

**Safeguarding Children
and
Young People**

**ICKENHAM UNITED REFORMED CHURCH
CHILD PROTECTION POLICY**

March 2008

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Introduction

This Child Protection Policy is drawn up with close reference to the Home Office Guidelines 'Safe from Harm' and the URC Good Practice Guide.

The Policy was agreed at the Elders Meeting on the 11th March 2008 and adopted by the Church Meeting on _____ .

It is designed to encourage the development of good practice in local churches, to prevent the neglect, physical, emotional and sexual abuse of young people while they are in its care. It stresses the responsibility of all workers to be alert to signs of abuse and provides for a prompt and effective reporting procedure should abuse be suspected, disclosed or discovered, regardless of the setting in which the abuse has taken place. The policy is also intended to protect those who work with young people from unfounded accusations or from behaving in ways, which may be well intended but inadvisable, and to enable the Church to fulfil its 'duty of care'.

The Policy recognises the obligations and duty of care on organisations working with Young People as covered in the Children's Act 1989. This Act defines children and young people as anyone up to the age of 18 years. For the purposes of the policy reference to "young people" shall also refer to "children".

This Policy is applicable to all workers, staff and volunteers and also recognises that any adult has a moral and statutory duty for the care, custody and control of any child under the age of 18 under their supervision.

Confidentiality shall be upheld in line with the Data Protection Act.

The Policy will be published to show the Church's commitment to providing a safe environment and will be monitored and a full review undertaken every two years.

Policy Statement

As one of its major activities Ickenham United Reformed Church seeks to serve the needs of children and young people, promoting their spiritual, physical, emotional and mental development.

In doing so, the Church takes seriously the welfare of all young people who come onto its premises or who are involved in its activities.

The Church aims to ensure that they are welcomed into a safe, caring, Christian environment with a happy and friendly atmosphere.

The Church recognises that it is the responsibility of each one of its staff, paid and unpaid, to prevent the neglect, physical, sexual or emotional abuse of young people and to report any abuse discovered or suspected.

The Church recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse.

The Church is committed to supporting, resourcing and training those who work with young people and to providing supervision.

The Church is committed to maintaining good links with the statutory child care authorities.

Key Principles and Procedures

General Principles

All work and activities shall be planned to minimize situations where the possibility of:

- (i) abuse of young people or children may occur
- (ii) unfounded allegations might be made against staff

The Church, its staff and volunteers will respond positively to all allegations of potential abuse, including those relating to “external abuse” (not Church related)

The Church will maintain policies and procedures on the management and supervision of all activities and provide training for staff and volunteers on their implementation

The Church will establish a system whereby young people know they may talk with an independent person

Good Practice

1. Church Staff/Volunteers

- Abuse of young people is most easily concealed where there is confusion amongst adults about roles and responsibilities for the protection of children and young people. Staff and Volunteers will be provided with a clear idea of what is expected of them.
- Implement and issue guidelines to all workers with young people on how to deal with abuse or suspected abuse
- Plan work to minimize situations where the possibility of abuse of young people may occur.
- Always have at least two adults present with a group. Particularly when it is the only activity-taking place on Church premises.
- Arrange that, as far as possible, an adult is not left alone with a young person where there is little or no opportunity of the activity being observed by others. This may mean groups working within the same large room or working in an adjoining room with the door left open. This good practice can be as much benefit to the adult as to the young person.
- There may be rare but necessary occasions when a worker has to work individually with a young person (e.g. pastoral care). Guidelines for workers can be found in (Appendix 1)
- Always ensure appropriate ratios of leadership to young people are observed according to age and gender. (See ratios of adults to young people in Appendix 2)

- Never take a group of young people off the premises with fewer than two adults.
- Ensure that all workers with young people do not meet a young person off Church premises without a parent or other adult carer being present.
- Do not expect young people to have to walk along a dark unsupervised path in order to enter the Church.
- Maintain a record of each activity/session. This record should include a register of young people and staff and details of any significant incidents.
- All workers should be aware that their contact with young people in the course of their work within the Church puts them in a relationship of trust. (i.e. in a position of power or influence over another by virtue of their work or the nature of the activity, both within and outside of working hours).
- Opportunities will be made for workers to meet together to review and plan their work, to share their experiences, to receive training and to talk about their relationships with the young people. Special attention will be paid to any situation in which a young person is being either highly favoured or harshly treated, as these could be signs of abuse.
- A full recruitment procedure for all workers, staff and volunteers must be carried out.
- All those who are responsible for working regularly with young people are required to undergo a CRB check.
- Ensure training is available on the Church's Child Protection Policy and the use of its guidelines

2. Management and Supervision

Use supervision and support as a means of protecting young people.

