



# **Child Protection Procedures**

**March 2015**

**Hawke Lane**

**Bloxham**

**OX15 4PY**

## **Contact Details**

### **Designated Person for Safeguarding**

Name: Rachel Mitchell

Contact Number: 01295 720831

### **Safeguarding liaison to the Trustees**

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### **Minister**

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# Part 1- Responding to a Concern

## **A. Responding to a concern**

### 1) Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

### 2) How to respond when someone wants to talk about harm or abuse

- Listen- and keep listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact the Designated Person for Safeguarding- or in their absence contact the Safeguarding Liaison to the Trustees
- Write down what is said- details below

### 3) What to do when a child talks about harm or abuse

You need to make a careful written record of what has been observed as follows :

- Make a note as soon as possible (preferably within one hour of the child talking) including a description of any injury, it's size and a drawing of its location and shape of the child's body.
- (See Appendix 3)
- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (eg a description of the activity).
- Write down dates and times of these events and when the record was made
- Write down any action taken and keep all hand written notes even if subsequently typed up.

These notes will be passed on to the Safeguarding Liaison to the Trustees and will be kept in a safe and confidential file. If the matter should need to be referred to the Children's Social Care Team the Safeguarding Liaison to the Trustees would assist in this. All documents including copies of everything sent to Children's Social Care Team, will be signed by you, dated and kept by the Safeguarding Liaison to the Trustees.

#### 4) Responding to concerns for a child or an allegation of abuse

Where possible, concerns will be passed to the Designated Person for Safeguarding but difficulty in contacting them should not delay action being taken.

If there is a concern that a child may have been harmed or abused, The Designated Person for Safeguarding will act as follows:

##### 4.i) Where a child has a physical injury or symptom of neglect:

- Contact Children's Social Care Team if there are concerns that the child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
- If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/ carers afterwards of the action taken.
- The hospital staff would be informed of any child protection concerns.

##### 4.ii) Where there are allegations or concerns of sexual abuse:

- Contact Children's Social Care Team. DO NOT try to investigate the matter.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Children's Social Care Team, contact the police.
- DO NOT touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents / carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

Should the Designated Person for Safeguarding not feel it necessary to refer the matter to Children's Social Care Team but you (or anyone else) have serious concerns for the child's safety, then under the guidance of the minister

you will contact the relevant authorities. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is against a Church Leader who has responsibility for implementing the Policy, you will refer it directly to the Children's Social Care Team or seek professional advice.

## **B. Third Party Allegations and Referrals**

Where a third party alleges abuse towards a child, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the Children's Social Care Team Department with their details. This is so that the Children's Social Care Team can contact them if necessary.

## **C. Allegations against Workers**

- The advice of Children's Social Care Team Local Authority Designated Officer (LADO) Team number 01865 810603 [LADO.SafeguardingChildren@oxfordshire.gov.uk](mailto:LADO.SafeguardingChildren@oxfordshire.gov.uk) and the police will be sought before taking any action such as suspension of employment or from the volunteering role.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children from possible further abuse or from being influenced in any way by the alleged perpetrator.
- It may be necessary, for the sake of the child (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

## **D. Pastoral Care**

When an allegation/suspicion arises in the Church, a period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the suspected perpetrator without compromising the children or their families.
- This is one reason for limiting information in relation to allegations of abuse on a need-to-know- basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrators family.
- Where the perpetrator accepts some responsibility they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

## **E. False Allegations**

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

## **F. Allegations against children/young people**

- Children and young people are curious about the opposite sex. However, where a child is in a position of power, and has responsibility over another child (as in babysitting arrangements) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child this is abusive. Such situations will be taken seriously as if an adult were involved, because the effects on the child victim can be as great.
- Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is

important to take the matter seriously and we will need to deal with this as we would any other allegation. It cannot be assumed that young people will grow out of it. Most sex offenders started abusing in their teens (or even younger).



## **Part 2 Safe Recruitment, Support and Supervision**

### **A. Recruiting volunteers**

- The Safeguarding Policy as well any practical expectations will be discussed with any new volunteer. Ideally all volunteers will be members of Bloxham Baptist Church, or other churches in the case of holiday club and soccer club. All volunteers will need to have seen and agreed to Bloxham Baptist Church's statement of faith.
- All volunteers will be asked to complete a CRB form and renew it every 3 years. These forms are held by the Safeguarding Liaison to the Trustees.

