



Kids Church Leaders and Helpers Safeguarding and Safety Procedures

Our aim at all times is to welcome and encourage children, as part of God's family. Our vision is taken from Proverbs 22:6 - "Train a child in the way he should go, and when he is old he will not depart from it."

We have a responsibility to ensure that any care we provide for children will be within a safe environment, and in line with the guidance given in the Trinity Policy Document for the Welfare and Safety of Children and Young People. The following guidelines are key points taken from this document, copies of which are available from the Trinity Office.

David Baker is the Pastor having overall responsibility for Kids Church. Jo Leighton and Sue McLean have day to day responsibility for this ministry (all children up to school year 6). The management of safeguarding at Trinity is the responsibility of Neville Page-Jones.

As leaders and helpers, we want to:

- Set a Christ-like example, disciple and pray for the children
- Treat all children with dignity and respect
- Affirm positive behaviour
- Ensure that relationships with children are impartial and appropriate

We aim to achieve the following child to adult ratios:

- 1 adult to every 3 children aged under 2
- 1 adult to every 4 children aged over 2 and under 3
- 1 adult to every 8 children aged over 3 and under 8
- 1 adult to every 10 children aged 8 and above

Sunday-specific Guidelines

- Leaders are asked to arrive at 10.10 am to join in team prayer and to familiarise themselves with the session starting
- Children should be brought to and collected from Kids Church by their parents with the exception of years 5 and 6 (Ignite), where some parents have given signed permission for their children to arrive and be dismissed without them. Children will be registered into their Sunday groups using the new electronic booking in system and parents must comply with the drop off and pick up system
- All helpers and leaders are expected to wear lanyards, identifying them as Kids Church team
- Leaders should challenge and identify people that they don't recognise, asking them to leave if unauthorised. Host team members will be present to monitor the main door to Trinity House throughout Sunday morning session

- Children must request permission from their leader to go to the toilet. Wherever possible, one adult should *not* be left to take a single child to the toilet away from the rest of the group. If this is unavoidable, the adult should inform another adult about where they will be and for what purpose
- Leaders and helpers will not change nappies. When this is necessary the parent will be contacted

Midweek-specific Guidelines (Two Small Groups, Wild Warriors and Groovy Girls)

- Leaders must have access to a list of emergency contact details for parents
- Children's attendance should be registered/noted
- Leaders and helpers must have current DBS and have received training in the welfare and care of children

General Guidelines for the Care of Children

- Leaders and helpers have responsibility for their allocated group at all times, and are expected to know what is happening during the session and how many children are present
- Leaders and helpers are expected to hold a valid DBS Certificate
- Helpers should join in and support the leader (action songs, doing craft, praying, discussion times), remembering that children are always watching grown ups and are likely to follow what they are doing.
- Good practice should be used when setting up rooms and resources, and visible hazards should be removed or controlled (e.g. fire exits must be unlocked, exit routes must be clear)
- Consider safety at all times. Try to notice and avoid dangerous situations before they start
- Children should not be permitted to climb on equipment or hide from sight. Particular attention should be paid to potential hazards such as windows, stairwells, cupboards, and equipment
- Children must not touch electrical equipment (sound systems, OHP, etc) without supervision
- Care must be taken with hot drinks and they should be kept out of the reach of children
- We will adopt the following procedure for bad behaviour:
 - Be consistent from week to week. We are Church but that does not excuse bad behaviour
 - Explain the difference between acceptable and unacceptable behaviour to the children
 - Take the child out of the activity/room if they are misbehaving
 - Tell the child's parents at the end of the session
 - For really bad behaviour send for the parents immediately
- At least two adults should be in the room at all times. If, for short periods, this is not possible, always make sure that the door remains open
- It is important that leaders/helpers are not put in a position which could be wrongly construed or could make it easy for a child to make wrongful allegations. If attending to a child's needs such as first aid or safety, do so in the presence of others
- Any concerns should be reported to staff or leaders
- Additional safeguarding and safety notes relating to the care of additional needs children are shown in Appendix 1 of this document

Evacuation Procedure

We have a responsibility under the Health and Safety at Work Act to have an evacuation procedure in place that will ensure that people in the building can get out safely in the event of an emergency. This is particularly important where children are concerned.

It is essential that everyone involved with the care of children is confident to safely guide them out

to one of the assembly points in the event of an emergency, bearing in mind that evacuation may be hampered by smoke and poor lighting.

The following notes outline the key areas involved with emergency evacuation and every leader and helper should be made aware of these notes:

- Every helper and leader should be familiar with the escape routes and assembly points (under normal conditions there will be at least two routes)
- Escape routes should be cleared and all doors checked to ensure that they are unlocked and can be opened before the start of the session
- Care should be taken to ensure that there are no obstructions between any point in the room and the nearest exit door
- The alarm should be test sounded at least once a term so that children are reminded of the procedure and know what to expect
- Fire doors should not be wedged open. They are designed to contain smoke and fire to give more time to evacuate. If doors are wedged open smoke will quickly spread through the building and cut off escape routes
- All helpers should be aware of their individual roles to ensure that children can be safely led out of the building
- Leaders should have an agreed plan to check each floor and confirm that all rooms have been evacuated

Fire evacuation procedure documents for all buildings can be found on the Health and Safety notice board for the building, and also in Google drive: Health and Safety - Key Policy Documents - Evacuation Procedures folder.

