

PCC Policy on Safeguarding Children & Young People

Introduction

The aim of this policy is to affirm and support what is already good practice. It is clearly recognised that the whole Church has a responsibility to aim for the highest possible standards of childcare and to protect children from harm.

We believe it is our responsibility to maintain this high standard, support those who work with children and in whom children and parents place their trust and, of course, to comply with all legal requirements.

This policy is a comprehensive version to provide direction to PCC members, Staff and Leaders at Holy Apostles. Further information can also be found in the following documents:

'Policy on Child Abuse', published by the House of Bishops, July 1995

'Working with Children and Young People, Advice and guidance on the Diocese of Gloucester's policy for working with children and young people in our churches and in local communities', published by the Diocese of Gloucester, December 2012

A condensed version of this policy is also available, as a resource for volunteers working with our children and young people at Holy Apostles.

Both policies have been accepted by the PCC of Holy Apostles, and are reviewed annually.

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children and young people

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SECTION 1

PPC POLICY AND GUIDELINES

Safeguarding Policy for the Parochial Church Council of Holy Apostles Church, Cheltenham

1. The PCC of Holy Apostle accepts the diocesan policy statement and guidelines on working with children and young people.

The Diocesan policy statement can be found and in Appendix 1.

2. The PCC seeks to provide a caring, warm and consistent atmosphere and environment in which children and young people can develop and grow and in which they can learn in safety. Children and young people will be treated as individuals and with equal concern.

3. Therefore the PCC:

Recognises the following areas of work with children and young people in the areas of

- Crèche & MiniClub (babies, toddlers & preschoolers)
- Sunday Club (reception – year 5)
- Youth Groups (year 6 – young adult)
- ‘Sunflowers’ Parent & Toddler
- Occasional awaydays & outings, parties, communion preparation etc.

Details of the current groups are outlined in Appendix 2 of this policy

- I. Will ensure that everyone involved in the care of children and young people, whether through paid employment or volunteer roles are personally made aware of the diocesan policy and the PCC policy.
- II. Will ensure that everyone involved in the care of children and young people (*existing and in the future from the date the PCC policy is accepted*) will be interviewed by the parish priest, or appropriate other and asked to complete the disclosure form which will be checked by a diocesan countersignatory. (It will be strictly confidential and, except under compulsion of law will be seen only by the above named person or those acting on the Bishop’s behalf).
- III. Will ensure that completed forms are appropriately held in church records. All information on workers with children and young people should be kept locked away safely and confidentially.
- IV. Will ensure it review its employment and volunteer recruitment practices so that every position sets out clearly what level of disclosure (where appropriate) applies, that no one is active in that role until the required disclosure has been received, and any subsequent risk assessment has been completed satisfactorily.
- V. Will ensure that candidates for a paid post or volunteer position submit in writing any convictions or other disqualifying behaviour that might be revealed in the disclosure process in order to

assist the recruitment decision process. (This information will only be taken into account when relevant to the post in question. It should be submitted in an envelope clearly marked 'Private and confidential' and handed to the person specifically identified for this purpose in the recruitment process).

- VI. Will ensure that it complies with the rolling programme of (DBS) rechecks that are administered through the diocese.
- VII. Will ensure everyone involved in working with children and young people are clear of the nature of the work they have agreed to do and the name of the person to whom they are responsible.
- VIII. Will ensure the parish priest/named person will be responsible on the PCC's behalf for implementing and monitoring the PCC's policy
- IX. Will ensure that training opportunities are encouraged.
- X. Will ensure that the PCC and the Diocesan Human Resources Manager are informed of the names of those who work with children and young people and will be notified of any changes.
- XI. Nominates Candace Plouffe to be the Nominated Person to whom all cases of suspected or alleged abuse must be reported immediately.
- XII. Will make adequate provision for insurance cover for all activities for children and young people in line with the House of Bishop's guidance.

Details of the Current Insurance Cover is outlined in Appendix 3

- XIII. Will make a copy of this policy available to all employees and volunteers of this church, and to parents/guardians.
- XIV. Will review this policy annually at the APCM and ensure that a copy of this policy will be presented to the Archdeacon at the Visitation.
- XV. Will ensure that any individual organisation renting/using its' premises for activities involving children and young people, are aware of their own individual responsibilities to have appropriate safeguarding policies and processes in place.
- XVI. Will ensure that any complaint made regarding a child for whom we are responsible who may have been harmed or is in significant danger will be reported immediately and that we will fully cooperate with statutory agencies during any investigation into allegations concerning a member of the church community.
- XVII. Will inform the statutory agency of any suspected criminal offenders or concerns that we are made aware of in respect of our contact with children and will inform and work closely with the Diocesan Human Resources Manager and all statutory agencies throughout.
- XVIII. Will offer informed pastoral care to any child, young person or adult who has suffered abuse and provide them with details of local and national support agencies.
- XIX. Will work closely with the diocese to ensure that we effectively supervise and support any member of our church community known to have offended against a child.

- XX. Will ensure that we work closely with the diocese to ensure that any required DBSs or other required checks and references including the five year rolling re-check programme are complied with.
- XXI. Will work closely with the diocese in ensuring appropriate people are trained and updated on good practice, legal changes etc.
- XXII. Will ensure that a copy of this policy will be displayed on the parish notice board alongside a ChildLine poster which can be downloaded from www.nspcc.org.uk free of charge.

By the incumbent

Signed:
Name/title
Dated:

By the churchwardens

Signed:
Name/title
Dated:

Signed:
Name/title
Dated:

Guidelines for Nominated Person for Child Protection

The reason for having a nominated person in each parish is to ensure that another person shares with the parish priest the responsibility for child protection. It is not intended that it should be an arduous or very time consuming appointment, but its importance should not be underestimated.

Protecting children and vulnerable adults requires continuing vigilance and ensuring the nominated person's identity is well known to all children and parents in the parish. He or she will be a person to whom the children's and youth leaders may turn for support and advice, particularly if they have concerns about a child or the behaviour of another worker.

Responsibilities

The nominated person in each parish:

- should be familiar with the contents of the Safeguarding policies and be jointly responsible with the parish priest for the implementation of these guidelines.
- Shares in the responsibility with the parish priest and PCC for the protection of children who come into the care of the church.
- should take an interest in the work of his/her church with children and young people so that he/she knows the children and youth leaders and is familiar with the type of activities undertaken by children's and youth groups
- should be involved with the careful selection and appointment of children's and youth leaders and should be one of the interviewers of prospective volunteers or paid workers.
- should ensure that the PCC have a full list of volunteers working with children and young people in the settings appropriate to that church/benefice
- should be alert to any unusual behaviour or inappropriate relationship on the part of any church worker with a child or young person.
- should, in the event of suspicion or an allegation of abuse, know when to seek advice from one of the Diocesan Advisers and when it is necessary to inform Social Services immediately.

General

The nominated person in each parish:

- should be known in the parish and especially to those who are working with children.
- should understand, and question how, church activities can ensure that children are best protected.
- should develop their activities with the PCC to monitor good practice and suggest better ways of doing things.
- should ensure Children's Workers know who to talk to if the Nominated Person is not available.

- should seek appropriate advice and keep up to date on best practice.
- may phone Diocesan Human Resources Manager to explore answers to any questions.
- must be clear about the insurance cover for the church, so that appropriate and proper action can be made.

