



Safe to Grow

Good Practice Guidelines for Working  
with under 18's

South Parade Baptist Church  
June 2016

## 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.

The appendices cover the following areas:

1. Health and Safety information from the Church Health and Safety and Safe to Grow policies to ensure personal safety. Issues covered here will be risk assessments, fire procedure and first aid
2. Safe to Grow – information regarding Child Protection including recognising abuse and dealing with disclosure correctly.

Any queries regarding these guidelines should be referred to the 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

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 yrs 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 and to go through this file. 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 yrs) 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 (Form 2, see appendices) 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.

## 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
- ❖ 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 can be found at the end of this document.

## 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:

- Invade 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.

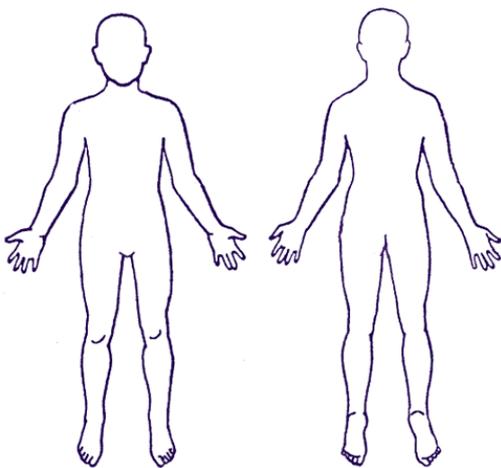
This is obvious when the leader is an adult, but less so when the leader is a young person. However in these circumstances the leader should cease either to be a leader or the romantic relationship.

# 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: