

**Glenabbey Church
Safeguarding Policy**

Guidelines Summary.....	6
Who has produced these guidelines?.....	6
What is the role of the safeguarding team?.....	6
Why do we need to have a Safeguarding policy?.....	6
What is child abuse and how can we detect it?.....	7
What does a leader in Glenabbey need to know about child protection?.....	7
What do you do if you are concerned about the welfare of a child?.....	7
How do we vet our leaders?.....	7
What training does the Safeguarding Team provide?.....	7
How should leaders Promote Positive behaviour in children?.....	7
Who is responsible for risk assessment?.....	7
Introduction.....	9
A legal requirement.....	9
Five Key Principles of Child Care.....	10
Biblical Basis.....	10
Our own protection.....	10
The world that we live in.....	11
Definition of terms.....	11
Safeguarding Policy.....	12
Abuse.....	13
Physical abuse.....	13
Emotional abuse.....	14
Neglect.....	15
Sexual abuse.....	15
Exploitation.....	16
Substance abuse.....	16
Domestic abuse.....	17
Bullying.....	17
What is bullying?.....	17
What forms does it take?.....	17
Preventative measures.....	18
How to deal with bullying.....	18
Self-harm and suicide.....	18
Suicide.....	18
What to do if you think or know that a young person is suicidal?.....	19
Responding, Reporting and Recording.....	20
Responding to incidents/accidents.....	20
Responding to concerns.....	20

False allegations.....	22
The Reporting Process.....	23
Disclosure and Barring Service (DBS).....	26
Recording.....	27
Child's words.....	27
Note of Concern form.....	27
Record of meeting form.....	27
Managing Offenders.....	28
Confidentiality.....	28
Reporting Contacts.....	29
Police Service Northern Ireland (PSNI).....	29
Health and Social service Trusts.....	30
Roles and Responsibilities.....	31
The role of the Designated Safeguarding Elder(s).....	31
Appoint a Designated Safeguarding Representative.....	31
Oversee the appointment of leaders process.....	31
Review of Safeguarding Policy.....	31
Keep Safeguarding on the agenda.....	32
The role of the Designated Safeguarding Representative.....	32
The role of the safeguarding team.....	32
Recruitment and Appointment process.....	33
The appointment of leaders process.....	34
Ministry Application Form.....	34
Interview.....	34
Referees.....	34
Access NI Approval.....	34
Confirmation of appointment.....	35
Access NI Vetting.....	35
General Access NI vetting principles.....	35
Regulated position.....	35
Training.....	36
The importance of training.....	36
"Safeguarding Children and Vulnerable Adults" Training.....	36
Training for employed youth/children's workers.....	37
Register of all leaders.....	37
Working with parents and carers.....	37
The responsibility of parents/carers.....	37
Parental consent forms.....	37
Sign-in sheet.....	38
Promoting Positive Behaviour.....	38

Standards and Practices.....	39
Physical contact.....	39
Use of reasonable Force.....	40
Recommended ratios.....	40
Ratios for indoor activities.....	40
Ratios for outdoor activities.....	41
Transport.....	41
Drivers.....	41
Minibus drivers.....	41
Private cars.....	42
Seatbelts and child restraints.....	42
Supervision while travelling.....	43
Residential programmes and outings.....	43
The residential centre.....	43
Parental Consent.....	43
Risk Assessment.....	44
Checklist.....	44
Church sleepovers.....	45
Photographs.....	46
Young people taking photographs of each other.....	47
Working with children who have Special Educational Needs.....	47
Be informed.....	47
Intimate care.....	47
Be inclusive.....	48
Using Computers.....	48
Children and the internet.....	49
Church Website.....	49
Communication with young people via the internet.....	49
Communication with young people via mobile phones.....	51
Texting.....	51
Health and safety.....	52
Risk assessment.....	52
Insurance.....	53
High risk activities.....	53
Fire.....	54
First aid.....	54
Relevant Legislation.....	55
Data protection.....	55
Where forms should be kept?.....	55
Who should have access to information on children and leaders?.....	56
What about data kept on computers?.....	56

How long records on children and leaders should be kept?.....	56
Adults at Risk	56
Safeguarding Adults at Risk.....	57
What is adult abuse?.....	57
What to do if adult abuse is suspected.....	57
Additional Information.....	58
Useful links (Special Needs).....	58
Forms Section	60
Accident Form	60
Report of Concern Form	62
Record of meeting Form	64
Reference Request Form	66
Registration of Designated Safeguarding Representative	67
Personal Care Plan	68
Personal Care Log	69
Computer contract	70
Risk Assessment – Outing or Trip	71
Risk Assessment – Church premises	74
Risk Assessment – Example.....	75
Child Protection Policy Review	76
Appendix A	78

Reviewed

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Guidelines Summary

The “Glenabbey Safeguarding Policy” guidelines are divided into different sections. There is an introductory section which sets out the rationale behind the guidelines. A section focuses on specific areas of the child protection policy and there is a compilation of forms and resources including contact details to help you with any additional queries that you may have.

Leaders and workers within the church do not have to become safeguarding experts but need to be made aware of the issues. We have tried to write the guidelines in such a way that it contains most of the information that leaders within the church will need to know when working with children and young people.

Who has produced these Guidelines?

The current version of the Safeguarding Children and Vulnerable Adult guidelines has been written by staff working with children and adult safeguarding. In addition, the Safeguarding Policy Team have reviewed these guidelines to ensure they cover current legislation. Future legislative changes will be advised to ministry leaders and volunteers by the Policy Team as and when necessary.

In order to help you find your way around the guidelines, below is a series of questions and answers with references to the appropriate sections in the guidelines where more information can be found.

What is the role of the Safeguarding Team?

It is important that any child protection issue is dealt with in the best way possible. Reporting, questions and issues to do with child protection within Glenabbey should all be dealt with through the Safeguarding Team. Pages 31-35 set out the role and obligations of the Safeguarding Team as well as the responsibilities of the ministry leaders and elders. All Safeguarding matters will be dealt with by the team as appropriate.

Why do we need a Safeguarding policy?

There are a number of reasons for needing a safeguarding policy. Firstly it is a legal requirement. We also have a Biblical basis for our own protection and for the protection of children in our care.

What is child abuse and how can we detect it?

Pages 12-19 set out the definitions of child abuse as well as the signs by which a person may be able to tell if a child is or has been abused.

What does a leader in Glenabbey need to know about Child protection?

Pages 39-48 consider good practice guidelines on a variety of areas from transport to working with children who have special needs. Guidelines on the use of technology and how leaders and children communicate through it can be found on pages 48-51

What do you do if you are concerned about the welfare of a child?

Pages 20-30 are entitled, 'Responding, Reporting and Recording' and set out what we should do and say if we come across a child protection issue (respond), who we should tell (report) and what we should write down (record).

How do we vet our leaders?

The appointment process can be found on pages 26, 33-35. It is the process by which new appointments are made of those working in Glenabbey, both paid and voluntary, which must be followed. This process includes information on police checks as well as references, an interview and eldership approval.

What training does the Safeguarding Team provide?

Pages 36/37 explain the importance of child protection training, the different types of training available and when they take place within Glenabbey.

How should leaders Promote Positive behaviour in children?

In order for ministries to run smoothly, people must work together. This includes parents, young people and all leaders and helpers. Please see Glenabbey's policy on Promoting Positive Behaviour.

Who is responsible for risk assessment?

Pages 52-54 focus on keeping everyone healthy and safe. This includes topics such as insurance, fire, first aid and risk assessment. It is very important to develop a risk assessment based on the premises being used and the activities taking place. The risk assessment form should be completed by the leader in charge of each ministry and given to the Health and Safety representative within Glenabbey.

Introduction

"Glenabbey Safeguarding Policy" is the name of the child protection policy in Glenabbey Church. Our aim is to create and promote a safe environment for children, young people, leaders and staff. Glenabbey works with hundreds of children and young people every year. We have a legal duty of care to look after these children and provide a safe environment for them as best we can.

These guidelines provide guidance to all involved in work with children, youth and adults within the ministries of Glenabbey. They are here to help ensure that children and young people enjoy their activities with optimum physical safety and are free from the threat of abuse. They also help to alert leaders to signs of distress which may indicate that a child has been harmed.

Glenabbey elders have appointed a Safeguarding Team to review this Safeguarding policy on an ongoing basis and to provide designated persons to liaise with each ministry and assist with the implementation and outworking of the Safeguarding Policy.

The policy sets out the process that is in place for:

- The recruitment and appointment of new leaders including the vetting process.
- The ratios of leaders to children and young people to ensure the right number of leaders are present.
- The registration and attendance of leaders at child protection training.
- Ensuring the full awareness of the reporting process in case a safeguarding concern or incident were to arise.

By adopting and using these guidelines each ministry will be raising the standard of care for those entrusted to their care, no matter how brief the event or small the attendance of a specific programme.

There are four main reasons why we need to have a safeguarding policy within Glenabbey Church.

A Legal Requirement

The law rightly requires us to have a policy in place and says we have a duty of care to children, young people and vulnerable adults that we work with. The United Nations Convention on the Rights of the Child stipulates that "Children have the right to be protected from all forms of violence. They must be kept safe from harm. They must be

given proper care by those looking after them.”

The main relevant legislation relating to safeguarding in Northern Ireland includes:

- The Criminal Law Act, 1967
- The United Nations Convention of the Rights of the Child, 1989
- The Children (NI) Order, 1995
- Disability Discrimination Act, 1995
- The Sex Offenders Act, 1997
- The Family Homes and Domestic Violence (NI) Order, 1998
- The Human Rights Act, 1998
- Section 142 (2) The Sexual Offences Act, 2003
- Protection of Children and Vulnerable Adults (NI) Order, 2003
- Safeguarding Vulnerable Groups (NI) Order, 2007

The United Nations Convention on the Rights of the Child Specifies that children have the right to be protected from all forms of violence. They must be kept safe from harm. They must be given proper care by those looking after them. ¹

Five Key Principles of Child Care

The Children (NI) Order 1995 emphasises the following key principles:

- Paramount Consideration – It is a fundamental principle in child care law and practice that the welfare of the child must be the paramount consideration in decisions taken about him/her.
- Parental Responsibility – Parents have a responsibility to children rather than rights over them. There may be situations where other significant adults share this responsibility with one or both parents.
- Prevention – We should aim to prevent situations arising where children are separated from their families. The state should provide support and services to keep children within their families and communities, in order to promote their health and welfare.
- Partnership – The most effective way of ensuring that a child’s needs are met is by working in partnership. The provision of services must therefore take into account the views of parents.
- Protection – Children should be safe and should be protected by intervention if they are in danger. ²

¹ The United Nations Convention on the Rights of the Child

² <https://www.legislation.gov.uk/nisi/1995/755/contents>

Biblical Basis

As well as a legal imperative, there is also a biblical one. We have our own duty of care found in the Bible. 1 Peter 5:2 says, 'Be shepherds of God's flock that is under your care, watching over them – not because you must but because you are willing, as God wants you to be.' ¹

Our Own Protection

The Safeguarding Policy is not there only to protect children, young people and adults but also leaders, staff and the ministries of Glenabbey. Sometimes leaders may think that aspects of the guidelines are not necessary, however, it should be remembered that the policy is for their own protection and they should not rely on their reputation to protect them.

1. The Holy Bible, NIV, 1 Peter 5:2

The world that we live in

No church is immune from the problem of trusted adults misusing their position. This requires a response which is aimed at both the prevention and care for those who may have been mistreated. We must not be naïve to the fact that there are people in the world today who want to harm children and so we as a church must do all that we can to protect our children, promote good practice and prevent abuse.