[See your group folder for brief instructions for fire and evacuation](#)

Confidentiality and Dealing with Disclosures

As leaders and helpers you will need to:

- Understand your role in safeguarding
- Read the Best Practice Guidelines
- Know how to refer concerns
- Know where to seek further help and information
- Have a plan for what actions you need to take

You will sometimes have to deal with a disclosure by a young person. This normally happens when a young person wants to talk about mental illness (depression, self harm, eating disorder, etc) or abuse. At Trinity we have strict procedures for how disclosures are dealt with and these must be followed at all times.

When a young person wants to share something that they are struggling with and it's clear that it falls into the category of a disclosure, the following should apply:

- Re-assure
- Listen
- Don't judge
- Don't ask leading questions
- Don't promise to keep anything secret
- Be honest about who you have to tell

- Immediately talk to your children's pastor and Neville Page-Jones
- Afterwards, and as soon as possible, write a record of what happened
- Consider support for yourself

Remember - our role is pastoral support and to ensure we pass on the health issues appropriately as we are not experienced in dealing with these issues. The safeguarding officer will want to involve parents and/or professionals as soon as possible

Leaders and helpers should not promise to keep secrets, only confidentiality. Remember the confidentiality statement "We are unable to maintain secrets, but anything you say to your leader will be kept as confidential. If what you say indicates that either you or others are at risk of harm, your leader will talk to the children's pastor and safeguarding officer. There are certain circumstances in which we have a duty of care to take further action".

The children's pastor and safeguarding officer will want to :-

- Informally talk to the young person, establish facts and assess relationship with parents
- If necessary, talk to Diocesan Safeguarding Officer
- Consider level of need
- If appropriate persuade the young person to allow us to talk with parents
- If not, consider referral to local authority, GP, or other professional
- Keep notes of conversations and discussions

Neville Page-Jones

February 2017

Appendix 1 - Additional Safeguards and Guidance for Special Needs Children

Introduction

To examine and minimise the risks associated with accommodating special needs children within the Sunday morning Kids Church Groups using additional one to one support helpers when necessary. Special needs children will have different requirements, some being able to integrate into the group without additional support while others will need one to one support for the whole session. Parents should always be involved in identifying the needs of the child and agreeing particular programmes and procedures

Training

The one to one team will receive additional training in the care of special needs children

Layout of Room

The room layout will as far as possible remain normal and appropriate for the particular age range of the children. The one to one helper will have the responsibility to ensure that the child does not use the equipment in the room to harm himself or others

Supervision

The group leader will remain in overall control of all children in the group and will work closely with the one to one helper regarding safety and safeguarding decisions that may be necessary if the risk level increases due to the behaviour of the child. If the child and parent arrive at the group and the one to one person is not available, the leader will ask the parent to stay with the child until a stand-by one to one helper is found. The leader should then involve one of the associate kids pastors to initiate locating someone

Extreme Behaviour

If at any time the child's behaviour becomes a risk to himself, or the other children, the leader in conjunction with the one to one support person will agree the action to be taken which could be to take the child out of the room. The one to one helper will have various options available such as access to a quiet room, walking around the building, involving the parent, etc

Records

A weekly record will be made by the one to one helper to indicate those things that the child enjoys and participates in and those things that he finds difficult or that triggers challenging behaviour. This will help to monitor progress and enable the helper to better mould the activities to the needs of the child

Other help

Where possible, and in conjunction with the parents, reference should be made to other organisations such as schools for advice that would help in ensuring that we manage the care of a special needs child in the best possible way and to the benefit of both child and parent

Moving and Handling

- Some children will need assistance to move from one place to another because of their disability.
- Do not do anything you do not feel confident to do without hurting yourself. There are people on team who will have been trained and have experience doing this.
- Some children may be moved using specialist equipment. Do not use this equipment unless you have had specific training.
- Personal emergency evacuation plan (PEEPS) in place where necessary.
- Reduce risk of such behaviours by creating environment that allows children and young adults to feel safe and calm as possible.
- Use verbal and non-verbal strategies to calm a situation.
- Physical intervention should only be used as a last resort. We should only be: -
 - Guiding away from unsafe situations.
 - Re-directing to another activity, environment or area.
 - Removing unsafe objects from hands/mouths.
 - Distracting to new activity.
 - Moving to a safe place.
 - Making the environment safer.
- Training will be carried out with Kids Church team and 1:1 supports and their names will be recorded.
- Full details of our Positive Handling policy can be provided upon request (could use New Wine Our Place policy)

Personal Care

This usually has the function of helping with personal presentation, and hence is regarded as social functioning. These tasks do not invade conventional personal, private or social space and are valued as they can lead to positive social outcomes for people.

Personal care encompasses those areas of physical care that most people carry out for themselves, but which some are unable to do because of disability or medical need. Children and young people may require help with eating, drinking, washing, dressing and toileting.

Those personal care tasks specifically identified as relevant include;

- Prompting to go to the toilet.

- Dressing and undressing (clothing).
- Washing non-intimate body parts.
- Assistance with eating and drinking during snack time.

The following procedures must be followed;

- Wait outside the toilet cubicle.
- Children with additional needs may need help with adjusting of clothing, this must be done outside of the toilet cubicle.
- Where possible give child verbal reminders and guidance on how to help themselves.
- Remember to respect child's dignity.