

Lichfield Christian Church

Child Protection Policy

Lichfield Christian Church

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LICHFIELD CHRISTIAN CHURCH CHILD PROTECTION POLICY

Contents

Organisation details.....	2
Introduction.....	2
Statement	2
Mission.....	2
Areas of policy	2
Definitions of abuse	2
Physical injury	2
Sexual abuse.....	2
Neglect	3
Emotional abuse.....	3
Organised abuse.....	3
Recognising abuse.....	3
Physical signs of abuse.....	3
Indicators of possible sexual abuse.....	3
Emotional signs of abuse.....	3
What to do if you suspect that abuse may have occurred.....	4
Allegations of physical injury or neglect.....	4
Allegations of sexual abuse.....	4-5
How to respond to a child wanting to talk about abuse.....	5
General points.....	5
Helpful things you may say or show.....	5
Don't say.....	5
Concluding.....	5
What to do once a child has talked to you about abuse.....	6
The procedure.....	6
Working with offenders.....	6
Helping victims of abuse.....	6
Appointment of workers.....	6-7
Arrangements for supervision of group/children's activities.....	7
Boundaries of responsibility.....	7
Practical issues.....	7
First aid.....	8
Guidelines for discipline.....	8
Visiting children in their homes.....	8
Key workers and contacts.....	9
Child protection co-ordinator.....	9
Deputy child protection co-ordinator.....	9
Leadership team representative.....	9
Social Services.....	9
CCPAS.....	9
NSPCC.....	9
Lichfield Christian Church child protection policy statement.....	10
Application form for paid or voluntary work with children and young people.....	11-14
Contract for children's workers and young people's workers.....	15
General information and consent.....	16
Activities and day visits.....	17
Accident and incident form.....	18
Responding to abuse – workers action sheet.....	19

Organisation details

Name: Lichfield Christian Church (hereafter “the church”)
Office Address: 4 Caterbanck Way, Lichfield, Staffs WS13 6LR

Introduction

In a society where the abuse (physical, sexual and emotional) of children continues to be recognised as a major concern, it is a sad fact that even within the relative security and care of our Christian communities, we are not immune to the problem. We may be required to look after children who have either been abused, are being abused or are capable of making allegation of abuse. In acknowledging this, the following policy has been drawn largely from guidelines proposed by the CCPAS - Churches' Child Protection Advisory Service (the recognised Christian authority in this field) – who hold a copy of this policy.

Statement

The church has a growing children's and young people's ministry. All children attending do so under the primary care of their parents, legal guardians or other appointed adults. The Leadership Team takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

Mission

The Leadership Team is committed to:

- Listening to, relating effectively to and valuing children and young people whilst ensuring their protection within church activities.
- Encouraging and supporting parents / carers.
- Ensuring that children's/youth workers are given appropriate support and training.
- Having a system for dealing with concerns about possible abuse.
- Maintaining good links with the statutory child care authorities

Areas of policy

The Leadership Team recognised that many children and young people today are victims of neglect and physical, sexual and emotional abuse. Accordingly, the Leadership Team has adopted the policy contained in this document (hereafter “the policy”). The policy sets out agreed guidelines relating to the following areas:

- Recognised signs of abuse or neglect and responding to allegations, including those made against leaders or members of the church.
- Appointing children's/youth workers
- Supervision of activities and practical issues

The Leadership Team recognises the need to build constructive links with the childcare agencies. The local Social Services office telephone number is shown under “Key workers and contacts” on page 9

Definitions of abuse

Physical injury

Actual or likely physical injury to a child (including poisoning), or failure to prevent physical injury (or suffering) to a child.

Sexual abuse

Actual or likely sexual exploitation of a child or adolescent. This represents the involvement of dependant, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate social taboos or family roles.

Neglect

The persistent or severe neglect of a child or the failure to protect a child from exposure of any kind of danger, including cold and starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

Emotional abuse

Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. All abuse involves some emotional ill-treatment. This category is used where it is the main or sole form of abuse.

Organised abuse

Organised abuse is sexual abuse where there is more than a single abuser and the adults concerned appear to act in concert to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for abuse.

Recognising abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Physical signs of abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.
- Injuries which have not received medical attention
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for, or participate in games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures, etc., which cannot be explained by accident
- Cuts, scratches, substance abuse

Indicators of possible sexual abuse

- Any allegations made by the child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders – anorexia, bulimia

Emotional signs of abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention seeking behaviour
- Persistent tiredness
- Running away, stealing, lying.