Allegations

- You need to know the appropriate telephone numbers:

Local Authority Designated Officer for Allegations (LADO)
Jane Bee – 01452 426994

The Safeguarding Children Service Child Protection Unit
01452 583638 (office hours 9am to 5pm)

Police Child Protection Unit (24 hrs)
01242 261112 (if no reply 01242 276086)

Social Services Child Protection Unit
01452 425144
(office hours 9am to 5pm)

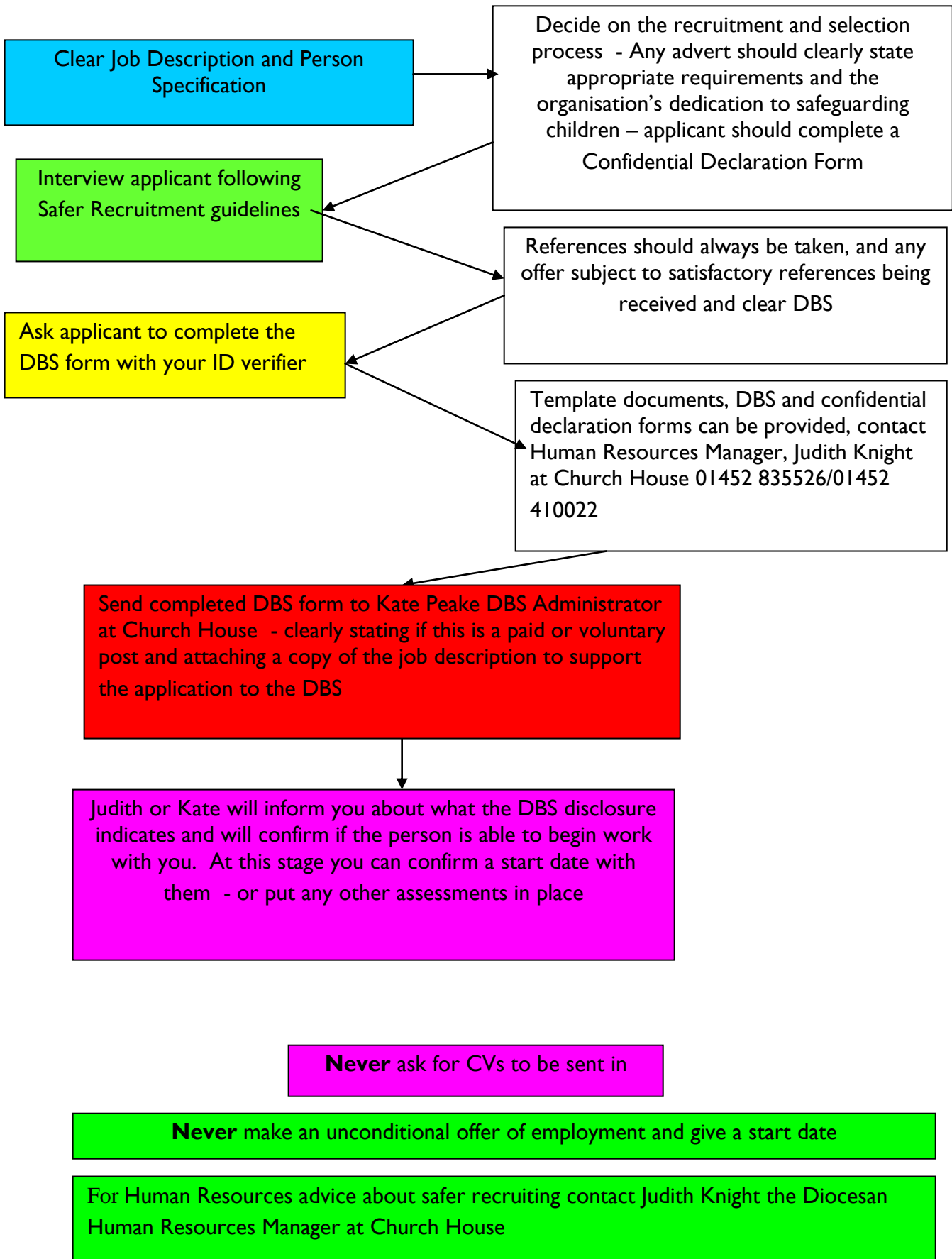
The Diocesan Human Resources Manager is:
Judith Knight, Church House,
01452 835526/01452 410022

- If an allegation is made then the Nominated Person must immediately get in touch with one of the investigating agencies (The Safeguarding Children Service or Police) and inform the Diocesan Human Resources Manager that this has been done being clear of the difference between an allegation and a suspicion or concern. (Social Services can be phoned to give advice about a suspicion or concern, so that the Nominated Person can be clear about the way forward).
- If an allegation is made against an authorised minister, then the Nominated Person should immediately be in touch with the Diocesan Human Resources Manager (who will inform the Bishop of Gloucester or the individual should contact the Bishop or Archdeacon directly), after they have spoken to The Safeguarding Children Service or the Police.

A confidential record must be kept of any accusation and this will include a record of phone calls, letters and conversations about the allegation. These records will be sent to the Diocesan Human Resources Manager, using a reliable and confidential means, ideally delivered by hand to Church House.

SECTION 2 Safer Recruitment Processes for Paid staff and Volunteers

Working with Children and Young People



Criminal Record Checks

The Disclosure and Barring Service (DBS) is the government agency through which checks can be made to ensure the suitability of people to hold posts, particularly where they will have sole responsibility for children or vulnerable adults.

The aim of the DBS therefore is to offer a “one stop shop” for ascertaining whether an individual has a criminal record or has been under police investigation, or has been banned from working with children by having their name placed on lists held by the Department for Education or the Department of Health.

The Protection of Freedoms Act 2012 changes some of the arrangements for criminal record checks and introduces a new definition of what is called ‘regulated activity’. Further changes are timetabled for Spring 2013 – so we are currently in an interim period. There are three levels of DBS check:

- Enhanced DBS plus Barred List check – is only available for those in Regulated Activity (s The Childrens Barred List which is information held under Section 142 of the Education Act 2002 (formerly known as list 99).
- Enhanced – provides information about convictions/cautions and other relevant information but not whether a person is barred from a regulated activity
- Standard (the Diocese does not carry out standard checks)

Currently the diocese only carries out Enhanced and Enhanced plus checks appropriate to the role concerned in each application.

All staff and volunteers who have significant and/or regular contact with children and young people will be asked to undergo a DBS check. This will require completion of the required forms, and presentation of the form along with the required documentation to the Identity checker to confirm the information submitted prior to sending to the Diocese for counter-signature and forwarding to the DBS.

Occasional helpers are not required to have a DBS check.

A copy of the disclosure is sent to the individual and copy to the Diocese of Gloucester, who informs Holy Apostles of the outcome of the check.

No appointment can be confirmed until the Diocese has confirmed the DBS outcome.

