

## **GOOD PRACTICE IN WORKING WITH CHILDREN AND YOUNG PEOPLE**

### **1. OVERVIEW**

- 1.1 The participation of children and young people in the Church spans a wide range of activities, e.g. involvement in the celebration of the sacraments, altar serving, choirs, youth clubs, day events, residential trips, retreats and sports activities.
- 1.2 To enhance and encourage the participation of children and young people in the life of the Church it is not only important for them to feel that they are listened to, treated with respect and that they are safe but it is also essential that parents have confidence that Church-based activities ensure good practice in relation to the care and welfare of their children.
- 1.3 This section gives general guidance on good practice for ensuring a safe environment for children and young people. Any group operating in a Church setting, including visiting groups, must be aware of the policies for child protection in operation in that setting and should be asked to confirm that they will implement these policies.
- 1.4 All volunteers and paid members of staff should be given a copy of '*A Summary of Good Practice*'. This pocket-sized card gives important guidance, providing a framework for building appropriate relationships between workers and children. It also gives advice on what to do when workers feel concerned that a child or young person could be at risk of harm/abuse.
  - 1.4.1 **You must:**
    - *treat all children and young people with respect;*
    - *provide an example of good conduct you wish others to follow;*
    - *ensure that there is more than one adult present during your organisation's activities with children or young people, or at least that you are within sight or hearing of others. If this is not possible then the reasons should be recorded;*
    - *respect a young person's right to personal privacy;*

- ***be available as a listening ear and, if necessary, refer for more appropriate help;***
- ***try to remember that your actions may be interpreted differently from your intention;***
- ***be aware that even caring physical contact with a child or young person may be misinterpreted;***
- ***show understanding when dealing with sensitive issues;***
- ***seek advice in any situation where you feel unsure.***

#### **1.4.2 You must not:**

- ***have inappropriate physical or verbal contact with others;***
- ***permit abusive behaviour such as bullying, ridiculing or taunting;***
- ***make suggestive or derogatory remarks or gestures in front of children or young people;***
- ***allow yourself to be drawn into inappropriate attention-seeking behaviour such as "crushes";***
- ***show favouritism to any individual;***
- ***jump to conclusions about others without checking the facts;***
- ***exaggerate or trivialise child abuse issues.***

#### **1.4.3 What to do ...**

1.4.3.1 If you suspect a child or young person is being abused physically, sexually or emotionally:

- ***Share your concerns with the head of your group/organisation, the Priest or Diocesan Adviser.***

1.4.3.2 If a child or young person discloses to you abuse by someone else:

- ***Keep calm, don't be shocked and try to act normally.***
- ***Accept what the child or young person says.***
- ***Offer immediate support, understanding and reassurance, explaining that you cannot keep it a secret.***
- ***Reassure the child or young person that they have done the right thing by telling you.***
- ***Let them know that you need to talk to someone else. Do not promise them confidentiality.***
- ***Let the child or young person speak freely. Do not push for information.***
- ***Let them know what you are going to do next and that you will let them know what happens.***

1.4.3.3 In all cases:

- ***Record everything that was said, including dates and times of conversation and any incidents disclosed.***
- ***You must refer.***
- ***You must not investigate.***

## **2. MANAGING AND REDUCING RISK**

2.1 *Article 2 of the Code of Practice states that every Parish/organisation must “plan the work of the organisation so as to minimise situations where the abuse of children and young people may occur”.*

2.2 Every Parish is responsible for ensuring that the work of all organisations operating within it is adequately staffed and well managed. The Parish Priest is responsible for ensuring that the leaders of organisations and groups responsible for children and young people have procedures to plan their work in such a way as to reduce to a minimum those situations where abuse may occur. The following guidelines indicate some of the ways that might help to achieve this.

### **3. INDOOR ACTIVITIES – PARISH EVENTS**

3.1 This includes one-off events and regular meetings specifically for children and young people in the Parish, usually indoors, for example catechetics, communion and confirmation classes, children's liturgy, youth groups, prayer meetings and fundraising events. It also includes the unplanned informal contact with children and young people and the Sacrament of Reconciliation.

