

LUTON CHRISTIAN FELLOWSHIP **CHILD PROTECTION POLICY**

Introduction

Church Details

Name of the church: Luton Christian Fellowship (hereafter, "The Church")

Location: Comer of Castle & Hibbert Street, Luton, Beds, LU1 3AL
(Church & Office)

Also at Hillborough School, Hillborough Road, Luton, Beds.
(3-6 yrs, 7-10 yrs & 11-14 yrs)

Denominational details: Elim Pentecostal

Church Statement

The church has a growing children's and young people's ministry. The Leadership of Luton Christian Fellowship (hereafter, "the Elders") takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

Why have a child protection policy?

We are pleased that the Government have included our recommendation and added the following to the new 'Working Together' document:

“Experience has shown that children can be subjected to abuse by those who work with them in any and every setting. All allegations of abuse of children by a professional, staff member foster carer or volunteer (from ACPC member agencies) should therefore be taken seriously and treated in accordance with local child protection procedures. Other organisations which provide services for children (including day care, leisure, churches, other places of worship and voluntary services) should have a procedure for handling such allegations which is consistent with this guidance and with ACPC procedures.”

There should be clear written procedures in place which are available for scrutiny by service users, and which are supported by the training and supervision of staff. It is essential that all allegations are examined objectively by staff who are independent of the service, organisation or institution concerned.

CHURCHES CHILD PROTECTION ADVISORY SERVICE

Church Mission

As part of the mission, the Elders are committed to:

- Listening to, relating effectively 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 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 Elders recognise that many children and young people today are the victims of neglect, and physical, sexual and emotional abuse. Accordingly, the Elders have adopted the policy contained in this document, (hereafter "the policy"). The policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against leaders or members of the church
- Appointing children's/youth workers
- Supervision of activities and practice issues
- Helping victims of abuse
- Supervision and care of offenders

The Elders recognise the need to build constructive links with the child care agencies. Accordingly, these guidelines have been prepared in consultation with the Luton Social Services and the Churches Child Protection Advisory Service, (CCPAS) who hold a copy of this policy.

The local Social Services office telephone number between 9.00am and 5.00pm is 01582-547656, the out of hours number known as the Emergency Duty Team is 01582-434071. The content of the policy has formed the basis of a seminar for all children's/youth workers in the church in conjunction with the CCPAS training videos. The Elders are committed to an on-going training programme for all such workers.

Definitions of Abuse [England & Wales]

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, Working Together to Safeguard Children (1999) are as follows:

Abuse and Neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Organised Abuse

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

A child may suffer more than one category of abuse.

Munchausen's Syndrome By Proxy

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: "A form of child abuse in which the parents, or carers, give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children."

Abuse of Trust

LCF is committed to preventing any kind of abuse. The guidance given by the 'Home Office' titled 'Safe from Harm' (see Appendix 11) is our model to aspire to.

This guidance is intended to apply to those caring for young people in both paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors.

Basically, those in a position of trust are there to protect, guide and care for our young people. It is therefore a paramount need to safeguard and promote the welfare of our young people and protect them from sexual activity from those looking after them within a relationship of trust.

Any adult worker/leader who finds themselves moving into a relationship with a young person (up to 17 years of age) is moving into an 'inappropriate relationship'. That situation can not be allowed to continue whilst the worker/leader is in a position of trust. Help from the appropriate leadership is of paramount importance. Care is always needed when such a relationship potentially exists.

Recognising and Responding to 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 do not have an accidental explanation
- Cuts/scratches/substance abuse

INDICATORS OF POSSIBLE SEXUAL ABUSE

- Any allegations made by a 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 Neal Casley (hereafter the "Co-ordinator") on 01582 619993 who is nominated by the Elders to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. He may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. In the absence of the Co-ordinator the matter should be brought to the attention of the Deputy Co-ordinator.
2. If the suspicions in any way involve the Co-ordinator then the report should be made to Jan Ewing (hereafter the "Deputy Co-ordinator") on 01525 717980. If the suspicions in anyway implicate both the Co-ordinator and the Deputy Co-ordinator, then the report should be made in the first instance to the **Churches' Child Protection Advisory Service**, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 1204551 or 0845 1204550. Alternatively contact Social Services on 01582-547656 (out of hours contact 01582-434071).
3. Suspicions will not be discussed with anyone other than those nominated above.
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 Co-ordinator or Deputy has not responded appropriately to your concerns, then it is open to you 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 **Co-ordinator** 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 not be informed by the church/organisation in these circumstances.
2. Where emergency medical attention is necessary it will be sought immediately. The Co-ordinator 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 church Co-ordinator will offer to go with them. If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services for advice.