Definition of Terms

A **child** is a person under 18 years old. Where either children or young people are mentioned in the guidelines, both are intended.

A **leader** is anyone 18 years old or older who is engaged in work or voluntary activity which involves regular contact with children or young people.

A **young leader** or **helper** is a person aged between 14 -17 years who assists in ministries working with children.

A leader in a **regulated position** is an adult working either as a volunteer or in a paid position, teaching, training or instructing children frequently (once a week or more often), or four or more days in a 30-day period, or overnight.

Day to day management or supervision on a regular basis of a person providing this activity which would be regulated if unsupervised.

Safeguarding Policy

This safeguarding policy relates to all children's, youth and adult programmes within Glenabbey and seeks to serve the needs of children, young people and adults promoting their spiritual, emotional and physical development. In doing so, the Elders, Ministry Leaders and members of Glenabbey take seriously their responsibility to protect and safeguard the welfare of all entrusted to our care and who come onto our premises.

Glenabbey aims to ensure that children, young people and adults are welcomed into a safe, caring Christian environment with a happy and friendly atmosphere.

Glenabbey recognises that the protection of children, young people and adults is everyone's responsibility and that these procedures apply to all ministry areas coming in contact with children, young people and adults.

Glenabbey believes that it is the responsibility of everyone involved in our children's, youth and vulnerable ministries to protect children, young people and adults from neglect, physical, emotional or sexual harm and to report, using the guidelines set out within this document, and abuse discovered or suspected.

Glenabbey is committed to adhering to the DHSSPS requirements set out in 'Safer Ministries – Safer Children, The DHS and Child Care NI principles outlined in 'Our Duty to Care and the Area Child Protection Committees Regional Child Protection Procedures, 2011. We also seek to operate within the legislative requirements of the Children's (NI) Order 1995, the Rehabilitation of Offenders (NI) Order 1978 and (Exceptions) (Amendment) Order 1987, the Protection of Children and Vulnerable Adults (NI) Order 2003, the Data Protection Act 1988 and General Data Protection Regulation (GDPR) which was introduced in May 2018.

As part of our commitment to children and young people, Glenabbey has appointed Safeguarding Ministry Representatives and a Safeguarding Policy Team whose roles and responsibilities are outlined in this document.

The Designated Elder and Safeguarding Policy Team, through the Ministry Leaders for Children and Young People, will be responsible for implementing, maintaining, and regularly reviewing and amending this Policy and Procedural Guide.

All those at Glenabbey who participate in work with children and young people will be committed Christians whose lives reflect their Christian profession.

The procedures outline the minimum requirement for those who apply to become involved in Children's and Youth Ministries.

All persons working with children, young people and vulnerable adults must read and the requirements of Glenabbey's Safeguarding Policy 2022. They must also read and confirm in writing their agreement to sign up to the Volunteer Code of Conduct.

Glenabbey is committed to training and providing ongoing supervision and support to those who work with children and young people.

This policy is based on guidance provided by the Churches' Child Protection Advisory Service (CCPAS) Model 'Guidance to Churches – A Working Manual for Child Protection and Safe Practice' (2004) and the Presbyterian Church 'TAKING CARE' Guidelines (2011).

Abuse

There are many reasons why a perpetrator abuses children. It is very important that abuse is stopped as soon as it is discovered for the sake of both the victim and the abuser. The sooner action is taken, the more likely it is that the abuse will stop and that the child will recover from his or her experiences.

It is not only adults who abuse children. Teenage abuse is a growing concern; this is when older children abuse younger children or their peers. Child abuse does not refer solely to sexual abuse; there are four main types of child abuse.

The following definitions of abuse are taken from 'Working Together to Safeguard Children' (Department of Children, Schools and Family). We have included some of the signs which can act as clues to tell us that abuse has taken place. This list is by no means definitive, nor does it mean that if a child shows one or more of the signs that they have definitely been abused.

Physical Abuse

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This 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.

Signs may include:

- Unexpected recurrent injuries or burns
- Improbable excuses or refusal to explain injuries.
- Self-destructive tendencies
- Fear of physical contact, a shrinking back if touched.

Emotional Abuse

Emotional abuse is 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 children that they are worthless or unloved. Inadequate, or valued only in so far 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 the child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all maltreatment of a child, though it may occur alone.

Signs may include:

- Delays in physical, mental and emotional development
- The continual belittling of oneself
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain
- Neurotic behaviour

Linked with emotional abuse is **spiritual abuse**. It is defined as an abuse of power, often done in the name of God or religion, which involves manipulation or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/ her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed.

He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously, God's) acceptance and approval.

Neglect

Neglect is 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 and development. Neglect may occur during pregnancy as a result of maternal substance misuse. 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 caretakers)
- Ensure access to appropriate medical care or treatment

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

- Constant hunger
- Inadequate clothing
- Constant tiredness
- Poor personal hygiene

Sexual Abuse

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 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.

Signs may include:

- Sexual knowledge, including drawing sexually explicit pictures, or use of language inappropriate for the child's age.
- Being over-affectionate in a sexual way that is inappropriate to the child's age
- Regression to younger behavioural patterns such as thumb sucking
- Self-mutilation, suicide attempts, running away, overdosing, anorexia
- Sudden loss of appetite or compulsive eating.

It should however be noted that sexual activity involving a child who is capable of giving informed consent on the matter, whilst illegal, may not necessarily constitute sexual abuse as defined for the purposes of this guide. One example, which would fall into this category, is a sexual relationship between a 16-year-old girl and her 18-year-old boyfriend. The decision to initiate child protection action in such cases is a matter of professional judgement and each case should be considered individually. The criminal aspects will, of course, be dealt with by the police.

Exploitation

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purposes of exploitation. Exploitation can be sexual in nature.

Substance abuse

Young people attending Glenabbey programmes are also at risk of being exposed to substance abuse. This can range from smoking/vaping to experimenting with solvents, alcohol and drugs. It is important that leaders are aware of the danger signs and include awareness training in their programme planning for high-risk groups. For contact details of useful ministries in this field see page 58.

Domestic abuse and children

Violence against women and men in the home is a serious crime, which causes enormous health and social problems and emotional and psychological damage, not only to the victims but also to their children. Children are often witnesses and are affected by the anxiety and personal threat to themselves. Domestic violence is the most common form of interpersonal crime and also the least reported.

Leaders should be aware that children may not only overhear or observe violence in the home, but may become direct victims, either accidentally or deliberately. The social pressures to remain within a violent home and the stigma which parents perceive in relation to living in refuges or temporary accommodation as single parents should not be underestimated. It is important for leaders of ministries to be aware that agencies such as PSNI and Health and Social Care Trusts have developed policies to help in situations of domestic violence and that advice, support and help are available from the Women's Aid Federation (NI). Men experiencing domestic violence may also have to seek refuge; accommodation may be available in the Simon Community (NI).

The impact of domestic violence on children can lead to physical, psychological and behavioural disorders and may subsequently affect them when they become parents. Many of these concerns will have a pastoral response from Glenabbey.

Bullying

All kinds of bullying are wrong and should not be tolerated within the ministries of Glenabbey.

What is Bullying?

The government defines bullying as, "Deliberately hurtful behaviour repeated often over a period of time".¹ Bullying can happen anywhere to anyone; anyone has the potential to bully others.

What forms does it take?

Bullying can be name calling or teasing. Bullying is often physical; victims are pushed, punched, kicked and hit. Victims can be forced to do things they don't want to do or are left out of games or ignored by others. Cyberbullying is when bullies contact their victims via text messaging or the internet. This often intensifies the bullying as victims have little escape from their bullies.

¹ www.direct.gov.uk/en/Parents/Yourchildshealthandsafety/WorriedAbout/DG_10015786

Preventative Measures

All leaders should try to prevent bullying within their ministry. However, if it does happen, leaders must deal with it and not ignore it. **All ministries should refer to Glenabbey's Anti-Bullying Policy and adhere to these guidelines.**

How to deal with Bullying

Please see Glenabbey's Anti-Bullying Policy

Self-harm and Suicide

Increasingly people who work with children and young people are being faced with the issue of self-harm. In very basic terms, it is 'the inflicting of physical pain to mask an emotional imbalance.' Anyone in this situation needs to be supported. In 2004 the Royal College of Psychiatrists observed, 'Deliberate self-harm is a term used when someone injures or harms themselves on purpose.' Common examples include 'Overdosing (self-poisoning), hitting, cutting, or burning oneself, pulling hair or picking skin, or self-strangulation. It can also include taking illegal drugs and excessive amounts of alcohol. Self-harm is always a sign of something being seriously wrong.'²

Disclosure of any self-harm should never be ignored; it is a clear sign that someone needs help, and that self-esteem is low. Care should always be taken in how this problem is managed and advice should be sought at all times.

For contact details of useful services in this field see page 58.

Suicide

Whilst self-harm does not always lead to suicide, nor do those who attempt suicide self-harm, suicide can, at times, be seen as the ultimate act of self-harm.

Leaders must be aware that if a child discloses that they are suicidal then the leaders have a duty to inform parents or make sure they are informed. As in the case of all pastoral concerns, ensure that individuals of any age are safe and have a network of support.

Signs of suicide:

- Withdrawing from friends or family
- Loss of interest in usual activities

² Royal College of Psychiatrists Self Harm factsheet 26, 2004

- Signs of sadness, hopelessness and irritability
- Making negative remarks about themselves
- Talking or writing about suicide
- Putting their affairs in order
- Giving away personal items
- A sudden change from extreme depression to appearing to cope and being calm.

These signs are not definitive but are possibly some of the signs displayed by someone who is suicidal. Others may show no signs of their pain at all. The only way to address your concern is to ask.

What to do if you think or know that a young person is suicidal?

- Listen to how they feel
- Take them seriously
- Offer your support
- Encourage them to seek further help – i.e. a doctor, professional counsellor, family member or friend.
- Follow the reporting process
- If they appear acutely suicidal and unable to talk, it may be necessary to seek immediate help through the hospital casualty department.

For contact details of useful services in this area see page 58.

Responding, Reporting and Recording

Responding to incidents/accidents

Many issues that are brought to leaders' attention are not necessarily a concern about a child's welfare or allegation of abuse but may be a minor problem, in other words, an incident or an accident. An example of an **incident** would be a male leader who takes a young girl home by himself without previous knowledge from or communication to parents/carers or other leaders. An example of an **accident** would be a teenager falling over at one of the programmes and needing first aid treatment. It is important that leaders know how to handle problems, no matter how minor, and that they are able to respond to more serious concerns.

Kids' and Youth Ministries should have copies of the relevant forms to record details of any accidents and incidents. These forms should be used for the recording of accidents and incidents. An accident form is to be used to record accidents and Note of Concern form should be used to record any incident. Each form should be signed by the leader in charge and the Designated Safeguarding Representative notified.

Parents/guardians should be informed in person or by phone of the accident/incident as soon as possible.

See the forms section on page 60 for the relevant forms.

Responding to concerns

A concern about a child may refer to an incident when a child has shown signs of abuse or there has been a disclosure of abuse by the child or another person. A concern may also refer to inappropriate or difficult behaviour that an adult has shown towards a child.

Responding to concerns must be based upon a clearly defined reporting process. Knowing what to do, whom to contact and who needs to know will ensure that the incident is dealt with appropriately. The primary responsibility is to report any concern as soon as possible and ensure that the concern is taken seriously.