What to do if you suspect that abuse may have occurred

1. You must report concerns as soon as possible to the Child Protection Co-ordinator (hereafter the "CPC") – see "Key workers and contacts" page 9, who is nominated by the Leadership Team to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of the CPC the matter should be brought to the attention of the Deputy Co-ordinator (hereafter "DCPC") – see "Key workers and contacts" page 9 The referral should be confirmed in writing within 24 hours.
2. If the suspicions in any way involve the CPC then the report should be made to the DCPC. If suspicions in any way implicate both the CPC and the DCPC then the report should be made in the first instance to PCCA Churches' Child Protection Advisory Service (hereafter "CCPAS") – see "Key workers and contacts" page 9
3. **Suspicions must not be discussed with anyone other than those nominated above. It is not the responsibility of workers to decide whether child abuse has occurred.**
4. It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from CCPAS, although we hope that members of the church will use this procedure. If, however, you feel that the CPC or DCPC has not responded appropriately to your concerns, then it is your responsibility, as the person who suspects abuse, to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of the church to effective child protection.

Allegations of physical injury or neglect

If a child has a physical injury or symptom of neglect, the CPC will:

1. Contact Social Services (or CCPAS) for advice in cases of deliberate injury or where concerned about the child's safety. The parents should be informed by the church in these circumstances.
2. Where emergency medical attention is necessary it will be sought immediately. The CPC will inform the doctor of any suspicions of abuse.
3. In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor, or health visitor, will then initiate further action, if necessary.
4. If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
5. Where the parent/carer is unwilling to seek help, if appropriate, the CPC will offer to go with them. If they still fail to act, the CPC should, in cases of real concern, contact Social Services for advice.
6. Where the CPC is unsure whether or not to refer a case to the Social Services, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
7. The CPC will contact parents to discuss their concern and advise them that Social Services are being contacted.
8. Should the suspect be within the church the CPC can report directly to the Leadership Team in addition to contacting Social Services. The designated representative on the Leadership Team to contact is stated under "Key workers and contacts" page 9. If the suspect is not within the church, the Leadership Team should be told via the designated representative. We strongly recommend that the CPC or DCPC inform the Leadership Team for their own support and protection.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the CPC will:

1. Contact the Social Services duty social worker for children and families or Police Child Protection Team directly. The CPC will NOT speak to the parent (or anyone else, i.e., youth worker, children's worker, Leadership Team). During contact with Social Services or Police Child Protection Team the CPC will discuss with them whether a suspect who is in a position of authority should be removed from said position. If this is the case then the Leadership Team will be advised.
2. If, for any reason, the CPC is unsure whether to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
3. Under no circumstances will the CPC attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the CPC is to collect and clarify the precise details of the

allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under section 47 of the Children Act 1989

4. Whilst allegations or suspicions of sexual abuse will normally be reported to the CPC, the absence of the CPC or DCPC should not delay referral to the Social Services Department.
5. Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the CPC or the DCPC as to the appropriateness of a referral to the Social Services Department, that person maintains the responsibility as a member of the public to report serious matters to the Social Services Department and should do so without hesitation.
6. The Leadership Team will support the CPC and DCPC in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

How to respond to a child wanting to talk about abuse

It is not easy to give precise guidance, but the following may help:

General points

- Show acceptance of what the child says (however unlikely the story may be)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

Helpful things you may say or show

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

Don't say

- Why didn't you tell anyone before?
- I can't believe that!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone"

Concluding

- Again reassure that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)

Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when he/she said it, what you said in reply and what was happening immediately beforehand (e.g., a description of the activity). Ensure that you record what actually was discussed and not your perceptions or feelings of the discussion. Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept for an indefinite period.

What to do once a child has talked to you about abuse

The procedure

1. Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when he/she said it, what you said in reply and what was happening immediately beforehand (e.g., a description of the activity). Ensure that you record what actually was discussed and not your perceptions or feelings of the discussion. Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if subsequently typed subsequently. Use the form provided
2. Report your discussion as soon as possible to the CPC. If the latter is implicated, report to the DCPC. If both are implicated, report to CCPAS or to Social Services if preferred.
3. **You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.**
4. Once a child has talked about abuse the worker/CPC should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect any safely measures for the child so that they do not return home. If a worker is accused or suspected of child abuse they will be asked to stand down from their activities with children whilst an investigation takes place.

Working with offenders

Where someone attending the church is known to have abused children, then whilst extending friendship to that individual, the Leadership Team in its commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep. A written contract will be signed and dated by the individual. The CPC, DCPC and other key people will be informed about any individual attending under such conditions, clearly stating that they should not have any contact with the children in the church. In the event of an individual breaking the boundaries set, the Leadership Team are entitled to prohibit the individual from coming onto the premises and exclude them from other church activities.

