

Appendix 2: Guidelines and safe working practices (Example document)

This is an example summary document which should always be read in conjunction with the Safeguarding Vulnerable Groups Handbook.

This is a practical document which can be adapted to local circumstances and can be shared with staff and volunteers to promote consistency and good working practices. It can also be shared with parents for information. It should be reviewed regularly (at least annually) and immediately if new activities are developed.

All volunteers will be given a copy of this document and updates

General Guidelines for all activities

1. Whenever possible, have two or more adults present with a group. Avoid being on your own with any child. (An obvious exception will be taking a young child to the toilet).
2. Avoid transporting a child home on your own – preferably have another helper with you or else ensure that the last two children are dropped off together. In the event of an emergency, make sure you inform a leader as soon as is possible.
3. Be wise in your physical contact with children. Holding a child's hand or offering a hug when they are upset is often a good way to reassure or comfort a child but always ask "Would you like a hug?" rather than assume. We all have different boundaries and these should be respected. Keep everything public. A hug in the context of a group is different from a hug behind closed doors.
4. Never smack, hit or physically discipline a child.
5. Treat children and young people with dignity and respect in attitude, language used and actions.
6. Respect the privacy of children but do not promise to keep secrets and generally do not enter into private or intimate conversations with children and young people on your own. (See also 9. below)
7. Discuss any concerns immediately with the safeguarding coordinator/ leader or supervisor.
8. Avoid activity and comments which could be questionable or misinterpreted e.g. rough/provocative games or comments and, if you feel a child may have a "crush" on you, talk to a leader for advice.
9. We do want to support young people appropriately. Be wise when listening to a young person's problem/ offering advice and support. Ensure that others know the discussion is taking place or that someone else is around.
10. Be mindful of the safety of children and young people at all times.
11. Be mindful of your own safety at all times including protecting yourself from allegations. (All actions should be open and transparent and accountable).
12. Be willing to listen to advice and comments from the leader of the activity or the child safeguarding coordinators.
13. It should be accepted that anyone seeing another worker acting in a way which causes concern or could be misinterpreted should speak to the individual and a leader about the concern.
14. Leaders and helpers of activities should regularly meet to discuss how the group is going, share information and pray for the young people in the group.
15. Activities and contact should be open and transparent.
16. An opportunity should also be regularly created (no less than annually) to review procedures, update training, share concerns and identify any other matters that may need clarity or guidance.

**DON'T KEEP CONCERNS, QUESTIONS AND WORRIES TO YOURSELF.
IF IN DOUBT, ASK!**

Sunday school

Leader: _____

Staff: _____

All staff will have undergone a safe recruitment process and hold a current DBS check as appropriate

Child to adult ratio: 3 years old 1: 4. 4 to 8 years 1: 6 (minimum of 2 adults)

Age: Sunday school is for children over 3 years old

Location: Sunday school is usually held in _____

Personal care (Toileting, Changing Nappies) should be appropriate and minimum and related to the age and ability of the child. Parental/carer support may be sought during the session where necessary to assist with their child.

Record keeping: A register will be kept of attendance at Sunday school.

Permission: Children are usually accompanied to church by an adult and that adult remains in the building (in the main service) during Sunday school. Where children are regularly attending independently, Sunday club leaders will endeavour to visit the family and gain permission and contact details.

Discipline/behaviour: Children will be treated courteously and with respect and will be encouraged to treat each other and the leaders likewise. In the event of discipline problems or disruptive behaviour, children will be:

- Verbally asked to listen, behave, participate, apologise (as appropriate).
- Asked to sit in another part of the room to think, calm down.
- Parental support will be sought/the child will be taken to their parent carer.
- Staff will discuss/agree procedure with parent where behaviour is becoming a pattern.

Parent's involvement: Where a parent/carer is regularly attending a session, the leader may approach them to become official helpers and follow the recruitment/DBS procedure.

Parents should collect children from Sunday school promptly at the end of the service. (A list will be held in Sunday school of children whose parents are happy to for their children to go home independently.)

Accident/Incident reporting: Any accidents/incidents will be noted in the church accident record and also discussed with the parent and carer on collection.

Youth club

Leaders: _____

Staff: _____

All staff will be safely recruited and DBS checked as appropriate

Child to adult ratio: 1-2 members of staff for up to 8 children.

Age: secondary school aged children

Location: _____

Permission: All young people attending should present a completed consent and information form which is kept by the leaders at the location.

Parents/carers are responsible for transport but leaders can transport the young people in emergencies.

Additional consent is sought for attendance at events.

Discipline/ behaviour: Young people will be treated courteously and with respect and will be encouraged to treat each other and the leaders likewise. In the event of discipline problems or disruptive behaviour, young people will be:

- Verbally asked to listen, behave, participate, apologise (as appropriate).
- If behaviour continues to disrupt, the young person's parent/carer may be asked to collect the young person
- If behaviour is regularly difficult to manage, leaders will discuss with parents/carer to form an appropriate action plan.
- Staff will follow up and listen to the young person and offer help or support as appropriate.

Accident/Incident reporting: Any accidents/incidents will be noted in the church accident record and also discussed with the parent/carer as soon as possible.