



# **Safeguarding Policy and Procedures**

**JANUARY 2014**

**Coleraine Baptist Church  
Abbey Street  
Coleraine  
BT52 1EX  
[www.colerainebaptistchurch.org](http://www.colerainebaptistchurch.org)**

## **CONTENTS**

1.	<b>Policy Statement</b>	<b>P 3</b>
2.	<b>Designated Person</b>	<b>P 4</b>
3.	<b>Definition of Abuse</b>	
4.	<b>Types of Abuse</b>	
5.	<b>General Principles</b>	<b>P 5</b>
6.	<b>Protecting Children and Workers</b>	<b>P 8</b>
7.	<b>Reporting an Incident</b>	<b>P 9</b>
8.	<b>Procedures in a Case of Suspected Abuse</b>	
9.	<b>Accusation against a Leader</b>	<b>P10</b>
10.	<b>Bullying</b>	
11.	<b>Appointment of a Leader</b>	<b>P12</b>
12.	<b>Confidentiality</b>	<b>P13</b>

**\*Appendix 1 How to react and what to do in a case of suspected abuse - Aide Memoire**

**\*Appendix 2 Role of the Designated Person**

**\*Appendix 3 Supervision on Trips**

**\*Appendix 4 General Consent Form**

**\*Appendix 5 Incident Report Form**

**\*Appendix 6 Allegations and Suspicions Form**

## 1. POLICY STATEMENT

It is the Policy of Coleraine Baptist Church to safeguard the welfare of all children<sup>1</sup> in our care and to protect them from harm. We accept and recognise our responsibility to develop awareness of the issues which cause children harm and to establish a safe environment for them. We recognise that child welfare and the protection of young people is the concern of all adults at all times, irrespective of their role. We will endeavour to protect children from any form of abuse brought to our attention.

We will endeavour to safeguard children by:

- a. Ensuring we have a lead member for child protection (Designated Person) who has received appropriate training and support for this role. The DP is responsible for dealing with any concerns about the protection of children;
- b. Following carefully the procedures laid down for recruitment and selection of volunteers<sup>2</sup> involved with children;
- c. Providing effective management for volunteers through supervision, support and training;
- d. Providing safeguarding training by an outside agency, approved by the church leadership, for all volunteers on a triennial basis. This training is compulsory for all who wish to be leaders in any aspect of the work of the church amongst children. Evidence of those who attend training will be kept by the Designated Person. Where volunteers are unable to attend training organised by the church they should seek to access alternative training and provide evidence of attendance to the Designated Person;
  - e. Reporting concerns to Statutory Agencies who need to know and involving parents and children appropriately;
  - f. Adopting safeguarding guidelines through a code of behaviour for volunteers;
  - g. Adopting safeguarding guidelines through codes of conduct for children participating in church activities;
  - h. Sharing information about safeguarding and good practice with children, parents, and volunteers;
  - i. Ensuring safety procedures are adhered to;
  - j. Ensuring all leaders<sup>3</sup> are checked through Access NI;
  - k. Implementing our Policy and Procedures in line with guidance issued by the Volunteer Development Agency;
  - l. Ensuring that the coordinator of each relevant department of the church meets annually with their leaders to discuss this policy and the specific implications for their department.

---

1 Under the Children (NI) Order 1995 a child is defined as a person less than 18 years of age. However this policy will apply as far as possible to persons who are over 18 and still involved in youth activities by reason of school year. In this policy the terms 'child' and 'young person' are synonymous.

2 In this policy the terms 'Volunteer', 'Leader' and 'Helper' are synonymous

3 This includes those who have frequent or intensive contact (three or more days in any 30 day period or overnight) with children.

- m. Ensuring clear reporting procedures for responding to disclosure, suspicions and allegations maintaining confidentiality at all times.
- n. Reviewing our policy, procedures and practice at regular intervals, at least every three years.

A copy of this Policy will be available via the church website, [www.colerainebaptistchurch.org](http://www.colerainebaptistchurch.org), to all church members including the parent of or person with parental responsibility for each child who attends any of the church youth departments<sup>4</sup>.

