Towards Good Practice

A practical guide to what every parish needs to do when working among children and young people

Updated October 2014
Towards Good Practice

Information in this document may change. The updated document and forms can be downloaded at:

www.leeds.anglican.org/children-youth-good-practice

Updated September 2014
The aim of ‘Towards Good Practice’ is to enable PCCs and Leaders to work towards providing work with children and young people that is safe and appropriate.

This guide is divided into a number of specific topics, for example Insurance, Record keeping etc. Under each topic there is some information and the following points:

![ACTION POINT](image)

- Provides the starting point for PCCs and Leaders to:
  - Review what should be done,
  - Identify any changes which need to be made and then set goals to achieve the required action.
  - In some cases this may mean that you have to prioritise actions to enable you to work towards the necessary results.

![HELP](image)

- Section for each topic highlights where further information and assistance may be obtained.

A set of documents and forms to support working towards safe practice is provided with this guide.

This guide is designed to be a working document and should be used by parishes to review their work annually.
Principles of the House of Bishops'
For Safeguarding Children Policy

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and all adults.
- The safeguarding and protection of all children, young people and adults when they are vulnerable.
- The establishing of safe, caring communities which provide a loving environment where there is a culture of ‘informed vigilance’ as to the dangers of abuse.

We will carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with him or her an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognized good practice.

"Protecting All God’s Children" (2010) page vii
4th edition
The Diocese shares this commitment and recognises its responsibilities towards all children and young people with whom it has contact.

Every Parish must also have a Child Protection Policy and ensure that the relevant people are adequately checked in relation to the House of Bishops’ Policy.

Failure to do so may invalidate insurance cover and puts children and workers / volunteers at unnecessary risk.

**ACTION POINT**

Every parish should have and adhere to a copy of “Protecting all God's Children,” the Child Protection policy for the Church of England.

⇒ Where is your parish copy?
⇒ How is it used?
⇒ Are the necessary people in your parish adequately checked?

**HELP**

Further Information:
Copies of ‘Protecting all God’s Children’ are available for loan through Resource Centre, Wakefield office, or can be downloaded from:

[www.churchofengland.org/media/37378/protectingallgodschildren.pdf](http://www.churchofengland.org/media/37378/protectingallgodschildren.pdf)

Diocesan Safeguarding Adviser
Contact details from Diocesan Website

[www.leeds.anglican.org/safe](http://www.leeds.anglican.org/safe)
**Insurance**

Most parishes will be insured under the Ecclesiastical Insurance "Parishguard" policy. This will be adequate to cover the vast majority of children and youth work.

In 2011 there are four criteria which must be met under parishguard policy:

- The PCC must specifically accept responsibility for the activities and minute such in its records
- Full reports of all activities (particularly new dangerous and unusual) should be given to the PCC in order that decisions can be made regarding the acceptance of responsibility for these activities and this must be minuted accordingly
- The PCC must elect all leaders and maintain records of such appointments
- The House of Bishops Child Protection and Safeguarding guidelines must be implemented

**ACTION POINT**

⇒ Obtain a copy of your insurance policy and familiarise yourself with its content and the extent of your cover

⇒ There are a variety of methods by which children and young people can be transported. Are you correctly insured for the methods you use for example, do you have the necessary paper work if you use a mini bus etc?

⇒ Does your Practice comply with your insurance?

⇒ If people are hosting events/groups in their homes, are their homes correctly insured?

All of our Children & Youth Work must be properly insured
If you have workers and volunteers who use their cars to transport children and young people, then you must ask each driver to check under their motor insurance that they will be covered and to complete a driver self declaration form as included in this pack. Such transportation is NOT usually covered under your PCC insurance policy. Please also ensure that you are complying with good practice regarding child protection when transporting children and young people by car.

For further information on insurance contact:

⇒ Ecclesiastical Insurance Group on 0845 777 3322. They are happy to answer questions on all aspects of insurance and all calls are dealt with personally. If you have any questions regarding insurance and your cover, please do call them.
Aims and Objectives

It is important to know clearly and review regularly what you do and why you do it!

- What are your reasons for working with children or young people?
- What are your aims?
  - Short Term
  - Medium Term
  - Long term
- Do the aims meet the needs of the children/young people rather than your needs?
- What else is available in your area?
- How realistic are you being - are your plans sustainable?

! ACTION POINT

⇒ Use the form provided to record and review your aims annually
Supporting Leaders - Paid Workers and Volunteers

- How are your leaders recruited and authorised?
- How are your leaders supported and encouraged?
- What induction will your leaders have?
- How often will their role be reviewed?
- What skills do they have and what training do they need?
- What time commitment can they give?
- How will parents/guardians know when and where the leaders’ responsibilities begin and end?
- How does your church share the vision and pray for the children and youth work?
- How will the PCC authorise all activities and leaders annually, to comply with insurance requirements?

**ACTION POINT**

People who exercise a ministry among children and young people should be properly recruited, authorised, supported and valued.

⇒ Ensure the PCC discusses the children and youth work and votes to officially authorise it. A presentation report from the leaders involved would assist this. This must be done annually and for special events as your insurance requires.
⇒ What changes do you need to make to improve the support for your leaders. Choose a next step to take.

The forms to help you achieve these action points are included in this pack.

**HELP**

⇒ There are useful forms in this package and on the Diocesan website to help us with this area: www.wakefield.anglican.org
⇒ The Amaze Manual in the Resource Centre, Wakefield office has useful information on this topic. Sample worker agreements, Reference forms, Letters of Appointments etc,
⇒ Safeguarding Guidelines relating to safer recruitment www.churchofengland.org/media/1161891/safeguarding4.pdf
Ratios and Registration

Legislation requires minimum ratios of leaders to children and young people.

At no time should one adult be alone with a group of children. This will often require a minimum of three leaders with any group for those times when one leader may have to leave the working environment.

Your activity or trip may require closer supervision depending upon its nature, or Risk Assessment.

These are the recommended ratios however there should always be at least 2 adults with the group. So even if you have the minimum number of children you still require an extra adult.

<table>
<thead>
<tr>
<th>Age</th>
<th>Ratio</th>
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</thead>
<tbody>
<tr>
<td>0-2</td>
<td>1 adult: 3 children</td>
</tr>
<tr>
<td>2-3</td>
<td>1 adult: 4 children</td>
</tr>
<tr>
<td>3-8</td>
<td>1 adult: 8 children</td>
</tr>
<tr>
<td>8-13</td>
<td>2 adults: 15 children (1 male, 1 female) plus 1 for every 8</td>
</tr>
<tr>
<td>13+</td>
<td>2 adults: 20 children (1 male, 1 female) plus 1 for every 8</td>
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</tbody>
</table>

These ratios only offer minimum guidance. The demands of some individual children and young people may call for a much higher ratio which you are duty-bound to take into consideration when making plans for the safety and well-being of all.

**ACTION POINT**

⇒ Do you have the correct number of leaders?
⇒ Do you need to register your activity [check here](https://www.ofsted.gov.uk/sites/default/files/documents/registration-forms-and-guides/r/Registration%20not%20required.pdf)

**HELP**

⇒ For more information see the Amaze manual, available for loan from Resource Centre, Wakefield office or contact your Local Authority.
⇒ [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
⇒ [www.safenetwork.org.uk](http://www.safenetwork.org.uk)
**Budgets and Resources**

- What is your children and youth work budget?
- Who is responsible for keeping the accounts?
- How often are costs and subscriptions reviewed?
- What resources do you have? What resources do you need?
- Who is responsible for administration?
- Are any of your leaders first aid trained?
- Do you have a correctly maintained first aid kit?
- Are any of your leaders qualified in food hygiene?

**ACTION POINT**

Children and Youth work should be properly financed and resourced

⇒ How is your children and youth budget decided?
⇒ Have you stayed within your budget?
⇒ Do any of the leaders need further training?

The forms to help you achieve these action points are included in this pack

**HELP!**

⇒ For more information on ratios and registration contact your Local Authority
⇒ The Amaze Manual in the Resource Centre, Wakefield office, contains information on Ratios, Registration, The Children Act, Food Safety and First Aid
⇒ The Health and Safety Executive (HSE) available at [www.hse.gov.uk](http://www.hse.gov.uk) contains information on Health and First Aid
⇒ Ecclesiastical Insurance Group also has information on First Aid, Food Safety and Health and Safety: [www.ecclesiastical.com](http://www.ecclesiastical.com)
⇒ There is material in this area produced by The Preschool Learning Alliance which is available in the Resource Centre and at [www.pre-school.org.uk](http://www.pre-school.org.uk)
⇒ [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
⇒ [www.safenetwork.org.uk](http://www.safenetwork.org.uk)
Record Keeping

• Some of the records you will need include:
  General Information and Consent forms (including medical information)
  Attendance Registers
  Session Records
  Risk Assessments
  Image Consent Forms
  Trips out and Non Usual Activity Consent Forms
  Worker / Volunteer general and medical information
  Worker / Volunteer training records
  List of First Aiders
  Accident and Incident Records
  Information sharing book

• Records are confidential and must be securely retained and accessible only to those who may need them.

• Leaders may need access to some records. Ensure they know where these are kept.

• Records will need to be updated regularly, at least annually.

• Premises are often used by many different groups.

• An information sharing book can enable all the users of the building to be aware of incidents and important information.

⚠️ ACTION POINT

Records need to be up to date and stored properly and securely.
  ⇒ Where are your all your records kept?
  ⇒ Who is responsible for administration?
  ⇒ Complete the checklist opposite

The forms to help you achieve these action points are included in this pack

⚠️ HELP!

⇒ There are some sample forms for these records in this package.
⇒ Preschool Learning Alliance material for these areas is available in the Resource Centre, Wakefield office and at www.pre-school.org.uk
⇒ There is also information in Amaze, which is available in the Wakefield Resource Centre.
⇒ www.safenetwork.org.uk
# Record Keeping

<table>
<thead>
<tr>
<th>Records</th>
<th>✓ If held</th>
<th>Where are they kept?</th>
<th>How often are they updated?</th>
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<tbody>
<tr>
<td>General Information and Consent forms</td>
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<tr>
<td>Worker / Volunteer contact, general, medical</td>
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<td>Information sharing book</td>
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Other records may include:
- Transportation consent
- Driver Declaration
- Email and mobile consent

A photocopiable version of this form is included in this pack.
Issues of Behaviour

Ground rules and boundaries are very important for everyone. Involving children and young people in setting ground rules for a group takes time - however it does help them take some ownership of the group and they are more likely to respect rules they have been involved in setting.

Sometimes children and young people become angry, upset and disruptive. Occasionally their behaviour may endanger themselves or others. In these circumstances:

- Ask them to stop
- Speak to the child to establish the cause(s) of upset
- There carer will be contacted to remove them if their behaviour continues
- Warn them that if they continue to be disruptive, this might result in longer term exclusion from the group
- A factual record of any incident should be recorded by the leaders as soon as possible after the incident (including events leading up to the incident to enable review of future activities

! ACTION POINT

⇒ Are all leaders aware of how they should deal with issues of behaviour?
⇒ Do you have an incident and accident record?
Compliments and Complaints
Thanks and praise, or complaints and disappointments may be made about the Children and Young People’s work.

ACTION POINT
- How will you pass on compliments to leaders?
- How will you deal with a complaint?

Equal Opportunities
People can be discriminated against for many reasons, such as gender, race, ability, age, behaviour.

ACTION POINT
How could your work and practice be more equal and accessible?

HELP
- The Amaze Information available in the Resource Centre, Wakefield office, contains details of:
  - The United Nations Convention on the Rights of the Child
  - A Model Equal Opportunity statement
  - Challenging Behaviour
- Pre-School Learning Alliance and other material in Resource Centre, Wakefield office www.gov.uk/browse/disabilities
Creating a Safe Environment

Work with children and young people should be carried out in a safe environment. The work should be risk assessed, insured and safe.

**Risk Assessment**

A Risk Assessment is a simple process that helps you think about an environment, a situation or an activity and what will happen. It helps you think through situations and events, exploring all the possibilities enabling you to anticipate risks and reduce them as much as possible, to prevent injury or damage.

**Why?**

A Risk Assessment is part of 'good practice' helping to identify possible dangers and ways to manage risks. Putting together a risk assessment shows you have thought about things and you are not just leaving them to chance. Insurance companies generally require you to do them to comply with their policy.

**Who?**

It is best if a few people do the risk assessment, ideally the person who has overall responsibility for health and safety, the person who knows the environment, group or activity best and others who may be involved. This helps to see things from different perspectives and generates discussions, things are more thoroughly thought through this way.

**How?**

It’s quite easy really. It’s just a matter of thinking through all the possibilities in a logical order step by step. It is best to use a standard form as included in this pack. (There is one to download from the website; www.wakefield.anglican.org/childrenandyouth)

**For a room or environment**

- Think about the people using it, including age and ability.
- Look around or walk around looking for any hazards or areas of danger, anything which may cause harm or damage.
- Talk to others about concerns they may have.
- Record each one.
- Think about each one and who might be harmed and how.
- Think about how you could make each safer, what changes need to be made.
- Document them.
For activities

- Think about the participants, including age and ability
- Think about what is going to happen, from before people arrive, to after the last person leaves, staff and volunteers included. Think about each step of the activity, if there are several activities in a session, think about each individually
- Record each one
- Think about each one and who might be harmed and how
- Think about how you could make each safer, what changes need to be made
- Document them
- Consider if a license is required e.g., Playing music/films etc.,

Risk assessments

!! ACTION POINT

should be a natural part of what we do.
For everything we do and for each place we use there should be a Risk Assessment.

⇒ Do you have any Risk Assessments?
⇒ Where are they stored?
⇒ Who does them?
⇒ How often are they reviewed?

The forms to help you achieve these action points are included in this pack

!! HELP!

For further information and support contact the Diocesan Children and Youth Team. Some information is available on the diocesan website at: www.leeds.anglican.org/children-youth-good-practice
⇒ The Amaze Manual in the Resource Centre, Wakefield office contains information on Risk Assessment
⇒ The Health and Safety Executive (HSE) available at www.hse.gov.uk contains information on Risk Assessment
⇒ Ecclesiastical Insurance Group also has information on Risk Assessment. www.ecclesiastical.com
⇒ www.safenetwork.org.uk
⇒ www.churchsafety.org.uk
⇒ www.ccli.co.uk
Health and Safety
The following items are important issues not specifically related to children and youth work, but clearly parish policies on these topics will need to be followed by those working with children and young people. Legislation requires all groups with more than five volunteers or employees to have a written health and safety policy. Many things in your environment will need to be assessed, below are some questions that may be among those you need to consider.

Fire & Emergency
It is vitally important to know what to do in an emergency.

! ACTION POINT
⇒ Do you have an Emergency evacuation plan?
⇒ Are emergency exits clearly marked and accessible?
⇒ Are leaders aware of the plan and the exits?
⇒ When did you last have a fire drill?

Healthy and Safe Environment
Constant vigilance is essential to maintain a safe environment as are risk assessments

! ACTION POINT
⇒ Does your parish have a health and safety policy?
⇒ How is it used?
⇒ Do you know who to report hazards and issues to?
⇒ Are dangerous products, such as cleaning products, correctly stored?
⇒ Are chairs stacked safely?
⇒ Are slip and trip hazards dealt with appropriately?
⇒ Have other dangers been minimised?
⇒ Is the environment clean?
⇒ Is there access to a telephone?
⇒ Is appropriate safety equipment, such as fire extinguishers, fire blankets, disposable gloves for food preparation or first aid, present and up to date?
Food Safety
If you provide food (for sale or free) you have a duty of care under the Food Safety Act 1990 to protect food from harm of any kind and to ensure that it is fit for human consumption.

It is a requirement of the Regulations that “your premises are kept clean and are properly equipped. Foods must be hygienically handled. Staff must be appropriately supervised, and be instructed and/or trained in food hygiene matters so that they can carry out their work hygienically”.

(!) ACTION POINT
⇒ Are any of your leaders Food Hygiene trained?

First Aid
It is advisable for there to be a leader who is First Aid trained in all settings. Awareness of medical information about children, young people and leaders can be vital.

(!) ACTION POINT
⇒ Are any of your leaders First Aid trained and appropriately insured?
⇒ Do you have a correctly maintained First Aid kit?
⇒ Do you have medical information of children and young people and leaders?
⇒ Is there access to a telephone to contact carers and summon medical assistance?

(!) HELP
⇒ Contact your insurers to find out what is required to validate your insurance.
⇒ Health and Safety Executive  www.hse.gov.uk/firstaid
⇒ www.safenetwork.org.uk
⇒ www.churchsafety.org.uk
⇒ Protecting All Gods Children  www.churchofengland.org/media/37378/protectingallgodschildren.pdf
Included in this pack:

PCC Authorisation
General Consent
Day Visit and Special Activities
Photographic Consent
Leader Emergency information
Driver Self Declaration
Example of a Risk Assessment
Risk Assessment Template
Session Record
Review of Leader Training Needs
Aims and Objectives
Personnel Induction/Annual Review
Record Keeping