### **4. PREPARING FOR AN EVENT**

4.1 One person should have overall responsibility for the planning, supervision and conduct of the event. The leader should ensure that:

- *an appropriate approval is obtained for the event;*
- *an initial risk assessment appropriate to the planned event/activity is carried out before the event/activity takes place (see Section 8: Risk Assessment Checklist);*
- *insurance arrangements are adequate for the planned event;*
- *an accurate record is kept of the meetings/events, e.g. children, young people and adults in attendance, nature of the activity;*
- *an accurate record of up-to-date details of children/young people attending, e.g. health needs;*
- *consultation with parents on the collection arrangements for children at the end of the meetings.*

## **5. CONSENT**

5.1 For activities where parents/carers are not present or in the vicinity, e.g. youth groups, parental consent forms will be required to be completed and signed for all children and young people under the age of 18 years. The form will include:

- ***general consent detailing the nature of the activity;***
- ***relevant medical information;***
- ***emergency contact details;***
- ***code of behaviour agreement (it may also include consent for group photos).***

5.2 See Section 8: Parental consent for activity/event.

## **6. SECURITY**

6.1 The following information is provided to highlight areas that require consideration and action.

- ***Ensure that no unauthorised person can gain access.***
- ***Ensure that children cannot leave the building on their own.***
- ***Ensure that children cannot leave or enter the building unchecked.***
- ***Identify visitors before allowing them access.***
- ***Make sure children know who are the leaders and their names.***
- ***Allow no child to leave with someone unknown to the leaders without checking.***

## **7. FIRST AID**

- 7.1 Provide an adequately and appropriately equipped First Aid Box which is clearly located and marked. This should be regularly checked and replenished.
- 7.2 Make sure that an Accident Book is available and that an Incident Report is completed in the event of an accident or incident relating to a child or young person.
- 7.3 Ensure information regarding trained First Aiders is readily available.
- 7.4 Make sure that all are aware where the responsibility for First Aid lies.

## **8. FIRE SAFETY**

- 8.1 Ensure that the building complies with Fire Safety Regulations and Guidelines.
- 8.2 Include in your checks that all exits, equipment regulations and signs are clearly visible to all.
- 8.3 All users of the premises should be aware of emergency procedures.
- 8.4 Regular safety drills and testing of fire safety equipment should be carried out.

## 9. ADULT/CHILD RATIOS

- 9.1 There must always be a minimum of two adults linked to every group for activities and events.
- 9.2 When thinking about adult/child ratios we must consider that a child, young person or adult may become unwell or have an accident. We must be able meet the needs of that child/adult in difficulty as well as meeting the needs of the remaining children or young people.
- 9.3 Never plan to work alone with a group or an individual child or young person where there is little opportunity for the activity being observed by others.
- 9.4 Where an activity involves planned separation into smaller groups, the subgroups should remain in close proximity to one another to allow an adult leader to summon the help of another adult. This also enables the leaders in the subgroup to monitor each other so as to safeguard the interests of both the children, young people and adults involved.
- 9.5 Supporting a worried child young person – it may be necessary and helpful for an adult to meet with a child or young person alone. Sensible steps to be taken include:
- ***Informing another adult that the meeting will take place, having the meeting in a room adjacent to others that are in use, keeping the door ajar or ensuring visibility for other adults through a window or where they may be seen by others. This is to ensure that your care and safety needs and those of the children and young people are met appropriately.***
- 9.6 Efforts should be made to achieve a gender mix in the composition of the leaders and helpers working with children and young people.
- 9.7 It is important to have an appropriate ratio of adult leaders to children and young people. The factors we must consider are:
- ***age and gender of group members;***
  - ***children with additional needs;***
  - ***First Aid cover;***
  - ***nature and location of the activity.***

9.8 A general guide for minimum ratios provided by the Care Commission – National Care Standards is:

- ***1 adult for every 3 children (under 2 years)***
- ***1 adult for every 5 children (aged 2 to under 3 years)***
- ***1 adult to 8 children (3 years and above)***
- ***1 adult to 10 children (if all children are aged over 8 years).***

## **10. CODE OF CONDUCT**

10.1 *'A Summary of Good Practice'* as set out on page 1 of Section 4 (and also in the leaflet) is intended to provide a framework for good practice when participating in activities with children and young people. This Code should be read and understood by every leader/volunteer when they join the activity/event.

