



Safe to Grow

Good Practice Guidelines for Working
with under 18's

South Parade Baptist Church
October 2016
Heather McLeen & Kate Churchill

Introduction

South Parade endorsed the Child Protection policy statement (of BUGB's Safe to Grow publication, revised 2011) at the church meeting in November 2014.

A copy of the Safe to Grow publication is available at the church office.

The Child Protection policy statement should be reaffirmed annually.

It underpins our whole church commitment to best practice in all our work with children for their sake and for the sake of the gospel.

From it follow a number of procedures covering areas including recruitment, ratios and record keeping, here described as 'good practice'.

South Parade currently has over 120 volunteers working with many children and young people. Their work is carried out in the different congregations of Headingley, Cragg Hill, Northside and Connect, each of which run their own activities on Sundays and at other times.

All those working with under 18's at SPBC must follow these good practice guidelines with the help and support of fellow church members.

Every Church children's group should have a copy of these guidelines and a hard copy is also available from the Church office.

Aims

These good practice guidelines have been written to help all Church groups, clubs and Sunday activities run efficiently and maintain the highest level of Child Protection and Safety at the same time.

To fulfil these aims the guidelines cover the running of your group, with information on recruiting staff, session planning, overnight stays and registers. This information should help you run your group efficiently and allow your children and young people to benefit as much as possible.

These guidelines also cover the following areas:

- Safe to Grow – information regarding Child Protection including recognising abuse and dealing with disclosure correctly.
- Appendix One: Cause for concern form, page 15
- Appendix Two: Updated consent form for under 18s, page 17
- Appendix Three: Event and Activity Checklist, page 18
- Appendix Four: Template for group risk assessments: indoors, page 19
- Appendix Five: Template for group risk assessments: outdoors, page 20
- Appendix Six: Template for group risk assessments: toilets, page 21
- Appendix Seven: Template for fire evacuation procedure planning, page 22
- Appendix Eight: Template for fire evacuation group register, page 23

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Any queries regarding these guidelines should be referred to the [Safe to Grow Co-ordinator](#)
[Children's and Family's Pastor](#).

Position	Name	Contact
Associate Pastor	Paul Rockley	07946334959
Children's and Family's Pastor Safe to Grow Co-ordinator & Designated Child Protection Officer	Heather McLeen	07855853803
Deputy Child Protection Officer	Kate Churchill	07852240997
Under 5's Worker	Kate Burkett	07930683247
Associate Pastor Youth and Young Adults	Nathan Shipley	07834324773

Who's who at SP

The Managing Trustees of SPBC have responsibility for the management of risk, of which child protection is one. They ensure that adequate systems and policies are in place to ensure the well-being and safety of all children and young people linked with SOUTH PARADE.

- They work with those implementing the policy to ensure it is effective.
- They ensure a team is in place to provide support for those affected by child abuse in the Church.
- They make sure that any known or suspected child abusers in SPBC are appropriately monitored and supported.

Children's and Family's Pastor Heather McLeen

(Referred to by her role as the Safe to Grow Co-ordinator, throughout these guidelines)-
Heather McLeen

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Responsible to:

- Geoff King – Associate Pastor

For:

- The running of the children's work at SPBC
- The bi-annual child protection training of those working with children and young people to ensure best practice
- The support and advice group leaders in all the mission communities
- Receiving and completing DBS forms from volunteers, with the help of the Nathan Shipley, Associate Pastor, Youth and Young Adults
- Ensuring with the help of Kate Churchill, Church Administrator, that the records of all volunteers and workers at SOUTH PARADE is kept up to date
- Dealing with any child protection issues and disclosures, including liaising with the Police and Social Services as appropriate
- Organising yearly monitoring/ feedback visits with each Mission Community Leaders

- Under 5's Worker – Kate Burkett

- Responsible to:
 - Heather McLeen
- For:
 - Running the Under 2's and under 5's Sessions at SPBC
 - Complying with the Safe to Grow Policy at SPBC
 - Ensuring that all her volunteers attend bi-annual child protection training to ensure best practice

Associate Pastor for Youth and Young Adults – Nathan Shipley

Responsible to:

- Geoff King
- For:
- Working with the mission communities to ensure the youth and young adults are nurtured and disciplined
- To ensure that all volunteers working with 13-18 years have completed Safe to Grow, are DBS checked and attend bi-annual child protection training

Running Your Group

Recruitment

Although finding new volunteers can be difficult it is essential that at no time the safety of under 18's is compromised. Recognise as early as possible when you require more assistance based on the child /adult ratio, and also on the gender balance of your group.

