



Good Practice Quiz Answers

- 1 **TRUE** - There must be adequate insurance cover for ALL on site and off site activities, and activities should also be agreed with the Church Council/Trustees etc.
- 2 **TRUE** - Private cars can be used to transport children/young people, but drivers must be accompanied by another adult and ensure that safe recruitment procedures have been followed. Drivers must also verify that their vehicles are road worthy (MOT), have adequate insurance (with written confirmation), the maximum capacity is not being exceeded, seat belts are used at all times and the correct car seats are used for children who require them.
- 3 **FALSE** - Where possible children's/youth work should be run in halls, churches or rooms connected with the church. If a private house is used on a regular basis, clear boundaries and rules need to be in place, the Church Council/Trustees etc. need to be informed and you should inform your insurance company.
- 4 **TRUE** - The following are the recommended adult to child ratios: **0-2 years** = 1 adult to 3 children. **2-3 years** = 1 adult to 4 children. **4-8 years** = 1 adult to 6 children. **9-12 years** = 1 adult to 8 children. **13-18 years** = 1 adult to 10 children. Mixed gender groups should include both male and female adult leaders wherever possible. In certain situations it will be necessary to have a higher number of adults; for instance when children/young people have additional support needs. It may not always be possible to adhere to these recommended ratios. However, every effort should be made to achieve the best level of supervision of children/young people at all times.
- 5 **?** - It is not practical for every group to have a register, such as a drop-in. However, if you run a regular programme with organised activities you should keep up-to-date records of the contact details and emergency/medical information for all children/young people you work with. Make sure you have them with you during the activities you run and keep them secure at all other times. It is also recommended that you keep up-to-date information and contact details for leaders/volunteers.
- 6 **FALSE** - For any activities away from the normal meeting place, ensure that parents/guardians know where the group is going and that they have signed and returned the relevant consent forms.
- 7 **?** - When a child or young person is in your care there is an obligation to ensure their safety at all times. If you are left with a child/young person who is normally picked up by someone the first point of call is to contact the parent/guardian on an emergency contact number to enquire if all is ok. However, if you need to take the child/young person home, because it is a greater risk to leave them on their own, agree arrangements with the parent/guardian, ensure you have another adult leader present with you on the journey and follow the guidelines for question 2. Remember that lifts home should not become a regular occurrence and only offered in exceptional circumstances.
- 8 **FALSE** - All leaders over the age of 18 have the potential to be left in a 'one-on-one' situation with a children/young people, therefore as a bench mark, if a leader is perceived to have more contact with children/young people than a local 'shop keeper' they need to be safely recruited and have an up to date DBS certificate before they begin volunteering (Disclosure and Barring Service). Young volunteers can sign a young volunteer's agreement. There are now also different levels that will require either an enhanced DBS or an enhanced DBS plus - go to www.gov.uk/disclosurebarring-service-check for more information.
- 9 **TRUE** - Ensure that all who work with children/young people know what to do in the case of suspected or alleged abuse.
- 10 **FALSE** - A no touch approach for adults working with minors is often impractical. Every child/young person is different and every situation is unique. Therefore, each situation should be judged as to what is appropriate to the needs of the individual child/young person. Any such contact will need to be age and gender appropriate and of limited duration. Where a child/young person seeks out or initiates physical contact with an adult leader, the situation should be handled with sensitivity and must never be exploited or secretive.
- 11 **TRUE** - Leaders can communicate with young people using social media and other forms of electronic communication; however, this must follow strict guidelines and parental/guardian consent must be obtained.
- 12 **TRUE** - Clear rules, consequences and boundaries help children, young people and adult leaders/volunteers know where they stand. Those with leadership responsibilities must be consistent when dealing with rules and consequences.



What to do/what not to do...

What to do if a child says something or I'm concerned or suspicious about something or someone?

Here are some basic **do's and don'ts** if you are concerned or suspicious about any behaviour toward a child or young person, or if a child tells you that they, or someone they know, is being abused do take your concerns and the concerns of the child seriously.

It's always better to make a referral to Children's Social Care or an enquiry to the safeguarding adviser rather than doing nothing. Silence never protects the victims – unfortunately it perpetuates victimisation. Be prepared to think the unthinkable even if the person about whom the allegation is made is known to you very well.

Do...



- Listen carefully to the child, rather than directly question him/her;
- Accept what the child says – children rarely tell lies about being abused;
- Take the abuse seriously (no incident of abuse is ever insignificant);
- Reassure the child who has spoken to you that they have done the right thing in bringing it to your attention;
- Write down exactly what was said, including any inappropriate language that might have been used, whilst it is still fresh in your mind, making a note of the timing, setting and people present;
- Explain to the child what actions you are going to take and that the information must be shared;
- Report what you have heard, seen or suspect to your church safeguarding person, diocesan safeguarding adviser, Children's Social Care, the Police or the NSPCC.

