



thornhillchurch

*Ordinary people discovering God's
purpose-filled life as followers of Jesus.*

THORNHILL CHURCH CHILD AND WORKER SAFEGUARDING POLICY

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This document is based on a Model Safeguarding Policy by the thirtyone:eight. A copy of the policy and all amendments will be filed with thirtyone:eight. This policy must not be copied by other churches/organisations without the written agreement of thirtyone:eight.

THORNHILL CHURCH CHILD AND WORKER SAFEGUARDING POLICY

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1. INTRODUCTION

The Trustees of Thornhill Church take seriously their responsibility to promote and safeguard the welfare of children entrusted to the church's care. The Trustees also take seriously their responsibility to promote and safeguard the welfare of adults who give of their time to work and care for children within the church.

It has been decided, therefore, to produce this policy to guide the church's activity amongst children and young people.

This policy will continue to evolve. Feedback from those who work with children within the church will always be appreciated. Comments should be forwarded in writing to one of the Safe Guarding Co-ordinators.

This policy has been lodged with the Cardiff Local Safeguarding Children Board, The Trowbridge Centre, Greenway Road, Cardiff, CF3 1QS (Tel: 029 2077 4600).

The Trustees of Thornhill Church formally adopted this policy on 31st July 2012, and have approved subsequent amendments

2. DEFINITIONS

Abuse

A person may abuse by inflicting harm or failing to act to prevent harm.

For the purposes of this policy child abuse includes physical abuse, emotional abuse, sexual abuse and neglect. A detailed definition of child abuse can be found in section 7.

Adult

Refers to a man or woman aged eighteen or over.

Child/Children/Youth

Refers to boys and girls under the age of eighteen.

Electronic Communication

Electronic communication includes using mobile phones, computers and other devices for email, text, instant messaging and social networking.

Helper

A child or person under the age of eighteen who is assisting a permanent worker. A helper is only allowed to work with children under the direct supervision of an adult worker.

Leadership

The trustees of Thornhill Church Trust.

New Worker

An adult working in a probationary period before becoming a Permanent Worker.

Occasional Worker

An adult who is not a permanent worker. Examples of such workers could be members of visiting Bible College teams, or parents who are prepared to help from time to time. An occasional worker is only allowed to work with children under the direct supervision of a permanent worker.

Permanent Worker

An adult appointed by Thornhill Church to work with children following the completion of a probationary period of service in a particular ministry, who have demonstrated their ability to work within the framework of this policy and agreed to abide by the church's statement of faith. This person should normally be a church member.

Policy

Refers to this policy document, entitled Child and Worker Safe Guarding Policy as adopted by Thornhill Church.

Safe Guarding Co-ordinator (SGC)

A person appointed/empowered by the Trustees to oversee the preparation and implementation of the Safe Guarding Policy, and to respond to any concerns raised.

Trustee

A person who is a trustee of "Thornhill Church Cardiff", incorporated in England and Wales having company number 05741145, and being a charity registered with the Charity Commission (*Registration No. 1049255*).

Worker

Can mean any or all of Permanent Worker, New Worker and / or Occasional Worker (as the context requires).

3. THORNHILL CHURCH DETAILS

Address: The Thornhill Church Centre
Excalibur Drive
Thornhill
Cardiff
CF14 9GA

Tel No: (029) 20759995

Fax: (029) 20757221

E-mail : enquiry@thornhillcentre.co.uk

Company No: 05741145

Charity Registration No: 1049255

Public liability insurance: provided by CONGREGATIONAL Company.

Full names and contact details of the current trustees, elders and pastors of Thornhill Church can be obtained from the church centre as detailed above.

Safe Guarding Co-ordinators:

Ivy Anagu
Leah Papworth

Elders/Trustees responsible for Safe Guarding:

Sheila Fear

Contact details for the above can be obtained from Thornhill Centre 02920 759995

ABOUT THORNHILL CHURCH

The following is a brief description of our place of worship and the type of children's activities organised through the church.

Thornhill Church is a community church made of people from many church backgrounds, or no church background at all. Our aim is **to be more like Jesus** in all areas of our lives and to see our communities changed by God's love and power. Our vision is to "To love God, live his mission, love people, and lead others to follow." Regular children's activities take place throughout the week for children from birth to 17 years old. A full list of all activities undertaken in the church can be found on the church website and the electronic diary sheet (www.thornhillchurch.org.uk). <http://www.thornhillchurch.org.uk>

4. MISSION STATEMENT

The Leadership agreed the following statement on 31st July 2012.

Thornhill Church recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children Acts 2004, and respects the rights of children as described in the UN Convention on the Right of a Child.

We aim to create a safe environment, by putting systems in place to ensure reasonable measures are taken to:

- Minimise the risk of children being exposed to any form of harm or abuse during church run activities.
- Protect adult workers from situations that may make them vulnerable to allegations of wrongful conduct, by providing clear good practice guidelines to follow.

To achieve the above we are committed to:

- Ensuring a safeguarding policy is in place.
- Appointing Safe Guarding Coordinators who will review and implement this policy.
- Taking seriously any suspicions of abuse of a child/youth or any allegation of abuse made by a child/youth or an adult, by seeking advice from thirtyone:eight regarding

actions needed. This may mean reporting a case to relevant statutory child care agencies.

- Exercising proper care in the appointment and selection of all those who will work with children.
- Ensuring that workers adhere to the agreed procedures and guidelines recommended by Thornhill Church Safe guarding policy.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake children and youth work.
- Keeping up to date with national and local developments relating to the protection of children.
- Supporting the safe guarding co-ordinators in their work and in any action they may need to take, in order to protect children.
- Ensuring a satisfactory and appropriate enhanced DBS (Disclosure and Barring Services) check is done for every person working unsupervised with children.
- Supporting those affected by abuse.
- Maintaining our membership of the thirtyone:eight and working closely with them.

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child/youth.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.

5. APPOINTMENT OF VOLUNTARY WORKERS (This is not the criteria for appointment of paid workers. Paid workers are required to follow these guidelines and those set by their contract).

Either a prospective worker will approach a team leader, or a team leader will initiate the selection of workers and approach members who appear to show the appropriate gifts and desire for the particular ministry. In either case, the team leader will provide any necessary information about the ministry.

Appointments should be made on the basis of a person's experience, ability and suitability for the particular ministry, their attitude towards, and motives for wanting to work with, children/ young people.

All appointments should be based on these criteria and not on the urgency of need or the availability of the applicant at the time, or any other factor. (No one has an automatic right to work with children!)

All **new/ permanent workers** paid or voluntary are required to:

- Complete an application form and voluntary disclosure form (see appendices).
- Attend an interview/discussion session with a team ministry leader, Safe Guarding Co-ordinator or an elder, as appropriate.