All volunteers working with under 18s must comply with the SOUTH PARADE Safe to Grow Procedure

Group leaders should recruit new volunteers as follows;

- Identify what leaders you need, bearing in mind the gender balance of your group, to do what and for how long.
- Ask the Safe to Grow Co-ordinator if they know of any potential volunteers.
- Publicise the need for assistance through Mission Community notices if no potential volunteers are known
- Meet potential volunteers, outlining work description and responsibilities and explain the Safe to Grow Policy
- When volunteers decide to help, they must complete DBS and Safe to Grow forms, complete and return them to the Safe to Grow Co-ordinator or Kate Churchill in the office
- When references have been requested the volunteer will be briefly interviewed by the Safe to Grow Co-ordinator or the leader of the group. S/he will be made aware of the need to attend one of the next training sessions to be held. Following a satisfactory interview and completion of DBS forms the volunteer may start work with children/ young people
- If at any time a volunteer wishes to step down as a leader s/he is removed from the database. S/he can be reinstated at any time by being placed back on the database, filling in new DBS form (if it has been longer than 3 years) and attending the next training session.

Ratios

- A worker should never be alone with a child or young person unless it is an emergency situation. This includes taking children to the toilet. Children who attend school should need no assistance with the toilet. Wherever possible parents should be called in to change their own children.
- Do not invite children or young people to your home alone. It is acceptable to invite a group if your other leader/s are with you.
- Ensure that you always have an appropriate ratio of children/young people to adults. Always consider how this ratio would be affected in an emergency
- Ratios will vary according to the age of the children/young people, where the activity is taking place and the nature of the activity. Alongside this consider the gender balance of your workers in relation to the group.
- Recommended ratios are as follows:

Indoor Activities	
Age	Ratio Adults : Children
0-2	1:3
2-3	1:4
3-8	1:8
8+	2:20 (male & female)
Outdoor Activities	
0-2	1:3
2-3	1:4
3-8	1:6
8-13	2:15 (male and female)
13+	2:20 (male and female)

Children with a statement of special need require a 1:1 ratio

Registration and Consent Forms

- The parents/carers of the under 18's attending your group must be informed of the Safe to Grow Policy and complete the **Registration and Consent Form** (Appendix 2, page 17) for each child.
- These should be filed and kept safely; accessible at all group sessions. Make yourself aware of any children with medical conditions or those who have constraints over parental contact.
- Visitors should also be registered. Keeping these documents up to date is essential for emergency evacuation and as a legal document of attendance.
- Children and young people should be ticked out as they leave, if you are running a youth club or drop style group.
- These registers must be kept in the folder and need to be handed into the Safe to Grow Co-ordinator at the end of each school year

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Registration

All children, young people and leaders attending a group must be registered either using Registration Form (Form 3, found as a separate document) or registers provided by the Children's and Family's Pastor. Visitors should also be registered. Keeping these documents up to date is essential for emergency evacuation and as a legal document of attendance. Children and young people should be ticked out as they leave. These registers must be kept in the folder and need to be handed into the Safe to Grow Co-ordinator at the end of each school year.

Session Planning & Reviewing

In order to run safe, effective and fun sessions it is essential that they are adequately planned.

Things to consider when planning a session are:

- Numbers and ratios
- Duration of session and timing
- Equipment/resources required
- Health and Safety- e.g. space available for game/chairs in way
- Content

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- Age, ability and attention levels of the group

Planning a timetable weeks in advance as a team is also useful. Ideas can be shared and tasks allocated. It also gives leaders a better idea of what to expect and their responsibility in future sessions.

It is also important to review and assess your sessions as a team. Although this may not always be possible, even informal feedback is very useful. Put simply you need to identify what went well, what didn't and how future sessions may be changed in the light of feedback.

Transporting Under 18's

Avoid giving lifts to children on their own except for medical emergencies. If they are alone they must sit in the back of the car. Seat belts and car seats must always be used. Parents and carers should sign relevant consent forms for transporting children and young people. Volunteers and staff using their own transport should ensure they have the relevant insurance for transporting children. If you are travelling in several cars it is good practice to travel in the same car on the outgoing and return journeys.