### **B. Support and Supervision**

- Support and Supervision will be given as appropriate and meeting any specific needs.
- Young people under 18 may be used as helpers but such helpers will never be in a position where they are providing unsupervised care of children, this includes toileting. As they will never be in unsupervised care they don't need a CRB.
- When a younger helper reaches the age of 18 a CRB will be required.
- For Junior Church there will be termly group meetings where we will pray and share together, and also take the opportunity to fill out the following terms rotas. There will be an annual whole Junior Church group meeting to celebrate the previous term and pray into the next term as a whole group.

## **Part 3 Safe behaviour: a code of behaviour for workers**

### **A. Overview for code of behaviour**

The aim of these general guidelines is to ensure a quality provision of care, protection for those children and young people from possible abuse, and to protect workers from false accusation, whilst in our care.

Workers should treat all children and young people with dignity and respect in attitude, language and actions.

- Use appropriate language and tone of voice.
- Do not engage in any of the following:
  - .Invading the privacy of children and young people when they are using the toilet.
  - Rough games including contact between a leader and a child or young person.
  - Sexually provocative games.
  - Making sexually suggestive comments.
  - Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young person this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained in order to protect them or a third person. In this rare situation where necessary 2 adults should remove the child or young person until they calm down or in a medical emergency it may be safer to remove the group; in either case the parents should be informed of the incident.
- No one should normally be left working alone with children and young people, but as part of a team show mutual responsibility for each team member.
- At least two adults are present before events or activities take place.
- If there are insufficient leaders for groups, then external doors should be left open.
- If in a car, make sure the child or young person is sitting in the back.

- If workers do find themselves on their own they should;
  - Assess the risk of sending child/young person home.
  - Phone another team member and let them know the situation.
  
- If a child or young person wants to talk on a one-to-one basis you should make sure that:
  - You try to hold the conversation in a corner of a room where other people are.
  - Or if you are in a room on your own, prop the door open.
  - Make sure another team member knows.
  
- Consideration should be given to how many workers should be involved in the group and whether they should be male or female workers or both.
  
- Ensure that the majority of the adults in your team have a current CRB.
  
- The parents/carers may or may not attend church and it is important therefore that they have been given information about the group including contact telephone numbers.
  
- No activity or meeting involving young people (other than regular meetings) should take place without prior approval of the adult in charge. (NB the adult in charge will ensure that parents or carers are notified of and permission sought for any such activity.)

Below are suggested ratios of adults to children, recommended for all activities with children and young people:

Age Group	Adult Helpers	No. of children
0-2 years and under	1	3
2-3 years	1	4
4-8 years	1	6
9-12 years	1	8
13-18	1	10

- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.

- No person under 18 years of age should be left in sole charge of any age. Nor should children or young people attending a group be left alone at any time.

## **B. Taking Care of Touching**

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the workers.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physically activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and given appropriate help where necessary.

## **C. Children with Special Needs**

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, they may have limited understanding and behave in a non-age appropriate way.

It is good practise to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.

## **D. Holiday club, Soccer Club, Girls Brigade and other events when a child is left in our care.**

- Parental permission forms are collected for each child, noting contact details, child-care arrangements and any allergies or special needs. Relevant information is shared with group leaders.
- Children are signed in and out and particular care is taken around collection arrangements to ensure children depart safely.
- All equipment used in activities is safe to use and stored safely.

- Refreshments or activities involving food or drink are made with reference to noted allergies.

## **E. Tiddlywinks, lunch group and other events that children with adults may use/be in our building**

- When children attend any session with their parents/carers they remain the responsibility of the parents/carers at all times.
- All Tiddlywinks equipment is safe to use and stored safely.
- All other equipment at Hawke Lane is safe or securely stored.
- A safety check is carried out and signed before each session.
- An accident book is available.

## **F. Junior Church**

- It is the responsibility of the Children and Families worker to:
  - Ensure each child has a completed consent form, allowing them to take part in their Junior Church Group and detailing any allergies and/or special needs they may have.
  - Ensure this important information is passed on to the relevant Junior Church leaders.
- It is the responsibility of the Children and families worker and/or the relevant Junior Church Leaders to welcome new comers/ visitors and inform them of who you are and what group their child will be in, ask for any known allergies or special needs, and ask for verbal consent.
- It is the responsibility of the Junior Church Leader to:
  - Make sure all equipment is safe to use and stored safely.
  - Ensure all care is taken when walking children/Young People to their groups.
  - Ensure there is the right adult/child ratio in the room.
  - Care for children in their charge.
  - Encourage and support one another and make every effort to discuss any problems or inappropriate behaviour in a constructive way.
- It is the responsibility of the Parents/Carers to:

- Inform the Children and Families worker of any changes to allergies suffered or special needs, since the annual consent form was filled out.
- Ensure their child (if under the age of 8) is taken to and picked up from their Junior Church Group.
- Supervise their child before and after Junior Church. A sign will go up on the overhead screen to ask parents/carers to pick up their child from their relevant group. From this point on the child/ren are the responsibility of the parent/carer.
- Discourage children from running, climbing or riding on any equipment inside the building. Children should not play in the car park, but be encouraged to either play inside or at appropriate times on the playground by the Maths block. Children remain the responsibility of their parents/carers at all times.

## **G. Modern technology and safe communication**

- It is not appropriate to communicate using mobile phones, email, Facebook or social networking with primary school aged children 11 years old or younger.
- All young people aged over 11 years need to be made by their youth worker of the protocols that workers follow in relation to email, messenger services, social networks, and mobile phones including texting. It is important to remember that as well as the parent/carer that young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information that they would rather keep to themselves.
- Media shared with young people such as music, games or DVD must be age appropriate.
- Email is sometimes used by workers to remind young people about meetings. Best practice would be to keep communication in the public domain however, if email is used it is important that workers use clear and unambiguous language to reduce the risk of misinterpretation and although it should be obvious when an email is ending workers should never use inappropriate terms such as luv to round things off.

- Communicating using instant messaging (e.g. MSM messenger, AOL, AIM, Yahoo messenger, Facebook) should be kept to an absolute minimum. Workers should save any significant communications as a text and also keep a log of any significant communication stating with whom and when they communicated.
  
- Particular diligence needs to be applied when workers use mobile phones to communicate with young people.
  - All mobile phone use will be primarily about information sharing
  - Workers should keep a log of significant conversations/texts
  - Any conversations that raise concerns should be passed on/shown to their line manager.
  - Workers should use clear language, particularly when texting and should not use words such as, 'luv' or abbreviations such as lol which could mean laugh out loud or lots of love.

If a worker allows their personal social networking site to be accessed by young people

- It is essential that all content, including photos is suitable
- Be aware of age limits on social network sites
- All communications should be kept in the public domain
- Copy other workers into communication if needed to keep transparency

### Taking Video and photographs of children/young people

Since the introduction of the Data Protection Act 1998 churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of

- Permission must be obtained via the consent forms of all children who appear in a photograph or video before the photograph is taken or footage is recorded.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photograph are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use such as videoing a church nativity play or photographs for a family photo album.

- Children and young people under the age of 18 should not be identified by surname or any other personal details including email or postal addresses, telephone or fax numbers.
- When using photographs of children and young people it is preferable to use group pictures.



## **Part 4 Safe Behaviour: A code of behaviour for Youth workers**

This code of behaviour seeks to set out a clear code of behaviour for **all** those who work with young people (aged 11-18) within our Church, making explicit, as far as is possible, what is appropriate and inappropriate behaviour.

Its purpose is not only as an important safeguarding measure, but is also about modelling positive patterns of Christian behaviour to young people. It can also help to protect youth workers from false accusation or unnecessary and unwarranted suspicion.

This code of behaviour is divided into five sections:

- (i) Respecting young people
- (ii) Avoiding being alone with young people
- (iii) Appropriate physical contact with young people
- (iv) Abuse of trust
- (v) Electronic communication

### **(i) Respecting young people**

- Treat all young people with respect and dignity
- use age appropriate language and tone of voice; be aware of your own body language and the effect you are having on the young person
- Listen well, being careful not to assume you know what a young person is thinking or feeling; listen to what is spoken, how it is said and observe the body language to better understand what is being said
- Do not engage in any of the following:
  - rough games involving physical contact between a leader and young person
  - sexually provocative games or sexually suggestive comments, even in 'fun'
  - invading the privacy of young people, for example when changing

- scapegoating, belittling, ridiculing or rejecting a young person
- When it is necessary to control and discipline young people, this should be done without using physical punishment (though a situation may arise when a young person needs to be restrained in order to protect them or a third person)
- Do not respond to or encourage excessive attention-seeking that is overtly sexual or physical in nature; if you are concerned about the behaviour of a young person in this respect, share your concern with your line manager

## **(ii) Avoiding being alone with young people**

### **Planned work with young people – group work**

- All youth workers should plan their work in such a way that they will not normally be alone with young people where their activity cannot be seen by others
- This will either require two or more leaders for each group or, if there is only one leader, for the activity to be visible by other adults – for example, by working in the same room as another group, or in an adjoining room with doors left open or with glass panels in doors
- Youth workers should, so far as is possible, avoid being left alone with a single young person before or after a group session (for example, two adults remaining until the last young person has left)
- A worker should never invite a young person to their home alone. If a group of young people is invited, another adult should be present in the house. Establish that each parent/carer knows where their child is and at what time they should be returning home.

