



# CHILD PROTECTION POLICY

King's Church is part of God's Church in Oxted and Tandridge district, related to the Newfrontiers family of churches, and a member of the UK Evangelical Alliance.

Reg Charity No. 1115130, Company No. 05761011

Church Elders: Dale Barlow (lead elder), Tim Maton, Kevin Rose

Trustee Directors: Dale Barlow, Malcolm Soden, Miles Corbett

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## **King's Church**

# **CHILD PROTECTION POLICY.**

### **1. INTRODUCTION.**

King's Church has an exciting, vibrant and growing ministry to children and young people. The Elders and leadership team take seriously their responsibility to protect the children and young people entrusted to their care, and are committed to them enjoying a wide range of activities and events in a safe environment.

They are keen too that, if and when incidents occur, there are clear procedures to follow which have been carefully thought through and professionally advised. As a result the Church has adopted the policy contained in this document.

A full copy of this document including forms for appointment of workers and / safety factors etc can be obtained from: -

Kings Church Centre, 33 Amy Road, Oxted, Surrey. RH8 0PW.  
Telephone 01883 734805.

The Elders and Leadership team recognise the value of local child care agencies and would readily, if thought appropriate, seek advice from Tandridge Social services, Surrey Police child protection team and the Church's Child Protection Advisory Service (CCPAS) of whom King's Church is a member and who hold a copy of this policy.

The child protection co-ordinator of Kings Church Tandridge is Charleigh Barlow. The Deputy Co-ordinator is Dale Barlow.

Child protection concerns and issues should be addressed to the Co-ordinator or in her absence the deputy. There are then clear procedures for them to follow, depending on the nature of the concerns.

## **2. THE TRAINING OF OUR CHILDREN'S & YOUTH WORKERS.**

The aim of King's Church is that as part of the overall training of our children's and youth workers, they receive training on the subject of child protection and child abuse issues. They are instructed in the following areas of recognition and response.

- . Understanding King's Church child protection policies and procedures.
- . Understanding the different kinds of abuse/neglect.
- . Recognising signs and symptoms of possible abuse/neglect
- . Responding to children and young people who want to talk about abuse.
- . Following procedures where there are claims or suspicions of abuse or neglect.
- . Following strict guidelines on physical contact.
- . Following guidelines on praying and ministering to children and young people.

Records of training of workers are kept in the Church Office and training materials are available on request.

## **3. THE APPOINTMENT OF CHILDREN'S AND YOUTH WORKERS.**

In appointing workers, the Church will be responsible for the following;

1. All prospective workers will be asked to complete an application form, and, if accepted, sign a 'serving contract' for children's and youth work.
2. The appointee will be a regular worshipper and be recognised by the church elders as a part of the King's Church community.
3. After appointment there will be ongoing monitoring of all workers including reviews with a more senior worker/leader.
4. All workers will periodically receive training/refresher training on child protection policies and abuse/neglect.
5. All children and youth workers will be provided with information so they can make themselves aware of the contents of the health forms and relevant conditions of children in their care. (e.g. Allergies/sensitivities, special supervision/care, medication/treatments etc).
6. The procedure for the appointment will be:
  - Ask the potential workers to complete a simple form, giving information as to their name, date and place of birth, current and previous addresses as well as details of employment history, previous churches/groups, etc. They will be asked to declare whether they have ever been convicted, charged or cautioned in relation to any offence, and informed of the provision of the rehabilitation of Offenders Act 1974

- The Church will interview potential workers and find out about their past experience and attitudes and may also talk to others who know the person, e.g. previous church leaders, friends, cell leaders, etc.
  - Discuss with the applicant in detail the church's policy on safeguarding children's welfare and expectations in relation to practice issues e.g. supervision of children's activities and workers, etc.
  - The new appointee will be initially appointed for a trial period of one term before being regarded as a full team member.
  - The new appointee will be supervised by an existing worker and responsible to the overall children's or youth work Co-ordinators. Any concerns of the appointee, supervising worker, or Co-ordinator will be reviewed in one of two ways:
    - a. on a one to one basis or
    - b. at the regular workers meetings.
- 7 Workers will be given a serving contract on appointment that sets out the tasks and responsibilities to be undertaken. The new worker will be asked to sign and confirm they have read, understood, and will abide by the church's child protection policies.
- 8 Children's workers will be given opportunities to meet together with an experienced leader to discuss the work programmes and areas of concern including issues relating to discipline.
- 9 The appointments of workers will be reviewed on a regular basis.
- 10 The criteria for NOT appointing children's workers are:
- Individuals who have previously abused a child or where it is known that the individual has a record of violence or inappropriate sexual behaviour. Any person who is currently or has been on the 'sex offenders' register.
- 11 Circumstances occur where trusted individuals who are not children's or youth workers may stand in as an occasional helper. They must always work with an appointed worker and not independently. Occasional helpers will not be routinely used to supplement worker numbers.

#### 4. OTHER SAFETY FACTORS.

- . Registers are completed at all our regular events (Classroom attendance and Cats at Kings meetings), including a record of workers present at the meeting.
- . Essential information is sought on children and young people who attend our activities where their parents are not present – i.e. emergency contact numbers (if not in main meeting), details of relevant medical conditions and medication, and where appropriate consent for emergency medical treatment. (all contained on "Health form" completed and signed by parent/guardian).
- . There are special guidelines governing the transportation of children and young people (not own children) in the cars of church members – again available on request. (NB this does not include parents giving lifts to their

children's friends).

- . There is an incident form at all our regular children's and youth activities to record matters of concern / incidents of note concerning either, a team member or a child or young person.
- . A list of children's and youth workers is available on request from the Church Office.
- . Parents are always welcome to come and see what is happening at any of our children's or youth activities.
- . Any members or regular attendees of our Church who are known to have abused children or confess to a weakness or temptation to do so, must not be involved in our children's or youth work. They are required to sign an agreement which includes them sitting apart from children, staying away from rooms where children meet, declining hospitality where there are children/ youth, never being alone with children/youth and never working with children/youth. Names of such people will only be made known to the people who need this information.(Co-ordinator deputy and others as Church Leaders agree).
- . Other safety factors are included in 'Additional guidelines' specific to children and youth groups. They include the following: Team members list; Adult to young persons ratio (suggested guidelines); registration; Toilets; Taking children/youth to other places & external visits; transportation; First Aid; Discipline; Physical contact with children/youth (including praying ); Fire drill procedures.