Helping victims of abuse

As a church we are committed to supporting victims of abuse and encouraging them in their faith.

Appointment of workers

In appointing workers, paid or voluntary, the church will be responsible for the following:

1. The procedure for appointment will be:
 - All prospective workers will be asked to complete an application form.
 - Potential workers will be interviewed.
 - References will be taken and informal discussion held with those who know the person
 - The church's policy on safeguarding children's welfare and expectations in relation to practical issues will be discussed with the applicant
 - Police checks will be taken for all key workers
 - The new appointee will be attached to a more experienced worker for a period of time e.g., three months
 - Feedback will be received during and at the end of this probationary period from other workers on the progress of the trainee
 - Then the appointment will be confirmed
2. The criteria for NOT appointing children's workers are:
 - An adult who is a known convicted offender who has committed sexual offences against children or adults should, in our view, never work with children. This is in the interests of children and the person who has offended in the past
 - An adult who is a known convicted offender who has committed acts of violence against children or adults in the last 5 years should, in our view, not work with to protect the interests of children and the person who has offended in the past
 - If there are any reservations about an individual's behaviour, lifestyle, attitudes and spiritual commitment the interests of the children will be placed first in considering the risks to which they might be exposed
 - No one has a right to work with children
3. Workers will be given a contract on appointment

4. Children's workers will be given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline
5. Training for workers in relevant areas will be given on an "as needed" basis or upon request of the worker
6. The appointment of workers will be reviewed on a regular basis

Arrangements for supervision of group/children's activities

Boundaries of responsibility

All children attending church activities do so under the primary care of parents, legal guardians or other appointed adults

Practical issues

The following practices should be observed where possible:

- As far as possible the ratio of children to workers will follow these guidelines:

Age of child	Adults : Children
0 to 2 years	1 : 3
2 to 3 years	1 : 3
3 to 8 years	1 : 8

- The level of personal care, e.g., toileting, must be appropriate and related to the age of the child whilst also accepting that some children will have special needs
- Be aware of circumstances when a male or female worker should be involved (e.g., taking to the toilet, etc) or a worker of each sex, or more than one worker
- Where possible ensure that a worker is not alone with a child, but being realistic in acknowledging circumstances where this might be necessary or helpful. Sometimes it may be felt advisable to leave doors open
- Where confidentiality is important (e.g., counselling) and a young person is being seen on their own, then ensure that others know that the interview is taking place and that someone else is around in the building
- Be wise about touch – physical contact between adults and children can be quite healthy and to be encouraged in public places but discouraged in circumstances where an adult is on his/her own with a child. Keep everything public
- Touch should be related to the child's needs, not the worker's
- Touch should be age-appropriate and generally initiated by the child rather than the worker. Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention
- Workers should treat all children/young people with dignity and respect in attitude, language used and actions
- Respect the privacy of children, avoid any questionable activity, e.g., rough/sexually provocative games or comments
- Be sure that an adequate First Aid box is at hand and experienced First Aid is immediately on call
- If you invite a child to your home, ensure this is with the knowledge of the team/leadership and that a parent is aware
- Ensure that arrangements for transporting children are with the knowledge of the team/leadership and have parental approval. In some circumstances it may be unwise to carry a particular child on their own
- Make sure that the only people allowed into a children's activity are the workers assigned to that group. You should not allow other adults to have free access. If they need to be there for a specific reason (e.g., guest speaker, maintenance person), ensure that they are accompanied or monitored by other regular workers
- Encourage teamwork and mutual accountability
- It should be accepted that anyone seeing another worker acting in a way which could be misinterpreted should be able to speak to that individual or the supervisor about the concern
- Arrange worker's meetings to review procedure to ensure common approach, sharing of concerns and identifying other matters which may need clarification and guidance

First Aid

Ideally, there must be at least one appointed person who is a trained First Aid co-ordinator. The First Aid co-ordinator should ensure that:

- A First Aid kit is at hand on location
- The First Aid kit contains those items recommended by St John's Ambulance
- All accidents and injuries are reported and recorded

- The location and telephone numbers of the nearest doctor and hospital are available

Guidelines for discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart (Hebrews 12v5-12 and Proverbs 22v6)