Maintain policies and procedures on the management and supervision of all activities and provide training on the implementation of them.

3. Appointment of Link Officers

Two Child Protection Link Officers shall be appointed by the Church to share the responsibility for the co-ordination and implementation of the Child Protection Policy and procedures. They will also be responsible for ensuring that child protection issues are reported to the relevant authorities. (The guidelines for the appointment of these officers will be found in the Appendix 3.)

4. Risk Assessments – Safety

All Leaders and support staff should be aware of potential areas of hazard both within buildings used and resources for off-site activities.

A person is to be appointed to undertake a Risk Assessment, which broadly will:

- Seek to identify potential hazards/risks
- Decide who might be harmed and how this might happen
- Assess the risks and take action to remove or reduce them as far as possible
- Record the details and action taken (see Appendix 14)
- Check the risks regularly to assess further preventative measures.

5. Photographic Images

It is recognised that some people have used opportunities with young people to take inappropriate photographs or film footage. Protecting the welfare of young people is about putting in place the best possible practices and procedures that will protect children and young people within the Church.

Photographs of children and young people for display on the premises, use in the press or on the Church's website may be taken only if, under the Data Protection Act 1988, permission has been received from their parent/carer of the child. (See Guidelines – Appendix 4)

6. Off Site Activities

The following points should also be carefully considered by organisers prior to an event/trip:

- Has the Church Secretary/Treasurer confirmed that the necessary Church insurance is in place prior to booking an event?
- How are you travelling to the activity?
- Will the weather affect the safety of the activity?
- Are there contingencies for this?
- Do you have sufficient adults to cover children/young people ratio guidelines?
- Will you be the only group using the area?
- Are all key workers CRB checked?
- Are all mobile numbers correct?

For all activities where young people are being taken “off-site” i.e. away from the Church's premises, a completed permission slip shall be obtained for each young person. (See Parental Consent and Medical Form – Appendix 5A and Medication Consent Form – Appendix 5B)

The permission slip should ideally be obtained at least 7 days before the event but NO child is to be permitted to go on a trip without a signed permission slip.

Medical Treatment of Young People

- All treatment procedures are to be fully explained to the young person and **verbal consent** obtained before they are carried out.
- No young person should be treated in any way in a situation where he/she is on his or her own in a treatment room with the door closed.
- All treatment procedures should be “open” i.e. the door remains open, and parents, if present, invited to observe treatment procedures. Where strict medical confidentiality is to be observed then the parents of the young person should be invited to attend.
- In the absence of a parent a suitable adult acting as chaperone should be present.

- Medical confidentiality and patient dignity shall be maintained at all times.
- A written record shall be maintained of any injury etc.

Adults should not be allowed to share a room with young people unless they are the parent/guardian of that young person.

7. Use of Transport (See also Appendix 6)

Where young people have to be transported by car or minibus, arrange as far as possible, to have more than one passenger in the vehicle and that youngsters are seated in the back seats of the vehicle

Written Parent/Guardian Consent should be obtained prior to young people being transported either in a coach or private vehicle

Except in a real emergency, a young person should not be transported unless another member of staff/volunteer accompanies the driver.

8. Late Collection

These can present difficult situations for an event organiser. It is therefore essential that a readily accessible record be maintained of (i) primary and (ii) secondary parent contact numbers for all young people.

Parents should be informed that it is not the Church's responsibility to provide transport in the event of them being detained.

The event organizer must ensure that youngsters leaving the premises do so only in the presence of adults known to have permission to do so.