Appeals and Complaints Procedure Regarding the Disclosure Outcome

There is a process of appeal if an individual feels that the disclosure provided for them is inaccurate.

www.homeoffice.gov.uk/DBS - for application guidance documents, online tracking and FAQs

www.direct.gov.uk/DBS - for information regarding the DBS process

www.businesslink.gov.uk/DBS - helpful information for parishes and employers

Abuse: What to Look For, What to Do

1. Kinds of abuse

Definitions of abuse (England and Wales)

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, the Department for Education and Employment and the Home Office in their joint document, 'Working Together to Safeguard Children' (2006) are as follows:

Abuse and neglect

- Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Physical abuse

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

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 insofar as they meet the needs of another person. 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 participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

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

Neglect

- Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
 - provide adequate food, clothing and shelter (including exclusion from home / abandonment)
 - protect a child from physical and emotional harm or danger
 - ensure adequate supervision (including the use of inadequate care-givers)
 - ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Spiritual abuse

- Abuse can occur in all cultures and religions. Within faith communities harm can be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or obtrusive healing and deliverance ministries, any of which may result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful it should be referred for investigation in the usual way.
- Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children of the right to faith or the opportunity to explore a range of belief systems including growth in the knowledge and love of God.

Organised abuse

- Organised or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.
- Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

(A child may suffer more than one category of abuse.) You therefore may wish to change the definition of abuse in your child protection policy.

2. The following may be signs of abuse

Those who work with children have a responsibility to be aware and alert to signs that all is not well with a child. It is important to keep an open mind and consider carefully what is causing you concern. This is not an exhaustive list but just some examples to be aware of;

- Physical abuse: unexplained injuries or those that have received no medical attention, hidden injuries, signs of neglect;
- Sexual abuse: allegations made by the child or young person, preoccupation with sexual matters, sexual activity through words, play or drawings, severe sleep disturbances with fears and phobias, being sexually provocative with adults;

- Emotional abuse: regression of behaviour, nervousness, sudden under-achievement, inappropriate relationships with peers/adults, attention seeking, running away/stealing/lying, looking uncared for.
- Other: unexplained reluctance of children to be left in the care of an individual – unexplained mood changes.

NB: Physical abuse and neglect are difficult to hide. Sexual abuse can be almost impossible to identify and prove. Many symptoms of distress can point to abuse but there may be other explanations. It is important therefore, that the above signs are not taken as indications that abuse has taken place. They should make us stop and think, but not necessarily jump to conclusions.

3. If a child or young person wants to talk about abuse

It is usually very difficult for a child or young person to tell someone that they are being abused. So...

- Let them know that you will listen to anything they have to tell you, but that there are some things so serious that you have to tell someone else.

Do not promise confidentiality;

- Accept what the child or young person says, keeping calm and looking at them directly;
- Listen carefully and do not stop a young person who is revealing painful events;
- Never push for information or ask leading questions
- Be aware that the child or young person may have been threatened;
- Reassure the child or young person they were right to tell you;
- Let the child or young person know what you are going to do next and that you will let them know what happens;
- Make notes as soon as possible, writing down exactly what was said and when he/she said it.

Record the date, time and location and whether other people were present. Keep the hand-written record.

4. What to do if you suspect abuse

- The person who first suspects or is told of alleged abuse is responsible for ensuring that his/her concern is taken seriously
- Suspicion may vary from a vague disquiet about possibly inappropriate behaviour to clear evidence of serious abuse with many intermediate levels
- Information may reach you from a variety of sources:
 - a child or young person claiming that he/she has been abused
 - another child or young person who is concerned
 - a member of the child's family
 - a fellow worker of the suspect
 - someone who believes he/she is the object of malicious or unfounded rumour
 - think through your own concerns

5. If you suspect abuse or feel that inappropriate behaviour is taking place but the way forward is unclear, take the following action

If abuse or inappropriate behaviour is suspected, inform one of the following people of your concerns:

- the Nominated Person responsible for child protection in your parish; or
- your parish priest; or the Diocesan Human Resources Manager
- If the suspicions concern your parish priest or an authorised lay worker you should consult the Diocesan Human Resources Manager immediately.

It is important to be aware of the far-reaching consequences of making a referral and naming names. The Diocesan Human Resources Manager is available to help if you have any doubt.

6. If there is evidence of abuse or an allegation is made

While no one will want to react without careful consideration, when there may be evidence, and/or where an allegation has been made it is important to avoid delay in order to forestall further abuse. An allegation may be made against a parent or carer, or against a member of staff/volunteer working with children.

- There is a key difference between **allegations made against a parent/carers**_You should inform Safeguarding Children Service and/or the police immediately
- The Safeguarding Children Service Child Protection Unit
01452 583638 (office hours 9am to 5pm)
- Police Child Protection Unit (24 hrs)
01242 261112 (if no reply 01242 276086)
- Where an **allegation concerns a staff member or volunteer**
You should immediately inform the Diocesan Human Resources Manager (01452 410022 / 01452 835526) who will inform Jane Bee, the LADO (Local Authority Designated Officer) so that links are immediately made to the local Allegations Management Board – on no account should other investigations begin prior to this, because these may interfere with a criminal investigation.

Clear evidence is

- where a child or young person is making a clear allegation of abuse
- where injuries to the child are raising strong suspicions

7. If the alleged abuse is taking place under the care of the Church or one of its organisations you should also inform one of the following:

✓ the parish priest;

or

✓ the Nominated Person responsible for child protection in your parish, Candace Plouffe

✓

and/or

✓ the Diocesan Human Resources Manager, Judith Knight

The diocesan policy will then be followed with appropriate pastoral care given.

If you suspect a child or young person is at risk of abuse you must do something!

Appendix 3 outlines Safeguarding Flowcharts of what to do if you Suspect a child or young Person is at risk of Abuse.

Code of Behaviour when Working with Children and Young People

- Do** treat everyone with respect
- Do** provide an example you wish others to follow
- Do** plan activities that involve more than one other person being present or, at least, which are within sight or hearing of others
- Do** respect a young person's right to personal privacy within the appropriate professional boundaries
- Do** have separate sleeping accommodation for leaders and young people
- Do** provide access for young people to talk to others about any concerns they may have
- Do** encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Do** maintain a healthy adult lifestyle to role model to young people
- Do** remember that someone else might misinterpret your actions, no matter how well intentioned
- Do** recognise that caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse.
- Do not** permit abusive youth peer activities e.g. initiation ceremonies, ridiculing, bullying
- Do not** play physical contact games with young people
- Do not** have any inappropriate physical or verbal contact with others
- Do not** jump to conclusions about others without checking facts
- Do not** allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes
- Do not** exaggerate or trivialise child-abuse issues
- Do not** show favouritism to any individual
- Do not** make suggestive remarks or gestures
- Do not** rely on just your good name to protect you
- Do not** believe "it could never happen to us"

Confidentiality for Those Working with Children and Young People

When is information confidential?

- The Children’s Legal Centre document says: “It is generally accepted that a duty of confidence arises where confidential information comes to the knowledge of a person (the confidant), in circumstances where that person has notice, or has agreed, that the information is confidential”.
- In a youth work setting circumstances should include if the young person makes any attempt to restrict the environment or the audience. For example, asks to talk in private, moves you away from others before talking, talks in a whisper and watches the whereabouts of others.
- A confidence may even seem trivial, but it does not mean it should be treated with any less discretion. It is not for youth workers to judge what personal information is.

How do I know if information should be treated as confidential?

- There are three principles to be applied in assessing whether information given is to be treated as confidential;
 - The information must be confidential unless the information is in the public domain and is generally accessible to others, and then it is no longer confidential.
 - The information must not be useless or trivial.
 - The information must have been given in circumstances where the confidant must reasonably have understood that what was said was confidential.

What are the legal aspects?

