



grace
generation



*Safeguarding &
Protecting Children*



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(1) STATEMENT OF COMMON PURPOSE & VALUES

Grace Generation Church, hereafter referred to as GGC, seeks to provide a safe and secure environment for children and young people to participate in our programs and activities. We understand we have a legal and scriptural responsibility and duty of care to look after and protect them from incidents of misconduct or inappropriate behaviour.

(We are committed to reviewing our policy, procedures and practice every three years or sooner, should any reported incident make it necessary to do so).

GGC values the commitment of our leaders and helpers who give their experience, gifts and time to help the children and young people. We are committed to ensuring that only the most suitable people will be selected to care for them and we undertake therefore to provide our staff with the training and support necessary to help them to deal effectively with any incident that may arise.

Definitions:-

For the purposes of this policy, the term 'child', 'children' or 'young person' include all persons under the age of eighteen (18) years of age.

The term 'leader' or 'helper' includes any person who has been given responsibility for the safety and welfare of a child or young person within approved church activities whether on a voluntary or paid basis.

Parents or guardians have a right to expect GGC to have and enforce a child protection policy which is aimed at creating an environment where children and young people may enjoy social contact, personal and spiritual development and where they and the leaders and helpers working with them will be kept safe.

It is the mission and purpose of GGC to be a loving community of Jesus followers who worship God and aim to demonstrate His love and grace in all we do. We trust therefore that the children and young people attending our church would through the work of the Holy Spirit come into a saving knowledge of our Lord and Saviour Jesus Christ and thereby seek to follow and serve Him every day of their lives. We believe that their time with us will help to equip and prepare them in their lives and that they would fulfil the good and perfect plan God has prepared for them for His glory.

The term GGC encompasses all activities that emanate from the life of the church.

(2) LEGAL & SCRIPTURAL GUIDELINES IN RESPECT OF OUR POLICY

This policy has been developed in accordance with the principles established by the Children (Northern Ireland) Order 1995 which states *“The fundamental principle in child care law and practice is that the welfare of the child must always be the paramount consideration in decisions taken about him or her”*.

These documents are influenced by the United Nations Convention on the Rights of the Child 1991 and in particular Articles 3, 12 and 19.

Article 3 – provides that when organisations make decisions which affect children, the best interests of the child must be a primary consideration.

Article 12 – further provides that a child who is capable of forming his/her own views should be assured the right to express these views freely in all matters affecting the child; these views being given due weight in accordance with the age and maturity of the child.

Article 19 – provides that children have the right to be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation including sexual abuse by those looking after them.

Other relevant legislation

Safeguarding Vulnerable Groups (NI) Order 2007.

Section 75 (NI) Act 1998.

Sexual Offences (NI) Order 2008.

Family Homes & Domestic Violence (NI) Order 1998.

Scriptural inspiration and teaching

1 Timothy 2:1-2 – *“I urge then, first of all, that requests, prayers, intercession and thanksgiving be made for everyone – for kings and all those in authority, that we may live peaceful and quiet lives in all godliness and holiness.”*

Hebrews 13:17 – *“Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.”*

Matthew 18:6 – *“But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea.”*

2 Corinthians 6:3 *“We put no stumbling block in anyone’s path, so that our ministry will not be discredited.”*

Matthew 19:14 – *But Jesus said “let the little children come to me and do not hinder them, for the kingdom of heaven belongs to such as these.”*

What is Safeguarding?

Safeguarding is a relatively new term which is broader than ‘child protection’ as it also includes prevention. It is defined as, “The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.”

As part of its policy GGC is committed to safeguard children by:-

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all those working with children and young people in church related activities.
- Adopting a procedure for dealing with concerns about possible abuse.
- Reporting concerns to statutory agencies who need to know and involving parents and children appropriately.
- Adopting child protection guidelines through a code of behaviour for those working with children and young people.
- Ensuring safety procedures are adhered to.