- Provide contact details for at least one referee from whom a character reference can be obtained by the Safe Guarding Co-ordinator (or appointed delegate). References will be sought from someone who is not a member of the applicant's family and who has known the applicant for at least three years. This may include existing Thornhill Church members.
- Complete an application for an enhanced **DBS** check (with or without the check against the Barred list for working with children, as appropriate), and provide documentary evidence to the appointed church administrator (Debbie Riella) or Safe Guarding Co-ordinators, prior to start of a supervised and probationary period of work with children in Thornhill church. Information received is confidential, by law, and will be kept according to the Data Protection Act.
- Be given a copy of the "Summary of Safe Guarding Policy and Good Practice Guidelines".
- Attend a training programme as soon as possible or in any event within 12 months of them taking up their new post.
- Complete a 3 months probationary period of working under supervision. By the end of this period the worker should be familiar with relevant policies/ procedures, codes of conduct and how to identify and raise concerns about the welfare of children.
- Following a probationary period a review will be carried out by the team leader to discuss the role of the individual in the appointed ministry. This is to ensure the individual has demonstrated:
 - A gift for working with children/young people in this particular ministry.
 - Their ability to work within the framework of the Safe Guarding Policy and guidelines.
 - A positive and caring attitude to the children/young people. ○ A reasonable approach to discipline.
 - Where applicable their full agreement with the Thornhill Church statement of faith.
- On satisfactory completion of probationary period the individual will be appointed as a permanent worker.
- However, if required, the probationary period may be extended for further 3 months, with any agreed support and/or training. If at the end of the probationary period the individual does not satisfy the above criteria he/she is deemed unsuitable to work in the particular ministry, and relevant support will be offered. Such persons will no longer participate in the children/youth activities in question.
- All completed documentation is to be stored securely in the appointed folder.

Occasional workers

All these adults are required to:

- Complete an occasional worker and a confidential voluntary disclosure form, if helping with activities on more than one occasion (for example visiting bible college students on placement or workers from abroad).
- Provide a reference from their pastor/elder/teacher (if a visiting student), which is to be followed up by the Safe Guarding Co-ordinator or a delegate.
- Be given a copy of “Summary of Safe Guarding Policy and Good Practice Guidelines” to discuss with the team leader.
- Always work under the supervision of a permanent worker.
- Agree to follow the policy guidelines provided.
- Have a clear understanding of their role and remits.
- Know to whom they are accountable.

People who volunteer from time to time such as parents of children, may at the discretion of the Safe Guarding Co-ordinator, work without completing an occasional worker/ voluntary disclosure forms, providing they only work under the direct supervision of a permanent worker at all times.

Please note if an occasional worker joins the team on a regular basis, they would need to be considered as a permanent worker and as such would need to fulfil the requirement set for a permanent worker as above.

Young Helpers (under the age of 18)

Young people under the age of 18 may work under the supervision of permanent workers at the discretion of ministry team leaders. Their role should be clearly defined and there should always be a responsible adult/permanent worker present with them.

It is possible for young people of 16 or 17 years of age to help with group activities, without requiring the same level of supervision as younger helpers, such young people should still have an adult in charge of the activity they are helping with.

The role of helpers should be encouraged as it allows young people to be trained and prepared for future integration and service in the wider church.

All young helpers are required to:

- Be supervised by an adult worker at all times.
- Fill in a young (junior) helper form and agree to its guidelines.
- Provide parental consent.
- Be given details of what is expected of them.

Young helpers should not be:

- Included in staff/child ratios for the activities.
- Subject to the selection and training process.
- Expected to have read the policy or be familiar with its detail.

- Obligated to take any action under this policy.
- Recognised by this policy as being people who can take responsibility for other children, for example taking children to toilet.
- Left alone with children.

Workers from abroad

All workers from abroad are required to:

- Provide a certificate of good conduct from their police, equivalent to a DBS check in UK or suitable alternative character reference information agreed by the Safe Guarding Co-ordinator in advance. (However these needs to be treated with caution as safeguarding standards may vary by country).
- Always work under supervision of/alongside a permanent worker.
- Agree to follow Thornhill safeguarding policy guidelines.
- Fill in an occasional worker form (see appendices).
- Have a clear understanding of their role and remits.
- Know to whom they are accountable.

Training/supervision of workers

All workers **must attend training sessions as arranged** by the Safe Guarding Coordinator within the first 12 months. Workers should subsequently attend training sessions every 2 years. Any one not undertaking such training would not be allowed to continue working with children/youth until training has been completed.

Supervision and support must be provided for all new workers by team leaders or other permanent workers within the team.

Team leaders are responsible for:

- Ensuring all workers are aware of their role and responsibility within the team.
- Organising regular meetings for the team (or individuals as and when needed), to support and encourage each other; and to discuss and address any concerns.
- Organising yearly appraisals with individual team members to discuss positives and negatives and consider any additional training needed. Ministry team leaders to have yearly appraisals with appointed elders.
- Meeting with new workers after the probation period to discuss and provide feedback and to decide if he/she is suitable to become a permanent worker.
- Informing Safe Guarding Co-ordinator if there are causes for concern regarding a worker's attitude/behaviour or compliance to the policy. If following further training

and support the worker is unwilling or unable to change, decision should be made regarding their continuance in the ministry.

(For all relevant appointment forms, see appendices.)

6. CODE OF CONDUCT/GOOD PRACTICE GUIDE LINES FOR WORKERS

Thornhill church leaders/trustees are grateful for all the adults who give of their time to serve God in children and youth ministries. We are committed to supporting workers and ensuring they receive necessary training and supervision. The following good working practice guide lines are to safeguard children/youth from harm but also to enable workers to run activities safely, develop good relationships and minimise the risk of false accusations. There is a general code of conduct to be followed by all workers, but there are also specific good practice guidelines for all current children/youth activities run by Thornhill Church. Guidelines for new activities would be added as necessary.

CODE OF CONDUCT FOR WORKERS: DO

- Conduct yourself in an appropriate manner. Remember that you represent God and His church.
- Remember that you are seen as a role model by children/youth at all times including outside of youth activity settings.
- Treat everyone with respect.
- Co-operate and work in harmony with other team members.
- Avoid being alone with a child. Plan activities which involve more than one other person being present, or at least which are within sight or hearing of others.
- Be careful in games and avoid physical horseplay such as wrestling or tickling. Physical contact/touch should generally be avoided (including hugging etc) and even then touch should be age appropriate and initiated by the child rather than the worker
- Ensure, where practical, counselling and personal prayer only takes place between children/youth and adult workers of the same gender.
- Remember that someone else might misinterpret your actions, no matter how well intentioned.
- Recognise that special caution is required even in sensitive moments of counselling, such as when dealing with bullying, bereavement or abuse.
- Seek advice immediately if you come across a child who may have been harmed (including self-harm) or a colleague whose conduct appears inappropriate.

DO NOT

- Permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying).
- Use physical forms of discipline at any time.
- Have any inappropriate physical or verbal contact with the children/youth.
- Jump to conclusions about others.
- Exaggerate or trivialise child abuse issues.
- Show favouritism to any individual.
- Make suggestive remarks or gestures.
- Believe “it could never happen to me”.

GOOD PRACTICE GUIDELINES FOR SPECIFIC ACTIVITIES

Risk assessment:

The safety of children attending activities organised by church is our responsibility. Every activity can involve an element of risk. It is our duty to assess and anticipate the possibility of the risks associated with each activity and take all reasonable steps to avoid or minimise the risks.

- For each activity compile a check list of what it involves.
- Consider and identify any risks/hazards that could happen.
- Identify who might be harmed and how.

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- Assess the level of risk (high or low), and plan actions to remove or minimise risk as far as possible.

Record details of actions taken (models of risk assessment forms are available).

