

Practical Issues of our Child Protection Policy

The Parish wishes to demonstrate that they have appropriate mechanism in place to reduce the risk of abuse to a minimum.

Each group should give careful attention to establish clear roles and responsibilities for the leaders and volunteers to ensure that good and safe supervision is maintained.

There should normally be at least two adults present for the duration of any activity.

According to the ages of the children, the following ratio of adults to children should normally be present:

0-2 years old	1 adult to every 3 children
2-3 years old	1 adult to every 4 children
3-7 years old	1 adult to every 8 children
7-11 years old	1 adult to every 10 children
over 12 years old	1 adult to every 15 children

Additional adults may be required to assist if extra supervision is appropriate to a specific activity.

Gender Balance. It is desirable to have both male and female leaders present.

Junior helpers less than 18 years old may assist at the adult leader's discretion, but they must never be left alone with children, they must always work under the supervision of an adult leader, and they must be made aware of our Child Protection Policy. These helpers must have had their own parental consent forms signed to take part in this way.

Leaders must avoid the high-risk situation of being alone with a child. If it is necessary for a leader to have a private talk with a child, then leaders should avoid doing this behind closed doors or away from other people. It is noted that in some circumstances it is impossible to be involved in 'counselling' in full view of others. On some occasions, a child/young person may insist on seeing a leader on their own. In circumstances where a leader does find themselves alone with a child because of the child's desire for privacy, the leaders MUST immediately inform another leader or the parent by phone that this meeting is taking place. On some occasions it may be possible that the parent or other leader will advise that the meeting should not take place, in which case the meeting should not proceed. At the end of the meeting, the leader MUST immediately inform the other leader or parent that the child has left. It is the duty of the leader to inform the child that this notification is taking place to inform others of the meeting and not to inform others of the details discussed.

A child should never be hit, shaken, or shouted at. If a leader needs to bring discipline to a group, then they should warn the child that they will not be allowed to take part in an activity or to come to the group again if they misbehave.

Touching. Care should be taken to avoid any physical contact with children and young people that might be misconstrued. Neither, however, do we wish leaders to become afraid of comforting, playing games, or showing friendship.

Casual Visitors should not have access to the children without the presence of an adult who is authorised to be responsible for the group.

Any activity involving children and young people which will take place outside their normal location (e.g. away from the church hall), must be outlined to the Incumbent in advance.

Safe Premises. To ensure all premises are 'safe', the following should be considered:

- Leaders should check the premises on arrival for potential hazards
- Leaders should be familiar with all fire exits, extinguishers and fire drill procedures. A fire drill should be performed annually and the details recorded in the groups' file.
- Leaders should be aware of the nearest telephone.

Record Keeping. All groups are responsible for keeping the following records (under Data Protection Act, this information is for use only by authorised leaders) A copy of all consent forms are to be taken to each weekly group. Information on each child/young person should be kept by the leader and regularly updated; to include: Name, Date of Birth, Address and telephone contact
An emergency name and address and telephone contact
Details of any allergies, illness, disabilities, behavioural/personality considerations
(It is also advisable to keep emergency contact information on each leader)

Attendance Register and Information Form. A record should be made of ALL those present at each meeting, including children/young people, leaders and casual visitors. A file with contact details and consent forms for members and contact details of the leaders should be available at each session. Information on attendance and consent should be up to date for the academic year (starts Sept) and previous forms/info should be kept in the parish office for 5 years then destroyed.

Consent forms, completed and signed by a parent or guardian, should always be obtained for every child at the start of the academic year for each club. When an activity takes place outside the normal location an additional form is required which may be specific or generic to the activity. No form ~ No Trip.

If transport arrangements are part of the group's activities, leaders should be aware of the following issues:

- A file with contact info on each child/youth/ adult going on an activity should be taken on the trip.
- All drivers should be fully qualified drivers with appropriate insurance. A form needs to be completed by anyone offering to give lifts to children and young people on behalf of the church (e.g. taking to a youth meeting away) confirming the following: fully taxed & MOT car, full drivers' license, car insurance for BUSINESS use. This is an annual form, to be completed at the start of the academic year and the person signing will agree to keep to the car taxed, MOTed for the next 12 months if they will be offering lifts during this period.
- The suitability of new drivers/recently passed drivers should be ascertained before being given a form and being allowed to offer lifts.
- It is desirable that leaders should avoid being in a car alone with a single child, but where it is unavoidable, the leader should communicate with another leader to confirm that they are collecting and dropping off the child.
- It is desirable that there should be 2 leaders in each vehicle, but where it is unavoidable, cars should travel in convoy and keep in communication via mobile phones.

First Aid. Leaders should be aware of the location of the First Aid Box in the premises and it is advisable that at least one leader of a group to be trained in first aid

Accident /Incident File. This file for the parish is kept at the Vicarage. All accidents/incidents, however minor, should be recorded in detail using the pro-forma located in the First Aid box at each venue and the record signed by 2 people. This should immediately be passed to the Vicar to be stored in the file.

If there is an incident that is causing concern, speak first to the diocesan child protection officer or Rhondda Cynon Taff's Child Protection Team.

Diocesan Child Protection Officer: Mrs Elaine Cloke Tel: 07787 244037

Child Protection Team Rhondda Cynon Taff: Tel: 01443 431513 or 01443 849944

Vicar: Peter Lewis, the Vicarage, Gelliwastad Grove, Pontypridd CF37 2BS 01443402021

Parish Child Protection Officer: Kerri Allen 07870558202

Police: 101 or 999 (emergency only) Childline: 0800111 (freefone)

NSPCC Child Protection Helpline: 0808 800 5000

Agreed by PCC of the St Catherine's, Pontypridd in April 2012, updated 2015