- The concept of a ‘confidential relationship’ is recognised by law. Certain professions have an obligation of confidentiality, by the nature of the relationship that exists between the worker and the client. There can be little doubt that the youth worker is included in this group. A young person therefore has the right to have their confidence respected and the youth worker has an obligation to maintain and respect that right.
- There exists exceptional circumstances where confidentiality cannot be maintained and a young person’s wishes must be overridden, defined as being where:
 - The young person is in a life-threatening situation (including self harm)
 - Inaction might place them or someone else in a life-threatening situation
 - If a young person is threatened by an abuser
 - Where the rights of other young people who have not been consulted would be infringed
 - Where someone else could be harmed
 - However, they do not include disclosure about a young person’s
 - Drug use
 - Illegal activity
 - Sexual activity

What should I do if I have to disclose confidential information?

- When a decision is taken to disclose confidential information the following procedure must be followed:
- **Inform Senior Leader (e.g. Line Manager, Parish Priest or Diocesan Child Protection Officer). This can be done directly or the youth worker can inform their immediate line manager, who will then pass the information on. Speed is of the essence, especially in cases where exceptional circumstances apply. There is an emergency call out system and this should be used.**
- An action plan following guidelines and attached flow chart will be agreed with the Senior Leader which could include an agreement as to who informs Social Services. In these circumstances youth workers have a statutory duty to inform Social Services of 'suspected or identified abuse', whether sexual or physical, which would include information disclosed about another young person.
- Whenever possible this should be done with permission of the young person, who may need a lot of in depth support from the youth worker to be able to make this decision. However, with or without the permission of the young person involved, the information must be passed on to Social Services.
- Confidential 'file notes' need to be used to record all actions taken.

Guidelines on Touching Children and Young People

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be construed as, sexually stimulating to the adult or child.
- Children are entitled to determine the degree of physical contact with others except in exceptional circumstances, i.e. when they need medical attention or for their own safety.
- Team members should take responsibility for monitoring one another in the area of physical contact and should express concerns to the Nominated Person.
- Touch should not be prolonged.
- Corporal punishment in any form should never be used.

Also

- Clear guidelines should be given to workers about listening to what children say.
- The guidelines in '**Abuse: What to look for, what to do**' and professional help should be sought if any disclosure of abuse is made.

Supervision of Children and Young People

It is important to have a high enough ratio of adult supervisors to children for any visit. The factors to take into consideration include:

- Sex, age and ability of group
- Pupils with special educational or medical needs
- Nature of activities
- Experience of adults in off-site supervision
- Duration and nature of the journey
- Type of any accommodation
- Competence of adults, both general and on specific activities
- Requirements of the organisation/local to be visited
- Competence and behaviour of pupils
- First Aid cover

Staffing ratios for are difficult to prescribe, as they will vary according to the activity, age, group, location and the efficient use of resources. However, a general guide in normal circumstances might be as an example: One adult for every six children.

Group leaders should assess the risks and consider and agree an appropriate safe supervision level for their particular group. There should be a minimum of one adult in charge. In addition to the adult in charge there should be enough supervisors to cope effectively with an emergency. Parents and Carers should always be aware of the level of supervision.

Below are suggested ratios of adult to child, recommended for a specific indoor/outdoor activity or holiday event. These are the ratios required in regulations governing day care for under 8s.

	<u>Adult :</u>	<u>Children</u>
Two years and under	One :	Three
Three years	One :	Four
Four to eight years	One :	Eight

Organisations such as OFSTED, the NSPCC, can offer more detailed advice and guidance on safe ratios.

Working with Groups of Children and Young People

Be well prepared

Try to have ideas 'up your sleeve' and be ready when the children arrive.

Be aware

Try to notice and avoid situations before they start. A look can do wonders. So can a quiet word or simply saying 'no'. Diverting attention can nullify what they are doing so it doesn't get out of control. Giving responsibility can also help.

Be calm and stay objective

Decide what is acceptable and what is not. Lay ground rules from the start and keep to them. Be firm, but matter of fact. Involve the children in making rules if you can. Don't be afraid to say 'no'. Think of ways to handle specific situations – decide what sanctions would be appropriate (e.g. restricting privileges). Have a signal for being quiet. Insist on quiet so that you can explain what you are doing. Mean what you say and be consistent.

Be fair, but firm

Have an element of choice if children refuse to join in.

Be prepared to listen

Be aware of children and their interests. Beware of misinterpreting behaviour or what they are saying.

Be yourself

But look critically at how you behave too. You are their example. Watch what you say and do. Try not to take remarks personally. Answer if you can – laugh if you can.

Be honest in answering questions

Build relationships

Get to know each child and find out about their background if you can. Also build a relationship with the family – involve parents if there is a problem (sooner rather than later) and ask for their help adopting a professional stance. Don't be critical of the child or the parents – say something like: "He doesn't seem very happy at Sunday School at the moment. Is there any way in which we can help him?"

Have someone to help you

Who can help diffuse situations whilst you are leading, perhaps by sitting with a child or taking them to one side to talk with them? Often disruptive children are seeking attention for some reason. Also try to share any problems with someone so you do not feel you are alone in having issues.

Have a male role model if possible

Children do best with both male and female role models.

Involve the children in 'doing' as much as possible

A busy and interested child is less likely to cause problems. Assess the suitability of activities for different children and different abilities. Check that it is not too easy/too difficult/too repetitious. Work at the children's level. Many children have quite short attention spans and you may need to be ready to change an activity at short notice. Incorporate flexibility and surprise. Games can help. Programmes should always be adaptable.

Praise children as much as possible

Give them a positive attitude. Be specific about the good behaviour you are praising: "Well done for clearing away so quickly" rather than "Thanks for your help".

See the child behind any wrong doing

See what might have led up to the bad behaviour. Is the child hurting in some way? Watch out for signs of abuse. Let children know that although their action is being punished, they are still valued and respected. Always let them know why they are being punished. *Also watch out for the quiet child and for the child who shows a change in their normal behaviour.*

Try not to stereotype children

Give them a fresh start each time.

Have a structure to your meeting

So that children have some idea of what to expect. This gives them a sense of security. However, once established, do not be afraid to break the routine sometimes. Similarly, building up rituals in worship can help children explore further into the unknown because they are firmly rooted in the known.

Try to avoid confrontational situations

Diffuse situations wherever possible. It is better to speak quietly to a child alone than make a scene in front of others.

Avoid embarrassing children

Avoid belittling them. Help them to work out for themselves what they did wrong and how they can change and also put right any hurt they caused. Support them in doing this.

Exclusion

If the worst happens you can say that you can no longer take responsibility for a child.

Remember

It is often the children who are misbehaving who are the ones who take on board all you say and do.

Pray!

And have others praying for you too.

Discipline: What can we Do?

1. Team agreement

The leadership team should be in agreement as to the standard of behaviour allowed in the group.

2. The rules

The young people in the group must be given the boundaries of behaviour that are acceptable.

3. Supervision

Always ensure adequate supervision of activities by leaders. Have other leaders helping.

4. Control

If necessary stop all activities until order is restored.

5. Consistency

Apply all rules fairly and consistently.

6. Don't

Shout, lose your temper or strike a child.

7. Restraint

If your young people need to be restrained because of physical behaviour, training, advice and guidance should be sought from the local authority.