## **2. DESIGNATED PERSON**

The Designated Person within the church is Mr Victor Hutchinson, Tel. 7034 2177  
The Deputy Designated Person is Mr Peter Campbell, Tel. 7035 1047

The Church has in place procedures for dealing with concern, but the first point of contact should be with the Designated Person. However any individual has the right to contact Social Services or PSNI if they have concerns regarding a child's safety.

## **3. DEFINITION OF CHILD ABUSE**

The following is an extract from "Cooperating to Safeguard Children", Volume 6 of the Children (NI) Order Regulation and Guidance, which provides guidance on inter-agency cooperation for the protection of Children:

- "Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them, or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them."

## **4. TYPES OF ABUSE**

### **Physical Abuse**

Physical abuse is the deliberate physical injury to a child, or the willful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating confinement to a room or cot or inappropriately giving drugs to control behaviour.

### **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment 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 involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

---

<sup>4</sup> Youth Departments include: Pathfinders, Crèche, Youth Fellowship, Campaigners, Parent and Toddlers (Little Dippers), The Duke of Edinburgh Award, Holiday Bible Club, and any other event organised for children.

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## **Neglect**

Is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive."

## **5. GENERAL PRINCIPLES**

### **a) Parental Responsibility**

It is our policy that parental consent must be given by the person with parental responsibility for a child or young person to be involved in any aspect of our youth work. The definition of what constitutes parental responsibility is taken directly from the 1995 Children Order for Northern Ireland: -

"Parental Responsibility means all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property."

The 1995 Order is clear about who by law can claim to have this parental responsibility for a child or young person:-

1. Where a child's father and mother were married to each other at the time of his/her birth, they shall each have parental responsibility for the child.

2. Where a child's father and mother were not married to each other at the time of his/her birth.

- a. the mother shall have parental responsibility for the child;
- b. the father shall not have parental responsibility for the child, unless he acquires it in accordance with the provisions of this Order.
- c. the father shall have parental responsibility for the child if post April 2002 he has jointly registered the child's birth with the mother."

Should anyone working within the church context need further clarification for a specific situation they should contact the Designated Person or the Deputy.

### **b) Contact with the Person(s) with Parental Responsibility (PR)**

1. It should always be a priority of each organisation to ensure the safety and well-being of each child in its care.
2. When a young person first joins any organisation the adult(s) with PR should complete a Consent Form. Details of any health problems should be noted.

Consent Forms will be renewed annually to ensure in particular that emergency contact numbers are up to date.

3. Permission from those with PR to travel to particular events will require a separate Consent Form.

4. The adult(s) with PR will be invited to attend specific Church events in which their child is involved.

5. Leaders will keep those adult(s) with PR informed if any problems are encountered in the course of a session.

6. Those with PR are encouraged to raise any matter of concern with the relevant leaders. Details of addresses, telephone numbers of all leaders are to be kept up to date.

### **c) Use of Images**

All images of children and young people whether stills or video should be used only to demonstrate, display or enhance the activities of the particular organisation. Consent for use of images will be specified on the general consent form to be completed at the start of each new session of activities i.e. September or when the individual joins if that happens to be later in the year.

The context of the image must be considered. Individuals should be suitably dressed, certain activities may be regarded as unsuitable for photography e.g. swimming, gymnastics and athletics when the risk of potential misuse is much greater than for other activities. A good rule of thumb when taking photographs is to focus on the activity and not specific children or young people. No individual should be able to be identified by their name being displayed along with their image. An increased level of consideration should be applied if images of children and young people are to be used on our web site.

When taking young people to events, e.g. Campaigner tournament, parents should be advised that an official photographer will be in attendance and ensure they consent to both the taking and publication of photographs

Anyone who suspects the inappropriate use of images linked in any way to our church should report the matter to the Designated Person who will deal with the concern using the procedures in Section 8.

### **d) Use of Mobile Phones**

#### Leaders

Leaders should be aware of the potential misuse which can be made of camera phones and also that the effectiveness of their supervision may be compromised if they are using their mobile phone whilst in charge of children or young people. Therefore:

a. Leaders should refrain from the use of mobile phones during the operation of their organisation.

b. If a mobile phone must be used it should be done in an area away from children, unless in the case of a genuine emergency.

c. Phone contact from Leaders to young people should be for information not conversation.