- Review the assessment and revise as necessary.
- All **risk assessment forms should be completed at least 2 weeks prior** to the start of an activity. However risk assessment forms **for sleepovers and residential activities** need to be submitted **at least 4 weeks prior** to the events. (Please note that these time frames can be negotiated at the discretion of the SGCs.)
- Inform Safe Guarding Co-ordinator of the plans for proposed activity in writing. The risk assessment should be approved by Safe Guarding Co-ordinator prior to an event taking place. If necessary Safe Guarding Co-ordinator will meet with team leader to discuss activity as necessary.
- Always do an informal check as close as possible to the start of an activity to ensure safety measures planned are in fact in place. This could be things like, fire doors are not blocked, there are no loose or trailing electrical cables around, etc.
- All leaders and helpers must be briefed on the content of the approved risk assessment before the activity commences and thereafter comply with it.

Ratios of adults to children:

- Where possible there should be at least one male and one female worker present for all activities.
- The minimum number of adults/helpers per activity should always be 2, irrespective of the recommended ratio below. However, if small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult (permanent worker) per group, dependent on the nature of the activity.
- There must always be at least one permanent worker at every activity.
- Young helpers under 18 will always be counted as a child when calculating ratios

The following people can be included in the calculation of adults to children ratio:

- Permanent Adult Workers.
- Occasional Workers who have completed the Occasional Worker/Voluntary Confidential Disclosure Form (as long as supervised).
- New Workers in their probationary period with a satisfactory DBS.

The following people cannot be included in the calculation of the adults to children ratio:

- Young helpers (but please see previous paragraph).

- Anyone not having a satisfactory DBS check.
- Adults volunteering as an Occasional Worker who have not completed an Occasional Worker/ Voluntary Disclosure form (eg Parents offering very occasional help).

Anyone attending the event who has parental care of a child for whom they remain responsible for during the event (eg parent attending with a 3 year old child at an event for 5-11 year olds).

Age group	Ratio of adults to children
0 – 3 yrs	1: 3
3 – 11 yrs	1: 8 (1:13 for junior church)
11– 18 yrs	1:13 (1:8 if not in church or youth HG)

If the activities have Special Need Children attending this does not affect the ratios but the leaders should judge whether to ask an extra DBS checked worker to attend for support.

Please note, the ratios of adults to children may need to be increased for some **activities (e.g. outdoors or high risk) according to the results of the risk assessment performed, or where children with special needs are present.**

Consent forms/information letter for parents:

A general parental consent form should be completed, and updated every September, for every child or young person who attends any activities organised by Thornhill Church. Consent forms should include the following: name and address, date of birth, emergency contact details, medical information, and any special needs including activities that the child is unable to take part in.

- It is the responsibility of the team leader or an allocated person to ensure all children attending activities have a signed parental/guardian consent form.
- Ensure all parents have been provided with an information letter about regular activities and a general parental consent form, which should be signed and returned to a member of the team before the child attends an activity.
- The team leader or a nominated person is responsible for ensuring completed forms are kept at the allocated registration folder and that any medical conditions or allergies are brought to the attention of all team members.
- If a child attends an activity without a consent form, every effort should be made to contact his/her parents or guardians by phone to ask for a verbal consent for their child/youth to attend that activity. This verbal consent should be recorded by a worker in writing, and a completed consent form should be obtained as soon as possible thereafter.

- Children of visitors who attend church infrequently on a Sunday morning, do not need a written consent to attend Tots church, junior church and no limit as long as parents/guardians are present in the building for the duration. A verbal consent should be obtained from parents/guardians and the name of children must be added to the register for the activity attended.
Specific parental consent forms with attached relevant information about the activity should be used for any sleepovers, residential/day trips or other one off activities organised by Thornhill Church.
Ensure it is clear on all information that activities are Christian/bible based.

Attendance records/Registrations:

- It is the responsibility of a team leader or a nominated person to complete attendance /registration records at the beginning of each activity.
- The register should include the names of all adults present (including workers/helpers) as well as the children attending. Registers should be handed to a SGC at the end of each term and retained for 6 years.
- Count them in, count them out. In the event of a fire you will be required to know how many children are in the building.
- Ensure children are collected by parents or someone who has their permission. In the case of older youth ensure it is agreed by parents that they will leave sessions on their own.

Unaccompanied children at junior church:

- Parents or guardians are to be provided with the information about activity and a general consent form should be obtained. Parents and guardians should be aware that junior church classes normally start about 20 minutes following the start of the morning service, during which time children are sat in the main hall with all other people attending church that morning.
- Arrangement should be made and agreed with parents about the process, which should be as below:
 - Nominated permanent workers (church representatives) should meet the children and parents/guardians on the door. A team of at least 2 representatives are needed for this so that holidays/sickness can be covered appropriately. Parents should be introduced to all members of the team.
 - Church representatives would be responsible for the children until junior church starts.
 - Church representatives will then take children upstairs to junior church where children would join the age appropriate class.

- Either the church representatives or parents/guardians will pick children up from junior church class (this is to be agreed with parents/guardians in advance).
- If the church representatives are to pick up children from junior church, they will look after children until the arrival of parents/guardians.
- The number of church representatives needed for this procedure depends on the number of children attending without parents. Please discuss with team leader and Safe Guarding Co-ordinator.

Discipline (misbehaving Child):

A disruptive child in a group might not only negatively influence other children's behaviour, but might also affect their experience and enjoyment of the activity. It is important that children are given safe boundaries and are aware of what is considered as acceptable/unacceptable behaviour in a group setting. Set up clear ground rules such as no swearing, racism or calling each other names, respect for property, and make sure everyone understands what action will be taken if rules are not adhered to.

If a child or youth is being disruptive:

- Ask them to stop.
- Inform them they will be asked to leave if the behaviour continues.
- Team leaders should ensure there is good communication with parents, regarding issues raised.
- Pray for the child and provide support as needed.
- If necessary a disruptive child could be removed from the activity session (but if possible not from the bible teaching session). Do not use physical force.
- Always have 2 workers present when escorting a child away from activity.
- Inform parents of actions taken and why as soon as possible.
- Keep a written record of what happened. This should include type of activity, person's behaviour, what was said, actions taken, and a list of those who witnessed the incident.

First aid:

There should be at least one worker present for all activities who holds a recognised and valid First Aid Certificate. The First Aider and all team leaders should ensure that:

- The first Aid box is available and easily located in an emergency.
- They have the name and telephone number of the local GP practice to hand, and the distance and location of the nearest hospital with an Accident and Emergency (A&E) Department.
- They have access to medical consent forms for all those attending the activity session.

- Written records are made of all accidents and injuries.
- Any medication being stored on a child's behalf is kept securely and is available to the child when needed.

Accident/Incidents:

Hazards should have been identified and dealt with prior to each activity (in accordance with the performed risk assessment), to ensure the environment is as safe as possible. In the case of an accident or incident involving a child/youth:

Check the consent form for any medical condition/allergies that may affect the care of the child.

Give first aid as needed.

- In an emergency dial 999.
- Record details of the accident/incident using the approved forms. If a form is not available then ensure you record details of date and time of accident, name and contact details of child, what happened, details of injury, name of first aider if present, what actions were taken, and name and contact detail of at least one witness, if any.
- Inform parents of any accident/incident involving their child/youth, or if a child/youth feels unwell at any time.
- All incidents not involving a child/youth should still be recorded and brought to the attention of the ministry team leader, so that appropriate steps can be taken to prevent or reduce the possibility of such incidents happening again.

