

LIST OF APPENDICES

| | | |
|-----------------|----------|---|
| Appendix | A | <i>Written agreement for Volunteers</i> |
| | B | <i>Approval for Events & Activities Form</i> |
| | C | <i>Guidance on Risk Assessment Form</i> |
| | D | <i>Recording Sheet</i> |
| | E | <i>Parental Consent Form</i> |
| | F | <i>Incident Report Form</i> |
| | G | <i>Guidance on Managing Children's Behaviour</i> |
| | H | <i>Guidance on the Use of Images of Children and Young People</i> |
| | J | <i>Sample Anti-Bullying Policy</i> |
| | K | <i>Guidance on Managing Drugs-Related Incidents</i> |
| | L | <i>Child Protection : Hiring Arrangements for Church Premises</i> |
| | M | <i>Sample Compliments, Comments and Complaints Procedure</i> |
| | N | <i>Declaration of Child Protection Procedures</i> |
| | P | <i>Resources and Contacts</i> |

WRITTEN AGREEMENT FOR VOLUNTEERS

Name of Worker _____

We Welcome you At _____

Name of Group _____

Meeting Details _____

Age Ranges _____

Length of Probationary Period _____

We put a very high value on all our work with children. We want to make sure you know the resources and support available to you. We intend you should not work unsupported or unsupervised.

The person designated to give you support is _____

The particular responsibilities of your job have been given to you in a job description and discussed with you in detail. Any further questions that arise from time to time can be discussed with

We want to help you give the best possible service to your group, so we will meet with you to talk about your work with children and young people. Training needs will also be discussed with you and opportunities to develop your skills made available to you.

Signed _____ Dated _____

Parish Priest/Designated Person

TO BE COMPLETED BY THE APPLICANT

I have read the Church's policies for safeguarding children and young people. I understand that it is my duty to protect the children and young people with whom I have contact. I know what action to take in cases of suspected or alleged abuse and agree to adhere to the Code of Conduct.

Signed _____ Dated _____

NB Two copies of this form should be made. One copy should be given to the individual and the other retained by the person responsible for the appointment.

Appendix B

APPLICATION FOR APPROVAL OF EVENTS AND ACTIVITIES WITH CHILDREN AND YOUNG PEOPLE (BY PARISH PRIEST OR LEADER OF THE ORGANISATION)

| | | | |
|----------------------------------|--|-------------|--|
| Parish/Organisation | | | |
| Event Leader | | | |
| Details of Activity/Event | | | |
| Places to be Visited | | | |
| Date of Departure | | Time | |
| Date of Return | | Time | |

| | |
|---|--|
| Transport Arrangements: Include the name of the transport company if known: (where applicable) | |
| | |
| Name and Address of Accommodation to be used: (where applicable) | |
| | |
| Telephone Number | |
| Named Head of Centre (if known) | |

| |
|--|
| Details of any hazardous activity and the associated planning, organisation and staffing: |
| |

Data Protection Act 1998 – the information given above will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required

| |
|--|
| Insurance arrangements: please provide details of insurance provision for the activity/event: i.e. is it covered by existing diocesan arrangements? If not, what arrangements will be made? |
| |
| |
| |

| | | |
|--|---|--|
| Names, gender, experience and specific responsibilities of adult leaders: | | |
| | F <input type="checkbox"/> M <input type="checkbox"/> | |
| | F <input type="checkbox"/> M <input type="checkbox"/> | |
| | F <input type="checkbox"/> M <input type="checkbox"/> | |
| | F <input type="checkbox"/> M <input type="checkbox"/> | |
| | F <input type="checkbox"/> M <input type="checkbox"/> | |
| | F <input type="checkbox"/> M <input type="checkbox"/> | |
| | F <input type="checkbox"/> M <input type="checkbox"/> | |
| | F <input type="checkbox"/> M <input type="checkbox"/> | |
| | F <input type="checkbox"/> M <input type="checkbox"/> | |
| | F <input type="checkbox"/> M <input type="checkbox"/> | |
| | F <input type="checkbox"/> M <input type="checkbox"/> | |
| | F <input type="checkbox"/> M <input type="checkbox"/> | |

| | | | |
|--|--|-----------------------------|--|
| Proposed size and composition of the group: | | | |
| Age range | | Adult to child ratio | |
| Number of Boys | | Number of Girls | |
| Any known specific needs of participants: | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Data Protection Act 1998 – the information given above will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required

| | |
|---|--|
| Contact details of Liaison Person: | |
| Name | |
| Telephone Number | |

PLEASE ATTACH A COPY OF ANY INFORMATION SHEET (OR SAMPLE SHEET) SENT TO PARENTS, THE PARENTAL CONSENT FORM, AND THE RISK ASSESSMENT FORM (IF COMPLETED AT THIS STAGE).

| Risk assessment to be undertaken | | | |
|---|--|-----------|--|
| By | | On | |

| | | | |
|---------------------------------|-----|--------------------------|-----------------------------|
| Signed | | Date | |
| Event leader full name | | | |
| Event approved | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |
| Risk assessment received | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |

| |
|----------------------|
| Any Comments: |
| |
| |
| |

| | | | |
|-----------------|--|-------------|--|
| Signed | | Date | |
| Position | | | |

Data Protection Act 1998 – the information given above will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required