10.2 This Code should include a disciplinary procedure to be used in the event of a leader/volunteer breaching any of its requirements.

## **11. PHYSICAL CONTACT**

11.1 We are often led to believe that physical contact between a child or young person and an adult is unacceptable – this is not the case. It is inappropriate and unwanted contact that must be avoided. We need to set limits on physical contact and to protect ourselves from allegations of impropriety.

- ***Any physical contact with a child or young person should reflect his/her needs and not the adult's.***
- ***Adults should always be able to justify physical contact with a child or young person in any situation.***
- ***Physical contact to comfort and reassure a child or young person should be agreeable to both the child/young person and the adult, should be limited, and should be appropriate to the child's/young person's age and gender.***
- ***Some children may require a higher level of physical care than other children, for example the very young or children with additional needs, but the physical contact involved should be limited to that necessary to provide such care and should be agreed with the parent and the group leader.***
- ***Physical contact should never be secretive. A hug in the context of a group is very different from a hug behind closed doors.***
- ***Keep everything public, except in a situation where it would be undignified or insensitive, for example a young child needing immediate help to go to the toilet and the parent's assistance is not readily available.***
- ***A child or young person may sometimes seek physical contact from an adult inappropriately. This must be dealt with sensitively, reinforcing the importance of personal boundaries. Record any situation that may give cause for concern and inform the group leader.***
- ***As a matter of good practice, volunteers and paid members of staff should monitor one another in relation to physical contact. They should be free to challenge anything that could be misunderstood or misconstrued.***
- ***If there are concerns about an adult's contact with a child or a young person, advice must be sought through the Parish Co-ordinator/Diocesan Adviser.***

## **12. USE OF PHOTOGRAPHY AND VIDEO IMAGES OF CHILDREN AND YOUNG PEOPLE**

- 12.1 The aim of this policy is to ensure that all photographs or digital images are taken and displayed in accordance with the Data Protection Act. The policy sets out the arrangements for taking of photographs in all Church premises, by members of the Church and by members of the community.
- 12.2 When planning Parish events or community celebrations, e.g. First Holy Communion, many parents will wish to take photographs. A professional photographer may also be present, invited by the organisers in advance, having ascertained that this person is suitable and trustworthy. The photographer will wear a badge identifying him/herself. Those attending should be advised of this and the policy. If they participate in the event their consent to photographs being taken will be assumed.
- 12.3 The consent of parents and children (who are of age to give informed consent) should always be sought for the display of images which should not be retained.
- 12.4 A child aged 12 years is presumed to be of sufficient age and maturity to have views understanding and to have a right to make certain decisions. Children under 12 also have certain legal rights and will have views and opinions. Some children of 12 years and over will not have the capacity to understand or agree.
- 12.5 Young people aged 16 years and over can fully consent to photographs, and parental consent is not needed. For children who are under 16 but 12 years or over, both the parents and the child should be asked for written permission for photographs to be taken.
- 12.6 Videos of children's activities will be taken only by the official photographer.
- 12.7 The names of children will not be displayed alongside photographs.
- 12.8 Photographs of children and young people must never be taken while they are in changing areas and where there is a reasonable expectation of privacy.

- 12.9 Parents should be informed that, if they have concerns about inappropriate or obtrusive photography, these should be reported to the event leader, recorded and managed in the same way as other child protection concerns.
- 12.10 If commissioning a professional photographer for a Church event:
- *provide a clear brief of what is expected;*
  - *issue the photographer with identification, which must be worn at all times;*
  - *inform children, young people, adults and carers that a photographer will be in attendance at the event;*
  - *ensure that they consent to both the taking of the photographs and the publication of the films or photographs.*
- 12.11 A sample consent form for the use of photographs or video can be found in Section 8.