(3) DEFINITIONS OF ABUSE AND INDICATORS

Physical Abuse	The deliberate injury to a child or the wilful or neglectful failure to prevent physical injury or suffering.
Emotional Abuse	Where children are persistently or severely emotionally neglected or rejected, for example, by not being given enough love or attention, made to feel worthless, or being intimidated by threats or taunts.
Sexual Abuse	Where children are encouraged or forced to observe or participate in any form of sexual activity.
Neglect	Where children's physical and or psychological needs are persistently or severely neglected or the failure to protect a child from exposure to any kind of danger.
Substance Abuse	This can range from smoking to experimenting with solvents, alcohol and drugs. It is important that leaders are aware of the signs and symptoms.
Domestic Abuse and Children	Leaders should be conscious of circumstances where children reside in homes where domestic abuse exists and this can have an adverse, psychological or emotional impact on them.
Bullying	Deliberately hurtful behaviour repeated often over a period of time. Bullying can happen anywhere to anyone. Anyone has the potential to bully others.
Self-harm	The inflicting of physical pain to mask an emotional imbalance. Anyone in this situation needs to be supported.

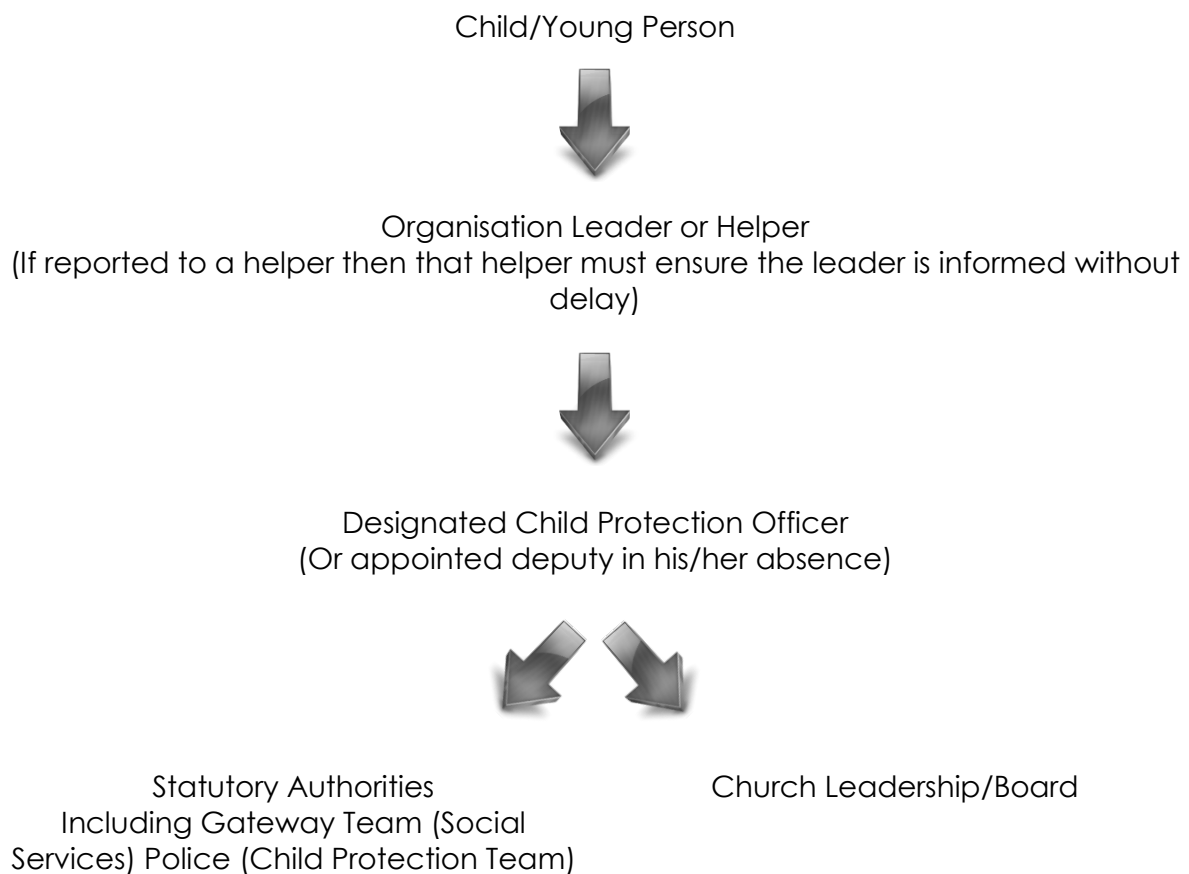
Indicators

- Worrying remarks made by a child.
- Sudden unexplained or worrying changes in behaviour.
- Physical signs that may indicate abuse.
- Unexplained/repeated injuries for which the explanation is inconsistent.
- A situation where a child is exposed to potential risk of harm.
- Difficulty in making friends, lack of socialising.
- Inappropriate sexual awareness, behaviour or language.
- Distrustful or excessive attachment to adults

(4) REPORTING PROCEDURES AND DISCLOSURE

Contained within this section are the procedures GGC set out to follow in the event of any incident being reported by a child or young person which may give rise for concern.

