

SAFEGUARDING POLICY & GUIDELINES CROYDON METHODIST CIRCUIT (hereafter, "The Church")

Part One

1.1 Church Statement

As the people of the Methodist Church, we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community of all ages. It is the responsibility of each one of us to prevent physical, sexual and emotional abuse or neglect of children, young people and vulnerable adults.

The Circuit Meeting (hereafter, "CM") takes seriously its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults entrusted to the church's care. Everyone using the church premises will be made aware of this policy and a summary will be posted on notice boards.

In order to fulfil this responsibility, the CM is committed to:

- Listening to, relating effectively to, and valuing children, young people and vulnerable adults whilst ensuring their protection within church activities.
- Encouraging and supporting parents/carers
- Ensuring that workers with children, young people and vulnerable adults are given support and training
- Having a system for dealing with concerns about possible abuse
- Maintaining good links with the statutory child care authorities

The CM recognises that many children and young people today are the victims of neglect, and physical, sexual and emotional abuse, or are witnesses to such abuse. Accordingly, this policy sets out agreed guidelines relating to the following areas:

- Recognising abuse
- Responding to allegations of abuse, including those made against leaders or members of the church
- Appointing workers for children, young people and vulnerable adults
- Supervision of activities and issues of practice
- Helping victims of abuse
- Working with offenders

The content of this policy will form the basis of training for all workers with children, young people and vulnerable adults in the church. The CM is committed to an on-going training programme for all such workers.

Part Two

2.1 Definitions of Abuse (Also duplicated in Appendix 1)

The church and all its appointed children's and youth workers are committed to the protection of children and vulnerable adults from physical, sexual and emotional abuse, the witness of abuse, and of neglect:

Physical:	where bodies are hurt or injured.
Emotional:	where children and vulnerable adults don't receive love and affection, may be frightened by threats or taunts, or are given responsibility beyond their years or ability.
Sexual:	where adults (and sometimes other children) use children to satisfy sexual desires.
Witness:	where children or vulnerable adults are witnesses of domestic abuse or violence
Neglect:	where adults fail to care for children, young people and vulnerable adults and protect them from danger, seriously impairing their health and development.

Signs of abuse

The following MAY indicate abuse, but do not jump to conclusions. There could be other explanations.

Physical:	unexplained or hidden injuries, lack of medical attention.
Emotional:	reverting to younger behaviour, nervousness, sudden underachievement, attention seeking, running away, stealing, and lying.
Sexual:	preoccupation with sexual matters evident in words, play, drawings; being sexually provocative with adults; disturbed sleep, nightmares, bedwetting; secretive relationships with adults or children; tummy pains with no apparent cause.
Witness:	talking about events of the abuse of others
Neglect:	looking ill cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems.

2.2 Guidance on How to Respond to a Child Wanting to Talk about Abuse (Also duplicated in Appendix 2)

It is not easy to give precise guidance, but the following may help:

GENERAL POINTS

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

HELPFUL THINGS YOU MAY SAY OR SHOW

I believe you (or showing acceptance of what the child says)

- Thank you for telling me
- It's not your fault
- I will help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

WHEN CONCLUDING

- Again reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the person in your church/organisation responsible for co-ordinating child protection concerns or contact an agency such as CCPAS for advice or go directly to Social Services/Police/NSPCC
- Consider your own feelings and seek pastoral support if needed

[Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when they said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period. Fill in Form 1]

2.3 Procedures if You Suspect that Abuse May Have Occurred.

- 1 Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Write down what you said in reply to the child. Record dates and times of these events and when you wrote your notes. Keep all hand written notes securely, even if these have been typed subsequently. Complete Form 1.
- 2 Report concerns as soon as possible to a Church Safeguarding Co-ordinator and/or Church Minister (who are nominated by the CM to act on its behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities), or if the allegations involve these people to the Superintendent Minister or Chair of District. They may be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company.
- 3 Do not discuss your suspicions or allegations with anyone other than those nominated above.
- 4 If the suspicions in any way implicate the Church Safeguarding Co-ordinator or Minister, then the report should be made to the Circuit Safeguarding Co-ordinator or Circuit Superintendent, or in some circumstances the Chair of District.
- 5 Consider whether or not it is safe for a child to return home to a potentially abusive situation. In an extreme situation, it might be necessary to take immediate action to contact Social Services and/or Police to discuss putting into effect safety measures for the child so that they do not return home.

If a child has a physical injury or symptom of neglect, the Minister/Co-ordinator will:

- 1 Contact Social Services, the Police, the Churches Child Protection Advisory Service (hereafter known as CCPAS Tel.: 0845 120 45 50) or the National Society for the Prevention of Cruelty to Children (hereafter known as NSPCC Tel: 0808 800 5000) for advice in cases of deliberate injury or where concerned about the child's safety. The parents should not be informed by the church/organisation in these circumstances.
- 2 If emergency medical attention is necessary it should be sought immediately. The Co-ordinator /Minister will inform the doctor of any suspicions of abuse.
- 3 In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor (or health visitor) will then initiate further action, if necessary.
- 4 If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
- 5 Where the parent/carer is unwilling to seek help, if appropriate, the Minister/Co-ordinator will offer to go with them. If they still fail to act, the Minister/Co-ordinator should, in cases of real concern, contact Social Services or the Police for advice.
- 6 Where the Minister/Co-ordinator is unsure whether or not to refer a case to the Social Services, then advice from CCPAS or NSPCC should be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

In the event of allegations or suspicions of sexual abuse, the Minister/Co-ordinator will:

- 1 Contact the Social Services duty social worker for children and families or Police Child Protection Team directly. The Minister/Co-ordinator will **NOT** speak to the parent (or anyone else).
- 2 If, for any reason, the Minister/Co-ordinator is unsure whether or not to follow the above, then advice from CCPAS or NSPCC should be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- 3 Under no circumstances will the Minister/Co-ordinator attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Minister/Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the

Social Services Department or Police, whose task it is to investigate the matter under Section 47 of the Children Act 1989.

- 4 If for any reason it is impossible to contact the Minister or the Co-ordinator of either the Church or Circuit, referral to the Social Services Department or Police should not be delayed
- 5 Exceptionally, if there is any disagreement between the person in receipt of the allegation or suspicion and the Minister or Co-ordinator as to the appropriateness of a referral to the Social Services Department or Police, that person has a responsibility as a member of the public to report serious matters to the Social Services Department or Police, and should do so without hesitation.
- 6 The CM will support the Minister/Co-ordinator in his or her role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

Part Three

3.1 Appointment of Workers (Volunteers or Employees)

The process outlined in Sections 2 and 3 of the "Safeguarding" publication of the Methodist Church, April 2003, will be followed and the relevant forms completed.