All staff/volunteers should be advised on the following procedure:

- Attempt to contact parent in event of late collection
- Wait with the young person, at the event and wherever possible other staff/volunteers
- Remind parents/Guardians of the policy relating to late collection

Staff/volunteers should NOT:

- Take the child home or to any other location
- Ask the child to wait in a vehicle or facility with you alone
- Send the child home with another person without parental permission

9. Hire of Church Facilities

The Lettings Officer must confirm with groups/organisations, who work with young people and wish to hire/use the Church premises, that they undertake to follow the Home Office Code of Practice 'Safe from Harm'

In the case of one off lettings, Appendix 7A must be completed before the event. In the case of long-term lettings Appendix 7B will apply and this form must be completed before the start of the lettings period.

Dealing with Abuse

1. Duty both to prevent abuse and to report abuse

It is the Church's duty both to prevent abuse and to report any abuse discovered or suspected. The normal rule of client confidentiality cannot be observed when abuse is discovered or suspected. When workers suspect, discover or are told/learn about abuse occurring in or outside the Church setting, they should follow the Church's approved reporting procedures.

2. Types of abuse

Staff and Volunteers will be given guidance on what constitutes abuse and how to recognise it. The Definitions of child abuse by the Department of Health, DfES, The Home Office and Welsh Office (1991) are as follows:

Physical: Actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation and Munchausen's syndrome by proxy.

Sexual: Actual or likely sexual exploitation of a child or adolescent.

Emotional: Actual or likely severe adverse affect on the emotional and behavioural development of a child caused by persistent or severe emotional treatment or rejection. All abuse involves some emotional ill treatment. This category is used where it is the main or sole form of abuse.

Neglect: The persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold and starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of a child's health or development.

3. Possible signs of abuse

Whereas 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 following signs are not taken as indications that abuse has taken place. They should make us stop and think, but not necessarily jump to conclusions.

Physical: Unexplained injuries or those which have received no medical attention, hidden injuries, shrinking away from unexpected arm movements

Sexual: Allegations made by the child or young person, pre-occupation with sexual matters, sexual activity through words, play or drawings, severe sleep disturbances with fears and phobias, being sexually provocative with adults

- Emotional:** Regression in behaviour, nervousness, sudden under-achievement, inappropriate relationships with peers/adults, attention seeking, running away/stealing/lying, looking uncared-for
- Neglect:** scavenging for food, unkempt clothing, listlessness, underweight, poor hygiene
- Bullying:** Bullying is not always easy to define and will not always be an adult abusing a young person. It is often the case that a bully is a young person. (For types of Bullying see Appendix 8)

Race and Racism

Young people from ethnic minority groups (and their parents) are likely to have experienced racial harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse.

4. Reacting/Reporting Allegations of Abuse (suspected, disclosed or discovered)

(a) Allegations made by an Adult

You may suspect abuse, you may discover or witness abuse or someone may report abuse to you. However you become aware of abuse, it is important that you follow the following guidance:

- Do not delay
- Do not confront the person who is alleged to be responsible for the abuse
- Record any observations on Incident Report Form (Appendix 9) and keep an account of what you have been told by staff or the young person. These records must be accurate and factual
- It is not your role to investigate - concentrate on presenting information clearly.
- Pass on your information to the appropriate person (See Flow Chart Appendix 12)
- Do not discuss with anyone other than the person to whom you should report the matter.

Workers may wish to inform their line manager, but they must inform one of the appointed 'link' persons.

It is the responsibility of the 'link' person to ensure that cases of abuse are reported. It is normal procedure to contact the local Social Services team. If the young person is in immediate danger the Police should be contacted

Any worker, staff or volunteer, can bypass the procedures and share concerns with an outside agency - Social Services, NSPCC - if they feel that their line manager or management team/committee are not dealing with their concern or are implicated in some way.

In every area Social Services and Police have procedures for investigating cases where a child may be at risk. Sometimes a child protection case conference will be convened. It may be appropriate for a Church representative to attend. This person

may be present to share information or in a support capacity. It is important to be clear which role is being undertaken.

Consideration should be given, on a case-by-case basis, to the support, which can be given to an abused young person, recognising that the support needs to be non-judgmental, appropriate and long term. External help, available through Social Services or other Counselling agencies, may be advisable.

(b) When the informant is an adult

When the informant is an adult the 'link' person should clarify the following:

- the nature of the allegation or suspicion
- details of the child/children and family/families involved
- any relevant information relating to the person against whom the allegation is made
- dates and times of the incident as appropriate
- details of any others involved and/or any witnesses

This information should be reported immediately to the local Social Services (Children's Services). Social Services will be able to advise about what will happen next.