### Children/Young People:

We would discourage the bringing of mobile phones to church organisations by children. However we recognise that they are an important aspect of life for many young people and have a positive safety role by improving communication with parents. The misuse of phones can be at the very least a distraction and at worst a source of real distress which may need to be dealt with using our anti-bullying procedures. Therefore:

- a. If a mobile phone is to be brought to a church activity it is the responsibility of the owner to keep it secure.
- b. During the activity phones should be kept switched off and should cause no distraction.
- c. Mobile phones should never be used to cause hurt or embarrassment to another person.

### **(e) Use of the Internet**

Contacting children or young people via the internet must only be for the supply of or receiving information in relation to a specific subject and not for general conversation.

### **(f) Supervision**

Making arrangements for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm of any kind whilst in our care.

1. Leaders in charge should be satisfied that those leaders and additional adults who accompany group parties are able to fulfil the required duties.
2. Children must be supervised at all times\*.
3. Any activity using potentially dangerous equipment should have constant adult supervision.
4. Children will be safer if supervised by two or more adults.
5. Dangerous behaviour by children should not be allowed.
6. Emergency contact phone numbers of children should be in the possession of leaders.

\* The only exceptions to this general principle are in the Duke of Edinburgh Awards and in some aspects of the Youth Fellowship Programme. The DofE activities are operated strictly according to the guidelines and standards set out in the Award. In each of these types of activity those with PR will be fully informed about the activities and their specific consent for these will be obtained.

### **(g) First-aid**

1. All leaders/helpers must be aware of where the first-aid equipment is kept in the kitchen.
2. A report should be made to the leader-in-charge or Elder/Deacon where deficiencies in the equipment are noted.
3. Leaders are encouraged to undergo first-aid training.

### **(h) Planned Activities**

See Appendix 3

## 7. PROTECTING CHILDREN AND WORKERS

### 1. It doesn't make sense to ...

- a. Spend excessive amounts of time alone with an individual child away from others;
- b. Take individual children alone in a car or journeys, however short; (This can be avoided by two children being left off at an agreed point i.e. a family home.)
- c. Take individual children to their home;
- d. Take individual children to OUR homes.

Where children are taken in a car journey (however short) or taken to our homes it should only occur with the full knowledge and consent of the child's parents, or those with Parental Responsibility.

Where occasions arise when it is unavoidable that these situations do happen, they should only occur with the full knowledge and consent of someone in charge of the Organisation or the child's parents, or those with Parental Responsibility. Leaders should ensure at all times that they do not give out mixed messages.

### 2. You should never...

- a. Engage in rough physical games including horseplay – apart from structured sports activities;
- b. Engage in sexually provocative games;
- c. Allow or engage in inappropriate touching of any form;
- d. Allow children to use inappropriate language unchallenged;
- e. Make sexually suggestive comments about or to a child even in fun;
- f. Let allegations a child makes go unchallenged or unrecorded;
- g. Do things of a personal nature for children that they can do for themselves.

### 3. It may be necessary...

- a. To do things of a personal nature for children, particularly if they are very young or are children with disabilities. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation which requires this type of help, parents, or those with Parental Responsibility, should be fully informed as soon as reasonably possible.

### Leaders are expected to...

- b. Ensure the safety of all children by careful supervision.
- c. Actively encourage children not to discriminate against others.
- d. Challenge dangerous play, bullying or bad language.
- e. Administer first aid in the presence of others.
- f. Have access to telephone at all times to contact emergency services.
- g. Maintain confidentiality about sensitive information.
- h. Be a role model, children learn by example.
  - i. Access ongoing training and information on all aspects of leading/managing activities for youths, particularly on child protection.
  - j. Abide by the church Safeguarding Policy and Procedures.

### 5. Young people have a right to...

- a. Be safe.
- b. Be listened to.



- c. Be respected.
- d. Privacy.
- e. Be protected from abuse where ever the cause of that abuse may arise.
- f. Be believed.
- g. Ask for help.

## **7. REPORTING AN INCIDENT**

Incident Report Forms are included at Appendix 5. Every incident should be recorded on the appropriate Form and the Form should be given to the Designated Person who will assess what further actions are required. The Designated Person will be responsible for storing any report in a safe and secure environment. If an accident does occur, parents should be informed by the Leader-in-Charge as soon as possible. Leaders/helpers should make sure that an injured child is cared for, if necessary seeking appropriate medical help. Follow-up contact with the family should be made by the Leader-in-Charge or the Designated Person as appropriate.