To appoint a person as a volunteer or an employee, the local church (in relationship with CM) must:

- identify the post to be filled
- arrange and facilitate an interview or conversation with the person to be appointed
- make sure that new Safeguarding A, part 1 is completed by the applicant
- check the references obtained from the worker's referees
- offer the post subject to a satisfactory disclosure
- complete the new Safeguarding A, part 2
- explain to the applicant the process for obtaining a Disclosure
- tell the applicant that the completed CRB form should be taken to the Minister in pastoral charge together with the necessary documents
- support the applicant through the process, if necessary obtaining the CRB form on his/her behalf.
- receive from the Minister the decision of the CAS concerning the Disclosure after the application has been dealt with by the CRB
- confirm the appointment

3.2 Obtaining the Disclosure (CRB) Form (Also duplicated in Appendix 3)

The CRB form is obtained from the Church Council Secretary via Methodist Publishing House.

Check and complete it when you receive it but DO NOT complete Sections E, F, X, Y and Z.

Take the form and the following documents to the Church Minister to prove your identity.

The documents fall into 2 *categories* and you must have:

either one Group 1 document and two others from either group
or five documents from Group 2

Group 1 documents

Passport, Photocard or paper driving licence, Original UK birth certificate, Valid EU identity card.

Group 2 Documents

Marriage certificate, Non-original birth certificate (issued later than 12 months after birth), P45 or P60 statement**, Bank or building society statement *, Utility bill (gas/ electricity/water/telephone bill) at current address*, Valid TV licence, Credit card statement*, Store card statement*, Mortgage statement**, Valid insurance certificate, Correspondence or document* from Employment Service or Benefits Agency or Inland Revenue or Local Authority, Financial statement (e.g. pension, endowment, ISA**,

Valid vehicle registration document, Mail order catalogue statement*, Court summons**, Valid NHS card, Addressed payslip*, National Insurance number card, Exam certificate, e.g. GCSE, NVQ, Child Benefit Book**, Connexions card, Certificate of British nationality, Work permit / visa **

*documentation should be less than 3 months old ** issued within the past 12 months

Take the form and the documents to your Minister, who will check the documents you produce and complete section Z of the CRB form and fill in another form for the CAS. Your Minister will send the forms to the CAS.

(The documents you have provided will be returned to you and not sent away.)

When the CRB has completed its checks, the applicant will be sent the Disclosure and a copy will also be sent to the CAS, who will let the Minister know the result.

The Disclosure is the property of the applicant and can be used when applying for other posts if applicable.

Part Four

4.1 Guidelines for Supervision of Children's/ Young People's Activities (also Appendix 4)

Recommended guidelines for the following areas are given in detail in Appendix 4:

- A) GUIDELINES FOR WORKING WITH YOUNG PEOPLE
- B) TALKING AND LISTENING TO CHILDREN
- C) GUIDELINES FOR DISCIPLINE
- D) WORKING WITH DISRUPTIVE CHILDREN
- E) CHURCH-BASED YOUNG PERSONS' PEER GROUP ACTIVITIES
- F) TRANSPORTING CHILDREN
- G) SWIMMING TRIPS
- H) ISSUES RELATING TO CAMPS AND OTHER RESIDENTIAL ACTIVITIES
- I) PHOTOGRAPHS, INTERNET, DATA PROTECTION & CONFIDENTIALITY

Part Five

5.1 Helping Victims of Abuse

As a church we are committed to supporting victims of abuse, and encouraging them in their faith.

5.2 Working with Offenders

Where someone attending the church is known to have abused children, then whilst extending friendship to the individual, the CM in its commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep.

This policy is based on a model child protection policy supplied by the Churches' Child Protection Advisory Service.

THIS POLICY WILL BE REVIEWED ANNUALLY BY THE CIRCUIT MEETING.

SIGNED: REV H RICHARDSON

DATE: 16 SEPTEMBER 2008

BOOKS AND OTHER RESOURCES

***Worth Doing Well** - Guidance and Good Practice for Churches and Other Organisations, Timothy Bradshaw, Judy Jarvis, Michael Jebson & Wendy Ross-Barker (The Methodist church [mph] 2002)

Caring About Abuse – (CCPAS) Contains articles on subjects such as Teaching personal safety skills to children, Emotional Abuse, Caring for a young person after abuse, Counselling children, Eating disorders, Children and bereavement and many other helpful topics.

Child Abuse – Guidance for Teachers – David Pearson (CCPAS/FRC) A practical book in note form to help those who work in schools deal with child abuse and child protection issues.

Evangelical Alliance Guidelines – Allegation of Abuse – the Church's responsibility – a useful leaflet on the subject.

Child Sexual Abuse and the Church – Patrick Parkinson (Hodder & Stoughton) An excellent book for church leaders in particular, with an emphasis on dealing with offenders.

Helping Victims of Sexual Abuse – Heitritter & Voight (Bethany House) Useful for leaders and counsellors – covering a number of issues in a sensitive way.

Feeling Happy, Feeling Safe – Michelle Elliott (Kidscape) A book to help young children protect themselves and deal with difficult situations.

Kidscape/NSPCC Child Protection Pack – A selection of booklets/leaflets covering subjects of child protection, abuse awareness, bullying.

The Church and Child Abuse – (PCCA audio tapes) A live recording of a half day “Facing the Unthinkable” seminar covering issues of child protection and abuse. It gives advice on preparing a child protection policy and how workers can protect themselves against false allegations.

My book, My body – (Children's Society) A colouring book to help young children establish boundaries.

***Developing Personal Safety Skills in Children with Disabilities** - Freda Briggs.

***All God's Children** - Joni Eareckson Tada & Gene Newman A guide to enabling the disabled.

***Time for Action” (2003) Churches Together in Britain and Ireland** -deals with the churches' response to victims of abuse

Government Guidance:

***Safe from Harm** - HMSO 1993.

****Working Together to Safeguard Children- A guide to arrangements for inter-agency working to safeguard and promote the welfare of children.** (1999, The Stationary Office) Department of Health, Home Office, Department for Education and Employment.

