

SAFE TO GROW

GOOD PRACTICE FOR THOSE WORKING DIRECTLY WITH CHILDREN OR YOUNG PEOPLE

If you are appointed by the church to work directly with children and/or young people you should be aware of the following:

- The church's procedures and requirements for being accepted to work with children and young people.
- That the church operates a policy of supervision for the protection of both adult and child, and that observations will be made from time to time.
- The need to be alert for signs of abuse.
- Be aware of what to do when abuse is disclosed or discovered.

In addition to the requirement laid on all church members (see previous section) you must:

- Treat those in your care with respect and dignity befitting their age.
- Learn to control and use appropriate disciplinary procedures with children and young people without ever resorting to physical punishment.
- Ensure there is the appropriate leader to child ratio (see Appendix 1 B – Ratio Guidelines)
- Where possible, leaders of the same gender as the children or young people need to be present, especially where older children and young people are concerned. (see Appendix 1 B - Ratio Guidelines)
- Control the level of aggression or exclusion particularly in games.
- Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed.
- Not invite a child or young person to, or have them remain in, a leader's home alone. (Invite a group, or ensure a third person is present).
- Ensure the parent/guardian knows where their child is.
- Not to be alone in a car with a child or young person.
- Keep a register of up to date information concerning child or young person membership. (See Appendix 3 A - Register). Each session to be registered properly including names of children and young people, and all leaders and helpers. This register, in turn, can be used for essential checks in the event of building evacuation.
- Ensure provision is made for medical help if required.
- Be aware of where the nearest telephone for use in emergencies. (The installation of a telephone, on church premises, with easy access, or mobile, is recommended).
- Know where the fire extinguishers and alarms are, as well as emergency exits. (It is recommended that an agreed fire drill is drawn up indicating how and where children and young people ought to congregate in cases of fire).
- Not place one person alone with a child, children, young person or people.
- Not allow unknown adults access to children or young people. Visitors should always be accompanied by a known person.