REPORTING STRUCTURE



(See Appendix F for list of current telephone numbers)

It is of the utmost importance that all leaders/helpers are aware that they are not responsible for deciding whether or not abuse has taken place. If a child/young



person discloses allegations to them, their duty is to report and record all matters so that appropriate action can be taken.

Once information has been passed to the Designated Child Protection Officer or Deputy (if a Designated Child Protection Officer is unavailable) any future action will depend on the nature and seriousness of the information reported and after an initial investigation of the facts a decision will be taken to decide on whether or not any further action needs to be taken and to what extent. Any incident reported will be recorded on a Report of Concern form provided for this purpose (see Appendix C) and the outcome of any action taken will be recorded on a Record of Meeting Form (see Appendix D).

Role of the Designated Officer

- Establish contact with the senior member of Social Services' staff responsible for child protection within GGC's catchment area.
- Provide information and advice on child protection within GGC.
- Ensure that GGC's child protection policy and procedures are followed and particularly to inform Social Services within the appropriate Health and Social Services Trust of relevant concerns about individual children.
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover.
- Liaise with Social Services and other agencies, as appropriate.
- Keep relevant people within GGC, particularly the Church leadership/Board informed about any action taken and further action required.
- Ensure that an individual case record is maintained of the action taken by the Church leadership/Board, any liaison with other agencies and the outcome.
- Advise the Church leadership/Board of child protection training needs.

Role of the Deputy Designated Officer



The Deputy Designated Officer is responsible in assisting the Designated Officer by dealing with any matters relating to child protection that may arise in his or her absence.

DO's

- Stay calm.
- Listen.
- Give time for the child to say what they want.
- Reassure them that they have done the right thing in telling.
- Write down what was said to you or what you observed as soon as possible.
- Write down the exact words that the child used.
- Use the Report of Concern form (see Appendix C).
- Ensure that the Designated Child Protection Officer is informed without delay.
- In the event of a serious concern do not hesitate to contact the Gateway Team (see Appendix F) and appropriate advice will be given.
- **If however a child is in danger or a criminal offence has taken place then PSNI (non-emergency number 101) or Social Services (Gateway Team) must be informed immediately.**

DON'T's

- Do not panic.
- Do not make a child repeat the story unnecessarily.
- Do not promise to keep secrets.
- Do not investigate.
- Under no circumstances should you attempt to deal with the problem alone.

Complaints against a Leader or Helper

If a complaint is made to anyone about a leader or helper, the same procedure as previously outlined should also be followed. Depending on the nature of the complaint the Church leadership/Board will be informed as soon as possible, who will decide on whether or not it is appropriate to immediately remove the person concerned from the relevant Church organisation or activity pending further enquiries. This will ensure that the child or young person's welfare is protected until any subsequent investigation has been completed.

This, however, does not prevent immediate action being taken by any person to prevent or minimise harm to any individual or to immediately report the matter to the Police or Social Services in cases where the allegations or complaints are of a serious nature.

The leadership of GGC is acutely aware that any complaint made against any leader or helper can cause considerable distress not only to the complainant and the person who is the subject of the complaint, but also to the person to whom the complaint is reported. Therefore while maintaining independence from any possible investigation we will provide whatever support is necessary to meet the needs of any relevant parties including their families. The leadership will support any investigation arising from any such complaint undertaken by any outside agency including the Police and Social Services or anybody with a Statutory right or duty to do so.

Any complaint against a Leader or Helper must be recorded on a Report of Concern form provided for this purpose (see Appendix C) and the outcome of any action taken will be recorded on a Record of Meeting Form (see Appendix D). Such forms may be required by Statutory bodies conducting investigations and could be used in any future Court proceedings that may arise.

(5) REPORTING ACCIDENTS

It is the aim of GGC to provide a safe environment for the children and young people attending the various organisations within the Church.