****Caring for young people and the vulnerable? Guidance for preventing abuse of trust** (2000, The Home Office)

With the exception of items marked * these resources are available from:

CCPAS, PO Box 133, Swanley, Kent. BR8 7UQ. **Available via CCPAS web site: www.ccpas.co.uk

For public display

CHURCH SAFEGUARDING POLICY STATEMENT

Croydon Circuit

As the people of the Methodist Church, we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community of all ages.

It is the responsibility of each one of us to prevent the abuse or neglect of children, young people and vulnerable adults.

Members of the Circuit Meeting have, therefore, agreed that:

- As leaders of the church we are committed to the nurturing, protection and safeguarding of all, especially the young and vulnerable.
- We recognise that child protection is everybody's responsibility.
- We are committed to following the procedures set out in the full policy, based on "Safe from Harm", the Code of Practice of the Home Office, and the advice given in "Safeguarding" published by the Methodist Church.
- We review the Circuit Safeguarding Policy annually.

If you have any concerns for a child or in relation to any child protection matter, then speak to one of the following:

Circuit Superintendent	Rev Harvey Richardson	Tel.: 020 8676 1237
Circuit Safeguarding Co-ordinator	Mrs Lindsey Macfarlane	Tel.: 020 8653 2424

A copy of the full policy can be seen in the vestry as agreed by the Circuit Meeting.

Signed on behalf of the Circuit Meeting

Rev H Richardson

Date 16th September 2008

APPENDIX 1

DEFINITIONS OF ABUSE

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APPENDIX 2

HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE

It is not easy to give precise guidance, but the following may help:

GENERAL POINTS

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
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- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

WHEN CONCLUDING

- Again reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Tell the group leader and contact a church safeguarding co-ordinator or Minister, or an agency such as CCPAS for advice or go directly to Social Services/Police/NSPCC. (If the suspicions in any way implicate the Church Safeguarding Co-ordinator or Minister, then the report should be made to the Circuit Safeguarding Co-ordinator or Circuit Superintendent.)
- Consider your own feelings and seek pastoral support if needed
- Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when they said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period. Fill in Form 1.

APPENDIX 3

SAFEGUARDING - OBTAINING A DISCLOSURE

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*documentation should be less than 3 months old ** issued within the past 12 months

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When the CRB has completed its checks, the applicant will be sent the Disclosure and a copy will also be sent to the CAS, who will let the Minister know the result.

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APPENDIX 4

GUIDANCE NOTES

(TAKEN FROM THE METHODIST CHURCH & THE CHURCHES' CHILD PROTECTION ADVISORY SERVICE (CCPAS))

The following guidelines are intended to supplement any church child protection policy and those participating must, of course, at all times act in accordance with the full terms of the policy.

A) GUIDELINES FOR WORKING WITH YOUNG PEOPLE

The following recommendations provide a framework within which children should be safe from harm and adults protected from false allegations or temptation. Be prepared for your colleagues to remind you if you forget one of these guidelines, and be prepared to help a colleague by advising them in return. The more open and trusting the relationships between workers, the safer children and young people will be.

- Do not put yourself in a position where you are the sole adult in charge of a child or a group of children under 16.
- Do treat all children and young people with the respect and dignity befitting their age
- Do watch your speech, tone of voice and body language
- Do learn to control and discipline children and young people without physical punishment
- Do ask parents' permission if you need to see a child on his or her own, make sure that another adult is near and that the child knows this
- Don't play rough, physical or sexually provocative games
- Don't be sexually suggestive to a young person, even in fun
- Don't touch inappropriately or intrusively
- Don't scapegoat, ridicule or reject a child or young person
- Don't show favouritism to any one child
- Don't allow children to involve you in excessive attention seeking that is overtly physical or sexual in nature
- Don't give lifts to children or young people on their own
- Don't share sleeping accommodation with young people
- Don't invite a young person to your home alone. Invite a group, make sure someone else is around and that the parents are aware where the young people are.
- Don't permit abusive peer group activities, e.g. ridiculing, bullying.
- Don't allow unknown adults access to children. Visitors should always be accompanied by a known adult.

Children can make suggestive approaches to adults. They may have a crush or act inappropriately. Sometimes inappropriate physical contact can happen accidentally.

It is vital that a worker takes responsibility to:

- tell the young person that their language or behaviour is unacceptable
- tell the leader how embarrassing this is
- record the incident and what was done
- decide with the leader what to do to help the young person and make sure that it does not happen again

B) TALKING AND LISTENING TO CHILDREN

Many churches have appointed adults to listen and talk with children. Whilst some policies expect this, it must be remembered that children will often decide with whom they will talk and share. They might test someone out beforehand. Because of this, all workers and adults in a church/organisation need to understand the importance of listening to children and responding appropriately.

How to advertise the listener's role

Many children and young people will not always understand what is fully meant by words such as "advocate" or "independent listener". What is important is to identify ways in your church/organisation by which you can communicate to children/young people that they are valued, that what they say is important and that there are individuals who are happy to listen to them. This might be achieved through the production of a poster or through the individuals themselves talking to small groups.

Some things to ponder

- A child/young person may not be talking about an abusive situation;
- Remember not to promise confidentiality;
- Offer the child/young person privacy but remember their and your safety;
- Suggest where you might meet and who might be accountable for you;
- Be aware of how to respond if a child/young person does disclose abuse (see section 2.2 /Appendix 2 of the Church's full Child Protection Policy);
- Do you want to make public the "listener's" phone number and/or address? Can you provide an alternative such as CCPAS/ChildLine for children/young people to contact?

C) GUIDELINES FOR DISCIPLINE

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12:5-12 and Proverbs 22:6)

- Ask God for wisdom, discernment and understanding and pray for and with the child.
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
- Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?
- NEVER smack or hit a child and don't shout – change voice tone if necessary.
- Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.
- Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.
- Have the child sit right in front of you or get a helper to sit next to the child.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Take the child aside (still in view of other leaders) and talk to them, challenge them to change, whilst encouraging them on their strengths.
- Warn a child that you (or the group leader) will speak to their parents and do so if necessary. Warn them, send them outside the room (only if essential and if there is alternative supervision), back to their carer (if in the building), or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)
- If a child's behaviour is constantly disruptive, seek advice and guidance from another leader (See Child Protection Policy Appendix 4D).
- Pray before you meet and talk over the session before you leave.