Transport:

- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.
- Only permanent adult workers who have an enhanced DBS with a barred list check may drive a vehicle solely for children.
- Ensure the vehicles used are safe and have appropriate insurance cover, and the driver holds the appropriate licence for the class of vehicle being driven.
- Minibus users must ensure that a Thornhill Church "Traffic commissioner issued small bus permit" is displayed in the windscreen of the vehicle.
- All drivers must have read the Thornhill Church Safeguarding Policy and agreed to abide by it.

- Ensure seat belts are worn at all times by all children/youth.
- Ensure a minimum of 2 workers are present per vehicle during transport, one of whom must have a barred list check. Where this is not possible, and multiple vehicles are being used, drivers should ensure they follow one another to their destination and travel together.
- In the rare circumstances when only one worker is available to provide transport for one child, ensure the child travels in the rear of the vehicle. Record start and end times and mileage of the journey and report these to the team leader as soon as possible.
- Ensure parents are informed of pick up and drop off times.
- When parents or guardians make their own private arrangements for transport, Thornhill Church shall bear no responsibility for the safeguarding of the child/youth in question during transit.
- The law prohibits the use of mobile phones whilst driving. Additionally this policy requires drivers not to use hand's free phone devices while children are being transported.

Sleepovers:

Risk assessment forms for sleepovers should be submitted to Safe Guarding Coordinator **at least 4 weeks prior to the activity** occurring (or as negotiated with the SGCs). Take in to account the safety of venue, age and number of children, gender mix, number of leaders needed, etc.

Please note that only adult permanent workers with an enhanced DBS and a barred list check are allowed to supervise children/youth during night times.

- Provide parents with details of arrangement for the night and contact number of the appointed leader.
- Parents must complete a Special Parental Consent form and return this to the appointed leader before children/youth are allowed to attend the sleepover.
- Ensure there is a qualified first aider in attendance.
- Ensure there are male and female leaders present if the sleepover is for a mixed sex group of children.
- Ensure there are separate sleeping areas for boys, girls and adult leaders. Adults should not sleep in the same area as children unless it is considered that the group needs to be supervised at all times. It may be more appropriate to appoint a leader to perform random night patrol, but this should normally be by two leaders, one male and one female.
- Ensure all leaders are aware of their designated roles and responsibility for the duration of the activity.

- Ensure all children are informed of and adhere to the ground rules set for the activity.

Please note some or all of the guidelines for residential trips may also apply for a sleep over.

Residential trips: (This does not replace guidance in other parts of this policy but is additional)

Please note that only adult permanent workers with an enhanced DBS and a barred list check are allowed to supervise children/youth during night times.

An outline of the planned activity and **risk assessment for residential trips** should be submitted to the Safe Guarding Co-ordinator **at least 4 weeks prior to the activity** (or as agreed by the SGCs). The requirements below are generic in nature; additional

requirements should be agreed with the Safe Guarding Co-ordinator, as applicable to the planned residential trip.

If using an established residential centre, checks should be made that it operates a Safeguarding Policy and carries out Disclosure checks on workers, as well as a full health and safety assessment. If applicable it should also have a current licencing and approvals for activities offered, such as Adventure Activities Licencing Authority.

Safety rules should be applied as appropriate and any incidents should be recorded in a logbook or incident forms.

All children/youth under the age of 18, going on the trip must complete a Special Parental Consent form signed by a parent or guardian before being allowed to attend the trip and participate in any activity. Parents must be provided with sufficient detail in writing of what is involved in the residential trip, including any activities to be undertaken, so they can provide an informed consent.

- Ensure there are separate sleeping areas for boys, girls and adult leaders. Adults should not sleep in the same area as children. It may be more appropriate to appoint a leader to perform random night patrols, but this should normally be by two leaders, one male and one female.
- Ensure all leaders are aware of their designated roles and responsibility for the duration of the activity.
- Ensure all leaders are provided with sufficient breaks but also ensure there is always sufficient leader supervision at all times including during “down time” between planned activity.
- Ensure all children are informed of and adhere to the ground rules set for the activity.
- Leaders must ensure that an emergency contact system is in place for parents and for leaders to contact a Thornhill Church representative who remains behind in Cardiff during the trip.
- Ensure there is a qualified first aider in attendance.
- Encourage youth to stay in groups of 2s and 3s especially after dark.
- Ensure that your group knows where you are and how to contact you (and vice versa).
- Be pastoral - Coming away as a group together is a unique opportunity to build lasting friendships and really get to know one another.
- Ensure ratios of leaders are not greater than 1 to 4 for under 14's and 1 to 6 for over 14's. Leaders must have had an enhanced DBS check as appropriate and must satisfy the following criteria:
 - An ability to perform dynamic risk assessment of situations and make decisions on safety.
 - Competence and confidence in the planned activity especially those activities they will be part of leading.

- Evidence of diligence, a reasonable approach to discipline (as evidenced by the track record in working with young people).

Adults not satisfying the above criteria will be “helpers” and not be included in calculating ratios and must not be put in positions of supervision.

- Do not, under any circumstances, invite or allow a child into an adult sleeping area.
- Residential trips must have a **named leader in overall responsibility** for supervision of children/youth, helpers and leaders for the trip. Please note that **only permanent adult workers with an enhanced DBS and a barred list check can act as such leaders**. Leaders must however ensure that there is in place a minimum of 2 layers of leader responsible for each child/youth so to ensure human error by a single individual will not place a child/youth at risk or unsupervised. Ideally named leaders should be given specific responsibility for the pastoral care and safety of a small group of named individuals (4 or 5 max) during a residential trip.

Everyone must be made aware of the fire exits and what to do in the event of a fire. Ideally a fire drill should be practised on the first day of the camp/holiday.

ELECTRONIC COMMUNICATIONS WITH CHILDREN/YOUTH

The use of the telephone, email, social networking sites (e.g. Facebook, twitter, MySpace, etc.) and SMS (mobile phone text messaging) are a part of everyday life for many young people and children. In some ministry situations, *general communication* and *general pastoral care and support* may take place through electronic forums.

However, electronic communication may be used by those seeking to harm or exploit children and young persons. Electronic communication may be used to test or step over relational boundaries.

For the safety of children/youth and workers, it is important that we follow good practice guidelines for using any type of electronic communication.

General Guidelines on Electronic Communication

- Provide parents/guardians with the ability to give informed consent for electronic communication between Thornhill Church and their children/youth, setting out what forms of electronic communication will be used and for what purpose(s).
- Respect and follow the parents'/guardians' wishes, if they do not want electronic communications to be used to contact their child/young person.
- Only communicate electronically with children/youth for whom there is a signed parental consent for electronic communication (to be renewed annually).
- Communication by electronic means will be restricted to children who are in school year 7 or higher.
- Use of electronic communication should be sensitive to the age of the person being communicated with. As a general rule communication should not take place as follows:

Those aged 11 to 13:	between 9 pm to 8 am
Those aged 14 to 15:	between 10 pm to 8 am
Those aged 16 to 18:	between 11pm to 8 am

- Avoid abbreviation or language (i.e. “texts speak”) which can be misconstrued (e.g. x, LOL, O, Love etc.)
- Pastoral care should normally be done face to face. If a pastoral issue arises through electronic means, suggest that any ongoing conversation with the child/young person in question takes place face to face in a publicly accessible place. Where there is a compelling reason for pastoral care being provided via electronic communication, a third person should be copied in to the communication for openness. This would normally be the relevant team leader (or an elder, in the case of a ministry team leader providing such pastoral care).
- Writing on ‘walls’ (or personal home pages on other social media sites) should be kept to a minimum and only of a broad nature.
- Do not give out any personal details of children/young people on ‘walls’ or other publicly available web pages.
- SMS communication should generally be restricted to “purpose only” communication (e.g. confirming arrangements for an activity or event).
- Video phoning (e.g. Skype, Face Time, etc.) should not generally be used to communicate with children/young people. Where there is a compelling reason for pastoral care being provided via electronic communication, the relevant parents/guardians should be informed and give their consent. Additionally, the relevant ministry team leader (or elders, in the case of a ministry team leader providing such pastoral care) should be informed.

