

CHILD CARE GUIDELINES

Carrigaline Baptist Church, Amended in 2010

Introduction: general policy statement on children, young people and the church

- As members of this church we commit ourselves first to praying to our heavenly Father for the nurturing, protection and safekeeping of all children and young people among us.
- As members of this church we also commit ourselves to do all we are able to ensure the nurturing, protection and safekeeping of all children and young people among us.
- We recognise that the paramount responsibility for children and young people lies with their parents, and so we wish to support and strengthen parental responsibility for them.
- We also recognise that our work with children and young people is the responsibility of the whole church.
- It is the responsibility of each one of us to do what we are able to prevent the physical, sexual and emotional abuse of children and young people, and to handle appropriately any abuse discovered or suspected.
- The church is committed to carefully selecting, supporting, resourcing and training those who work with children and young people, and to providing supervision.
- Each worker with children and young people must read these Child Care Guidelines and agree to follow the guidelines contained in it.

Guideline 1 - Good practice with children and young people

Children have a right to be treated with respect and dignity since they are all created in the image of God. To this end:

Each leader or worker should:

1. Treat all children and young people (meaning under-eighteens) with respect and dignity befitting their age, taking care to control language, tone of voice, and body language.
2. Not engage in or tolerate any of the following:
 - invading the privacy of children when they are showering or toileting;
 - rough, physical or sexually provocative games;
 - making sexually suggestive comments about or to a young person, even in 'fun';
 - inappropriate or intrusive touching;
 - any scapegoating, ridiculing, or rejecting any child or young person.
3. Learn to control and discipline children without using physical punishment (see Guideline 2 on discipline).
4. Not let youngsters involve them in excessive attention seeking that is physical or overtly sexual.
5. Not invite a child or young person to their home alone; but to invite a group, or ensure that someone else is in the house. Make sure the parents know where the child is.
6. Not invite children or young people to events outside the church building without the consent of a parent or guardian.
7. Always seek prior permission from a parent or guardian to contact children or young persons outside official church activities, in particular direct contact by mobile phone or email.
8. Ensure that they are not alone with a child where they cannot be seen. On church premises, this may mean leaving doors open, or two groups working in the same room. Where privacy and confidentiality are important, ensure (a) that another adult knows the conversation is taking place and with whom, and (b) that another adult is in the building, and the young person knows they are there.
9. Not give lifts to children or young people on their own, unless permission has been given by parent/guardian. It is good practice to arrange for a different child to be the last dropped home on each occasion and always make sure the child sits in the rear of the car.

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10. Ensure your insurance allows you to carry children other than your own and ensure seat belts are worn at all times.
11. Not share sleeping accommodation with children or young people if you take a group away. On occasion of your group going away or an 'over-nighter' make sure there is at least one permanent leader on duty.
12. Never tolerate abusive youth activities (e.g. initiation ceremonies, bullying etc.)
13. Avoid showing favouritism to any individual.

The church should ensure that:

1. Two written references are obtained for leaders who have been with us less than two years, or who have been away for the last two years.
2. There is a probationary period of at least 6 months for all youth leaders/helpers appointed.
3. Annual reviews are held for all leaders/helpers with the person responsible for them.
4. An Accident Book be kept in the Church Office in which to enter details of all accidents involving young people, e.g. date, accident, action taken, how and when parents/guardians informed, names and addresses of witnesses.
5. At least one Designated Person is appointed to whom all allegations or suspicions of child abuse may be referred. Presently Jan Patterson and Ralph Depping are our Designated Persons.
8. These guidelines be publicly displayed on a church notice board.

Each department should ensure that:

1. A register of children and young persons (that is all under 18 year olds) is kept based on information from forms given to all parents/guardians to fill in, including names, address(es), contact numbers, notes of medical or other problems, together with the granting of consent by the parents/guardians to involvement by their children in the normal activities of the group, and special trips e.g. Bowling & Hiking.
2. All new leaders/helpers shall sign the specimen form below on becoming a leader/helper.
3. The leaders name and contact be sent to all parents/guardians of the children attending as often as appropriate.
4. A policy of openness with parents is developed as much as possible.
5. Where young persons are of secondary school age, a code of conduct in, or substantially in, the form appended, shall be signed by each of the young persons and a parent or guardian.