Overnight stays and off site trips

Whilst often rewarding and fun, overnight stays and off site trips are potentially fraught with difficulties. If you are considering taking your group off site at any time, this must be discussed with the ~~Children's/Youth Pastor and~~ Safe to Grow Co-ordinator prior to discussion with the group. Good Practice Guidelines for looking after under 18's overnight can be found on pp.16-18 of the BUGB's STG policy. An **Event and Activity checklist** (Appendix 3) can be found on page 18 towards the ~~at the~~ end of this document.

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Appropriate Behaviour

Ensure new volunteers read this section before starting work with children or young people.

- Treat all children and young people with respect and dignity. This includes using age appropriate language, tone of voice, being aware of body language, listening and not making assumptions.
- Physical contact when working with children and young people is often unavoidable and can play an important role e.g. when comforting a child. However it is essential that all volunteers/staff are aware of their physical behaviour and that of others. If you feel that someone is engaging in inappropriate physical contact you should discuss this with your group leader. It is important to be aware of children's non-verbal cues

DO NOT:

- **Breach** the privacy of the children and young people
- Play rough games that involve physical contact
- Play sexually provocative games or use sexual language
- Accept sexual comments or behaviour from the children or young people, e.g. flirting
- Scapegoat, ridicule, reject or stereotype
- Use physical punishment. There may be occasions when it is necessary to restrain a child or young person in order to protect themselves or others. Do this as a last resort and do it with sensitivity.

Abuse of Trust

All relationships between children and young people and their leaders are relationships of trust.

It is an abuse of that trust and it is ALWAYS wrong to enter into a sexual relationship with a young person for whom you are responsible even if that person is over the age of consent. It is also not acceptable for any leader to form a romantic relationship with a child or young person, as exploitation is inevitable even if unintentional.

This is obvious when the leader is an adult, but less so when the leader is a young person. However, in these circumstances the leader should cease either to be a leader or the romantic relationship.

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Child Protection

What is Child Abuse?

There are five main types of abuse: Physical, Sexual, Emotional, Neglect and Spiritual

Physical Abuse:

- Hitting
- Punching
- Shaking
- Throwing
- Drowning
- Burning

Sexual Abuse:

- Forcing/enticing children and young people to participate in sexual activities (whether or not the child is aware of it).
- This could involve physical contact, penetrative and non-penetrative acts

- It could involve non-contact activities, such as watching sexual acts, sexting, viewing pornography and encouraging children to behave in sexually inappropriate ways.

Emotional Abuse:

- Conveying to children that they are worthless, unloved, inadequate or valued only as far as they meet the needs of another person
- This could include placing inappropriate expectations, causing children to feel frightened or in danger, leading to exploitation and potential corruption.
- All child abuse involves some level of emotional abuse although it can also occur on its own.

Neglect:

- The persistent failure to meet a child or young person's basic and/or psychological needs, likely to result in the serious impairment their health or development.
- Failure to provide adequate food, shelter, safety, clothing or medical treatment. Also being unresponsive to their basic emotional needs.

Spiritual:

- This is when a Christian leader (or other religious leader) causes injury to others (usually emotional) by acting in a self-centred manner in order to benefit themselves.
- The harm caused by spiritual abuse is the by-product of selfish "ministry" activity. Therefore, a good definition of spiritual abuse should include the aspect of selfishness. One clever acronym does this: Spiritual A.B.U.S.E. is acting spiritual to benefit oneself by using self-centred efforts to control others.

Who Abuses Children and Young People?

People in all walks of life and from all backgrounds abuse children and young people. This includes those regularly attending churches and other places of worship.

Recognising Child Abuse

It is often difficult to judge whether or not a child is being or has been abused. It is important therefore those who have contact with children to be aware of the signs or indicators which MAY suggest that abuse is occurring/has occurred and be ready to act accordingly.

The following section outlines some of those signs and indicators, this is not an exhaustive list and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is important to remember that there may be other reasons why these things are occurring.