D) WORKING WITH DISRUPTIVE CHILDREN

Sometimes children and young people can become very upset and disruptive and occasionally their behaviour may be assessed as possibly dangerous to themselves or others. Whilst the Department of Health has issued guidance, this relates specifically to Children's Residential Care. The Government, through the DfEE are reviewing and developing national standards in relation to early years and day care services. It is anticipated that the latter will come into effect from September 2001.

Some guidelines to consider

- If a child/young person has disruptive behaviour, an attempt should be made to speak to the individual to:
 1. Request that the behaviour stops;
 2. Speak with the child to find out the cause(s) of upset;
 3. Warn the child that they will be asked to leave if the behaviour continues;
 4. Warn the child that continued disruptive behaviour might result in longer-term exclusion from the activity.
- If a child/young person is harming him/herself or another person or property other children/young people should be escorted to vacate the place/area where the disruption is occurring. **At the same time**, and with a second worker present, request the child/young person to STOP.
- If your request is ignored, you might need to warn that you might have to call for additional help, e.g. Police.
- **In exceptional circumstances and with the help of another, whilst police help is awaited**, you might need to prevent the child/young person from harming themselves.

In all circumstances, workers involved should record as soon as possible, i.e. once the situation is resolved/or immediately after the activity, details of:

- What activity was taking place;
- What might have caused the disruptive behaviour;
- The child's/young person's behaviour;
- What you said/how you responded
- Others present who might have witnessed the event.
- How the situation might be followed up: Is this a Child Protection matter – is abuse occurring? Do the other children in the group need to talk about the situation? Who else might need to be informed – pastoral visitors, minister.

This record should be given to the Leader, to be kept with the child's registration documents, and a copy kept by the worker.

E) CHURCH-BASED YOUNG PERSONS' PEER GROUP ACTIVITIES

Many people are of the opinion that Child Protection issues relate to younger children. Yet the Children Act 1989 and the notes of guidance relating to child protection matters relate to children and young people up to the age of 18. Sadly some younger people are perpetrators of abuse, regardless of whether or not they have been victims of abuse, and consequently procedures should be in place to protect them and others whilst encouraging leadership.

The need for adult leaders

All youth activities should be overseen by named adults who have been selected in accordance with the agreed recruitment procedures (see Child Protection Policy Section 3). Whilst there may be strong arguments raised for peer groups of age 16+ to be led and run by youth members, adult leaders should be readily available, i.e. in the same building, and accepting full responsibility. Adults should also contribute to any planning and review of events for peer led activities.

Some guidelines to consider

- If there are children/young people aged under 18 at an activity, adults should be present or within earshot
- No person under the age of 18 should be left with the sole responsibility of caring for or supervising other children
- Whilst young people should be encouraged to assist with caring for other children/young people they should not be given positions of responsibility until the age of 16, when they should be subjected to the same recruitment process as adults. If the CM agrees, and the recruitment process is in place, a 16-18 year old may be included in the adult working ratios below with supervision as described.

Suggested (minimum) adult: child group ratios

Minimum two adults

	0-2 years	2-3 years	3-7 years	8-12 years	13+
Indoor	1 adult: 3 children	1:4	1:8	1:10	1: 10
Outdoor	1: 3	1:4	1:6	1: 8	1: 10

With groups of mixed gender it is advisable that there be both male and female workers at all times.

F) TRANSPORTING CHILDREN

The following guidelines are intended to supplement the church child protection policy, and drivers must at all times act in accordance with the full policy.

These guidelines should apply to all drivers involved in the transportation of children and young people, which is organised by or on behalf of your church/organisation. Private arrangements for transport made directly between those with parental responsibility and are not be covered by these guidelines.

Our advice on transporting children is as follows:

- It is highly recommended that parents/ carers transport their own child(ren) to and from events.
- Only those who have gone through the church recruitment procedures for workers should transport other people's children (see Child Protection Policy Section 3).
- All drivers should have read the Church Child Protection Policy and agree to abide by this.
- Parental consent should be given and all journeys should be carried out with the knowledge of the group's leadership (see form 3 or 4).
- Seat belts should be worn, appropriate car seats used (up to 12 years or 1.35m – www.childcarseats.org), the vehicle should be road worthy and the driver should have adequate insurance.
- Best practice is for more than one adult to be in a car with more than one child. Although this is not always possible, because of the numbers of adults and cars sometimes needed, and because of dropping off practicalities, it should be aimed for. Two adults in a car itself does not guarantee protection for a child – there have been incidents where workers have acted together and two adults in a car with one child could be less of a protection.
- Inform the group's leader (or another group worker if you are the leader) about your travelling plans and routes (picking up/dropping off etc) and also any changes to these if they happened.
- Use mobile phone contact to inform the group's leader of the end of the journey, or of emergencies.
- Agree a plan for emergency situations based of the nature of the journey.
- Having checked drivers (application form, interview, references, CRB etc) it is reasonable to expect that they may be alone with a child for short periods e.g. dropping off the last child. Ensure a discussion takes place as to the most suitable child to be dropped off last and plan routes accordingly.
- Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited till other children have been dropped off, the driver should explain that it isn't convenient to talk and then arrange to meet with the child / young person at a location where there can be other adults around. (Remember a child / young person may want to talk to the driver about an abusive situation).
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult, or are seen to enter their house.
- Obviously look at instances where it may be unwise for a particular driver to transport a child e.g. where they have had a disagreement that evening, where a child / young person has a 'crush' on a driver etc., and arrange for someone else to transport the child / young person.

Arrangements when using mini buses

In addition to the above, consider the following:

- Ensure full compliance with mini bus regulations and driver license restrictions.
- An extra driver for long journeys.
- Ensure that you have adequate supervision.
- Ensure other responsible adults have also undergone appropriate recruitment and selection in accordance with the church policy.

G) SWIMMING TRIPS

Swimming in the sea or other natural waters

Swimming in the sea or other natural waters are potentially dangerous activities. This should only be allowed as formal and supervised activities, preferably in recognised bathing areas, which have official surveillance, e.g. where there is a qualified lifeguard present. Even with lifeguard cover all children and young people should always be in the sight of the group leader and team.

- Parental permission should be gained (see Form 5, and 3 – day trips - or 4 - camps)
- One person should always stay out of the water for better surveillance.
- Ideally the group leader should hold a relevant life saving award, even where there is lifeguard cover.
- Increase ratios of adults to children and young people.