Transporting Children and Young People

Advice on transporting children is as follows:

- Only those who have gone through the church/organisation recruitment procedures for workers should transport children.
- All drivers should have read the child protection policy of the church/organisation and agree to abide by this.
- Parental consent should be given and all journeys should be carried out with the knowledge of the leadership.
- Seat belts should be worn, the driver should have adequate insurance and the vehicle should be road worthy.
- Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited till other children have been dropped off, the driver should explain that it isn't convenient to talk. Then arrange to meet with the child/young person at a location where there can be other adults around. (Remember a child/young person may want to talk to the driver about an abusive situation).
- Having checked drivers (application form, interview, references etc.) it is reasonable to expect that they may be alone with a child for short periods e.g. dropping off the last child. Ensure a discussion takes place as to the most suitable child to be dropped off last and plan routes accordingly. Ensure the last child or young person to be dropped off sits in the back seat of the vehicle
- At the collection or dropping off points do not leave a child on their own. Make sure that an appropriate adult collects children. Obviously look at instances where it may be unwise for a particular driver to transport a child e.g. where they have had a disagreement that evening, where a child/young person has a 'crush' on a driver etc. and arrange for someone else to transport the child/young person.

Arrangements when using mini buses

In addition to the above, consider the following:

- Ensure full compliance with mini bus regulations.
- Ensure that you have adequate supervision. As well as a driver, another responsible adult sitting with the children/young people will be needed.
- Ensure the responsible adult has also undergone appropriate recruitment and selection as outlined in this policy.

Guidelines for Good Practice for Care of Children in Out-of-School Schemes and Holiday Play-Schemes

Guidelines issued by Gloucestershire Social Services (under the 1989 Children Act) are intended to ensure that children under the age of eight are properly protected and that standards of care are safeguarded. They show good practice for our work with all children, whether we need to register or not.

The following are the main recommendations that are worth any group taking into consideration for the protection of the children and of the leaders and helpers.

1. Group size and staffing ratios

- Not normally more than 30 children (under eight) and in small groups of not more than 10
- One adult to eight children – a higher ratio for trips out or for children with special needs
- The person in charge should be over 21 years

2. Premises and space requirements

- A minimum of 25 square feet of clear play space per child.
- One toilet and washbasin for every 10 children.

3. Safety, health and hygiene

- Equipment should meet relevant safety standards and be well maintained and in good condition.
- Careful attention should be paid to hygiene.
- A general safety check should be made inside and out.

4. Records

- Keep records of children to include: name, address, age, date of birth, an emergency contact number, any relevant health problems, any special needs.
- **It is important to know who is authorised to collect the child.**
- Attendance records should be kept (adults and children).
- Note should be made of any medical problems occurring during the scheme and any accidents and first aid treatment.

5. Equal opportunities

- Respect each child as an individual without stereo-typing.
- Encourage positive behaviour. Staff, parents and children should be aware of what types of behaviour are considered unacceptable. A child should always be told why the behaviour is unacceptable.
- Physical punishment (including slapping, smacking or shaking) should not be used
- A child should not be frightened or humiliated.

6. Management

- Aims, objectives and principles upon which the scheme operates should be clearly defined and communicated to parents.
- There should be a clear procedure for evacuation in case of fire or other emergency.
- There should be a procedure for dealing with accidents.

- At least one person should have knowledge of and responsibility for Health and Safety, First Aid, child protection and legal requirements.

7. Leaders and helpers

- It is vital that those working with children are safe to do so. If you have to register the regulations regarding staffing are very strict.

8. Publications

- The 1989 Children Act.

For helpful publications on setting up clubs with guidelines for good practice contact:

4Children (formerly Kids' Club Network)
 City Reach
 5 Greenwich View Place
 London
 E14 9NN

Telephone: 020 7512 2112
 Fax: 020 7512 2100
 email: info@4children.org.uk

Informing FACS (Families and Children's Information Services) about your children's workshop or holiday club

You should phone FACS about any workshop or holiday club that includes children less than eight years of age and lasts for two hours or more.

Telephone: 01452 336100

The relevant application form will then be sent to you and you should return it to:
 FACS, FREEPOST, SWC 4298, Gloucester, GL1 2ZZ

FACS need to know the following information

- the name of the church/group organising the event
- the dates of the scheme
- the hours you are *responsible* for the children
- the venue
- the approximate number of children expected
- the age-range of the children
- the number of staff aged 16 and over and the contact names

Self Harm

Introduction

Self harm is the act of deliberately injuring yourself physically. It can be unnoticed harm, such as hitting or punching yourself, or taking small doses of poisonous or reactive substances. It can also include acts of visible damage, such as cutting or burning. At the present time the UK has the highest rate of self harm in Europe and self harm leads to around 15,000 Accident and Emergency Unit attendances each year. About one in 10 teenagers say that they deliberately self harm. It generally starts in adolescence, the average age is 13; and peaks in early or mid 20s if no help is sought. It is not just a problem for girls, although more girls than boys seek help. It is strongly linked with problems of low esteem and confidence.

How can we help

- Talk about what is going on.
- Help them see that you understand – and help them to understand.
- Ensure their safety in episodes of self harm.
- Encourage them to get some help.
- Get some support yourself.

One of the difficult and frustrating issues about self harm is that it can easily be manipulated. Sufferers feel that the only way that they will get love, care and attention is if they force you to show it and they can do this by self harming. Such manipulative behaviour includes threatening to harm themselves if you don't call round, making sure you see scars or evidence of harm, showing reluctance to improve and being easy to relapse following any step forward.

This means:

- Keep very clear boundaries.
- Try not to react to manipulation.
- Try not to confront it when you experience it.
- Do not handle the situation alone.

Practical suggestions

- Discuss why people self harm.
- Teach or try different ways of dealing with negative emotions.
- Teach the whole youth group.
- Be willing to share how you deal with emotions, being aware of your own strategies.

Note:

1. Self harm can be 'catching'. If one person begins to self harm it is possible that others in the group will want to do the same.
2. Self harm is not the same as attempted suicide. Self harm is an attempt to feel better, not to die. Suicide, in contrast, stems from the desire not to feel at all any more.

Eating Disorders

Introduction

This is generally thought to affect up to two per cent of the female population, but some studies suggest much higher rates than this. The Eating Disorder Association (EDA) estimates that around £1.15m people in the UK are suffering from eating disorders. Only 60,000 on average are receiving treatment.

There are a number of different types of eating disorders. The two most common are anorexia nervosa and bulimia nervosa.

The potential medical consequences can be very serious.

There is evidence that there are many causes for eating disorders. These causes may be the initial diet, concern about body image, family dysfunction, and relationship difficulties. There are also more serious causes such as low confidence and self esteem, perceived responsibility of other people's happiness, revulsion of life, abuse etc. In all these cases action needs to be taken.

Action

If you are concerned about someone:

- whatever you do, do something
- early identification is important
- be aware – particularly if you are working with young people who are high risk
- cover background issues with everyone if you can – e.g. self esteem – discuss weight issues
- if you find out there is a problem, don't panic, think: "Am I the best person to tackle this?"
- do talk to them – but try to avoid focusing on food or weight
- be on their side and engage
- bring hope and support as they start to seek help
- don't go it alone – get support yourself

First Aid

It is vitally important to know any medical information about children and young people in your group, and to having, where possible, an appropriate person with responsibility for first aid in your organisation.

What level of qualification is needed?

The level of first aid expertise required in your work is dependent on the group and/or organisation you are working for. Even where there is no legal requirement for formal training, it is a useful skill for any person to possess. Churches and youth groups should therefore seriously consider having someone equipped to carry out basic first aid.