(c) If a young person wants to talk about abuse

- Approach the meeting as an "informal chat"
- never push for information, avoid asking questions, letting the young person talk
- accept what the young person says, keeping calm, looking at them directly from time to time
- even when a young person has broken a rule they are not to be blamed
- be aware that the child or young person may be being threatened
- re-assure the young person they were right to tell you
- let the young person know what you are going to do next. You need to tell if you are going to notify someone else, do not promise confidentiality
- make notes as soon as possible, writing down exactly what was said and when he/she said it. Record dates and times of these events and keep the hand-written record, even if these are subsequently typed up, for an indefinite period. (See Incident Report Form, Appendix 9)
- The procedure as set out for allegations received from adults, as set out above, should then be followed
- If it is considered that the person making the disclosure is likely to be at risk by returning home, immediate contact should be made with the Social Services or the Police

(d) In an emergency

In an emergency act at once.

- Because of obvious physical damage a child may tell you of abuse.
- If a child is clearly in distress from a physical injury seek medical attention immediately
- Take the young person to A & E or phone for an ambulance. Tell the medical services what the child has told you or of any suspicions you may have
- Remember anything the young person says and record this as soon as possible.

- In the case of existing or potential harm to a young person the matter should immediately be reported to the Police

(e) Care Authorities Contact Details

Police Ambulance Fire	999
<i>Uxbridge Police Station Open 6.00am to 2.00am following day</i>	<i>1 Warwick Place, Uxbridge Telephone 01895 251212</i>
<i>Hillingdon Social Services</i>	<i>Uxbridge Civic Centre Telephone 01895 250102</i>
<i>Churches' Child Protection Advisory Service (CCPAS)</i>	<i>Telephone 01322 660011</i>
<i>Childline</i>	<i>Freephone : 0800 1111</i>
<i>NSPCC Child Protection Help line</i>	<i>Freephone 0808 800 500</i>
<i>(This is a 24 hour help line for children and young people or anyone concerned about a child or young person at risk or abuse)</i>	

(f) Dealing with allegations or suspicions of abuse relating to a Church Officer or Volunteer, including a Minister

Any allegation made against any volunteer, paid employee, minister of any other officer of the Church must be taken seriously. It is recognised that this can be a distressing and stressful situation for all involved but it is vital that the Church acts responsibly with regard to young people who have been entrusted into the care of church workers.

When an allegation or suspicion of abuse involves a volunteer, an employee, a minister of any other officer of the Church the following issues will need to be considered by the Link Officer:

- Does the person against whom the allegation is made have ongoing contact with young people? In most circumstances where Social Services become involved they can assist in offering advice about suspending any activity that involves contact with children.
- For a paid employee there will be a need to consider whether a period of suspension from active duties is appropriate while an investigation is ongoing. Depending on the type of post of the employee it should be clear in their contract who has responsibility for this level of decision-making and which Church bodies need to be consulted and advised.
- For any allegation against a Minister of the Church there is clear guidance about suspension/disciplinary matters. Synod Moderator should be informed of any concern immediately. They will be able to advise which Area Committee members should be informed and how to proceed.
- Who can offer appropriate care and pastoral support to the person under suspicion? This should not be the same person offering support to any alleged victim or informant.

It should be noted that in these circumstances the practice of a short-term suspension pending the outcome of any investigation is a measure used to protect the volunteer, staff member, minister as well as the child. It is not a method of apportioning blame

but should be regarded as a neutral way of protecting all involved until an investigation can be concluded.

At the conclusion of an investigation opportunities should be created for all those who have been involved in any supportive capacity to debrief and obtain any support they may need themselves.

When a report of an allegation or suspicion is received it is important to respond immediately by reporting it to a 'link' person, and ensuring a detailed record is kept, dated and signed.

(g) Dealing with Allegations occurring outside of a Church Event

When an allegation of abuse is made relating to an incident(s) occurring outside of the area of responsibility of the Church, the procedures referred to above should also be followed.

