must not be started or must remain prohibited.	HIGH

Blank Risk Assessment template. *Figure 9*

Template
RISK ASSESSMENT

Area, Event or Topic	Hazard	Risk Level	Who might be harmed and how?	What is being done already?	What further action necessary?	Action by whom:	Action by when:	Done	Review date:

St Thomas' Church meeting at Wyvern Technology College

15. KEY HOLDERS AND THOSE WITH ACCESS TO BUILDINGS

St. Thomas' Church has a range of people who are key holders, including, in some cases those from outside organisations who hire the buildings.

The PCC will consider carefully who has keys and access to our buildings. In theory any person holding a key will be able to gain access to any building at any time – including when children and young people's activities are taking place or when any outside organisation is hiring the premises. If representatives from non church organisations have keys, this may be especially necessary and should be kept in writing.

The church should keep a list of all key holders and ensure all are aware of guidance about access to premises.

A clear understanding and agreement should be reached with all key holders about responsibilities and access arrangements when activities involving children and young people are taking place.

This may include:

- Ensuring all key holders are aware of the church's child protection policy.
- Insisting that key holders may not have further copies of the keys, made to pass to other people.
- Requiring keys to be returned when the person no longer needs them.
- Requiring key holders to use discretion when accessing the building and to try to do so when activities for children and young people are not taking place.
- Ensuring that those who hire the building know they can refuse entry to rooms to those who are not involved with their activities.
- Ensuring key holders know they must only access rooms where children and young people's activities are taking place with the permission of the organiser.

16. ADULTS IN THE VENUE POLICY

Within Children's Network and Youth Network sessions, there may be times when there will be adults in the venues where these ministries are happening who are not part of the team leading the activity.

The team leader will make it clear to the youth and children at the beginning of each session who the team are for that session and this will also be highlighted by a team lanyard and in some cases team uniform (such as t-shirt/hoodie).

In a venue where a children's or youth work event is happening there will be potential for the following adults be in the venue.

- Invited guests
- Visitors
- Parents staying with their child for the session (generally only applies to Children's Network ministries)
- Multi use venues will have adults present not actively engaging with Children's and Youth Network

Guests - Youth and Children's Network

This may take many forms - a guest will be defined as someone who has been invited to attend a session or has asked a team leader if they can attend a session and this has been agreed.

A guest may be invited to minister/ contribute/ share and in this case the Team Leader will have made this clear at the beginning of the session to the children and young people present. It will be explained that these adults are not to be considered team members and they will be given a "Guest" lanyards or sticker to wear during the event. They may interact with the young people with a level of responsibility especially if they are a guest who has been invited to minister/ contribute/ share by a Team Leader. They will never interact with a child/young person one-to-one.

Sometimes there will be guests from the St. Thomas' church family who are in the process of joining team, to help gain experience. They will be allowed to be in the venue but will not be considered a team member until their DBS forms have returned and been shown to Sandra Davis (Safeguarding Officer) and they have completed the recruitment process.

Visitors - Youth Network

Some of the events which are run specifically for the Youth Network may have adults visiting who will be considered "visitors" and will be granted entry by the team who have been given the brief of monitoring the door. Where a team member is unsure about allowing entry to a visitor on safeguarding grounds, the team leader will be consulted to make the decision. These adults will be monitored by the team during that session who will be vigilant in monitoring the interaction between the young people and visiting adults.

These adults will NOT be given a guest lanyard/ stickers signifies that they have not been recognised as adults who have been endorsed to interact young people by the Youth Network Team.

*As Youth Network grows there will be team trained to work as security for events that are open to the public and specifically advertised to the local community.

Visitors - Children's Network

Generally there will be no instances where there will be people visiting anything organised for Children's Network who are not invited Guests or Parents of a child within the Children's Network. If there ever is a case of an adult trying to enter the venue and participate in the Children's Network session the team leader will deal with this appropriately

*The team leader will decide if they believe that an adult present is safe to stay within the venue where children's work is happening. If the adult is considered unsafe then the team leader will let one of the congregational leaders know who will escort the adult out of the venue of that Children's Network session.