- a) **Safety of Equipment** – It is the responsibility of all staff to report any deficiencies of equipment or church property to the leader in charge of the organisation. The leader will inform the church leadership who will arrange for the item to be repaired or replaced. If the item is deemed unsafe then it should not be used until it has been replaced or repaired. Guidance where necessary should always be sought from the church Health & Safety Officer who is trained to assist in such matters.

- b) **Transport** – Any private vehicle being used for any church activity taking place away from GGC must be properly insured and of a road worthy condition. Drivers should at all times observe the requirements of Road Traffic Legislation and the Highway Code. Drivers should always ensure that all passengers are wearing the appropriate seat restraints relevant to the age and size of the passenger carried. Drivers should be mindful of good practice guidelines in respect of transporting children i.e. avoid travelling alone with a child and avoid collecting or dropping children from or to home addresses unless prior parental consent has been obtained. Parents should be encouraged to take responsibility in leaving and collecting their own children from all church activities.

- c) **First aid** – In the event of an accident requiring treatment, first aid boxes will be available at locations within GGC which are readily accessible by staff. Any accident will be recorded and held locally on record should it be required by anyone with responsibility for the injured party. It is the parents' responsibility to inform leaders of any specific medical conditions relevant to their child and to ensure, where necessary, that the child or young person has any necessary medication with them and available for use should any medical emergency arise. No leader or helper should attempt to administer first aid outside their capability and should seek medical help when necessary or, if in doubt, consider emergency assistance by dialling 999. Parental consent forms containing medical information on each child or young person must be fully completed and kept up to date. These will be retained for use by leaders and should be readily available in the event of any accident where treatment is necessary or for the information of ambulance staff requested to attend in the case of an emergency.

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- d) **Supervision** - GGC will not accept responsibility for the welfare of children or young people not under their care while on route to or from any Church activity held within GGC or for any private travelling arrangements made by any parents or guardian.
- e) **Residential Programmes** (see also activities and trips away from GGC - Contents (9) Codes of Behaviour (Children & Young People)).
- Adequate insurance for travel, accommodation and activities.
 - Parental consent form.
 - Residential accommodation's own rules / guidelines.
 - Fire drill procedures.
 - Provision and access to First Aid / hospital in an emergency.
 - Provision for immediate return home in the case of illness / crisis.
 - Adequate protection from climatic variations.
 - Provision of separate sleeping arrangements for male and female and ability to supervise this arrangement.
 - Provision of contact numbers and availability to phones.
 - Catering to be provided by suitably able persons. Special dietary needs should be provided for.
 - Leaders should have access to torches in case of power failure.



(6) APPLICATION PROCEDURE FOR LEADERS & HELPERS

The safeguarding and protection of children and young people is a primary consideration when undertaking recruitment and selection of leaders & helpers for the various organisations within GGC.

All leaders & helpers for our current youth organisations are selected from within GGC and in most cases will be individuals who attend worship here. Any notice of additional help from persons outside of GGC is made through the church leadership.

1) Application

The prospective leaders or helpers will be directed to the current leader of the organisation who will supply him/her with an application form.

2) Declaration

Within the application form is a declaration stating that there is no reason why the applicant would not be considered suitable to work with children. In particular, all applicants are required to declare any past (including spent) criminal convictions and cases pending against them. Applicants should also give consent for an Access NI check on this form. All of this information will be dealt with in a confidential manner.

3) Interview

Upon completion of the application and declaration form, the volunteer, if deemed suitable, will be interviewed by the organisation leader and at least one other person. They will enquire into relevant skills, motives for applying etc.

4) References

Volunteers should identify two people who are not family members to act as referees. A References Request Form should be completed for each referee.

5) Vetting

If the applicant is considered satisfactory through the interview and references, an Access NI check will be carried out and signed by the Designated Officer. See *Appendix (A) for Leader & Helper Application Form*.



Within the various activities of GGC, the following Codes of Behaviour will be observed in order to allow for the proper supervision of children and young people within our care. By doing this we hope to minimise any opportunities for anyone to suffer harm or create circumstances where allegations could be substantiated due to policies not having been applied or observed.

We understand that we have a duty of care to incorporate good practice into everything that we do and to avoid any adverse criticism which could potentially harm or damage our ministry to children and young people.

(These Codes are not exhaustive and will be reviewed periodically).