Don't...



- Dismiss your concerns – the diocese will take them seriously;
- Approach the person about whom you have concerns, instead seek advice from either your church safeguarding person, the diocesan safeguarding adviser, your local Children's Social Care department, the Police or the NSPCC;
- Confront the alleged abuser;
- Ask questions to obtain further information – children will only want to tell their story once;
- Promise confidentiality, or make promises to the child that you cannot keep;
- Stop a child who is freely recalling what has happened. If they are interrupted at this stage, they may not continue and might not let you, or anyone else know what has happened.



Disclosure card Front

What to do if a child/young person discloses that something is happening to them

What to do:

- Listen carefully to what is said.
- Accept what is said.
- Take the abuse seriously.
- Reassure them that they have done the right thing in bringing it to your attention.
- Write down exactly what was said, making a note of the timing, setting and people present.
- Explain what actions you are going to take – that the information must be shared.
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Disclosure card Back

What not to do if a child/young person discloses that something is happening to them

What not to do:

- Dismiss your concerns.
- Interrupting the person who is informing you.
- Ask probing questions to obtain further information.
- Promise confidentiality or make promises that cannot be kept.
- Approach the person about whom you have concerns.

Useful telephone numbers:

NSPCC: 0808 800 5000

ChildLine: 0800 1111



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Safe recruitment flow chart

Person shows interest in working with children/young people or vulnerable adults in the church either in a paid position or as a volunteer.



Ensure you have a written outline of the role that you can give the applicant. The applicant is asked to complete an application form and asked to provide the name of two people to provide references.



A simple interview/conversation then takes place with the applicant by the nominated safeguarding person in the church/parish and two others. This will include a discussion about the role the applicant will undertake and also what they hope to bring to the role.



A Confidential Declaration Form is completed by the applicant. If the role requires it then a DBS application form (Disclosure and Barring Service) is also completed by the applicant. This is certified by the nominated safeguarding person or a member of clergy. The completed DBS form is returned to the Diocesan Safeguarding Department/Adviser who will process the application; the church/parish keeps the rest of the recruitment paperwork in a secure location.



The applicant will receive a DBS disclosure certificate that must be shown to the church/parish safeguarding person who will contact the Diocesan Safeguarding Department/Adviser with the DBS certificate number, date of issue and the fact that there are no cautions/evictions.



If the DBS certificate is clear and the references are satisfactory the applicant is now eligible to work within the area of work they applied for.



The Church Council/trustees need to minute the appointment at the next meeting.



Annual Medical/Consent Form



St Key's Church
99 Celebration Lane
Worshipton
WOR 5HIP

Date: _____ **to date:** _____

A new programme will be available at the start of every term.

This form gives consent for activities and trips as stated on the termly programme for **Church/name of group**. Please read and fill in this form if you agree to your child/children taking part in all of the arranged programme and activities.

PLEASE NOTE any activities taking place beyond a 50 mile radius of **the church** or in a residential capacity, will require separate consent. For all off site activities and trips, we will meet outside the church before leaving and return to the church. Your child/children need to be dropped off and picked up by the stated times. Times will be given in advance of any trip and if arrangements change we will let you know. We will also give advanced notice of anything your child/children will need to bring with them or provide.

PART A - to be completed by all participants (more than one person in a family can go on this form)

Full Name/s 1) _____ 2) _____ 3) _____
 Date of Birth 1) _____ 2) _____ 3) _____
 Address (include post code) _____

 Any Medical details or allergies of which the leader(s) should be aware:
Person 1 _____
Person 2 _____
Person 3 _____

PART B - to be completed by all participants

Doctor's name _____
 Address _____
 Telephone number _____

PART C - Emergency Contact for parent/guardian

Name _____
 Address _____
 Telephone numbers (home) _____ (mobile) _____

PART D - to be completed by person(s) with parental responsibility for all participants under 18

I/we give my permission for
 1) _____ 2) _____ 3) _____
to attend and take part in the above named event, and all activities, with the exception of:

 _____ Continued overleaf



Annual Medical/Consent Form

PART D contd - to be completed by person(s) with parental responsibility for all participants under 18

In case of illness or accident, I/we authorise for the leader(s) of the group/activity to sign any written form of consent required by medical authorities on my behalf, if a) a delay occurs in obtaining my signature or b) it is considered inadvisable or unnecessary by the doctor/surgeon concerned. (Please tick) YES NO

Signed _____ Signed _____

Name _____ Name _____

(Parents/Guardians of those under 18) Both parents should sign, or the sole parent/guardian/carer with legal responsibility for the child.

Address (if different from Part C)

Telephone number Date

Publicity

Occasionally pictures or videos are taken of activities at events. These photos/videos will only be used within publicity or in news letters, brochures, leaflets and on the church website.

