

# ***Rora Christian Fellowship***

***Caring for children in our church  
(Rora Christian Fellowship's  
Child Protection Policy Document)***

***2016 Edition***

*Registered Charity Number : 268681*

# ***Rora Christian Fellowship's Child Protection Policy Document***

## **CONTENTS**

	Page
1. Introduction	3
2. Policy Statement	4
3. Policy Guidelines	5
4. Action to be taken if Abuse is Alleged or Discovered	6
5. Human Resources	6

## **APPENDICES**

AA Volunteer Helpers Form - Part A	7
AB Volunteer Helpers Form - Part B	8
B Parental Consent Form	9
C Incident Report Form	10

## **1 INTRODUCTION**

### **SUNDAY SCHOOL**

- 1.1 At present there are approximately 3 children between the ages of 4 to 16 years who attend the Sunday School, which is held during part of the main Sunday meeting (approx. 11 – 12.30 p.m.).
- 1.2 All of these children have their parents or relatives attending the meeting at the same time.
- 1.3 At present two adults take each Sunday School class together, to enable the needs of all ages to be met.

### **TRIPS, CAMPS AND HOUSE PARTIES**

- 1.4 It was recognised that additional measures need to be taken when children are involved in Sunday School trips, camps, house parties or the like. Such trips are fairly rare, mainly because of the lack of resources, lack of adults to supervise and the onerous Health and Safety implications. The boys' camp and girls' houseparty are an annual event and last for 1 week each.
- 1.5 For the boys' camp and girls' houseparty, there is a special consent form for parents/ guardians to sign which allows for detailed information about the particular needs of each child. A sample consent form is shown in Appendix B.

## 2 POLICY STATEMENT

### ***Rora Christian Fellowship Child Protection Policy***

#### ***Policy statement on children, young people and the church***

This statement was agreed at the church meeting held on

---

and it will be reviewed annually.

- As a church we are committed to:
  - i. The nurturing, protection and safekeeping of all, especially children and young people
  - ii. The prevention of the physical, sexual and emotional abuse of children and young people, and to report any abuse discovered or suspected
  - iii. Following “best practice” as regards the care of children and seeking to follow the Home Office Code of Practice *Safe from Harm*.

### 3 POLICY GUIDELINES

#### ***Code of Behaviour for those working with children and young people***

##### SUNDAY SCHOOL

The workers will:

- Seek to provide a safe and well-lit environment
- Treat all children and young people with equal respect
- Ensure all activities are well considered and safely conducted
- Plan activities to involve more than one worker and several children
- Provide firm, but kind discipline without using physical punishment
- Deal firmly with all forms of bullying
- Ensure another adult is present if a child requires first aid, washing or changing
- Respect the privacy of children when they are toileting
- Endeavour not to work alone with a child out of the sight of other adults

Some of the younger children do sometimes seek / initiate physical comfort e.g. sitting on an adult's knee, and this may be the most appropriate way of communication at that moment. Workers should always ensure that this is done in the presence of others.

##### TRIPS, CAMPS AND HOUSE PARTIES

On each trip, camp or house party:

- There must be separate sleeping accommodation for males and females
- Those of the opposite sex should not go into one another's sleeping accommodation
- All activities must be adequately supervised
- The group should be formally made aware of fire regulations and matters pertaining to health and hygiene
- The insurance cover must be adequate
- There should be clearly laid down rules of behaviour. The consequences of breaking the rules should be explained e.g. being sent back home in an extreme case

## **4 ACTION TO BE TAKEN IF ABUSE IS ALLEGED OR DISCOVERED**

**4.1 If a child tells about sexual abuse, it is suggested that the worker should:**

- Be aware that the child may have been threatened
- Not press for information at this stage
- Reassure the child that he / she is right to have spoken
- Let the child know who you are going to talk to
- Reassure the child of your concern and pray for him / her
- As soon as possible afterwards, write down as closely as possible what the child said with the date and time

**4.2 If abuse is disclosed or discovered :**

- Inform the Church Elders, who will take what action they consider to be appropriate to the circumstances. (This may involve informing an independent person \*, the police or social services etc.).
- Complete an Incident Report Form

( \* The Independent Person could be a doctor or teacher).

## **5 HUMAN RESOURCES**

### **5.1 NEW WORKERS WITH CHILDREN**

Each new worker must:

- be appointed by a minimum of two church elders
- submit to a police check before working with children

### **5.2 CURRENT WORKERS WITH CHILDREN**

Each current worker and each church leader will submit himself / herself to a police check.

**Appendix A (Part A)**

**Rora Christian Fellowship  
Child Protection Policy**

***Volunteer helpers form for work with children and young people (Part A)***

We ask all prospective helpers in children's and young people's work to complete this form. The information will be kept confidentially by the church, unless requested by an appropriate authority.

Name \_\_\_\_\_

Date and Place of Birth \_\_\_\_\_

Address (including Postcode) \_\_\_\_\_  
\_\_\_\_\_

Telephone No: Day \_\_\_\_\_ Evening \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

If less than 3 years, please give your previous address(es) and the name of the church you attended.  
\_\_\_\_\_  
\_\_\_\_\_

Please tell us something of yourself - any special interests and skills you have, and previous experience of working with children or young people. Where appropriate name the church or group and the dates. (If there is not enough space, please continue on another sheet.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you any relevant qualification or appropriate training? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you suffer or have you suffered, any illness which may directly affect your work with children or young people? YES/NO (Please delete where applicable)

If YES please give details \_\_\_\_\_

Have you ever had an offer to work with children and/or young people declined? YES/NO (Please delete where applicable)

If YES please give details \_\_\_\_\_

***Appendix A (Part B)***

***Rora Christian Fellowship  
Child Protection Policy***

***Volunteer helpers form for work with children and young people (Part B)***

You will understand the great responsibility involved in working with children and young people, and the need to ensure their safety.

We therefore ask you to sign the following declaration.

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges? (NB The disclosure of an offence may be no bar to your appointment.)      YES/NO

If YES, what was the nature of the offence? \_\_\_\_\_

---

---

**Declaration:** I confirm that the submitted information is correct and complete and that I am willing for a DBS (Disclosure and Barring Service) check to be submitted. I have read and understand the Child Protection Policy of the Rora Christian Fellowship and agree to abide by the guidance and procedures laid down.

Signed \_\_\_\_\_ Date \_\_\_\_\_

All convictions must be disclosed, as the provision of the Rehabilitation of Offenders Act 1974 does not apply.

**RORA CHRISTIAN FELLOWSHIP CHARITABLE TRUST*****Parental Consent Form for Young People Under 18 as required by Law***

Holiday (insert venue)

Dates: (insert dates)

Young Person's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address (including Postcode) \_\_\_\_\_  
\_\_\_\_\_

Telephone No: Day \_\_\_\_\_ Evening \_\_\_\_\_

Emergency Telephone No: \_\_\_\_\_

Dr's Name \_\_\_\_\_ Dr's Telephone No: \_\_\_\_\_

Dr's Address (including Postcode) \_\_\_\_\_  
\_\_\_\_\_

Allergies \_\_\_\_\_

Medicine Instructions \_\_\_\_\_

Has your young person had a Tetanus Immunisation in the last 3 years? YES/NO

Special Diet (medical reasons only) \_\_\_\_\_

I agree to the leaders of the above Holiday taking any action necessary in the case of accident/emergency/hospitalisation involving my young person, during his/her activities for that period.

I give permission for my young person to take part in all planned and supervised activities including swimming.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Relationship \_\_\_\_\_

The Rora Christian Fellowship is a registered Charitable Trust No 268681

The leaders of this holiday will make every effort to ensure the safety of those participating but cannot take any responsibility for a young person who refuses to follow a clear instruction.

*Appendix C*

***Rora Christian Fellowship  
Child Protection Policy***

**Incident Report Form**

This report form is for the purpose of keeping a record of reports made to the church elder(s). As well as this report you should make a full factual written record of your observations and any conversations, which should be signed and dated.

Name of Worker \_\_\_\_\_

Name of Organisation \_\_\_\_\_

Name of Child \_\_\_\_\_

Date and Time of Incident \_\_\_\_\_

Nature of Concern \_\_\_\_\_

---

---

---

---

---

---

Have you made a full written record of the incident / concern? YES/NO

Who have you spoken to about your concerns: (please delete as appropriate)

Child	YES/NO	
Carer	YES/NO	
Organisation Leader	YES/NO	Name _____
Other	YES/NO	Name _____
Social Services	YES/NO	Name _____

What feedback have you received? \_\_\_\_\_

---

---

How have your concerns been followed up? \_\_\_\_\_

---

---

Signature of Worker \_\_\_\_\_ Date and Time \_\_\_\_\_

Signature of Church Elder \_\_\_\_\_ Date and Time \_\_\_\_\_