6. Where the Co-ordinator 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.

Allegations Of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Co-ordinator will:

1. Contact the Social Services duty social worker for children and families or Police Child Protection Team directly. The Co-ordinator will NOT speak to the parent (or anyone else).
2. If, for any reason, the Co-ordinator is unsure whether or not 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 Co-ordinator attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator 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 Co-ordinator, the absence of the Co-ordinator or Deputy 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 Co-ordinator or Deputy as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.
6. The Elders will support the Co-ordinator or Deputy 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.

What To Do Once A Child Has Talked To You About Abuse: The Procedure

- 1. Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said, write what you said in reply to the child, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes.**
- 2. Report your discussion as soon as possible to the Co-ordinator. If the latter is implicated report to the Deputy Co-ordinator. 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/co-ordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it will be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect safety measures for the child so that they do not return home.**

Working with Offenders

Where someone attending the church is known to have abused children, then whilst extending friendship to the individual, the Eldership is committed to the protection of all children will arrange for the individual to meet and discuss boundaries that the person will be expected to keep. (See Appendix 3)

Appointment Of Workers

In appointing workers, the Eldership will be responsible for the following:

1. All prospective workers will be asked to complete an application form and police check form. (See Appendix A1, A2, A3 & A4. See also Appendix 12 regarding references.)
2. They will be asked to attend an interview where the Church's policy, appointment and probationary details will be discussed.
3. Consideration has been made as to the criteria by which people and young adults are excluded from being involved with children at LCF. If we have reservations about an individual's behaviour, lifestyle, attitudes and spiritual commitment, then we need to consider the risks to which we might be exposing children to.

We shall never use children as experiments if we have reasons to doubt a worker's suitability for the job. No one has the right to work with children.

'Safety. of Children First'

We shall give sensitive and honest feedback to any worker that has been declined a position. Such people may need help and redirection to other areas of church life.

4. Workers will be given a contract on appointment or confirmation of existing contract. (See Appendix 5)
5. The relevant Management Teams will review the appointment of workers on a regular basis.

Supervision of Children

LCF is not a 'registered' activity, so we do not legally have to reach and maintain the same standards as one. We shall however make every effort to ensure that sufficient supervision is in place using the guidelines of registered organisations.

Generally we aspire to those as laid out in 'Guidance to Churches' (CCPAS Chapter 6). These guidelines are for all our activities whether on site or visits to other places. (If they are within our care they apply.)

1. Any activity carried out under the banner of LCF has to have been agreed and approved by the appropriate management. Full knowledge by LCF leadership must be in place.

2. Touch

We acknowledge that physical contact is unavoidable when you work with small children. Touch becomes dangerous when there is a lack of respect for a child, when it's violent or related to the worker's own needs rather than those of a child. Touch is not only normal but also an essential part of the life in the developing child.

Our basic policy is: -

- a. Keep everything in public. A hug in the context of a group is very different from a hug behind a closed door.
- b. Touch should be related to the child's needs not the worker's.
- c. Touch should be age appropriate and generally initiated by the child rather than the worker.
- d. Avoid any physical activity, which is or could be construed as, sexually stimulating.
- e. Each child is entitled to determine the degree of physical contact with others, except in exceptional circumstances, i.e., when they need medical attention.
- f. All team members will be responsible for monitoring one another in the area of physical contact. Each will be free to constructively challenge a colleague if necessary. All concerns about possible abuse should always be reported.

