

POLICY FOR WORKING WITH CHILDREN

IN THE UNITED REFORMED CHURCH IN CHELTENHAM

1. All those working with young people must complete an application form. (Form 7.4(i) - forms to be kept at Church Office)
2. Paid Posts -
 - Provide Job Description
 - Application Form – 7.4 (ii)
 - Hold current First Aid Certificate
 - References to be taken up
 - Vetting procedures completedThe above must be actioned for paid posts.
3. An Induction programme provided for new leaders/helpers. (copy attached)
4. Parental forms must be completed for each child and kept on the relevant Church premises. This form covers general information, any medical condition and parental consent. (copy attached)
5. There must be at least two adults with a child or group of children. **No adult should be on their own with child/children.**
6. Records should be kept of all children and leaders/helpers who attend each session.
7. Children under the age of 10 should be collected by their Parents/Guardian at the end of the session.
8. No unsupervised access for children/young people onto the internet.
9. Holiday Clubs/Bright Sparks/Volcanoes
 - Issue and collect parental consent forms 7.1 and medication form 7.2.
 - Ratio of Adults to Children
 - 2 to 3 years 1 member of staff to four children
 - 3 to 7 years 1 member of staff to eight children
 - Application Form 7.4 (i) should be completed for all new helpers and a brief induction programme provided.
 - Check insurance for the event.
 - Everybody to sign-in on the day and a contact number noted for the children.
 - Trained First Aider to be available on the premises.
10. Any accident/incident should be recorded in a book which is available at each Church and location known. Also an Incident Report Form should be completed and given to the Minister/Church Secretary. (copy attached)
11. Allegations of child abuse or concerns regarding a particular child should be raised with the designated Link Persons and the Ministers.

12. The church building should be regularly checked for fire safety by a designated person appointed by each Worship Centres and Leaders/Helpers/Children be aware of fire exits. Regular safety drills should be carried out.
13. Property/Fabric Committees should carry out regular health and safety checks on the premises and action any concerns.
14. Check the Worship Centre has adequate insurance cover both on the premises and when off-site.
15. Regular checks by independent examiners should be carried out with regard to children and youth activities taking place in the three worship centres to ensure compliance with the Policy. The Policy itself should also be reviewed yearly.

25 January 2014