

**Meadow Way Chapel
Hellesdon, Norwich**

Safeguarding

Child Protection Policy and Procedures

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU
Church phone number: 01603 484784
Church web site: <http://www.meadow-way.org.uk>

Revised 23/07/13

Table of Contents

Section 1 - Introduction	5
Church details	5
Church mission.....	5
Why have a child protection policy?.....	5
Our relationship with CCPAS as an umbrella organisation	5
Areas of policy.....	6
Training	6
Abuse of Trust.....	6
Helping victims of abuse.....	6
Section 1 - Policy Statement	7
Section 3 - Definitions of abuse	7
Physical injury	7
Neglect.....	7
Emotional abuse.....	8
Organised abuse	8
Section 4 - Recognising abuse	9
Physical signs of abuse	9
Indicators of possible sexual abuse.....	9
Emotional signs of abuse.....	9
Section 5 - Responding to abuse	10
What to do if it is suspected that abuse may have occurred	10
What to do if there are allegations of physical injury or neglect.....	10
What to do if there are allegations of sexual abuse	11
How to respond to a child wanting to talk about abuse	11
General points	11
Helpful things you may say or show	12
Don't say.....	12
Concluding.....	12
Concluding.....	12
What to do once a Child has talked to you about abuse	13
Section 6 - Appointment of Workers	14
Appointment of workers.....	14
Section 7 - Criminal record checks	17
What is a disclosure?	17
Enhanced Disclosures.....	18
Standard Disclosures	18
Section 8 - Equal Opportunities	19
Equal Opportunities	19
Section 9 - Procedures	20
Arrangements for supervision of Youth/children's activities	20
Additional Arrangements for supervision of Crèche	20

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU

Church phone number: 01603 484784

Church web site: www.meadow-way.org.uk

Relationships between leaders and children.....	20	
Guidelines for disciplining children/young people	21	
Transporting Children	22	
Working with children in the community.....	22	
Visiting children at home.....	22	
Dealing with children from the street.....	23	
Swimming.....	23	
Swimming in the sea or other natural waters	23	
Swimming Pools	24	
Section 10 - Camps	25	
Details of the camps	25	
Camp under the Son (CUTS)	25	
Sonrise	25	
Appointment of Workers	25	
Workers from other churches	25	
Parental Consent.....	25	
Logs	25	
First Aid	25	
Safety at the Camp.....	26	
Insurance.....	26	
Sleeping Arrangements	26	
Section 11 - Data protection	27	
Summary of the 8 Data Protection Principles	27	
How Meadow Way Chapel will comply with the 8 Data Protection Principles	27	27
Principle 1	27	
Principle 2.....	27	
Principle 3.....	28	
Principle 4.....	28	
Principle 5.....	28	
Principle 6.....	28	
Principle 7	28	
Principle 8.....	28	
Rights of the Individual	28	
Secure storage, handling, use, retention and disposal of disclosures and disclosure of information.....	29	
General Principles	29	
Storage and access	29	
Handling.....	29	
Usage	29	
Retention	29	
Disposal.....	29	
Using images of people - photographs, videos and web cams	30	
Use of the internet	30	
Do	30	
Don't	30	

Section 12 - General	31
Use of church premises by other groups	31
Working with offenders	31
Section 13 - Glossary	32
Church leaders phone numbers.....	32
Norfolk Social Services phone numbers	32
Police phone numbers	32
CCPAS details.....	32
CRB details	32
Appendix 1 - Revisions to Policy	33
Appendix 2 - Flow chart - What to do when you suspect child abuse	34
Appendix 3 – List of approved youth & children’ workers	35
Responding to abuse - worker’s action sheet	37
Voluntary disclosure form for paid or voluntary workers with children and young people	42
Request for reference for prospective children and young people workers	45
Reference reply form for children and young people workers	46
Register for children and young people activities	48
Incident form for children and young people activities	49
Accident form for children and young people activities	50
Normal consent form for children and young people activities	51
Consent form for children and young people trips and day visits	52
Camp medical card	53
Consent form for swimming activities or activities	54
Consent form for using images of adults	55
Consent form for using images of children	56
Church child protection policy statement	57
Information leaflet for parents	58
Consent form for children and young people residential holidays	39

Section 1 - Introduction

Church details

Name of Church: Meadow Way Chapel, Hellesdon, Norwich (hereafter, “the church”).