Swimming Pools

Ascertain before any visit to a swimming pool:

- The level of supervision provided by the pool staff, are they qualified in life saving? Is there constant pool supervision?
- Are there signs indicating the depth – e.g. shallow end. (Depending on the age of the group you are taking is the shallow end shallow enough?)
- Does the pool cater for children with disabilities?
- Does the deep end allow for safe diving? (If the depth is less than 1.5 metres diving should not be permitted)
- Is there a poolside telephone? Is there a poolside alarm?
- Are there resuscitator and other pieces of first aid and rescue equipment, and is there someone trained to use them?
- Is there a changing room for each sex?
- Are the changing and showering facilities safe and hygienic?
- Have the children and young people been instructed on how to behave in and around water?
- Ensure that children and young people have not eaten (at least half an hour) before swimming

H) ISSUES RELATING TO CAMPS AND OTHER RESIDENTIAL ACTIVITIES

Details of the Camp

Include name of the camp, its location, dates of the camp and church/denomination or organisation responsible in your planning and communications.

Policy Ownership

The Camp Organisers recognise that where workers from other churches/organisations are joining the camp there is a need for clarity in regards to the reporting mechanism and response to allegations of abuse. Many churches / organisations have their own child protection policy and procedures. Therefore for the benefit of the camp and for clarity:

It is expected that all sending churches agree to the following:

- All allegations of child abuse will be referred to the Camp Child Protection Co-ordinator, (hereafter the "Co-ordinator") or their deputy. Any allegations, which in any way involve both of them, would be reported direct to Social Services or the Police.
- All allegations will be dealt with on a *need to know* basis.
- If allegations involve a child or worker from a sending church then the leader of that church or a nominated person (i.e. their child protection co-ordinator) will be informed. It is expected they will keep confidence and not investigate the matter themselves.
- The Co-ordinator will have the responsibility to action all allegations (unless s/he was involved in the allegation).
- The Co-ordinator will contact either the home Social Services Department or the Social Services Dept/Police local to the Camp.

- Should some sending churches have reporting mechanisms which involve those other than the minister / elders of the church this will be discussed and an agreement made between that church and the Camp Organisers (e.g. a church may have a responsibility to inform a bishop or other official).

It is the expectation that all those at the Camp accept the camp policy and act according to it.

Responsibility at Camp

The Camp Child Protection Co-ordinator has responsibility to action all allegations or suspicions of abuse. If the suspicions in any way involve the Co-ordinator then the matter should be reported to the camp Leader.

If the suspicions in any way implicate both the Co-ordinator and the Camp Leader, then contact Social Services or the church co-ordinator (denominational advisor) in accordance with the child protection policy. CCPAS can be contacted for advice.

Appointment Of Workers

Where camps are organised with workers from various churches the procedure can be carried out by the home church and information passed to the Co-ordinator. It is important that all churches / organisations use the same forms and use identical procedures.

Children's workers will be given an opportunity of meeting together before the camp to discuss the programme/activities.

Supervision of Group / Children's Activities at Camp

Taking care of children who are away from home involves taking responsibility for their well-being at all times, being prepared for every eventuality, and anticipating situations where there is harm and taking steps to minimise the risks.

Camp Safety

It is the responsibility of all workers to know the whereabouts of all children and young people who are on Camp.

The supervision ratio of workers to children per age range is as follows:

Minimum two adults

	0-2 years	2-3 years	3-7 years	8-12 years	13+
Indoor	1 adult: 3 children	1:4	1:8	1:10	1: 10
Outdoor	1: 3	1:4	1:6	1: 8	1: 10

With groups of mixed gender it is advisable that there be both male and female workers at all times.

Parental Consent

No children should be allowed to participate in the camps activities without the written consent of the parent/guardian. (Form 4; and Form 5 for swimming activities)

Logs

Daily Logs of Camp activities will be kept by all workers. All significant incidents should be recorded therein.

Health Information and Consent Form

All children on camp should have completed a Health Information and Consent Form (Form 4)

Fire Hazard

Everyone on camp should be warned of the danger of fire. If the camp is in a building then everyone will be made aware of the fire exits. A fire drill will be practiced on the first day of camp.

First Aid

There should be at least one worker qualified in first aid (through a course run by St. John Ambulance or similar.)

The First Aider should ensure that on the camp:

- First Aid boxes are available and their location known.

- That the First Aid kit contains those items recommended by St. John Ambulance (or similar).
- The First Aider should record all accidents and injuries. (Form 6)
- That the location and telephone numbers of the nearest doctor and hospital are readily available.

Camp site

The safety of the building, chalets or tents needs to be considered and rules applied as appropriate (i.e. no running round tents due to the risk of injury from tripping over guy lines). Inspect the condition of fires and electrical appliances.

Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must follow the regulations. As technically food is being sold (if food is included and a charge is made for the camp) then best practice dictates that those with responsibility for food should possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

Adventurous Activities

No adventurous activities will be engaged in without the written consent of the parent/guardian. The Camp Organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. If use is made of an activity centre or organisation whose own staff undertake all instructions then the Camp Organisers will ensure that the premises are licensed, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996.

[If as a camp or residential activity organiser you wish to check which activities are covered under the Adventure Activities Licensing Regulations you may wish to contact the Adventure Activities Licensing Authority at Tourism Quality Services Ltd. 17 Lambourne Crescent, Llanishen, Cardiff CF4 5GG. Telephone 02920 755 715]

The Department for Education & Employment have issued a Circular (DfEE Guidance 22.94 – Safety in Outdoor Activity Centres), which provides guidance on safety when taking children and young people away on trips to Outdoor Activity Centres. A copy can be obtained from HSE Books, P O Box 1999, Sudbury, Suffolk CO10 6FS.

Transportation

The Camp Organisers will ensure that all drivers will comply with the guidelines set out in the Child Protection Policy (Appendix 4F) if they are transporting children on a camp.

Mini-buses:

Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit may therefore be required for all mini buses used to carry between 6 and 16 passengers. Drivers should also check their licenses for suitability.

All minibuses used to transport children at the camp should therefore have:

- A small bus permit,
- The necessary insurance.
- A driver with a valid driving licence that entitles them to drive a minibus.

Camp Insurance

Ascertain the type of insurance you will require such as personal accident (for death, disablement), personal property (items which are lost or stolen), and personal liability. If you are staying at a centre check to see if they have Public Liability Insurance.

