



CHILD PROTECTION POLICY

With effect from the 24th March 2007, this revised policy and procedures come into effect, and supercedes and replaces any previous editions of this policy.

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NEW TESTAMENT CHURCH OF GOD [UK] CHILD PROTECTION POLICY

Introduction

New Testament Church of God (hereafter, "The Church")

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Local Church **[Enter Local Church Address]**

Church Statement

The church has a growing children's and young people's ministry. The Church and Pastors Council (hereafter, "the CPC") takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

Church Mission

As part of the mission, the Youth and Christian Education Department (hereafter YCED) and CPC is committed to:

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

Areas Of Policy

The CPC and YCED recognises that many children and young people today are the victims of neglect, and physical, sexual and emotional abuse. Accordingly, the CPC and YCED has adopted the policy contained in this document, entitled New Testament Church of God [UK] Child Protection Policy (hereafter "the policy"). The policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against leaders or members of the church
- Appointing children's/youth workers
- Supervision of activities and practice issues
- Helping victims of abuse
- Working with offenders

The CPC and YCED recognises the need to build constructive links with the statutory and voluntary child protection agencies. Accordingly, these guidelines have been prepared in consultation with the **[enter Local Authority Children's Services & Education and the Churches Child Protection Advisory Service, (CCPAS) who hold a copy of this policy.**

The local Children's Services & Education office telephone number between 9.00am and 5.00pm is **[enter telephone number]**, the out of hours number known as the Emergency Duty Team is **[enter telephone number]**.

The CPC and YCED also undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop as long as the relationship of trust continues.

This document is based on a model child protection policy supplied by the Churches Child Protection Advisory Service – a project of PCCA Child Care. A copy of this policy and all amendments will be filed with CCPAS. This policy must not be copied by other churches/organisations without the written agreement of CCPAS.

Guidance Notes

1. Definitions of Abuse

The definitions of child abuse recommended as criteria by HM Government 2006 in Working Together to Safeguard Children A guide to inter-agency working to safeguard and promote the welfare of children are as follows:

What is Abuse and Neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

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 carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment 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, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, 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.

Fabricated Illness also known as Munchausen's Syndrome by Proxy

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: "A form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations

and needless treatment for their children." The government issued guidance for professionals working in situations where Munchausen's is suspected in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

Significant Harm

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

Spiritual Abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval. See also Chapter 2, Section 6.

The issue of the exploitation of vulnerable young people and adults by people in positions of power within the church is covered in some detail in the report "Time for Action", produced by Churches Together in Britain and Ireland (CTBI).

Domestic Violence

The Home Office definition of domestic violence is "Any violence between current or former partners in an intimate relationship, wherever and whenever the violence occurs. The violence may include physical, sexual, emotional or financial abuse." (Home Office Research Studies. Domestic Violence: Findings from a new British Crime Survey self-completion questionnaire.1999)

Organised Abuse

'Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse'. (Government Guidelines-'Working Together to Safeguard Children' 1999).

Child Prostitution

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse and their needs require careful assessment. (Government Guidelines-'Working Together to Safeguard Children' 1999).

Child Trafficking And Forced Marriage

This includes Children exploited through force, coercion, threat in the use of deception and human rights abuses such as bondage, deprivation of liberty and lack of control over one's labour. Exploitation occurs through prostitution and other sexual exploitation through labour. This includes movement of children across borders and within borders

2. Recognising And Responding To Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

2.1 Physical Signs Of Abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries which have not received medical attention
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

2.2 Indicators Of Possible Sexual Abuse

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders – anorexia, bulimia

2.3 Emotional Signs Of Abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

3. What To Do If You Suspect That Abuse May Have Occurred

3.1 You must report concerns as soon as possible to **[Enter Name]** (hereafter the “Co-ordinator”) **[Telephone number]** who is nominated by the CPC to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. He or she may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. In the absence of the Co-ordinator the matter should be brought to the attention of the Deputy Co-ordinator.

3.2 If the suspicions in any way involve the Co-ordinator then the report should be made to **[Enter Name]** (hereafter the “Deputy Co-ordinator”) **[Enter Telephone nos]** If the suspicions in any way implicate both the Co-ordinator and the Deputy Co-ordinator, then the report should be made in the first instance to the **Churches’ Child Protection Advisory Service**

(hereafter “CCPAS”), [Enter Address and telephone nos of local CCPAS]. Alternatively contact **Children’s Services & Education** on (Phone No [enter number]).

- 3.3 Suspicions will not be discussed with anyone other than those nominated above.
- 3.4 It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from CCPAS, although we hope that members of the church will use this procedure. If, however, you feel that the Co-ordinator or Deputy has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of the church to effective child protection.