It goes without saying that formal first aid training must be provided by a recognised organisation and in order to obtain recognised status as a First Aider, training must be undertaken on a regular basis. This ensures that up to date information regarding changes in medicine and practice are taken on board. Refresher training usually needs to be done every three years.

Training organisations:

Organisations such as the St John Ambulance Brigade, St Andrew's Ambulance Corps or the British Red Cross are the most well known organisations for providing a recognised qualification in first aid.

An appointed person is someone who oversees first aid requirements and supervises any incident that arises.

You should therefore:

- Ensure that all premises used by children have a properly equipped first aid kit.
- The first aid kit should be clearly located and recognisable. Its contents should be stored in a waterproof container and a designated worker should regularly check the contents. A white cross on a green background must identify all first aid containers.
- Make sure that an accident book is available, properly used and that any notifiable incidents (under health and safety regulations) are recorded and dealt with.
- Ensure information regarding any trained first aiders is readily accessible.
- Make sure everyone is aware who is responsible for first aid.
- Provide a sign giving the nearest available telephone for emergency calls.

You should be aware that supporting children and young people with medical needs to enable them to fully participate in events and activities. This is part of meeting the requirements of the Disability Discrimination Act 1995.

The legal implications of treatment:

In the UK there is generally no legal obligation on an individual to assist a person requiring first aid, providing they were not the cause of the casualty requiring treatment.

Where children and young people are being cared for by children's/youth workers they should exercise a duty of care towards them.

If a youth worker provides first aid to a young person, can the young person make a claim for damages if something goes wrong?

In general there are two ways in which the risk of personal liability can be minimised. The first is through good practice and the second is by taking out adequate indemnity insurance.

A member of the general public with no specific first aid training will only be considered negligent if he performs an act that a reasonable and prudent person in his position would not have done in the same situation, or omits to do something that a reasonable person would have done.

The actions of a worker who is trained in first aid would be judged on the individual circumstances. They could only be held liable if the standard of care fell below that which a reasonably competent person with the same level of qualification and experience has.

It follows therefore that provided the worker who is first aid trained administers first aid in accordance with current guidelines; it is unlikely that a successful claim could be brought. Liability is only likely to arise if first aid is carried out incorrectly and with disregard to accepted practice and guidelines.

As children's workers undertake a general duty of care towards children and young people it would be advisable to check any insurance cover provided by the church/organisation in relation to indemnity.

Organisations and training resources

St. John Ambulance
Website: www.sja.org.uk

British Red Cross
9 Grosvenor Crescent
London SW1X 7EJ
Website: www.redcross.org.uk

Diocese of Gloucester photographic release form

Holy Apostles Church, Photographic Release Form

Consent form concerning the use of photographs

Name of child/young person/adult: _____

Address (or contact details): _____

Location of photograph: _____

Holy Apostles, Cheltenham would like to take your photograph for promotional purposes. These images may appear in our printed publications, on our website or both.

To comply with the Data Protection Act 1998 we need your permission before we take any photographs of you. Please answer questions one, two and three below, then sign and date the form where shown. Any image taken or information you provide will not be used for any other purposes.

Please circle your answer

- | | |
|--|--------|
| 1. May we use your/your child's image in printed publications produced by the Holy Apostles? | Yes/No |
| 2. May we use your/your child's image on our website? | Yes/No |
| 3. May we use your/your child's image for general publicity i.e. newspapers etc. | Yes/No |

Please note that websites can be seen throughout the world and not just in the United Kingdom, where UK law applies. Conditions for use of any image taken are printed below.

I have read and understood the conditions of use.

Signature of subject (or if under 16 parent or guardian) _____

Date: _____

Conditions for use:

- This form is valid for five years from the date of signing. Your consent will automatically expire after this time.
- We will not include personal contact details of any persons in an image on our website or in printed publications.

Resources

1. Publications

Keeping Children Safe from Harm

A code of practice for safeguarding the welfare of children in voluntary organisations in England and Wales (published by the Home Office) Published 6 January 2009

Safeguarding Children and Young People

Methodist Church Division of Education and Youth.

Kaleidoscope

Training material for workers with children in the church (published by the National Christian Educational Council)

Spectrum

Training material for workers with young people in the church (published by the National Christian Educational Council)

Worth Doing Well

Guidelines for Good Practice in working with children and young people (Methodist Publishing House)

Children in Creches and Toddler Groups

Guidelines for working with families and under 5s (CPAS Ann Croft)

EIG booklet on Child Protection

Copies of the above are available from the Resource Centre (Reference 04.2) 9 College Green, Gloucester (Tel: 01452 385217)

The Protection of Children Act 1999 or 'Practical Guide to the Act for all Organisations Working with Children'

From: The Department of Health
PO Box 777
London SE16 6XH

2. Useful telephone numbers

Children and Young People's Directorate at Gloucestershire County Council

Helplines	Telephone number
Report concerns to Customer Service Operator on	01452 426565 (Mon to Fri, 8am to 5pm)
Safeguarding Children Services	01452 583636
• for concerns about a vulnerable adult	01452 426868
• for concerns about a child	01452 426565
• for concerns about the behaviour of a member of staff	
• working or volunteering with children	01452 426994
• Police – Child Protection	01242 261112
Cheltenham General Hospital (switchboard)	0300 422 2222
Gloucester Royal Hospital (switchboard)	0300 422 2222
NSPCC Gloucester	01452 300616
Rape Crisis	01452 526770
ChildLine	0800 1111
Samaritans	01242 515777
SHARE – Young People's Counselling Service	01452 500300
GUIDE (Information for all health, social care and disability enquiries)	01452 331131
Gloucestershire Safeguarding Children Board website is www.gscb.org.uk	

Appendix 1: Gloucester Diocese Policy Statement –
Working with Children and Young People

1. Scripture teaches that all people are special because they are made in the image of God. This is therefore true for children and young people, who should be respected and protected. Jesus warned that those who exploited or abused children deserved profound condemnation. Within the Kingdom of God, children matter in their own right and are to be taken seriously.
2. The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Clergy and laity who work for the Church in a paid or voluntary capacity need to exercise the greatest care when working with those for whom they have been given responsibility.
3. The highest standards should be maintained therefore in all pastoral, counselling, educational, worship and recreational circumstances. The exploitation of any relationships for any purpose will not be tolerated.
4. The Diocese of Gloucester is committed to creating a culture of informed vigilance which takes children, and adults who are vulnerable, seriously – and will work closely, and in partnership with, the local authority and statutory authorities to ensure that we offer best practice advice and guidance.
5. The Diocese of Gloucester accepts the principle of The Children Act (1989) that the welfare of the child is paramount, and will follow the Home Office Code of Practice: “Safe from Harm”, and the House of Bishops’ “Protecting all God’s Children” and “Safer Recruitment” advice and guidelines.
6. If allegations of abuse are made, then the Diocese of Gloucester will respond without delay and collaborate fully with the statutory and voluntary agencies concerned with investigating such allegations of child abuse. It will not conduct investigations on its own and will work in partnership with the police, local authority, and others to follow legal compliance, and to ensure we are able to offer informed pastoral care to any child, young person, or adult who has suffered abuse.
7. It will be standard practice in the Diocese of Gloucester to require completion of a common declaration form in accordance with guidelines of the Children Act 1989, from the following categories of people prior to selection or appointment for work within the Diocese:
 - all candidates for ordained ministry and accredited lay ministry
 - all clergy and accredited lay ministers moving into and within the diocese
 - employees of the Diocesan Board of Finance who are likely to have opportunities for contact with children and young people
 - volunteers who support the work of the Diocesan Advisory Boards and Committees on a regular basis