If there is ever a concern that a child might be in danger, then do not hesitate to contact the PSNI immediately.

In the event of a concern that involves alleged or suspected child abuse, a Note of Concern form must be completed and passed to the Designated Safeguarding Representative who should be made aware of the situation as soon as possible. (Page 60)

What to do and what not to do if a child discloses to you:

Do

- Stay calm
- Listen
- Give time for the child to say what they want
- Reassure them that they have done the right thing in telling
- Write down what was said to you or what you observed as soon as possible
- Write down the exact words that the child used
- Use the Note of Concern form
- Ensure that the Designated Safeguarding Representative is informed without delay

Don't

- Panic or show shock or disgust
- Make a child repeat the story unnecessarily
- Promise to keep secrets
- Ask leading questions
- Investigate
- Delay
- Under no circumstances should you attempt to deal with the problem alone.

Helpful Responses

- You've done the right thing in telling
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will help you
- Tell me more
- Explain that to me
- Describe that to me
-

Unhelpful Responses

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure it's true?
- Why? How? When? Who? Where?

- Never make promises you can't keep
- I am shocked, don't tell anyone else

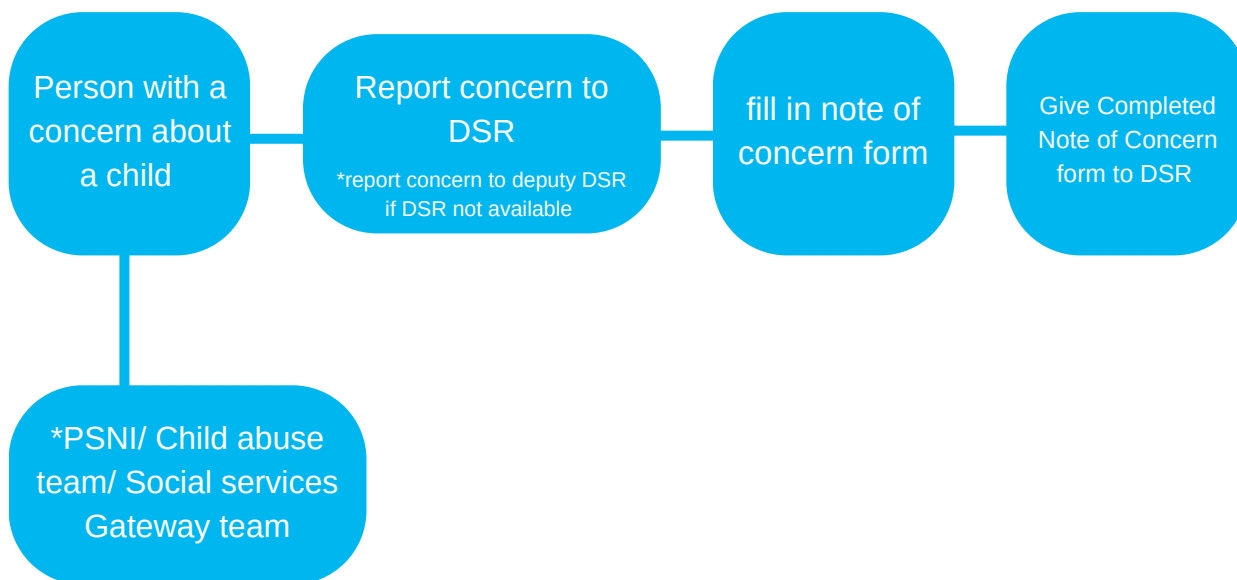
False Allegations

It is unusual for someone to invent a story and go through the processes of making statements, etc, if there is no basis of truth. It should not be assumed that the retraction of an allegation means that it is untrue. The personal cost of pursuing an allegation can sometimes be more than anyone, particularly a child/young person, is able to cope with. It is also unlikely a younger child would make an allegation had they not been exposed to inappropriate behaviour in the first place.

A minority of disturbed/damaged young people make malicious allegations. It can be particularly distressing if false allegations are made against workers or carers. Carers, for example, may face having children removed permanently from their care. A record must therefore be maintained if a person makes frequent throw-away comments and concerns should be discussed with the Designated Safeguarding Representative, (or deputy SR if the DSR is unavailable) to ensure safe working practice in relation to this young person.

It is important to stress that all allegations must be referred to the local childcare team and PSNI Child abuse team for investigation in an endeavour to establish the truth and ensure the protection of the vulnerable.

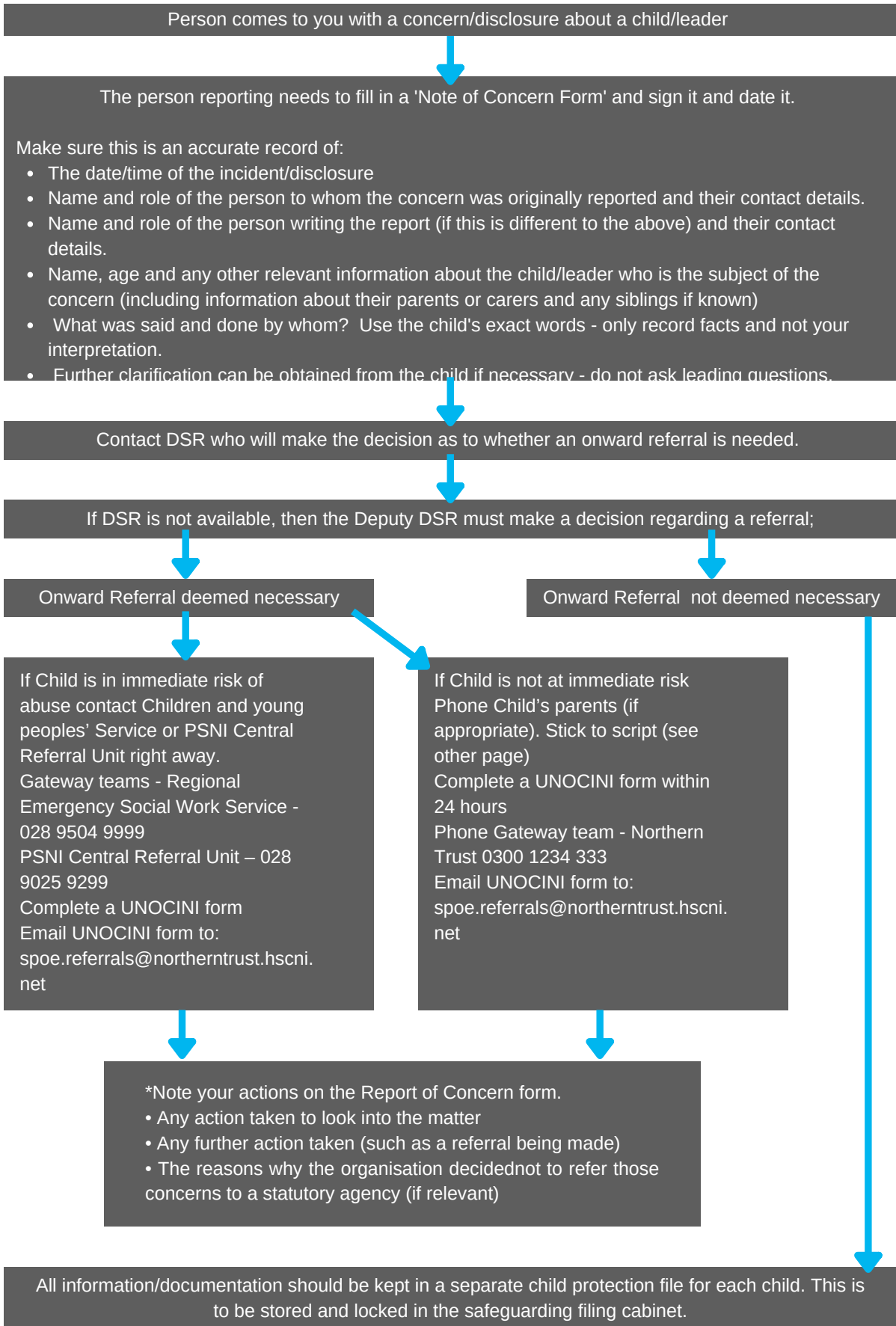
The Reporting Process



The Reporting process explained:

- Any concerns should be reported directly to the Designated Safeguarding Representative (DSR), if they are unavailable then concerns should be directed to the Deputy DSR, or the leader in charge if none of the above are available who in turn will report to the DSR.
- Notes of Concern should be written and given to the DSR/Deputy DSR.
- The DSR (or Deputy DSR, if the DSR is unavailable) should report directly to the Designated Safeguarding Elder.
- *If a child is in immediate danger or a criminal offence has taken place, the PSNI Child Abuse and Rape Enquiry Team or Duty Social Worker with the local Children's Services Gateway Team must be informed immediately. Do not delay this by having a meeting. Remember the task of deciding whether or not abuse has occurred rests with the professional agencies. If there is a disagreement on whether or not to refer a concern to a child protection agency, any individual, as a concerned citizen, can still make a referral.

DSR/Deputy DSR Reporting Process



Volunteer Reporting Process

A child comes to you and makes a disclosure or you have a concern about a child/volunteer



Fill in a 'Note of Concern Form' and sign it and date it.

Make sure this is an accurate record of:

- The date/time of the incident/disclosure
- Name and role of the person to whom the concern was originally reported and their contact details.
- Name and role of the person writing the report (if this is different to the above) and their contact details.
- Name, age and any other relevant information about the child/leader who is the subject of the concern (including information about their parents or carers and any siblings if known)
- What was said and done by whom? Use the child's exact words - only record facts and not your interpretation.
- Further clarification can be obtained from the child if necessary - do not ask leading questions.



Give the completed form to the DSR.
If the DSR is not available, then give it to the Deputy DSR

Reporting Contacts

Police Service Northern Ireland (PSNI)

Within the PSNI, it is the Child Abuse Investigation Unit (CAIU) that deals with issues related to children. They are part of the overarching Public Protection Unit. There is one CAIU in each of the 8 police districts. They are made up of male and female detectives who work in plain clothes and are specially trained to investigate all alleged and suspected cases of child abuse.

Contact the central number 101 (non-emergency number) or in the event of an emergency phone 999.

Health and Social Care Trusts

All reports of a child protection nature in Northern Ireland are dealt with either the PSNI or by a local Gateway Team located within the Health and Social Care Trusts, who provide integrated health and social care services across Northern Ireland. Contact details are located within each Trust and can be found on the website.

<http://www.northerntrust.hscni.net/services/gateway-childrens-social-work-service/>

If you are concerned about a child or young person, who is not already known to Social Services, the first point of contact should be made to the Referral Gateway Team.

Referral Gateway will respond promptly by gathering information and will pass the referral all to the local gateway team, should it be determined that a social work assessment is required.

Referral Gateway Team

Oriel House, 2-8 Castle Street, Antrim, BT41 4JE

Telephone: 0300 1234 333 or 028 9442 4459

Email: SPOE.Referrals@northerntrust.hscni.net

Further help and advice available from:

Local Social Service Gateway Teams:

- Belfast HSC Trust 028 9050 7000
- SE HSC Trust 0300 1000 300
- Northern HSC Trust 0300 1234 333
- Southern HSC Trust 0800 783 7745
- Western HSC Trust 028 7131 4090

Regional Emergency Social Work Service 028 9504 9999

NSPCC 0808 800 5000

Disclosure and Barring Service (DBS)

It is a legal requirement that the Glenabbey Church must inform the Disclosure and Barring Service if they remove a person from volunteering or working in regulated activity with children or vulnerable adults in Northern Ireland.