[SEE APPENDIX 1: CHILD PROTECTION POLICY FLOW CHART ON PAGE 19]

4. Allegations Of Physical Injury, Neglect or Emotional Abuse

If a child has a physical injury or symptom of neglect, or where concerned about emotional abuse the Co-ordinator/ Deputy Co-ordinator will:

- 4.1 Contact Children’s Social Services (or CCPAS) for advice in cases of deliberate injury or where concerned about the child’s safety.
- 4.2 Will not tell the parent or carers unless advised to do so having contacted Children’s Social Services
- 4.3 Where emergency medical attention is necessary it will be sought immediately. The Co-ordinator will inform the doctor of any suspicions of abuse.
- 4.4 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.
- 4.5 If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
- 4.6 Where the parent/carer is unwilling to seek help, if appropriate, the church Co-ordinator will offer to go with them. If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services for advice.
- 4.7 Where the Co-ordinator is unsure whether or not to refer a case to the Social Services, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

5. Allegations Of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Co-ordinator ‘Deputy Co-ordinator will:

- 5.1 Contact the Children’s Services & Education, duty social worker for children and families or Police Child Protection Team directly. The Co-ordinator will **NOT** speak to the parent (or anyone else).
- 5.2 If, for any reason, the Co-ordinator is unsure whether or not to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

- 5.3 Under no circumstances will the Co-ordinator attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Children's Services & Education Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- 5.4 Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy should not delay referral to Children's Services & Education Department.
- 5.5 Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Deputy as to the appropriateness of a referral to the Children's Services & Education Department, that person retains a responsibility as a member of the public to report serious matters to the Children Services & Education Department, and should do so without hesitation.
- 5.6 The CPC will support the Co-ordinator or Deputy in their 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.

6. How To Respond To A Child Wanting To Talk About Abuse

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

6.1 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.

6.2 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

6.3 Avoid Saying

- 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"

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 Children's Services & Education /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 s/he 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.

7. What To Do Once A Child Has Talked To You About Abuse:

THE PROCEDURE

- 7.1 Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said, write what you said in reply to the child, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently. **USE FORM 7: NTCG/WORKERS ACTION SHEET on Page 37**
- 7.2 Report your discussion as soon as possible to the Co-ordinator. If the latter is implicated report to the Deputy Co-ordinator. If both are implicated, report to CCPAS or to Children's Services & Education Department if preferred.
- 7.3 You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
- 7.4 Once a child has talked about abuse the worker/coordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Children's Services & Education and/or police to discuss putting into effect safety measures for the child so that they do not return home.

8. Working with Offenders

Where someone attending the church is known to have abused children, then whilst extending friendship to the individual, the CPC 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.

See Appendix 4 'Clauses to consider in a contract for a sex offender' for details of the type of boundaries the offender would be expected to keep.

9. Helping victims of Abuse

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

- 9.1 The Church will offer counselling within the Church or refer to other appropriate networks.

- 9.2 The Church will endeavour to encourage the victim/s to continue attending the Church and offer guidance.
- 9.3 The Church will endeavour to offer support to the victim/s and families if needed.

10. Arrangements For Supervision Of Group/Children's Activities

- Sunday School
- Children's Church
- Play Schemes
- Youth Club

For all the above FORM 4: NTCG/GENERAL CONSENT on Page 33 should be completed.

The areas which need to be considered include the following:

- 10.1 Encouraging teamwork and mutual accountability
- 10.2 It should be accepted that anyone seeing another worker acting in a way which could be misinterpreted should be able to speak to the individual or the supervisor about the concern
- 10.3 Arranging regular workers' meetings to review procedures to ensure common approach, sharing of concerns and identifying other matters which may need clarification and guidance
- 10.4 Placing an emphasis on following the group's guidelines and in circumstances where it is necessary to depart from agreed procedures, say in an emergency or for some valid reason (perhaps to protect a child), permission should be sought in advance from a leader or reported immediately afterwards where this is not possible
- 10.5 Organising feedback sessions to report incidents during which the guidelines have not been adhered to. This provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.
- 10.6 Keeping a written record of issues/decisions discussed at meetings.

11. Training and Supervision

It is important that all workers understand the agreed procedures for protecting children. Some churches may choose to obtain written acceptance of the Church's Policy Statement on Children Protection as a condition of service.

In employment, workers have clear job descriptions. This area is often insufficiently addressed in church groups for voluntary workers, but there is a case for each worker having a clear description of their tasks, supervisory arrangements (both themselves and their responsibility for others) and any guidelines and agreed procedures.

Each worker should have a named supervisor with regular opportunities diarised for meeting so that work can be discussed, issues aired, and prayer support given.

Regular, minuted team meetings should provide an opportunity to review guidelines and discuss problem areas.

11.1 Supervision/Practice Skills

Introduction

Churches often fail to provide guidelines in relation to the supervision of children and specific activities. There is often the assumption that everyone knows what is appropriate in the circumstances and is working to the same end. This is rarely the case when there is an absence of specific expectations.