Parents (someone with Parental Responsibility) - Youth Network

Parents will be discouraged from staying at Youth Network activities in order to help the young person become more independent. If a parent wishes to stay, then this will have to be agreed by both parties and will then be judged on an individual basis.

If a parent does stay for a session, then the parent will be highlighted to the other young people in a sensitive way and treated as a Visitor not as a Guest.

Parents (someone with Parental Responsibility) - Children's Network

Parents wishing to stay with their child will happen frequently. As the child is signed in, the parent will be given a badge that says on it "Visiting Parent." This is so that the other children know that although there is another adult in the room, they are not a Team Member and therefore have no responsibility over any other child in the room except the child that they have Parent Responsibility for.

If the child is breaking any of the behaviour policy while the parent is in the venue, then the parent will be encouraged to address the situation rather than the Team.

If the child needs to go to the toilet while their parent is in the venue then they will take their child without a member of the team attending.*

*For more information regarding this see Toilet Policy. (P. 57)

Multi-use venues - Children's and Youth Network

The nature of St Thomas Church means that sometimes there will be adults accessing a venue used by Children's or Youth Network who are not engaging or interacting with the children or Young People. If the adults are in close proximity to the activities, then the Team Leader will highlight that these adults are not part of the session and there is no need to engage with them. If the adult does start to engage with the activities or anyone present, the adult will be advised by the Team Leader and if the safeguarding policies are being broken, then this will be dealt with by the Safeguarding Committee, Vicar and PCC.

17. TOILET POLICY

Youth Network

- Team will never accompany young people to the toilet and will never go to the toilet at the same time.
- Team will encourage another young person to accompany a young person who is anxious, if they are away from the St. Thomas' Church campus or an unfamiliar venue.

Children's Network

Children will be encouraged to go to the toilet before the session starts with their parent/carer, in order that they can be signed in having been to the toilet.

- Team will never go into the toilet with a child and so if the child needs assistance then the parent will be found by the team so that they can assist them. The parent/carer will be found a Team Member and ask they come to the toilet and assist their child and then bring them back to the Children's Network activity. The Parent and team will discuss the urgency of the parent needing to respond to this request if the child requests a toilet stop during the Children's Network session.
- If a child who doesn't need assistance asks to go to the toilet during a session, then members of the team will check the toilet is safe (no other adults in the toilet) and then stand in the doorway of the corridor to maintain eye contact with the toilet door and a member of team in the venue to help keep the ratios correct and keep within the 'Line of Sight' best practice.
- Once the child has gone into the toilet then the Children's Network team will make sure that no other adults enter until the child has finished.

Any children's Network activity that happens at the Wyvern venue requires a very strict toilet policy as this is an open venue and anyone can access this building who is not a regular member of St Thomas Church.

The Policy for little legends and Firestarters is listed below

FIRESTARTERS - Toilet policy/procedure

If a child requires the toilet a team member must stand by the gym main doors and watch the child go into the boys or girl's toilet, making sure they then return back to the gym. Some children may need reminding to flush the toilet and wash their hands.

LITTLELEGNDS - Toilet policy/procedure

Before Little Legends starts the hosts will hopefully tell the congregation to toilet their children before coming to Little Legends to minimise disruption later on.

A sign needs to be put onto the men's toilet to remind gentlemen that during the talk, Little Legends use that toilet and men are to use the boy's toilet instead. (It will be found in one of the Little Legend's boxes)

If children need the toilet during Little Legends, then 2 members of team take the children to the men's toilet where, hopefully, there will also be 2 potties. Both adults need to enter the toilets with the children and remind children not to lock the door. Then the adults need to tell the children that you will wait for them behind the door but will keep it ajar so you can make sure all is well. Both adults need to stand outside the door until the children have said they are finished. If a child needs help with clothing or sitting down accurately then an adult can help. In this instant it is important that adults remain in line of sight of each other. Adults must NOT help in wiping a child. If a child needs some help with this, then one adult needs to ask someone in the main service to get the parent needed. The other adult needs to stand in the doorway so they can see the children but also so they can be seen/heard. Whilst waiting for the parent, reassure the child that mummy/daddy/carer is coming to help and not to worry. You may also need to remind the child to stay seated.