SAFE FROM HARM (Home Office Publication 1993)

SUMMARY OF RECOMMENDATIONS

1. Adopt a policy statement on safeguarding the welfare of children.
2. Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
3. Introduce a system whereby children may talk with an independent person.
4. Apply agreed procedures for protecting children to all paid staff and volunteers.
5. Give all paid staff and volunteers clear roles.
6. Use supervision as a means of protecting children.
7. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
8. Gain at least one reference from a person who has experience of the applicants paid work or volunteering with children.
9. Explore all applicants' experience of working or contact with children in an interview before appointment.
10. Find out whether an applicant has any conviction for criminal offences against children.
11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
12. Issue guidelines on how to deal with the disclosure or discovery of abuse.
13. Train paid staff and volunteers, their line managers or supervisors and policy makers in the prevention of child abuse.

Appendix 1

Guidelines for Staff Working on their Own with Children /Young People

1. Always let your Line Manager know the time and place of meeting with child/young person.
2. Always meet at a 'neutral place' never in a home.
3. Let other people know that you are there and/or remain visible in a public place.
4. Establish mutually understood behaviour of both parties at the outset.
5. Keep a detailed record of the appointment.
6. Ensure good on-line management supervision.

Appendix 2

Staffing Ratios

Indoor activities

On no account should a worker be by themselves. The minimum number of adults should always be two and preferably three, with each gender represented.

The Children Act specifies the ratio for under eight's as follows:

0 – 2 years	1 member of staff to 3 children
2 - 3 years	1 member of staff to 4 children
3 – 7 years	1 member of staff to 8 children

The recommended ratios for children over eight and young people are:

Up to 20 children/young people – 2 adults (preferably one of each gender)
One additional adult for every 1-10 extra children/young people

Outdoor activities

These require the same care and attention during the planning stage. The adult/child ratio should be increased as follows:

0 – 2 years	1 member of staff to 3 children
2 – 3 years	1 member of staff to 4 children
3 – 7 years	1 member of staff to 6 children

The recommended ratios for children over eight and young people are:

8 – 13 years
Up to 15 children/young people – 2 adults (preferably one of each gender)
One additional adult for every 1 – 8 extra children/young people

13 years and over
Up to 20 young people, 2 adults (preferably one of each gender)
One additional adult for every 1 – 10 young people

An appropriate ratio of adults to young people will be maintained. However, there may be instances (e.g. at theme parks, theatre, museum visits) where, subject to parental permission, young people who are Year 7 (e.g. 11+ years) or above may be allowed, in groups of no less than 3, to go round without immediate adult supervision. These groups should have with them a mobile (between the group) and each young person will be provided with a list of contact phone nos. for each adult, meeting places and times will be clearly agreed and adhered to. Each adult will have a complete list of mobile contacts for all those on the trip and a named leader will retain a set of contact details.

Young people below Year 7 (e.g. 11+ years) must be accompanied by an adult.

Appendix 3

Guidelines for the Appointment of Link Officers for Child Protection

1. The appointments should be agreed at the Elder's Meeting ratified by the Church Meeting
2. A 'link' person should be someone with experience of working in children/youth/social services context.
3. The person must be capable of being sympathetic to young people and children but objective in the pursuance of their task - with an ability to cope with the shock and upset abuse allegations may produce.
4. The person must be able to act confidentially, speedily and decisively, relating well to statutory authorities, parents/carers etc
5. The person must be willing to undergo training in procedures and be prepared to brief staff and the Church and Elders' Meetings on appropriate local policies, procedure development and review their effectiveness.
6. The person must have clear lines of accountability to the Elders and have clear links with other staff.
7. The person should be alerted to opportunities for support and networking with others

Appendix 4

GUIDELINES ON TAKING OF PHOTOGRAPHIC IMAGES OF YOUNG PEOPLE

Key concerns

The key concerns contained within this policy are:-

- The taking of inappropriate photographs or recorded images of youngsters
- The possible identification of young people when a photograph is accompanied by inappropriate information
- The inappropriate use, adaptation or copying of images for use on child pornography websites

Rules to be observed:

Whilst it is recognised that publicity and pictures of young people involved in Church events, is valuable in promoting the activities and outreach of the Church, the following rules should be observed:

- Ensure parents/guardians/young people have given their consent for the taking and publication of photographic images and have signed and returned a Parent/Guardian and Young Person Permission Form.
- All youngsters must be appropriately dressed for the activity taking place.
- Photography or recordings should focus on the activity rather than a particular youngster and personal details that might make a young person vulnerable, such as their exact address, should never be revealed.
- Where an individual has achieved a specific award, permission must be obtained from a parent/guardian to use photographs/recordings and relevant details.
- Where possible to reflect the Church's Equity Policy, photographs/recordings should represent the full diversity of youngsters attending the Church.
- Anyone taking photographs/recordings at a Church event, regardless of equipment used, and including mobile phones, must have a valid reason for doing so and seek the permission of the organiser/person in charge. They should make themselves known to the organiser and be able to identify themselves if requested.

All concerns regarding inappropriate or intrusive photography, including any concerns of parents, should be reported, in confidence, to one of the Link Officers.

Appendix 5A

ICKENHAM UNITED REFORMED CHURCH PARENTAL CONSENT AND MEDICAL FORM

N.B. The completed form must be returned by _____ to ensure the young person is able to take part in the event. (Return to: _____)

Group Name: _____ Event: _____
Venue: _____ Date: _____

To: Parent/Guardian:

We want our young people to enjoy the activities to the full and to feel secure and protected during their participation in them. It is therefore essential that we have sufficient information to help us safeguard their welfare.

Full Name of Participant: _____ Date of Birth: _____

Address: _____

- I have read the information regarding the event and understand what is involved.
- I acknowledge the need for my son/daughter to behave responsibly throughout the event and for him/her to take special note of any safety instructions given.
- I am satisfied that all reasonable care will be taken for the safety of those participating and that adequate staffing levels has been arranged.
- I understand the extent and limitation of the insurance cover provided.
- I understand also that during periods of free time close supervision by leaders may not always be possible.
- I consider my son/daughter to be medically fit to participate in the activities outlined.
- I require that my son/daughter be excluded from the following activities: _____

- I would like you to be aware of the following special needs, allergies or medical conditions of my son/daughter:

N.B. If your son/daughter is currently receiving medication then the Medication Form should also be completed

- I agree to my son/daughter receiving emergency dental, medical or surgical treatment, including anesthetic or blood transfusion, as considered necessary by the medical authorities present.
- I accept that any information given will be treated in confidence. Remember that inadequate information could put your child's life at risk.

I, have read the above and give permission for _____ to take part in the event.

Name: _____ (Parent/Guardian)

Signed; _____ Date: _____

ADDITIONAL INFORMATION:

Emergency Contact: Name: _____ Relationship: _____
Tel No(s): _____ Mobile phone No: _____

Alternate Contact: Name: _____ Relationship: _____
Tel No(s) _____ Mobile Phone: _____

IT IS YOUR RESPONSIBILITY TO INFORM THE LEADER, SHOULD ANY OF THE ABOVE DETAILS CHANGE BY THE EVENT DATE.

Appendix 5B

ICKENHAM UNITED REFORMED CHURCH

MEDICATION CONSENT FORM

Name of Participant: _____ Date of Birth _____

Event: _____

Venue: _____ Date: _____

Condition or illness: _____

Medication:

Name/Type of Medication (as described on the container): _____

Full Directions for use:

Dosage and method: _____

Timing: _____

Special Precautions: _____

Side Effects: _____

N.B. The taking of medication either directly or under the guidance of the Leader, will not be permitted without the completion of this form.

*I give my consent for the Leader to dispense the medication, as indicated above, to my son/daughter.

*I would like my daughter/son to keep her/his medication on her/him for use as necessary and at their own discretion.

(* delete as appropriate)

Name: _____ (Parent/Guardian)

Signature _____ Date: _____

Appendix 6

Use of Transport

There are many factors to consider when planning transport for trips and outings such as:

- Type of journey, including journey time and distance
- Passenger safety
- Traffic conditions
- Weather
- Arrangements for emergencies and breakdowns
- Appropriate insurance cover
- Stopping places
- Supervision

The choices are almost unlimited from public transport to private car. It should be noted that there is specific legislation covering the use of minibuses.