Appendix C

**RISK ASSESSMENT
GENERAL GUIDANCE**

- a. Risk assessments should be completed well before the event/activity and should be approved by the event leader or, if completed by the event leader, by a suitably qualified individual. If in doubt, seek advice from your Child Protection Co-ordinator.
- b. A risk assessment for an event/activity need not be complex but it should be comprehensive.
- c. A formal assessment of the risks that might be met during an event/activity should have the aim of identifying the potential hazards and then reducing them. Children and young people must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be managed safely then the event/activity must not take place.
- d. The risk assessment should be based on the following considerations:
- (i) what are the hazards?
 - (ii) who might be affected by them?
 - (iii) what safety measures need to be in place to reduce risks to an acceptable level?
 - (iv) can the event leader put the safety measures in place?
 - (v) what steps will be taken in an emergency?
- e. The following factors should be taken into consideration when assessing the risks.
- (i) the type of event/activity and the level at which it is being undertaken.
 - (ii) the location, routes and modes of transport.
 - (iii) the competence, experience and qualifications of adult helpers.
 - (iv) the ratio and gender of adults to children.
 - (v) the group members' ages, competence, fitness and temperament and the suitability of the activity.
(CHECK CONSENT FORM FOR THIS INFORMATION)
 - (vi) the specific or medical needs of children/young people
(CHECK CONSENT FORM FOR THIS INFORMATION)
 - (vii) seasonal conditions, weather and timing emergency procedures.
 - (viii) how to cope when a child/young person becomes unable or unwilling to continue.
 - (ix) the need to monitor the risks throughout the event/activity.
- f. The person carrying out the risk assessment should record and give copies to all leaders prior to the event/activity, with details of the measures they should take to avoid or reduce the risks. Parish priests or leaders of the organisation should also be given a copy so that approval, as necessary, can be given with a clear understanding that effective planning has taken place.
- g. Frequent visits to local venues such as a leisure centre may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of such visits should be made at regular intervals and careful monitoring should take place.
- h. The event leader and other leaders should monitor the risks throughout the event and take appropriate action as necessary.
- i. Before booking a day/residential trip the event leader should obtain a written or documentary assurance that providers such as retreat centres or tour operators have assessed the risks and have appropriate safety measures in place, including;
- Safe recruitment procedures
 - Adequate public liability insurance
 - A license to operate (where required)
 - Clearly defined roles and responsibilities for its staff
 - Child Protection policy

Data Protection Act 1998 – the information given above will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required

RISK ASSESSMENT GUIDANCE SWIMMING

LEISURE CENTRES AND SWIMMING POOLS WITH AN ATTENDANT LIFEGUARD

- The pool's lifeguard will be on duty to supervise all swimmers. This does not reduce the duty of care the event leader and leaders have for the children and young people. All the leaders must constantly be able to account for the children and young people and should monitor the behaviour of the children and young people.
- Where possible leaders should consider using Leisure Watch facilities* or other approved activities. Further information on leisure watch facilities can be obtained from the Leisure Watch Co-ordinator on;

0191 274 5858 or
info@tdnorthumbria.org

PRIVATE SWIMMING POOLS

A private swimming pool may only be used under the supervision of a qualified lifeguard, and in the presence of at least one other adult, both of whom should stay out of the water unless there is an emergency. Supervision ratios must accommodate the needs of the children and young people and be increased as necessary.

OPEN WATER SWIMMING

Swimming or paddling in the sea or other natural waters should be allowed as formal and supervised activities, preferably in recognized bathing areas which have official surveillance i.e. qualified lifeguard cover. Nonetheless, children and young people should always be in the sight of their leaders. One leader should always stay out of the water for better surveillance.

The event leader, or another leader in the group, should hold a relevant life saving award, especially where lifeguard cover may not be available. For further advice, contact:

The Royal Life Saving Society;
River House
High Street
Broom
Warwickshire
B50 4HN.
Tel: 01789 773 994

When swimming takes place in a river, lake or the sea, the event leader will need to:

- consider the suitability of the water including the temperature.
- define the limits of the swimming area.
- brief the children and young people on any matters specific to the location e.g. limits to the area in use, other water users and hazards before they enter the water.
- adopt and explain the signals of distress and recall
- contact the local coastguard, harbour master, lifeguard or tourist information to obtain details of the nature and location of hazards.
- establish a base to which members of the group may return if separated
- look out for hazards such as glass, barbed wire and sewage overflows etc.
- ascertain for themselves the level of the pupils swimming ability and ensure adequate supervision ratios for the particular group.

* Leisure Watch is an initiative that is founded upon the premise that people in the community can play a part in reducing the risks posed to children by adults in the community who may harm them. Where the Leisure Watch sign is displayed, staff will have been trained to be observant and aware of the safety of children and young people and know what to do if they see behaviour which causes any concern.

Data Protection Act 1998 – the information given above will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required

RISK ASSESSMENT GUIDANCE SPECIALISED ACTIVITIES

ADVENTURE ACTIVITIES USING LICENSED PROVIDERS

Certain activities when undertaken by children or young people under eighteen years unaccompanied by a parent need a license when commercial companies sell them, or when local authorities provide them without a charge. Caving, climbing, trekking and water sports (except rowing) are such activities.

The Adventure Activities Licensing Authority can advise about licensable activities.

Their address is:

Adventure Activities Licensing Authority

17 Lambourne Crescent

Llanishen

Cardiff

CF4 5GG

Tel: 01222 755 715

Fax: 01222 755 757

<http://www.aala.org>

The event leader must check

- whether the provider is legally required to hold a license for the activities it offers and if so, that the provider actually holds a license.

ADVENTURE ACTIVITIES USING NON-LICENSABLE PROVIDERS

Not all providers are required to hold a license. Commercial bodies and local authorities are exempt if their activities fall outside the scope of the regulations. Not holding a license does not imply a lack of safety. It might simply mean the provider or the activity is not licensable.