### **13. ELIMINATING BULLYING**

- 13.1 The Church believes that everyone has a right to worship, undertake activities and participate fully in a warm, caring, friendly and safe environment in which individuality is recognised and in which everyone feels valued.
- 13.2 Every child and young person has a right to be happy in Church, enjoy the company of others, feel safe and engage in spiritual events in a supportive atmosphere.
- 13.3 Sometimes children or young people can be unhappy as a result of bullying in a Church setting. When this happens it is likely to have a negative effect on their well-being.
- 13.4 **The Catholic Church in Scotland will not tolerate bullying in any Church-based activity.**

### **13.5 *So what is all the fuss about?***

13.5.1 Some people think that bullying is part of growing up, that it is linked to a bit of harmless fun and can even help children stick up for themselves.

13.5.2 In fact bullying is a big fear for many children and young people, and can destroy their happiness and well-being. Bullying hurts – no one deserves to be a victim of bullying.

13.5.3 Bullying is a wilful intention to hurt, threaten or frighten someone else. Bullying is most commonly associated with an abuse of power. It may be:

- **Verbal** – ***as in name calling or making insulting personal comments or spreading rumours;***
- **Social** – ***like being left out or not spoken to;***
- **Material** – ***when a possession is stolen or damaged;***
- **Physical** – ***as in pushing, kicking, hitting or any use of violence including via e-mails or text messages.***

### **13.6 *How can we respond when a child or young person is being bullied?***

13.6.1 If bullying does occur, all children and young people should be able to tell and be confident that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell their group leader.

13.6.2 The leader's aim would be to restore the child's/young person's confidence and his/her ability to sort things out.

13.6.3 Stay calm and think your approach through before you do anything. It is important that you:

- ***take it seriously;***
- ***approach it as a problem to be solved and as something to learn from;***
- ***set the scene and take time to talk.***

13.6.4 Give reassurance and acknowledge the problem:

- ***It is important that the child/young person knows that they have done right to tell, that you believe them, that it is not their fault and that you are sorry it has happened.***
- ***Reassure them that they are not the only one to be bullied.***
- ***Address any concerns about their safety.***
- ***Contact the person to whom you are responsible to discuss the matter fully and for advice to deal with the problem in a positive way.***

13.6.5 Happy children and young people do not bully. If a child or young person is bullying, he or she needs help and support.

13.6.6 Eliminating bullying is the responsibility of all of us working together. In Church activities children and young people will be encouraged to be polite, helpful and considerate to others.

## **14. COMPUTERS**

14.1 Where children and young people have access to computers as part of Church activities, the leader in charge of the activity has a duty to ensure that measures are in place to reduce the likelihood of children accessing inappropriate material. Section 8 details appropriate guidance for 'Staying Safe on the Net', which should be shared with children and young people.

14.2 Children and young people should be made aware that:

- ***personal details about themselves, their friends or their families should never be given out;***
- ***things are not always what they seem – some people go on to the internet and pretend to be someone else so that they can befriend young people. Obviously not every person on the internet has bad intentions, but children and young people should be encouraged to stop, think and question it all!***
- ***It is better to share their experiences with their parents, friends or a trusted adult about what they do or find on the internet.***

## **15. BEHAVIOUR POLICY**

15.1 Children and young people feel more secure when they know the limits and boundaries in relation to their own behaviour and that of others. A behaviour policy should be drafted after consultation with the children and young people who regularly take part in the activity/event. It should be reviewed regularly and made available to the children and young people, parents and carers, leaders and staff.

15.2 Issues to consider:

- *how children and young people relate to one another;*
- *when they are free to leave the activity and the procedure for doing so;*
- *the collection arrangements/whether they are allowed to leave on their own;*
- *smoking/drinking/drugs policy where applicable;*
- *the sanctions that will apply in the event the Code is broken.*

15.3 The Code should make reference to working in partnership with parents/carers. Should a child/young person display challenging behaviour, it should be dealt with by more than one worker. A record should be kept describing what happened. See Incident Report in Section 8.

## **16. TRANSPORTING CHILDREN AND YOUNG PEOPLE TO EVENTS**

16.1 There are many factors to consider when planning transport for trips. The first is whether parents may be able to make their own arrangements for transporting their children to events.

