

GUIDELINES FOR CHILDREN'S, YOUNG PEOPLE'S AND MIXED-AGE ACTIVITIES

Note: throughout, the term 'parent' implies parent or carer.

General

- All groups must have access to a phone in order to call for help if necessary.
- Adults should be aware of fire procedures.
- No smoking should be permitted in areas where there are children.
- Alcohol and illegal drugs must not be used by those who have children in their care or at a time when their use could affect their care.
- A First Aid kit and accident book must be available on the premises.
- Adults should avoid being alone with children or young people.
- If a child or young person becomes attention-seeking or makes an adult feel uncomfortable in any way, the incumbent or Child Protection Representative must be informed immediately.

Crèche

- A registration form must be completed by the parent on the first visit.
- There must be at least 1 helper per 3 children, and at least 2 helpers at all times.
- The minimum ages for helpers is 14, and those aged between 14 and 18 must always be supervised and supported by an adult.
- The parent is responsible for delivering their child to and collecting their child from the crèche.
- A child whose parent is not in the church building cannot be left in the crèche.

Junior Church

- Parents must complete a registration form for their child/children and be responsible for informing Junior Church leaders if the information changes.
- All children must be signed in and out by their parent each week.
- Junior Church leaders must be informed if the child's parent is not going to be in church, and told of the arrangements for their collection.
- Doors to the outside of the halls must be kept locked while the children are inside.
- When children go into the hall from church, one leader must stay behind to ensure that all the children have left. Toilets must be checked.
- At All Saints: No child should leave the church to go back to the hall after communion without an adult. A sidesperson or Junior Church leader must keep children at the church door until they are all ready to go back. Children who have sat with their parents should be accompanied by their parent back to the hall. Once back in the hall, the number of children should be checked against the register.

Youth Groups

- All youth group members under 18 yrs must complete a registration form.
- Parents must complete a form giving permission for their child to be contacted by phone, text or e-mail about youth activities. Similarly, photographs and videos of children and young people must not be taken without parental consent.

Transport/off-site activities

- Any off-site event must be approved by the PCC.
- Parental consent must be obtained for all off-site activities; the leader should take a copy of these consent forms with him/her and a copy be left with a named person in the parish.
- This named person will be responsible for contacting parents in the event of an accident or emergency.
- Children and young people must not be taken out using transport without the prior consent of the parent.
- All those who drive children on church-organised activities must be over 25 and have held a driving licence for more than 2 years.
- All cars that carry children should be comprehensively insured and the insured person should make sure that their insurance covers the giving of lifts during church activities.
- Drivers must comply with the Road Traffic Act at all times, including the provision of booster seats where appropriate (Car Seat Regulations Sept. 2006).
- At no time should the number of children in a car exceed the normal passenger number.
- Any driver who has an unspent conviction for a drink driving offence or dangerous driving should not transport children.
- If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.

Residential trips

- No child under the age of 8 can be taken away on residential activities without being accompanied by his/her parent.
- On residential trips, boys and girls must have separate sleeping and washing facilities. Mixed groups must have adults of both sexes involved. Adults should have separate accommodation but in close proximity to the young people.

Workshops

- Bookings for workshops must be made in advance to ensure that there are sufficient adult helpers, according to the requirements of The Children Act 1989.
- All parents must complete a registration form for their child/children.
- All children under 5 must be accompanied by a parent.

Church musicians/pantomime group

- There must always be 2 adults present when children or young people are being taught or during rehearsals.
- Parents must sign a registration form which sets out arrangements for the activity e.g. arrangements for weddings, arrangements for dropping off and collecting, what physical contact might be necessary during rehearsals etc.
- If private lessons take place away from church property, arrangements must be made separately with parents.

Outside groups using church premises

- Booking forms for church premises, both for one-off and regular bookings, should include the clause *'You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm.'*
- Regular bookings: Organisations such as Brownies, Guides, playgroups will have their own Child Protection procedures which they must follow. Other groups must follow the recommendations in 'Safe from Harm' – code of practice for safeguarding the welfare of children in voluntary organisations 1993. Hiring premises will be contingent on implementing the recommended policies.
- One-off bookings: Organisers will be given a copy of 'Keeping Children Safe in the Church: a Brief Guide for Workers with Children & Young People'. Completion of Confidential Declaration forms is not necessary.