Guidance

Clear guidance to protect children from abuse and workers from false accusations needs to be given to include the following matters:

Supervision

Ratio of adults to children. Number of adults who should be present at a specific indoor/outdoor activity or holiday event

	Adults	Children
0-2 years	1	3
2-3 years	1	4
3-8	1	8

(These ratios are a guide based on regulations governing day care for the under 8's Day Care Regulations (OFSTED) - you may not, in practice, be able to achieve the same standards are for registered activities, but we need to ensure sufficient adults for child supervision.)

- Circumstances when a male or female worker should be involved, or a worker of each sex, or more than one worker.
- Where possible, ensure that a worker is not alone with a child, but being realistic in acknowledging circumstances when this might be necessary or helpful. Sometimes it might be advisable to leave doors open when seeing a child.

- Where confidentiality is important (e.g. counselling) and a young person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the building.
- No person under 16 years of age should be left in charge of any children of any age. Nor should children or young people attending a group be left alone at any time.
- A record of incidents witnessed by the worker or other children should be kept. This may become useful should incidents reoccur.
- It is also important that incidents such as fights, name calling, racial abuse be recorded in a log book and what actions was taken by the worker/leadership.
- Those who witness incident, i.e. fight being broken up should record their observations in a log book. Similarly, an accident and incident form should be filled in after any incident or significant event. This form should include the names, addresses and telephone numbers of up to two witnesses. Information about the nature of the accident/incident, where it took place, any action taken, who has responsibility for the group and who has been informed should be recorded.
- All entries in the accident and incident book should be kept indefinitely in a safe place. The accident/incident book protects both children and workers. It could become useful, particularly if an accusation of abuse is made years later. It also serves as a means to monitor staff, e.g. children could make complaints about the problem with a particular worker.
- Make sure that the only people allowed into a children's activity (e.g. crèche, nursery, Sunday School, holiday club, youth club) are the workers assigned to that group. You should not allow other adults to have free access. If they need to be there for a specific reason (e.g. guest speaker, maintenance person), ensure that you note in your log book, their name and the time they came/left. You may like to consider issuing cloakroom style tickets for parents collecting children from the crèche. (This could be particularly helpful in larger church groups.)

12. Transporting Children

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

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 others are not be covered by these guidelines.**

- 12.1 Only those who have gone through the church/organisation recruitment procedures for workers should transport children.
- 12.2 All drivers should have read the child protection policy of the church/organisation and agree to abide by this.
- 12.3 Parental consent should be given and all journeys should be carried out with the knowledge of the leadership. Use FORM 5: NTCG/DAY VISIT CONSENT for activities and day visits on page 34
- 12.4 Seat belts should be worn, the driver should have adequate insurance and the vehicle should be road worthy.
- 12.5 Drivers should not spend unnecessary time alone in a car/minibus 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).

- 12.6 Having checked drivers (application form, interview, references 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. (We have not suggested two workers in a car as this 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).
- 12.7 At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.

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:

- 12.8 Ensure full compliance with mini bus regulations.
- 12.9 Ensure that you have adequate supervision. As well as a driver, another responsible adult sitting with the children/ young people will be needed.
- 12.10 Ensure the responsible adult has also undergone appropriate recruitment and selection in accordance with the church/organisation's procedures.

13. Abuse of Trust: 'Caring for young people and the vulnerable? Guidance for preventing abuse of trust'

As a church we undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office. It will therefore be unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

14. Boundaries

The areas which need to be considered include the following:

- 14.1 The level of personal care, e.g. toileting, must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- 14.2 Guidance on touch – e.g. physical contact between adults and children – can be quite healthy and acceptable in public places, but discouraged in circumstances where an adult/child is on his own. [SEE APPENDIX 2 TAKING CARE OF TOUCHING PAGE 22]
- 14.3 Workers should treat all children/young people with dignity and respect in attitude, language used and actions.
- 14.4 Respect the privacy of children, avoid questionable activity, e.g. rough/sexually provocative games and comments
- 14.5 If you invite a child to your home, ensure this is with the knowledge of the team/leadership and that a parent is aware. (This will not necessarily mean that a child will be safe.)

14.6 Ensure that arrangements for transporting children are with the knowledge of the team/leadership and have parental approval. In some circumstances it may be unwise to carry a particular child on their own.

14.7 Consider carefully arrangements for residential holidays and whether adults should share sleeping accommodation with children. This might be an unwise practice generally, but appropriate, say, with very young children or in a large dormitory situation or on an activity such as youth hostelling where it is the custom.