3. Transport & Visits

- a. The leadership of each department will ensure that all drivers have adequate car insurance and that the number of passengers does not exceed what the vehicle is covered for.
- b. That any vehicle we use that is adapted to carry between 8 and 16 passengers has a 'small bus permit', the necessary insurance and a driver with a valid driving licence that entitles them to drive that vehicle.
- c. That consent is obtained from parent/carer before any excursion/visit takes place. Consent and information for the child's safety to be included. Full names, address, phone number, date of birth, name and phone number of doctor, address and phone number of contact in an emergency. Any medical requirements, diets etc. Plus consent for emergency treatment. To be completed by parental responsibility, signed and dated. (See Appendix 4, 8A, 88 & 9)

4. Records and data protection

General information regarding an individual child

- a. An up to date record to be kept of each child and reviewed regularly to include the same as 3c. (to include who is pastorally in charge of that child)
- b. That all records be kept in a safe and secure place and will not be released to any other party (as per the data protection act 1998) unless written consent is given (see individual record form) specific request if used on websites.
- c. That permission is obtained before an image is recorded of any individual child/young person whether photograph or video/camcorder and that image will be used for the stated purposes only. (See Appendix 7)

Note:

Public places, crowd scenes that do not home in on an individual and images taken by parents for personal use are exempt.

LCF complies with the 8 Data Protection Principles of the Data Protection Act 1998. (See Appendix 6)

5. On the Day supervision

General

No child under the age of 16 will be left in charge of any children of any age. Pick up times will be arranged and parents/carers informed.

(A) Child Supervision

Crèche (0-3 years)

Registration of workers will take place as they arrive at approximately 10.15am. The children will be brought to the crèche by their parents or designated carer. Each child's name will be entered into the register for that day. If the child leaves the crèche at any point during the session, this will be noted on the register. No adults or parents are allowed to stay in the crèche unless agreed by the worker in charge. Children are collect by their parent or carer at the end of the session.

Little and Loud (3 – 6 years)

Registration of workers will take place as they arrive to set up the session's equipment at approximately 9.00am. The children will be brought to Little and Loud by their parents or designated carer. Each child's name will be entered into the register for that day. If the child leaves Little and Loud at any point during the session, this will be noted on the register. No adults or parents are allowed to stay in Little and Loud unless agreed by the worker in charge. Children are collect by their parent or carer at the end of the session.

LCF Academy (7 –10 years and 11-14 years)

Registration of workers will take place as they arrive to set up the session's equipment at approximately 9.00am.

The children will be brought to LCF Academy by their parents or designated carer.

Each child's name will be entered into the register for that day. If the child leaves LCF Academy at any point during the session, this will be noted on the register.

No adults or parents are allowed to stay in LCF Academy unless agreed by the worker in charge.

Children are collect by their parent or carer at the end of the session.

Friday Night Club – (ages 8-10)

Registration of workers will take place as they arrive to set up the session's equipment at approximately 5.30pm.

The children will be brought to Friday Night Club by their parents or designated carer.

Each child's name will be entered into the register for that day. If the child leaves Friday Night Club at any point during the session, this will be noted on the register.

No adults or parents are allowed to stay in Friday Night Club unless agreed by the worker in charge.

Children are collect by their parent or carer at the end of the session.

Friday Night Club – (ages 11-14)

Registration of workers will take place as they arrive to set up the session's equipment at approximately 7.30pm.

The children will be brought to Friday Night Club by their parents or designated carer.

Each child's name will be entered into the register for that day. If the child leaves Friday Night Club at any point during the session, this will be noted on the register.

No adults or parents are allowed to stay in Friday Night Club unless agreed by the worker in charge.

Children are collect by their parent or carer at the end of the session.

(B) Safety

Crèche (0-3 years)

Safety of the children is paramount. The crèche workers will make every effort to ensure that the crèche is tidy and safe for the purpose of supervising the children.

The crèche doors will be kept shut at all times, if any parent wishes to enter the crèche, they must the bell fitted to the main door to gain admittance.

The crèche toys will be kept clean and inspected regularly for any signs of damage.

Damaged toys will be discarded immediately.

No child will be permitted to leave the premises until their parent or designated carer arrives to collect them.

Little and Loud (3 – 6 years) & LCF Academy (7 –10 years and 11-14 years)

Safety of the children is paramount. Children are not permitted to use any school equipment; they are not permitted to use any LCF Academy equipment without consent from the worker in charge.