Location of Church: Chapel Court, Hellesdon, Norwich, NR6 5NU.

Church mission

As part of the mission, the elders are committed to:

- Listening to, relating effectively and valuing children and young people whilst ensuring their protection within church activities.
- Encouraging and supporting parents/carers.
- Ensuring that children’s/youth workers are given support and training.
- Having a system for dealing with concerns about possible abuse.
- Maintaining good links with the statutory child care authorities.

Why have a child protection policy?

Working Together to Safeguard Children published by the DoH, Home Office and DfEE in 1999 (ISBN 011 3223099) states:

“Experience has shown that children can be subjected to abuse by those who work with them in any and every setting. All allegations of abuse of children by a professional, staff member, foster carer or volunteer (from ACPC member agencies) should therefore be taken seriously and treated in accordance with local child protection procedures. Other organisations which provide services for children (including day care, leisure, churches, other places of worship and voluntary services) should have a procedure for handling such allegations which is consistent with this guidance (sic) and with ACPC procedures.

There should be clear written procedures in place which are available for scrutiny by service users and which are supported by the training and supervision of staff. It is essential that all allegations are examined objectively by staff who are independent of the service, organisation or institution concerned. (Paragraph 6.13).”

Our relationship with CCPAS as an umbrella organisation

We accept that the CCPAS Disclosure Unit as our umbrella organisation has a responsibility to ensure, as far as reasonably practicable, that we comply with all the requirements made upon us in the Disclosure And Barring Service (DBS) Code of Practice, this and other policy statements, and in other DBS procedures and processes. We undertake to keep CCPAS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU

Church phone number: 01603 484784

Church web site: www.meadow-way.org.uk

Areas of policy

The elders recognise that many children and young people today are the victims of neglect, and physical, sexual and emotional abuse. Accordingly the elders of Meadow Way Chapel, on behalf of the Church leadership, have adopted the policy contained in this document, (hereafter "the policy"). The policy and procedures set out agreed guidelines relating to the following areas:

- Helping victims of abuse.
- Responding to allegations of abuse, including those made against leaders or members of the church.
- Appointing children and youth workers.
- Supervision of activities and practice issues.
- Guidelines for disciplining children/young people.
- Transporting children.
- Working with children in the community.
- Swimming.
- Camps.
- Data protection Act 1998.
- Use of images of people.
- Use of the internet.
- Use of the church premises by other groups.
- Working with offenders.
- Social Media

The elders recognise the need to build constructive links with child care agencies. Accordingly, these guidelines have been prepared in consultation with the Churches Child Protection Advisory Service, (CCPAS).

Training

The content of the policy has formed the basis for the training of all children's/youth workers in the church using the CCPAS training video. The elders are committed to an on-going training programme for all such workers and will set a good example by attending such training.

Abuse of Trust

As a church we undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office. It will therefore be unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Helping victims of abuse

As a church we are committed to supporting victims of abuse, and encouraging them in their faith.

Section 2 - Policy statement

CHURCH CHILD PROTECTION POLICY STATEMENT

Meadow Way Chapel, Hellesdon, Norwich

The following policy was agreed on 3rd January 2003

We, the elders of Meadow Way Chapel, recognise the importance of meeting the spiritual, physical and emotional aspects of each individual.

We therefore seek to safeguard the welfare of all people, of all ages, who come in contact with our church.

We recognise that everybody has a responsibility to prevent the physical, sexual or emotional abuse of children and young people. We require all involved in the work of this church to follow the procedures contained in the church's child protection policy document.