[SEE APPENDIX 3 ISSUES RELATING TO CAMPS AND OTHER RESIDENTIAL ACTIVITIES
PAGE 23]

15. Safety matters

The areas which need to be considered include the following:

15.1 Specific issues relating to the use of premises/equipment e.g. buildings well lit and maintained, and potentially dangerous activities properly supervised

15.2 Internal and external to the building, fixtures, fittings and equipment should meet adequate safety standards

15.3 Outside play areas should be appropriately fenced with gates to prevent small children from straying from the premises and should meet safety requirements

15.4 Ensure there are adequate toilets and hand basins and that when food is being prepared hygiene requirements are observed. It is recommended that at least one worker should hold a Food and Hygiene certificate

15.5 Safety requirements could be advertised on posters and regularly enforced

15.6 Need for experienced first-aider and adequate first aid kit

15.7 Check that drivers carry a full driving licence and valid insurance and that seat belt rules, requirements for minibuses etc are complied with.

15.8 Adequate space and equipment

15.9 Proper ventilation

15.10 Adequate seating

It should be accepted that anyone seeing another worker acting in a way which could be misinterpreted should be able to speak to the individual or supervisor about the concern.

Have an annual safety review to consider all aspects of safety.

16. Helping children to protect themselves

The areas which need to be considered include the following:

16.1 Teaching them safety generally/strangers/good and bad secrets/touches etc. The gospel presents marvellous teaching opportunities, e.g. in presenting the story of the prodigal son and his restoration to the father; children can be helped to understand physical contact which is good, acknowledging also other touches which can be unwelcome or wrong.

16.2 Developing common sense rules "The Three Questions I Ask Myself"
If someone asks or tells me to do anything that I am not sure about:

1. Do I have a "yes" feeling or a "no" feeling?

2. If I do as the person asks, will an adult I trust know where I am?
3. If I do as the person asks, can I be sure to get help if I need it?

If the answer to any of these questions is “no”, I can say “no!” and tell an adult I trust about it.

- 16.3 Talking about suspicions or situations where they feel uncomfortable.
- 16.4 Examining the way in which we present Christian truths, e.g. children obeying parents. This can be a real problem for a child who is being abused – are we telling the child to accept the abuse? Tell children that if they feel uncomfortable or that something may be wrong they can always check things out with another adult. If this first adult does not respond, then speak to other grown-ups until someone does something. This will need to be explained: e.g. if someone asks you to steal sweets from a shop and it doesn't include complaints about bed-time!! You may help children to prepare lists of safe grown-ups – people they can talk to if something was worrying them.

17. Guidelines For Good practice

Discipline is the education of a person's character. It includes nurturing, training, instruction, a verbal telling off, 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)

- 17.1 Ask God for wisdom, discernment and understanding and pray for and with the child.
- 17.2 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.
- 17.3 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.
- 17.4 Take care to give quieter and well behaved children attention and don't allow some children to take all your time and energy.
- 17.5 Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
- 17.6 Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?
- 17.7 NEVER smack or hit a child and don't shout – change voice tone if necessary.
- 17.8 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.)
- 17.9 Set up ground rules and teach respect for each other and each others property, and make sure the children understand what action will be taken if not kept.
- 17.10 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.
- 17.11 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.

- 17.12 Have the child sit close to you or get a helper to sit next to the child.
- 17.13 Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.
- 17.14 Inform a child that you will speak to their parents and do so if necessary. Advise them, send them outside the room (care re supervision), back into the service or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)
- 17.15 If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.

Pray before you meet and talk over the session before you leave.

18. Appointment Of Workers

In appointing workers, the Church will be responsible for the following:

- 18.1 All prospective workers will be asked to complete an application form.
- 18.2 The procedure for the appointment will be
 - Asking the potential worker to complete a application form [FORM 1: NTCG/APPLICATION FOR PAID OR VOLUNTARY WORK, PAGE 25] for an example) giving information as to their name (and any previous names/aliases) date and place of birth, current and previous addresses, as well as details of employment history, previous churches/groups etc. Potential workers should also complete a Voluntary Disclosure Form.
 - Potential Workers should be asked to agree to obtaining a Criminal Records Bureau disclosure, though either a registered body or an umbrella body with the CRB. CCPAS are an umbrella body for the CRB and can the CCPAS Disclosure Service can be contacted on 0845 120 4554.
 - Those using the CRB are required to adopt a Rehabilitation of Offenders policy and a policy on the secure storage, handling, use, retention and disposal of disclosure information. The CRB suggests that the Rehabilitation of Offenders policy could be contained within a general Equal Opportunities policy. See Appendix 4
 - Interviewing a potential worker and finding out about their past and ensuring that they have resolved any issues of their own from the past.
 - Talking to others who may know the person, e.g. previous church leaders, friends, home group leader etc and taking up formal references.
 - Discussing with the applicant in detail the church's policy on safeguarding children's welfare and expectations in relation to practice issues e.g. supervision of children's activities and workers etc.
 - Attaching the new appointee to a more experienced worker for a period of time e.g. three months.
 - During and at the end of this probationary period, receiving feedback from other workers on the progress of the trainee.
 - Only then confirming the appointment – perhaps with regular reviews and support where there are particular concerns.