According to the Safeguarding Vulnerable Groups (NI) Order 2007, a regulated activity provider, such as Glenabbey, must refer to the DBS when they have withdrawn permission for a person to engage in a regulated activity because they think that the person meets the following criteria:

- The person has received a caution/conviction for a relevant offence. This would be a serious offence that automatically bars a person from working with children or vulnerable adults. For example, the rape of a child
- The person suspected of being engaged in relevant conduct. Examples include conduct which endangers a child or vulnerable adult or is likely to endanger them and conduct of a sexual nature involving a child. This conduct could be an act of omission or commission.
- When the harm test is satisfied. The harm test is where it is thought that a person may harm a child or vulnerable adult, cause them to be harmed, or where a person has put a child/vulnerable adult at risk of harm, attempted to harm a child/vulnerable adult or incited another to harm a child/vulnerable adult/. For example, a volunteer confided in a leader or member of staff that he had a sexual interest in children but had never acted upon this interest.
-

More information can be found on the Disclosure and Barring Service website.

<https://www.nidirect.gov.uk/articles/disclosure-and-barring-protecting-children-and-vulnerable-adults>

The Safeguarding Policy Team will advise on this referral process and offer support to those involved. Referrals to the Disclosure and Barring Service should only be made by the Safeguarding Policy Team.

Recording

Child's Words

It is very important that any words a child says are recorded accurately. If a child says something of concern to a leader, this should be recorded immediately on the Note of Concern Form or if that is not at hand, a piece of paper, and then the Note of Concern form written up as soon as possible afterwards. Once completed, the Note of Concern form should be given to the Designated Safeguarding Representative (or Deputy DSR if the DSR is unavailable) for safekeeping. The DSR will then notify the Designated Safeguarding Elder.

Note of Concern Form

The person who has reported the concern should complete a Note of Concern form which is available in the forms Section of this policy. (Page 62)

Try to have available the following information:

- The name and address of the child
- Name of the person completing the form and role
- Age of the child
- What the concern is about, where and when it happened
- The need for medical attention (if any)
- What course of action you have already taken (if any) and people you have told
- Names of anyone else present
- Name/address of alleged abuser (if known)
- Any other information you may have, e.g. what school they attend, the name of their GP, details of any historical information about the child that may be helpful

Record of Meeting Form

A record should be kept of any meetings held in relation to a child protection concern. It should be recorded what the concern was and whether or not the decision was taken to report to an outside agency. The Record of Meeting Form can be used as a prompt (see the forms section, page 64) and once completed should be kept confidentially in the Safeguarding filing cabinet. Such records will be sought and examined if an investigation is carried out.

Managing Offenders

Glenabbey Church believes that within the context of grace and forgiveness, attendance at worship services is open to everyone. At the same time, the protection of our children is paramount all times.

A person who has cautions or convictions on their record may still be involved in the life and witness of the Church. However, if a person has convictions of abuse against children, then they should never be in a position of leadership with children. Following the Safeguarding guidelines by having all leaders in a regulated position undergo the vetting procedure then any convictions will be known through the process. For more information on vetting, see page 35.)

If it becomes known that a person who has been convicted of offences against children is attending Glenabbey the Safeguarding Policy Team should be contacted. This is not to say they cannot attend but so that advice can be taken to ensure that attendance becomes safe for the protection of the children and others attending Glenabbey and for the offender themselves. If an offender has restrictions placed upon them from the PSNI or Probation Services, the church must work in partnership with these agencies.

Confidentiality

Who needs to know what?

It is always important that safeguarding issues are treated confidentially, only those who need to know about an incident or concern should be informed. This will mean that where the Designated Safeguarding Elder or Designated Safeguarding Representative considers that a child is at risk of abuse, or that a criminal offence may have been committed, it should be reported to:

- Those in the Safeguarding Team who need to know
- Social Services or PSNI

Informing Parents

Depending on what the incident or concern is, parents/carers may need to be informed. In certain circumstances, the PSNI or Social services will advise, if they do not then contact the DSR for advice.

Alleged Perpetrator

If an allegation has been made against a leader, appropriate advice must be taken as to whether or not the leader should be informed.

Meet the team Safeguarding Team.

Safeguarding Elder



Iain Johnston

Deputy Safeguarding Elder



David Currie

Designated Safeguarding Representative



Esther Snowden

Deputy Designated Safeguarding Representatives



Andrew Harris



Heather Donaghy



Rebekah Gardner

Roles and Responsibilities

The Role of the Designated Safeguarding Elder(s)

The Designated Safeguarding Elder(s) is responsible for the protection of children within Glenabbey and its ministries.

Appoint a Designated Safeguarding Representative

The Designated Safeguarding Elder(s) must appoint at least one Designated Safeguarding Representative for the implementation of the Safeguarding Policy and Procedures. Their role is to coordinate the area of Safeguarding across the ministries within Glenabbey. Once appointed, it is important that the DSR is supported in their role. In order to carry out his/her responsibilities thoroughly, the DSR will need help from ministry leaders and the Designated Safeguarding Elder(s). Some ministries may require more than one Safeguarding Representative depending on the level of youth and children's activities. The DSR should not be an elder within Glenabbey.

The appointment of a DSR is very important and should be considered carefully. The people best suited for this task are those whose occupations, or lengthy voluntary experience, have brought them into contact with children. Those who have already participated in foundation training in safeguarding, e.g., nurses, doctors, teachers, social workers or probation officers may be particularly suitable.

Overseeing the process of appointing Leaders

It is the responsibility of the Designated Safeguarding Elder(s) to oversee the recruitment process for volunteers and paid youth/children's workers. Kids' ministry/Youth Ministry staff will oversee and appoint volunteers. All prospective volunteers will be subject to approval by the DS Elder(s). Once appointed, all leaders need to be supported and should feel appreciated.

Adopt a Safeguarding Policy and review it regularly

It is the responsibility of the DS Elder(s) to formally adopt the Safeguarding Policy for Glenabbey Church and to ensure that it is reviewed annually. See the forms Section on page 76 for the Safeguarding Review Fact Sheet that will help to identify areas that would need to be looked at during a review. The review should not be considered an

inspection but more of a 'health check' to look at issues that have risen, how they have been dealt with and any further work which needs to be done.

Keep Safeguarding on the Agenda

The DS Elder(s) has the responsibility to oversee and approve all new leaders, so they need to be informed of each new appointment. It is the responsibility of the DS Elder(s) to be aware of safeguarding issues and concerns relevant to the church.

That said, the whole of the eldership may not always be made aware of every incident or issue because of confidentiality reasons, and in some cases, they may simply be informed that there was an incident, and no other specifics will be given. In order to ensure that the eldership is kept up to date, safeguarding should be an item on each Elders' meeting agenda. Even if there is nothing to report, it should be recorded that this is the case.

The Role of the Designated Safeguarding Representative

There are four main roles of the DSR:

1. The DSR must be consulted if a child protection/safeguarding incident arises. If this were to occur the guidelines from Page 23/25 should be followed.
2. To coordinate Safeguarding training for leaders within the ministries. The DSR does this by liaising with the ministry leaders to plan and provide appropriate and regular training.
3. To oversee the appointment process for new leaders including coordinating the distribution of application forms and making sure those leaders are vetted where appropriate and reference request forms are sent. Ministry leaders and administrative staff can help with this process.
4. To report to the DS Elder(s) about any safeguarding incidents as they arise. This does not include specific details about a safeguarding incident (as this information may have to remain confidential) but for example, changes to the vetting system, information about a training session or concerns to do with leader compliance with the policy in one of the ministries.

The role of the Safeguarding Team

The Safeguarding Team includes the following positions and roles:

- **Safeguarding Policy Team**
 - This team will update and review the Safeguarding Children and Vulnerable Adult Policy and Procedures on a regular basis. They will also coordinate child protection/safeguarding training.
- **Designated Safeguarding Representatives**
 - The representatives will be the first point of contact for ministry leaders and volunteers within a specific ministry.
- **Safeguarding Administrator**
 - Will provide administration in respect of the vetting and appointment of new leaders and volunteers for children's, youth and vulnerable adult ministries.

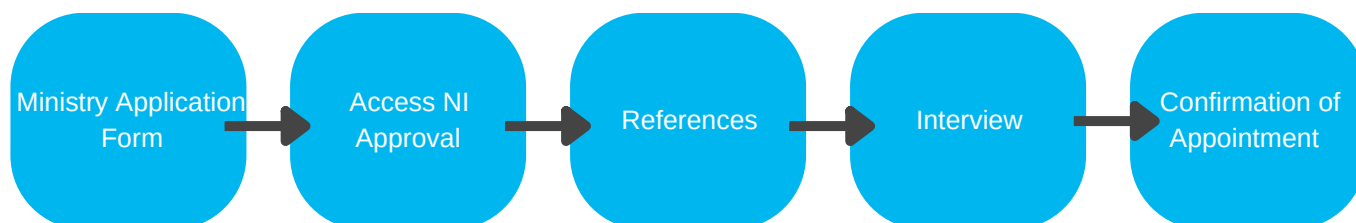
The main functions of the team are:

- To offer support and advice on safeguarding to ministry leaders, volunteers and parents.
- To provide safeguarding training for volunteers and leaders
- To regularly review and update safeguarding policies
- To keep up to date with changing legislation and inform those who need to know
- To facilitate the vetting of leaders where appropriate
- To work with the PSNI, Social Services and Probation Service on behalf of Glenabbey where necessary.

Recruitment and Appointment Process

It is necessary to have a recruitment and appointment policy in place to select leaders in order to provide a safe environment for children and young people. A proper appointment procedure is one of the most sensible and effective ways of assessing a person's suitability to work with children and young people and may in itself act as a deterrent to potential abusers. This is often felt to be an unnecessary burden, particularly if the person is part-time. A volunteer or already known to the ministry leaders and members of the church.

However, the more routine the procedure becomes, the less intimidating it will be to all concerned. By having good standards of practice in our ministries, people are more likely to want to join. Increasingly parents want evidence of good recruitment. Are needs to be taken to ensure that anyone who may be unsuitable for working with young people is not given the opportunity to become a leader. It is important to ensure that everyone participates in a selection procedure, even if they are recognised as people of good standing.



Ministry Application Form

A ministry application form must be completed by everyone applying to work in regulated positions with children and young people. The application form includes the vetting process according to legislation and good practice. All application forms must be signed by the DS Elder(s) to say that as far as the elders are aware, the applicant is suitable for the role in which they are applying.

Interview

The ministry leader will meet the person and ensure that they have the ability and commitment required for the role. During the interview, the Safeguarding Policy should be provided and explained. The Volunteer Code of Conduct should also be given and explained, and the volunteer asked to sign the document.

Referees

The names of two referees should be given by the applicant. The referees should NOT be family members. If the applicant is coming from a previous church, then a reference should be sought from that church. Otherwise, references should be from people who have had first-hand knowledge of their work with children/young people and have known the applicant for at least two years. It is usually the role of the Safeguarding Administrator(s) to send a reference request form (see forms section page 64) to the referees given. These do not need to be sent to the ministry leaders with the application form but should be kept for the church's own records.

Access NI Approval

All application forms must be sent to the Safeguarding Administrator. It is at this stage that appropriate vetting will take place in line with current legislation and practice. The ministry leader, whose role it is to distribute forms and collect them before returning them to the Safeguarding Administrator must check the forms carefully to make sure they have been completed thoroughly.