Worker good practice guidelines:

- Set your security/privacy features to the highest/most restricted settings.
- Remember all that you post on a “wall” is viewable to all, use discretion in what you post to not just children/young people but to everyone.
 - Do not send any electronic communication that attempts to hide the identity of the sender, or represent the sender as someone else.
 - Do not accept or request social network “friends” from any minor below the age permitted by the social network provider. Remove any existing “friends” who are in breach of this.
 - Safe ministry is about ministering in teams therefore; interaction with children/young people in electronic forms should be carried out in a team context. The use of group emails or SMS from the team is good practice, indeed as it is for all forms of electronic communication.
 - All of your communications should be beyond reproach.

Photography

- Photography should focus on the activity or small groups, rather than on individuals.
- Do not identify in writing the person/s in the photograph.
- All children/young people must be appropriately dressed when photographed.

- Only post photos of children/young people on the Internet with parental permission as part of Thornhill Church-wide communications and advertising.

7. RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE

Definitions of Child Abuse and Neglect

The following definitions of child abuse are recommended as criteria throughout Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document, Working Together to Safeguard and Promote the Welfare of Children (2000) and by All Wales Child Protection Procedures 2008.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after.

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 a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, 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.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. 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

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Possible signs and symptoms of abuse:

Physical Abuse

- Signs of severe injury – especially if not brought to the attention of suitable medical professionals (eg bites, burns, broken bones, big bruises).
- Injuries not consistent with the explanation.
- Injuries not normally sustained by normal play.
- Reluctance to change for games/swimming.

Emotional Abuse

- Severe anxiety/nervousness/aggression/watchfulness.
- Obsessions or phobias.
- Extreme emotional dependence on adults.
- Attention-seeking behaviour (eg running away/lying/stealing).

Sexual Abuse

- Disclosure of sexual abuse.
- Preoccupation with sexual matters/ age inappropriate sexual play.
- Sexual imagery in drawings/words/play/dreams.
- Sexually provocative behaviour with other children or adults.
- Eating disorders/bizarre illness behaviour (eg pretend faints/fits).

Neglect

- Undernourished appearance.
- Stealing/gorging on food.
- Dirty/unkept appearance.
- Untreated illness.

Please note some of the symptoms above can have innocent causes. Be careful not to jump to conclusions. Please also note that the above list is not exhaustive, so if you have any suspicions report them in the first instance to the Safe Guarding Co-ordinator if appropriate.

Responding to allegation/suspicions of abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Please follow the procedure below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Safe Guarding Coordinator who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safe Guarding Co-ordinator or, if the suspicions in any way involve the Safe Guarding Co-ordinator, then the report should be made to the elder/trustee responsible for child protection. If the suspicions implicate both the Safe Guarding Co-ordinator and the elder/trustee named, then the report should be made in the first instance to the thirtyone:eight **on 0303 003 11 11. Alternatively** contact Cardiff's Children's Services, **intake and assessment team on 029 20536400 during office hours or 029 20788570 out of office hours, or the police on 029 20222111**

- Suspicions must not be discussed with anyone other than those nominated above (not even the parents).
- A written record of the concerns should be made in accordance with these procedures using appropriate forms available.
- Completed forms/notes should be placed in a sealed envelope marked “confidential” and pass on to the Safe Guarding Co-ordinator.
- Each worker who is present when the child or adult makes an allegation of abuse should fill in a form. It is not sufficient for one member of the team to write a report on behalf of the others. Similarly each member of the team should fill in the appropriate form individually if abuse is suspected.
- It is the right of any individual as a citizen to make a direct referral to child protection agencies/police or seek advice from thirtyone:eight, if the individual feels that the church has not responded appropriately to any allegation or suspicion. However in that case the individual cannot state that he/she is speaking or acting on behalf of the church.
- The role of the Safe Guarding Co-ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies that have a legal duty to investigate.
- If a referral is made to Children’s Social Services or the Police, agree with them what the child or parents will be told, by whom, and when.
- If the referral is made by telephone, confirm it in writing within 48 hours.

What to do when a child reports an abuse

- Listen carefully, keep calm.
- Be honest. **DO NOT PROMISE CONFIDENTIALITY.** You have a duty to refer a child/young person who is at risk to the statutory agencies.
- Advise that you will try to offer support, but that you may have to get others to help.
- Allow the child to speak without interruption, accepting what is said, without passing judgement. Never blame the child.
- Never push for information or ask leading questions. Accept if the child decides not to tell you anything.
- Reassure the child that they were right to tell you.
- Explain what will happen next.
- Record your conversation as soon as possible, preferably within an hour of disclosure.
- Keep hand written notes of what the child said, using his/her words, or fill in appropriate forms available.
- Sign and date all records.
- Place completed forms/notes in a sealed envelope marked “confidential” and pass on to the Safe Guarding Co-ordinator.
- **Do not investigate the matter yourself. Report the matter in accordance with this policy.**

What to do if an allegation is made against a worker

If an accusation is made against a worker (volunteer or paid member of staff) by a child or a concerned adult, follow the procedure above.

In addition the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures, will need to:

- Seek the advice of the statutory authorities before taking any action such as suspension of employment or voluntary service (as applicable).
- Contact and liaise with the Children's Social Services Duty Team in regard to the suspension of the worker.
- Consider if the person has access to children anywhere else and whether those organisations/groups need to be informed (seek advice from thirtyone:eight/Children's Social Services).

Pastoral care and support for those affected by abuse

- Show care and compassion.
- Be available to listen and offer support as needed.
- Offer pastoral care as appropriate.
- Recognise that some people may need professional help and support.

8. MANAGING THOSE WHO POSE A RISK

When someone attending the church is a known offender/risk to children, the Leadership will supervise the individual concerned and offer pastoral care as needed. However, in its safeguarding commitment to the protection and safety of children, it is vital robust measures are put in place to safeguard the children/youth and vulnerable adults.

The individual concerned should agree to a written contract setting out behavioural boundaries, which they need to sign and agree to abide by. This will help protect the vulnerable and lessen the possibility of the person being wrongly suspected of abuse in the future.

The following procedure is in accordance with thirtyone:eight advice and guidelines:

- Seek/contact the person's supervising probation officer.
- If the person is no longer being supervised, the organisation should contact the police child protection team to ascertain how much of a risk the individual is considered to be.
- Not all the Leadership need to be informed of the details about the individual. It may well be sufficient to know there is a concern but that it is being managed appropriately by certain members of the leadership and the safeguarding coordinators.
- If at any point there are changes in the Leadership, it is vital new members are informed about the situation appropriate to their position and/or role within the organisation.
- Establish clear boundaries of behaviour in relationships. These boundaries may vary depending upon the nature of the offence(s) they have committed.