## **8. PROCEDURES IN A CASE OF SUSPECTED ABUSE**

1. Suspicion of abuse may arise from observation or information received.<sup>5</sup>
2. The child should be listened to seriously and assured of concern.
3. It should be explained that confidentiality cannot be guaranteed, do not promise to keep secrets.
4. Leading questions should not be directed at the child. It is the helper's responsibility to be a listener, and once it is ascertained that abuse may have taken place, no further information should be sought.
5. The child's story should be carefully recorded on the 'Allegations and Suspicions' Form ASAP. Only factual information is necessary, not comment or interpretation.
6. Report the matter as soon as possible to the Designated Person or if he is unavailable the deputy Designated Person. No-one else should be informed at this stage.
7. If there are reasonable grounds for believing that the child has been abused or is at risk of abuse, the DP will make a report to Social Services.
8. In cases of emergency, where a child appears to be at immediate and serious risk and the Designated Person is unable to contact a duty social worker, the police should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities.
9. If the Designated Person is unsure whether reasonable grounds for concern exist or not, s/he should informally consult with the Social Services. They will be advised whether or not the matter requires a formal report.
10. The Designated Person will advise the Pastor/Elders, when a referral has been made.
11. If the Designated Officer does not make a referral they must record the reasons why.

---

<sup>5</sup> See also aide memoire at Appendix 1

## **9. ACCUSATION AGAINST A LEADER**

1. If an accusation is made against a leader, that person should be informed immediately, unless to do so would prejudice any future investigation.
2. He/she should write down his/her memory of the 'incident' and not discuss the situation with others. This is intended as an aide memoire and not a formal statement which would be taken by the appropriate authorities if a full investigation is instigated by Social Services or the Police.
3. If any other leaders have witnessed the alleged incident they also could be asked to record their memories of it. Once again this is purely to assist in clarification of events and should not be seen as instigating an investigation into the matter or making a formal statement.
4. Names of other children who may also have been present should be taken. This information may be passed on to the Social Services/PSNI.
5. At this stage the Designated Person must decide if the 'incident' should be referred to Social Services/PSNI.
6. Depending on the circumstances, it may be appropriate for the leader to stand aside until the situation is investigated or resolved.
7. Every effort should be made to resolve the issue as soon as possible.

## **10 BULLYING**

Although bullying is not defined as abuse, in its more extreme form it would be regarded as a form of abuse. Bullying is the use of aggression with the intention of hurting another person. Bulling results in pain and distress to the victim.

Bullying can be:

- Emotional – being unfriendly, excluding, tormenting (e.g. hiding possessions, threatening gestures);
- Physical – pushing kicking hitting, punching or any use of violence;
- Racist – racial taunts, graffiti, gestures;
- Sexual - unwanted physical contact or sexually abusive comments;
- Homophobic – because of, or focusing on the issue of sexuality;
- Verbal – name-calling, sarcasm, spreading rumours, teasing;
- Cyber – All areas of the internet such as email and internet chat room misuse, mobile phone threats by text messaging and calls; misuse of associated technology, i.e. camera or video facilities.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, causes them significant harm. In these circumstances bullying should be considered as child abuse and treated as such.

We are committed to providing a caring, friendly and safe environment for all children involved in church activities. Bullying of any kind is unacceptable. If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the leader.

### **Why is it important to respond to bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everyone has the right to be treated with respect. Children who are bullying need to learn different ways of behaving.

### **Objectives of this policy**

Leaders, children and parents, or those with Parental Responsibility, should have an understanding of what bullying is. All children and parents should know what the policy is on bullying and what they should do if bullying arises.

As a church we take bullying seriously. Children and parents, or those with Parental Responsibility, should be assured that they will be supported when bullying is reported.

Bullying will not be tolerated.

### **Signs and Symptoms**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child for example:

1. is frightened of attending the group;
2. becomes withdrawn anxious, or lacking in confidence;
3. cries themselves to sleep at night or has nightmares;
4. has possessions which are damaged or "go missing";
5. asks for money or starts stealing money (to pay bully);
6. is afraid to use the internet mobile phone;
7. is nervous or jumpy when a cyber message is received.

