



Child Safety Policy

Version: June 2017

Approved for Use by the Trustees of the Antioch Community

Significant updates from October 2016 Version:

Emphasis on safeguarding being everyone's responsibility

Escalation policy clarified

Addition of an appendix on forms of child abuse

Permission slips for travel home at the end of events

Clarity about information sharing

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1. POLICY SUMMARY STATEMENT

The members of the Antioch Community value Children; they wish to ensure that their welfare is promoted and that they are protected from harm. These values are integral to the teachings of the Antioch Community, its covenant of membership and way of life. In obedience to the law of England, all charities must have a formal Child Safety Policy in place; this document, therefore, covers aspects that are already integral to its community life.

The Antioch Child Safety Policy covers the legal requirements for documentation of operational and safety procedures during Antioch activities (including Youthlink activities, as this is an outreach of the Antioch Community), the employment and training in this Policy of voluntary and paid Children's workers, and the courses of action that should be taken should there be allegations or discovery of abuse of children or adults. Underpinning these legal requirements, the Policy also reminds Antioch members of the behaviour expected of both old and young that encourages mutual dignity and respect. This policy will be reviewed annually.

Safeguarding is everyone's responsibility and all members of the Antioch Community, and visitors to the Antioch Community, are given access to this policy. All members of the Antioch Community are annually invited to a training session on this policy. Parents and Children's Workers have a specific responsibility for Safeguarding. Safeguarding concerns physical safety due to the environment as well as interactions with others, and, as such, concerns child abuse. Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. Forms of child abuse are described in Appendix G.

2. DEFINITIONS

In this document

- 2.1.1 **Antioch** means the trustees, leaders and members of the Antioch Community.
- 2.1.2 **Adult** means someone 18 years of age or over.
- 2.1.3 **Parent** means the parent, guardian, carer or person acting *in locum parentis* of a Child.
- 2.1.4 **Senior Antioch Leader** is the leader of the Antioch Community (currently Andrew Pettman),
- 2.1.5 **Senior Antioch Trustee** is the Chair of Trustees of the Antioch Community (currently Jonathan Mead)
- 2.1.6 **Children's Worker** means any Adult, whether paid staff or volunteer, who works with Children/Young People (Youth) in Children's activities. This is sometimes termed **Youth Worker**.
- 2.1.7 **Children** or **Young People** or **Youth** mean persons under 18 years of age. These may be children of Antioch Community Members, and may include others who attend official Antioch activities, include Youthlink, an outreach of the Antioch Community.
- 2.1.8 **Children's Advocate(s)**. A designated person or persons who has/have the responsibility to ensure that the procedures contained in this Child Safety Policy are implemented and to whom a Child/Young Person may talk with independently (currently Julie Bull and Anthony Bull).
- 2.1.9 **Children's Activities** means all the work, recreation or other sessions with Children which are formally arranged by Antioch and Youthlink in a specified organised way and

includes those activities in which Children's Workers come into contact with Young People.

- This includes Sunday activities, Friday evening activities, special trips, group outings, pastoral meetings, and social activities.
- "Children's Activities" are not the personal interactions that individual Antioch members who are not Children's Workers may have with one another's Children as older brothers and sisters, uncles and aunts and friends; in these situations Parents are responsible for whom their children have access to, yet ALL should be vigilant and be reminded that safeguarding is everyone's responsibility.
- This policy relates to all Children in Antioch and all situations, all individuals, and all Children's Workers.

2.1.10 **Group Leader** means the person with overall responsibility for a group of Children.

2.1.11 **Supervisor** means the person responsible for a group of Children on a particular day for a particular activity.

3. GOVERNANCE, REVIEW AND INFORMATION SHARING

3.1.1 One or more persons are appointed to the designated post of Children's Advocate (Appendix A – currently Anthony Bull and Julie Bull).

3.1.2 Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children. No one should assume that someone else will pass on information which they think may be critical to keeping a child safe. If anyone has concerns about a child's welfare and believes they are suffering or likely to suffer harm, then they should share the information immediately with the Children's Advocates, who will follow the reporting and escalation process laid out in section 4.

3.1.3 The Children's Advocate(s) will maintain a record of all information relevant to this policy. They will share information, where appropriate, with:

- Local Authority Children's Social Care,
- Antioch Community Leadership,
- Trustees of the Antioch Community,
- Group Leaders,
- the members of the Antioch Community, and/or
- visitors to the Antioch Community.

3.1.4 The Children's Advocate(s) will review the Antioch Child Safety Policy at least annually.

3.1.5 The Antioch Community Leaders will, as a standing item in their regular scheduled meetings, review the following: "Have any significant Child Safety incidents been brought to your attention?" and, "Has the Child Protection Policy been reviewed in the last 12 months?"

4. ESCALATION AND WHISTLEBLOWING

4.1 Whistleblowing

4.1.1 If anyone thinks that Antioch is putting children at risk - something may have happened in the past, is happening now, or you believe may happen in the future, even if you're not

certain, you should ensure that this concern is heard by the appropriate authorities. This does not have to relate to an Antioch event, but can be related to any situation.