If proposing to use a non-licensable provider, the event leader should obtain assurances in writing from the provider that:

- risks have been assessed and that the provider's staff are competent to instruct and lead children and young people of the groups age range on the activity. Competence could be demonstrated by holding the relevant National Governing Body (NGB) award where it exists or through successful participation in an NGB approved in-house scheme.
- the equipment is appropriate and that its safe condition is checked before each use.
- operating procedures conform to the guidelines of the National Governing Body for the activity where this is appropriate.
- clear management of safety systems in place.
- there is appropriate provision for first aid.
- there are emergency procedures (including arrangements for informing next of kin and alerting the group leader); that the provider's staff are competent in the procedures and will hold emergency phone numbers and addresses of group members; that the group will have a fire drill as soon as possible on arrival at the provider's base.

Data Protection Act 1998 – the information given above will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required

S:\Policy Manual – CP policies\Appendices – Creating a Safe Environment Policy – Final.doc

Effective Date – June 2005

Issue Date – June 2005

RISK ASSESSMENT FORM

NB: The bullet points included in this form are examples to be considered under the headings in Boxes 1-5. The form should be completed using the guidance and considering the specific activity to be undertaken along with the needs of the children and young people who will participate in the planned activity.

| |
|--|
| <p>1. Place to be visited: e.g. retreat centre</p> <p>Potential hazards:</p> <ul style="list-style-type: none">• Environmental e.g. weather, terrain• Health e.g. polluted water• Human and behavioural e.g. violence• Activity e.g. swimming• Travel e.g. driving• Accommodation e.g. fire exit |
| <p>2. List groups of people who are especially at risk from the significant hazards you have identified e.g.:</p> <ul style="list-style-type: none">• children• young people• event leader• leaders• impact of age/stamina/ability |
| <p>3. List existing controls or note where information may be found e.g.:</p> <ul style="list-style-type: none">• ensure sufficient supervision• clear guidance to pupils• exploratory visit or research – this will allow for unforeseen or unknown hazards to be identified. |
| <p>4. How will you cope with the hazards which are not currently or fully controlled under (3) e.g.:</p> <p>List hazards and the measures taken to control them.</p> <ul style="list-style-type: none">• removal of hazard• modifying the design of an activity• supervising an activity more closely• training• emergency procedures |
| <p>5. Continual monitoring of hazards throughout visit:</p> <ul style="list-style-type: none">• Share plans with leaders prior to the event• During the event, on-going assessment of risk and remedial action as required |

Risk assessment completed by _____ (Print Name)

Review date _____

Signed: _____ Date: _____

Data Protection Act 1998 – the information given above will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required

S:\Policy Manual – CP policies\Appendices – Creating a Safe Environment Policy – Final.doc

Effective Date – June 2005

Issue Date – June 2005

PARENTAL CONSENT FOR AN ACTIVITY/EVENT

| 1. NATURE OF EVENT/ACTIVITY: | | | |
|---|--|----------------|--|
| | | | |
| | | | |
| | | | |
| | | Time(s) | |
| I agree to _____ (name) _____ (D.O.B) | | | |
| <ul style="list-style-type: none"> • I agree to his/her participation in the activities described • I understand that group/activity photographs may be taken during the event, in line with the Church's policy. I give my consent to this. • I acknowledge the need for him/her to behave responsibly and will ensure he/she is aware of the expectation to behave responsibly and in accordance with the Code of Conduct for children/ young people (attached). | | | |

| 2. TRANSPORT ARRANGEMENTS (for which parents/carers hold responsibility) |
|--|
| Please detail how your son/daughter will travel to and from the activity or the pick-up point for the day trip/residential trip. |
| |
| |
| |
| |

| 3. MEDICAL INFORMATION ABOUT YOUR CHILD | | | |
|--|--------------------------|-----------|--------------------------|
| a. Any conditions requiring medical treatment including medication e.g. inhalers, anti-epileptics or insulin | | | |
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| If YES please give details | | | |
| | | | |
| | | | |

Data Protection Act 1998 – the information given above will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required

| | | | |
|--|--------------------------|-----------|--------------------------|
| 3. MEDICAL INFORMATION ABOUT YOUR CHILD (cont...) | | | |
| b. Please outline any special dietary requirements of your child (including allergies e.g. nuts) and the type of pain/flu relief medication your child may be given if necessary. | | | |
| | | | |
| | | | |
| c. Please outline any FEARS OR PHOBIAS your child has. This information will assist the adult helpers to assist your child should any difficulties arise | | | |
| | | | |
| | | | |
| d. Is your son/daughter allergic to any medication e.g. penicillin | | | |
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| If YES, please specify: | | | |
| | | | |
| | | | |
| e. When did your son/daughter last have a tetanus injection? | | | |
| | | | |
| | | | |
| f. Is there any other relevant information/specific needs that need to be known by the organiser? e.g. travel sickness/mobility | | | |
| | | | |
| | | | |
| g. FOR RESIDENTIAL TRIPS ONLY To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last few weeks that may be contagious | | | |
| YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| If YES please give brief details: | | | |
| | | | |
| | | | |

I will inform the event leader as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

Data Protection Act 1998 – the information given above will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required

| 4. CONTACT TELEPHONE NUMBERS: | | | |
|--------------------------------|--|--------------------------|--|
| Work/Mobile: | | Home: | |
| Home Address: | | | |
| Alternative emergency contact: | | | |
| Name: | | Telephone Number: | |
| Address: | | | |
| Name of Family Doctor: | | Telephone Number: | |
| Address: | | | |

| 5. DECLARATION | | | |
|---|--|--------------|--|
| In the event of an illness or accident every effort will be made by the event leader or their assistants to contact me. If for whatever reason this is not possible I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present | | | |
| Signed: | | Date: | |
| Full Name (Capitals): | | | |

Data Protection Act 1998 – the information given above will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required

S:\Policy Manual – CP policies\Appendices – Creating a Safe Environment Policy – Final.doc
 Effective Date – June 2005
 Issue Date – June 2005

**SAMPLE PARENT/CARER AND YOUNG PERSON CONSENT FORM
FOR THE USE OF PHOTOGRAPHS OR VIDEO**

_____ (parish/event) recognises the need to ensure the welfare and safety of all children and young people.

In accordance with our child protection policy we will not permit photographs, video or other images of children and young people to be taken without the consent of the parents /carers and children.