16.2 Where this is not possible and transport is being provided by the Church, make sure the parents/carers are fully aware of the transport arrangements. A consent form is in Section 8.

### **16.3 Private cars**

16.3.1 The cars of adult volunteers and “parent helpers” may be used provided that:

- *the driver personally ensures the vehicle is roadworthy and they have the appropriate licence and insurance cover for carrying children and young people;*
- *the leader of the event ensures that children and young people are not placed with an irresponsible driver;*
- *the leader of the event must ensure that the adults who are transporting the children/young people are aware of their responsibilities for the safety of the children/young people. The driver is responsible for ensuring that passengers have their own seat and seat belt and that it is used at all times. Car seat legislation must be complied with;*
- *when children/young people are being transported by car arrange to have more than one passenger in the car;*
- *children and young people should be in the rear of the car. The event leader should arrange a central dropping off point rather than individual home drops;*
- *if in the event of an emergency a situation arises where an adult is unavoidably transporting a child or young person on his/her own, the child or young person should be seated at the back of the vehicle. This should be reported to the leader and recorded;*
- *the practice of allowing young drivers under 21 years of age to carry passengers for official purposes must not be allowed.*

### **16.4 Hiring vehicles**

16.4.1 Where transport is being hired the organiser of the event must check with the service provider that the drivers and vehicles conform to legal requirements.

- *Where children and young people are being transported to an event/activity in a coach/minibus the driver should not be responsible for the supervision of the children/young people.*
- *Passengers should have their own seat belt and seat. Always have at least one other worker in the vehicle. Apply adult/child ratios.*
- *Seat belts are not legally required on buses. A vehicle that has no seat belts fitted should not be used.*

## **17. RESIDENTIAL TRIPS**

17.1 This includes Parish groups and organisations that take children and young people away from home, e.g. youth residential trips, camps, pilgrimages and retreats. When organising a trip away with a group of young people many issues must be considered.

### **17.2 *Parental consent***

- Signed parental consent must be obtained from parents/guardians prior to participation of children and young people in the event. The necessary forms are in Section 8 of this document and include transportation permission. These forms can be obtained by e-mail and can then be altered to fit particular circumstances. The Diocesan Office or the National Office for the Protection of Children and Vulnerable Adults will help as required.
- Establish from parents/guardians whether the child or young person has any specific dietary requirements or medical/special needs. Use the form in Section 8, or something similar that contains at least the same information.
- If medication is required, a child under the age of 16 can consent to this (if capable) – the medical practitioner will advise about this. A decision needs to be taken about who will administer the medication. The parent/carer with the child and the medical practitioner will need to be consulted.
- All the above should be copied into a file to travel with the group.

### **17.3 *Record-keeping***

- An accurate record should be kept for each child and young person participating in activities including, but not limited to, attendance, programme details, medical information, etc. (data protection rules apply and it must be remembered that there are rights of access to see the record). This record should include a copy of the signed parental/guardian consent form or letter. Again this should be copied and placed in the file that travels with the group.

- A written record of organisers and supervisors in attendance at events should also be kept. Disclosure Checks should be obtained in advance through the Diocesan Office. A minimum of 2 months' notice is required for this process. The local Co-ordinator will arrange for forms and Identity Checks.
- Make sure that an Incident Report is completed in the event of an accident or incident relating to a child/young person. If appropriate the proforma for recording allegations or concerns of abuse from Section 8 should be completed. A copy of this should be taken with the group.
- Copies of emergency contact details for each child/young person should be kept at the "home base" of the group and taken on the trip. There should be a protocol for emergencies drawn up in advance and a person who is not going on the trip should be available to contact all the parents/carers of the children/young people on the trip. This person would then be the "home base" and have all the contact details.
- The definition of Parent/Carer is "caring for the child on a day-to-day basis, but not employed to do this". A foster carer is not considered to be employed.

#### **17.4 *Paid workers and volunteers***

- A code of behaviour for workers and volunteers should be used in regard to their work with children and young people, for example A Pilgrim's Code and or The Welcome Guide 'Awareness and Safety in our Catholic Communities'. The Summary of Good Practice Leaflet should be given to them to keep.
- The recruitment procedure and forms in this manual should always be used, and Disclosure Checks applied for.
- In the event of a worker or volunteer breaking the agreed policies, the Diocesan Adviser should be contacted at once to advise about disciplinary procedures. The person concerned is likely to have to cease any contact with the group immediately the breach takes place. If this affects adult/child ratios then steps should be taken to correct this.