These signs or behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Our main aims are:-

1. To set out clearly how we intend to encourage the development of a culture within which bullying is less likely to occur.
2. To establish agreed procedures to be used to deal with observed or reported bullying incidents.

### **Promotion of a Positive Culture of Tolerance and Care (Proactive measures)**

Create an ethos which is based upon openness, respect, trust, team spirit and an awareness of the equality of God's love and value for everyone.

### Strategies

1. Direct teaching from God's word.
2. Clear and consistent leadership.
3. Application (writing and signing) of a simple code of behaviour for children and young people as set out below.

We will:

- Be kind to others
- Play fairly
- Follow our Leaders instructions
- Take care of property

- Always do our best.
4. Adhere to the code of conduct as set out in this policy by all adult leaders.
  5. Provide a good variety of activities which allow young people to develop spiritually, socially, physically and emotionally.
  6. Encourage young people to share their feelings both positive and negative.
  7. Take every opportunity to build strong and open communication between the Church Organisation and Families.

### **Procedures for dealing with bullying incidents (Reactive Measures)**

Always respond constructively to reported or observed bullying incidents so that those affected are reassured.

#### Stages

1. Gather as much information as is needed to clarify what took place and why, the roles of all involved and any past history there may be. It is a good idea to gain views of witnesses as well as those directly involved.
2. If bullying is confirmed deal decisively and clearly with the bully's behaviour, however never 'bully the bully'. Possible steps are set out below.
  - a. Verbal warning and reconciliation between the parties.
  - b. The bully (bullies) may be asked to genuinely apologise.
  - c. Separate possible "bullying allies" by carefully structuring activity groups.
  - d. Use of "time-out" if bully repeats behaviour.
  - e. Provision of a "buddy" to give support to a vulnerable person.
  - f. Make contact with parents of each child to provide information and seek support.
  - g. Continue to monitor the situation closely to ensure repeat bullying does not take place.

## **11 APPOINTMENT OF A LEADER**

The work of Coleraine Baptist Church relies on the time and commitment freely given by volunteers and without this the opportunity for outreach to young people would not exist. We are committed to ensuring that only suitable people are selected to work with children. All Leaders must agree to abide by the Safeguarding Policy and Procedures.

1. Any suggestions for appointing a leader/helper should first be passed to the Pastor/Elders without reference to the person concerned.
2. The Pastor/Elders, having discussed the proposal, will gauge the person's suitability for the post and then contact the person concerned.
3. It is our policy that all leaders will undergo a criminal history check by Access NI. "Access NI enables organisations in Northern Ireland to make more informed recruitment decisions by providing criminal history information about anyone seeking paid or unpaid work in certain defined areas, such as working with children or vulnerable adults." (Access NI web-site)
4. Permission will be sought from all leaders to pursue requests to Access Northern Ireland. The Designated Person will be responsible for supplying the

necessary Forms which should be returned as soon as possible after completion so that the necessary checks can be finalised.

5. Details of any criminal record to be discussed by the Designated Person with the Elders of the Church.

6. In the case of a newcomer to the Church, a Volunteer Reference Form will be completed by two referees, preferably from a previous Church, before an appointment is made.

7. Every new leader/helper should be properly briefed, by the person in charge of the particular organisation/department before commencing service, on the Safeguarding Policy and Procedures for the Church.

8. The leader of the organisation/department concerned should regularly check the progress of the new helper.

## **12 CONFIDENTIALITY**

The confidential nature of sensitive information gathered as a consequence of this Policy must be respected and shared on a 'need to know' basis only. In particular the forms completed for Access NI, Incident Report Forms and Allegations and Suspicions Forms must be held securely by the Designated Person. Information must only be kept for as long as necessary.