Section 3 - Definitions of abuse

The definitions of child abuse recommended as criteria for registration by the Department of Health, "Working Together under the Children Act 1989" are as follows:

Physical injury

Actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation and Munchausen's syndrome by proxy.

Sexual abuse

Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.*

* Sexual exploitation represents the involvement of dependent developmentally immature children and adolescents in sexual activities they do not fully comprehend, to which they are unable to give informed consent or that violate social taboos or family roles (Kempe T. S. & Kempe, C. H. (1978) Child Abuse. London: Fontana/Open Books)

Neglect

The persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold and starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU

Church phone number: 01603 484784

Church web site: www.meadow-way.org.uk

Emotional abuse

Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. All abuse involves some emotional ill-treatment. This category is used where it is the main form of abuse.

The following additional category has been proposed by the Department of Health in a consultation paper issued in February 1998

Organised abuse

Organised abuse is sexual abuse where there is more than a single abuser and the adults concerned appear to act in concert to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

Section 4 - Recognising abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered. They should make us stop, think and pray, but not necessarily jump to conclusions.

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.
- Neglect – examples include, under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses and inadequate care
- Reluctance to change for, or participate in, games or swimming.
- Repeated urinary infections or unexplained abdominal pains.
- Bruises, bites, burns, fractures etc which do not have an accidental explanation.
- Cuts/scratches/substance abuse.

Indicators of possible sexual abuse

- Any allegations made by a child concerning sexual abuse.
- Child with excess preoccupation with sexual matters and details 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 arrangement with adults.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connections.
- Eating disorders - anorexia, bulimia.

Emotional signs of abuse

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

Section 5 - Responding to abuse

What to do if it is suspected that abuse may have occurred

1. You must report concerns as soon as possible to the Child Protection (CP) Co-ordinator who is nominated by the elders to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. If the concern or allegation of child abuse involves the church (e.g. relating to church premises or personnel), the Co-ordinator must immediately inform the insurance company (currently Congregational and General Insurance PLC). In the absence of the Co-ordinator the matter should be brought to the attention of the Deputy Co-ordinator.
2. If the suspicions in any way involve the Co-ordinator then the report should be made to 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 CCPAS. Alternatively contact the reception and referral team of Norfolk Social Services.
3. In the case of very severe sexual assault (such as rape) which you believe has occurred over the last few hours and you have not been able to get an immediate response from Social Services the Co-ordinator will contact the Norwich Police Family Protection Unit direct. The police might then arrange for a medical examination by a designated police surgeon. This could provide evidence which could be used in any criminal prosecution (older young people are able to decline such an examination if they are felt to be of sufficient age and understanding). Do not tamper with any evidence, such as stained clothing.
4. Suspicions will not be discussed with anyone other than those nominated above. 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 CCPAS, although we hope that members of the church will use this procedure. 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.

What to do if there are 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 CCPAS) for advice in cases of deliberate injury or where concerned about the child's safety. The parents should not be informed by the church/organisation 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.

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU
Church phone number: 01603 484784
Church web site: www.meadow-way.org.uk

3. In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor (or health visitor) will then initiate further action, if necessary.
4. If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
5. Where the parent/carer is unwilling to seek help, if appropriate, the church Co-ordinator 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 CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

What to do if there are allegations of sexual abuse

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

1. Contact the Social Services duty social worker for children and families or the police family protection unit 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 CCPAS will be sought and followed. CCPAS 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 allegation 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 to the Co-ordinator, the absence of the Co-ordinator or Deputy should not delay referral to the Social Services Department.
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 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 elders 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 respond to a child wanting to talk about abuse

It is not easy to give precise guidance, but the following may help:

General points

- Show acceptance of what the child says (however unlikely the story may sound).

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU
Church phone number: 01603 484784
Church web site: www.meadow-way.org.uk

- Keep calm.
- Look at the child directly.
- Be honest.
- Tell the child you will need to let someone else know - **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 or bribed not to tell.
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

Helpful things you may say or show

- I believe you (or showing acceptance of what the child says).
- Thank you for telling me.
- It's not your fault.
- I will help you.