## **17.5 Suggested Code of Behaviour for Workers and Volunteers**

- Being alone with a child or young person is not good practice. Should circumstances arise where this is unavoidable, immediately inform another responsible adult – by telephone if necessary. Make a diary note that the meeting took place, including the reasons for it. If the pastoral care of a young person necessitates the arrangements of a meeting alone with them, do not meet in an isolated environment. Schedule meetings at times and at locations that allow for transparency and accountability, e.g. rooms with a clear glass panel or window, an open door, and in buildings where other people are present.
- Limit both the length and number of meetings.
- Professional boundaries must be observed at all times.
- Remember that travel with children and young people is part of the trip and subject to safeguarding policy and procedures.
- Treat all children/young people with equal respect; favouritism is not acceptable. Adults should not choose to spend more time with a particular child/young person or group of children/young people.
- Remember the imbalance of power inherent in adult and child relationships.
- Do not engage in or tolerate any behaviour – verbal, psychological or physical – that could be seen as bullying.
- Under no circumstances use alcohol, tobacco or drugs when supervising or working with children and young people.
- Use only age-appropriate language, media products and activities when working with children and young people. Sexually explicit material is never appropriate. Take care that “banter” between an adult and child/young person does not become sexual innuendo.
- Respect the privacy of children and young people at all times.
- Particular care regarding privacy must be taken when young people are in locations such as changing areas, swimming pools, showers and toilets.

- Do not take photographs of children or young people while they are in changing areas, for example in a locker-room or bathing facility.
- Never do things of a personal nature, for example helping with toileting, washing or changing clothing for children/young people that they can do themselves. Respect the physical integrity of children and young people at all times.
- Do not engage in inappropriate physical contact of any kind – including rough physical play, physical reprimand and horseplay (tickling, wrestling, etc.).
- This should not prevent the appropriate contact in situations where it is necessary to ensure the safety and well-being of a child (for example when a child is distressed).

### **17.6 *Code of Behaviour and Discipline for Children and Young People***

- A Code of Behaviour for children and young people involved in the activities should be drawn up in consultation with both children/young people and parents/carers.
- This Code should respect the dignity and rights of the child or young person. Rules regarding alcohol, smoking and drugs should be set down. The Code will need to fit the event and activity, but should include acceptable and unacceptable behaviour.
- The issue of appropriate response to breaches of discipline and to disruptive behaviour should be covered. There must never be physical restraint of a child/young person unless this is required for the safety of the child/young person or other children/young people. Discipline will never include removal of food or other basics, but privileges can be denied.
- Mobile phone use should be limited when possible.
- A copy of the Code should be given to children/young people and to parents/carers.
- Ensure that all staff and volunteers have read and understand the Code and its application.

## **17.7 Complaints procedure**

- A Complaints Procedure to be used by young people or by parents who are dissatisfied with any of the activities or services provided needs to be set out. This must include the person in the group to whom complaints should be made and the contact details of the Diocesan Adviser.
- Make sure that children and young people and their parents receive a copy of the Complaints Procedure.

## **17.8 Health and Safety**

17.8.1 Adequate and appropriate supervision must be provided in relation to all residential events and activities organised for children and young people. *There should be "spare" adults to cover emergencies.*

- ***In places such as changing areas, toilets and showers, separate provision must be made for boys and girls.***
- ***There must be adequate gender-appropriate supervision of boys and girls in such areas.***
- ***Ensure that buildings and/or facilities used for events and activities are suitable, safe and secure. A risk assessment of the venue should be carried out in advance of the trip. This should include noting possible hazards and access – particularly if there are children, young people or adults with additional needs. Ascertain any risk of members of the public gaining access to children in the group.***
- ***Make sure that fire precautions are in place and that extinguishers are checked regularly. Leaders should familiarise themselves with these procedures and an action plan be put in place for the group.***
- ***Make sure that a First Aid Kit is readily available. This should be checked and replenished regularly. It is advisable that First Aid Training be provided for at least some workers and volunteers. A written record of First Aid given should be kept with the kit, and stock replenished as soon as possible.***
- ***Be alert to the risk of injury involved in some contact sports, paying particular attention to the child's/young person's age and to any medical condition or disability.***