I give consent for pictures or videos of my child/children to be used: YES NO

Transport for trips and organised activities

I give consent for my child/children to be transported by leaders when necessary: YES NO

Contact details

To make better use of modern technology emails, text messaging and social media is used (designated Facebook group) to communicate relevant information, programme changes, updates and news/events.

Are you happy for you and your child/children to be contacted electronically for these purposes? YES NO

Name of parent/guardian

Telephone number (if different from Part C)

Email

Thank you for your patience in completing this form. We take the safety and responsibility of your child's care very seriously. **Please note that we can only be responsible for your child/children when they are either on the church site or attending arranged activities. If they leave the site we cannot take responsibility for your child/children.**

Contact details for you

If you have any questions, concerns or if there is anything we need to be aware of about your child please don't hesitate to contact:

Group leader name

Group leader telephone number

Group leader email address

Church website



Social Media & Young People*

Guidelines

These guidelines relate to internet, email, mobile phone and social networking. For many young people this is their preferred means of communication and it can be an extremely effective tool within youth work. However while it brings great opportunities there are also significant risks and it is important that guidelines are followed.

Workers/leaders communicating with young people or vulnerable adults via the internet, social networking or mobile phone must obtain a DBS certificate in accordance with the safeguarding guidelines from the Diocese.

It is recommended that:

- If a worker/leader expects to communicate with young people in the group via email, messenger, social networking sites (e.g. Facebook) or texting, written permission from the young person's parents/guardians should be given.
- One-to-one communication between a worker/leader and a young person should normally be avoided, all communication should be in a page or group context.
- If it is necessary for a worker/leader to communicate with a young person individually, it should be through an approved account that a line manager/supervisor or approved third party can also access and review the conversations. Young people must be made aware that any one-to-one communication will be shared in this way.
- Communication should be from a specific account/address known to the young people, parents and line manager/supervisor.
- Clear and unambiguous language should be used in all communications. Avoid abbreviations that could be misinterpreted.
- Do not use any comment or picture of a young person without written parental permission. Church/Diocesan guidelines on the taking of images must be followed.

Mobile Phones:

- Employed workers should be supplied with a mobile phone dedicated for work purposes. This allows for the phone to be switched off outside working hours, and for any usage to be accountable.
- The work phone number should be the only number that young people are given; a worker's personal number should remain private.
- Texts that raise concerns should be saved and passed on to a line manager/supervisor or approved third party within the organisation. Conversations should be discussed as soon as possible.

Email and Instant Messenger:

- Be aware of who has access to computers, or other devices, used for communication between workers/leaders and young people.
- There should be a 'curfew' on instant messenger communication and this should only take place during normal working hours.
- Workers/leaders need to log and save all conversations and regularly review these with their line manager/supervisor before they are deleted.





Social Media & Young People*

- Make sure that young people know that line managers/supervisors have access to the conversations.
- Video or Voice messenger should be done in public so that other people are aware of what the worker/leader is doing and to whom they are speaking.

Facebook & Social Networking Sites:

- The best advice is that it is not appropriate to use a personal Facebook account and profile for work with young people, so workers/leaders should create a professional account to manage communications with young people.
- To create a professional or 'work' account and profile, enter a work email in the sign up box, adding 'Work' or another suitable term after the last name to distinguish the professional from the personal profile (i.e. Mark Heybourne Work)
- Line managers/supervisors should be aware of the account name and password so that they can at any time log onto the account to monitor the communications. Young people should be made aware that information is shared in this way.
- Ensure the church/organisation name is entered onto the profile created. Also make sure that work contact details and web address is publicised.
- Adding interests makes profiles more interesting, but only share information appropriate to the young people.
- Any photos used should be in an official/work setting.
- Consideration should be given to including an 'expectations' statement in the profile somewhere such as:

"I am a youth worker with a keen interest in social media which I use to share about the groups and events we run through St Key's Church. I also post lots of links that I think young people who come to our groups would find interesting. I generally only log in to Facebook a few times a week during my work hours. If you need to contact someone from St Key's urgently then please call 01234 567890 or visit www.stkeyschurch.org"

- Any communication or content that raises concerns should be saved or printed, shared and discussed with line managers/supervisors.
- Workers/leaders should only accept friend requests for this profile from young people known to them that they have met offline.
- Communication should normally be in the public domain wherever possible (by using group mailings or public wall posts).
- Where groups are set up, they should be closed, and not open to the general public. Anyone with administrative rights should regularly moderate the group, only sharing those rights with their line manager/supervisor and other trusted workers/leaders.
- Workers/leaders with personal social networking accounts should customise their privacy settings in order to maintain the boundaries between their personal and professional lives. They should avoid uploading inappropriate personal information.



* The Diocese of Norwich has kindly given permission for these guidelines to be adapted for 'The Key'.