oOOo

## HOW TO REACT AND WHAT TO DO IN A CASE OF SUSPECTED ABUSE

### Aide Memoire

DOS	DON'T'S
<ul style="list-style-type: none"><li>• Stay calm</li></ul>	<ul style="list-style-type: none"><li>• Do not panic.</li></ul>
<ul style="list-style-type: none"><li>• Listen and hear. Give time to the person to say what they want.</li></ul>	<ul style="list-style-type: none"><li>• Do not ask leading questions</li></ul>
<ul style="list-style-type: none"><li>• Reassure that they have done the right thing in telling.</li></ul>	<ul style="list-style-type: none"><li>• Do not promise to keep secrets</li></ul>
<ul style="list-style-type: none"><li>• Record in writing what was said as soon as possible</li></ul>	<ul style="list-style-type: none"><li>• Do not enquire into details of the abuse</li></ul>
<ul style="list-style-type: none"><li>• Report to the Designated Person using the 'Allegations and Suspicions' Form as soon as possible.</li></ul>	<ul style="list-style-type: none"><li>• Do not make a child repeat a story unnecessarily</li></ul>
<ul style="list-style-type: none"><li>• Record your report</li></ul>	

## **The Role of the Designated Person**

The Designated Person (DP) is responsible for dealing with any concerns about the protection of children. The DP should ensure that s/he is knowledgeable about child protection and that s/he undertakes any training, considered necessary, to keep up to date with new developments.

### **The role of the Designated Person is to:**

- a. Establish contact with the senior member of Social Services' staff responsible for child protection in our catchment area;
- b. Provide information and advice on child protection within the church;
- c. Promote awareness of the Safeguarding Policy and Procedures within the church particularly among the leaders and volunteers;
- d. Influence policy and procedures within the church in order to prioritise children's/young people's needs;
- e. Ensure everyone in a regulated position completes child protection training and an appropriate vetting check;
- f. Act as an advisory resource to leaders and volunteers on best practice in working with children/young people;
- g. Promote the values, attitudes and structures which make activities safe and fun for children/young people;
- h. Commit to attendance at training as required in order to act as a resource to members in relation to children's/young people's needs;
- i. Securely keep sensitive documentation generated as a result of our Safeguarding Policy;
- j. Ensure that our Safeguarding Policy and Procedures are followed and particularly to inform Social Services within the Trust of the relevant concerns about individual children;
- k. Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover;
- l. Liaise with Social Services and other agencies as appropriate;
- m. Keep the Pastor/Elders informed about any action taken and any further action required;
- n. Ensure that an individual case record is maintained of the action taken by the church, the liaison with other agencies and the outcome;
- o. Advise the Pastor/Elders/Deacons (as appropriate) of child protection training needs;
- p. Report regularly to the Pastor/Elders/Deacons (as appropriate) on safeguarding issues.

### **Responsibility**

The designated person is responsible for acting as a source of advice on child protection matters, for co-ordinating action within the church and for liaising with Health and Social Services Trusts and other agencies about suspected or actual case of child abuse.

The Designated Person does not have the responsibility of investigating or validating child protection concerns within the church and has no counselling or therapeutic role. The Statutory Authorities as outlined in 'Our Duty to Care' fill these roles.

These guidelines are based on 'Our Duty to Care – DHSSPS 2009'

## SUPERVISION ON TRIPS

**Making arrangements for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm of any kind whilst in your care. It is good practice when organising journeys/visits/trips that the following should be adhered to:**

### **Planned Activities**

- a. The organisers of journeys/visits should plan and prepare a detailed programme of activities for the children who are involved in the project;
- b. Organisers are responsible for the welfare and safety of the children for the whole time they are away from home;
- c. Young people should not be left to their own devices in, for example, a town for the evening or shopping expeditions\*;
- d. All children should be adequately supervised and engaged in suitable activities at all times;
- e. In circumstances when planned activities are disrupted, e.g. due to weather conditions, then organisers should have a number of alternative activities planned;
- f. Organisers should obtain, in writing, parental consent to children joining an organised trip;
- g. Parents, or those with Parental Responsibility, should be given full information about a trip, including details of the programme of events, the activities in which the children will be engaged and the supervision ratios.

### **Supervision of Children**

- a. Leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so;
- b. Children must be supervised at all times\*;
- c. Children must not be left unsupervised at any venue whether it be indoors or out of doors\*;
- d. Workers should know at all times where children are and what they are doing;
- e. Any activity using potentially dangerous equipment should have constant adult supervision;
- f. Children will be safer if supervised by two or more adults;
- g. Dangerous behaviour by children should not be allowed.