### **Planned work with young people – working one-to-one**

- Planned one to one work with a young person might consist of listening as they share an issue they are facing, offering on-going support, a formal mentoring relationship, prayer and discipleship
- Whilst any youth worker may find themselves called upon by a young person to discuss/pray one-to-one (see below), planned and routine one-to-one work should only be undertaken by a youth worker formally trusted, recognized and approved by the Church leadership team for such work.

- This **recognition** and approval should be on the basis of the youth worker's:
  - proven willingness to work within the procedures and guidelines of the Church's Safe to Grow policy
  - demonstrated capacity to respect appropriate boundaries in their relationships with young people
- **Accountability** can be assisted by keeping a simple log sheet recording who, where and when workers and young people have met. A basic note should also be kept of the essence of the conversation, advice/recommendations given and any agreed actions.
- **Supervision** by a line manager should monitor the frequency/content of meetings to ensure the one-to-one meetings are sustainable and appropriate for all concerned
- **Maintaining a professional distance** is important and should be the outcome of the youth worker's thoughtful self-awareness – ensuring the young person is not becoming overly dependent on them personally, knowing when/how to refer the young person to another individual, what to do with the information given to them and when to involve other agencies
- **Appropriate confidentiality is necessary** so that young people can share personal information without fear that it will be shared with others in the church. The young person must also be made aware, however, of the boundaries of confidentiality – if the youth worker believes the young person they are talking to – or another young person – is at risk of harm then they have a responsibility to pass that information on.
- **The time and venue should be appropriate** – one-to-one meetings in the early morning, late at night or whilst young people should be at school should be avoided. The venue should either be a public place or, if in a private place, should be in a building where another adult is present, knows that the meeting is taking place and where a door is left open/has glass panes for visibility.

## **Unplanned occasions when a worker is alone with young people**

- If a situation arises when, despite careful planning, a worker finds themselves in sole charge of a young person/people, he/she should:

- Assess the risks involved in sending the young person/people home against the risks and vulnerability of being alone with them
- Wherever possible, immediately phone another appropriate person (eg/ line manager, pastor, member of leadership team) to report/discuss the situation. Put down in writing afterwards the details of what happened and provide to line manager
- If a young person asks to speak to/pray with a youth worker privately:
  - Seek, if possible, a quiet corner of a room where others are present
  - Otherwise, find a location with a door left open/glass in door
  - Another adult should be in the same building, the young person should know they are there and the other adult should know the meeting is taking place
  - The worker should set an agreed time limit for the conversation and stick to it – make another appointed time to continue if necessary

## **Transporting young people**

- The following guidelines can help to mitigate the risks that can arise from the added vulnerability when offering lifts to young people:
  - If possible, two adults should be present in a car when transporting young people
  - Parents should have given permission for their child to be transported and should know what time to expect their child home
  - Regularly giving lifts to a young person on their own should be avoided
  - Where a young person is travelling alone with a youth worker they should be asked to sit in the back seat of the car
  - When necessary time alone in the car with a young person should be avoided.

## **(iii) Appropriate physical contact with young people**

- A nurturing, caring youth worker will inevitably have some form of physical contact with young people on at least some occasions; indeed not to put a comforting arm around a shoulder of a young person who is upset could itself cause harm. For some young people, however, physical contact is not welcome and sometimes it is used to meet the needs of the adult not the young person. In judging the appropriateness of physical contact, the following should be considered:
  - For whose benefit is the contact taking place? It must always be for the young person's benefit; in judging this, consider whether this young person may find physical contact an infringement of their personal space
  - If no one else is present, it is always advisable to avoid physical contact
  - Use physical contact in a way that conveys appropriate concern but that is least likely to be misconstrued
  - Be prepared to be accountable to fellow workers for your use of physical contact and listen to their concerns if it is felt boundaries are being crossed.