(7) CODES OF BEHAVIOUR (TECHNOLOGY)

- Contacting children and young people by phone, text or email should not be done without parental knowledge or consent.
- Leaders should, where consent has been given, only email children and young people as part of a disclosed list i.e. group email or text where they are disseminating information in relation to events.
- Leaders should not contact young people through internet chat rooms.
- Ask for parental consent prior to taking and using an image or video of a child or young person. A consent form should include how the photographs/film will be used and where they will be displayed. A Parental Consent Form (see Appendix B) is provided for this purpose.
- If using images of children and young people in publications i.e. church newsletter or on a church website or on other social media network – DO NOT use a photo or film if the child/young person is named – DO NOT use a name if it is accompanied by a photo (A child/young person may still be identified in a group photo or film).
- Only use images/films of children/young people who are suitably dressed in order to avoid embarrassment and prevent the risk of inappropriate use.
- Unsupervised access to children/young people or one to one photo/film sessions are NOT permitted.
- Any breach of the above guidelines should be reported as per the reporting methods previously mentioned.

(8) CODE OF BEHAVIOUR (LEADERS & HELPERS)

Positive Behaviours

- Show respect, be patient and listen.
- Think about how you communicate with a child and the language you use.
- Value children as individuals.
- Be a positive role model and provide support.
- Encourage children to participate and have fun.
- Ensure any contact with children is only done with parental consent (see previous section on Technology).

Behaviour to be Avoided

- Taking a child on a car journey unaccompanied.
- Doing things of a personal nature that children are able to do for themselves (e.g. toilet needs).

Unacceptable Behaviour

- Using inappropriate language.
- Allowing children to use inappropriate language unchallenged.
- Leaving children unattended/unsupervised.
- Making/receiving private call or text while supervising children.
- Engaging in or allowing dangerous behaviour.
- Spending excessive amounts of time alone with children.
- Engage in inappropriate games such as horseplay with children.
- Allow or engage in any inappropriate touching
- Allow allegations or complaints made by a child/young person to go unreported or failing to follow reporting policy.

9) CODES OF BEHAVIOUR (CHILDREN & YOUNG PEOPLE)

DO'S

- Include everyone.
- Treat everyone with respect.
- Tell a leader if you or a friend are being bullied or if you see behaviour which you feel is not appropriate.
- Have fun.
- Listen to instructions from leaders.

DON'T's

- Use offensive language.
- Call anyone rude or offensive names.
- Leave anyone out.
- Laugh or pick on anyone.

ADULT/CHILD RATIOS

- The level of supervision must always be adequate for the activity planned.
- Recommended ratios are:-

0 – 2 years	1 staff member to 3 children
2 – 3 years	1 staff member to 4 children
3 – 7 years	1 staff member to 8 children
8 years and over	2 staff members (preferably one of each gender) to 20 children. For every 10 extra children add 1 staff member

i.e. 3:30, 4:40, 5:50 etc.

For the above criteria a member of staff means a person who is over 18 years of age and who has been Access (NI) checked and fully trained to supervise children/young persons.

These levels are recommended but organisation leaders should use their discretion taking into consideration the type of activity and nature of the venue.

ACTIVITIES OR TRIPS AWAY FROM GGC

It is recommended that no journey or visit be taken without A MINIMUM OF 2 ADULTS IN ATTENDANCE, ONE OF WHOM SHOULD NOT BE THE DRIVER.

- Where children are of both genders, both male and female supervision is required.
- Where an activity involves swimming and the children are under 8 years of age then the ratio must be one adult per child.
- Organisers should plan a detailed programme of events.
- Parental consent should be obtained for all children planning to attend. Parents should be given information about the trip, including details of the planned events or activities in which the child/young person will be engaged.
- All leaders accompanying the children should be aware that they are responsible for the welfare and safety of the children while away from home.
- All children should be adequately supervised and engaged in suitable activities at all times. In the case of planned outdoor activities, contingencies should be drawn up in the event of poor weather conditions.



(10) DISCLOSURE & CONFIDENTIALITY

While GGC has a strict policy on confidentiality, we are aware that in line with current legislation we need to consider the child/young person's welfare when it comes to information disclosed to us which may compromise the child's safety or put them at risk of significant harm. We are aware of our legal obligations to report and to provide information to outside agencies including the Police were it is believed a criminal offence has been alleged or committed or it is necessary to protect the child from any form of neglect or abuse.