## 5. RISK ASSESSMENTS

The Senior Worker/Leader responsible for any children's or youth activity is required to conduct a risk assessment of the activity. This risk assessment must take place before the event occurs and must identify factors to mitigate any significant risks. The purpose of the assessment is to address child protection and general health and safety risks.

Risk assessment of the main Sunday morning children's and youth work at Oxted School is the responsibility of the Child Protection Co-ordinator supported by the children's and youth work overseers. For other activities it is the responsibility of the children's and youth work overseers to ensure that risk assessments are carried out where new activities are proposed.

# SUNDAY MORNING MEETINGS AT OXTED SCHOOL

## GUIDELINES/EXPECTATIONS OF PARENTS

1. The School has certain areas which are 'out of bounds' to children. This is for the child's own safety.
  - a. Any area not being used by the Church, (i.e. classrooms, corridors, offices, etc).
  - b. The Car Park areas.
  - c. The kitchen unit, unless assisting with drinks, etc.

It is the parents' responsibility to ensure that their children do not play in any of these areas before or after the meeting.

2. Parents are reminded that the schools are open to the public and that other people could walk in during the meeting when no one is at the main doors. This is especially applicable during family meetings. Often children go to the toilet by themselves, it is the parents discretion whether they accompany their child to the toilet or not, especially in the case of young children.
3. There are no supervised activities before the Sunday worship begins or at the conclusion of the service/King's Kids classes. Therefore, children should be supervised by a parent or responsible adult during these times. Children are **not** allowed to use the school building for the playing of games such as Hide and Seek, or any running games and we would ask parents to supervise their children to prevent this and stop their children undertaking such activities.

## INCIDENT REPORTING and FORMS

1. Incident Report forms will be kept with the 'First Aid' Box at the back of the hall.
2. They are to be completed for *any* incident which occurs, where leaders have to take positive action and will include all injuries whether treatment is required or not.
3. The Report is to include the following:-
  - Date, Time, and Location of Incident.
  - All persons directly present and who witnessed the incident
  - Details of exactly what happened with full details of those involved and full details of action taken.
  - To whom the incident was initially reported.
  - By whom, if any, medical treatment was administered.
  - To whom i.e. parent/guardian was the incident reported
4. When youth are away from the Church at camps, etc, Incident Report Forms are to be taken by the Leaders and completed if necessary.
5. The Incident Report Form, when completed will be sent/handed to the Co-ordinator for filing/storage.

## **USING IMAGES OF CHILDREN.**

To comply with the Data Protection Act 1988 we will, where possible, obtain written permission from parents/guardians before any images of the children (photographic or video) are taken and used for promotional publications/ CD's, church newsletters or for inclusion on our church web site. (Separate permission will be sought where possible for visiting children taken in a group setting with church members).

## **FIRST AID PROCEDURES**

1. King's Church will seek to train sufficient workers as First Aiders (if not already holding certificates) and endeavour to have at least one First Aider at all main children's and youth meetings.
2. A list of First Aiders can be found in the first aid box, which is located at the back of the hall. If required to render first aid, the first aider must fill out the details of any injury, etc, on an incident form, which is located in the first aid box. The incident should be brought to the notice of the co-ordinator or in his absence, a church leader as soon as possible. The completed incident form should also be handed to the co-ordinator.
3. In the event of an injury occurring to a child only qualified First Aiders or the child's parent/guardian may administer treatment.
4. If the child is distressed and wants their parent or, there is a head injury, then the parent/guardian must be sent for.
5. If an incident of a more serious nature occurs, i.e. such as would require a child to be taken to hospital then, as well as following the above procedures, The Child Protection Coordinator (or if unavailable one of the Leadership Team) should be informed immediately.
6. In all cases group leaders should be sensitive to the other children in the group and keep their involvement to a minimum except for prayer.

## **HEALTH FORM**

A Health Form should be completed for each child by the parents/guardians. These forms are not intended to pry into a child's health but to assist the workers whilst looking after children. These forms will be of immense value, especially if a child is away from parents on camps, although separate 'consent' forms will need to be completed.

(Supplementary forms will need to be completed if drugs have to be taken/administered.)

The form will be updated every year and if any circumstances change within the year parents/guardian should wherever possible update this form which is held in the Church Office.



# **FIRE DRILL PROCEDURE.**

(As taken from the 'Emergency plan for Kings Church, Oxted' document, a copy of which is held in the Church offices).

## **The Evacuation procedure**

When a person discovers a fire, the first and immediate action to be taken is to raise the alarm by operating the nearest fire alarm break glass call point.

The person discovering the fire may tackle the outbreak using the fire appliances provided but should only do so if they have received training and feel confident in their fire fighting ability. In case of doubt, evacuate following normal procedures.

On hearing the alarm signal all personnel are to evacuate via the nearest escape route and are to proceed to their predetermined assembly point. Escort visitors from the building.

## **Fire evacuation assembly point.**

## **OXTED SCHOOL: THE WOODEN STEPS IN THE PLAYGROUND AREA TO THE EAR OF THE CANTEN AND IN FRONT OF THE MAIN MILLENIUM BUILDING.**

If a church member has information in connection with the outbreak of fire, this is to be given to the Fire evacuation co-ordinator.

All personnel are to remain at the assembly point until the evacuation fire Co-ordinator gives further instructions.

For safety during an evacuation the following guidance is given:-

1. Do not use lifts for fire evacuation.
2. Remain calm and proceed in an orderly manner, NOT running.
3. Do not delay to continue worship/prayer.
4. Do not delay to collect personal belongings.
5. If your normal escape route is obstructed by fire, turn away and go to your secondary escape route.
6. Give assistance as necessary to any one experiencing difficulty and do not hesitate to ask for help if you have a need.
7. Obey instructions given by the duty stewards in all cases.
8. Do not re-enter the building until the fire evacuation co-ordinator advises that it is safe to do so.
9. If you are not a duty steward or a Sunday school teacher you must proceed immediately to the assembly point. Their relevant teacher will lead Sunday school children to the assembly point.
10. Parents must not disrupt the evacuation by trying to collect their children from the classroom/hall.