- Unexplained changes in behaviour or mood
- Someone else expressing concern about the welfare of a child or young person
- Unexplained or suspicious injuries such as bruising, cuts or burns; particularly if situated on a part of the body which is not usually prone to such injuries
- An injury for which the explanation seems inconsistent
- Injuries which have not received the appropriate medical attention
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour or play
- Inappropriate relationships with adults and other children
- Signs of neglect, such as, under nourishment, untreated illnesses and inadequate care
- A child's observed behaviour, their physical appearance, developmental progress and emotional demeanour might indicate that they are being abused or neglected
- An adult's behaviour may give you cause for concern
- A disclosure or allegation made by a child or young person

Responding to a Disclosure

When working with children and young people it is common place for those whom you are working with to see you as a 'Trusted Person', with who they may wish to share concerns, including disclosing about abuse.

The nature and severity of the children and young people's concerns will vary greatly and be simply dealt with; such as teasing within the group. However, if a child does make a disclosure about abuse or raises concerns within this area, the following protocol need to be adhered to, as this will ensure that the child is adequately protected and that any legal action, which may follow, is not hampered in any way. The best way to approach a disclosure is to: **Receive, Reassure, React and Record.**

Receive

- Listen to the child or young person and try not to interrupt, they may have been waiting for this opportunity to disclose for a long time.
- If shocked, try not to show it
- Take all disclosures seriously
- Accept what they say and do not burden them with questions such as 'why did you not say this before'.

Reassure

- Stay calm and reassure the child or young person that they have done the right thing.
- Tell the child or young person that what they tell you is confidential, unless you feel that they or someone else is at risk. **Therefore, do not promise that you will not tell anyone.**
- Acknowledge how hard it must have been for them to have told you.

React

- Only react as far as you need to
- **Do not interrogate them for details** – it is not your job or role to discover more information than they have offered you.
- Do not ask leading questions, this may invalidate evidence later.
- Do not ask the child or young person to repeat anything to another worker/volunteer
- Inform the child or young person what you will do next – speak to the group leader/Safe to Grow Co-ordinator.

Record

- If possible, make brief notes at the time of disclosure
- Complete a **cause for concern form** ([Appendix 1, page 15 of attached to these guidelines](#)) as soon as possible
- Fill in all sections of the form
- Record the exact words used by the child or young person and any non-verbal behaviour or injuries/bruises

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- Do not translate or interpret what you have heard and make no assumptions.
- Pass the form on to your group leader

What Next? – Following this process your group leader will report the disclosure to the Safe to Grow co-ordinator for your Mission Community. They will then consult with ~~Heather McLeen~~, the lead Safe to Grow co-ordinator ~~and Child Protection Officer~~ for South Parade Baptist Church. She will take the case forward as required. If there are concerns about a child or young person immediate safety, she should be informed straight away. Should she be unavailable contact should be made with Social Care and the Police directly. The volunteers/workers involved with the disclosure may be required further in the investigation of any allegations. Dealing with disclosure can be difficult and support is available through you MC Safe to Grow- ~~linksee-ordinator~~, the Safe to Grow Co-ordinator-Heather and other members of the Ministry Team.

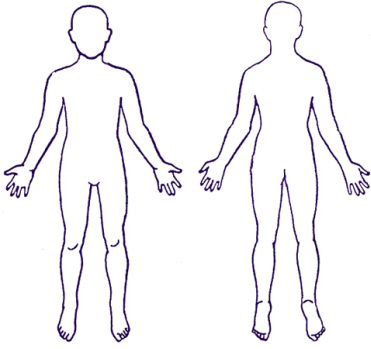


Safeguarding Cause for Concern Form

Name of Child	
Date of Birth	
Address	
Mission Community or South Parade Group	

Name of Children's/Youth Worker	
Date and Time of incident/concern/disclosure	
Location of incident/concern/disclosure	
Date and time this record is being completed	
Email Address of Children's/Youth Worker	
Signature of person completing this form	

Description of incident/concern/disclosure:



To be completed by the Designated Child Protection Officer:

Name of Designated CP Officer	
Date concern form received	
Email of Designated CP Officer	
Signature of person completing this form	

Agreed Action:



Registration and Consent Form for Under 18's

Mission Community:

Group attended:

Full name of child/young person:

Name child/YP known by:

Date of birth: /.../....

Address with post code:

.....

.....

Telephone number:

With whom does this person live:

Relationship to child/YP:

Who has parental responsibility for the child/young person?

Name:	Name:
Address:	Address:
Post Code:	Post Code:
Telephone (home):	Telephone (home):
Mobile:	Mobile:

Additional Contact: Name:

Telephone number:

Relationship to child/YP:

Child/YP's registered GP:

(name, address and

telephone number)

Date of last anti-tetanus (if known): /.../....