- Draw up a contract between Leadership and offender based upon an open discussion. Such a contract may well form part of MAPPA (Multi Agency Public Protection Arrangements) that is agreed for an individual in advance of their release from prison.
- Ensure the contract is signed and dated by the offender and by the leadership of the organisation. **A model of this contract can be obtained from thirtyone:eight.**
- Understand that a contract may be associated with but not solely follow a criminal prosecution. Similarly the ending of a period when an offender's name has been on the sex offenders register should not indicate the ending of the contract drawn up between the offender and the Leadership.
- The person who poses a risk should never be on their own with children, young people or vulnerable adults.
- Seating and activities should be planned to avoid unwittingly placing the vulnerable in the vicinity of the person who poses a risk.

If the person does not keep to the boundaries set, the Police should be contacted for advice. If the person leaves the organisation, the statutory agencies, such as probation, police child protection team, or Children's and Adult Social Services, should be informed.

9. USEFUL NUMBERS

Safe Guarding Co-ordinators:	Ivy Anagu	07912 844041
	Leah Papworth	07587 698250

Thirtyone:eight:

24 hours helpline	0303 003 11 11
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Cardiff's Children's Services, intake and assessment team:

Office hours between 9.00 am-5.00pm	029 20536490
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Out of hours	029 20788570
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The local Police	029 20222111
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DATA PROTECTION

We comply with the Data Protection Act 1998. All personal information is treated as confidential, unless there is a legal requirement to share the information with the relevant authorities.

ACKNOWLEDGEMENTS

The Thornhill Church Trustees would like to thank the following organisations for their help and use of their material/forms in compiling this Policy:

- Thirtyone:eight
- Highfields Church

APPENDICES (RELEVANT FORMS)

- Application form for voluntary permanent workers.
- Voluntary disclosure form.
- Occasional Worker.
- Young Helper.
- Letter of request for a reference/reference form.
- General parental consent form; including cover letter, list of activities
- Consent for electronic communication.
- Incident Record Sheet /Allegations of Child Abuse.
- Incident Record Sheet/Suspicion of Child Abuse.
- Accident/incident reporting.
- Thornhill Church Statement of Faith

ADDENDUM

- Names and contact details of Safeguarding Co-ordinators and Trustee responsible for Safeguarding issues

Addendum is not available on-line. Please contact Thornhill Church Centre if you are reading this on-line. 02920759995, enq@thornhillcentre.co.uk



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**APPLICATION FORM FOR
VOLUNTARY PERMANENT
WORKERS**

Full name of volunteer _____

Address _____

Tel no. _____ E-mail _____

The information given on this form will be kept confidentially, unless requested by an appropriate Authority.

If there is insufficient room to fully answer any question, please continue on a separate sheet.

- **Please state what position you would like to volunteer for and why you think you are suited to this role?**

- **Please list any relevant formal qualifications (e.g. First Aid, Minibus licence, hygiene certificate etc and the expiry dates) and/or previous experience of working with children/youth.**

- **Do you suffer, or have you suffered from any illness, which may directly affect your work with children or young people (Answering yes to this question does not mean you will not be considered for this position).**

YES NO

If YES, please give details

- **Has there ever been cause for concern regarding your conduct with children, or have you ever been declined permission to work with children/young people?**

YES NO

If YES, please give details

- **Are you a member of Thornhill Church?**

YES NO

If you are not a member of Thornhill Church, do you agree to follow Thornhill Church's statement of Faith?

YES NO

- **Do you agree to follow the guidelines set by the Thornhill Church Child and Worker Safe Guarding Policy?**

YES NO

- **Please supply the names and contact details of 2 referees (church members require only one) who should have known you recently.**

Name	_____	Name	_____
Address	_____	Address	_____
	_____		_____
	_____		_____
Post Code	_____	Post Code	_____
Tel No	_____	Tel No	_____
E-mail	_____	E-mail	_____
Relationship	_____	Relationship	_____

Under the Safeguarding Vulnerable Groups Act 2006, it is an offence for any organisation to offer employment that involves regular contact with young people

(Please turn over)

under the age of 18 to anyone who has been convicted of certain specific offences, or is included on the Barred lists under the authority of the Disclosure and Barring Service.

For more information about offences/convictions/cautions that will be disclosed on a Criminal Records Certificate, please see:

www.gov.uk/government/publications/dbs-filtering-guidance.

As an organisation we agree to abide by the Code of Practice on the use of personal data in employer/employee relationships under the Data Protection Act 1998 as well as the expectations of the Criminal Records Bureau.



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OCCASIONAL WORKER FORM

Activity Group: _____ E-mail address _____

Full Name: _____ DOB: _____

Address: _____ Phone number: _____

Thank you for agreeing to help at _____ We very much value and appreciate your willingness to serve God in this way.

We regard the protection and safety of children attending Thornhill Church activities as a priority. Therefore in the interests of the safety and well being of all involved there are certain guidelines (in line with our child and worker Safe Guarding Policy) that need to be followed by anyone wishing to work with children at any activities organised by Thornhill Church.

You are required to:

- Complete a Voluntary Disclosure form.
- Be given a copy of "Summary of Safe Guarding Policy and Good Practice Guidelines" to discuss with the team leader.
- Agree to follow the policy guidelines provided.
- Be committed to the well being of the children in your care.
- Always work under the supervision of an adult permanent worker.
- Always work in a group or in the presence of a permanent worker and never on your own with children.
- Avoid too much close physical contact with children (They may wish to cling to you or constantly sit on your lap or jump on you. Instead just encourage them to take part in what has been organised for them).
- Report any accidents/incidents/concerns to the team leader and/or Safe Guarding Co-ordinators.
- Have a clear understanding of your role and remits.
- Know to whom you are accountable.

I _____ commit to attend and help
_____ following the above guidelines.

Signed

Date:

Appointment approved by:

Signed:

Date:



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YOUNG HELPER FORM

Activity Group: _____ E mail address _____

Full Name: _____

DOB: _____

Address: _____

Phone number: _____

Thank you for agreeing to be a young helper in _____

We very much value and appreciate your willingness to serve God in this way. You will be expected to help the leaders with things like preparation, clearing up, crafts, games and other activities. Above all **help** the children to have **lots of fun** but not forgetting to have **fun yourself**.

Never be aggressive, or unfriendly towards the children. Try and have a happy smile and be gentle with them during games. Give praise for their achievements but help and encourage them with consideration when they find things difficult.

You are required to:

- Always work in a group or in the presence of an adult worker and never on your own with children.
- Avoid too much close physical contact with children (They may wish to cling to you or constantly sit on your lap or jump on you. Instead just encourage them to take part in what has been organised for them).
- Report any accidents/incidents/concerns to the team leader or the supervising adult worker.
- Have a clear understanding of your role and know what is expected of you.

You are not required to:

- Take responsibility for other children, for example taking children to toilet.
- To be left alone with children.

I _____ commit to regularly attend and help at _____ with the exception of sickness, or other agreed activities/appointments.

Signed: _____

Age _____

Date _____

Parent/Carer (person with parental responsibility)

Name: _____

Signature: _____

Appointment approved by:

Named Leader: _____

Contact Number: _____

Please keep a copy and return the other.



