

Church Practice Guidelines for Work with Children and Young People

All who work with children and young people have filled out an application form and hold a CRB enhanced disclosure.

Child protection training is offered to all involved in children's and youth work, and the policy is available to all on the church website.

Adults are never left on their own with children. To this end, Junior church and crèche take place in the same room. Activities that take place during our week-time clubs ensure that more than one adult are with children and young people at all times.

A mixture of both male and females are present at all times; when this is not the case, designated 'emergency' leaders can be called upon the help:

Kidz Klub - Stefan McNally 07736044384; Phil Maylor 07793037976
Base - Jemma Maslen 07904069403; Ruth Wills 07990593623

Adults in church are not allowed free access into the children's groups unless they are a parent. To that end, the toilets behind the hall are not to be used by congregation members during Junior church and crèche times.

A register of names and addresses is kept and updated regularly. Consent forms must be filled in and signed by parents and carers before children can attend a midweek group.

Accidents and incidents are to be recorded on the accident sheet which is kept with the paper work for each group.

Ratio guidelines for adults to children are upheld:

- 2 years and under: 1 adult to 3 children
- 3 years: 1 adult to 4 children
- 4-8 years: 1 adult to every 8 children
- Over 8 years: 1 adult to every 12 children

The church child protection office is Mary Causer. Records of conversations with children which implicate abuse or neglect should be written down as soon as possible after the conversation ends. Confidentiality should never be promised. Mary should then be informed immediately on 07974653813. In her absence, contact Ruth Wills (07990593623). Social services will then be contacted on 0161 790 8888 or advice taken from CCPAS ON 0845 120 45 50.

Workers do not touch children inappropriately, play rough physical games and refrain from comments of a sexual nature. Application of first aid should be done sensitively, encouraging the children and young people to do as much as they can for themselves. Workers should monitor each other in terms of physical contact, and ensure that nothing is said or done in private.

Workers encourage the children and young people as much as possible and do not belittle or use inappropriate language.

A copy of the fire procedure is available and displayed on the wall in the kitchen.

A set of guidelines for discipline is available in the file or on the website.

The nominated first aider for Kidz Klub is Jemma Maslen; on a Sunday it is Ruth Wills and at BASE is Stefan McNally.

A first aid kit and mobile phone is kept in the back kitchen.

RW 30/10/2007