## **Sunday Children's and Youth Worker Fire and Safety Responsibilities**

1. To undertake fire safety duties as set out in site instructions, including clearing their classrooms.
2. Keep details of any persons with disability that may need assistance to evacuate and to ensure that necessary arrangements are made.
3. Listen for correct operation of the fire alarm sounders at yearly test. To report defects to the Church fire co-ordinator.
4. In the event of the fire alarm operating take the following actions:-
  - A. Clear the classroom of all personnel.
  - B. Shepherd the children at good speed but without running to the assembly point. Ensure that all children under their protection have arrived at the assembly point.
  - C. Report to the fire evacuation co-coordinator who will be at the fire assembly point and give advice on status of evacuation from the section and other detail obtained relevant to the fire that may be of assistance to brigade fire fighters when they arrive.

## **Recommended ratio's Adults to Children.**

King's Church seek to adhere to the ratio guidelines for children's activities as follows:-

### **Indoor activities**

#### ***Under eight years of age.***

The standard ratios under the Children's Act are as follows:

0 to 2 years = 1 member of staff to 3 children.

2 to 3 years = 1 member of staff to 4 children.

3 to 7 years = 1 member of staff to 8 children.

It should be noted that the above are ratios of adults (aged 16+) to children. On no account should a worker be by themselves with this age group. The minimum number of adults (aged 16+) should always be two and preferably three.

#### ***Eight years and over.***

The Children's Act specifies the ratios for the under eights. The recommended ratios for children and young people eight and over are:

Up to 20 children/young people, 2 adults (preferably one of each gender)

One additional adult for every ten extra children/youth or part thereof.

### **Outdoor activities.**

#### ***Under eight years of age.***

0 to 2 years = 1 member of staff to 3 children

2 to 3 years = 1 member of staff to 4 children

3 to 7 years = 1 member of staff to 6 children.

#### ***Eight to Thirteen years***

Up to 15 children/youth 2 adults (preferably one of each gender)

One additional adult for every eight extra children/youth or part thereof.

#### ***Thirteen years and above.***

Up to 20 youth, 2 adults (preferably one of each gender)

One additional adult for every ten extra youth or part thereof

## **Children's and Youth Workers**

We have at Kings Church Tandridge a vibrant children's and youth ministry, led by trained children's and youth leaders.

There are classroom based teaching, as well as fun group activities every Sunday. Youth activities take place on other days as well.

Below are listed the leaders of the children's and youth activities. Each leader has a list of their teachers and helpers, available upon request.

Tim Maton - Youth & Children's Work Overseer

Simon Quincey - Youth Leader

Claire Blades - Children's Leader [0-11s]

# DISCIPLINE GUIDELINES AND TOUCHING POLICY

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart (Hebrews 12: 5-12 and Proverbs 22:6)

- Ask God for wisdom, discernment and understanding and pray for and with the child. (If appropriate.)
- What is the best method for disciplining and encouraging that child?
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up.
- Work on relationships.
- Be a good role model and set a good example. (Don't expect children to do what you don't do and vice-versa).
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.

## GUIDELINES FOR DISCIPLINE IN CHILDREN'S WORK

- a) You need to be insistent, consistent and persistent.
- b) *NEVER* smack or hit a child.
- c) 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.*)
- d) Do not shout in anger or put down a child.
- e) Lay down ground rules e.g. no swearing, racism or calling each other names, and a respect for property.
- f) Keep the ground rules simple and clear, and make sure the children understand what action will be taken if they are not kept.
- g) Talk to a child away from the 'group', not publicly. (Explain what they have done wrong, encourage remorse – leave them on a positive note).
- h) Never reject a child, just the behaviour. (Encourage the child that you want them, but are not willing to accept the behaviour).
- i) 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?"

## **KING'S CHURCH BEHAVIOUR CODE**

If a child is misbehaving during a class or activity the first course of action will be to find out what is wrong with the child to promote such bad behaviour.

If necessary the child will be taken aside for a one to one chat with the teacher/leader.

If the bad behaviour continues, as a very last resort the child will be returned to the parents in the service.

After the service the teacher will give a full and thorough explanation to the parents as to what happened.

## **GUIDELINES ON TOUCH FOR THOSE WHO WORK WITH CHILDREN**

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity, which is, or could be construed as sexually stimulating to the adult or child.
- Children are entitled to determine the degree of physical contact with others except in exceptional circumstances, i.e. when they need medical attention.
- Team members should take responsibility for monitoring one another in the area of physical contact. They should be free to challenge constructively a colleague if necessary. By volunteering to be a children's worker, the worker must accept/agree the right to be challenged in this important area.

## **PRAYING WITH CHILDREN.**

Again, keep everything in public. Pray in a group for the child concerned, and only if the child has sought and agreed to others praying for them.

If an older child/youth requests specific prayer, it is advisable to seek a 'prayer partner', at least one of you being of the same gender.

Do not place hands on them unless you have first sought permission to do so.

## **TRANSPORTATION OF CHILDREN/YOUTH.**

Whilst every eventuality cannot be covered here, a degree of common sense can be employed regarding to the transportation of children and youth. As a general rule, the transportation of children (other than your own or friends of your own with parents/guardian's knowledge) should only be with the knowledge and consent of their parent/guardian.

Wherever possible two people need to be present in the vehicle with the child, but if this is not possible ask the child to sit in the back seat of the vehicle.

In some circumstances it may be unwise to carry a child/young person if they are on their own.

In cases of emergency, (such as late at night) if the parents/ guardian's are not available to ask for permission then the leader/youth leader should be informed of your intentions, and the parents/guardian informed as soon as possible, if not at the home address upon arrival.

## **TOILET ISSUES.**

Personal care such as taking children to the toilet is considered to be a "Regulated Activity" and children's workers doing so require higher level of Criminal Records Bureau checking than normal. It is King's Church policy therefore that children's workers do not provide personal care and do not change babies nappies or assist toddlers going to the toilet.

### **1. Crèche.**

If a children's worker considers a nappy needs to be changed that cannot wait until the end of the session, a worker should be sent to ask a parent/guardian to do so.

### **2. Young Children.**

If a child needs to go to the toilet an adult helper from the class must go with them. It is a good idea to take a group of children to the toilet at the same time, and often the suggestion to visit the toilet will encourage others to go as well. Ideally a same sex helper/child should attend, although with younger children or where both sexes it is appreciated that this will not always be possible. If a child needs assistance in going to the toilet, a parent/guardian should be asked to assist.

Where taking children to the toilet reduces workers looking after the remaining children below guidelines, another CRB checked worker should be asked to assist temporarily while children are taken to the toilet.

If a young child soils his/her underclothes and needs to be changed and washed etc, ask the parent/guardian of the child to deal with this.

### **3. Older children / youth.**

Can be trusted to go to the toilet themselves (unless there are 'special' needs in which case the parent/guardian must deal with this.). If the toilets are some way away, consideration needs to be given to the safety of the child in the premises away from the group.

## **PRACTICAL ISSUES – GENERAL GUIDANCE**

- Where possible ensure that a worker is not alone with a child, but being realistic in acknowledging circumstances when this might be necessary or helpful. Sometimes it may be felt advisable to leave doors open.
- Where confidentiality is important (e.g. counselling) and a young person is being seen on their own, then ensure that others know that the interview is taking place and that someone else is around in the building.
- The level of personal care, e.g. taking to the toilet, must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- Workers should treat all children/young people with dignity and respect in attitude, language used and actions.
- Respect the privacy of children; avoid questionable activity, e.g. rough/sexually provocative games or comments.
- If you invite a child to your home, ensure this is with the knowledge of the team/leadership and that a parent is aware.
- Again, ensure that arrangements for transporting children are with the knowledge of the team/leadership and have parental approval. In some circumstances it may be unwise to carry a particular child on their own.
- Consider carefully arrangements for residential holidays and whether adults should share sleeping accommodation with children. This might be an unwise practice generally, but appropriate, say with very young children or on an activity such as youth hostelling where it is the custom.

## **SUPPORTING/SUPERVISING WORKERS**

- Encourage teamwork and mutual accountability.
- It should be accepted that anyone seeing another worker acting in a way, which could be misinterpreted, should be able to speak to the individual or the supervisor about the concern.
- It is King's Church policy to arrange regular workers meetings to review procedures to ensure common approach, sharing concerns and identifying other matters, which may need clarification and guidance.
- Keep a written record of issues/decisions discussed at meetings.



# DEFINITIONS OF ABUSE/NEGLECT

## **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

## **Sexual Abuse**

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

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

**NOTE** Children and young people have always been curious about the opposite sex and/or experimenting sexually. However sexual abuse can also be an older child and a younger child, where a child is in a position of power and responsibility over another child and abuses that trust through some sexual activity (i.e., where a juvenile babysitter abuses a younger child). That is abuse and should be taken as seriously as if an adult were involved.

# RECOGNISING AND RESPONDING TO ABUSE

## Physical Signs Of Abuse

- Any injuries not consistent with the explanation given for them.
- Injuries, which occur to the body in places, which are not normally exposed to falls, rough games, etc.
- Injuries, which have not received medical attention.
- Instances where children are kept away from the group inappropriately.
- Reluctance to change for, or participate in, games or swimming.
- Bruises, bites, burns, fractures, etc., which do not have an accidental explanation.
- Cutting/slashing/substance abuse.
- Repeated urinary infections or unexplained tummy pains.
- Changes in routine.

## Indicators Of Possible Sexual Abuse

- Any allegations made by a child concerning sexual abuse.
- Child with excessive pre-occupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Eating disorders- anorexia, bulimia
- Bed wetting and soiling

## Signs Of Emotional Abuse

- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression.
- Nervousness/frozen watchfulness
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour.
- Persistent tiredness
- Running away/stealing/lying
- Obsessions or phobias

## Signs of neglect.

- obvious lack of weight.
- Child is always hungry, appears under nourished.
- significant impairment of child's health or development.
- Any other outward signs that may lead to suspicion of neglect.

***The above signs may or may not be indicators that abuse has taken place, but the possibility should be considered.***

## What To Do If You Suspect That Abuse May Have Occurred

1. You must report concerns as soon as possible to **Charleigh Barlow** (hereafter the “Co-ordinator”) who is nominated by the eldership to act on their behalf in referring all allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of the Co-ordinator the matter should be brought to the attention of the Deputy Co-ordinator. The Co-ordinator may also, in certain circumstances, be required by conditions of the Church Insurance Policy to inform the Insurance Company immediately that an incident has occurred. They need to be informed that an incident has occurred without going into full details at this time.
2. If the suspicions in any way involve the Co-ordinator then the report should be made to **Dale Barlow** (hereafter the “Deputy Co-ordinator”). If the suspicions in any way implicate both the Co-ordinator and the Deputy Co-ordinator, then the report should be made in the first instance to **PCCA Churches’ Child Protection Advisory Service** (hereafter “The Agency”), Churches Child Protection Advisory Service (PO BOX 133, Swanley, Kent BR8 7UQ. Telephone 0845 120 4550 - 24 hour helpline, 0845 120 4551- helpline, [info@ccpas.co.uk](mailto:info@ccpas.co.uk), [www.ccpas.co.uk](http://www.ccpas.co.uk)) and/or local social services.
3. Suspicions should not be discussed with anyone other than those nominated.
4. It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from PCCA, although we hope that members of the Church will use the procedure as outlined above. If, however, you feel that the Co-ordinator or Deputy has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of the church to effective child protection.

## Allegations of Physical Injury or Neglect

If a child has a physical injury or symptom of neglect, the Co-ordinator will:

1. Contact Social Services (or the Agency) for advice if concerned about the child’s safety. The parents should **not** be informed by the Church in these circumstances.
2. Where emergency medical attention is necessary it will be sought immediately. The Co-ordinator will inform the doctor of any suspicions of abuse.
3. In other circumstances speak with the parent/guardian and suggest that medical help/attention is sought for the child.
4. The doctor will then initiate further action, if necessary. If appropriate the parent/guardian will be encouraged to seek help from the Social Services Department.
5. Where the parent/guardian is unwilling to seek help, if appropriate, the church worker will offer to go with them. If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services for advice.
6. Where the Co-ordinator is unsure whether or not to refer a case to the Social Services, then advice from the Agency will be sought and followed. The Agency will confirm its advice in writing in case this is needed for reference purposes in the future.

## Allegations of Sexual Abuse

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

1. Contact the Agency for advice/support or the Social Services Child Protection Officer/Police Child Protection Team directly. The Co-ordinator will not speak to the parent (or anyone else).
2. If, for any reason, the Co-ordinator is unsure whether or not to follow the above, then advice from the Agency will be sought and followed. The Agency will confirm its advice in writing in case this is needed for reference purposes in the future.
3. Under no circumstances will the Co-ordinator attempt to carry out any investigation into the allegations or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
4. Whilst allegations or suspicions of sexual abuse will normally be reported immediately to the Co-ordinator or his deputy, the absence of the Co-ordinator and Deputy should not delay referral to the Social Services Department/Police child protection team or if in any doubt with steps to be taken, seeking advice from the Agency.(see page 14) In current allegations or suspicions, this should be reported immediately.
5. Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Deputy as to the appropriateness of a referral to the Social Services Department, *that person retains a responsibility as a member of the public* to report serious matters to the Social Services Department, and should do so without hesitation.
6. The eldership will support the Co-ordinator or Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

## **HOW TO REACT WHEN A CHILD WANTS TO TALK ABOUT ABUSE**

**(It is not easy to give precise guidance, but the following may help)**

### **General Points**

- Accept what the child says (however unlikely the story may sound).
- Keep calm.
- Look at the child directly.
- Be honest.
- Let them know that you will need to tell someone else – don't promise confidentiality.
- Even when a child has broken a rule, they are not to blame for the abuse.
- Be aware that the child may have been threatened.
- Never push for information.

### **Helpful Things to Say Or Show**

- I believe you (or showing acceptance of what the child says).
- I am glad you have told me.
- It's not your fault.
- I will help you.

### **Avoid Saying**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises.
- Never make statements such as "I am shocked, don't tell anyone else".

### **Concluding**

- Again, reassure the child that they were right to tell you and that you believe them.
- Let the child know what you are going to do next and that you will let them know what happens. They need to be kept informed at all stages. (You might have to consider referring to Social Services/Police to prevent a child/young person returning home if you consider them to be seriously at risk of further abuse)

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

### The Procedure

1. Make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the child said and when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record.
2. Keep all hand-written notes, even if these have been typed subsequently. Keep for an indefinite period.
3. Report your discussion as soon as possible to the Co-ordinator. If the latter is implicated report to the Deputy Co-ordinator. If both are implicated, report to the Agency.
4. Once a child has spoken about abuse if it is ongoing, the worker/leader should consider whether or not it is safe for the child to return home to a potentially abusive situation. On *rare* occasions it might be necessary to take immediate action to contact Social Services and/or the Police to discuss putting into effect safety measures for the child so that they do not return home. Any such action should be considered only after consulting the Co-ordinator (or his Deputy if not available, or in absence of Co-ordinator and deputy, the church leader Dale Barlow will be informed) and *prior* to any contact with Police/Social Services. (Unless the Co-ordinator *and* Deputy are involved).
5. *You should not discuss your suspicions or allegations with anyone other than those nominated (i.e. Charleigh Barlow or in his absence Dale Barlow).*

*Make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the child said and when he/she said it and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed up. Keep for an indefinite period. (Original notes may be lodged with Co-ordinator for safe keeping) These notes may be used in evidence if a serious case is brought before a court, as a 'Statement of Early Complaint'.*

## **Allegations by Adults Abused As Children**

Where allegations are made by adults about *past* abuse as a *child*, it is for the victim to decide whether or not to report the matter to Social Services or the Police. However, the Victim can discuss this with the Co-ordinator, if he/she wishes. The only exception is where there is a possibility that the alleged perpetrator *still has close contact with children*.

## **Third Party Allegations**

Where a Third Party makes allegations to a Church Worker, it is advisable for the worker to direct that third party to the Co-ordinator. The third party should be informed that the matter may be referred to Social services or the Police (depending on seriousness of allegation) and that these agencies may wish to speak to them.

Information from Third Party should include:-

1. Name, address and telephone number (unless person wishes to remain anonymous).
2. As much *factual* detail as possible about the child and family (names, addresses, Date of birth, ethnic origin, etc).
3. Information as to the cause of concern/nature of injuries.
4. What has been personally observed?

## **Final Note**

Please do not be worried about the guidelines set out in this document. They are for your information and protection. They are for dealing with 'worst case scenarios' and God willing, they will be few and far between.

**Our principle aim is the protection of our children, but we must also consider the protection of those who serve God by serving our children; this is why this policy has been written.**

Finally, some advice from David Pearson; -

*"My advice to any Children's Worker wanting to play it totally safe, is to stay at home and hope the house doesn't catch fire."*

## FORMS



**APPLICATION FORM FOR PAID OR VOLUNTARY  
WORK WITH CHILDREN AND YOUNG PEOPLE**

Name of Church/Centre/Organisation: **King's Church, Tandridge**

We ask all prospective workers with children and young people or vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate authority.

**1. Personal Details**

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name \_\_\_\_\_

Maiden/Formal Name(s) \_\_\_\_\_

Date and place of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_  
No: \_\_\_\_\_

Evening Tel

Mobile Tel No: \_\_\_\_\_ Email address: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ Years \_\_\_\_\_ Months

If less than 5 years, please give previous address(es) with dates

From/To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Previous  
Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

From/To \_\_\_\_ / \_\_\_\_ / \_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Previous  
Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Please tell us about your Christian experience including the church(es) you have attended and dates, the name(s) of minister/leader together with any activities undertaken.

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Please give details of previous experience of looking after or working with children and/or young people. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

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Have you ever had an offer to work with children/young people declined?

☐ YES ☐ NO (Please tick)

If yes, please give details

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Do you suffer, or have you suffered, from any illness which may directly affect your work with children or young people? ☐ YES ☐ NO (Please tick)

If yes, please give details.

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## 2. Employment History

Please tell us about your past and current employment / voluntary work in the table below.

| Employers Name and Address | Employed From (Date) | Employed to (Date) | Job Title & Description | Reason for Leaving |
|----------------------------|----------------------|--------------------|-------------------------|--------------------|
|                            |                      |                    |                         |                    |
|                            |                      |                    |                         |                    |
|                            |                      |                    |                         |                    |
|                            |                      |                    |                         |                    |

**3** Are you currently working in any other child care position in either a voluntary or paid capacity? If yes please give details:

Name of the organisation:

Address:

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Contact person in organisation:

---

Telephone Number:

---

Post you are employed in (please give details of your duties):

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#### 4. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, one of these should be your present employment (paid or voluntary). You should also provide details of your church minister / leader. We reserve the right to take up character references from these individuals or any other individuals deemed necessary.

|                          | 1     | 2     |
|--------------------------|-------|-------|
| Name                     | _____ | _____ |
| Address                  | _____ | _____ |
| Town                     | _____ | _____ |
| City/County              | _____ | _____ |
| Postal Code              | _____ | _____ |
| Telephone No             | _____ | _____ |
| Relationship             | _____ | _____ |
| Church minister / leader |       |       |
| Name                     | _____ |       |
| Address                  | _____ |       |
| Telephone No.            | _____ |       |

We may ask you to complete a voluntary disclosure application form in order to obtain a Criminal Records Bureau check. If you have any questions about this, please speak to Tim Maton, with whom you are welcome to discuss any aspects of this procedure.

**Disclosure Check:** please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post, paid or voluntary, involving working with children.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check should I be asked to complete a voluntary disclosure form.

Signed \_\_\_\_\_  
Date \_\_\_\_\_

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, and the Criminal Justice and Court Services Act 2000.

# Self Declaration Form for a position for which King's Church may require a Criminal Records Bureau Disclosure.

## STRICTLY CONFIDENTIAL

As a church we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

All applicants are asked to complete this form and return to us in a separate sealed envelope

To: TIM MATON, Church Elder  
Address: King's Church Centre, 33 Amy Road, Oxted, Surrey, RH8 0PW

Appointment: Children's teacher in Sunday children's work  
, Children's teacher in King's Church non-Sunday clubs & activities  
Youth leader in King's Church Sunday and weekday activities  
(Please delete as appropriate: individuals may hold appointments in one, two or all positions.)

## Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

☐ YES ☐ NO (Please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence (s). Continue on a separate sheet if necessary.

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**Police Investigations** – this should include relevant police non-conviction information. Please complete this section.

Have you ever been the subject of a police investigation which didn't lead to a criminal conviction?  
Yes / No

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and disposal(s) if known.

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To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Children's Social Services / the Social Work Department?

☐ YES ☐ NO (Please tick) If yes, please provide details, we will need to discuss this with you.

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Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? ☐ YES ☐ NO (Please tick) If yes, please give details and dates

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Has there ever been any cause for concern regarding your conduct with children? Please include any disciplinary action taken by an employer in relation to your behaviour to children.  
☐ YES ☐ NO (Please tick) If yes, please give details

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## DECLARATION

To help us ensure that we are complying with child protection laws, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_ of (address) \_\_\_\_\_

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confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that that detail of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999.

I agree to inform the person within the church/organisation responsible for processing applications for Criminal Records Bureau checks if I am convicted of an offence after I take up any post within the church / organisation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I agree to inform the person within the church/organisation responsible for processing applications for Criminal Records Bureau if I become the subject of a police and/or Children's Social Services / social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHED NOTES: WORKING WITH CHILDREN AND YOUNG PEOPLE**

The Disclosure of an offence may not prohibit employment.

As this post involves substantial, unsupervised contact with children, all applicants who are offered an appointment may be asked to submit to a criminal records check before the position can be confirmed. In this case you will be asked to apply for an Enhanced Disclosure through The Criminal Records Bureau (CRB).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children at risk.

As a church/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the CRB.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children. Should ever we need to refer an individual to the list of people deemed unsuitable for working with children known as the PoCA List held by the Department of Health, then we would also inform them of any knowledge we have of that individual working in any other child care position.

### **Notes:**

Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18.

Under the Protection of Children Act 1999 it is an offence for an individual who is disqualified from working with children from applying for, offering to do, or accepting any work in a child care position.

# **Kings Church Tandridge.**

## **Children/Youth health form.**

( A separate form must be completed for each child/youth)

Name of Child / Youth .....

ADDRESS .....

..... POST CODE .....

NEXT OF KIN .....

**EMERGENCY TELEPHONE NO's.** Home.....Mobile.....

Work (if applicable).....

Child's Date of Birth ...../...../..... Child's National Health No. is .....

Does your child suffer from any known allergies/sensitivities? I.e. Penicillin,

Peanuts, plasters, wasp/bee stings etc. ☐ Yes ☐ No (please tick)

(If yes, please give details)

.....  
.....

Does your child's health require any special care or supervision, or restrict their activities in any way? Yes ☐ No ☐. (please tick) If Yes, please give details.

.....  
.....

Please give details of any medicines and/or treatments your child may require during normal Sunday church activities (inhalers etc)

.....  
.....

Please give date of last Tetanus injection ...../ ...../ .....

Do you give your permission for the above medical information to be shared with the group leaders, teachers and helpers? ☐ Yes ☐ No (please tick)

If No, please give details.

.....  
.....

I give permission for my child to take part in the normal activities of the group and that separate permission will be sought for certain activities including trips. In the event of illness or accident requiring emergency hospital treatment I authorise any of the designated leaders, to sign, on my behalf, any written consent form required by hospital authorities, if the delay required to obtain my own signature is considered inadvisable by the doctor or surgeon concerned. In case of need I give permission for my child to be given any appropriate medication.

I understand that, while the leaders in charge of the children will take all reasonable care of them, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my child or their property arising during a weekly session or during any trips.

Signed ..... Dated .....



## **Parental Consent Form: Additional Medical Information**

### **DRUGS TO BE ADMINISTERED**

**This form is in addition to, and should be attached to the  
'Parental Consent Form'**

This form is to be completed by a parent/ guardian if you are under 18, before you are able to participate in the activity. If you are 18 or over (and self administer) you should complete the form yourself for our information only and sign at the bottom of the page.

#### **Young Persons Details**

Name of young person: .....

Condition (If appropriate info) .....

Medication, names of drugs to be given:-

1. ....
2. ....
3. ....

**Exact dosage and when to be given (i.e. two tablets at 7pm etc)**

1. ....
2. ....
3. ....

Any other treatment required (Creams etc):-

.....  
.....

#### **Declaration.**

**I give permission for Kings Church youth leaders to give on my behalf, to my Son/Daughter the medication/ treatment as described above. This is prescribed medication relevant to him/her only.**

Signed: .....

Date: .....

Relationship to young person: .....

## **Children and Youth Workers Review Record.**

Full name .....

Date commenced .....Children's/Youth team

Date confirmed as team member.  
(post 1<sup>st</sup> term) .....

Date Copy of protection policy supplied .....

Date for annual review .....

| <i>Date of review</i>      | Name of reviewer and review comments/training needs |
|----------------------------|---|
| <i>1<sup>st</sup> year</i> |   |
| <i>2<sup>nd</sup> year</i> |   |
| <i>3<sup>rd</sup> Year</i> |   |
| <i>4<sup>th</sup> Year</i> |   |
|                            |   |
|                            |   |

# INCIDENT REPORT FORM

Date of Incident.....Time of Incident.....

**Location of Incident**

.....  
.....

**Name of People Present** (please indicate if you are a Church Leader)

.....  
.....  
.....  
.....

**Incident Details** (to include *all* action taken and to whom *incident reported* including parents/guardian as well as King's Church leaders) .

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

( continue over if necessary )

**Parents / Guardians informed.**      ☐ Yes      ☐ No

Signed ..... Date .....

Witness..... Date.....



Date

Dear

This letter is to advise you of King's Church child protection policies. King's Church has a child protection policy in line with the guidelines recommended by the Churches Child Protection Advisory Service. A copy of this policy is available on request from the Church Office.

If you have any problems or concerns with regard to children or workers, please contact the Child Protection Co-ordinator in person or on one of the following numbers.

The Co-ordinator for King's Church is:-

**Charleigh Barlow** 117 Basque Court, Garter Way, Surrey Quays, London, SE16 6XE  
Mob Tel:- 07763714243

If you are unable to contact the Co-ordinator above, then please contact the Deputy Co-ordinator, who is:-

**Dale BARLOW** 2 Greenacres, Oxted, Surrey, RH8 0PB  
Work Tel:- 01883 734899.  
Home Tel:- 01883 734776  
Mob Tel:- 07717 073277

Yours truly

Tim Maton

King's Church, King's Church Centre, 33 Amy Road, Oxted, Surrey, RH8 0PW  
Tel: (01883) 734805. E-mail [office@kingschurchforyou.org](mailto:office@kingschurchforyou.org) Website [www.kingschurchforyou.org](http://www.kingschurchforyou.org)  
Church Elder: Dale Barlow. Administration: Deborah Berkeley

King's church is part of God's church in Oxted & district, related to the Newfrontiers family of churches and a member of the UK Evangelical Alliance  
Reg Charity No. 1115130, Company No. 05761011

MEMBER/REGULAR ATTENDER KNOWN TO HAVE  
ABUSED CHILDREN IN PAST, OR HAVE CONFESSED TO  
A WEAKNESS OR TEMPTATION TO DO SO.  
REGULATION FORM.

I (INSERT FULL NAME) .....

Agree **not** to participate in any form of children/ youth work carried out by, or on behalf of Kings Church Tandridge, meeting at Oxted and Lingfield or at any other location where the church may meet, which includes trips away from the church.

I also agree that

1. I will **not** sit with any children/ youth,
2. I will **stay away** from any rooms where children/youth work and activities are taking place.
3. I will **decline hospitality** where children/youth are involved.
4. I will never **be alone** with a child/youth.
5. The child protection co-ordinator, his deputy and the leaders of the church are made aware of my name.

**I agree that I will not be involved in any youth/children's work whilst attending Kings church or associated outside activities. I also agree to abide by the five points listed above, and realise that a breach of any of these conditions may lead to my exclusion from the church.**

Signed .....

Date.....

## Risk Assessment

Risk assessment for (activity proposed) : \_\_\_\_\_

Description of activity \_\_\_\_\_

\_\_\_\_\_ Date proposed \_\_\_\_\_

Assessment by (print name) : \_\_\_\_\_

Assessment date: \_\_\_\_\_ Signed \_\_\_\_\_

| <b>Significant Hazards</b> | <b>Potential injury</b> | <b>People at risk</b> | <b>Existing Measures to control risk</b> | <b>New Mitigating Action needed/taken</b> | <b>Priority H/M/L</b> | <b>Review date</b> |
|----------------------------|-------------------------|-----------------------|--|---|-----------------------|--------------------|
|                            |                         |                       |  |   |                       |                    |
|                            |                         |                       |  |   |                       |                    |
|                            |                         |                       |  |   |                       |                    |

NB. The purpose of this assessment is to identify and mitigate child protection and general health and safety risks

## King's Church

### Serving Contract for Children's Workers

|                                      |   |
|--------------------------------------|---|
| Name of Worker                       | <b>Template</b>   |
| Name of Group                        | King's Kids   |
| Age Range                            | Newly Born to school year 6 (age 11)  |
| Person to whom you are responsible   | Tim Maton – Children's Work Overseer  |
| Meeting details                      | <ul style="list-style-type: none"> <li>• Sunday morning crèche provision for newly born and toddlers of both sexes</li> <li>• Pre school and reception year (Acorns), school year 1-3 (The Lord's Warriors), school year 4-6 (God's Gang) boys and girls Sunday morning teaching</li> <li>• Events organised in other locations such as Amy Rd. Church office, schools, other church buildings, church weekends away, church camps, to hear own and external speakers etc.</li> </ul>             |
| Range of work/tasks to be undertaken | <ul style="list-style-type: none"> <li>• Being in loco parentis to keep children safe</li> <li>• Teaching and Christian discipleship and other activities including praise, prayer, singing, worship, discussion, and ministry.</li> <li>• Praying for children</li> <li>• Use of spiritual gifts including prophetic words, healing, words of knowledge, etc. to be always reported to parents</li> <li>• Organising suitable craft work, drawing, games, films, and other activities</li> </ul> |

We want to help you give the best possible service to the children in your care so will meet with you from time to time to see how things are going. We will also discuss with you training needs and seek to deliver to you training that will help you.

