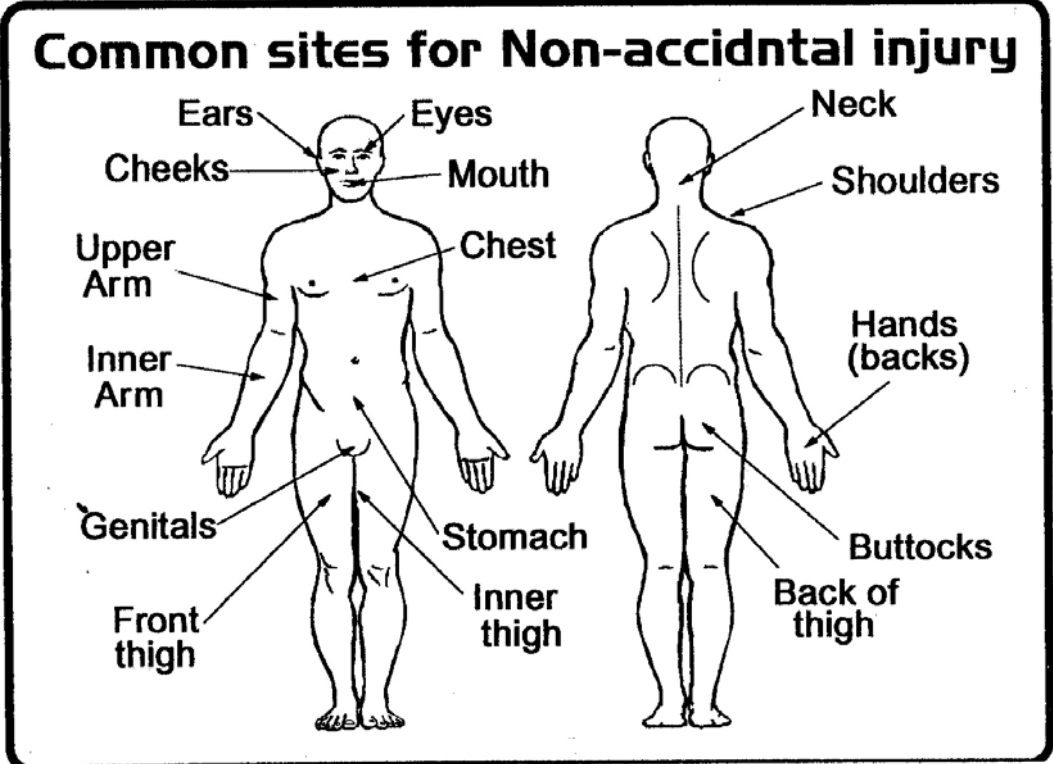
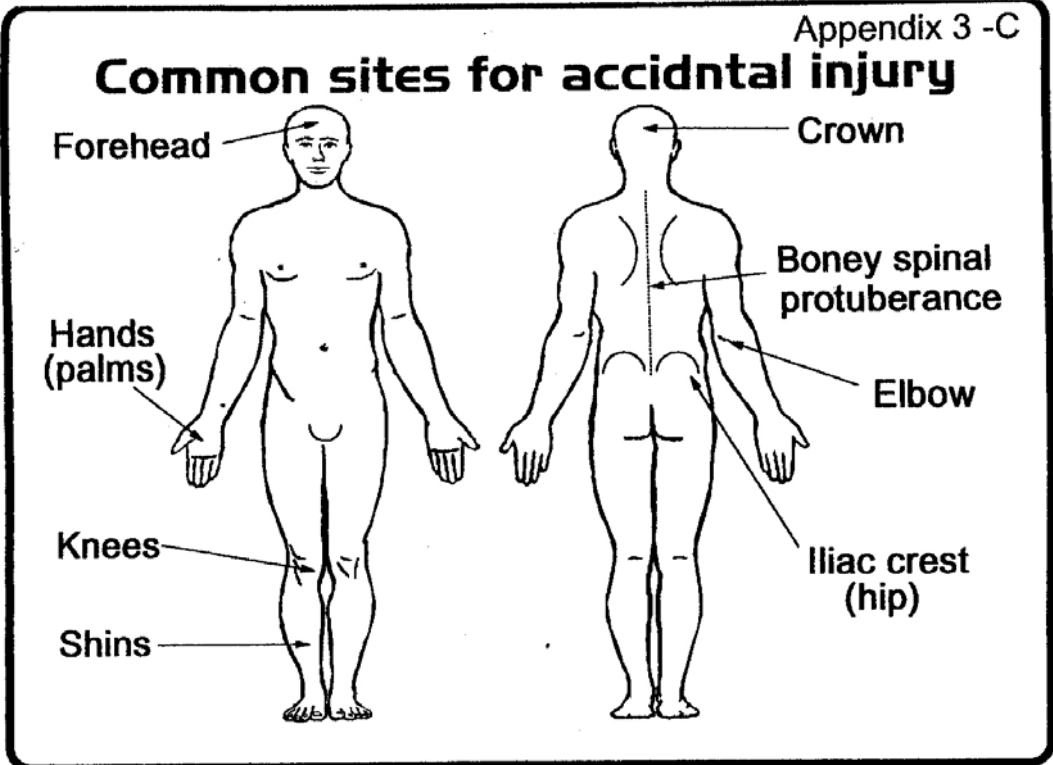