Confirmation of Appointment

Once the vetting process is complete, a letter/email will be sent from the Safeguarding Administrator(s) to the applicant, ministry leader, DSR and DS Elder to notify them of the outcome. The applicant can now be appointed. If applicable the applicant will also receive a certificate directly from Access NI.

Access NI Vetting

General Access NI Vetting Principles

In order to comply with the law and good practice, all leaders taking up a regulated position (page 11) to work with children and young people on a regular basis must be vetted. The process of vetting leaders involves a criminal records check which will show if an applicant has any criminal convictions.

The vetting process does take time and because of this, ministries are urged to recruit their leaders well in advance and allow for this time when planning events such as summer activities. Contact the Safeguarding Administrator to find out how long the process is currently taking.

Please remember that vetting is only a part of the appointment process. Just because a person does not have a criminal record does not mean that they are suitable to work with children. It simply means that they have no criminal record. A person who does have a criminal conviction will not necessarily be barred from working with children and young people within Glenabbey. Only convictions considered relevant will be taken into consideration when an appointment is made. Please be assured that all certificates, forms and conviction information are treated sensitively and confidentially by the Safeguarding Team.

Leaders on a rota basis such as Live the Adventure should only complete the Access NI application form if they meet the frequency test. See the definition below.

Regulated Position

At the time of writing a regulated position (in relation to children) is defined as: teaching, training or instruction of children (a person under 18) carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period or overnight

Day to day management or supervision on a regular basis of a person providing this activity which would be regulated if unsupervised.

Training

The importance of training

As well as being appointed properly, it is important that the leaders have adequate training to do the job required of them. It is the responsibility of the DS Elder(s) not only to appoint leaders but to support them in their role. This includes providing appropriate opportunities for training.

Safeguarding training is essential to all people who work with children and young people in all fields of life, within a professional and voluntary basis. Within Glenabbey Church, the safeguarding training delivered to ministry leaders and volunteers is called "Safeguarding training".

The Safeguarding Policy Team will continually provide updates to the policy and procedures as a result of changes to policy, law and practice as well as information on resources available and upcoming events.

"Safeguarding Training"

Leaders and helpers who work with children and young people should attend "Safeguarding Leaders and Vulnerable Adults" training on a regular basis. Separate training will be provided for young leaders/helpers. Even those who have a good knowledge of child protection issues in another field should attend Safeguarding Training.

Safeguarding training is available on two levels – Level 1 and Refresher Training. Level 1 training is for first-time leaders who have not attended Safeguarding Training before. Refresher training is for leaders who have attended level 1 training and therefore have a working knowledge of Glenabbey's current policy.

It is recommended that the Safeguarding Policy Team keep a record of all training that has been undertaken and who has attended. The SDR should organise training for the leaders in their ministry area by liaising with the ministry leader, DS Elder(s) and other members of the Safeguarding team.

Training for Employed Youth/Children's Workers

Once appointed, an employed youth/children's worker should also attend Safeguarding Training at the first available opportunity. This training looks in depth at issues which arise when working closely with children and young people. Or they should attend online Safeguarding Training if it is more accessible.

Register of All Leaders

A register of all leaders working with Children within Glenabbey should be kept and reviewed on an annual basis. This register should be a record of all leaders and helpers in all ministries whether they have completed an application or not, are on a rota basis, or are under the age of 18. A Register of all Leaders and Helpers is accessible on Churchsuite.

Working with Parents and Carers

The responsibility of parents/carers

Parents/carers are primarily responsible for their children. They have a responsibility to return consent forms promptly within the agreed deadlines, to inform ministry leaders of any changes to their child's medication or circumstances and also encourage their child to abide by the rules of the ministry. The Safeguarding Policy, Promoting Positive Behaviour Policy, Anti-Bullying Policy and Intimate Care Policy are all available on the Church website.

Parental Consent Forms

A parental consent form should be completed when a child enrolls in a ministry. Consent forms will be sent out via Churchsuite. All consent forms will be kept in the Churchsuite database. Children will be allocated on Churchsuite to the programme(s) they attend.

Events can also be created on Churchsuite and consent questions attached, which are to be completed on sign-up.

It is not always necessary for consent forms to be issued annually. For example, if the ministry generally has the same child every year and consent forms have been completed when the child started the ministry, the ministry can use another method (approved by the safeguarding team) to request from parents/carers information regarding changes in contact details, family circumstances or medical information that the leaders need to be made aware of.

If a day trip, special activity or residential is organised, a specific form covering this should be completed. This will be done via Churchsuite. A specific event will be created in Churchsuite which will capture consent online. It is important to have a parent/carer's signature and information regarding medication and allergies etc.

The information on the consent forms and sign-in sheets should be kept confidential to the leaders of the ministry. The consent form will be kept in a secure location in the Churchsuite database and will be accessible to relevant leaders when the group meets.

If the group is on an outing or residential, the leaders should ensure that he/she has the information contained on consent forms with him or via the Churchsuite app. If a paper copy has been taken, this information should be shredded on return.

Sign in Sheet

For the purposes of a one-off event or drop-in activity e.g., an outreach night or special event, a sign-in sheet may be used instead of parental consent forms. This can only be used for children aged eleven and over and only in situations where it isn't deemed possible to obtain parental consent forms. Ideally, young people should sign out as well as sign in so that leaders are aware of how many people are in the building at any one time. It is also important that young people are asked to give a contact number and medical information in case of an emergency.

Promoting Positive Behaviour

See Promoting Positive Behaviour Policy

Standards and Practice

Physical Contact

Physical contact with children should be child-initiated and appropriate to the age and gender of the child. If a child is in distress, it may be perfectly acceptable (and sometimes necessary) to offer comfort and reassurance by placing a hand on their shoulder or taking their hand. This is a valid way of expressing concern and care for children and most children will feel comfortable with it. Making staff and volunteers frightened of any physical contact with children is not an effective way of reducing abuse.

Where possible leaders should avoid being on their own with a child; if a child wishes to talk confidentially with them they should remain visible to other adults. Leaders must avoid physical contact which may be misconstrued by a young person or another observer.

Leaders should never:

- Be on your own with a child where possible. If this is not possible these conditions must apply.
 - o Make sure you are visible, i.e., in a room with a window/open door/room or area which is less likely to be frequented by others.
 - o Ensure another adult knows the meeting is taking place
 - o Time and place of the meeting should be minuted by the other adult and this record and signed by both adults and given to the DSR.
- Take children into your home without the child's parents and the leaders of the Ministry or other responsible person knowing.
- Allow or engage in inappropriate touching in any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child even in fun.
- Let allegations made by a child go unchallenged or unrecorded.
- Do things of a personal nature for children that they can do for themselves.
- Engage in rough or inappropriate behaviour.
- Rely solely on their reputation to protect themselves.
-

It may sometimes be necessary for leaders to do things of a personal nature for children, particularly if they are very young or have disabilities. In such situations, leaders need to be sensitive to the child and undertake personal care with the utmost discretion. **See Glenabbey's Intimate Care Policy for more information and the forms section (page 68) for a personal care plan and personal care log**

Use of Reasonable Force

Under exceptional circumstances, the use of reasonable force may need to be applied to a child in order to protect him/her from harming themselves or others, or seriously damaging property. The priority at all times must be to protect all children from harm. The proper use of restraint requires skill and judgement. Only the minimum force necessary to prevent injury or damage should be applied. Leaders should never try to restrain a young person on their own. Another leader may act as an assistant or as a witness. Remember that restraint should be an act of care, not punishment. Following an incident when restraint has been used, a Note of concern form should be written up and parents/carers notified.

Recommended Ratios

All Ministries must abide by the recommended ratios of children/young people to leaders. In determining the ratios of staff to children ministry leaders should bear in mind that there should be a minimum of at least 2 leaders/helpers present at all times.

Young Leaders/helpers

Young leaders (aged between 15 and 17) should not be left alone in a supervisory capacity with children. They may, however, be counted in the ratio if other adult leaders are present and in charge.

Ratios for indoor activities

Under 8 years

- 0-2 years = 1 leader to 3 children
- 2-3 years = 1 leader to 4 children
- 3-7 years = 1 leader to 8 children

8 years and over

- 8 years and over = 1 leader to 10 children/young people
- There should be a gender mix of leaders with a mixed gender group of children or young people.

Ratios for Outdoor Activities

Under 8 years

- 0-2 years = 1 leader to 3 children
- 2-3 years = 1 leader to 4 children
- 3-7 years = 1 leader to 6 children

8 to 14 years

The recommended ratios for children aged 8-13 years and over are 2 leaders to 14 children/. One additional leader for every 8 extra children or part thereof.

14 years and over

The recommended ratio for young people aged 13 and over are 2 leaders to 20 children (preferably one of each gender) One additional leader for every 10 young people or part thereof.

Transport

Youth work may involve transporting young people at some stage. Whether this is by car, coach or minibus and whether it is to and from the church building or an organised outing or residential, safety must be considered a priority at all times.

Drivers

When planning an outing, leaders of ministries must exercise discretion as to who the drivers of the vehicles will be. A driver transporting other people's children must be aware of his/her responsibility towards the passengers and drive carefully within the national speed limit. A driver should know what to do in the event of a breakdown or accident and must ensure that they have adequate and up-to-date insurance coverage.

Drivers in their first year of driving (R drivers) should not be used as nominated drivers on an outing or residential due to their lack of experience. In addition, leaders should observe the guidelines below to help ensure protection for both them and the young people.

Minibus drivers

Drivers who obtained their full card driving licence before the 1st Jan 1997 may drive a

a minibus in the UK (until their licence expires) if they hold a valid driving licence for private cars and if the vehicle is not being used for hire or reward.

Drivers who obtained their full car driving licence on or after 1 Jan 1997 are only licenced to drive a vehicle with up to eight seats (in addition to the driver)

To drive a minibus, such drivers need to gain category d1 PCV entitlement on their licence by meeting higher medical standards and passing an appropriate test. However, a volunteer driver is allowed to drive a minibus with up to 16 passenger seats (in addition to the driver) for social purposes by a non-commercial body, provided that the driver has held a full B licence for at least 2 years, is 21 years old or over and under 70 years old (unless s/he has passed PCV medical and gained restriction 120) and the vehicle meets the weight restriction.

Private Cars

Leaders should avoid transporting a child or young person on their own. It is good practice to have another leader or other children in the car. However, if a situation does occur when a leader has to transport a child alone, they should ensure that other leaders know this is happening and that the child is in the back seat. If possible, parents should be made aware that their child will be in the car on their own with a leader, affording them the opportunity to make alternative arrangements.

Drivers should declare in writing to their insurers that they carry children in their vehicles and keep a copy of relevant paperwork with their insurance documents.

Seatbelts and child restraints

Ministries or individuals who carry other people's children in cars must make sure they use child restraints for each child carried, or adult seatbelts appropriately. Child restraints are rearward-facing baby seats, forward-facing child seats, booster seats and booster cushions. Seatbelts must be worn for any journey, no matter how short. In Northern Ireland, it is legally the driver's responsibility to ensure that seatbelts are worn for all passengers under the age of 17.

Booster seats must be used when travelling by car in line with relevant legislation:

Children under 12 years old or less than 4'5"/135cm in height must use a booster seat.

The exceptions according to the law are:

- When travelling by taxi
- When there are already two booster seats in the back and no room for a third
- Where there is an 'unforeseen circumstance' e.g., giving a child a lift home when their parents have not turned up.