Don't say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this 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 show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child returning home if you consider them to be seriously risk of further abuse).
- Contact the Co-ordinator or contact an agency such as CCPAS for advice or go directly to Social Services or the Police.
- Consider your own feelings and seek pastoral support if needed.

Concluding (continued)

Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when he/she said it, what you said in reply 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. Such records should be kept safely for an indefinite period (use form 1 in the appendix).

What to do once a Child has talked to you about abuse

1. Make notes as soon as possible as detailed in the previous paragraph
2. 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 CCPAS or to Social Services if preferred.
3. You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
4. Once a child has talked about abuse the worker/co-ordinator should consider whether or not it is safe for a 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 police to discuss putting into effect safety measures for the child so that they do not return home.

Section 6 - Appointment of Workers

Regulated activity

'Regulated activity' as prescribed in the Safeguarding Vulnerable Groups Act 2006, covers anyone working closely with children, either paid or unpaid, on a frequent, intensive or overnight basis.

Any person who is working in Regulated Activity must by law apply for an Enhanced DBS in order to obtain a Barred Lists check.

Regulated activities are defined as any activity of a specified nature that involves unsupervised activities with children frequently, intensively or overnight.

- *specified nature*: teaching, training, instructing, care, supervision, advice/guidance and transportation
- *frequently*: regularly, once a week or more often
- *intensively*: 4 days or more in a 30 day period
- *overnight*: any time between 2 a.m. and 6 a.m.

Anyone who qualified for a DBS check prior to September 2012 will still remain eligible for an Enhanced DBS check, even if they do not fall within the new definition of Regulated Activity as above.

Appointment of workers

In appointing youth and children workers, the CP Co-ordinator will be responsible, on behalf of the elders, for the following:

1. All prospective workers will be asked to complete an application form (see form 2.0 in the appendix).
2. The procedure for the appointment will be:
 - If unknown to us, interview the prospective worker, particularly finding out about their past and ensuring any issues from the past have been resolved.
 - Ask the prospective worker to complete application forms (see form 2.0 in the appendix).
 - Ask the prospective worker to complete a self declaration of any criminal record (see form 3.0 in the appendix) This will be kept securely by the CP co-ordinator.
 - References will be sought and kept securely.
 - Have the prospective worker to make a paper/on-line application for an enhanced disclosure certificate. The prospective worker will also supply any original documentation to the Co-ordinator as indicated on the DBS form (which will be returned after checking the details). The Co-ordinator will forward the paper DBS form to the registered body (CCPAS).
 - The registered body (CCPAS) countersigns the application, forwarding it to the DBS. Copies of the certificate are returned by the DBS to the prospective worker and the registered body concerned (CCPAS). If nothing is disclosed, or offences are disclosed which are not relevant, the registered body will contact the Co-ordinator to say there is nothing to indicate that prospective worker is unsuitable for work with children.
 - If a relevant past conviction is revealed on the certificate, the registered body (CCPAS) will contact the Co-ordinator to advise them that the prospective worker is unsuitable for

the post. CCPAS will also advise the Co-ordinator as to how they might respond to the situation. The elders will be consulted at this stage.

- Discuss with the new appointee 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. All workers will receive a copy of the relevant procedures and the quick reference guide produced by CCPAS.
- Require the new appointee to attend within one year the Church's training seminar using the CCPAS training video. Records of those who have completed the training will be kept.

3. The criteria for NOT appointing children's workers are:

- Previous offences against children.
- Refusal to completely fill in an application form and failure to give two suitable references.
- Refusal to consent to a criminal records check.
- Refusal to attend the Church's training seminar within their first year.
- Doubt about an individual's behaviour, lifestyle, attitude or spiritual commitment.

No one has a right to work with children.

4. Approved workers will be listed on the Meadow Way Chapel's List of Approved Youth/Children Workers and displayed in Meadow Way Chapel (see appendix 3) and on the church's web site.