The _____ (parish/event) will follow the guidance for the use of photographs, a copy of which is available from _____ (insert name).

The _____ (parish/event) will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform _____ (insert name) immediately.

I _____ (parent/carer) consent to _____ (parish/event) photographing or videoing my child _____ (insert name).

I understand that these images will be displayed in the following circumstances (give details including dates) and I hereby agree to this:

Date: _____

Signature _____

I _____ (insert name of child) consent to _____ (parish/event) photographing or videoing my involvement in _____ (activity).

I understand that these images will be displayed in the following circumstances (give details including dates) and I hereby agree to this:

Date: _____

Signature _____

Data Protection Act 1998 – the information given above will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required

INCIDENT REPORT FORM

| | | | |
|--|--|---|--|
| Details of Event and Event Leader | | Contact Number | |
| Name of Child /Young Person involved | | Date of Birth of Child/Young Person involved | |
| Date and Time of Incident | | | |
| Place of Incident | | | |
| Circumstances of Incident (continue on separate sheet if necessary) | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Names of those present at the incident | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Data Protection Act 1998 – the information given above will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required

| | | | |
|---------------------------|--|-----------------|--|
| Nature of Harm | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Treatment Given | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Reported to Whom | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Other Action Taken | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Signed | | Date | |
| Printed Name | | Position | |

THIS FORM MUST BE FORWARDED TO THE CHILD PROTECTION CO-ORDINATOR

Data Protection Act 1998 – the information given above will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required

S:\Policy Manual – CP policies\Appendices – Creating a Safe Environment Policy – Final.doc
 Effective Date – June 2005
 Issue Date – June 2005

GUIDANCE ON MANAGING CHILDREN'S BEHAVIOUR

WHAT IS DISCIPLINE?

It can be difficult to differentiate between discipline and punishment. It is important to understand these terms in order to appreciate that when a child is disciplined, this is in fact a positive measure. It is imposed to give guidance to a child and help him/her to achieve control and remain safe.

WHY CHILDREN NEED DISCIPLINE

Discipline is important so as to:

- protect children e.g. removing a child from a broken window while providing an explanation.
- Support children to get along with others e.g. a child reminds another child of a group rule that helps both avoid conflict.
- enable a child to understand limits e.g. a child learns to take their turn during an activity as the group have set rules for how to behave.

DISCIPLINE V PUNISHMENT

Discipline is not the same as punishment. Instead of using punishment to correct behaviour, children and young people need to learn what behaviour is allowed and why. Group leaders should stress DO's rather than DONT's. An example of positive discipline would be telling a child

"Please hang your coat up as someone might trip over it"

rather than

"Don't throw your coat on the floor"

SAMPLE DISCIPLINE CODE

- Set limits but be careful not to impose too many rules. Before making a rule ask yourself: Is it necessary? Does the rule protect a child's health and safety? Does it protect the rights or property of others? Too many rules are hard, if not impossible, to enforce.
- Keep rules simple and understandable.
- Involving children as much as possible in devising a written code of conduct for their behaviour. This will make rules clear and easily understood and children are less likely to break rules that they have helped establish.
- Explain the rules to children and what may happen when they are broken. Be flexible. Some rules may work when a child is young, but as children get older, they need and want more independence. Remember, not all children respond in the same way.
- Act quickly when a child misbehaves. Do not let a problem build up over time.
- Be consistent. Agree with other leaders on sanctions.
- Praise a child for good behaviour and accomplishments. Let a child know you appreciate his or her efforts.

- Avoid power struggles with children – discipline is not a game in which there is a winner and a loser. Leaders expect co-operation from children and children expect adults to be fair.
- Offer positive suggestions and avoid criticism. Criticism can cause a child to become resentful or angry and develop low self-esteem.
- Encourage and promote independence and responsibility.
- Always reject the behaviour and not the child or young person.

SANCTIONS

KEY PRINCIPLES

- Sanctions must be the final resort – after instruction and problem solving. **Under no circumstances is physical chastisement acceptable.**
- The sanction must be clear and the reason for it explained without recrimination.
- A range of sanctions may be used and include:
 1. NATURAL CONSEQUENCES
Many times, children learn as a result of natural consequences.
e.g. arriving late may mean that they have limited choice about their role in any planned activity within the event.
 2. REDIRECTION
Suggest an alternative activity or setting when a situation is about to get out of hand.
 3. LOGICAL CONSEQUENCES
The consequences of behaviour should relate somehow to the behaviour. e.g. tidying up from one activity before commencing another.
 4. TIME-OUT
The child is removed from the activity.
NB. When time-out is used, do so because the child needs it and not because you are angry. Also be sure the length of time is appropriate and is made clear to the child.
- The sanctions to be utilised by group leaders within the event/activity should be explored and agreed prior to the event/activity taking place.
- The sanction must be proportionate to the misbehaviour and only be about the issue in hand. Do not bring up previous incidents to confuse the issue.
- The sanction must be for a short period of time rather than for several hours or weeks.
- The sanction needs to be backed up by learning so they are helped to abide by group rules in the future. No sanction is an end in itself.

Appendix H

GUIDANCE ON THE USE OF IMAGES OF CHILDREN AND YOUNG PEOPLE INVOLVED IN CHURCH ACTIVITIES.

The Catholic Church is committed to providing a safe environment for children and young people. Implicit in this is the commitment to ensure that all published images represent participants appropriately, and with due respect, and are taken and displayed in accordance with the Data Protection Act.