- ***Access to a telephone at all times is essential in case of an emergency. The contact details of nearby medical provision must be obtained in advance.***
- ***Adequate insurance must be obtained to cover all activities being undertaken. In case of uncertainty about the level of cover, check with the relevant insurance provider.***
- ***Where transport is being provided by the Church make sure that drivers and vehicles meet legal requirements. Where transport is being hired, check with the service provider that the drivers and vehicles conform to legal requirements. Parents' agreement should be sought for their children to be carried in other parents'/volunteers' cars. Use the Transport Form in Section 8 and adjust it to fit the specific arrangements for the event/trip.***
- ***A clear policy should be agreed with parents/guardians regarding the taking of photographs and the making of video recordings of children and young people involved in Church-related events. This should also cover the generation of computer images. In addition the policy should address the question of where and for what purpose photographs and images might be displayed. Ideally there would be just one "official photographer", who would have a badge saying this.***

## **17.9 Remember that:**

17.9.1 Before booking a residential centre, the event leader should obtain a written assurance that the centre has appropriate safety measures in place, e.g. safe recruitment procedures, adequate public liability insurance, a safeguarding policy, a licence to operate.

- ***All residential trips need careful advance planning.***
- ***Risk assessment should be completed well before the trip/event/activity.***
- ***All adult leaders must be Disclosure checked.***
- ***All leaders and helpers must wear badges or have a visible form of ID.***
- ***Safety, transport, facilities, activities and emergencies must be planned for.***
- ***A copy of the itinerary and contact numbers should be made available to parents/carers.***

- ***Adequate gender-appropriate supervision is required.***
- ***Arrangements and procedures must be in place to ensure rules and appropriate boundaries are maintained in a relaxed environment for trips away.***
- ***Overnight supervision must consider young people's privacy.***
- ***Sleeping areas for adults and children/young people should ideally be separate. Sleeping areas should be supervised by two adults of the same sex as the groups being supervised, who are "on call" and within easy reach of the children/young people. It is advised that an adult should not share a bedroom with the children/young people.***
- ***If an emergency situation occurs and an adult considers it necessary to be in a child's/young person's bedroom/dormitory without another adult, they should immediately inform another adult in a position of responsibility and make a note of the circumstances.***

## **18. SPECIALIST ACTIVITIES – ADVENTURE ACTIVITIES**

- 18.1 Swimming, climbing, abseiling, canoeing type activities must always be provided by suitably qualified staff. Many centres have staff or instructors present who will be able to offer these activities. Centre staff are responsible for the safe running of the agreed activity, whilst the event leader is responsible for the children and young people at all times during adventure activities, even when the children and young people are under instruction by a member of the centre's staff.

## **19. LETTING CHURCH PREMISES**

- 19.1 Where a non-Parish-based group uses the Church premises for activities involving children and young people on a regular basis, the leader of the group must produce written evidence that they have a safeguarding policy in place for their organisation, including proper recruitment procedures for their leaders and helpers, and that references and Disclosure Checks have been obtained. Continued use of the premises must be subject to this condition. Any group that does not have its own procedures will be required to follow those of the Church.
- 19.2 A written agreement should be devised with non-Parish-based groups detailing that they have safeguarding measures in place and their agreement to adhere to these measures (see Section 8).

### **19.3    *"One off" hall users***

- 19.3.1 Occasionally Church premises such as the Parish hall are used by non Parish groups for a casual event, e.g. children's party. In these circumstances a written agreement is required to point out that this is a private booking and the adults organising the event or those with parental responsibility for the children and young people present will exercise a supervisory function and are responsible for ensuring that the children and young people are safeguarded. All parents of children and young people invited should be informed of the names of adults who will be supervising the party. If the party is offering lively activities then parental permission to participate must be sought.