Once all children have washed their hands then both adults and all children can come back to the classroom. Please make a note of the toilet trip and time in the register. This way we have a record of which adults and children went.

Appendix 1

Example of Youth Network volunteer application form. (Children’s Network Form exactly the same except title)

Page 1

Youth Network Application Form 

STRICTLY CONFIDENTIAL
This form should be completed by anyone taking on a role involving contact with children, young people or vulnerable adults. Once completed please return to your team leader.

PERSONAL INFORMATION

Mr / Mrs / Ms / Miss / Dr: _____
Other title: _____
Surname: _____
Forename(s): _____
Date of Birth: _____
Previous names with dates: _____

Nationality: _____
NI Number: _____
Contact Address: _____
Home Number: _____
Mobile Number: _____
Email Address: _____

ADDRESS HISTORY
Please include address history for the last 5 years (continue overleaf if necessary):
Date from / Date to

St Thomas Church Youth Network Volunteer Application Form (Updated September 2014)

Page 2

SUITABILITY FOR THE ROLE

Please tell us something about yourself - any special interests and skills you have, previous experience with children, young people or vulnerable adults. Where appropriate, name the church or group and the dates (please continue on another sheet if there is not enough space)

Have you any relevant qualifications or appropriate training? (including First Aid) **YES/NO**
If YES please give details: _____

Do you suffer, or have suffered, any illness/ allergies, which may directly affect you with your work with children, young people or vulnerable adults? **YES/NO**
If YES please give details: _____

Have you ever had an offer to work with children, young people or vulnerable adults (volunteer)? **YES/NO**
If YES please give details: _____

Having read the Job Description and Person Specification for the post you are applying for, are you confident of your suitability for the role? **YES/NO**

Do you already have a DBS enhanced disclosure? **YES/NO**

If yes, what is its date? _____ If No, or if your existing disclosure is not suitable, you will need to complete a DBS form for the role.

What is the name of the organisation and role for which it was issued? _____

Please bring your existing DBS disclosure along with this completed form to show appropriate Team Leader or Coordinator of the team that you applying to join.

St Thomas Church Youth Network Volunteer Application Form (Updated September 2014)

Page 3

CRIMINAL RECORD (Disclosure and Barring Service) CHECKS
There is a great responsibility involved in working with children, young people and vulnerable adults and the need to ensure their safety. We therefore require all volunteers to consent to an enhanced Criminal Record Check.

Do you consent to a Criminal Record (DBS) check being carried out? **YES/NO**

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? **YES/NO**

DBS The disclosure of an offence does not necessarily disqualify you from being accepted to volunteer.

If YES, what was the nature of the offence?

Signed: _____ Date: _____

*See filtering rules here <https://www.gov.uk/disclosure-and-barring-service/criminal-record-checks-offences-and-complaints>

REFERENCES
Please supply details of two referees, one of whom should ideally be your Church Leader/ someone else involved in leadership at your church and one of whom should have known you for at least 3 years.

1. Name: _____ 2. Name: _____
Address: _____ Address: _____

Telephone: _____ Telephone: _____
Email: _____ Email: _____
Relationship to you: _____ Relationship to you: _____

St Thomas Church Youth Network Volunteer Application Form (Updated September 2014)

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Part Two
NOTE
If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions. This may also include a filtering list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

(For completion by the individual named in Part one):

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children? If working with vulnerable adults have you ever been known to Adult Services or Police as being a risk or potential risk to vulnerable adults?	YES / NO (If Yes, provide information below)
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable adults?	YES / NO (If Yes, provide information below)

Confirmation of Declaration (tick box below)

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.