18.3 The criteria for NOT appointing children's workers are

- This is particularly important where past offences have come to light which were not disclosed on application.
- Candidates for positions as children's workers need sensitive and honest feedback on both their interview and any references taken up, particularly where you decide not to appoint.
- Such people may need help in directing their abilities into other areas of church life.

18.4 Workers will be given a contract on appointment.

18.5 Children's workers will be given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline.

18.6 The appointment of workers will be reviewed on a regular basis.

19. Handling of disclosure information

STORAGE AND ACCESS

Disclosure information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

HANDLING

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

USAGE

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

RETENTION

Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the registered/umbrella body and/or the CRB/SCRO. Advice can then be given to the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

DISPOSAL

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

20. Model Equal Opportunities Statements

1. (Insert name of church/organisation) is a Christian organisation committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services on a fair and equitable basis, regardless of race, ethnicity, religion, life-style, sex, sexuality, physical/mental disability, offending background or any other factor. No person requiring services from (name of organisation) will be treated less favourably than any other person on any grounds.
2. In employment we actively seek to recruit with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation.
3. As an organisation seeking to deliver services within a Christian context, some posts can only be filled by Christians. These posts are specified in the (state where) and kept under regular review. The nature of these posts or the context in which they are carried out, and their link to the ethos of the organisation, give rise to a genuine occupational requirement (GOR) for the post-holders to be Christians. All staff in these posts are required to demonstrate a clear personal commitment to the Christian faith. This policy is implemented under Employment and Race Directives issued by the government and ACAS guidance.
4. As an organisation using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants' suitability for positions of trust, the church (organisation) undertakes to comply fully with the CRB Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.
5. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
6. Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the recruiter within the organisation and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.
7. Unless the nature of the position allows (church/organisation) to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex- offenders e.g. the Rehabilitation of Offenders Act 1974.
9. At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.

10. We make every subject of a CRB Disclosure aware of the existence of the Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

USEFUL INFORMATION

Help lines

CCPAS
P O Box 133
Swanley
Kent
BR 8 7UQ
Tel: 0845 120 4550
Helpline 0845 120 4551

CCPAS Disclosure Service 0845 120 4549

Email: info@ccpas.co.uk

Web: <http://www.ccpas.co.uk>

Child Line: 0800 1111 (for children)