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**REQUEST FOR A
 REFERENCE**

To

Date:

Dear

Your name has been given to us by

..... of

as someone who might be willing to give a reference as to their suitability to work with children and/or young people.

Anyone wishing to work with children or youth at Thornhill Church, whether on a voluntary or paid basis, receives a copy of our Child and Worker Safeguarding Policy and is required to complete a confidential Self Disclosure form indicating any factors which might influence us in their appointment. A satisfactory reference is essential to this appointment.

If you are happy to write on behalf of this person would you please complete the attached form? A stamped addressed envelope is enclosed for your reply which will be treated with utmost confidentiality.

Should you require any further information, please do not hesitate to contact Sheila Fear or Debbie Riella on 02920759995.

Thank you in anticipation.

Yours sincerely

Ivy Anagu and Leah Papworth, Safe Guarding Co-ordinators for Thornhill Church



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**REFERENCE FORM
(PRIVATE AND CONFIDENTIAL)**

Name and address of volunteer:

Position applied for:

Name, address and telephone number of referee:

In what capacity have you known this person, and for how long?

In what ways do you think this person is suited to work with children/young people?
(please continue overleaf if necessary)

Please give any other information that you feel may be relevant? (E.g. Experience, character)

The position for which this person is being considered for gives substantial access to children/youth. To your best knowledge, are you aware of anything that might give rise for concern in regard to this person working with children? If so, please provide details.

Would you be happy for a follow up telephone conversation if required? Yes / No

Signed

Date

General Parental Consent Form – Cover Letter

Dear Parent,

Thornhill Church recognises its responsibility to safeguard and promote the welfare of children entrusted to the church's care during church run activities. Therefore we have in place a formal "child and worker Safe Guarding Policy".

In accordance with this policy, all children attending any church activity must be given a brief description of that activity and a parental consent form, for completion by at least one person who has parental responsibility for the child.

The consent form will be reviewed every September. It is your responsibility to inform us of any changes in your contact details or your child's medical details prior to this review date.

Could you, therefore, read the attached information sheet, and complete the attached parental consent form, and return the form to the relevant activity team leader as soon as possible. Please note that a consent form is needed for each child.

Occasionally, the church may arrange special activities that are not included in the attached information sheet and, in some cases, may involve an overnight stay. In these instances, special information sheets and parental consent forms will be issued to you for your consideration and consent.

Please note that no child will be allowed to attend any of these special activities without the relevant parental consent form being returned to the church or team leader by the stipulated date.

Thank you for your co-operation.

Yours faithfully,

Safe Guarding Co-ordinators (Ivy Anagu and Leah Papworth)

If you wish to talk with the Safe Guarding Co-ordinators regarding child welfare matters, or if you would like a copy of the policy, please feel free to contact them via the Church Centre on (029) 20759995.

Please detach this letter from the consent form and keep the letter at home for your records.

LIST OF ACTIVITIES: (these may vary according to need)

Tots Church: is open to babies and children between the ages of 0-3 years.

Junior church: is open to children of 3 -11 years old.

NO LIMITS: is open to children of 11-15 years old.

Youth House Group is open to all youth in school years 10+.

Youth CBS (Community Bible Study) – open to primary and secondary school children

Tots and toys – open to parents and carers with pre-school children

First time mums – open to mums with babies under 1 year old

Midweek youth groups

The mid-week youth groups are under review and details will be included here when finalised

Full details of activities can be obtained from Thornhill Centre or www.thornhillchurch.org.uk



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Consent Form Children and Youth

This consent form needs to be completed before children/ youths may attend events held by Thornhill Church. Besides giving consent for your child to attend an event, it provides information about health and allergies. The Thornhill Church Child and Worker Safeguarding Policy covers activities for under-18s in Thornhill Church. A copy of this policy is available on request

Thornhill Church run a number of children's and youth events and information about individual events is available from the event leaders. Please initial to indicate which event(s) your child may attend:

Tot's church		Junior Church		No Limits	
CBS		Music Group		Sound Team	
Sunday Night Youth					

Personal Details – Confidential

Child's details:

Full Name: _____ Date of Birth: _____

Address: _____ Postcode: _____

Parent/Legal guardian details:

Full Name: _____

Address (if different from above): _____

Home telephone number: _____

Mobile Telephone number: _____

Email: _____

Additional emergency contact (eg partner/grandparent)

Full Name:

Relationship to child:_____

Address:

Home telephone number: _____

Mobile telephone number(s): _____

When the event ends:

Please note that you will resume responsibility for your child when the event ends.
For **Sunday Night youth and CBS** please indicate whether you will be collecting your child or not:

My child will always be collected from the event

My child is allowed to make their own way home at the end of the event but understands they must inform the leader that they are leaving.

Consent Form - Children and Youth (page 2)

Child's Medical Details

Doctor's name : _____ Telephone number: _____

Surgery name & address: _____

Please give details of any ALLERGIES your child suffers from and if your child has any special dietary requirements

Please give any details of any MEDICAL problems (eg asthma, epilepsy, diabetes) or disability which affect your child

Does your child carry an EPIPEN or similar device? YES/NO

If yes, please give details _____

Please state the date of the last ANTI-TETANUS injection, if known _____

Emergency treatment

In an emergency, and/or if you cannot be contacted, do you give permission for your child to receive

the necessary hospital or dental treatment including anaesthetic, if this has been advised by the medical staff attending to the emergency?

YES / NO

Photography

Do you give permission for your child to be photographed and the photos to be used as part of Thornhill Church-wide communications and advertising YES NO

Permission to attend events run by Thornhill Church

I give permission for my child to attend events organised by Thornhill Church as indicated on page 1 and to take part in the event activities.

I understand that separate permission will be sought for any events held in addition to or instead of the normal event, such as outings.

I give permission for my child's details to be kept on file for administration purposes (eg registers) and in order that I may be notified of future events.

I understand that the events run by Thornhill Church to which under 18s are invited to attend are organised within the guidelines of the Child and Worker Safeguarding Policy of Thornhill Church Trust and that the leaders of the groups will take all reasonable care in looking after my child but they cannot necessarily be held responsible for any loss or damage to property or injury suffered by my child during, or as a result of the events.

Name of Parent/Legal Guardian:

Signature of Parent/Legal Guardian: _____ Date: _____

Consent Form - Children and Youth (page 3)

Children aged 11 plus only

Please complete this page if your child is over 11 years of age and in school years 7 - 13:

Child's Name _____ Date of Birth _____

Electronic Communication with children/youth

The use of electronic communication such as telephone, email, social networking sites (e.g. Facebook, twitter, MySpace, etc.) and SMS (mobile phone text messaging) are a part of everyday life for many children and young people.

In some ministry situations general pastoral care and support, and general communication (for example to arrange children/youth activities or to inform them of any changes to the meeting times) may take place through electronic communication. To ensure the safety of children/youth, Thornhill church has an electronic communication policy as part of its Child and Worker Safe Guarding Policy. If you would like a copy of this please contact the centre.

The following restrictions apply to the times that leaders may communicate with children/young people. Communication should not normally take place as follows:

Those aged 11 to 13: between 9 pm and 8 am

Those aged 14 to 15: between 10 pm and 8 am

Those aged 16 to 18: between 11pm and 8 am

We respect each family's right to decide whether or not they would like their children to be contacted via electronic communication.