Supervision while travelling

Leaders who accompany young people in minibuses/coaches/boats/trains etc should, where possible, sit among the young people and be dispersed in the vehicle. For example, there should be at least one adult travelling in the back of a minibus and preferably near the exit points of the vehicle. Their group members must be in the sight of a leader at all times.

Residential programmes and outings

Ministries can offer a wide range of activities outside the church premises. These may include day trips to the seaside, forest parks, theme parks, visits to the cinema, theatre, museums and shopping trips. As well as this, residential programmes often become the highlight of any youth programme, offering more opportunities to enhance friendships within the group. While recognising the tremendous impact these trips can have on a young person's emotional, physical and spiritual development, the leader in charge ought to note the following:

The residential centre

Check your location and accommodation. Ensure that it is adequate for your groups and activity. The centre must have adequate insurance coverage for your group and the activities it hopes to engage in. Insurance should in particular cover high-risk activities e.g., canoeing, rock climbing etc. The centre should inform you of its rules and regulations. Make every effort to be aware of its timetable e.g., whether it has a lights out time, mealtimes, or what time it expects the group to arrive and depart.

The centre should provide access to first aid/GP in the event of an emergency. The centre should also provide separate sleeping accommodation for males/females.

Parental Consent

Parents'/carers' consent must be obtained when taking any young person away for a residential or outing. Consent for special outings/activities/residential programmes should be sought via a specific event created on Churchsuite.

Before taking a group away, ensure that the parents/carers are aware of the following:

- The activities their child is encouraged/expected to participate in, especially high-risk activities e.g., bouldering, canoeing etc
- Whether there will be shopping trips or other free time in town areas and, if so, the level of supervision during such trips.
- The names of the leaders/helpers accompanying the group and a contact number (where possible it is advisable to arrange a pre-residential briefing for the parents, giving information and allowing parents an opportunity to meet the leaders/helpers)
- The centre's telephone number and address.
- What clothes and other items the young people might be expected to need.
- How much pocket money might be sufficient. (it is advisable to set a limit on this)
- That the names and contact details of all young people and leaders attending a residential/camp will be left with a nominated person in the church office. (Currently, this is available via Churchsuite)

Young People

Young people must have parental/carer consent to participate in the residential programme and its named activities. They should be fully informed of the nature of the residential programme, i.e., what is expected of them. They should never be coerced or forced into any activity with which they are uncomfortable.

Risk Assessment

A risk assessment will help leaders when planning events to consider the hazards and the risks that the group will come across during the time that the children are in their care.

A risk assessment form (pages 71-75) should be completed for each outing, residential or community/outreach event, e.g., youth weekends or summer camps. (for more information on risk assessment, see page 52.)

Checklist

- What is the best time to go – time of year, time of the week?
 - How will you get there?
 - How much will it cost?
 - Have you completed a risk assessment form? (see risk assessment form page 73)
 - Is the place you are visiting suitable for the age range you are taking?
 - Is the proposed outing age appropriate? E.g., is the film, or the theatre show suitable?
-

- Can the venue cater for any children who have special needs?
- What food will be provided and will this be appropriate for children who have allergies?
- Are there enough leaders?
- Is there a good gender mix of leaders? (if appropriate)
- Does the outing warrant additional insurance?
- Has consent been given by parents/carers?
- Has consideration been given to places to stop for refreshments/toilets?
- Is there an alternative plan if the venue is weather-dependent?

Remember to inform a nominated person from the church staff of your exact location. All contact information, mobile phone number(s) and home contact numbers in case of emergency for all children, young people and leaders will be accessible via Churchsuite.

Church Sleepovers

On occasions, Youth Ministry groups look to use the church premises as overnight accommodation. Before such a venture is considered, organisers should think through security and safety issues. A risk assessment form is recommended (see pages [71-75](#))

The following checklist should be used to ensure the accommodation is suitable:

- Parental consent must be sought.
 - There should be appropriate male/female segregation and supervision (for ratios see page 40).
 - Sleeping accommodation for leaders/helpers and young people, where possible, should be separate, but the young people's accommodation ought to be easily accessible.
 - Leaders/helpers must always avoid staying on their own with a young person. There must always be other leaders/helpers or young people present.
 - There should be at least one nominated first aider and a complete first aid box.
 - The accommodation should be suitable for any child attending who has special needs.
 - There should be adequate mobile phone reception or landline.
 - There should be at least two separate routes leading from the sleeping accommodation and out of the building.
 - Fire extinguishers should be positioned in appropriate and accessible locations
 - Fire doors should be checked for ease of opening in an emergency
 - Exits should be clearly marked and unblocked.
 - Clear instructions in the event of an evacuation should be given to both young people
-

and leaders in the event of an evacuation.

- Portable heating appliances should not impede exits and should be turned off during sleeping hours.
- Leaders/helpers should have torches in case of power failure.
- There should be a no smoking, no alcohol and drug-free rule applied to the premises.
- A record of sleeping arrangements should be kept detailing the names of children and leaders who stayed over and where they slept.
- All leaders on overnight trips must be Access NI checked

Once these issues have been considered organisers should only proceed if they are confident that the facilities are adequate to meet the needs of the group.

Photographs

Since the introduction of the Data Protection Act in 1998 and GDPR in May 2018, churches must be very careful if they use photographs, videos and webcams of clearly identifiable people.

The following guidelines should be adhered to:

- Permission (verbal or written) should be obtained of all the people (children and adults) who will appear in a photograph, video or webcam image before the photograph is taken or footage recorded.
- It should be made clear why that person's image is being used, what use you will make of it and who might want to look at the pictures.
- Children and young people should not be identified by name or other personal details. These details include email, phone or postal addresses.
- When using photographs of children and young people, it is preferable to use group pictures.
- Carefully consider location and pose
- Do not insist that a child participates
- Obtain a written and specific consent from parents or carers before using photographs on a website or social media platform.

Please note that the sample consent form contains parental consent for use of images of children for general church purposes.

Young people taking photographs of each other

Leaders should encourage young people to be sensible when taking photos or videoing each other, especially if they are to be posted on the internet. Young people should be encouraged to let their friends know if their intention is to post photographs online, giving

them the opportunity to object. Young people may need to be reminded that once photographs are on the internet they have no control over where they end up.

Working with children who have Special Educational Needs

The church should be a place where all children and their families are welcome. Ministries within the church have a duty of care to be inclusive to provide opportunities for children and young people of all abilities and regardless of any medical conditions or disabilities.

Be informed

Talk with the parents or carers to find out what a child's specific needs are and how they are met at home or at school. Assume nothing and don't be afraid to ask! Some children with special needs may require one-to-one help in a group or ministry, perhaps an extra leader will be needed for this responsibility.

For extra information and advice about working with children who have particular special needs and conditions contact the SDR. You will find a list of useful websites on page 58.

Intimate Care

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc., or may have limited understanding and behave in a non-age-appropriate way.

If a child needs help with toileting or more intimate care, it is important to make sure their dignity is preserved. It is good practice that the leader as far as possible is the same gender as the child they are involved in helping.

A personal care plan can be drawn up by parents/carers to advise leaders on how to best meet the needs of the child. (see forms section, page 66 for an example) Leaders can complete a personal care log (see forms section, page 68 for an example) to record how the needs of the child were met each time they attended the ministry.

For more details, please refer to Glenabbey's Intimate Care Policy.

Be Inclusive

As far as possible, try to make sure that all children can participate in the activities that you have organised. Try not to rely on one particular method of teaching. For example, a word search is not a suitable activity for a child who is dyslexic; other children may struggle with running or ball games due to poor mobility skills. Biblical teaching can be used to show that we are all different and yet we are all special to God.

Technology

In an increasingly complex world, the opportunities for child abuse are growing. Those who care for children need to be aware of the opportunities for abuse through the misuse of the internet, texting, video and other media. While good use of social media can be beneficial, we must be vigilant and alert to the possibilities of misuse and the consequent harm to young people that can result.

Using Computers

If there is a computer being used within the programme of your ministry, it is important that guidelines are drawn up in order to ensure that it is used for its correct purpose and that it is looked after properly.

Leaders need to be agreed upon the primary purpose of using computers as part of their programme. For example, is it primarily used for the purposes of research in a homework club or recreational games as part of the youth programme? Leaders need to agree which websites are suitable and which websites are unsuitable for the age group of children that they are working with. Computers need to be secure with up-to-date virus checkers and appropriate parental controls. When young people are using computers on church premises, they should be well supervised (see forms section, page 70 for a sample computer contract for use within a ministry).

Children and the Internet

Whilst the development of the internet has revolutionised communication systems throughout the world, and appropriately used, is an excellent resource, care in its application needs to be exercised so that the safety of a child is not compromised.

Children need to be aware of online safety in the same way they are taught road safety. As well as the prevalence of online grooming, children can often be the victims of cyberbullying. Bullying through the use of social media can be more intense and more difficult to escape than bullying children experience within the playground or school.

Church Website and Social Media Platforms

The following guidelines should be considered when updating a web page or a social media/internet page that relates to any ministry in Glenabbey:

- Parental permission must be obtained before using any pictures of a child/group of children on a website.
- Avoid using photographs of individual children which can be easily copied on to other websites, it is preferable to use a group photograph.
- Names, addresses, phone numbers and email addresses should not be given.
- Leaders should be aware that by advertising dates and times of events online, there is the possibility that other people, who would not have otherwise heard of an event, may target the event and turn up without warning.
- It should be made very clear to young people that the website/social media should not be used to make arrangements to meet up with each other casually, e.g. going out for coffee. They need to be reminded that they don't know who is reading their conversation.
- A 'closed' page or password protected site can help to limit who can view the site.

Communication with young people via the internet

Working with young people often requires a balancing act between being part of the world in which they live, in order to reach them, and yet maintaining a leadership role. In order to understand young people, it is important to live in their culture and at the same time be a role model to them. No place is this balancing act more difficult to get right than in the area of technology, namely the internet and, in particular, social networking sites, blogs, micro-blogs and other public domain publishing methods.

If used well, methods of communication via the internet can be effective tools in youth ministry. For example, social networking sites have a group facility which allows online groups to meet in a virtual space where all information and comments are seen by everyone in that group but no one else.

It is worth noting that everything posted on the internet – comments, opinions and photos – can potentially be seen and copied by anyone else using the internet. Social networking

sites have privacy settings for this reason and these limit what any other person whom you have not accepted as a friend can view.

Glenabbey holds the view that leaders should not add a child or young person in the ministry in which they are leaders, as a friend or follower on a social networking site.

Leaders are recommended to evaluate photos of themselves that are posted on these sites and consider deleting or 'un-tagging' any photos in which they are depicted in what could possibly be construed as compromising situations, thus preventing the photograph or other material from being used inappropriately.

Leaders should not post photographs of young people from the ministry in which they are leaders, on a social networking site or anywhere on the internet unless they have written parental consent.

Comments made on the internet should be considered the same as if they were made in a public place. If a child discloses something to a leader via a social networking site, a chat room or any other public domain publishing method, then the disclosure must be dealt with by following the normal reporting process (see pages 23-25). If a leader is concerned about something that a young person communicates to him or her via the internet, he or she should encourage the child to talk to a suitable adult about it or arrange to meet with the child (within the usual child protection parameters).

It would be wise for leaders not to get involved in lengthy or intense engagements online, setting boundaries is encouraged. While communication via the internet can be highly effective, all such communication with children and young people should, as far as possible, be within an open forum, in order to protect both young people and leaders.