Camp Supervision - Workers

To ensure a consistent approach to all work on a camp, particularly where a number of individual groups have come together it is essential that there is opportunity for workers to meet together and receive training and supervision.

Sleeping Arrangements

Specify sleeping arrangements. (It would be unwise for workers to share accommodation with one or two children. A worker in a larger dormitory might be acceptable.)

Look at arrangements that are age-appropriate and provide security for the child and that would be deemed safe for the children and workers. Look at the safety and access of the camp.

Guidelines on touching

Camps offer a great opportunity to teach children personal safety skills and to encourage them to be assertive and learn how to say no to physical contact they may feel uncomfortable with.

Guidelines For Discipline whilst at Camp

See Appendix 4 A, C & D

Safety during camps and other residential activities

The following publications may be helpful to churches and organisations planning future camps and residential activities where there are outdoor activities:

Department for Education Safety in Outdoor activity centres: guidance Circular 22/94

This circular is designed to provide organisations, parents and youth workers with advice on the procedures to ensure young people's safety in outdoor activity centres and is available from Her Majesty's Stationary Office.

The following organisations can also be contacted for advice:

Adventure Activities Licensing Authority (AALA) 17 Lambourne Crescent, Llanishen, Cardiff CF4 5GG Telephone: 029 2075 5715 Fax: 029 2075 5757 Web: <http://www.aala.org>

Association for Outdoor Learning, 12 St Andrew's Churchyard, Penrith, Cumbria CA11 7YE

Telephone: 01768 865 113 Web: www.outdoor-learning.org

I) PHOTOGRAPHS, INTERNET, DATA PROTECTION & CONFIDENTIALITY

Photographs

Parents must be made aware of all occasions at which their children and young people might be photographed or videoed and given adequate opportunity to decline this involvement whilst still being able to fully participate in the activity. Any official photographer should be clearly identified e.g. name badge, label, and be appropriately (CRB) cleared or accompanied.

Photographs and videos must be securely stored or appropriately destroyed. Computer files must be clearly marked that they are 'church' property. Ideally all photographs and video clips should be stored in one file on a computer. Emails and transfers including such material must be essential to the task and labelled as confidential.

PowerPoint presentations including images of under 18's must always have clear parental permission before being presented publicly.

Internet

On church and Circuit websites children and young people under the age of 18 should not be identified by surname or other personal details (including e-mail, postal address, telephone or fax numbers). Recognisable photographs of under 18's should also not be included. Care must be taken when advertising special events for children, young people or vulnerable adults.

Parents should be made aware of activities that involve children and young people using the internet. Adequate security safeguards should also be applied.

Data Protection (1998 Act)

- Personal data must be handled 'fairly'.
- When obtaining data it is important to state why it is needed and the information must only be used for that purpose.
- Data must be of good quality; adequate relevant, not excessive, accurate, up to date where necessary and held no longer than necessary.
- The rights of individuals must be complied with.

- Appropriate security measures must be taken. Data should not be left lying around. There should be controls about who accesses it.
- If it is thought necessary to hold sensitive information about people (ethnic/racial origins, religious/political beliefs, trade union membership, health, sex life, criminal record) the explicit consent of the person concerned must be obtained or one of the other fairly limited conditions of the Act must be met.
- People have a right to see information about them, including information in paper files.
- Electronic (computer) records of personal data must be registered with The Trustees for Methodist Church Purposes.

Confidentiality

In both formal and informal relationships all work with children, young people and vulnerable adults should be treated confidentially within the leadership of each group and each church organisation.

APPENDIX 5

INSURANCE

This Methodist policy is given for guidance. Most church policies are similar. Most Methodist churches have an 'All Risks' policy with the Methodist Insurance plc.

INSURED PERSON

- Any employee or any voluntary worker or officer of a youth or children's group while engaged in any activity solely for the benefit of the insured
- All young people while they are taking part in an authorised church activity

ACTIVITIES

- If your church is insured with Methodist Insurance plc., your group is covered for activities, under the auspices of the church, whether on or off the premises.
- Church with policies with other insurers will need to check with the company concerned.
- The following activities are not usually covered: rugby, aqualung diving, ice hockey, motor rallies, motor cycling, mountaineering involving the use of ropes or guides, parachuting, point-to-point, polo, potholing, racing (other than on foot), show jumping, ski-jumping, steeplechasing, water skiing, winter sports, wrestling.
- All potentially dangerous activities should be first approved by the insurers.

GROUP TRAVEL

- Trips in the UK and Ireland include:
- Medical and emergency expenses
- Hospital benefit
- Personal accident cover
- Trips abroad require additional cover

LIABILITY

- This section covers Employers', Public Liability and Products Liability. The cover provided is the legal liability of the church for:
- Accidental bodily injury, disease or illness to employees sustained in the course of their employment
- Accidental bodily injury, disease or illness to third parties or damage to their property
- This means that anybody involved with the group is covered either as an employee or third party.
- The standard limits of indemnity under this section are as follows:
- Employers Liability - £10 million
- Public Liability - £5 million
- Products Liability - £5 million

APPENDIX 6

HOME OFFICE GUIDELINES

A Code of Practice for Safeguarding The Welfare of Children in Voluntary Organisations in England and Wales

Published by the Home Office London 1993

Summary of Recommendations

1. ADOPT A POLICY STATEMENT ON SAFEGUARDING THE WELFARE OF CHILDREN.
2. PLAN THE WORK OF THE ORGANISATION SO AS TO MINIMISE SITUATIONS WHERE THE ABUSE OF CHILDREN MAY OCCUR.
3. INTRODUCE A SYSTEM WHEREBY CHILDREN MAY TALK WITH AN INDEPENDENT PERSON.
4. APPLY AGREED PROCEDURES FOR PROTECTING CHILDREN TO ALL PAID STAFF AND VOLUNTEERS.
5. GIVE ALL PAID STAFF AND VOLUNTEERS CLEAR ROLES.
6. USE SUPERVISION AS A MEANS OF PROTECTING CHILDREN.
7. TREAT ALL WOULD-BE PAID STAFF AND VOLUNTEERS AS JOB APPLICANTS FOR ANY POSITION INVOLVING CONTACT WITH CHILDREN.
8. GAIN AT LEAST ONE REFERENCE FROM A PERSON WHO HAS EXPERIENCE OF THE APPLICANT'S PAID WORK OR VOLUNTEERING WITH CHILDREN.
9. EXPLORE ALL APPLICANTS' EXPERIENCE OF WORKING OR CONTACT WITH CHILDREN IN AN INTERVIEW BEFORE APPOINTMENT.
10. FIND OUT WHETHER AN APPLICANT HAS ANY CONVICTION FOR CRIMINAL OFFENCES AGAINST CHILDREN.
11. MAKE PAID AND VOLUNTARY APPOINTMENTS CONDITIONAL ON THE SUCCESSFUL COMPLETION OF A PROBATIONARY PERIOD.
12. ISSUE GUIDELINES ON HOW TO DEAL WITH THE DISCLOSURE OR DISCOVERY OF ABUSE.
13. TRAIN PAID STAFF AND VOLUNTEERS, THEIR LINE MANAGERS OR SUPERVISORS, AND POLICY MAKERS IN THE PREVENTION OF CHILD ABUSE.