Signed: ***Tim Maton***  
(Church Pastor)

Date:

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### TO BE COMPLETED AND RETURNED BY THE CHILDREN'S WORKER

I confirm that I have read the church policy on protecting children and young people and the guidelines relevant to working with them.

I will carry out the policy and guidelines to the best of my ability. I confirm that if there are things I do not understand or if I have reason to be concerned about a child I will contact the church Child Protection Coordinator (Charleigh Barlow), his deputy (Dale Barlow), or other church elders or other leaders if either is not available or is part of my concern.

Signed ..... Date .....  
(Please sign, date, and return to Tim Maton, Church Pastor)

# King's Church

## Serving Contract for Youth Workers

|                                      |  |
|--------------------------------------|--|
| Name of Worker                       | <b>Template</b>  |
| Name of Group                        | King's Church Youth Group  |
| Age Range                            | School year 7 (age 11) to school year 13 (age 18)  |
| Person to whom you are responsible   | Dale Barlow - Youth Work Overseer  |
| Meeting details                      | <ul style="list-style-type: none"> <li>Boys and girls single sex and combined meetings in a parental home</li> <li>Boys and girls single sex and combined meetings in Amy Rd Church offices</li> <li>Bible study, Christian discipleship and teaching, praise, prayer, &amp; worship evenings, and purely social evenings</li> <li>Day/evening visits to other church youth groups and regional youth meetings</li> <li>Events organised in other locations such as cafes, restaurants, and visits to concerts, to hear external speakers etc.</li> <li>Attendance at regional and national youth events (e.g. Newday) involving staying away from home</li> </ul> |
| Range of work/tasks to be undertaken | <ul style="list-style-type: none"> <li>Being in loco parentis to keep young people safe</li> <li>Leading and/or supporting others in Christian teaching and bible study and group discussion</li> <li>Praying for young people</li> <li>Organising suitable games, films, and other social activities</li> </ul>   |

We want to help you give the best possible service to your group so will meet with you from time to time to see how things are going. We will also discuss with you training needs and seek to deliver to you training that will help you.

Signed: ***Tim Maton***  
(Church Pastor)

Date:

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### TO BE COMPLETED AND RETURNED BY THE WORKER WITH CHILDREN/YOUNG PEOPLE

I confirm that I have read the church policy on protecting children and young people and the guidelines relevant to working with them.

I will carry out the policy and guidelines to the best of my ability. I confirm that if there are things I do not understand or if I have reason to be concerned about a child I will contact the church Child Protection Coordinator (Charleigh Barlow), his deputy (Dale Barlow), or other church elders or leaders if either is not available or is part of my concern.

Signed .....Date .....



(Please sign, date, and return to Tim Maton, Church Pastor)

## **USING IMAGES OF CHILDREN FORM**

### **Consent form for Kings Church Tandridge.**

From time to time, during church services, children's activities and times when the children are away, Kings Church Tandridge may wish to take photographs / make a video recording of children in the church. Your child could possibly be one of them.

These images may appear in our promotional publications/CDs, church newsletters or church website.

To comply with the Data Protection Act 1988, permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1 and 2 below, then sign and date the form where shown.

### **To the parent/Guardian of:-**

Name of child: \_\_\_\_\_

1. May we use your child/ren's image/s in our printed promotional publications?  
YES/NO
2. May we use your child/ren's image/s on our website? YES/NO

Signed: (parent/adult with parental responsibility) \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print name: \_\_\_\_\_

### **Conditions of use**

1. This form will be reviewed annually.
2. We will not include details or full names (which means first name and surname) of any person in an image on the website, or in printed publications, without good reason and only with your express consent.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our website or in printed publications.
4. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
5. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.

## VISITING CHILDREN TO KINGS CHURCH TANDRIDGE.

The Elders, Leaders and children's workers of King's Church take our children's work very seriously. As such this Church has a child protection policy (a copy of which can be obtained from our church offices.) setting out guidelines for our children's safety and protection.

As part of our service to your child who is visiting us today we ask that you fill in this short form. It is for your child's safety only and not to pry into your family life.

Name of child .....

Address .....

Age of child .....

Are you remaining in the service today ☐ YES ☐ NO

If No, can you please leave a telephone number where you may be contacted in case of emergency? .....

Does your child suffer from any known allergies/sensitivities? (Plasters, bee/wasp stings, peanuts etc) ☐ YES ☐ NO

If YES please list these to assist our Children's workers.

.....  
.....

Is there anything else we should know about your child to assist us in keeping them safe whilst in our care? ☐ YES ☐ NO

If YES please specify.

.....  
.....

I give permission for my child to take part in the normal activities of the group. I understand that, while the leaders in charge of the children will take all reasonable care of them, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my child or their property arising during a weekly session.

Signed.....

Dated .....

Relationship to child .....

If not a parent/guardian, are they aware that their child is at church and will be joining in children's activities. ☐ YES ☐ NO

# **King's Church.**

## **Contact List for Key workers and Agencies.**

**The Child Protection Coordinator of Kings Church (and who should be contacted in the first instance), is:-**

**Charleigh Barlow**

117 Basque Court, Garter Way, Surrey Quays, London, SE16 6XE

Mobile Tel:- 07763714243

**The Deputy Child Protection Coordinator is**

**Dale BARLOW**

2 Greenacres, Oxted, Surrey, RH8 0PB

Work Tel:- 01883 734899

Home Tel:- 01883 734776

Mobile Tel:- 07717 073277

*If the above two people are not available, these are the options open to contact.*

**The PCCA Church's Child protection advisory service**, who will advise of action to be taken . Telephone 0845 120 4550 - 24 hour helpline, 0845 120 4551- helpline

**The Police** via 999 system .

**The Police . Public protection investigation unit (child protection team.)**

Based at Reigate police station direct line 0845-125-6176

**The Local social services. (South East area assistance team)**

01737 737377