Ensure that any check list includes the following:

- The driver is responsible for the vehicle, including health and safety
- The organiser is responsible for all travel arrangements including the suitability of hired vehicles and their drivers
- That a risk assessment of the event, including travel arrangements is undertaken
- That children/young people know their responsibilities
- Supervisors should have check lists including:
 - Rules and regulations governing the trip
 - Accurate list of participants and relevant personal details
 - Head counts
 - Emergency procedures
- Ensure that any vehicle is mechanically sound, has all the proper documentation, is taxed, insured and has a current MOT certificate
- Check the credentials of any driver
- Passengers must have their own seat and seat belt
- Apply adult/child ratios

Appendix 7A (For one off lettings)

Ickenham United Reformed Church
Hire of Church premises for a children/young peoples event

All groups working with children and young people under the age of 18 years and using these premises are required to agree to uphold the principles of the Home Office Document Safe from Harm. (See page 13)

I agree that whilst using these premises the principles underlying Safe from Harm will be upheld by this group

Group:

Date of Event:

Signed:

Date:

Name:

Address:

Appendix 7B (For regular lettings)

Ickenham United Reformed Church
Hire of Church premises for a children/young peoples event

All groups working with children and young people under the age of 18 years and using these premises are required to agree to uphold the principles of the Home Office Document Safe from Harm. (See page 13)

Therefore, all such groups are required to have in place a policy, drawn up under the guidelines in the Home Office document 'Safe from Harm' and to implement it and also review it regularly and update it when necessary. The Ickenham United Reformed Church has a policy which you are welcome to use as the basis for your own policy if you so wish.

I agree that whilst using these premises the principles underlying Safe from Harm will be upheld by this group

Either (i)*

I have and understand the policy of Ickenham United Reformed Church regarding the safeguarding of children and young people and will implement it

Or (ii)*

I have in place a similar policy (attached) drawn up under the guidelines in the Home Office document Safe from Harm.

*Please delete as appropriate

Group:

Details of letting

Signed:

Date:

Name:

Address:

APPENDIX 8

Types of Bullying

Physical – e.g. hitting, kicking, theft

Verbal – e.g. racist or homophobic remarks

Emotional – e.g. persistent negative feedback

All of these could include:

- Deliberate hostility and aggression towards a victim

- A victim who is weaker and less powerful than the bully or bullies

- An outcome that is always depressing and painful for the individuals

Bullying behaviour may also include:

- Other forms of violence

- Sarcasm, spreading rumours, persistent teasing

- Tormenting, ridiculing, humiliation

- Racial taunts, graffiti, gestures

- Unwanted physical contact or abusive, offensive comments of a sexual nature

Appendix 9

Ickenham United Reformed Church

INCIDENT REPORT FORM

NAME OF CHILD

NAME OF WORKER

POSITION OF WORKER

DATE & TIME OF REPORT

NATURE OF CONCERN

[If you have not already done so make a factual written record of your observations and any conversations. Sign and date it and forward it to one of the Link Officers without delay]

WHO HAVE YOU SPOKEN TO ABOUT YOUR CONCERNS?

Child Yes/No

Carer Yes/No

Senior Staff/ 'link' person Yes/No

Name

Social Services Yes/No

Name

Feedback

Signature of Worker :

Date & time

Signature of 'Link' person/Line Manager:

Date & Time:

Appendix 10

Ickenham United Reformed Church

Junior Church Registration form

Name:.....

Date of Birth:.....

Address:.....

.....

.....Post Code.....

Telephone: (Home).....

(Mobile).....

School attended:.....

Parents / Guardians names:

Contact if different from above:.....

Are there any **medical conditions** we should be aware of (asthma, epilepsy,etc)? **Y / N**
DETAILS (Include any relevant medications).....

.....

.....

Are there any **allergies** or **dietary requirements** we should be aware of? **Y / N**

DETAILS.....

.....

Occasionally photographs are taken of special events eg Nativity, holiday club, fund raising activities and these may be published (without names attached to individual children).
Are you happy for your child's photograph to be printed in:

The URC newsletter? Y/N

Ickenham Church News? Y/N

Ickenham Churches website? Y/N

Other publicity eg notice board? Y/N

Signed:.....

Name:.....

Relationship to child:.....

Date:.....