Whilst in our care it is important we know whether your child

- suffers from any allergies:
- is on any medication:
- has any health condition or
disability that we should know about

Declaration

Please note that this declaration can only be signed by those with parental responsibility (e.g. this does not include a foster carer).

I give my permission for my son/daughter to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming and outing lasting longer than the normal meeting times of the group.

In an emergency and /or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic: **YES/NO**

Signed (parent or adult with parental responsibility) Date.... /.../....

Event and Activity Checklist

When arranging a day trip, a special activity or a residential stay, parents should be given full information prior to the event and a consent and medical form should be completed (available through the Safe to Grow Co-ordinator and the church office). The information to be given to a parent should include the following:

- Name of visit or activity
- Date(s)
- Venue/destination
- Name, address and telephone number of leader responsible for the event
- Name of other leaders who will be present
- Contact telephone number of the venue (or mobile number of the event leader)
- A brief description of activities/programme
- If specialist tuition/training is being offered, details of tutors/trainers etc. and any relevant qualifications (e.g., if you are taking a group canoeing, sailing or abseiling etc.)
- Departure time and place
- Return time and place
- Cost (including to whom cheques should be payable)
- Transport arrangements
- Items to be brought (e.g. coat, swimming kit, walking boots, packed lunch, money etc.)
- Date by which reply is to be made and person to whom it should be sent

The parental consent form should be returned prior to the activity and should be taken on the activity by the leader

South Parade Baptist Church – Risk Assessment Form: Indoor Area

Club/Group:Venue: Building/ Room:.....

Use form for all rooms/indoor area used – tick box if satisfactory, if not make notes and take action

General cleanliness and tidiness:

Notes:

Lighting

- Lighting is adequate
- Emergency lighting is available

Heating

- Radiators are not too hot

Fire Safety

- Extinguishers in place and inspected (date)
- Evacuation procedure and exit sign in place
- Fire doors in good working order and accessible

General

- Bins are accessible and emptied regularly
- Even/non-slip flooring
- Area is cleared of any obstacles
- Any equipment is secured
- Electric sockets are safe
- Low level glass is safe
- Cleaning chemicals are locked away

Others not on the list:

Completed by:

Date:

South Parade Baptist Church – Risk Assessment Form: Outdoor Area

Club/Group:Venue.....

Use form for all rooms/indoor area used – tick box if satisfactory, if not make notes and take action

Notes:

- Boundaries confirmed
- Gates lockable
- General tidiness – debris and glass
- Ponds/ Lakes accessibility
- Road hazards
- Equipment hazards – goal posts, pot holes etc
- Bins available

Restrictions on use:

Building Works

- Are they sealed off?
- Separate access for trucks and lorries
- Dust and debris kept to a minimum

Others not on the list:

Completed by:

Date:

South Parade Baptist Church – Risk Assessment Form: Toilets

Please complete this form for all toilets used by children and staff

Location		Boys/Girls/Both
Check List	Y/N	Notes
Paper hand towels or an air dryer available		
Hot water not too hot		
Chemicals not accessible		
General Hygiene		

Location		Boys/Girls/Both
Check List	Y/N	Notes
Paper hand towels or an air dryer available		
Hot water not too hot		
Chemicals not accessible		
General Hygiene		

Location		Boys/Girls/Both
Check List	Y/N	Notes
Paper hand towels or an air dryer available		
Hot water not too hot		
Chemicals not accessible		
General Hygiene		

South Parade Baptist Church – Fire Evacuation Procedure Document

Group/Club Name.....

In this box please complete the details of the fire evacuation procedure for the building used by the above group/club or alternative attach a copy of any previously written procedures, with their most recent review date.

(Continue overleaf if necessary)

The assembly point is

This procedure should be explained to all children and young people, staff and volunteers regularly and fire drills should be carried out once a term. The fire drill register should be completed during these fire drills.

Fire Evacuation Procedure – Fire Drill Register

Group/Club Name.....

Drill should be performed once per term following your Fire Evacuation Procedure for you group. Please complete this register after each drill, including any comments. These will be checked regularly.

Term	Drill Date	Comments	Signature of group leader
Summer 2016	10/06/16	All evacuated in 3 mins – need to ensure children quiet	J Smith