The key concerns regarding the use of images of children and young people relate to:

- The possible identification of a child when a photograph is accompanied by personal information
- The inappropriate use, adaptation or copying of images for use in child pornography websites
- The taking of inappropriate photographs or recorded images of children and young people.

RECORDING IMAGES OF CHILDREN/YOUNG PEOPLE

- When planning community celebrations etc eg First Holy Communion, at which many parents will wish to take photographs, and/or professional photographers may be present, those attending should be advised of this in advance, and of the existence of this policy. If they decide to participate in the event, their consent to photographs being taken will be assumed. They will be advised of their responsibility for deciding how their children are photographed/videoed, and for removing them from the immediate area if they are concerned about any aspects of the recording.
- The consent of parents and children (who are of an age to give informed consent) will always be sought in writing for the display of images, and they should not be retained. (See Appendix D).
- **A general consent to group & activity photos is contained within the Parental Consent Form for activities (Appendix D) .**
- Recording of images will take place within the context of the group/activity/event and those employed to record images of children and young people will not have unsupervised contact with children or young people.
- All children and young people featured in recordings must be appropriately dressed.
- The photograph/recording should focus on the activity. Wherever possible images of children and young people will be recorded in small groups.
- Any instances of the use of inappropriate images should be reported to the Child Protection Co-ordinator who will consider contacting the Internet Watch Foundation and/or the Police.
- Children, young people and parents will be informed that if they have concerns about inappropriate or intrusive photography, these should be reported to the event leader and recorded and managed in the same manner as other child protection concerns.
- All concerns regarding inappropriate or intrusive photography should be reported to the appropriate individual within the Church and any relevant external agency.

GUIDELINES FOR PUBLISHING IMAGES

- Always ask for parental/carer permission to use an image of a child/young person. This ensures that parents/carers are aware of the way the image of their child is representing the Church. A Parent/Carer and Child Permission Form is the best way of achieving this and can be done at the beginning of the session.
- Ask for the child/young person's permission to use their image, where they are of an age to give informed consent. This ensures that they are aware of the way the image is to be used to represent the Church. A Parent/Carer and Child Permission Form is the best way of achieving this and can be done when the child first becomes involved in the event/activity group.
A general consent to group & activity photos is contained within the Parental Consent Form for activities (Appendix D) .
- Think about the level of consideration you give to the use of images of children and young people, for example, the processes involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children and young people used on websites.
- If a child/young person is named, avoid using their photograph.
- If a photograph is used, avoid naming the person. Personal details should never be revealed.
- The event leader must ensure that delayed streaming of images onto a website takes place. This provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing).

GUIDELINES FOR COMMISSIONING A PROFESSIONAL PHOTOGRAPHER FOR CHURCH EVENTS

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which must be worn at all times.
- Inform children, young people and parents/carers that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
A sample consent form can be found at Appendix D.
- Do not allow unsupervised access to children and young people or one-to-one photo sessions at events.
- Do not approve/allow photo sessions outside the event or at a child or young person's home.

ANTI-BULLYING POLICY FOR CHILDREN AND YOUNG PEOPLE INVOLVED IN CHURCH ACTIVITIES

STATEMENT OF INTENT

We are committed to providing a caring, friendly and safe environment for all of our children and young people so they can develop in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our _____parish/group (name activity). If bullying does occur, all children and young people should be able to tell and be confident that incidents will be dealt with promptly and effectively. This means that *anyone* who knows that bullying is happening is expected to tell the group leaders.

WHAT IS BULLYING?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly
- Physical pushing, kicking, hitting, punching or any use of violence including via e mails or text messaging
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexual Orientation
- Verbal name-calling, sarcasm, spreading rumors, teasing
- Related to a child's impairment or disability may include name calling or ridiculing

WHY IS IT IMPORTANT TO RESPOND TO BULLYING?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Children and young people need to learn different ways of behaving.

We have a responsibility to respond promptly and effectively to issues of bullying.

OBJECTIVES OF THIS POLICY

- Bullying will not be tolerated.
- All adults involved in the activity/event as well as children and young people should have an understanding of what bullying is.
- All adults involved in the activity/event must know what the policy is on bullying, and follow it when bullying is reported.
- All children/young people and parents should know what the policy is on bullying, and what they should do if bullying arises.
- Children, young people and parents should be assured that they will be supported when bullying is reported.

SIGNS AND SYMPTOMS

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should consider the possibility that the child may be being bullied. Further information can be obtained from Kidscape. (The contact details can be found on page 3 of this Appendix.

PREVENTION

Strategies can be adopted to prevent bullying. As and when appropriate, these may include:

- Writing a set of group rules
- Signing a behaviour contract
- Writing stories or poems or drawing pictures about bullying
- Reading stories about bullying or having them read to the group
- Making up role -plays

Having discussions about bullying and why it matters

PROCEDURES

1. Report bullying incident to staff.
2. In cases of serious or persistent bullying, the incidents will be recorded by staff.
3. In serious or persistent cases parents will be informed and asked to come in to a meeting to discuss the problem.
4. If it is thought that an offence has been committed, contact the police.
5. The bullying behaviour or threats of bullying must be investigated and all bullying stopped quickly.
6. An attempt will be made to help the bullies change their behaviour

OUTCOMES

1. In serious cases, suspension or even exclusion will be considered.
2. If possible, the children/young people will be reconciled.
3. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
4. After the incident/incidents have been investigated parents/carers should be informed of the action taken.