Guideline 2 - Discipline

1. *What is discipline?*
Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement.
2. *Why discipline?*
It brings security, produces character, prepares for life, is evidence of love and is God's heart. See Hebrews 12:5-12 and Proverbs 22:6.
3. *Do's and don'ts of discipline in children's work:*
 1. We need to be insistent, consistent and persistent.
 2. NEVER smack or hit a child
 3. Discipline out of love NEVER anger. (*Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.*)
 4. Do not shout in anger or put down a child.
 5. Lay down ground rules (e.g. no swearing, racism or calling each other names; a respect for property), consulting the children where appropriate.
 6. Keep the ground rules simple and clear, and make sure the children understand what procedures will be taken if they are not kept.

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7. Talk to a child away from the 'group', not publicly. (*Explain what they have done wrong, encourage remorse - leave them on a positive note*)
8. Never reject a child, just the behaviour. (*Encourage the child that you want them, but you are not willing to accept the behaviour*).
9. Each child is unique, special and individual, and each child needs a different method of being dealt with. We, therefore, need to ask ourselves "Why is the child behaving like that?"
Then:-
 - *Ask God for wisdom, discernment and understanding and pray for and with the children.*
 - *Decide what is the best method for discipline and encouraging that child.*
 - *Work on each individual child's positives, do not compare them to each other, but encourage and build them up.*

Guideline 3 - Good practice with colleagues

1. For mixed groups there must always be 2 Adults present either 2 Females or 1 Male 1 Female.
2. It is important to be clear about individual responsibilities in a team.
If you see another leader or worker acting in ways, which might be misconstrued, be prepared to speak to them or to your supervisor about your concerns.
Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.
Where another leader is a young person under the age of eighteen, then leaders who are eighteen or over should be careful to treat such younger leaders with the same care with which they would treat young persons under these guidelines.

These measures will also protect leaders and workers from false accusations.

Guideline 4 - Definition of abuse

There are four broad types of abuse:

- (1) Physical - where children's bodies are hurt by ill treatment, failure to protect them, inadequate care or neglect of their basic needs;
- (2) Sexual - where an older child or adult uses a child for their own sexual gratification or where children are encouraged or forced to observe or participate in any form of sexual activity;
- (3) Emotional - where children are persistently or severely emotionally neglected or rejected, for example by not being given enough love or attention, by not being taken seriously or by being intimidated by threats or taunts.
- (4) Neglect – Where adults fail to care for Children and protect them from danger, seriously impairing health and development.

Guideline 5 - Procedure

1. *If physical, sexual, emotional or neglect abuse is suspected:*

- Make a note of observation, including dates times and place.
- Consult immediately with a Designated Person.
- Do not mention the matter to anyone else.

2. *If a child discloses abuse:*

- Listen to the child
- Do not ask leading questions nor make suggestions to the child

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- Offer reassurance but do not make promises
 - Do not stop a child recalling significant events
 - Do not over react
 - Explain that further help may have to be sought
 - Record the discussion accurately and retain the record
3. *Training must be given to all leaders and helpers concerning this procedure by a trained professional.*

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Children and Youth Ministry Leader Application Process

Name of Group you will be working with _____

Age range(s) _____

Person to whom you will be responsible (e.g. Youth Group Leader) _____

Elder responsible for the Group _____

Role and 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 _____ (Senior Leader)

‘I confirm that I have read the church Child Care Guidelines on protecting children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I will endeavour to follow the guidelines and if there are things I do not understand of if I have reason to be concerned about a child, I will check with the designated persons: Ralph Depping & Jan Patterson.

‘I am in full agreement with the ‘Basis of Faith’ and support and submit to those in Leadership whose duty and responsibility it is to serve and care.’