Communicating with young people via mobile phones

Those who work with children need to be aware of the opportunities for abuse through the misuse of mobile phones and text messaging. While good use of such media can be beneficial, we must be vigilant and alert to the possibilities of misuse and the consequent harm that can result to young people.

Leaders must also take care to protect themselves and the designated ministry representative should take an active role to ensure that good practice is followed.

Leaders involved in youth and children's work should only have children's mobile numbers if the nature of their involvement requires them to phone or text children. Such leaders might include those running a ministry programme for older teenagers, or an

employed youth worker or a volunteer involved in co-ordinating youth work within the church. The Designated Safeguarding Ministry Representative should be informed which leaders need to contact children for their specific roles.

- Parental permission should be sought if the leader in this role will be contacting children via mobile phone.
- A method of accountability should be arranged e.g. copies of texts could also be sent to the ministry leader or to parents. Where groups are set up at least 2 leaders should be present in the group.
- If a leader has a child's phone number, it should only be used for the purposes it has been given i.e. the leader should not share this information with other church members.
- It is recommended that an employed youth worker has a separate phone for work purposes rather than using their personal phone for contacting young people.

Texting – communication not conversation

- Texts should be used for the purposes of reminding young people about events which are forthcoming.
- Texts can also be used as a means to encourage young people if it is appropriate e.g., 'hope the exam goes ok.'
- If it turns into a conversation, communication should be ended. A leader can suggest discussing the subject further at the next event or if they are concerned about the young person arrange to meet up to talk further (within the usual child protection parameters).
-

Health and Safety

Safety is of prime importance during any activity. The Safeguarding Policy brings together the two agendas of safeguarding and health and safety in order to create a safe environment for everyone. That is not only the responsibility of the leader in charge but of every leader and helper.

Always check the premises that you are using to highlight any obvious hazards or potential risks.

Do your best to have anything removed that should not be there and may cause a significant risk to the members of the group. Adequate supervision should be provided at all times and extra care should be taken when using sports equipment. Areas, where maintenance work is taking place, should never be used and must be screened off.

Ministry leaders should be kept aware of any maintenance work that is being planned in the premises that they use.

The leader in charge should have:

- Access to a phone in case of emergency (make sure there is adequate mobile phone reception if there is no landline on church premises)
- Accident report forms readily available
- Contact details for all children and young people
- Knowledge of how many people are present at each event (in case of evacuation)

Risk assessment

The risk assessment form is available in the forms section (page 71-75) and should be completed/reviewed for each ministry on at least an annual basis or more frequently in the event of new activities being introduced.

A risk assessment form should also be completed for each outing, residential or community/outreach event e.g. Youth weekends or summer camps. There may be times when risk assessments are carried out for a specific purpose or period of time e.g. an individual with a temporary mobility issue or a leader who is pregnant.

It is the role of the person in charge of the ministry along with others to help them if necessary, to complete the risk assessment form as they will be most familiar with the activities and members of the group.

Completed risk assessment forms should be returned to the Designated Safeguarding Representative. These will be stored securely in a locked filing cabinet or securely stored digitally. The DSR will consider the hazards highlighted and the controls suggested. For example, if the ministry leader highlighted on his risk assessment form that there were potholes in the car park that were dangerous to the young people and their parents then the DSR will bring this to the attention of the Designated Safeguarding Elder, who in turn should bring this concern to the Facilities Team and arrange to have the potholes fixed. It is important that if a risk is identified on a risk assessment form, adequate control is put in place. Health and safety should be a regular agenda item at Facilities Team meetings.

The following guidance will help leaders when completing a risk assessment form:

- A hazard is something which may cause harm e.g., chairs piled high which a small child could climb onto. Hazards should be identified and noted on the risk assessment form.
-

- A risk is a chance that a person may be hurt by a hazard. Risks may vary according to different groups who attend the ministry e.g., piled-up chairs would not be considered a risk to an older person but would definitely be a risk to a toddler or small child.
- A control is something that can be put in place or something that can be changed to limit the risk e.g., the chairs could be set about the hall instead of only piled together in pairs.

It may be impossible to remove the risk completely but it is our job to manage it in order to ensure that we can continue with our activities, even those which may be considered high risk!

The church needs to demonstrate in the event of an insurance claim that they took 'reasonable care' to protect the children and adults attending their ministries.

Insurance

Glenabbey has insurance provided by Gallagher Insurance

High Risk activities

Some activities such as trampolining and bouncy castles are described as 'high risk' by insurance companies. These activities require a little extra thought and sometimes extra supervision perhaps by trained people. You may also require parental consent depending on what the activity is.

Additional insurance is often needed to cover these higher-risk activities; on occasion cover may not be available. Please always plan ahead and check with your insurance broker in advance of the event.

Fire

All leaders should be aware of the location of fire exits and ensure that access is not obstructed. Leaders should know where the nearest fire extinguishers are located; these must be checked regularly by a qualified person. Fire drills should be conducted to ensure that all members know what evacuation procedure to follow in the event of a real fire.

First Aid

Leaders should be aware of any medical conditions or allergies that children have and any medication they are currently taking. This information should be provided on parental consent forms.

The ministry leader must ensure that this information, along with contact details for parents or carers, is easily accessible to them when the ministry meets and also when on outings, residential and camps.

Medication should never be given without written consent from parents or doctors; it should be clearly marked and kept out of reach of children. Each ministry should have at least one nominated and adequately trained first aider. All leaders should be aware of who the first aiders are and alert them in the event of an injury or accident. Once first aid has been administered, an accident form should be completed and leaders should make every effort to communicate with parents/carers about what has happened and any treatment that has been given.

If a child needs to be taken to the hospital leaders should make every effort to contact parents/carers as soon as possible. See the forms section, page 60 for a sample accident/incident report form and page 20 for more information on accident/incident reporting. A first aid kit should always be available on church premises and at planned events away from the church. It is important that the first aid kit is stocked with all the appropriate in-date items and equipment and that a person has responsibility for replacing items especially if it is used by various ministries within Glenabbey.

Legal Concerns

Relevant Legislation

The main relevant legislation relating to child protection in Northern Ireland includes:

- The Criminal Law Act 1967 The United Nations Convention of the Rights of the Child (1989) The Children (NI) Order 1995
 - Disability Discrimination Act 1995 The Sex Offender Act 1997
 - The Family Homes and Domestic Violence (NI) Order 1998
 - The Criminal Justice (Children) (NI) Order 1998
 - The Human Rights Act 1998
 - The Sexual Offences Act 2003
 - Protection of Children & Vulnerable Adults (NI) Order 2003
 - Safeguarding Vulnerable Groups Act 2006
 - Safeguarding Vulnerable Groups (NI) Order 2007
-

Data Protection

Under the Data Protection Act (1998) and the General Data Protection Regulation (GDPR) which came into effect in May 2018, care should be taken when handling personal data belonging to children and leaders e.g. names, phone numbers, addresses and medical information.

Ministries must only hold data which is adequate, relevant and not excessive in relation to the purpose for which it is held. They must ensure that personal data is accurate and where necessary, kept up to date. Ministries must do what they can to prevent unauthorised or accidental access to personal data and must hold data for no longer than necessary. Therefore, the following principles should be followed:

Where forms should be kept?

- All consent forms, accident forms, or any information on children or leaders should be kept in a confidential but accessible location. A locked filing cabinet on church premises is a good example or, on the ChurchSuite database.
- All consent forms, accident forms, or any information on children or leaders should not be kept in a person's own home for long periods of time.
- Leaders must ensure that they have easy access to relevant data such as children contact details and medical information when the ministry is meeting. Incident/accident forms should also be held securely on church premises.

Who should have access to information on children and leaders?

- Information about children and leaders should be on a need-to-know basis.
- The exception to this is medical information where it is important that all leaders in a supervisory role are aware of the conditions that children have.
- Information about leaders and children should not be given to any external party but only used for the purpose for which it was given.

What about data kept on computers?

The same rules apply to data kept on computers; data is confidential and should be kept on church premises. In order to keep the data protected, it is held on the Churchsuite database which is password protected.

How long should records on children and leaders be kept?

- Ministry consent forms (basic information such as name, date of birth and address) should be kept until the child has left the ministry. Thereafter, it should either be destroyed (i.e. shredded, burnt, deleted) or given back to the child or parent.
- Special events or activities: once the event/activity, for which the form was used, is over it can be securely destroyed. However, if someone had an accident at this event, information regarding this should be recorded and retained as long as necessary.

Adults at Risk of Harm

Everyone should be treated with respect and dignity. There are adults within the Glenabbey church family, both young and old, who are at risk of harm, and they should feel that the Church provides a place of safety and cares for them. Others may become at risk for a limited time, following a medical procedure or accident.

Safeguarding Adults at Risk of Harm

“Adult safeguarding” is working with adults with care and support needs to keep them safe from abuse or neglect. It is an important part of what many public services do, and a key responsibility of local authorities.’ – Care Act 2014

All organisations have a duty to ensure that the welfare of all adults is ensured. As part of this, they need to understand when to implement their safeguarding adults reporting procedures.

Safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or is at risk of, abuse or neglect; and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

What to do if adult abuse is suspected

The same procedure for safeguarding Children is followed if adult abuse is suspected. See the flow chart on pages [23-25](#).

It is important that if suspected, adult abuse is reported as soon as possible to PSNI or Social Services (for contact information, see page [29/30](#))

Additional Information

Access Northern Ireland

www.dojni.gov.uk/accessni

Behaviour Management

www.parenting-ed.org

Board of Christian Training

www.presbyterianireland.org/boards/christiantraining

Board of Social Witness

www.pcibsw.org

Board of Youth and Children's Ministry

www.pciyouth.org

Booster Seat Legislation

www.thinkroadsafety.gov.uk/advice/seatbelts.htm

Bullying

www.beatbullying.org

www.childline.org.uk

www.kidscape.org.uk

Child Abuse

www.ispcc.ie

www.nspcc.org.uk

Child Sexual Abuse

www.stopitnow.org.uk

Children's Rights

www.niccy.org

Counselling

www.contactyouth.org

www.hse-ncs.ie

www.pcibsw.org

Data Protection

www.ico.gov.uk

Disclosure and Barring Service

www.gov.uk

Domestic Violence

www.womensaidni.org

First Aid

www.redcross.org.uk

www.sja.org.uk

Health and Safety at work

www.peninsula-uk.com

Health and Safety Executive

www.hse.ie

Homelessness

www.simoncommunity.org

Information on legislation, statistics and news

www.childlink.co.uk

www.childlink.ie

Insurance

www.ecclesiastical.com

www.theovalgroup.com

Internet Safety

www.ceop.gov.uk

www.iwf.org.uk

www.thinkuknow.co.uk

www.webwise.ie

Mental Health

www.niamh.co.uk

www.thesite.org/healthandwellbeing/mentalhealth

Mobile Safety

www.thinkuknow.co.uk

National Youth Council Ireland

www.youth.ie

Road Safety

www.rospace.com

www.rsa.ie

Self-harm

www.nshn.co.uk

www.self-injury.org

Sexual Abuse (adults)

www.nexusinstitute.org

Substance Abuse

www.contactyouth.org

www.fasaonline.org

Suicide

www.lighthouseireland.org

www.pipsprogrammes.com

Trauma

www.journeytowardshealing.org

Vulnerable Adults

www.nhs.uk/CarersDirect/guide/vulnerable-people/Pages/vulnerable-adults.aspx

www.nidirect.gov.uk/adultawpublic.pdf

Useful links (Special Needs)

General

www.cafamily.org.uk
www.disabilityaction.org
www.healthpromotionagency.org.uk
www.prospects.org.uk
www.throughtheroof.org

Allergies

www.allergyni.co.uk
www.epipen.co.uk
www.kidsallergies.co.uk

Asthma

www.asthma.org.uk

Asperger's Syndrome

www.nas.org.uk
www.aspenj.org

Attention Deficit Hyperactivity Disorder (ADHD)

www.addnet.uk

Autism

www.autism.org
www.nas.org.uk

Cerebral Palsy

www.kidshealth.org/kid/health_problems
www.ninds.nih.gov/health

Crohns & Ulcerative Colitis

www.crohns.org.uk

Diabetes

www.diabetes.org.uk

Down's Syndrome

www.downs-syndrome.org.uk
www.sdsa.org.uk

Dyslexia

www.bda-dyslexia.org.uk
www.dyslexia-inst.org.uk

Dyspraxia

www.emmbrook.demon.co.uk/dysprax/homepage.htm

Epilepsy

www.epilepsy.org.uk
www.epilepsynse.org.uk

Expressive Language Difficulties

www.afasic.org.uk
www.ican.org.uk
www.hanen.org.uk
www.specialed.about.com

Hearing Impairment

www.batod.org.uk

Moderate Learning Difficulties

www.dfes.gov.uk

Muscular Dystrophy

www.muscular-dystrophy.org

Visual Impairment

www.rnib.org.uk

Wheelchair User

www.wheelchairnet.org

ACCIDENT FORM

This form should be completed after any accident. Once completed, please store it confidentially on church premises and keep it indefinitely. This accident should be discussed with the ministry leader to ensure appropriate follow-up is carried out.