HELP ORGANISATIONS:

| | |
|--|---------------|
| Advisory Centre for Education (ACE) | 020 7345 8321 |
| Children's Legal Centre | 01206 873820 |
| KIDSCAPE (Parent Helpline, Mon-Fri 10-4) | 020 7730 3300 |
| Parentline Plus | 08088 002222 |
| Youth Access | 020 8772 9900 |

For a copy of Kidscape's free booklets "*Stop Bullying*", "*Preventing Bullying*" and "*You Can Beat Bullying*", send a large (A4) self-addressed envelope with two 1st class stamps to:

Kidscape
2 Grosvenor Gardens
London
SW1W 0DH

GUIDANCE ON MANAGING DRUGS RELATED INCIDENTS

INTRODUCTION

It is vital that the Church sends a clear message to children and young people that the possession or use of illegal/unauthorised drugs during Church activities is unacceptable and will be dealt with firmly, promptly and fairly. Also, that legal drugs such as medicines need to be managed appropriately and unauthorised possession of a legal drug is not permitted.

DEFINITIONS

Drugs refers to ALL DRUGS including medicines, volatile substances, alcohol and tobacco.

Drugs incidents in Church activities are far more likely to involve tobacco, alcohol or volatile substances than illegal drugs.

BEHAVIOURAL GUIDELINES

Information about acceptable behaviour with regard to drugs should be provided to children and young people when behavioural guidelines are being drawn up for the event/activity. Children and young people should be given information about possible responses to drug related incidents. Parents and carers will be informed of any such incident.

Parents and carers should also be aware of this information and a written agreement entered into with them prior to the event that if their child is involved in a drugs incident and it is deemed necessary to send the child or young person home then the associated costs will need to be met by the parent/carer.

AUTHORISED DRUGS

Medicines or legal drugs such as tobacco are only legitimate in Church activities when they have been authorised by the event leader. Medicines should be managed systematically and be carefully stored/managed.

DEFINING DRUG INCIDENTS

An incident is likely to involve suspicions, observations, disclosures or discoveries of situations involving unauthorised drugs. It could fit into the following categories:

- drugs or associated paraphernalia are found on Church premises/during Church activities
- a child or young person is found in possession of drugs or associated paraphernalia
- a child or young person is found to be a recognised source of supply of drugs on Church premises/during Church activities
- a child or young person is thought to be under the influence of drugs
- a leader has information that the illegitimate sale or supply of drugs is taking place in the local area
- a child or young person discloses that they are misusing drugs

DEALING WITH MEDICAL EMERGENCIES

In every case of an incident involving drugs, the Church must place the utmost priority on safety, meeting any medical emergencies with first aid and summoning medical help before addressing further issues. If the event leader is in doubt they should seek medical assistance immediately.

Unless they are unconscious, a child or young person may be intoxicated but no medical emergency may exist. Children and young people should be continually observed in case of changes in their condition. It is recommended that arrangements are made with a parent/carer for the child or young person to be collected or escorted home.

CONFISCATION AND DISPOSAL OF ILLEGAL DRUGS

It is an offence under Section 8 of the Misuse of Drugs Act 1971 for the management of establishments to knowingly permit the supply and production of any illegal drugs on their premises.

The event leader should take temporary possession of any substance suspected of being an illegal drug for the purposes of protecting a child or young person from harm and to prevent an offence being committed in relation to that drug. The substance should be stored securely and arrangements made for their disposal without delay. An adult witness should be present when confiscations occur and a record should be kept of their details.

The event leader should not attempt to analyse or taste unknown or confiscated substances. If requested the police can advise on analysis, formal identification and disposal of illegal drugs.

CONFISCATION OF OTHER UNAUTHORISED DRUGS

Parents and carers should always be informed of any incident where unauthorised drugs such as alcohol, tobacco, volatile substances and medicines have been confiscated.

They may be given the opportunity to collect any alcohol, tobacco or medicines that have been confiscated. However, because of the level of danger posed by volatile substances, such as lighter fuel, glue or aerosols, the event leader may arrange for their safe disposal.

The police will not normally need to be involved in incidents involving legal drugs, but the event leader **MAY WISH TO INFORM TRADING STANDARDS** or the police about the inappropriate sale or supply of alcohol, tobacco or volatile substances to children and young people in the locality.

ESTABLISHING THE NATURE OF AN INCIDENT

The event leader should conduct a careful evaluation to judge the nature and seriousness of each incident. **THIS MAY INVOLVE INFORMING AND CONSULTING OTHERS AS NECESSARY E.G. THE POLICE.** A range of factors may be relevant and need exploration to determine the seriousness and needs of those involved and an appropriate response. For example:

- is the drug legal or illegal?
- is this a first or subsequent incident?
- what quantity of the drug was involved?
- does the child or young person admit or deny allegations?

RESPONSES

A range of options is available to the event leader when responding to the needs of those involved in a drug related incident. Although not an exhaustive list possible response include:

- re-emphasis on behavioural guidelines
- drug education
- closer supervision
- referral to an external agency (in conjunction with parent/carer)
- removal from a part of the event/activity
- permanent exclusion

Responses should always aim to provide children and young people with the opportunity to learn from their mistakes and to develop as individuals. Any sanctions should always be justified in terms of:

- the seriousness of the incident
- the identified need of the child or young person, other children and young people and the Church community
- consulting with agreed codes of behaviour and disciplinary action for breaches of other rules.

CONFIDENTIALITY

The event leader and other leaders cannot and should not promise total confidentiality to a child or young person who discloses drug use. They should seek advice from the Child Protection Co-ordinator/Child Protection Officer in such cases.

The child or young person might be directed to sources of confidential information and advice external to the event/activity.

RECORDING AN INCIDENT

The event leader should make a full record of every drugs related incident using the Incident Report Form (**Appendix E**).

INFORMING PARENTS/CARERS

In any incident involving drugs, the event leader must involve the child or young person's parent/carer and explain how the incident was managed and agree a way forward.

OVERSEAS TRIPS

For overseas trips, it is important to bear in mind that the law on drugs will differ from country to country. It is advisable that the event leader is aware of these regulations prior to departure.