Signed: _____ Date: _____

Please provide the names and addresses of two people whom we could contact for a reference (not relatives)

Name:

Address:

Name:

Address:

Tel Number:

Tel Number:

Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bond Over Order? Yes No

If yes, please state below the nature and date(s) of the offence(s):

Nature of offence Date of offence:

Signed: _____ Date: _____

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Children and Youth Ministry Leader Application Form

Confidential

Christian name & Surname: _____

Any other name previously used: e.g. maiden name: _____

Address: _____

Date of birth: _____

Place of birth: _____

Telephone number: _____

Are you (*please tick*) employed unemployed retired
 homemaker student other

How did you become a Christian?

Briefly describe your understanding of the Gospel of Jesus Christ

Do you have any previous relevant experience in youth work?

Do you have any spare time hobbies, interests or activities?

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Children and Youth Ministry Helper Application Process

Name of Group you will be working with _____

Age range(s) _____

Person to whom you will be responsible (e.g. Youth Group Leader) _____

Elder responsible for the Group _____

Role and 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 _____ (Senior Leader)

‘I confirm that I have read the church Child Care Guidelines on protecting children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I will endeavour to follow the guidelines and if there are things I do not understand of if I have reason to be concerned about a child, I will check with the designated persons: Ralph Depping & Jan Patterson.

Signed: _____ Date: _____

Please provide the names and addresses of two people whom we could contact for a reference (not relatives)

Name:
Address:

Name:
Address:

Tel Number:

Tel Number:

Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bond Over Order? Yes No

If yes, please state below the nature and date(s) of the offence(s):

Nature of offence Date of offence:

Signed: _____ Date: _____

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Children and Youth Ministry Helper Application Form

Confidential

Christian name & Surname: _____

Any other name previously used: e.g. maiden name: _____

Address: _____

Date of birth: _____

Place of birth: _____

Telephone number: _____

Are you (*please tick*) employed unemployed retired

homemaker student other

Would you describe yourself as a Christian?

If yes, how did you become a Christian?

Do you have any previous relevant experience in youth work?

Do you have any spare time hobbies, interests or activities?

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CODE OF CONDUCT & CONSENT FORM TO BE SIGNED BY YOUNG PERSON & PARENT/GUARDIAN

Name.....Date of birth.....
Class in school.....
Address.....
Parents names.....
Telephone Home.....Mobile – Dad.....
Mobile – Mum.....
Mobile – Child.....
Parents email (optional).....
Details of medical or health difficulties or allergies
.....

Code of Conduct

All members of the group are expected to:

- Respect the authority of the leaders/helpers.
- Respect the views and feelings of other members.
- Respect the personal property of leaders/helpers and other members.
- Show due care and responsibility for equipment and property.

The following behaviours are unacceptable:

- Smoking, consumption of alcohol and abuse of any other substance within the community centre or grounds or at any of the group's activities.
- Physical abuse of other members or leaders/helpers.
- Verbal abuse, including 'put-downs' of other members or leaders/helpers.
- Wilful destruction or damage of property or equipment.

(Parent/Guardian)

When a Crusader activity is away from the usual meeting place, I give my permission for my child to travel by private transport (cars of leaders & parents or hired coach)..... YES NO

I give my permission for my child to walk home from Crusaders YES NO

I give my permission for leaders to contact my child on their mobile phone..... YES NO

Occasionally photos of general activities may be used to update the Crusader website. Please contact us if you do not want photos including your child used.

I understand that personal accident insurance is my responsibility and that the leaders cannot be held responsible for any loss, damage or injury suffered by my child whilst at Crusaders.

I give my permission for emergency medical treatment to be carried out in the event that I cannot be contacted.

I give permission for my child to be involved in Crusaders at Carrigaline Baptist Church and agree to ensure that they abide by the above 'Code of Conduct'

Signed:.....Date:.....

(Child)

I have read the above 'Code of Conduct' and agree to abide by it.

Signed:.....Date:.....