### **Adult/Child Ratios**

*Levels of supervision must be adequate whether at the organisation's venue or on a journey/visit. Therefore, when deciding how many adults are required to supervise, leaders must take into consideration a range of practical matters.*

- a. The number of participants in the group;
- b. The nature of site/venue;
- c. The activities to be undertaken. If the activity is one of a hazardous nature, e.g. mountain climbing, then there are specific ratios of adults to children, which must be adhered to. This can be verified by contacting relevant sporting bodies or the Education and Library Board Youth Service;
- d. It is important that each individual supervisor knows the responsibilities s/he is expected to bear;
- e. It is recommended that no journey/visit should be undertaken without a minimum of two adults in attendance, one of whom must be a worker. Bus drivers should not be considered as supervisors;
- f. It is for the leader in charge to exercise his/her professional judgment in deciding the level of supervision taking into account the guidance as stated above;



- g. Where a party consists of children of both sexes, both male and female supervision should be provided unless otherwise agreed;
- h. Where an activity involves swimming and the children are under eight years of age then the ratio must be one adult to one child.
- i. The standard recommended ratios are:

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
8 years and over	2 members of staff (preferably one of each gender) for up to 20 children.
- j. There should be one additional staff member for every 10 extra children and/or young people.
- k. The ratio of staff and volunteers to children with disabilities is dependent on the needs of the individual child.

\* The only exceptions to this general principle are in the Duke of Edinburgh Awards and in some aspects of the Youth Fellowship Programme. The DofE activities are operated strictly according to the guidelines and standards set out in the Award. In each of these types of activity those with PR will be fully informed about the activities and their specific consent for these will be obtained.

# COLERAINE BAPTIST CHURCH

## GENERAL CONSENT FORM

NAME \_\_\_\_\_ Date of Birth \_\_\_\_\_ School Year \_\_\_\_\_

I/We are willing for \_\_\_\_\_ to attend and participate in \_\_\_\_\_.  
I/We will do my/our best to encourage him/her to respect the principles of the Organisations and obey the rules for safety and enjoyment.

In the event of an emergency please give us a name(s); address(es) and telephone number(s) where a responsible adult can be contacted. (PLEASE PRINT BLOCK CAPITALS)

Name	_____	Name	_____
Relationship	_____	Relationship	_____
Address	_____ _____ _____	Address	_____ _____ _____
Post Code	_____	Post Code	_____
Tel:	_____	Tel:	_____ _____

In addition to this form we may require a specific consent form for individual activities through the year.

Please make us aware if there are any special needs, health conditions (including dietary requirements) or details of any regular medication.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Leaders may take pictures of young people involved in the various activities of the church. Please 'tick' if you **do not** consent to such photographs being taken of your child.

Signature\* \_\_\_\_\_ Date \_\_\_\_\_

(Print) \_\_\_\_\_

\*This form must be signed by a person with 'parental responsibility'. Parental responsibility is defined in the Children (NI) Order as 'Where a child's father and mother were married to each other at the time of his birth, they each shall have parental responsibility for the child. Where a child's father and mother were not married to each other at the time of his birth (a) the mother shall have parental responsibility for the child; (b) the father shall not have responsibility for the child unless he acquires it in accordance with the provisions of this Order' i.e. the Children (NI) Order 1995

**COLERAINE BAPTIST CHURCH  
Incident Reporting Form**

This form is for all Leaders and must be completed in the event of any incident which involves a child, young person.

Name of person affected: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_ am / pm

Place where incident occurred: \_\_\_\_\_

Was the incident witnessed by anyone? YES / NO

If YES, by whom?

\_\_\_\_\_

When was the person with parental responsibility informed? Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

By whom? \_\_\_\_\_

Name of Group Leader \_\_\_\_\_

Signature of Group Leader \_\_\_\_\_ Date \_\_\_\_\_

**COLERAINE BAPTIST CHURCH**  
**Allegations or Suspicions of Abuse Reporting Form**

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent's Name(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent's Contact Number: \_\_\_\_\_

Is the person making the report expressing their own concerns or passing on those of somebody else?

\_\_\_\_\_

\_\_\_\_\_

What has prompted the concerns? Include dates times etc of any specific incidents.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any physical signs? Behavioural signs? Indirect signs?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the child been spoken to if so what was said?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have the parents been contacted? If so what was said?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has anybody been alleged to be the abuser? If so record details.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has anyone been consulted? If so record details

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person making the report: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_