Parents and carers should be advised, and their written agreement be sought, if the law of the country to be visited permits drug use which would otherwise be illegal in England and Wales. If drug use is permitted in the country to be visited, boundaries around the use of the drug e.g. alcohol must be set with the children and young people within the behavioural guidelines established for that event.

CHILD PROTECTION : HIRING ARRANGEMENTS FOR CHURCH PREMISES

Organisations that work with children and hire or use church property should be advised of their responsibility for the welfare and safety of the children in their care. The Catholic Church requires that such groups have adequate Child Protection policy and procedures, and these are seen by the Local Child Protection Representative in consultation with the Child Protection Co-ordinator/Child Protection Officer if necessary.

This organisation _____ (name) recruits staff in accordance with best practice. e.g. Safe From Harm

Further, the organisation _____ (name) has its own child protection policies and procedures and undertakes to follow these policies in relation to work with children and young people, preventing child abuse and responding to child protection concerns.

OR

The organisation _____ (name) has been given a copy of the National Child Protection policies for the Catholic Church in England and Wales and undertakes to follow these policies in relation to work with children and young people, preventing child abuse and responding to child protection concerns.

The organisation _____ (name) has its own public liability insurance to cover any claims arising as a result of the group activity.

Signed _____
(Local Child Protection Representative/Child Protection Co-ordinator/Child Protection Officer)

Signed _____

(Name/Role & Organisation) _____

Date _____

COMPLIMENTS, COMMENTS AND COMPLAINTS PROCEDURE

We believe that everyone is entitled to courtesy and prompt attention at all times to their needs and wishes.

Our intention is to work with children, young people, parents and the community and we welcome suggestions on how the _____ (insert parish group/organisation) can improve the activities we provide.

HOW CAN YOU MAKE COMPLIMENTS AND COMMENTS?

We are very happy to receive compliments and comments from you. You can do this in writing and submit it to _____ (insert name of event leader). Alternatively you can speak with _____ whilst at the _____ (name of activity e.g. youth group).

We will make sure that your compliment or comment is passed on to the relevant person. Any comments will be carefully considered and you will be informed of any decisions taken, as a result of your comment. A written record of your compliment or comment will be held.

HOW YOU CAN MAKE A COMPLAINT.

Anyone who is unhappy about any aspect of _____ (insert details of activity/event e.g. youth group), the way it is run, policies or procedures should share their concerns with _____ (leader of activity/event) either in person or in writing.

If this does not have a satisfactory outcome, or if the problem persists, you should put those concerns in writing and request a meeting with _____ (insert details of relevant person e.g. Parish Priest, Local Child Protection Representative

If the matter is not resolved at this stage, it will be referred to the relevant Child Protection Coordinator or to the headquarters of the Diocese/Religious Congregation or organisation (insert as appropriate).

We believe that most concerns can be dealt with at an early stage as quickly as possible and we will strive to do this.

We also believe that it is in everyone's interest that such concerns/complaints are taken seriously and dealt with fairly and in such a way, which respects the confidentiality of those concerned. You will be informed of any actions taken as a result of your complaint. A written record of your complaint will be held.

CONTACT DETAILS

Insert relevant contact details for individuals named above.

Appendix N

DECLARATION ON CHILD PROTECTION PROCEDURES

| | | | |
|--|--|-------------|--|
| Parish Name | | | |
| Name | | | |
| Role | | | |
| I _____(insert full name) hereby declare that I have received and understood the procedures on how to deal with allegations or suspicions of abuse and will comply with the Church's Child Protection Policies and Procedures. | | | |
| Signature | | Date | |

RESOURCES AND CONTACTS

GENERAL

1. **A Programme for Action: Final Report of the Independent Review on Child Protection in the Catholic Church in England and Wales (The Nolan Report)**
Sept 2001
2. **Safe From Harm**
(Home Office 1993) The Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales.
3. **Health and Safety of Pupils on Educational Visits and Exchanges**
Department for Education and Employment (1998)
Department for Education and Skills, Publications Centre, PO Box 5050, Sherwood Park, Annesley, Nottingham NG15 0DJ
Tel: 0808 100 50 60
4. **Child Protection Awareness Programme**
Keeping Children Safe
Keeping Children Safe in Sport
Creating a Culture of Safety
Distance learning materials about child protection.
EduCare, deBrus Marketing, Tel: 01926 426219 www.debrus.co.uk
5. **Safeguarding Children: Everybody's Business – video training pack**
NSPCC (1999)
Tel: 0207 7825 2775 Email: infounit@nspcc.org.uk
6. **Protecting Disabled Children and Adults in Sport and Recreation**
sportscoach UK, 114 Cardigan Road, Headingley, Leeds LS6 3BJ
Tel: 0113 274 4802 Email: coaching@ncf.org.uk
7. **Have Fun and Be Safe**
A guide to help parents and carers choose children's activities (produced by the Volunteer Development Agency and NSPCC)
Tel: 020 7825 2775 Email: infounit@nspcc.org
8. **Protecting Children from Sexual Abuse in the Community/Family**
NSPCC leaflet available from NSPCC Publications and Information Unit
Tel: 020 7825 2775 Email: infounit@nspcc.org.uk
9. **Away from Home and Safe – Getting Residentials Right**
Away from Home and Safe, 216 Belmont Road, Belfast BT4 2AT
Tel: 01232 651 498 www.niweb.org/safe
10. **National Society for the Prevention of Cruelty to Children (NSPCC)**
Publications and Information Unit, NSPCC, Weston House, 42 Curtain Road, London EC2A 3NH
Tel: 020 7825 2775 www.nspcc.org.uk
11. **Care and Health Website**
For UK wide advice on law and policy
www.careandhealth.com/arch/policywatch.asp