#### **(iv) Abuse of trust**

- Any form of work with young people in the church involves building a relationship of trust. This trust and the element of power it brings with it requires a greater degree of responsibility on the part of the leader. This responsibility makes it unacceptable for a leader to develop a romantic or sexual relationship with any young person with whom they have a relationship of trust. This applies not only to those under the age of consent (16), but also to those aged 16-17 where, even if the relationship is consensual, the imbalance of power makes it an abuse of trust.
- Therefore, any behaviour which might allow/encourage a romantic/sexual relationship to develop between a youth leader and a young person with whom they work should be avoided; such relationships are unacceptable so long as the relationship of trust continues.

#### **(v) Electronic communication**

- Whilst electronic communication (including mobile phones, e-mail, social networking sites etc) is a natural and effective means of

communication with young people, there are dangers that we need to be aware of: the potential for miscommunication and the lack of usual barriers arising from the informality of e-communication, as well as the fact that those intent on harming young people choose these methods to meet and groom them.

- Because of this, the Church agrees to the use of electronic communication with its young people only as long as the guidelines laid out below are strictly adhered to
- Youth workers should only use e-communication with young people from whom consent has been given by themselves and by their parents
- There should be no e-communication with children under the age of 11 and, when using social networking sites, no communication with young people below the lower age limits of those sites
- Contact with young people by e-communication should generally be for information-giving purposes only and not for general chatter, for eg. avoiding text conversations
- Where a young person contacts a youth worker electronically seeking support, significant conversations should be saved as a text file if possible and a log kept of when they communicated and who was involved
- No personal information should be shared by the youth worker with young people
- Workers should be careful in the way they communicate with young people electronically to avoid any possible misinterpretation of their motives
- Clear, unambiguous language should be used, avoiding the use of unnecessary abbreviations/text language
- Electronic communication should only be used between the hours of 8am and 10pm
- E-mails to young people should include a church header/footer showing this to be an official communication from a youth worker
- Workers should not retain images of young people on their mobile phone
- When using social networking sites, a separate group profile should be used and 2 members of the church leadership team should have admin rights/monitor use of the profile.
- All communication using social networking sites should be kept within public domains
- Workers should ensure that all communications are transparent and open to scrutiny

## **Part 5 Safe Practise**

### **H. Consent forms**

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on our consent forms (See appendix 1). The first week someone attends we must have name, medical emergency information and a contact name and number. Then they must bring their form back with them.

### **I. Health and safety**

All activities for children and young people will comply with the Church's current health and safety policy, with particular attention paid to the sections on Fire Action, First Aid, Health and Safety and Food Hygiene.

Children should be kept away from the kitchen area when drinks and food are being prepared and/or served.

Buildings being used for children's groups will be properly maintained. A representative from the children/young people's work team will take part in the annual health and safety review in order to consider all aspects of safety for all children and young people using the premises.

### **J. Fire**

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their control. In addition it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of fire.

All Bloxham Baptist Church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

### **K. Food Hygiene**

The food safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or those whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.)

## **L. Transporting children**

We do not have formal guidelines on transportation of children/young people other than already stated.

If you find yourself on your own in a car, make sure the child or young person is sitting in the back.

If parents transport each other's children around other than trips organised by the church, for example private arrangements to and from activities like parties, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.



## Appendix 1 Consent form

<b>Event/Activity</b>			
<b>Contact details and information:</b>			
Name of Child		Date of Birth	
School		School Year	
Address		Home Phone	
		Mobile Phone	
		Other emergency no.	
Email			
<b>Medical Information:</b>			
Please provide details of any: . Medical condition or disability . Allergies . Dietary needs . Special needs			
<b>Consent:</b>			
Do you consent to photographs being taken of your child for local display or publicity?			Yes/No
Do you consent to un-named photos being used on the church website?			Yes/No
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.			
I give permission for my child to take part in organised trips off site and to travel with a driver deemed responsible according to child protection guidelines.			
I give permission for recognised youth leaders to use electronic means of communication with my child (e.g. mobile phones, e-mail, Facebook etc.).			
<b>Parent/Guardian to sign and print name:</b>			
<b>Date</b>			

## Appendix 2 Incident Form

Activity/Event	
Date and Time	
Leaders Present	
Any other activities or people in the building at the event	
<b>Details of Incident</b> (i.e. what happened, when did it happen, who was involved, who witnessed it?)	
<b>Response to Incident</b> (i.e. what did you do, who did you tell, how else did you or will you follow it up?)	
<b>Sign and Print name:</b>	
<b>Date:</b>	

## Appendix 3 Body Chart (see Part 1 A3)