- Ask God for wisdom, discernment and understanding and pray for and with the child
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks
- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself
- Take care to give quieter and well behaved children attention and don't allow some children to take all your time and energy
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation
- Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?
- **NEVER** smack or hit a child and don't shout – change voice tone if necessary
- Discipline out of love **NEVER** anger (call on support of other leaders if you feel you may deal with the situation unwisely in your anger)
- Lay down ground rules, e.g., no swearing, racism, or calling each other names, a respect for property and make sure the children understand what action will be taken if not kept
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way
- If a child's behaviour is constantly disruptive, seek advice and guidance from a leader
- Separate children who have a tendency to be disruptive when together (where children are often friends, give them a chance, perhaps warn them and only separate if they are disruptive)
- Have the child sit right in front of you
- Get a helper to sit next to the child
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation
- Take the child aside and talk to them, challenging them to change, whilst encouraging them on their strengths
- Don't be afraid of discipline
- Warn a child that you will speak to their parents and do so if necessary. Warn them, send them outside the room (care re supervision), back into the service and ban them for a week (never a total ban without reference to your leader and ensure parents are advised in cases of banning)
- Encourage and reward good behaviour
- Pray before you meet and talk over the session before you leave

Visiting children and families in their home

- Where practical and relevant, this Child Protection Policy should be adhered to in conjunction with the points stated below:-
- No less than two workers should visit one home at a time.
- Normally, the reason for entering the home is to have contact with the *parent(s) / family and *parental permission must be sought to do so.
- Where no *parents are present at the time of calling, talk to children at the door only and say that you will call back when *parents are at home. Ideally a visiting card or letter should be left to inform the *parent(s) that you have been.
(* or adult with parental responsibility)

This document is based on a Model Child Protection Policy supplied by the Churches Child Protection Advisory Service (CCPAS) – a project of PCCA Child Care. A copy of the policy and all amendments will be filed with CCPAS. This policy must not be copied by other organisations without the agreement of CCPAS and Lichfield Christian Church

Key workers and contacts

Child Protection Co-ordinator (CPC):

Name: Sarah Fry
Phone Number: 07981 643290

Deputy Child Protection Co-ordinator (DCPC):

Name: Amber Doss
Phone number: 07979 575375

Leadership Team Representative:

Name: Rev Jeff Fry
Phone number: 07831 316120

Social Services – Children and families initial response service:

Phone number 9.00am to 5.00pm: 01922 658170
Phone number out of hours: 01922 653555
Fax number 01922 658195

CCPAS:

Churches' Child Protection Advisory Service
PO Box 133
Swanley
Kent BR8 7UO
Phone number – Help-line 0845 120 45 50 (24 hours)
e-mail info@ccpas.co.uk
web-site www.ccpas.co.uk

NSPCC:

42 Curtain Road
London EC4 3NH
Phone number: 020 7825 2500
Fax number 020 7825 2525
Child Protection Help-line: 0800 800 5000 (24 hours) – **use this number for initial contact**
e-mail help@nspcc.org.uk
web-site www.nspcc.org.uk

Application form for paid or voluntary work with children and young people

Name of organisation: Lichfield Christian Church.

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church/centre, unless requested by an appropriate authority.

1. Personal details

We may need to see birth/marriage certificates to check names

Full name _____

Maiden/ all former names _____

Date and place of birth _____

Address _____

Town _____

City/county _____

Post code _____

Daytime phone number _____

Evening phone number _____

How long have you lived at this address? _____ years

If less than 3 years, please give previous address(es) with dates

From _____ to _____ From _____ to _____

Previous Address _____ Previous Address _____

Town _____ Town _____

City/county _____ City/county _____

Post code _____ Post code _____

LICHFIELD CHRISTIAN CHURCH CHILD PROTECTION POLICY

Please tell us about your Christian experience (i.e., how long have you been a Christian, which church(es) have you attended and dates, name of minister/leader, any activities undertaken)

Please give details of previous experience of looking after or working with children and/or young people. Please include details of relevant qualifications or appropriate training either in a paid or voluntary capacity

Have you ever had an offer to work with children/young people declined?

Yes _____ No _____ (please tick)
If yes, please give details

Do you suffer, or have you suffered any illness that may directly affect your work with children or young people?

Yes _____ No _____ (please tick)
If yes, please give details

LICHFIELD CHRISTIAN CHURCH CHILD PROTECTION POLICY

2. Employment history

Please tell us about your past and current employers in the table below

Employers Name & Address	Employed From (date)	Employed To (date)	Job title & description of duties	Reason for leaving

3. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. In addition we reserve the right to take up character references from any other individuals deemed necessary

Name _____ Name _____

Address _____ Address _____

Town _____ Town _____

County _____ County _____

Post code _____ Post code _____

Phone number _____ Phone number _____

Role _____ Role _____

LICHFIELD CHRISTIAN CHURCH CHILD PROTECTION POLICY

4. Declaration (see note below*)

Have you ever been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations? (NB the disclosure of an offence may not prohibit your appointment)

Yes _____ No _____ (please tick)

If yes, please give details including the nature of the offence(s) and dates

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?