8. It is Diocesan policy that all PCCs should have in place a policy for Safeguarding/child protection – and that this is reviewed annually and a copy supplied as part of the requirements of the Archdeacon’s Visitation.
9. The Diocese will ensure that clergy and nominated local people are kept informed of changes in law, process etc – and that training is available for those who are responsible for/oversee local parish safeguarding practices.
10. The Diocese of Gloucester will seek to ensure that each paid post or volunteer position for which it is asked to act in the disclosure process is assessed for the appropriateness of a DBS disclosure. That any advertisement or other indication of an employment or volunteering opportunity will indicate where appropriate the level of disclosure that will be sought, and that the conditional nature of any offer of employment or volunteering role until the receipt of satisfactory disclosure information is clearly indicated.
11. The Diocese of Gloucester will seek to ensure that a candidate for a paid post or volunteer position for which it acts is asked in writing to list any convictions, **or other disqualifying** behaviour, that might be revealed in the disclosure process. This is in order to assist the recruitment decision process and in the knowledge that it will only be taken into account when relevant to the post in question. Also, that the candidate should be invited to submit any conviction or related information in writing prior to interview in an envelope clearly marked ‘Private and Confidential’ which should be handed to the person specifically identified for this purpose in the recruitment process.
12. The Diocese of Gloucester is committed to a process of five-year rechecking of employees and volunteers for whom this is appropriate, as part of its ongoing strategy for the protection of children and vulnerable adults.
13. The Diocese of Gloucester is committed to the safe storage and disposal of disclosure information in line with such guidance as may from time to time be provided by the Disclosure and Barring Service and in line with Data Protection requirements.
14. The Diocese of Gloucester is committed to the fair and sensitive use of disclosure information and will take every step to ensure that it, and those for whom it acts as an umbrella body, seek to achieve and maintain models of best practice. Where an applicant feels that disclosure information has not been handled in a fair and sensitive way an appeal process will be available, details of which can be obtained in writing from the Diocesan Human Resources Manager at Church House, Gloucester.
15. The Diocese of Gloucester will work closely with local churches to care for and supervise through appropriate contracts of behaviour, any member of our church community known to have offended against a child.

Appendix 2: PCC Authorised Children and Youth Activities at Holy Apostles

Groups and activities, to which our Policy on Safeguarding Children and Young People, and our insurance policy, apply.

Sunday Morning Groups

Crèche	Babies and toddlers	Meet in the lower back room of church during the second part of the main Sunday service
MiniClub	Preschool	Meet in the lower back room of church during the second part of the main Sunday service
Sunday Club	Reception - Year 5	Meet in the Church Hall after the opening part of the main Church Service – normally 1st, 2nd, 4th and 5th Sundays
Frog	Years 6 - 8	Meet in the Church Office after the opening part of the main Church Service – normally 1st, 2nd, 4th and 5th Sundays
Toast	Years 9 - 11	Meet in the Church Hall after the opening part of the main Church Service – normally 1st, 2nd, 4th and 5th Sundays
Jam	Years 12+	Meet in the Church Hall after the opening part of the main Church Service – normally 1st, 2nd, 4th and 5th Sundays

Evening Groups

These groups have been approved by PCC to be provided when appropriate

FROG	Years 6 - 8	Saturday evenings (alternating with Youth Club), 7-9pm, in church
Youth Club	Years 6 - 8	Saturday evenings (alternating with FROG), 7-9pm, in the Church Hall
Older Youth (Toast and Jam)	Years 9+	Sunday evenings, meeting in the Church hall and various people's homes

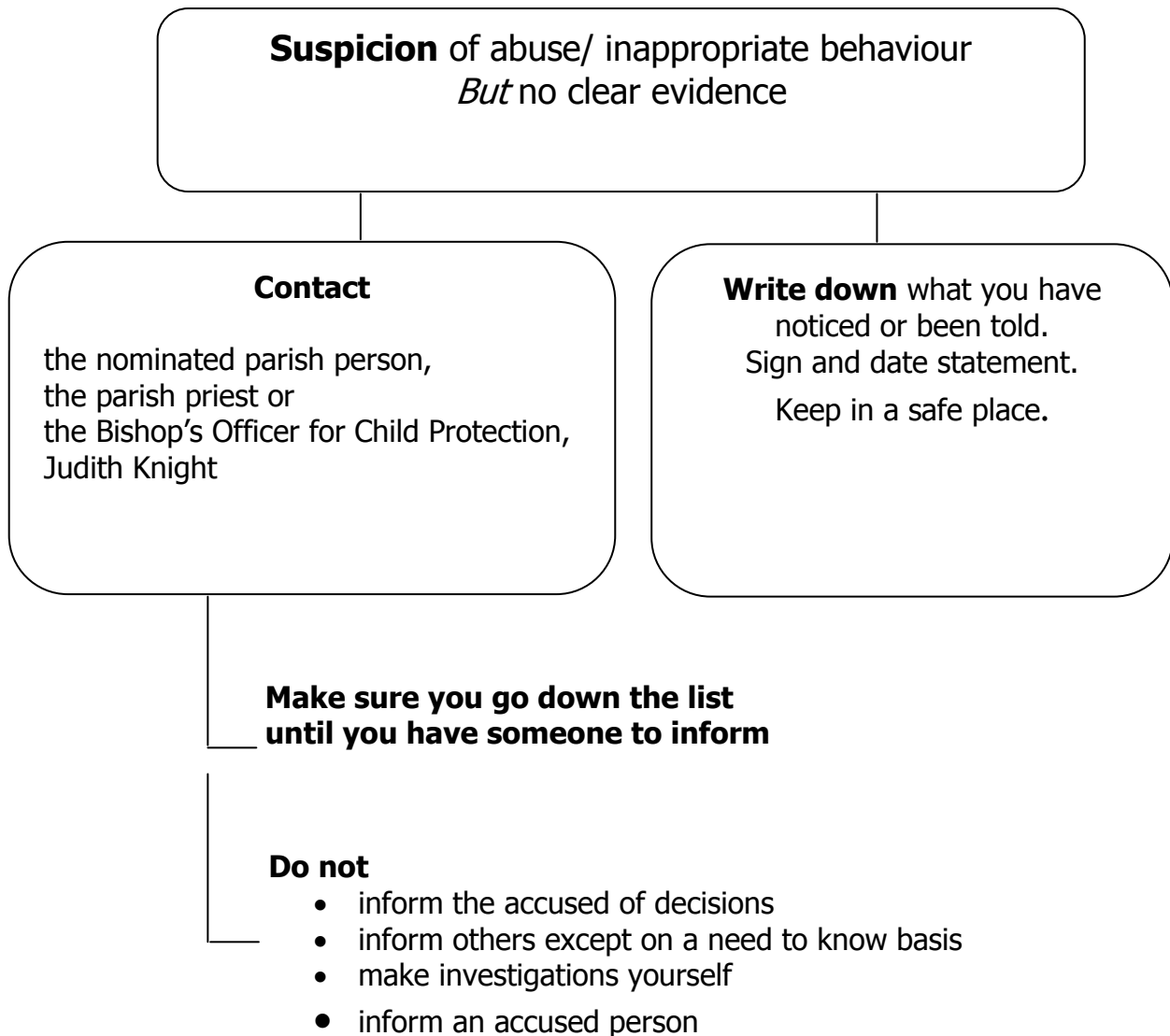
Other groups and activities

Sunflowers	Pre-school children and their parents/carers	Mondays during term time, 10.00-11.30am and 1.15-2.45pm, parent and toddler group run by Christian parents, members of Holy Apostles Church
Light Party	One for reception – year 5 One for years 6 - 8	Afternoon and evening of 31 st October each year in church. Craft activities, stories, songs, games, bouncy castle and disco
Communion Prep	Year 3+	From time to time members of Sunday Club and FROG may meet separately during the main morning church service for special classes or teaching, for example, in preparation for taking communion for the first time
Days Out	Sunday Club and Younger Youth	The leaders may from time to time organise an outing or day trip for their groups

If other activities involving children and young people are being planned by the church please ensure you have checked the insurance requirements.