The doors to the school will be locked shut between 10.45am and 12.15am, if any parent wishes to enter the school, they must ring the bell fitted to the main door to gain admittance.

No child will be permitted to leave the premises until their parent or designated carer arrives to collect them.

Friday Night Club – (ages 8-10 and ages 11-14)

Safety of the children is paramount.

The inside door to the hall will be locked shut between 5.30pm and 9.45pm, if any parent wishes to enter the hall they must ring the bell fitted to the main door to gain admittance.

No child will be permitted to leave the premises until their parent or designated carer arrives to collect them.

(C) Accidents

Crèche (0-3 years)

Any accidents will be dealt with immediately; they will be recorded in the accident sheets located in the back of the register. The sheets will be signed by the worker in charge and the child's parent or designated carer upon collection of the child.

A first aid kit can be located in the kitchen in the church hall, supplies are checked regularly and replenished if necessary.

The worker in charge or qualified first aider will deal with any accident requiring medical attention. Plasters will not be used unless consent has been obtained from the child's parents.

Parents will be contacted if necessary.

Little and Loud (3 – 6 years) & LCF Academy (7 –10 years and 11-14 years)

Any accidents will be dealt with immediately; they will be recorded in the accident book located in the first aid kit. The accident book will be signed by the worker in charge and the child's parent or designated carer upon collection of the child

A first aid kit can be located in the LCF Academy equipment box and supplies are checked regularly and replenished if necessary.

The worker in charge or qualified first aider will deal with any accident requiring medical attention. Plasters will not be used unless consent has been obtained from the child's parents.

Parents will be contacted by telephone if necessary. There is a direct link telephone line to the church in case of emergencies. The worker in charge carries one telephone and the link telephone is located in the crèche room at the church.

Friday Night Club – (ages 8-10 and ages 11-14)

Any accidents will be dealt with immediately; they will be recorded in the accident book located in the Friday Night Club cupboard, located in the church hall. The accident book will be signed by the worker in charge and the child's parent or designated carer upon collection of the child

A first aid kit can be located in the Hall Kitchen and supplies are checked regularly and replenished if necessary.

The worker will deal with any accident requiring medical attention in charge or qualified first aider. Plasters will not be used unless consent has been obtained from the child's parents. Parents will be contacted by telephone if necessary.

(D) Activity Log and Unusual Event Record

Crèche (0-3 years)

Any unusual events would be documented on the sheets located at the back of the register. The incident would be discussed with the parent or designated carer on collection of the child.

Little and Loud (3 – 6 years) & LCF Academy (7 –10 years and 11-14 years)

A programme of the morning's activities is available to all workers and to parents upon request.

Any unusual events should be logged in the Unusual Event Record Book, which can be located in the LCF Academy equipment box. Each worker involved will record the incident they have witnessed.

Any fights or arguments between children will be logged in the Unusual Event Record Book. Any action that was taken will also be logged. All workers who witnessed the event will sign the log.

Friday Night Club – (ages 8-10 and ages 11-14)

Any unusual events should be logged in the Unusual Event Record Book, which can be located in the Friday Night Club cupboard located in the Church Hall. Each worker involved will record the incident they have witnessed.

Any fights or arguments between children will be logged in the Unusual Event Record Book. Any action that was taken will also be logged. All workers who witnessed the event will sign the log.

(E) Toilet Procedures.

Crèche (0-3 years)

Parents will sign a consent form if they wish their child's nappy to be changed by the crèche workers or if they wish the crèche workers to take their child to the toilet. Any worker who changes a soiled nappy will use disposable latex gloves. All nappies, nappy sacks and baby wipes are provided by parents. The crèche workers take children to the toilet if necessary on a 1:1 ratio.

Little and Loud (3 – 6 years)

Children are taken to the toilet by a Little and Loud worker on a 1:1 ratio. The child will be helped if necessary.

LCF Academy (7 –10 years and 11-14 years)

Children will be allowed to use the toilet one at a time. No adult worker is permitted to enter the toilet with a child but, if necessary, will wait outside the room.