Therefore if a child/young person discloses to a leader /helper any allegation of abuse or a leader/helper suspects abuse, GGC will undertake to ensure that only those persons within the reporting structure will be informed in order to maintain confidentiality. All written records will be fully completed and will be stored in a secure location.

Information held on a computer or other database in respect of any person will be subject to best practice guidelines under the requirements of Data Protection legislation.

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(11) TRAINING

Once an application has been approved by GGC for any person to be considered in a supervisory role within any of the church organisations, he or she must attend a Foundation Course in Child Protection & Safeguarding Training and be suitably checked through Access (NI) before any appointment can be commenced. Any person who has attended similar training with another organisation which has responsibility for children e.g. school teachers must provide written evidence to the Designated Officer of such training in order to ensure compliance with current guidelines.

Once the applicant has successfully attended the initial course then he or she will be required to undertake a refresher course within a 3 year period (It is not possible to attend a refresher course until the initial Foundation course has been completed first).

Should an applicant fail to attend a refresher course within the 3 year period then this person will be unable to act in an unsupervised capacity with children until such times as a course has been attended but may continue in the capacity of a helper on a supervised only basis until another course becomes available.

GGC will undertake for all Access (NI) checks to be conducted and applicants must provide the original Enhanced Disclosure Certificates to the Designated Officer for checking and verification purposes. The certificates will be retained by the applicants.

Leaders/helpers have a duty to disclose any criminal convictions or motoring offences that may arise while engaged in the supervision of children at GGC, as this may or may not affect their suitability to continue in that role.

All leaders/helpers will be required to read the contents of this document and be fully aware of their responsibilities in respect of their duties within the organisations they are appointed to.

ALL ACTIVITIES CARRIED OUT BY CHILDREN OR YOUNG PEOPLE ORGANISED AND SUPERVISED BY GGC LEADERS ARE COVERED BY A POLICY OF INSURANCE WHICH INCLUDES PERSONAL ACCIDENT, PUBLIC LIABILITY & DAMAGE TO PROPERTY BY EITHER FIRE, STORMS OR FLOODING.



THIS DOCUMENT WAS READ AND APPROVED FOR USE BY THE UNDERSIGNED PARTIES

ON _____ (date)

Designated Officer(s)

Senior Pastor(s)



(A) LEADER & HELPER APPLICATION FORM

Name of Interviewee:	Date:
Position applied for:	
Interviewers may be of any 2 of:- Pastor / Leader/ Designated Officer	
<p>The following statement must be read to all interviewees: It is necessary to have a recruitment and appointment policy in place to provide a safe environment for young people and leaders. A proper appointment procedure is one of the most effective ways of assessing a person's suitability to work with children and young people and although the person may be known in the Church, the more routine the procedure becomes, the less intimidating it will be to all concerned. By having good standards of practice in our organizations, people are more likely to want to join.</p> <p>You are here due to a requirement as stipulated In GGC's Child Protection and Safeguarding Guidelines.</p>	

The following questions must be asked to all interviewees:-

Space has been left for interviewers to make notes if they wish. If approved this document will be filed in Church records.

Reference for: _____

The above named person has volunteered for the position of: _____

1. Why do you wish to become a leader/helper in GGC? _____

2. Do you have experience of working in this area? _____

3. How and when did you become a Christian? _____



4. Are you currently involved in any other Christian organizations? _____

5. Have you any questions? _____

The following should be read:

It is encouraging to see you unselfishly offering your time to work with our children and/ or young people and we want to convey, on behalf of our Church, how much this is appreciated. We give you a copy of the Child Protection Policy and Safeguarding Guidelines for your reference.

Declaration by Applicant:

I see no reason why I would not be considered suitable to work with children or young people within GGC. I consent to an Access NI check being made and agree to attend Child Protection Training when necessary. I have received a copy of the Child Protection Policy and Safeguarding Guidelines for GGC.

Signature of Applicant: _____ Date: _____

Interviewed by: 1. Name: _____

Position: _____ Signature: _____

2. Name: _____

Position: _____ Signature: _____

Recommendation: Approved/Not Approved/Deferred

If not approved or deferred please record reason below:

E.g. Awaiting Access NI Clearance/CP Training/Inexperience/Other



REFERENCE REQUEST FORM

Reference for:

The above named person has volunteered for the position of:

How long have you known the applicant?	years
In what capacity do you know the applicant?	
How would you rate him/her as suitable for the above position? (use table below)	

1 – Excellent 2- Very Good 3 – Good 4 - Satisfactory 5 – Poor 6 - Unknown

	1	2	3	4	5	6
Relationship with children and young people?						
Experience in working with children and young people?						
Ability to relate to other leaders?						
Energy/commitment?						
Flexibility and approach?						
Self-motivation?						
Ability to act on own initiative?						
Ability to act as part of a team?						