Day

Date

Time

Name, contact details and ages of those involved in the accident.

1.

2.

3.

4.

Where did the accident take place?

Who is normally responsible for this group? (Name, address and telephone number)

Who witnessed the accident? (Name, address and telephone numbers and ages if under 16). Normally two witnesses would be needed

Describe the accident. (Include injuries received and any first aid or medical treatment given.)

[Large empty light blue rectangular area for notes or additional information]

Have you retained any defective equipment? Yes No N/A

If so, where is it being kept and by whom?

[Empty light blue rectangular area for response]

What action have you taken to prevent a recurrence of the accident?

[Empty light blue rectangular area for response]

Is the site or premises still safe for your group to use? Yes No N/A

Is the equipment still safe for your group to use? Yes No N/A

Have the parents/carers been informed? Yes No N/A

Has the Safeguarding Rep been informed? Yes No N/A

Has the Safeguarding Elder been informed? Yes No N/A

Has the ministry leader been informed? Yes No N/A

Date:

Time:

Signed: (Person in charge of group at time of accident)

[Empty light blue rectangular area for signature]

Print Name:

[Empty light blue rectangular area for name]

Signed: (Form seen by ministry leader)

[Empty light blue rectangular area for signature]

Print Name:

[Empty light blue rectangular area for name]

NOTE OF CONCERN FORM

Please use this form to record any concerns you have. If you need help in completing this form please talk to Designated Safeguarding Representative. If they are not available speak to the leader in charge of the programme. The completed form will be given by the ministry leader to the Designated Person.

Name of child/person

Address

Age

D.O.B

Tel. No.

State, as clearly as possible, why you are concerned, from whom you received the information and when. If possible include the details of the person(s) causing concern in relation to the child. Continue overleaf if necessary.

Date and Time of this Report:

What is the nature of the concern? **Where and when did this occur** (date and time)? What was said and done by whom?

Are there any visible injuries?

Has medical attention been sought/necessary?

Have there been any previous concerns?

Other relevant information?

e.g. Names of anyone else present, What course of action have you taken? Have you told anyone else? Do you know the name of the alleged abuser?

Details of person reporting concerns:

Name:

Address:

Telephone number:

Signed:

Ministry

Date:

RECORD OF MEETING FORM

Names of those present:

Details of concern (be clear about what is fact):

What has the child/young person said (if anything):

Decision reached - Chose at least one of the following options. Please tick those selected.

Take no further action. Why?

Talk to parent carers. Why? Who will do this?

Arrange a discussion with an outside body. Why? With whom? Who will do this?

Make a formal report to social services/police. Why? Who will do this?

Has the safeguarding Rep been contacted for advice/support?

Signatures of those present:

Print name:

[Blank signature box]

[Blank print name box]

[Blank signature box]

[Blank print name box]

[Blank signature box]

[Blank print name box]

[Blank signature box]

[Blank print name box]

[Blank signature box]

[Blank print name box]

REFERENCE REQUEST FORM



Reference for:

The above named person has volunteered for the position of:

How long have you known the applicant?

In what capacity do you know the applicant?

How would you rate him/her as suitable for the above position?

1= Excellent

2= Very Good

3= Good

4= Satisfactory

5= Poor

6= Unknown

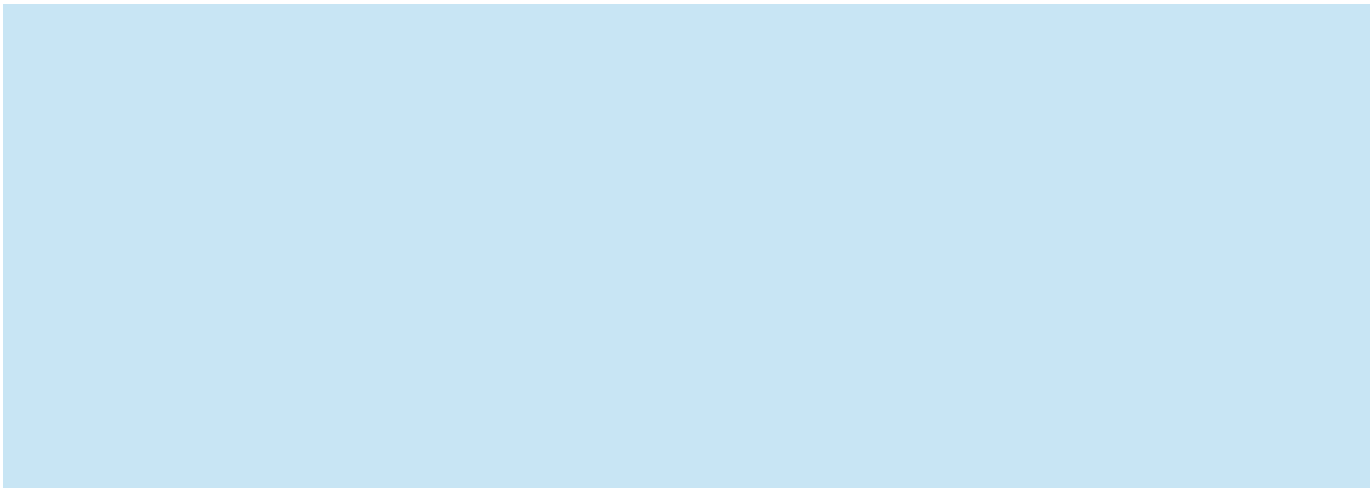
	1	2	3	4	5	6
Relationship with children and young people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experience working with children and young people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate to other leaders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy/commitment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility and approach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to act on own initiative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to act as part of a team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any additional information including other church involvement and Christian commitment which you feel may be relevant.

The position for which this person is being considered gives substantial access to children, young people and/or adults at risk of harm. To your knowledge, is there any reason why this person should not be entrusted with caring for people in the aforementioned groups?

Yes No

If yes, please provide details. (Please continue on a separate page if necessary.)



Name

Signature

Date



Name of Ministry:

Name of Applicant:

Please outline any:

Previous/current experience of working with children:

Knowledge of safeguarding issues.

Contact Information:

Address:

Contact Number:

Email

PERSONAL CARE PLAN

Name:

Date Drawn up:

Information for leaders

Toileting: e.g. needs help with buttons/zips

Eating/Drinking e.g. drinks from his own cup

Medical e.g. needs to use inhaler if out of breath

Behaviour e.g. reacts badly to loud noises

Mobility e.g. has difficulty running and jumping

Likes/Dislikes e.g. likes stickers, does not like colouring in

PERSONAL CARE LOG

Name:

Date Drawn up:

Information for Parents:

Toileting: e.g. went to the toilet at 12:15pm with leader

Eating/Drinking e.g. drank juice, refused snack

Medical e.g. did not use inhaler

Behaviour e.g. interacted well with other children and leaders

Mobility e.g. wasn't able to join in the basketball game but enjoyed passing the ball with (leader)

Likes/Dislikes e.g. liked watching the drama, did not like it when the balloon burst

COMPUTER CONTRACT

Name:

Date Drawn up:

- I will only use the computer when there is a member of staff or volunteer present.
- I will only use websites and programmes that a member of staff or volunteer has chosen or approved.
- I will not go on to social networking sites or chatrooms. I will only log on using my own login and password.
- I will not share my password with others.
- I will only send emails that are polite and friendly and not use rude language. I will not share personal information with other people over the internet.
- If I come across anything I am uncomfortable with whilst on the computer, I will tell an adult.
- I will ask permission before printing anything

I agree to keep the contract:

Signed:

I have read through this agreement with my child and agree to these safety restrictions.

Signed:

(parent/Carer)

RISK ASSESSMENT FOR AN OUTING OR TRIP

Risk Assessment carried out by:

Date:

General Information:

Destination of outing: *Please outline activities*

Date and Time of Outing:

Purpose of Outing:

Names of leaders and their contact details:

Consent forms for Children: Please tick box when all consent forms are returned.

What arrangements, if any, will need to be made to take the young people to the toilet?

Mode of Transport:

Name and details of driver(s)

Please confirm that:

- Vehicles have a valid MOT certificate if applicable
- Vehicles have adequate insurance to cover the trip
- Seat belts are available and working
- The right number of seats is available
- The driver/leader has been Access NI checked



What is the hazard?

Consider hazards posed by the physical environment, the planned activities, the equipment and possible accidents.

Who might be harmed or affected?

Consider the needs of the young people of various ages, staff, parents/carers and people with disabilities.

What action is needed to remove the risk?

Eg. Young people getting lost at a theme park during visit

Eg. Children participating in the trip and their families.

Who is responsible for taking action and by when?

Eg. Action points to be included in trip leader's letter to families prior to trip. Trip leader to remind children and families upon arrival at the theme park and before leaving the coach.

Tick, sign and date when action has been taken.



<p>Name of Ministry/Event:</p>	<p>Date Undertaken:</p>	<p>By Whom:</p>
<p>Hazard: E.g. Lead from a computer.</p>	<p>Area: Front of room</p>	<p>Who might be harmed? Anyone who has to go to the front of the room during even</p>
<p>Existing controls - what is already in place to minimise the risk? Warning given to walk carefully past the lead.</p>		<p>Action - what are you going to do in order to minimise the risk? Tape the lead to the ground. After the event, the lead will be removed.</p>
<p>Date Achieved:</p>		

Hazard:

Area:

**Who might be
harmed?**

**Existing controls - what is already in place to
minimise the risk?**

**Action - what are you going to do in order
to minimise the risk?**

**Date
Achieved:**

Signed:



What developments have been made in the following areas? What issues have come up in the following areas? What action needs to be taken in the following areas?

Leadership

Training

Notes of Concern

The Designated Safeguarding Representative(s)

Parental Consent Forms

Volunteer Code of Conduct

Good standards of Practice

Physical Contact

Ratios

Transport

Residential Programmes and Outings

Onsite Sleepovers

Photographs

Working with Children who have Special Needs

Technology

Health and Safety

Implementation and Review