In accordance with the organisation's procedures I require I agree to provide a valid DBS certificate and consent to the organisation carrying any information provided on the disclosure with the agencies providing it.

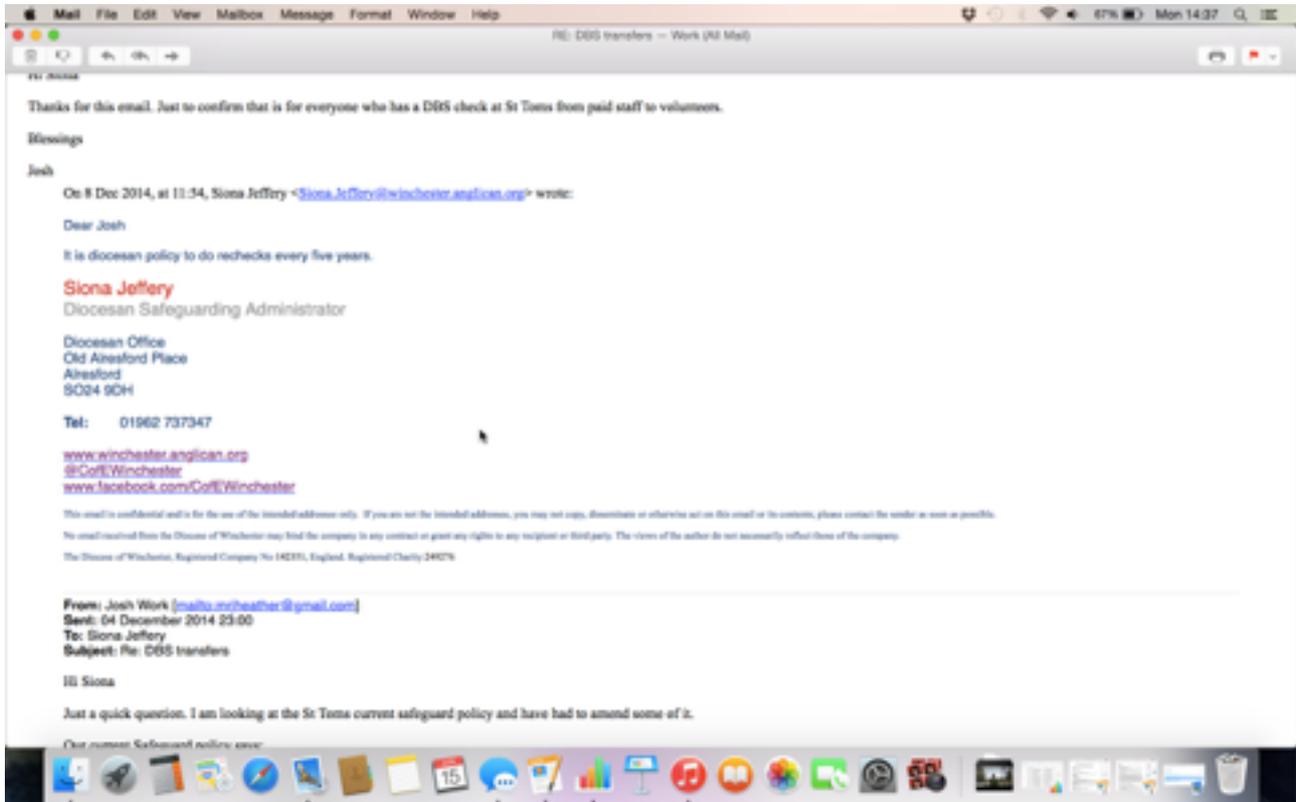
I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