## GUIDELINES - DEFINITION OF ROLES

CHILD/YOUNG PERSON	Anyone aged 0-18 years, whether or not they are a part of the church's children's or young people's group.
CHILDRENS WORKER	Anyone who looks after a child or young person either as a leader or as a helper. In the text, this is sometimes shortened to WORKER.
SUPERVISOR	Someone who has responsibility for monitoring and supporting volunteers working with the church's children and young people. They will have special responsibility of interviewing, monitoring and supporting a new applicant through their probationary period. . Generally, though not exclusively, Supervisors will be the respective children or young people's groups' team leaders.
ADVOCATE	Someone appointed by the local church committee as <b>an independent person</b> to whom the children have special access, Who is <b>NOT</b> currently working alongside children in the church. The Advocate needs to be approachable for both children and adults. They are likely to be well known to the children and young people, and respected and above all trusted by the children/young people and those who work with them. Their position will be reviewed annually by the church committee and ratified at the Church Annual General Meeting. Their photograph and telephone number will be prominently displayed in the church.
CHURCH LEADER	The Minister and those in Leadership roles in the local church. It is their responsibility to take up and ratify references of all applicants.
SAFE TO GROW CO-ORDINATOR	Someone appointed by the church to administrate the Safe to Grow policy within the local church. To ensure all applications are processed properly. To ensure that all records of all currently working with the church's children or young people are up to date. To monitor who requires Initial training or refresher training in Safe to Grow.
PARTNERSHIP SAFE TO GROW CO ORDINATOR	Someone appointed by the ECC, to coordinate the church co ordinators and to ensure we are working as safely as possible.

## GUIDELINES - ADULT TO CHILD RATIOS

MINIMUM	Ensure that a minimum of two leaders are always present. With indoor activities it is preferable to have at least one adult of each gender represented. With residentials and trips least one adult of each gender is required.
GENDER	Leader/workers of the same gender as the children/young people are recommended, especially with older children and young people
AGE	RATIO FOR INDOOR ACTIVITIES
0-2	1 adult per 3 children
2-3	1 adult per 4 children
3-7	1 adult per 8 children
8+	1 adult per 10 children
AGE	RATIO FOR RESIDENTIALS AND TRIPS
0-2	1 adult per 3 children
3-7	1 adult per 4 children
8-13	1 adult per 7 children
13+	1 adult per 10 children. 1 additional adult per every 8 extra children thereafter
	1 adult per 10 children. 1 additional adult per every 10 extra children thereafter.