Do you give permission for Thornhill Church's children/youth workers to communicate to your child/youth via:

Telephone	YES	NO
Mobile	YES	NO
Email	YES	NO
WhatsApp	YES	NO
Facebook, Instagram, Twitter, etc	YES	NO

Name of parent or legal guardian in capitals:

Signature of parent or legal guardian: _____ Date: _____



**Incident Record Sheet
Allegations of Child Abuse**

Confidential

Use this form to record details of an allegation of child abuse. This form will be processed and controlled in accordance with Data Protection Act. Complete this form within an hour of the allegation being made.

• **Your Details**

Name: _____ Telephone No: _____

Address: _____

• **Details of the child alleged to be the subject of child abuse.**

Name of Child: _____ Age of Child: _____

Address of Child: _____

• **When and where were you told of this allegation of child abuse?**

Date: _____ Time: _____

Location: _____

Church Activity: _____

By Whom? _____

• **Has the Safe Guarding Co-ordinator or Trustee responsible for Safe Guarding been contacted? (Please tick appropriate box)**

Yes

No

If yes, state the name/s of the Safe Guarding Co-ordinator/Trustee contacted:

If no, state the name/s of the person/s you spoke to on thirtyone:eight help-line (Tel: 0303 003 11 11) and what course of action they advised.

- **If the allegation of abuse was made in the presence of any other adult or child then their names should be recorded below.** (Please note, all adults present must fill in an Incident Record Sheet themselves. A combined report cannot be made).
- **Names of all adult witnesses.**
- **Names of all child witnesses.**
- **Record of the allegation of abuse.**
Please provide a record of the details you were told as accurately as possible, do not speculate. Wherever possible record the exact words used.

Continue on the back of this page if more space is needed.

Signed: _____ **Date:** _____

Place this form in a sealed envelope, marked “confidential”, in the Safe Guarding Coordinators tray in the church office, or hand to one of the Safe Guarding Coordinators directly. In all abuse cases it is essential that the worker does not talk about the incident to anyone who does not need to be involved, as this can prejudice the investigations of the Police or Social Services.

Acknowledgement: This document is partly based on a document prepared by the Churches’ Child Protection Advisory Service.



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Incident Record Sheet Suspicion of Child Abuse

Confidential

Use this form to record details of suspicion of child abuse. This form will be processed and controlled in accordance with Data Protection Act.

Complete this form within 24 hours of any suspicion of abuse.

• **Your Details**

Name: _____ Telephone No: _____

Address: _____

- **Details (including names, ages and addresses) of the child/children who is/are the subject of the suspected abuse.**

- **Names and addresses of any adults who witnessed the incident/s that caused your suspicion:**

- **Has the Safe Guarding Co-ordinator or Trustee responsible for Safe Guarding been contacted? (Please tick appropriate box)**

Yes

No

If yes, state the name/s of the Safe Guarding Co-ordinator/Trustee contacted:

If no, state the name/s of the person/s you spoke to on the thirtyone:eight help-line (Tel: 0303 003 11 11) and what course of action they advised.

- **A written record of your concerns.**

Please provide a brief summary of facts leading to suspicion, do not speculate.

Continue on the back of this form if you require more space.

Signed:

Date:

Place this form in a sealed envelope, marked “confidential”, in the Safe Guarding Coordinators tray in the church office or hand to one of the Safe Guarding Coordinators directly. In all abuse cases it is essential that the worker does not talk about the incident to anyone who does not need to be involved, as this can prejudice the investigations of the Police or Social Services.

Acknowledgement: This document is partly based on a document prepared by the thirtyone:eight



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ACCIDENT / INCIDENT REPORTING FORM

This form should be used whenever there has been an accident or incident involving anyone who is attending or taking part in an activity covered by the Thornhill Church Child and Worker Safeguarding Policy.

Details of Person Reporting the accident/Incident

Name _____

Address _____

Telephone Number _____

Details of Person(s) affected

Name(s) _____

Address(es) _____

Telephone Number(s) _____

People who witnessed the Accident/Incident

Name(s) _____ Telephone Number(s) _____

Details of Accident/Incident

Date _____ Time _____ Location _____

Activity _____

Give a brief summary of the accident/incident. Include details of injuries sustained and any first aid or treatment given. Also include details of defective or damaged equipment. (Continue overleaf if necessary)

Please give the names of people (eg. parent/team leader) informed of the accident/incident

Names

Time and Date informed

Signature

Date

Time

Please record details of follow up action taken, including time, date, place of follow-up action and anyone involved:

Please place this form in a sealed envelope, marked "confidential", in the Safe Guarding Co-ordinators tray in the church office or hand to one of the Safe Guarding Co-ordinators directly.

Statement of Faith

- 1. God** There is one God, who exists eternally in three Persons: the Father, the Son, and the Holy Spirit. God is perfect and unchanging in His character. He is the Almighty Creator, Saviour and Judge who controls everything for His own glory. God is love, and has demonstrated that love supremely in sending His Son into the world.
- 2. The Son of God, the Lord Jesus Christ** The Lord Jesus Christ is fully God and fully human. He was conceived by the Holy Spirit, born of a virgin, and lived a sinless life in obedience to God the Father. He taught with authority and all His words are true. He died on a cross in our place, bearing God's punishment for our sin, redeeming us by His blood. He rose from the dead and, in His resurrection body, went into heaven, where He now intercedes for us and is exalted as Lord of all.
- 3. The Holy Spirit** The Holy Spirit is fully God. He brings glory to the Lord Jesus Christ, convinces people of their wrongdoing, and by living in Christians He empowers them to become more like the Lord Jesus.
- 4. The Bible** God has revealed Himself in the Bible, which consists of the Old and New Testaments alone. Every word of the Bible, as originally given, has been spoken by God. It is, therefore, without error, fully reliable, and the supreme and final authority in faith and life. It shows us the way to God.
- 5. The Human Race** Everyone is made in the image of God, and therefore has equal dignity and worth. Our greatest purpose is to obey, worship and love God. However, as a result of disobedience by the parents of the human race, every aspect of human nature has been corrupted. Everyone is therefore without spiritual life, a sinner by nature and by choice, and faces the Judgement of God who is holy.
- 6. Salvation** Salvation cannot be earned or deserved: it is the free gift of God. He made it available through the death of the Lord Jesus Christ. We must turn from our sin and trust in Jesus Christ in order to receive the benefits of salvation. These include forgiveness, being credited with the righteousness of Christ, a restored relationship with God, the gift of the Holy Spirit, adoption into God's family, and eternal life.
- 7. Church** The church is the company of people who belong to the Lord Jesus Christ. It exists to reveal the glory of God. The church draws its life and direction from the Lord Jesus Christ. It is therefore an organism and not just an organization. Churches form locally as believers meet together to worship God, to encourage one another in their spiritual lives, and to serve their community. Obedience to the Word of God requires us to preach, evangelise, baptise, celebrate communion, and pray for all. All members of the church are equal and should use their varied gifts to work together in love and unity.
- 8. The Future** The Lord Jesus will come a second time. The dead will be raised. Believers in the Lord Jesus will enter into everlasting joy in fellowship with God. All unbelievers, whether living or dead, will be judged and suffer eternal punishment. God will make all things new and be glorified forever.