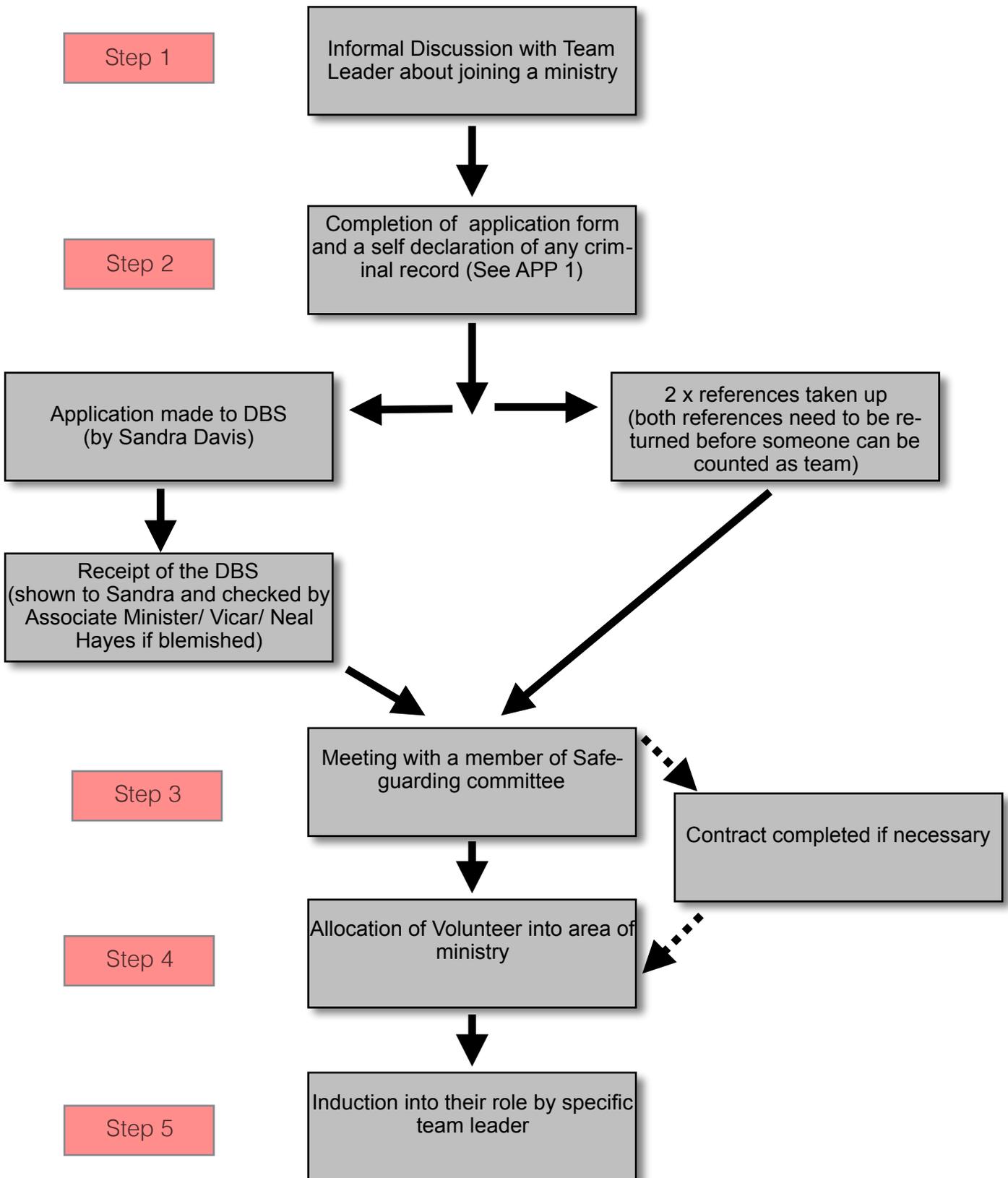
Signature: _____
Print name: _____
Date: _____

St Thomas Church Youth Network Volunteer Application Form (Updated September 2014)

Appendix 2 - email from Siona Jefferys (Diocesan Safeguarding Administrator) regarding frequency of DBS checks.



Appendix 3 - Flow Chart of the order of a person becoming safely recruited.



Glossary

Prevent - is part of the Governments counter-terrorism strategy that aims to stop people becoming terrorists. It is a multi-agency approach to safeguard people at risk of radicalisation.