Friday Night Club – (ages 8-10 and ages 11-14)

Children will be allowed to use the toilet one at a time. No adult worker is permitted to enter the toilet with a child but, if necessary, will wait outside the room.

(F) Discipline

Crèche (0-3 years)

Any discipline needed to be taken will be done so immediately the incident has occurred. There will be NO physical discipline to the child, except to remove a child from a potentially dangerous situation.

If the incident is deemed serious, the details will be logged on the Unusual Incident Sheet and the parents notified.

Little and Loud (3 – 6 years)

Any discipline needed to be taken will be done so immediately the incident has occurred. There will be NO physical discipline to the child, except to remove a child from a potentially dangerous situation.

If the incident is deemed serious, the details will be logged in the Unusual Incident Book and the parents notified.

LCF Academy (7 –10 years and 11-14 years)

Any discipline needed to be taken will be done so immediately the incident has occurred. There will be NO physical discipline to the child, except to remove a child from a potentially dangerous situation.

If the incident is deemed serious, the details will be logged in the Unusual Incident Book and the parents notified.

Friday Night Club – (ages 8-10 and ages 11-14)

Any discipline needed to be taken will be done so immediately the incident has occurred. There will be NO physical discipline to the child, except to remove a child from a potentially dangerous situation.

If the incident is deemed serious, the details will be logged in the Unusual Incident Book and the parents notified.

Registration of workers will take place as they arrive at approximately 10.15am.

The children will be brought to the crèche by their parents or designated carer.

Each child's name will be entered into the register for that day. If the child leaves the crèche at any point during the session, this will be noted on the register.

No adults or parents are allowed to stay in the crèche unless agreed by the worker in charge.

Children are collect by their parent or carer at the end of the session.

Special Events (1)

Activity weeks i.e. Soccer Fun Week, Holiday Club, Drama Fun Week

All children attending an activity week must be properly registered. A registration form will be completed by each child's parent or designated carer, which will include the child's name, address, a contact telephone number, parents name and the child's doctors details. The registration form will also be a signed medical consent form.

(A) Child Supervision

Registration of workers will take place as they arrive at the start of the activity. The children will be brought to the activity by their parents or designated carer. Each child's name will be entered into the register for that day. If the child leaves the activity at any point during the session, this will be noted on the register. No adults or parents are allowed to stay at the activity unless agreed by the worker in charge. Children are collect by their parent or carer at the end of the session.

(B) Safety

Safety of the children is paramount. The activity workers will make every effort to ensure that the facilities are tidy and safe for the purpose of supervising the children. No child will be permitted to leave the premises until their parent or designated carer arrives to collect them.

(C) Accidents

Any accidents will be dealt with immediately; they will be recorded in the accident sheets located in the back of the register. The sheets will be signed by the worker in charge and the child's parent or designated carer upon collection of the child. A first aid kit can be located in the kitchen in the church hall, supplies are checked regularly and replenished if necessary. The worker in charge or qualified first aider will deal with any accident requiring medical attention. Plasters will not be used unless consent has been obtained from the child's parents. Parents will be contacted if necessary.

(D) Activity Log and Unusual Event Record

Any unusual events would be documented on the sheets located at the back of the register. The incident would be discussed with the parent or designated carer on collection of the child. Any fights or arguments between children will be logged in the Unusual Event Record Book. Any action that was taken will also be logged. All workers who witnessed the event will sign the log.

(E) Toilet Procedures.

Children will be allowed to use the toilet one at a time. No adult worker is permitted to enter the toilet with a child but, if necessary, will wait outside the room.

(F) Discipline

Any discipline needed to be taken will be done so immediately the incident has occurred. There will be NO physical discipline to the child, except to remove a child from a potentially dangerous situation.

If the incident is deemed serious, the details will be logged on the Unusual Incident Sheet and the parents notified.

Special Events (2)

Special outings i.e. Pantomime visits, ten pin bowling, cinema trips

All children attending an outside activity must be properly registered. A registration form will be completed by each child's parent or designated carer, which will include the child's name, address, a contact telephone number, parents name and the child's doctors details. The registration form will also be a signed medical consent form.