5. Children's workers will be given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline.

Rotas

The DBS criteria now includes a category for people in positions of responsibility, even where their level of activity does not meet the level of regularity required by the DBS. Such people retain their responsibility even at those times when they are not actively working their turn on a rota. There is always the likelihood that the rota could be changed at a later date which brings this person within the regular activity definition. Workers on rotas should always be subject to DBS checks.

Occasional Helpers

Where a volunteer's role will be a one-off, such as accompanying workers and children on a day outing or helping at an event (e.g. a holiday club), DBS checks would be unnecessary provided that the person is known to Meadow Way Chapel, is always supervised and/or already holds a verifiable DBS Disclosure Certificate covering similar activities

It is not necessary to obtain a DBS Disclosure for visitors (including parents) who will only have contact with children on an ad hoc or irregular basis for short periods of time and not covered by the regulated activity definition. However, it is good practice to ensure that visitors are included in the register for children and young people activities and are escorted whilst in the group by one of the leaders. In this circumstance all leaders must be vigilant.

Other responsibilities

Under the Safeguarding Vulnerable Groups Act 2006 we have certain responsibilities and the following regulations apply:

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU
Church phone number: 01603 484784
Church web site: www.meadow-way.org.uk

- We have a duty to refer to the DBS information about individuals working with children where we consider them to have caused harm or pose a risk of harm. Referral forms and referral guidance are available from the web site.
- If we dismiss a member of staff or a volunteer because they have harmed a child or if we would have done so if they had not left prior to their intended dismissal, we must tell the DBS
- A person who is barred from working with children will be breaking the law if they work, volunteer or try work or volunteer with these groups. If we knowingly employ someone who is barred to work with these groups, we will also be breaking the law.

Section 7 - Disclosure and Barring Service checks

As a church we will check all children's workers, youth workers, crèche workers, toddler workers and camp leaders using the DBS enhanced disclosure service from Jan 2003 with the exception of occasional workers (see section 6). This will be done through CCPAS as the 'registered' body. Note! For crèche helpers under 16 years of age, who will not be left alone in charge of children, we follow CCPAS guidance by getting them to fill in a permission slip (see form 9.0 in the appendix).

What is a disclosure?

A Disclosure is a document containing information held by the police and government departments. It enables organisations to check the background of job applicants (paid or voluntary) to ensure that they do not have a history that would make them unsuitable for the post they want to fill. Disclosures would provide details of a person's criminal record, including convictions, cautions, reprimands and warnings held on the police national computer (PNC). If the position involves working with children, Disclosures will also contain details from lists held by the DBS formerly by the Department of Health (DoH) and the Department for Education & Skills (DfES) and those considered unsuitable for this type of work. Depending upon the level of Disclosure, it might also contain information held by local police forces.

1. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
2. Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the elders/Co-ordinator. We guarantee that this information will only be seen by those who need to see it as part of a recruitment process.
3. Unless the nature of the position allows Meadow Way Chapel to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
4. We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.
5. At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.
6. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
7. We undertake to discuss any matter revealed in a Disclosure with the person seeking a position before withdrawing a conditional offer of employment.

Enhanced Disclosures

These are for posts involving a substantial degree of contact with children. In general the type of work would involve regularly caring for, supervising, training or being in sole charge of such people and would include children's workers, Sunday school teachers and so on. This level of Disclosure includes a check of local police records. Exceptionally, and in a very small number of circumstances (typically to protect current police investigations), additional information may be sent under separate cover to the counter-signatory at CCPAS and would not be revealed to the applicant.

DBS Check Renewal

The policy on renewal of DBS checks is currently for all checks to be renewed after three years or earlier at any stage where safeguarding concerns arise and a DBS check is needed for the assessment.

Section 8 - Equal Opportunities

Equal Opportunities

This organisation is committed to providing a vital, practical response to the needs of those we serve, regardless of race, religion, lifestyle, sex, sexuality, physical/mental disability, offending background or any other factor.