NB A detailed analysis of the implications of the above guidelines, together with suggestions about appropriate responses to them, are contained in 'Safeguarding – Good Practice for the church in the care of children and young people'. (Methodist Publishing House 2003)

CROYDON METHODIST CIRCUIT

Name of Group _____

**CONFIDENTIAL
RESPONDING TO ABUSE –
WORKER’S ACTION SHEET**

Name of Child/Young Person: _____

Address _____

Date of Birth _____/_____/_____

Name of Person Reporting Event _____

Date _____/_____/_____ Time _____

Sequence of Events/Actual Words Used/Observations*
(Use body chart overleaf where appropriate, but do not undress the child!)

Action Taken*

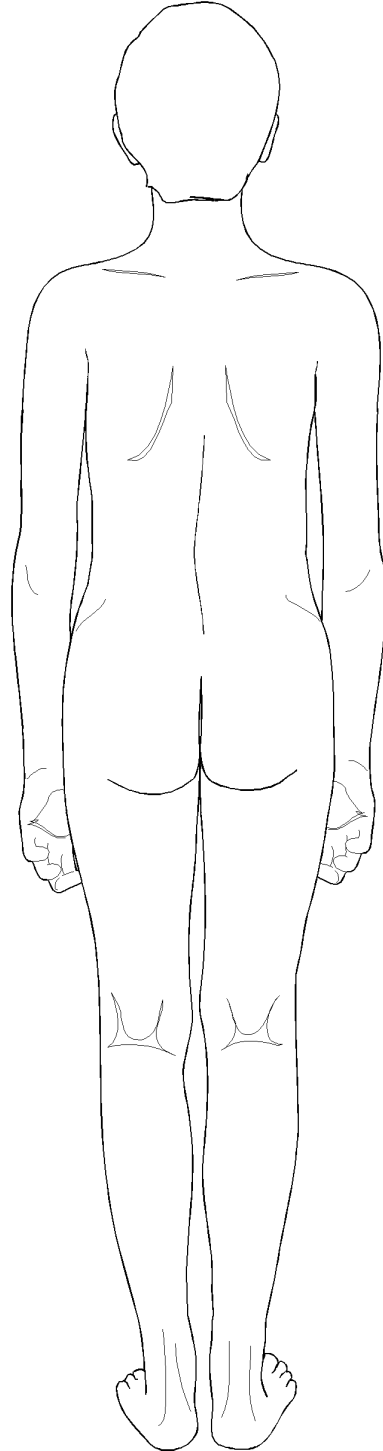
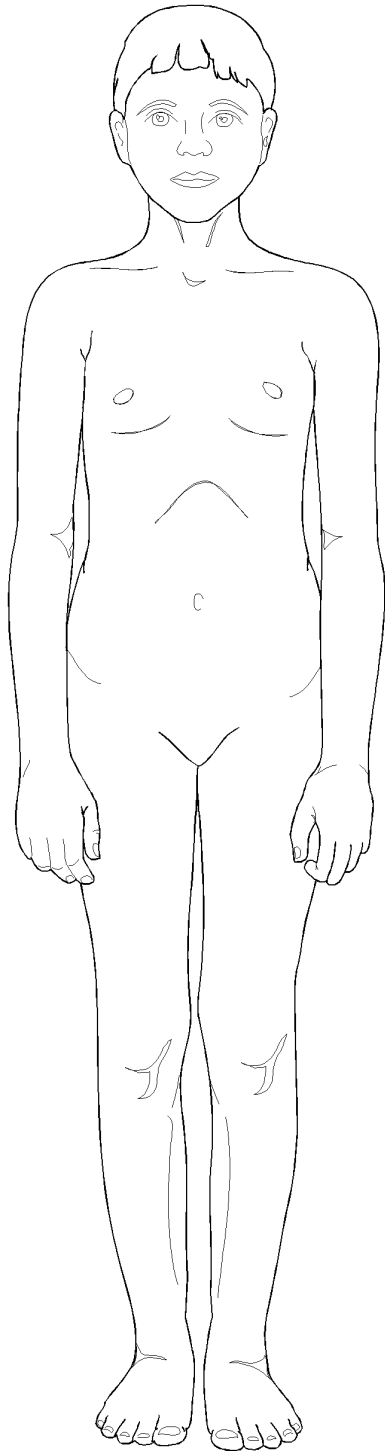
Name of Person Contacted: _____

Date _____/_____/_____ Time _____

Notes*:

_____ *see over*

BODY CHART



* Continue on a further sheet if necessary.

CROYDON METHODIST CIRCUIT

GENERAL INFORMATION AND CONSENT FORM

[To be completed annually]

Name of Group _____

Normal Meetings: Day _____ Time – from _____ to _____

Name of Participant _____

Address _____

Participants phone (if applicable) _____ Date of Birth ____/____/____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability that may affect normal activity:

Doctors Name & surgery _____

Full name of main carers e.g. parents _____

Telephone number Day: _____

Evening: _____

Name of additional emergency contact (grandparent etc or other holding parental responsibility) _____ Telephone _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility.

Names, Addresses & Telephone number(s) _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times. I understand that while involved he/she will be expected to conform to the behaviour of the group and be under the control and care of the group leader, and/or other adults approved by the church leadership. I also understand that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Signed (parent/or adult with parental responsibility) _____
In an emergency and if I am not contactable, I am willing for my child to receive necessary emergency hospital or dental treatment including an anaesthetic or blood transfusion. I understand the extent and limitations of the insurance cover provided. YES NO (Please tick)

NB A carer can complete the information part but only those with parental responsibility (e.g. not a foster carer) can sign the consent.