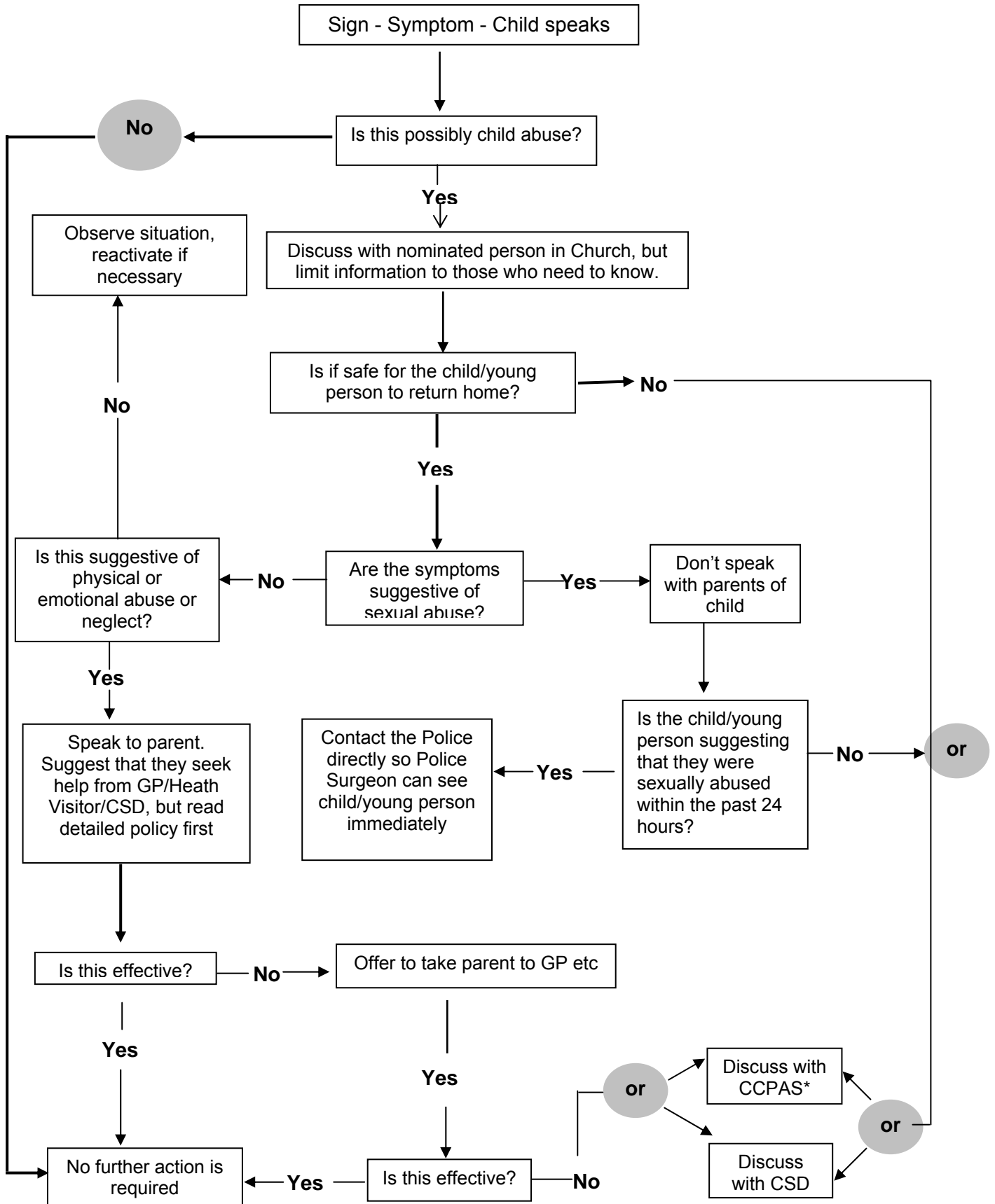
NSPCC: 0800 800 500

Criminal Record Bureau Disclosures

All Ministers and Workers **MUST** complete a Disclosure Application Form

CRB Disclosures cannot be obtained directly from the CRB but through a registered or umbrella body. CCPAS is an umbrella body for the CRB.

Appendix 1: Child Protection Flow Chart



Appendix 2: Taking Care of Touching

Guidelines on touch for those who work with children

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything, which could be misconstrued. Concerns about abuse should always be reported.

Appendix 3: Issues relating to camps

Camp Supervision of 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 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, which 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. (Insert agreed policy)

Appendix 4: Clauses to consider in a contract for a sex offender

NB this list is NOT conclusive. They are only examples, which will need to be personalised to take into account the particular circumstances of the individual and the church involved.

- **I will never allow myself to be in a situation where I am alone with children/young people.**
- **I will attend meetings/house groups as directed by the church leadership.**
- **I will sit where directed in the church and will not place myself in the vicinity of children and young people.**
- **I will not enter certain parts of the building designated by the leadership, nor any area where children's activities are in progress.**
- **I will decline invitations of hospitality where there are children in the home.**
- **I accept that "x" and "y" will sit with me during church activities, accompanying me when I need to use other facilities. They will know I am a Schedule 1 Offender (See In Focus 8 page 38)/registered with the police under the terms of the Sex Offenders Act.**
- **I accept there are certain people who will need to be told of my circumstances in order for them to protect the children/young people for whom they care.**
- **I accept that contact will need to be made with my probation officer, who will meet with church leaders as and when necessary (where appropriate).**
- **I accept that "z" will provide me with pastoral care.**
- **I understand that if I do not keep to these conditions, then I may be barred from attending the church, and in such circumstances the leadership may choose to inform the statutory agencies (e.g. police, probation and Children's Social Services) and any other relevant organisation, and the church congregation.**
- **I understand that any other concerns will be taken seriously and reported.**
- **I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period.**

NB This outline contract was first published by CCPAS in 1996 and has since become the basis for procedures adopted by various denominations and used by many local churches throughout the UK.

FORM 1: NTCG/APPLICATION FOR PAID OR VOLUNTARY WORK

Name of Church/Centre _____

New Testament Church of God [UK]

Application Form For Paid Or Voluntary Work With Children And Young People

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the church/centre, unless requested by an appropriate authority.

1. Personal Details

We may need to see birth/marriage certificates to check names.

Full Name _____

Maiden/All former Name(s) _____

Date and place of birth ____/____/____ _____

Address _____

Town _____

City/County _____

Postal Code _____

Daytime Telephone No. _____

Evening Telephone No. _____

How long have you lived at the above address? _____ Years

If less than 3 years, please give previous address(es) with dates

From/To ____/____/____ to ____/____/____

Address _____

Town _____

City/County _____

Postal Code _____

From/To ____/____/____ to ____/____/____

Address _____

Town _____

City/County _____

Postal Code _____

Please tell us about your Christian experience (i.e. how long have you been a Christian, which Church(es) you have attended and dates, name of minister/leader, any activities undertaken.)

Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children/young people declined?

YES NO (Please tick) If yes, please give details

Do you suffer, or have you suffered any illness which may directly affect your work with children or young people? YES NO (Please tick)

If yes, please give details.

2. Employment History

Please tell us about your past and current employers in the table below.

Employers Name & Address	Employed From (Date)	Employed To (Date)	Job Title & Description of Duties	Reason for Leaving

3. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. In addition we reserve the right to take up character references from any other individuals deemed necessary.