As an organisation using the DBS Disclosure Service to assess applicants' suitability for positions of trust, the church undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

Within the principles laid down in our Ethos Statement we actively promote equality of opportunity for all, with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values of Meadow Way Chapel.

Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences.

Section 9 - Procedures

Arrangements for supervision of Youth/children's activities

- Avoid having personal conversations with children of the opposite sex, where possible. All personal conversations to be done in full view of all or in a room (with the door open) with more than one adult.
- Arrange that, as far as possible, you or any other adult are not left alone with a child. This will mean that any group activities will be run with at least two adults present with a group.
- Do not meet a child outside of the Church without a parent or other adult being present.
- Do not take a group off the Church premises with fewer than two adults.
- No person under 16 years of age should be left in charge of children of any age. Nor should children or young people attending a group be left alone at any time.
- During any visits do not go off alone with any child.
- Where children have to be transported by car, arrange to have more than one passenger in the vehicle.
- Make sure relevant Safeguarding posters are displayed on Church notice boards.
- Keep a register (see form 6.0 in the appendix) of children or young people attending the meeting or activity, including a register of workers or of any others in the building at the time (e.g. a maintenance worker). Record in this log unusual events or behaviour (see form 7.0 in the appendix). At regular intervals hand these logs to the Co-ordinator for secure storage.
- Record any accidents on an Accident form (at camp on medical cards) and inform parents (see form 8.0 in the appendix).
- Ensure that all children have brought a completed an Activities Consent Form from their parent/main carer (see form 9.0 in the appendix) A separate form is required for trips (see form 10.0 in the appendix) and residentials (see form 17.0 in the appendix).

Additional Arrangements for supervision of Crèche

- Helpers under the age of 16 will not be counted as leaders when working out the leader/child ratio and must not be left unattended with children.
- Children under 2 years must have a 1-3 leader/child ratio (3 children per adult).
- Children under 3 years must have a 1-4 leader/child ratio (4 children per child).
- Children under 8 years must have a 1-8 leader/child ratio (8 children per adult).

Relationships between leaders and children

The following principles must be applied in respect of the relationship between leaders and children. Leaders will monitor one another by pointing out anything that could be misconstrued or is inconsistent with the guidelines, ensuring they are setting a good example at all times.

- All children should be treated with dignity and respect. They must never be ridiculed or rejected.
- A leader should not be alone with a child. Where possible, personal conversations should be with children of the same sex and in a place that is visible to other people. This could be in a

quiet corner of a larger meeting area or, if in a side room, the door should be left open and another leader must know about it and be in the same building.

- Actions or conversations that are of a provocative or suggestive nature or may be thought to be sexually stimulating to the adult or child must be avoided at all times.
- With specific reference to touching, keep everything public. A hug can be a sign of trust if initiated by a child and should therefore be related to the child's needs and not the leaders. Children have the right to decide how much physical contact they have with others apart from exceptional circumstances e.g. when they need medical attention. .

Guidelines for disciplining children/young people

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, training and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart. (Heb.12:5-12 and Proverbs 22:6) Pray before you meet and talk over the session before you leave.

- Ask God for wisdom, discernment and understanding and pray for and with the child.
- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- 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.
- Look honestly at your programme - if children are bored, they misbehave. Is the programme at fault?
- NEVER smack or hit a child and, if possible, don't shout - change voice tone if necessary.
- 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.)
- Lay down ground rules e.g. no swearing, racism, or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.

Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.

- Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.
- Have the child sit right in front of you or get a helper to sit with the child.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with children.
- Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.
- Warn a child that you will speak to their parents and do so if necessary. Warn them, then either send them outside the room (taking care re supervision), or into the family service if running at the same time or ban them for a week. Note! Never give a total ban without reference to your leader and in cases of banning ensure parents are advised.

- If a child's behaviour is constantly disruptive, seek advice and guidance as per the Child Protection Policy.