## Support and Contacts for Good Practice

Taken from Section 6 of Good Practice – Safeguarding Children and Young People in the Church The United Reformed Church 3rd edition May 2004. From [www.urch.org.uk](http://www.urch.org.uk)

### Background:

Many denominations have their own guidelines, policies and helpful leaflets/packs. This is not because those responsible do not work closely together but because our various structures, understanding of accountability and disciplinary procedures differ.

Methodist Church – **Safeguarding** A4 booklet [www.methodistchurch.org.uk](http://www.methodistchurch.org.uk)

Congregational Federation – **Keeping Safe** A5 booklet

Baptist Union – **Safe to Grow** A4 booklet

Roman Catholic Church – Review on Child Protection led to COPCA

Church of England – refer to Diocesan variations – launch of new policy Feb 04

The United Reformed Church – **Good Practice** [www.urch.org.uk](http://www.urch.org.uk)

A number of churches are linked together under the **Churches' Agency for Safeguarding** as an Umbrella Body for the use of the Criminal Records Bureau. [www.churchsafe.org.uk](http://www.churchsafe.org.uk)

### Key Legislation:

Education Reform Act 1988

Children Act 1989

Police Act Part V 1997

Protection of Children Act 1999

Criminal Justice and Court Services Act 2000

### Sources of further Information:

**Safe from Harm** – A Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales. Home Office 1993

**Superhighway Safety** – Children's safe use of the internet – DfEE  
PO Box 5050 Sherwood Park, Nottingham NG15 0DI (0845 602260)  
[www.safety.ngfl.gov.uk](http://www.safety.ngfl.gov.uk) [also ChildLine]

**The Protection of Children Act 1999 – A practical Guide** to the Act for all organisations working with children – Department of Health, PO Box 777, London SE1 6XH  
[www.doh.gov.uk/scg/childprotect](http://www.doh.gov.uk/scg/childprotect)

**Safer Recruitment to protect the Vulnerable** – Criminal Records Bureau, PO Box 91, Liverpool L69 2UH  
CRB Information Line: 0870 90 90 811 [www.crb.gov.uk](http://www.crb.gov.uk)

**Criminal Justice and Court Services Act 2000 – Protection of Children Guidance**, Home Office

**Working against Racism in Children's Resources** (WARCR) 460 Wandsworth Road, London SW8 3LX (020 7627 4594)

**MiDAS – Minibus Drivers Awareness Scheme**

[www.communitytransport.com/midas/midas.htm](http://www.communitytransport.com/midas/midas.htm)

**Data Protection Information Commissioners Office**, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Information line 01625 545745 [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

**Criminal Records Bureau** [www.crb.gov.uk](http://www.crb.gov.uk)

**Scottish CRC** [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

**DfES** circulars can be found via [www.des.gov.uk/publications](http://www.des.gov.uk/publications) There is a comprehensive search facility.

### Practical help:

**The Children's Legal Centre,**

University of Essex, Wivenhoe Park, Colchester, Essex, CO4 3SQ (01 206 872466) e mail [clc@essex.ac.uk](mailto:clc@essex.ac.uk)  
[www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

**Kidscape** 152 Buckingham Palace Road, London SW1W 9TR (020 7730 3300)

**ChildLine** (0800 1111) Freepost 1111, London N1 0BR

**Churches Child Protection Advisory Service**, PO box 133, Swanley, Kent BR8 7UQ 01322 667207  
[www.ccpas.co.uk](http://www.ccpas.co.uk)

**Christian Survivors of Sexual Abuse** (CSSA) BM-CSSA, London WC1N 3XX

**National Society for the Prevention of Cruelty to Children**, 42 Curtain Road, London EC2A 3NH  
(020 7825 2500) [www.nspcc.org.uk](http://www.nspcc.org.uk)

**National Association of Child Contact Centres**, Minerva House, Spaniel Row, Nottingham NG1 6EP (0115 948 4557) [www.naccc.org.uk](http://www.naccc.org.uk)