Holy Apostles Insurance Policy is detailed in Appendix 4.

Appendix 3: Safeguarding Flowcharts



Advice can be obtained from:

Local Authority Designated Officer for Allegations (LADO)

Jane Bee – 01452 426994

The Safeguarding Children Service Child Protection Unit

01452 583638 (9am – 5pm)

Police Child Protection Unit (24hrs)

01242 261112 (if no reply 01242 276086)

Children's Helpdesk (9am – 5pm) 01452 426565

Clear evidence of abuse
or
a **clear allegation** is made

Write down what you have noticed or
been told.
Sign and date statement.
Keep in a safe place.

Contact Social Services or Police Child
Protection Services immediately

Contact your supervisor, the vicar or your
nominated parish person

Always contact
the Bishop's Officer for Child Protection,
Judith Knight
01452 835526

Vicar:
Rod Paterson 01242 512254

Nominated Parish person:
Candace Plouffe 01242 583334
07986666393

Appendix 4: Child Protection and Insurance Requirements

As a PCC, we are required, for the purposes of Insurance, to authorise and minute our regular activities for children and young people. We also keep a current list of all those working with children and young people in our church, not just for insurance purposes but also to fulfil the requirements of the PCC Policy on Safeguarding Children and Young People.

Our insurance policy for Youth and Children's groups states that-

*For a group to be working under the control and authority of the PCC the following should apply:
The PCC must maintain management and control of selection procedures for all leaders and maintain record of such appointments (applications forms, job descriptions, references, confirmation of CRB Disclosure checks etc.).*

Full written details of all activities must be given to the PCC.

The PCC must specifically authorise and accept responsibility for the activities and minute such in the PCC records

Therefore **as leaders and helpers** of different groups of children and young people in the church, are required to:

Be aware of our insurance policy – please read the summary below outlining what is covered with regard to personal accident and what the exclusions apply. The full document can be viewed at <http://www.ecclesiastical.com/ourproducts/insurance/churchinsurance/>.

Inform Candace Plouffe of all new leaders and helpers so that the PCC can keep the list up to date and so that we can keep to our Child Protection Policy, ensuring that all those needed are cleared with CRB.

Take a look at the Appendix of PCC authorised and approved activities involving children and young people. If you are organising events other than those listed please inform PCC in case additional insurance is required. If there are regular activities taking place, please let Candace Plouffe know so that the table can be updated.

Appendix 4: Personal Accident – Parishguard Insurance (summary)

Guidance Note (not forming part of the policy)

Under 'What is not covered', part (f) we list some high risk sports and activities for which we will not automatically provide cover under this section. However, there are other unconventional sports or activities which we have not listed but which are generally considered to be hazardous.

Whilst it is impossible to provide an exhaustive list of such activities, we consider them to be excluded on the basis of (g), 'What is not covered', ie wilful exposure to needless peril.

If you are in any doubt about any activity which an Insured person wants to take part in please contact us and we will advise you if the personal accident cover is affected.

Definitions

Each time any of the following words or phrases appear in this section in bold italic type (or in capital letters in the schedule) they will take the specific meaning shown below. Where words or phrases are not highlighted in this manner the normal everyday meaning of the word or phrase will apply.

Accidental bodily injury

Bodily injury or injuries caused by an accident or assault (and not by any gradual cause) or exposure to the natural elements which within 104 weeks from the date of the accident, assault or exposure is the sole cause of the death or disablement of the ***insured person***.

Insured person(s)

Members of the clergy whether on duty or not in the ***geographical limits*** or whilst temporarily outside the ***geographical limits***.

Employees, members of the ***church council*** and ***authorised volunteers*** all acting under *your* authority whilst engaged in ***your*** church business or authorised activities in the ***geographical limits***.

Children aged 3 or over taking part in activities organised by the ***Insured*** anywhere in the ***geographical limits***.

Any member of a party travelling with ***your*** knowledge and authority on a tour organised by ***you***.

Loss of eye(s)Total and irrecoverable loss of sight in one or both eyes.

Loss of limb(s)Loss by physical severance at or above the wrist or ankle or total and irrecoverable loss of use of a limb or limbs.

Permanent total disablement Total and absolute disablement (other than by ***loss of limb(s)*** or ***loss of eye(s)***) from usual occupation or from that occupation for which the individual is suited by training or qualification which shall have lasted for 104 weeks and which will in all probability continue for the remainder of life.

Temporary total disablement Disablement from carrying out the ***insured person's*** normal parochial duties (or in the case of persons under 16 disablement from participating in the ***insured person's*** normal activities with *you*).

What is covered

We will pay **you** the benefits shown in the schedule if any **insured person** suffers **accidental bodily injury**.

What is not covered

Accidental bodily injury resulting from the following
Any criminal act by an **insured person**.

Insanity, suicide or attempted suicide.

The use of alcohol or drugs by the **insured person**.

Any health problem which **you** or the **insured person** know of or should have known about at the start of the insurance or when it was renewed and which has not been accepted by **us** in writing.

Childbirth or pregnancy.

The following:

Aqualung diving;

Flying (except as a fare-paying passenger), hang-gliding or parachuting;

Hunting on horseback, polo, show jumping or steeple chasing;

Driving, riding or sailing in any kind of race;

Riding motor cycles or motor scooters as a driver or passenger;

Winter sports other than curling or ice-skating;

Mountaineering, cliff or rock climbing, abseiling, subterranean or elastic rope sports or activities;

Playing in any sport professionally;

Service in the armed forces.

Wilful exposure to needless peril (except in an attempt to save human life).

Accidental bodily injury directly or indirectly caused or contributed to by **terrorism** involving the use or release or the threat thereof of any nuclear weapon, device or chemical or biological agent regardless of any contributory cause.

If we allege that by reason of this exclusion any **accidental bodily injury** is not covered by this policy the burden of proving the contrary shall be upon **you**.

Appendix 5: Training, Supervision and Support

Training

Each team member is encouraged to attend one general training session per year (paid for by the PCC, if needed), as well as have the opportunity to receive first aid training if required.

Attend individual group planning/training sessions.

Make use of Diocesan Resource unit in Gloucester – tel. **01452 410022**.

Supervision

Responsibility for supervision of each group is given to the group leader who is accountable to the Vicar.

Support

All group leaders will be given the encouragement, support and prayer of the PCC and the Church. Opportunities of meeting with the PCC will be given during the course of the year so that each group's activities can be better supported.

Safety

Each leader should be aware of first-aid provisions, fire precautions, health and safety issues and risk assessment.