CROYDON METHODIST CIRCUIT

CAMPS, ACTIVITIES AND DAY VISITS

Design your own form/ letter to include the following

- Name of the group
- Proposed visit or activity and purpose
- Dates & times
- Venue/destination and contact number
- Departure place and time
- Return place and time
- Transport arrangements
- Name of group leader and assistant and two contact numbers whilst away
- Names of other full-time adults in leadership
- Names of other adults and days they are present (if appropriate)
- Details of any additional specialist instructors
- Cost (inc. cheques payable to) and any special payment arrangements
- Details of any extra costs during the trip and guidance for pocket money
- Items to be brought (coat, swimming kit, packed lunch, etc)
- Security arrangements for valuables e.g. camp bank etc
- Items not to be brought (jewellery, expensive equipment etc)
- Details of conduct codes, residential centres 'house rules' etc
- Instructions on what to do if separated from the group
- Outline programme listing main activities
- Date by which reply is to be made, and person to whom it should be sent

Then include in your form a copy of the reply slip attached/below

Reply Slip

One form per person

Name of Group & Trip _____

Participants Name _____

Address _____

Participants phone (if applicable) _____ Date of Birth ____/____/____

Please give details of any regular medication, illness, medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

Please state date of last anti-tetanus injection if known ____/____/____

Names & telephone numbers for emergencies:

Yourself _____

Contact 2 _____

Contact 3 _____

I have read and understand the attached information and give permission for _____ to take part in the activity. I understand that while involved he/she will be expected to conform to the behaviour of the group and be under the control and care of the group leader, and/or other adults approved by the church leadership. I also understand that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

I will be able to assist with transport YES NO (Please tick)

I enclose a cheque or cash to the sum of £_____ I would like to pay in instalments. YES

Signed (parent/or adult with parental responsibility) _____

Name _____ Date ____/____/____

In an emergency and if I am not contactable, I am willing for my child to receive necessary emergency hospital or dental treatment including an anaesthetic or blood transfusion. I understand the extent and limitations of the insurance cover provided. YES NO (Please tick)

NB A carer can complete the information part but only those with parental responsibility (e.g. not a foster carer) can sign the consent.

[This consent form should be taken with the worker on the activity or visit. This sheet should be photocopied]

FORM 4/07 To be signed by Parent/Carer not more than one week before the trip

CROYDON METHODIST CIRCUIT

CAMPS AND RESIDENTIAL HOLIDAYS HEALTH ADDITIONAL INFORMATION AND CONSENT FORM

Name of Group & Trip _____

Name of Participant _____

Address _____

Participants phone (if applicable) _____ Date of Birth ____/____/____

Name of Doctor & Surgery _____

Doctors Tel No _____ National Health No _____

Has your child been in contact with any contagious infection or infectious disease in the last few weeks? YES NO (Please tick) Please give details of any illness, medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity) _____

_____ Date of last anti-tetanus injection ____/____/____

Details of any medication required during the camp (all medication to be labelled correctly and clearly with name and dose needed each day)

Details of any food allergies or special diet

Emergency contact details – please give at least two names with addresses and phone numbers DURING THE TIME OF THE CAMP in case of emergency:

Yourself _____

Contact 2 _____

Contact 3 _____

I give permission for _____ to take part in this residential activity holiday. I understand that while involved he/she will be expected to conform to the behaviour of the group and be under the control and care of the group leader, and/or other adults approved by the church leadership. I also understand that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Signed (parent/or adult with parental responsibility) _____

Name _____ Date ____/____/____

In an emergency and if I am not contactable, I am willing for my child to receive necessary emergency hospital or dental treatment including an anaesthetic or blood transfusion. I understand the extent and limitations of the insurance cover provided. YES NO (Please tick)

NB A carer can complete the information part but only those with parental responsibility (e.g. not a foster carer) can sign the consent.
[This consent form should be taken with the worker on the activity or visit. This sheet should be photocopied]

FORM 5/07 TO BE USED WITH FORM 3/07

CROYDON METHODIST CIRCUIT

CONSENT FORM FOR SWIMMING ACTIVITIES OR ACTIVITIES WHERE BEING ABLE TO SWIM IS ESSENTIAL

Consent does not remove the need for church/group to ascertain for themselves the level of the child's / young person's swimming ability

Name of Group _____

Participants Name _____

Details of any condition that may affect the swimming activity: _____

SWIMMING ABILITY

Is your child able to swim 50 metres?	YES/NO
Is your child confident in the sea or in open inland water?	YES/NO
Is your child water-confident in a pool?	YES/NO
Is your child safety conscious in water?	YES/NO

I would like my child to take part in this activity and having read the information provided agree to him/her taking part in the activities described.

I consent to any emergency medical treatment required by my son/daughter during the course of the visit.

I confirm that this child is in good health and I consider him/her fit to participate.

Signed (parent/or adult with parental responsibility) _____

Name _____ Date ____/____/____

NB A carer can complete the information part but only those with parental responsibility (e.g. not a foster carer) can sign the consent.

This form and form 3/07 (or copies) should be taken by the group leader on the visit.

CROYDON METHODIST CIRCUIT

ACCIDENT AND INCIDENT FORM

This form should be completed immediately after any accident or significant incident (preferably within the hour) and given to the group leader. The worker should discuss with the church safeguarding officer or minister what follow up action is necessary. A copy should be inserted in the Church Accident & Incident Record and another given to the Minister. Please use additional paper as required.

Day, date and time of the incident _____

What are the names, addresses and ages of those involved in the incident?

Where did this incident take place? _____

Name of church: _____

Name of group _____

Who is normally responsible for group? (name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above?
(Name, address and telephone number)

Which other workers were supervising the group at the time of the incident?
(Names, addresses and telephone numbers)

Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16)
Normally only two witnesses would be needed.

see over

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

Have you retained any defective equipment?

YES NO NONE INVOLVED (Please tick)

If so, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use YES NO (Please tick)

Is the equipment still safe for your group to use? YES NO (Please tick)

Who else do you need to inform?

Have they been informed? YES NO (Please tick)

If so, when and by whom?

Signature of person in charge of group at time of accident/incident

_____ Print Name _____

Date ____/____/____

Form seen by Minister/Leader

Signature _____

Date ____/____/____