	1	2
Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Postal Code	_____	_____
Telephone No	_____	_____
Role	_____	_____

4. Disclosure Check: please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with children.

NB For posts working in England and Wales and Northern Ireland a disclosure check can also be undertaken on those working with vulnerable adults.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the voluntary disclosure form to the recruiter in a separate, sealed envelope.

Signed _____

Date _____

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, and the Criminal Justice and Court Services Act 2000.

**NEW TESTAMENT CHURCH OF GOD [UK]
Self Declaration Form for a position requiring a Disclosure**

STRICTLY CONFIDENTIAL

As a church / organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

All applicants are asked to complete this form and return to us in a separate sealed envelope

To: _____
(Name of person in church / organisation processing Criminal Records Bureau checks)

Address: _____

Appointment: _____

Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution? **YES NO (Please tick)**

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence (s). Continue on a separate sheet if necessary.

Police Investigations – this should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation which didn't lead to a criminal conviction?
Yes / No

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Children's Social Services / the Social Work Department? **YES** **NO**
(Please tick) If yes, please provide details, we will need to discuss this with you.

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? YES NO (Please tick) If yes, please give details and dates

Has there ever been any cause for concern regarding your conduct with children? Please include any disciplinary action taken by an employer in relation to your behaviour to children.

YES **NO (Please tick) If yes, please give details**

DECLARATION

To help us ensure that we are complying with child protection laws, please read the accompanying notes and complete the following declaration.

I (full name) _____

of (address) _____

confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999.

I agree to inform the person within the church/organisation responsible for processing applications for Criminal Records Bureau checks if I am convicted of an offence after I take up any post within the church/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I agree to inform the person within the church/organisation responsible for processing applications for Criminal Records Bureau if I become the subject of a police and/or Children's Social Services/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

Signed: _____

Date: _____

Attached Notes: Working With Children And Young People

The Disclosure of an offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through The Criminal Records Bureau (CRB).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children at risk.

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

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children. Should ever we need to refer an individual to the list of people deemed unsuitable for working with children known as the PoCA List held by the Department of Health, then we would also inform them of any knowledge we have of that individual working in any other child care position.

Notes for England and Wales Only:

Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18.

Under the Protection of Children Act 1999 it is an offence for an individual who is disqualified from working with children from applying for, offering to do, or accepting any work in a child care position.

FORM 3: NTCG/CONTRACT

NEW TESTAMENT CHURCH OF GOD [UK]

Contract for Children's and Young People's Worker Form

Name of Worker _____

We Welcome You At _____

Name of Group _____

Meeting Details _____

Age Range(s) _____

Person to Whom You Are Responsible (e.g. Youth Group Leader)

Range of work/tasks to be undertaken:

We want to help you give the best possible service to your group, so we will meet with you from time to time to see how things are going. We would also like to make sure that you receive any training needed.

Signed _____
(Church Minister/Leader)

DATE _____

.....

To Be Completed By the Worker With Children/Young People

I confirm that I have read the church policy on protecting children and young people.

I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders.

I will follow guidelines on safe working practice and the code on discipline.

Signed _____ DATE _____

New Testament Church of God [UK]

General Information and Consent Form

Church _____

Group _____

Full name of child/young person _____

Date of Birth ____/____/____

Address _____

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

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

With whom does your child live? _____

Telephone number Day: _____ Evening: _____

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

_____ Telephone number _____

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 _____

Address(es) _____

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 of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the church leadership and 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.

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic YES NO (Please tick)

Signed (parent/or adult with parental responsibility) _____

NB The information part can be completed by a carer. Only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.

FORM 5: NTCG/DAY VISIT CONSENT

Name of Church/Group _____

New Testament Church of God [UK]

Consent Form for Activities and Day Visits Form

Proposed Visit or Activity _____

Design your own form to include the following

- Name of visit or activity
- Date
- Venue/destination
- Departure place and time
- Return place and time
- Cost (inc. cheques payable to)
- Transport arrangements
- Items to be brought (coat, swimming kit, packed lunch, money etc)
- Date by which reply is to be made, and person to whom it should be sent

Then include in your form a photocopy of the reply slip below

Reply Slip

One form per person

Full name of child/young person _____

Address _____

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

Telephone number for emergencies Day: _____

Evening: _____

*I have read the above information and I give permission for _____
to take part in this activity.*

I give my consent to any medical treatment that may be necessary in event of an emergency

I enclose a cheque or cash to the sum of £____:_____

Signed (parent/or adult with parental responsibility) _____

Date ____/____/____

This consent form should be taken with the worker on the activity or visit.

This sheet should be photocopied

FORM 6: NTCG/ACCIDENT REPORT

NEW TESTAMENT CHURCH OF GOD [UK]

Accident and Incident Form

Confidential

This form should be completed immediately after any accident or significant incident. The worker should discuss with the minister what follow up action is necessary

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 your 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.