**Resource books:**

*Worth Doing Well* – Methodist Church  
**NYA Handbook of Policies and Procedures** in Scotland  
 Leaflet: '*Towards a Charter for Children*' from The United Reformed Church

**Booklets:**

*Caring for Young People and the Vulnerable?* – Home Office - Sentencing & Offences unit  
 (020 7273 2985)  
*Why speak out against smacking* – Barnardos, Tanners Lane, Barkingside, Ilford, Essex IG6 1QG  
 (020 8550 8822) [www.barnardos.org.uk](http://www.barnardos.org.uk)  
*Guidance to churches* – protecting children and appointing children's workers -Churches Child  
 Protection Advisory Service /Congregational and General Ins. PLC  
**Criminal Justice and Court Services Act 2000 – Protection of Children Guidance**, Home Office

**Useful organisations:**

**Family Policy Studies Centre**  
 231 Baker Street, London, NW1 6XE (020 7486 8179)  
**Children are Unbeatable! Alliance**  
 77 Holloway Road, London N7 8JZ (020 7700 0627)  
**Churches' Network for Non-Violence**  
 6 Sylvia Avenue, Hatch End, Pinner, Middlesex HA5 4QE (020 8428 3275)  
[info@churchesfornon-violence.org](mailto:info@churchesfornon-violence.org) [www.churchesfornon-violence.org](http://www.churchesfornon-violence.org)  
**National Council for Voluntary Youth Services**  
 2 Plough Yard, Shoreditch High Street, London EC2A 3LP  
 (0207 422 8630) e mail [mail@ncvys.org.uk](mailto:mail@ncvys.org.uk) [www.ncvys.org.uk](http://www.ncvys.org.uk)  
**National Council for Voluntary Child Care Organisations**  
 Unit 4, Pride Court, 80-82 White Lion Street, London N1 9PF  
 (0207 833 3319) e mail [office@voluntarychild.org](mailto:office@voluntarychild.org) [www.ncvcco.org](http://www.ncvcco.org)  
**National Youth Agency**  
 17-23 Albion Street, Leicester, LE1 6GD (0116 285 6789)

**Employment guides:**

**AMAZE – employment manual**  
 Association of Christian Youth and Children's Workers  
 PO Box 5898, Hinkley, LE10 2YX  
 (0121 503 0824) email [amaze@clara.co.uk](mailto:amaze@clara.co.uk) [www.amaze.org.uk](http://www.amaze.org.uk)  
**Children's Work Handbook** – YMCA  
 YMCA, 640 Forest Road, London E17 3DZ (020 8509 4567)  
**National Council for Voluntary Organisations** – Good Employment Guide  
 Regent's Wharf, 8 All Saints Street, London N1 9ERL (020 7713 6161)

**Training materials:**

Sections of *Kaleidoscope* – Ecumenically written and produced Training Material for children's workers and  
*Spectrum* – for Youth Workers  
 Society of Friends – **Firm Foundations** - Health, Safety and the Law  
**Taking Care** – National Children's Bureau  
 8 Wakley Street, London EC1V 7QE (020 7843 6000)

**First Aid Courses:**

St John Ambulance – [www.sja.org.uk](http://www.sja.org.uk) –search for local courses and book online  
 St Andrews Ambulance Association – [www.firstaid.uk](http://www.firstaid.uk) 48 Milton Street, Glasgow G4 0HR  
 British Red Cross – [www.redcross.org.uk](http://www.redcross.org.uk) – free first aid guides, branches throughout the UK.  
 9 Grosvenor Crescent, London SW1X 7EJ (020 7235 5454)

New materials and policy developments are always highlighted in  
**URCHIN – United Reformed Children's Information Network** (£5.00 for 3 issues - March/July/ November) United  
 Reformed Church House, Youth and Children's Work Office, 86 Tavistock Place,  
 London WC1H 9 RT (020 7916 8683) Email: [children@urc.org.uk](mailto:children@urc.org.uk) [www.urc.org.uk](http://www.urc.org.uk)