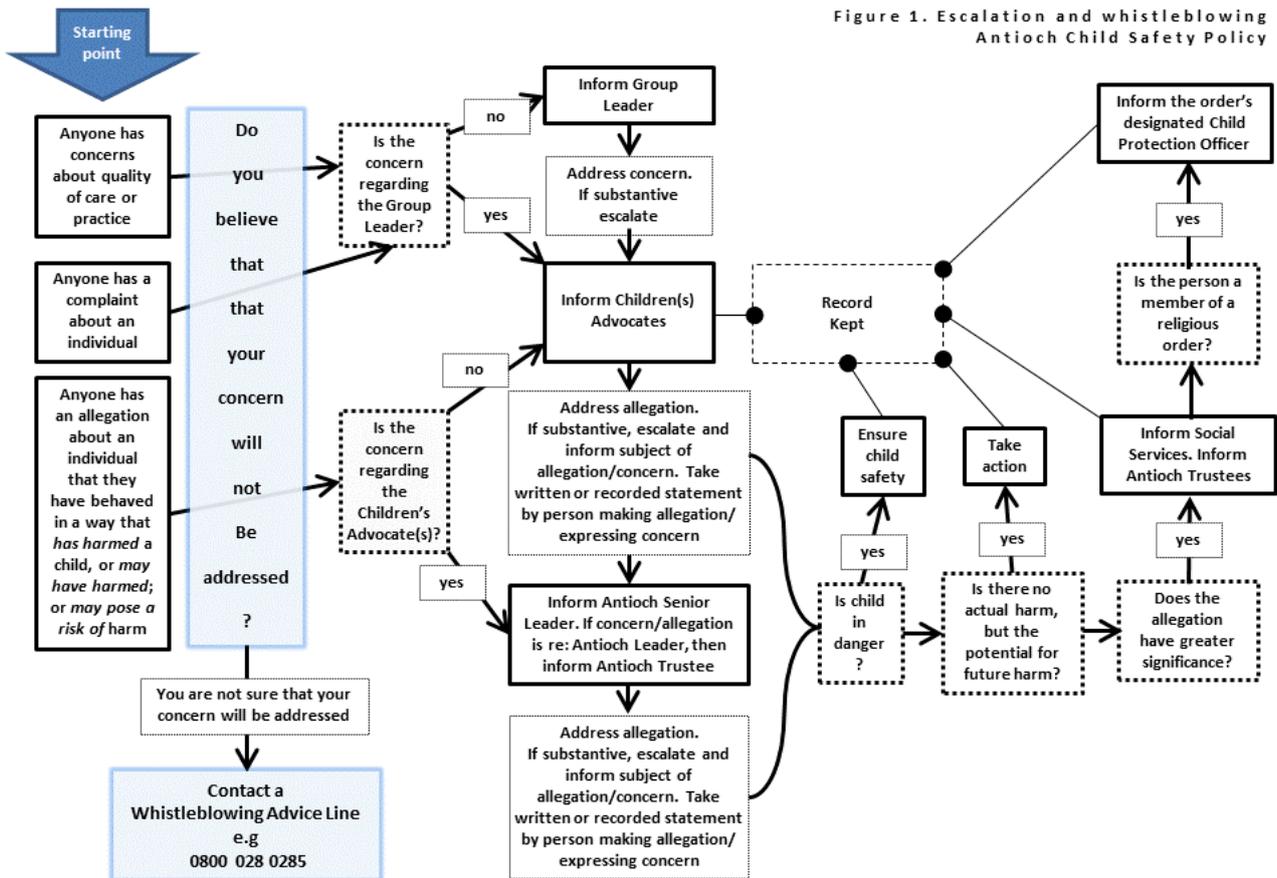
- 4.1.2 You should raise this with the Antioch Children's Advocate(s) in the first instance.
- 4.1.3 If you believe that Antioch doesn't have clear safeguarding procedures to follow and you think your concern won't be dealt with properly or may be covered-up or you've raised a concern previously but it hasn't been acted upon or you're worried about being treated unfairly then you should call a Whistleblowing Advice Line.
- 4.1.4 The NSPCC Whistleblowing Advice Line is: 0800 028 0285.

4.2 Dealing with Allegations or Harm to a Child

- 4.2.1 The flowchart, Figure 1, explains the Antioch Child Safety Policy escalation procedure.
- 4.2.2 There are three related but different items that can be brought to the attention of those concerned with Child Safety: concerns about the quality of care or practice; complaints about an individual; or an allegation.
- 4.2.3 In all cases, any of the following can be contacted: the Group Leader, the Children's Advocate(s), or the Senior Antioch Leader.
- 4.2.4 Concerns about quality of care or practice should be brought to the Group Leader, or, if these concerns are about the Group Leader, then these should be brought directly to the Children's Advocate(s). The Group Leader will consider and address the concern and, if substantive, escalate to the Children's Advocate(s). The Children's Advocate(s) will consider and address the concern and, if substantive, escalate to the Antioch Leadership. The Antioch Leadership will provide a response to the Children's Advocate(s). A record of the concern and the response, where appropriate, will be kept by the Children's Advocate(s).
- 4.2.5 Complaints about an individual should be brought to the Group Leader, if the individual is a Children's Worker, or the Children's Advocate(s) if the individual is a Group Leader or another individual in the Antioch Community. The Children's Advocate(s) will consider the complaint and, if substantive, escalate to the Senior Antioch Leader who will provide a response. A record of the concern and the response, where appropriate, will be kept by the Children's Advocate(s). If the complaint is about the Children's Advocate(s), the Senior Antioch Leader will fulfil the Children's Advocate role.
- 4.2.6 Allegations may relate to a person who works with Children, or comes into contact with Children who has behaved in a way that *has* harmed a child, or *may have* harmed a child; possibly committed a criminal offence against or related to a child; or behaved towards a child or children in a way that indicates they *may pose a risk of harm* to children.
- 4.2.7 If an allegation is made then this must be directly reported immediately to the Children's Advocate(s). If the complaint is about the Children's Advocate(s), the Senior Antioch Leader will fulfil the Children's Advocate role.
 - 4.2.7.1 A record of this allegation will be kept. At the outset of the allegation, the subject of the allegation should on no account be informed of the concern or allegation.
 - 4.2.7.2 The Children's Advocate(s) will assess if there has been actual harm or if there is a risk of harm at some point in the future.
 - 4.2.7.3 If there has been no actual harm and there is no identifiable risk of harm then this will be explained to the one alleging the harm. The record of the allegation and the outcome will still be recorded and held by the Children's Advocate(s).

- 4.2.7.4 If in the opinion of the Children's Advocate(s) further investigations are considered necessary, then the subject will be informed. No further questioning should take place by the Children's Advocate(s), or others, so as not to impede any other investigations by other authorities.
- 4.2.7.5 A written or recorded statement should be provided to the Children's Advocate(s) by the one(s) making the allegation.
- 4.2.7.6 The Senior Antioch Leader will be informed. If the Senior Antioch Leader is the subject of the allegation, then the Senior Antioch Trustee will be informed, who will fulfil this role.
- 4.2.7.7 If the Children's Advocates consider that a child is in current danger of harm, then they will take action to ensure the child's safety. The Senior Antioch Leader will be informed and the subject of the allegation will not be permitted to come into contact with that child and, where relevant, any children under the care of the Antioch Community.
- 4.2.7.8 If both the Children's Advocate(s) and the Senior Antioch Leader agree that there has been no actual harm, but there is potential of future harm, either through the behaviour of the individual (that could, for example, become grooming behaviour), then the individual will be informed that this is the case and the Antioch Community will take action. This could take the form of, for example, removing the individual from regular contact with children, informing parents of children, and/or providing training and oversight.
- 4.2.7.9 If either the Children's Advocate(s) or the Senior Antioch Leader agree that the allegation has any significance beyond that in paragraph 4.2.7.8, then the Social Services should be contacted (within 24 hours of receiving the Statement, unless there is a risk, in which case the Local Authority/Social Services should be contacted immediately, including their emergency services, if the need is out of hours).
- 4.2.7.10 The Trustees of the Antioch Community should be informed.
- 4.2.7.11 If the individual is a member of a religious order or an ordained minister, then the designated Child Protection Officers of the organisations to which they belong should be informed.
- 4.2.7.12 The Social Services will be asked for advice as to whether: the Charity Commission should be informed, the police should be informed, and/or the Disclosure and Barring Service should be informed.

Figure 1. Escalation and whistleblowing
Antioch Child Safety Policy



5. DEALING WITH INAPPROPRIATE ADVANCES

5.1.1 It is recognised that Children can sometimes make suggestive approaches to an Adult; they may have a crush on a person or they may act inappropriately. If anything like this happens, the Children’s Worker must:

- 5.1.1.1 tell the young person that their language or behaviour is unacceptable and also tell the Supervisor and Group Leader about the incident, however embarrassing this might be; and
- 5.1.1.2 after the incident, record immediately what was done and said; the Group Leader reports this to the Children’s Advocate(s) and gives the record to them for safe keeping. This is necessary to safeguard the Adult if accusations are made later. The Children’s Advocate(s) and the Group Leader involved will decide what further action is necessary.

5.1.2 Sometimes inappropriate physical contact can happen accidentally; if anything significant like this happens, then bullet point 5.1.1.2 should be followed.

6. STAFF RECRUITMENT AND TRAINING

- 6.1.1 The recruitment of Children’s Workers is the ultimate responsibility of the Senior Antioch Leader; this task is carried out in conjunction with those in charge of Children’s work.
- 6.1.2 All Children’s Workers whether employed on a full-time, part-time or voluntary basis must complete Safeguarding training prior to working with Children.
- 6.1.3 All Children’s Workers whether employed on a full-time, part-time or voluntary basis prior to working with Children must have a Reference Form for Children’s Workers

(Appendix C) completed by the Group Leader and by two other individuals who have knowledge of the volunteer's work, particularly work with Children or Young People. Where the Children's Worker is not known to the Group Leader, then two references will suffice. The references should be completed by an individual of sufficient standing; this could include, for example, designated child protection officers from a previous employer/organisation.

- 6.1.4 All Children's Workers whether employed on a full-time, part-time or voluntary basis must before working with Children complete an Antioch "Disclosure of Criminal Records" form (Appendix B) to be kept in a confidential file by the Children's Advocate(s).
- 6.1.5 All Children's Workers whether employed on a full-time, part-time or voluntary basis must have a Disclosure and Barring Service (DBS) check *submitted* no later than one month after starting to work with Children. The cost of this Registration will be met by Antioch. The Applications for this check will be processed through the Children's Advocate(s). The check does not have to be returned prior to working with Children.
- 6.1.6 If a criminal offence is signalled in either the Disclosure of Criminal Records form, or the DBS check, the Children's Advocate(s) should determine whether or not it has compromised the suitability of the person concerned to work with Children; a note of the conclusion should be made on the "Disclosure of Criminal Records" form.
- 6.1.7 The Group Leaders are responsible for overseeing Children's Workers.
- 6.1.8 All Children's Workers are given clear roles.
- 6.1.9 All Children's Workers are to take personal responsibility for maintaining their levels of expertise and training. Training to supplement the experience and natural giftings of Children's Workers in their service is given 'on the job' by more experienced Children's Workers.
- 6.1.10 The work of Children's Workers is reviewed after their first three months of service; if it is unsatisfactory they are either given further training or they will no longer serve as Children's Workers.
- 6.1.11 It is recommended that Group Leaders meet at least once each year to share experiences, and so be able to further advise and train their support staff.

7. CHILDREN AND YOUTH ACTIVITIES: OPERATIONAL PROCEDURES

7.1 Record Keeping

- 7.1.1 A Register of Children's Activities (Appendix E) is kept by the Group Leader. These are kept for all official Antioch children's activities.
- 7.1.2 An Accident Log (Appendix E) must be kept of any accidents (for example, a Child or Youth fell over and grazed his/her knee) that occurred during a Children's Activity.
- 7.1.3 An Authorisation and Consent Form (Appendix D) is required from Parents for overnight trips away.
- 7.1.4 At the end of each school year the Group Leaders must give the Register of Children's Activities, Accident Log and Authorisation and Consent forms to the Children's Advocate(s) for long-term storage (13 years).

7.2 Approaches to Physical Safety

- 7.2.1 To ensure no area of the responsibility for supervising any Children's Activity is neglected, a single Children's Worker should be in charge overall for each activity. This person is called the Supervisor. Where the Children's Activity is a pastoral meeting, or social activity, for example, where only one Children's Worker is present, then that worker is the Supervisor.
- 7.2.2 The Supervisor is responsible for ensuring that the physical environment is secure. This includes entrance/exits of the venue and equipment used.
- 7.2.3 Dangerous situations (e.g. possible hazards in a venue) must be reported to the Supervisor. The Supervisor is responsible for ensuring that the situation is dealt with.
- 7.2.4 Any accident happening during the Children's Activities must be reported to the Parents after the activity, by the Supervisor.
- 7.2.5 Supervisors must complete a Register of Children's Activities Form (Section 7.1) for any organised event with multiple children. This comprises an attendance record and a simple Accident Log.
- 7.2.6 Supervisors must ensure that they have access to a first aid kit and the Accident Log for any organised event with multiple children.
- 7.2.7 Supervisors must ensure that Children do not leave any event without being returned to an appropriate adult in charge, unless there is a prior, documented agreement with the parent/adult in charge that the Child can leave the event on their own. This agreement takes the form of a permission slip (Appendix H).
- 7.2.8 For activities of more than four hours' duration away Supervisors must ensure that they have access to emergency numbers for all the Parents of the Children and Youth attending. Parents similarly must be given access to one emergency phone number to ring the Supervisor (Appendix D).

7.3 Minibus and Car Policy

The Law regarding use of seatbelts must be adhered to, noting that the driver has responsibility.

- 7.3.1 Currently, in minibuses (driver + 8 passengers) or coaches, all passengers must wear seatbelts, when fitted.
- 7.3.2 Currently it is the law that all children younger than 12 years and less than 4'5" (135 cm) high should be provided with booster seats, which should be used in conjunction with the seatbelts.
- 7.3.3 In minibuses, there must normally be a second Adult in the back to keep control. This may be modified if Children are being dropped off at home at the end of an activity and the number of Children is relatively small.

7.4 Special Activities

Those Involving One or More Nights Away

It is recognised that going away e.g. on a trip involving one or more nights away from home changes the normal routines and creates new situations which Children's Workers need to anticipate in order to operate safely. All procedures above must be followed and, in addition:

- 7.4.1 Emergency Procedures: The team must know how to handle emergency situations (e.g. where and from whom to get first aid care, location of phones, names and phone numbers

of who to contact – a doctor in community or emergency health care, procedures for contacting Parents if needed).

- 7.4.2 Staff ratios: the agreed ratio of Children's Workers to Children must be adhered to (Section 7.5).
- 7.4.3 Public security of venue: The team must know the level of supervision needed at the site, for example, can the Children go to toilet facilities unattended or not.
- 7.4.4 Health concerns of the Children: The Group Leader, the Supervisor and the rest of the team if necessary must be briefed on any allergies, health concerns or other personal issues regarding the Children in their care before the Activity begins.
- 7.4.5 Parental Consent and Authorisation Forms (Appendix D) must be completed and collected before the activity begins.
- 7.4.6 Children's Workers should not sleep in the same room as Children or Youth.
- 7.4.7 The Supervisor should clarify who is responsible for providing snacks and drinks for the Children; he/she should clarify when the snacks will be made available and that the snacks provided are appropriate for Children with food allergies or other health concerns.

Those involving a visiting team of Children or Youth Workers

- 7.4.8 Prior to the activity, the Antioch Children's Advocate(s) must obtain written confirmation that all members of the visiting team have been vetted as suitable for working with Children/Young People by the organisation sending the team. In addition the sending organisation's Child Safety Policy, or equivalent, should have been assessed by the Antioch Community Children's Advocate(s) and deemed adequate. Where this is not known or is assessed as not adequate then two Reference Forms for Children's Workers (Appendix C) must be completed in respect of each Children's Worker by two separate individuals who have knowledge of the volunteer's work, particularly work with Children or Young People.
- 7.4.9 A completed Antioch 'Disclosure of Criminal Record Form' (Appendix B) must be completed for each member of the intended visiting team and sent to the Antioch Children's Advocate(s) prior the activity.
- 7.4.10 An Antioch Children's Worker must be assigned to a support role for a visiting team; this Children's Worker does not need to be present at the programme, but must be in regular contact with the visiting team to ensure that all is progressing well.
- 7.4.11 An Antioch Children's Worker must at least be present to open the first session, introduce the visiting team to the Children and stay on for at least part of the first session.
- 7.4.12 Each member of the visiting team should be given a copy of Appendix F by the leader of the visiting team for study prior to the event; this should be supplemented by any further instruction that the leader sees fit to give.

Aside from practical matters particular to the location, Appendix F also covers guidelines for staff conduct, managing misbehaviour, and staff/children ratios discussed elsewhere in this Child Safety Policy.

- 7.4.13 The Children's Worker responsible for overseeing the work of the visiting team should review Appendix F before the activity to ensure that it covers the situation for the location involved.

7.5 Staff Types and Numbers

- 7.5.1 Normal practice for Antioch activities requires the following levels of Children's Workers:

- a minimum of one Children’s Worker for every **four** children in age groups 0 to 2 years.
- a minimum of one Children’s Worker for every **seven** children in age group 3 to 5 years.
- a minimum of one Children’s Worker for every **eight** children in age group 6 to 15 years
- where Groups span the ranges above, the ratio of Children’s Workers is normally set as for the younger age range.
- where 16- to 17-year-old young persons are assisting in a supervised activity, they *cannot* act as Leaders, and also they *do not* add to the Children to Workers ratio requirement.

7.5.2 The approximate ages of children found in the Antioch Groups are:

- Childcare, 0-3 years;
- Runners, 3-6 years;
- Young Disciples, 7-10 years;
- Antioch Youth, 11-14 years;
- Antioch Older Youth, 14-19 years.

7.5.3 Supervisors should be at least 18 years old.

7.5.4 On occasion and by exception, a Group might need help to cope with a special situation; the Supervisor should then contact one of the Children’s Advocates by telephone.

7.5.5 Only registered Children’s Workers may normally attend Children’s activities. At activities attended by guest speakers or parents of children not registered as Children’s Workers, the Supervisor must be present.

7.5.6 Where Children’s Activities involve single sex groups, it is acceptable to have only Workers of the same sex, while normal practice requires there to be both male and female Children’s Workers for mixed sex activities. However, for activities of mixed sex activities:

- if Children's Workers of both sexes are not available on that day, as an exception Children's Workers of only one sex may lead the group;
- For children’s groups with children aged up to 6 years, a women-only team of Children’s Workers is routinely allowed; and
- When a group of, say, Antioch Youth breaks down during a session into smaller groups for other activities such as shopping expeditions and football or for sharing/discussion, only one adult is needed to supervise one of the small groups.

7.6 Personal Conduct of Staff

7.6.1 All Children’s Workers must be prepared for one of their colleagues to remind them of the following recommendations/guidelines if they forget them; each Children’s Worker must be prepared to help a colleague follow them.

7.6.2 The following recommendations provide a framework for all in Antioch and Youthlink within which Children should be safe from harm, and Adults protected from false allegations or temptation.

7.6.3 In the exercise of their duties, Children's Workers must

- treat all Children with the respect and dignity befitting their age;
- watch their own speech, tone of voice and body language;
- avoid sexually provocative language and activities at all times; although games that can be regarded as "rough" are not disallowed, such activities must be undertaken in a way that reasonably protects the safety, modesty, and privacy of the Children involved;
- control and discipline Children without physical punishment, even if Parents' explicit permission for physical punishment has been given;
- ensure the level of personal care afforded to Children is appropriate to the age of the Children; this will include the toileting of infants. For older Children for whom it is accepted that some will/may have special needs, their modesty and privacy must be protected. Ensure another Adult is supervising the Children's Activity, when a Child needs your help to wash or use the toilet;
- not touch inappropriately or intrusively;
- not scapegoat, ridicule or reject a Child;
- not show favouritism to one Child. Adults should treat all Children in a group in the same way, even if a Child is a relative of the Adult;
- not allow Children to involve you in excessive attention seeking that is overtly physical or sexual in nature;
- not share sleeping accommodation with children without another Adult being present in the room and only where all persons are of the same sex. Exceptions to this would be in father/son, mother/daughter activities;
- not permit abusive peer activities: e.g. initiation ceremonies, ridiculing, bullying; and
- not allow unknown Adults access to Children; a known person must accompany visitors.

7.6.4 One-to-one contacts. Although developing healthy relationships with the Children of the Community is encouraged, Children's Workers must:

- ask permission of the Child's Parents if it is necessary to see a Child on his or her own;
- not enter a Child's home when no parent is present;
- not invite a Child to their home alone without other adults being present; they must invite a group and make sure that the Parents are aware where the Children are;
- not maintain regular contact (say, more than once a week) by electronic means such as telephone, email or social media without permission of the Parents; and
- not give lifts to Children on their own unless the lifts are very short (under fifteen minutes). If short lifts of this sort become a regular occurrence, permission must be sought from the Parents of the Child.

7.7 Guiding Principles for Youth Work, including Youthlink

7.7.1 In addition to the section on Personal Conduct of Staff (Section 7.6), the following guiding principles for working with Youth are to be upheld:

7.7.2 At all times we must remember that we are serving the youth and trying to bring them to a fuller relationship with Christ.

7.7.3 Ethical Principles. Youth Workers should have a commitment to:

- Treat Young People with respect. Practice principles should include:
 - valuing each young person and acting in a way that does not exploit or negatively discriminate against any young person;
 - promoting Young People's rights to make their own decisions and choices;
 - explaining the nature and limits of confidentiality within the context of the Antioch Child Safety Policy guidelines; and
 - avoiding any form of physical, mental or verbal abuse towards Young People.
- Promote and ensure the welfare and safety of Young People. Practice principles should include:
 - taking responsibility for assessing risk and managing the safety of work and activities involving Young People, with reference to and operating at all times within the Antioch Child Safety Policy.

7.7.4 Professional Principles. Youth Workers should have a commitment to:

- Recognise the boundaries between personal and professional life. Practice principles should include:
 - recognising the tensions between developing supportive and caring relationships with Young People and the need to maintain an appropriate professional distance; and
 - taking care not to develop relationships that could be sexual or intimate relationships with the Young People they are working with as this may be against the law, exploitative or result in preferential treatment. If such a relationship does develop, the youth worker concerned should report this to the Antioch Youth Leader, or Youthlink Director, whichever is relevant, to decide on appropriate action.
- Recognise the need to be accountable to Young People, their parents or guardians, employers, funders, and other people with a relevant interest in the work. Practice principles should include:
 - recognising that accountabilities to different groups may conflict and taking responsibility for seeking appropriate advice and making decisions in cases of conflict;
 - being open and honest in all dealings with Young People enabling them to access information to make choices and decisions in their lives generally and in relation to participation in Youth and Youthlink activities;
 - ensuring that actions as a youth worker are in accordance with the law, as well as all National policies and guidelines including: consent, staffing ratios, fire, discipline, accident, The Children's Act etc;
 - ensuring that resources are distributed fairly, to Young People, and that work undertaken is as effective as possible; and
 - record any incident or accident on the appropriate form.

- Develop and maintain your skills and competence to do the job. Practice principles should include:
 - evaluating practice, knowledge and skills through reflection and supervision; and
 - recognising when new skills and knowledge are required and seek out/attend appropriate training opportunities.

7.8 Managing Behavioural Difficulties

7.8.1 To ensure good order is maintained during Children's activities, the following guidelines have been developed for Children's Workers as to how to handle different situations.

7.8.2 Recognising that each Child is unique and will respond in different ways to different forms of discipline, each Child should be dealt with on an individual basis. If a child becomes seriously disobedient or disruptive during Children's activities some or all of the following steps should be taken:

- the Child should be asked to stop the behaviour, after which, if the behaviour does not stop, the Child should be taken to one side;
- the Child should be challenged to change, whilst his/her strengths are encouraged;
- the disruptive Child should be made to sit beside the Supervisor or next to a second Children's Worker;
- the Child should be warned that if the misbehaviour continues he/she will have to leave the activity and be taken to his/her Parents;
- take the Child to his/her Parents, or phone them to have the Child collected. This might result in longer term exclusion from the group;
- extra support should be called for, if the Child's behaviour causes the Children's Worker to become so angry as to possibly deal with the situation unwisely; and
- physical disciplining should not be used although physical restraint may on occasion have to be exercised/is permitted.

7.8.3 Child Workers and Youth Workers must be given latitude to exercise their common sense, knowledge of the Child and judgement.

7.8.4 Further, because of the Antioch Community Members' familiarity with each other's families, it may be appropriate for the Children's Worker not to report repeated behavioural difficulties with a particular Child to Parents too frequently. Advice should be sought from the Group Leader.

Appendix A – Children’s Advocates

Date: February 2017

<i>The Antioch Community Child Safety Policy</i>		
<i>Children’s Advocates</i>		
1.	Name:	Mr. Anthony Bull
	Address:	3 Hereford Road Acton London, W3 9JW
	Home Phone Number:	(020) 8932 8128
	Mobile Phone Number:	07872 850 135
	E-mail:	amjbull@yahoo.com
	Emergency Phone No.	07872 850 135
2	Name:	Mrs. Julie Bull
	Address:	3 Hereford Road Acton London, W3 9JW
	Home Phone Number:	(020) 8932 8128
	Mobile Phone Number:	07879 813 078
	E-mail:	iclamjb@yahoo.com
	Emergency Phone No.	07879 813 078

Appendix B – Disclosure of Criminal Records Form

<i>The Antioch Community Child Safety Policy</i>	
<i>Disclosure of Criminal Records Form</i>	
Name:	
Address:	
Home Phone Number:	Mobile Phone Number:
E-mail:	
If visiting or working in the United Kingdom temporarily please advise:	
Nationality:	
Passport Number	
Passport Date of Issue	
Passport Country of Issue	
Home Address:	
Answer Yes or No to the following questions. If Yes, please provide full details. (Use a continuation page if necessary)	Yes / No
1	Have you ever been convicted of a criminal offence, or placed on probation or discharged absolutely or conditionally for a criminal offence?
2	By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, you are required to disclose any convictions which would otherwise be regarded as “spent” under the Act. Have you had any such convictions?
3	You should also disclose any pending prosecutions. Is there any prosecution against you pending?
4	Under the Disqualification for Caring for Children Regulations 1991, have you ever had a Child removed from you or placed under supervision by the local authority?
Signed: _____ Date: _____ .	

Appendix C – Volunteer Children’s Worker: Reference Form

<i>The Antioch Community Child Safety Policy</i> <i>Reference Form for volunteer Children’s Worker</i>	
Volunteer’s Details	Name of Volunteer: Address in the UK: Phone Number: Mobile Phone Number: E-mail:
	If visiting or working in the United Kingdom temporarily: Volunteer’s Nationality: Volunteer’s Home Country address:
Reference The above person has volunteered to work with the Children and/or Young People of the Antioch Community, we should be obliged if, with your knowledge of the individual concerned, you could give some information in regard to his/her suitability for such work.	
1	What is your relationship to the individual concerned?
2	How long have you known the individual?
3	What experience, if any, has the Volunteer had in working with Children/Young People?
4	Do you think they would be suitable for working with Children and Young People?
5	Do you have any comments on their reliability, honesty, or health, which might impact on their work with Children and Young People?
6	Do you know of any matters, suspicions, reports or allegations which might make their working with Children or Young People inadvisable?
<p style="text-align: center;"><i>Signed:</i> _____ <i>Date:</i> _____ <i>Print name:</i> _____</p> <p style="text-align: center;"><i>Address:</i></p> <p style="text-align: center;"><i>Position:</i></p> <p>(e.g. Volunteer Children’s Worker’s Community Leader – must be someone known to the Antioch Community)</p>	

Appendix D – Parental Authorisation for Trip Away

The invitation to attend a trip away (4 hours or more, and/or overnight) should contain the following minimum information

- Activity:
- Date(s):
- Location:
- Phone Number at Location:
- Supervisor's name:
- Supervisor's Phone Number:

Included in the invitation, either as a separate page or tear off slip, the following information should be returned to the organiser before the trip takes place.

*The Antioch Community Child Safety Policy
Parental Authorisation and Consent Form*

Name of Child

Address:

Name of Person to contact in an emergency:

Phone Number:

Details of any allergies, dietary requirements, or special needs.

I consent to the above named Child participation in the activity detailed above.

Signed: _____ *Date:* _____ *Print name:* _____

Appendix E – Register of Children’s Activity and Accident Log

Group (e.g. Runners, Antioch Youth) : _____ Date: _____

Group and Team Leaders: Fill in names below of those present.

Names of Children attending the event: Fill in names below

Signature of Supervisor: _____

Were there any reported: Accidents YES; NO or Incidents YES NO ?

If “Yes” write brief accident report below, or submit incident report to:

- *Group leader for Inappropriate Advance*
- *Children’s Advocate for allegation or concern of abuse*

Name of Child: _____

Time of accident/incident: _____

Nature of any injuries: _____

Treatment given/received: _____

Further action undertaken: _____

Reported to Parents: YES; Time: _____

Name of Child: _____

Time of accident/incident: _____

Nature of any injuries: _____

Treatment given/received: _____

Further action undertaken: _____

Reported to Parents: YES; Time: _____

Appendix F – Visiting Service Team Support for Under 18-year-olds at an Antioch Community or Youthlink Event

Upon arrival of a visiting service team, there should be an orientation session with the leading Antioch Children’s Worker or Youth Worker before the event begins to clarify the following guidelines.

12 STEPS TO SUCCESS

1. **The Support Team:** The age limit of the support team depends on the maturity of the person being considered. However, those intended to lead groups should be adults – defined for this purpose as being 18 years or over.
2. **Activity Group Leaders:** Each age group/gender group should have at least 1 experienced adult leader present – either in a Supervisory role or in a training/support role, but those having overall responsibility for a group should be at least 18.
3. **Leader/Child ratio:** There should usually be at least two adults with each group and normally gender balance if the group is mixed boys and girls; the latter is not an absolute requirement and one adult of 18 or older may be left in charge of a small group. For a large group there should normally be a leader for every 8 children.
4. **Emergency Procedures:** The team should know how to handle emergency situations. For this event where all activities happen on site with parents present, the primary route is to contact the parents immediately. However the team should have access to a first aid kit in the event that the parent cannot be found.
5. **Public security of venue:** The team should know the level of supervision needed at the site, e.g. can the children go to toilet facilities unattended or not (see point 7). The venue boundaries for the children should be defined.
6. **Health concerns of the children:** The Team Leader – and the rest of the team if necessary – should be briefed on any allergies, health concerns, special medical or other personal issues regarding the children in their care before the event begins. All parents will have completed a simple form ahead of the event; this could also include toilet assistance requirements, and whether plasters can be administered in the event of minor cuts, grazes etc.
7. **Toilet Procedures:** Children under the age of 6 (assumes 6+ do not normally need assistance), should be accompanied to the toilet by a youth (12+) or adult of the same sex.
8. **Snacks and Drinks:** The service team will provide snacks at appropriate times during the day. The snacks provided will be suitable for the children with food allergies and other health concerns.
9. **Handing back children to their parents:** At the end of a session children under the age of 8 should be handed back to their parents. If the return of children happens at the end of an adult session, the children may walk the last distance to their parents, but in all cases the Supervisor of the children’s group must ensure that the children are back in their parents’ care.
10. **Responsibility for children:** The responsibility for children’s safety and well-being lies primarily with the parents. The times the children are the responsibility of the children’s support team, and the times the responsibility lies with parents, will be made clear at the beginning of the event.