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

Signature: _____

Print Name _____

Date ____/____/____

Form seen by Minister/Leader

Signature _____

Date ____/____/____

FORM 7: NTCG/WORKERS ACTION SHEET

Name of Church/Group _____

CONFIDENTIAL

New Testament Church of God [UK]

**Responding to Abuse Form
Worker's Action Sheet**

Name of Child/Young Person: _____

Address _____

Date of Birth ____/____/____

Name of Person Reporting Event _____

Date ____/____/____ Time _____

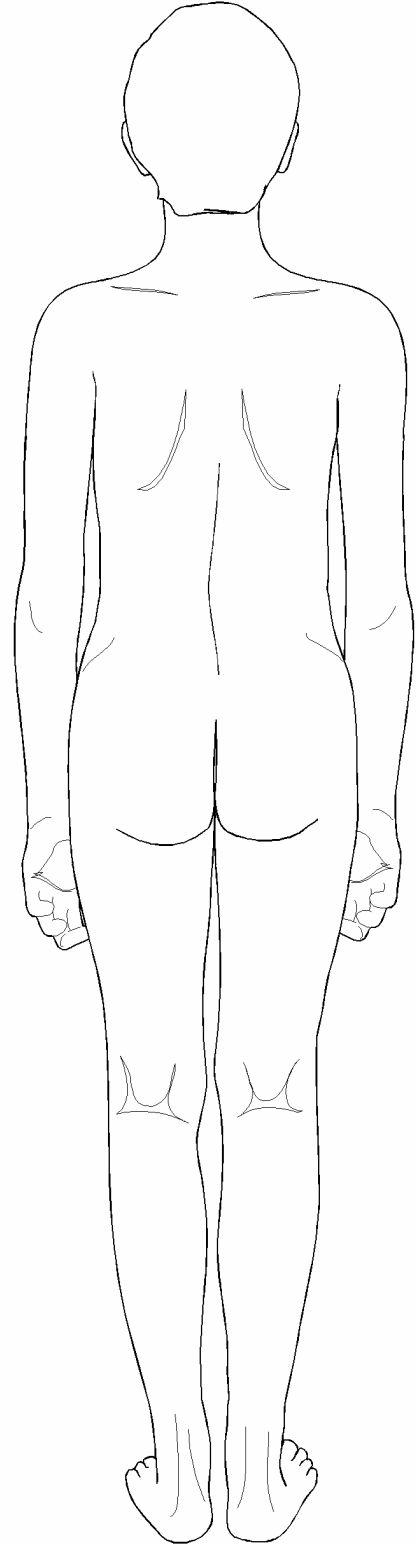
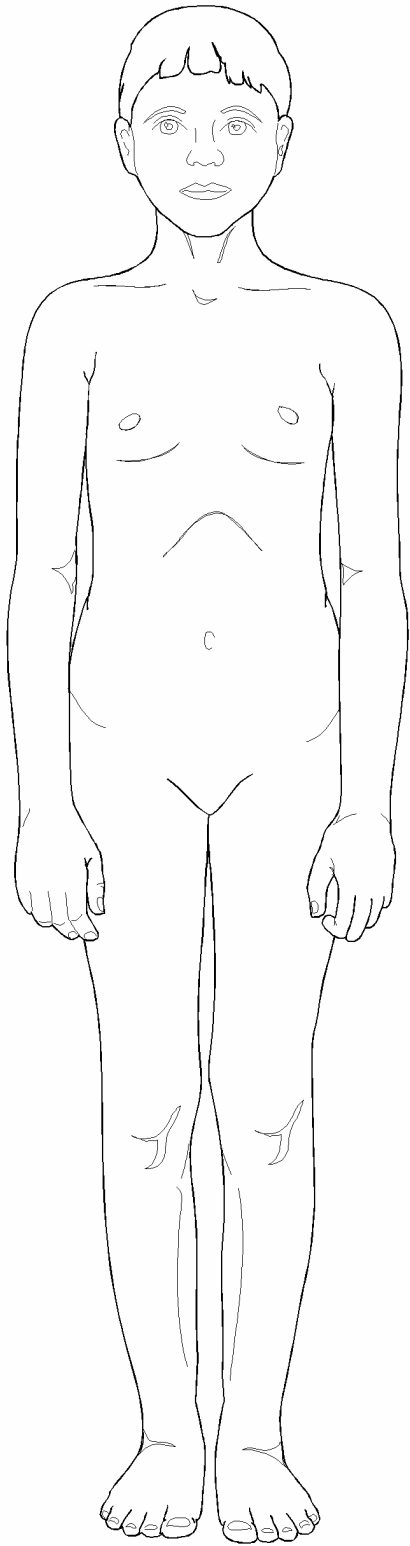
Sequence of Events/Actual Words Used/Observations
(Use body chart overleaf where appropriate, but do not undress the child!)

Action Taken

Name of Person Contacted: _____

Date ____/____/____ Time _____

Notes:



BODY CHART