Any additional information including other church involvement and Christian commitment which you feel may be relevant?

Name:

Signature:

Date:



(B) PARENTAL CONSENT FORM

All information provided on this form will be held in confidence. The leaders need to know these details in order to meet the specific needs of your child.

Please tick those attended by your child.					
Kids Church		Little Kids Church		Little Miss Sisterhood	Other; If other, please specify:
Little Misterhood		Greater (Youth)		Young & Free	

I give permission for my child to attend the organizations which I have marked above and participate in all their activities.

Child's full name:		DOB:
Address:		Email Address:
Phone number where I can be contacted in an emergency:		
Home:		Mobile:
If unavailable contact: Name:		
Phone number (including code):		Relationship to child:
Please indicate medical conditions, special needs, allergies or dietary requirements relevant to your child, any medication being taken and anything else that would be helpful for the leaders to know about:		

In the event of illness or accident, having parental responsibility for the above named child, I give permission for first aid to be administered where considered necessary by a first aider, if available, or medical treatment to be administered by a suitably qualified medical practitioner.

In the event of a medical emergency, leaders will endeavor to contact you as soon as possible using the contact telephone numbers given.

I will inform the leaders of any important changes to my child's health, medication or needs and also of any changes to our address or to any of the phone numbers give above.



While your child is in our care, photographs or videos may be taken during church activities and may be published on social networking sites in order to help promote the life and work of the church. On signing this form we will assume that you have given permission for your child's photograph to be used in this way unless otherwise informed. On occasions we may wish to contact your child directly to keep them informed of events relating to their youth activity. If however you would prefer for us not to contact them directly, please indicate below.

I **do/do not** consent to my child being contacted directly via phone/email/text/social media.

Signature: _____	Parent/Guardian) _____ Date: _____
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(C) REPORT OF CONCERN FORM

Please use this form to record any concern you have about a child. If you need help in completing this form please talk to a leader in charge or the Designated Child Protection Officer. The completed form will be given by the organization leader to the Designated Child Protection Officer.

Child's full name:	DOB:
Address:	Age;
	Tel No:

State as clearly as possible, why you are concerned, from whom you received the information and when if possible include the details of the person(s) causing concern in relation to the child. Continue overleaf if necessary.

What is the nature of the concern?
Are there any visible injuries?
Has medical attention been given/necessary?
Have there been any previous concerns?
Other relevant information?

Details of person reporting concerns

Name:	Tel No:
Address:	Organization:



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Signature:	Date:
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(D) RECORD OF MEETING FORM

Date of Meeting:
Names of those present:
What has the child/young person said (if anything)

Decision reached – choose at least one of the following options. Please tick those selected.

	1. Take no further action. Why?
	2. Talk to the parents/carers. Why? Who will do this?
	Arrange a discussion with an outside body. Why? With whom? Who will do this?
	3. Make a formal report to social services or Police. Why? Who will do this?
	4. Has the Child Protection Officer been contacted for advice or to report?



Signature of those present:	Print Name:



(F) CONTACT NUMBERS

Designated Child Protection Officers: Annette Hanna: 07872 816811

Paul Hanna: 07484 831181

Deputy Designated Officer: Sarah Harvey: 07921 650141

PSNI: 101 Non-emergencies

Ask for local Child Protection Team

999 Emergencies

Gateway (Social Services): 08007837745/02837415285

02895049999 (Out of Hours - Available 5 p.m. to 9 p.m. Monday to Thursday, and 5 p.m. Friday to 9 a.m. Monday).

24 hour cover is also available on public holidays.



(E) SIGN IN SHEET

Name of Organisation:				Date:		
Name of Child/Young Person	Name of Parent/Guardian	Contact tel.no. (in case of an emergency)	Does your child have any medical needs or allergies? (If yes, please state details)	Name of person collecting child/young person?	Sign In:	Sign Out:
Leader Signature				Date:		