11. **Code of Behaviour** All Children’s Workers must allow colleagues to remind them of the following guidelines and be prepared to help a colleague follow them. They provide a framework within which Children should be safe from harm, and Adults protected from false allegations or temptation.

Children’s Workers must

- treat all Children with the respect and dignity befitting their age.
- watch their own speech, tone of voice and body language.
- avoid sexually provocative language and activities at all times. Although games that can be regarded as “rough” are not disallowed, they must be undertaken in a way that reasonably protects the safety, modesty, and privacy of the Children.
- ensure the level of personal care afforded to Children is appropriate to the age of the Children; this will include the toileting of infants. For older Children for whom it is accepted that some will/may have special needs, their modesty and privacy must be protected. Ensure another Adult is supervising the Children’s Activity, when a Child needs your help to wash or use the toilet.
- not touch inappropriately or intrusively, scapegoat, ridicule or reject a Child.
- not show favouritism to one Child
- not allow Children to involve you in excessive attention-seeking that is overtly physical or sexual in nature.
- not permit abusive peer activities: e.g. initiation ceremonies, ridiculing, bullying.
- not allow unknown Adults access to Children; a known person must accompany visitors.
- ask permission of the Child’s Parents if it is necessary to see a Child on his or her own.

- 12 **Managing Behavioural Difficulties** To ensure good order is maintained during Children’s activities, but recognising that each Child is unique and will respond differently to discipline, each Child should be dealt with on an individual basis. If a Child becomes seriously disobedient or disruptive during Children’s Activities some or all of the following steps should be taken.

- The Child should be asked to stop the behaviour, after which, if the behaviour does not stop, the Child should be taken to one side.
- The Child should be challenged to change, whilst his/her strengths are encouraged.
- The disruptive Child should be made to sit beside the Supervisor or next to a second Children’s Worker.
- The Child should be warned that if the misbehaviour continues he/she will have to leave the activity and be taken to his/her Parents.
- Take the Child to his/her Parents, or arrange for them to have the Child collected. This might result in longer term exclusion from the group.
- Extra support should be called for, if the Child’s behaviour causes the Children’s Worker to become so angry as to possibly deal with the situation unwisely.
- Control and discipline Children without physical punishment, even if Parents’ explicit permission for physical punishment has been given. Physical restraint may on occasion have to be exercised/is permitted.
- Children’s Workers must be given latitude to exercise their common sense, knowledge of the Child and judgement.

I _____ have read the '*12 STEPS TO SUCCESS*'.

Signed: _____ Date: _____

Appendix G – Forms of Child Abuse

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. And it can increasingly happen online.

These are the main forms of Child Abuse (taken from: <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>):

Domestic abuse: witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

Sexual abuse: a child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact, and it can happen online

Grooming: children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

Neglect is the ongoing failure to meet a child's basic needs. It's dangerous and children can suffer serious and long-term harm.

Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones.

Bullying and cyberbullying: bullying can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

Harmful sexual behaviour: children and young people who develop harmful sexual behaviour harm themselves and others.

Emotional abuse: children who are emotionally abused suffer emotional maltreatment or neglect. It's sometimes called psychological abuse and can cause children serious harm.

Child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status.

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons.

Child trafficking is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.

Appendix H – Parental Authorisation for Leaving Antioch Activities Unaccompanied or with a Non-parental Adult

This permission slip should be kept for the duration of the permission by the relevant Children’s Worker(s) and then returned to the Children’s Advocate(s) when it expires.

Where parental authorisation has not been given and the parent/guardian is not contactable, then the Children’s Worker should record that on this form and confirm with the Supervisor the course of action to be taken.

The Antioch Community Child Safety Policy

Parental Authorisation for a Child to Leave Antioch Activities Unaccompanied or with a Non-Parental Adult

Name of Child: _____

Name of Parent/Guardian: _____

I give permission for my Child to leave

state the event(s), e.g.
“Youthlink at Acton
Baptist Church”:

cross out the relevant box

YES. They CAN leave
on their own

NO. They CAN’T leave
on their own

cross out the relevant box

YES. They CAN leave
with another adult

NO. They CAN’T leave
with another adult

if the above is YES, then
name the adult(s), e.g. “Any
community member, or any
family member, or a specific
name(s)”:

state the duration for the
permission, e.g. “for the
academic year 2012-
2013”, “for the picnic on
the 12th July 2010”

Signature of parent: _____

Parent/Guardian’s Mobile Phone Number _____

Date: _____