HEALTH AND SAFETY

The following publications are produced by the Health and Safety Commission (HSC)/Health and Safety Executive (HSE)

HSE Books
PO Box 1999
Sudbury
Suffolk
CO10 6FS
Tel: 01787 881 165
Fax: 01787 313 995

1. **5 Steps to Risk Assessment: A Step-by-Step guide to a safer and healthier workplace**
IND(G) 163 Rev 1 1998 – free booklet or available in priced packs
ISBN 0 7176 0904 9
2. **Managing Health and Safety: Five Steps to Success**
IND(G) 275 – free leaflet.
3. **A Guide to Risk Assessment Requirements: common provisions in health and safety law (1996)**
IND(G) 218 - free leaflet or available in priced packs
ISBN 0 7176 1211 2
4. **Safety in Swimming Pools**
Joint publication by the Health and Safety Commission and English Sports Council (ESC)
£5.50. Available from ESC Publications, PO Box 255, Wetherby, LS23 7LZ
Tel: 0990 210 255 Fax: 0990 210 266

NATIONAL GOVERNING BODIES

1. **Association of British Riding Schools**
Queens Chambers
38-40 Queen Street
Penzance
Cornwall, TR18 4BH
Tel: 01736 369 440
2. **British Canoe Union**
Adbolton Lane
West Bridgford
Nottinghamshire
NG2 5AS
Tel: 0115 982 1100
3. **British Cycling Federation**
National Cycling Centre
Stuart Street
Manchester
M11 4DQ
Tel: 0870 871 2000
4. **The British Horse Society**
Stoneleigh Deer Park
Kenilworth
Warwickshire

CV8 2XZ
Tel: 01926 707 700

5. **British Mountaineering Council**
177-179 Burton Road
Manchester
M20 2BB
Tel: 0161 445 4747
6. **English Ski Council**
Area Library Buildings
Queensway Mall
The Corn Bow
Halesowen
West Midlands
B63 4AJ
Tel: 0121 501 2314
7. **Mountain Leader Training Board**
177- 179 Burton Road
Manchester
M20 2BB
Tel: 0161 445 4747
8. **National Caving Association**
8 Dunbar Road
Hillside
Southport
PR8 4RH
Tel: 01704 569 107
9. **National Association for Outdoor Education (From December 1998 – Association for Outdoor Learning)**
12 St Andrew's Churchyard
Penrith
Cumbria
CA11 7YE
Tel: 01768 891 065
10. **Royal Yachting Association**
RYA House
Romsey Road
Eastleigh
Hampshire
SO50 9YA
Tel: 01703 627 400
11. **Wales Trekking and Riding Association**
7 Rhos Ferig Road
Brecon
LD3 7NG

OTHERS

1. **Adventure Activities Licensing Authority**
17 Lambourne Crescent
Llanishen
Cardiff
CF4 5GG
Tel: 02920 755 715
www.aala.org
2. **Association of British Travel Agents (ABTA)**
68-71 Newman Street
London
W1P 4AH
Tel: 0207 637 2444
3. **British Activity Holiday Association**
22 Green Lane
Hersham
Walton on Thames
Surrey
KT12 5HD
Tel: 01932 252 994
4. **British Safety Council**
National Safety Centre
70 Chancellors Road
Hammersmith
London
W6 9RS
Tel: 0208 741 1231
5. **British Schools Exploring Society**
1 Kensington Gore
London
SW7 2AR
Tel: 0207 591 3141
6. **British Tourist Authority and English Tourist Board**
Thames Tower
Black's Road
Hammersmith
London
W6 9EL
Tel: 0208 846 9000
7. **Central Bureau for Educational Visits and Exchanges**
10 Spring Gardens
London
SW1A 2BN
Tel: 0207 389 4004
8. **Central Council of Physical Recreation and The British Sports Trust**
Francis House
Francis Street
London
SW1P 1DE
Tel: 0207 854 8500

9. **Child Accident Prevention Trust**
18-20 Farringdon Lane
London
EC1R 3HA
Tel: 0207 608 3828
10. **Disability Sport England**
Unit 4G
784-788 High Street
Tottenham
London
N17 0DA
Tel: 0208 801 4466
11. **The Duke of Edinburgh's Award**
Gulliver House
Madeira Walk
Windsor
Berkshire
SL4 1EU
Tel: 01753 810 753
12. **English Sports Council**
16 Upper Woburn Place
London
WC1H 0QP
Tel: 0207 273 1500
13. **The Maritime & Coastguard Agency**
Spring Place
105 Commercial Road
Southampton
SO15 1EG
Tel: 01703 329 395
14. **Royal Association for Disability & Rehabilitation (RADAR)**
12 City Forum
250 City Road
London
EC1V 8AF
Tel: 0207 250 3222
15. **Royal Life Saving Society UK**
River House
High Street
Broom
Warwickshire
B50 4HN
Tel: 01789 773 994
16. **The Royal Society for the Prevention of Accidents (RoSPA)**
Edgbaston Park
353 Bristol Road
Birmingham
B5 7ST
17. **Sports Council for Wales**
Sophia Gardens
Cardiff

- CF1 9SW
Tel: 02920 300 500
18. **The Suzy Lamplugh Trust**
14 East Sheen Avenue
London
SW14 8AS
Tel: 0208 392 1839
19. **Youth Hostel Association**
8 St Stephen's Hill
St Alban's
Hertfordshire
AL1 2DY
Tel: 08708 708 808
20. **Wales Tourist Board**
Brunel House
2 Fitzalen Road
Cardiff
CF2 1UY
Tel: 02920 499 909
21. **Stop it Now! UK & Ireland**
PO Box 9841
Birmingham
B48 7WB
Tel/Fax: 01527 598 184