Appendix 11

Ickenham United Reformed Church Risk -Assessment

Event Name:

Proposed Date

Proposed Numbers:

Adults

Children/Young People

Risk Assessment (issues assessed)

Date of Risk Assessment

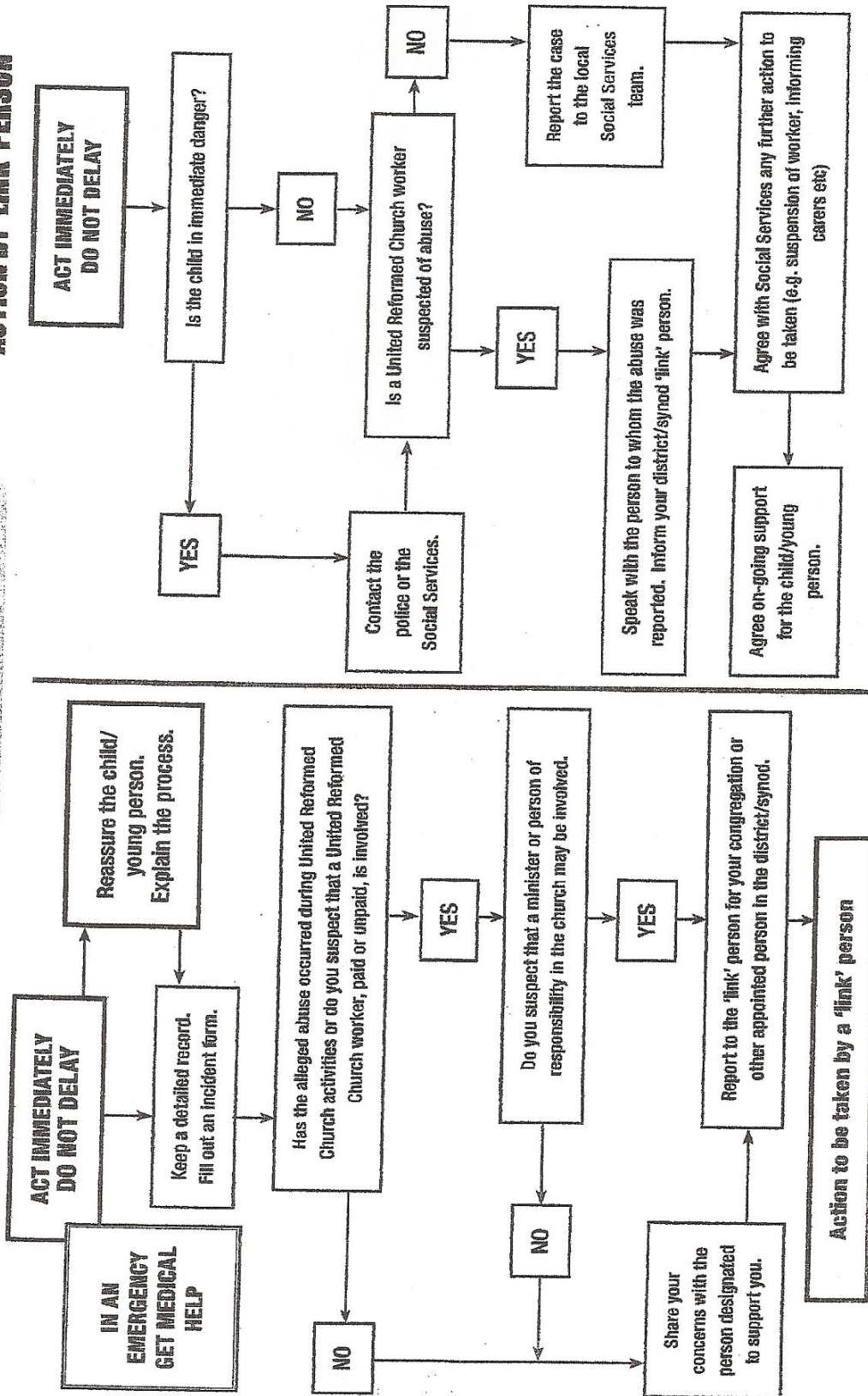
Signed

It is everyone's responsibility to be alert to and report signs of abuse

DEAL WITH A DISCLOSURE OF ABUSE

UNITED REFORMED CHURCH

ACTION BY 'LINK' PERSON



If you are not satisfied that the person to whom you have reported your observations is dealing with your concerns, it is open to you to contact the relevant authorities direct.