Yes _____ No _____ (please tick)

If yes, please give details and dates

Has there ever been any cause for concern regarding your conduct with children?

Yes _____ No _____ (please tick)

If yes, please give details

To your knowledge have you ever had any allegation made against you which has been reported to and investigated by Social Service and/ or police?

Yes _____ No _____ (please tick)

If yes, we will need to discuss this with you

I confirm that the submitted information is correct and complete

Signed _____ Date _____

* Because of the nature of work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975) and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church.

Contract for children's workers and young people's workers

Name of worker _____

We welcome you at _____

Name of group _____

Meeting details _____

Age range(s) _____

Person to whom you are responsible (e.g., youth group leader)

Range of work/tasks to be undertaken:

We want to help you give the best possible service to your group, so we will meet with you from time to time to see how things are going. We would also like to make sure that you receive any training needed

Signed _____ Date _____
(Church minister / leader)

To be completed by the worker with children/ young people

I confirm that I have read the church policy on protecting children and young people.
I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders.
I will follow guidelines on safe working practice and the code on discipline.

Signed _____ Date _____

LICHFIELD CHRISTIAN CHURCH CHILD PROTECTION POLICY

General information and consent

Church: Lichfield Christian Church

Group: _____

Full name of child/ young person: _____

Date of Birth _____

Address: _____

Details of any regular medication, medical problem (e.g., asthma, epilepsy, diabetes, allergies, dietary needs, vision, hearing, etc) or disability which may affect normal activity:

Please state date of last anti-tetanus injection if known: _____

With whom does your child live? _____

Phone number Day: _____ Evening: _____

Name of additional contact (grandparent, etc., or other holding parental responsibility)

_____ Phone Number _____

If you do not have parental responsibility (e.g., you are a foster carer/grandparent, etc.) please give details of those with parental responsibility

Names (1) _____ (2) _____

Address(es) (1) _____ (2) _____

Phone number(s) (1) _____ (2) _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of the activity. In emergency and /or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic

Yes _____ No _____ (please tick)

Signed (parent/or adult with parental responsibility) _____

NB. The information part can be completed by a carer. Only those with parental responsibility (e.g., this does not include foster carer) can sign the consent.

Activities and day visits

Name of church/ group: Lichfield Christian Church _____

Proposed visit or activity _____

Date _____

Venue / destination _____

Departure place and time _____

Return place and time _____

Cost £ _____

(please make cheques payable to Lichfield Christian Church)

Transport arrangements _____

Items to be brought (coat, swimming kit, packed lunch, money, etc)

Please reply by (date) _____ to _____

.....

Reply slip

Full name of child / young person _____

Address _____

Please give details of any medical conditions (e.g., asthma, epilepsy, diabetes, dietary needs) or disability that may be affected by this activity

Phone number for emergency Day _____

Evening _____

I have read the above information and give permission for _____
to take part in this activity.

I give my consent to any medical treatment that may be necessary in the event of an emergency

I enclose cheque or cash to the sum of £ _____

Signed (parent or adult with parental responsibility) _____ Date _____

This consent form should be taken with the worker on the activity or visit
LICHFIELD CHRISTIAN CHURCH CHILD PROTECTION POLICY

Accident and incident form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the leader what follow up action is necessary

Day, date and time of the incident _____

What are the names, addresses and ages of those involved in the incident?

Where did the incident take place?

Name of church _____

Name of your group _____

Who is normally responsible for the group? (Name, address and phone number)

Who was responsible for the group at the time of the incident, if different from the above? (Name, address and phone number)

Which other workers were supervising the group at the time of the incident? (Names, addresses and phone numbers)

Who witnessed the incident? (Names, addresses, phone numbers, and ages - if under 16). Normally only two witnesses would be needed

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

Responding to abuse – workers action sheet

Name of church / group: Lichfield Christian Church / _____

CONFIDENTIAL

Name of child / young person _____

Address _____

Date of birth _____

Name of person reporting the event _____

Date _____ Time _____

Sequence of events/ actual words used/ observations

Action taken

Name of person contacted _____

Date _____ Time _____

Notes

I, _____, have read the Lichfield Christian Church Child Protection Policy and have asked any relevant questions of my leaders pertaining to its contents.

Signed: _____

Date: _____