Transporting Children

The following guidelines apply to all drivers involved in the transportation of children and young people, which is organised by or on behalf of Meadow Way Chapel. Private arrangements for transport made directly between those with parental responsibility and others are not covered by these guidelines.

- All drivers should have gone through the church recruitment procedures for workers, have read the child protection policy of the church and agree to abide by this unless accompanied by an approved worker.
- Seat belts must be worn, and the vehicle road worthy, taxed and insured.
- Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited till other children have been dropped off, the driver should explain that it isn't convenient to talk and then arrange to meet with the child/young person at a location where there can be other adults around. (Remember a child/young person may want to talk to the driver about an abusive situation).
- Having checked drivers (application form, interview, references etc) it is reasonable to expect that they may be alone with a child for short periods e.g. dropping off the last child. Ensure a discussion takes place as to the most suitable child to be dropped off last and plan routes accordingly.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Obviously look at instances where it may be unwise for a particular driver to transport a child e.g. where they have had a disagreement that evening, where a child/young person has a 'crush' on a driver etc. and arrange for someone else to transport the child/young person.
- When using the church mini bus ensure that you have adequate supervision. As well as a driver, another responsible adult sitting with the children/ young people will be needed.
- Ensure the responsible adult has also undergone appropriate recruitment and selection in accordance with the church/organisation's procedures.

Working with children in the community

Visiting children at home

Youth and children's workers and leaders will need to visit children and their families at home from time to time. The parents may or may not be church attendees. The following guidelines will be adhered to:

- Inform your main leader/Youth & Children's Co-ordinator/another worker of the proposed visit.
- Never go into a child's home if a parent/carer is absent.
- Keep a record of the visit (e.g. in a record card system, register etc). In appropriate circumstances, note more details of the visit, e.g.:

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU
 Church phone number: 01603 484784
 Church web site: www.meadow-way.org.uk

- Purpose of visit.
 - Time and length of visit.
 - Who was present.
 - Record of discussion.
- If the parent/carer is absent when you call, leave some means of identification/explanation that can be handed to them if the child is at home alone/with other children.
 - Provide information about your group to the parent/carer – to include contact telephone numbers etc.
 - In appropriate circumstances, a more detailed written record of the visit, giving such details as:
 - Purpose of visit.
 - Time and length of visit.
 - Who was present.
 - Record of discussion.

Dealing with children from the street

- Sometimes children playing outside or wandering the streets with no adult supervision will join in church organised activities (e.g. children's clubs, Sunday schools) without the knowledge of their parents. The following guidelines will be adhered to:
- On arrival, welcome the child/children and attempt to gain some factual information about them, i.e. name, age, where they live, telephone number, and record in a register.
- Enquire if the child's parents are aware of where they are, and whether they are expected home at any particular time. If they are and this is before the end of your group you would, of course, encourage the child to return home, accompanied if necessary, suggesting that their parent might be willing for them to come to the group the following week (or ring to check with parents that it's OK for them to stay).
- Without quizzing the child, find out as soon as you can whether the child has any special needs, e.g. is the child on any medication? So that you can respond appropriately in any emergency.
- Link the child with another child to introduce the visitor to the group and the routines etc.
- Give the child information about the group to take away e.g. The standard information leaflet for parents (see appendix 17) inviting them to make contact if they wish.

Swimming

For swimming activities or activities where being able to swim is essential make sure the additional consent form (see form 12.0 in the appendix) is completed for all children taking part.

Swimming in the sea or other natural waters

Swimming in the sea or other natural waters are potentially dangerous activities.

- This should only be allowed as formal and supervised activities, preferably in recognised bathing areas which have official surveillance e.g. where there is a qualified life guard present.

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU
 Church phone number: 01603 484784
 Church web site: www.meadow-way.org.uk

- Even with life guard cover all children and young people should always be in the sight of the group leader and/or team.
- A leader should always stay out of the water for better surveillance.
- Ideally a leader should hold a relevant life saving award, even where there is life guard cover

Swimming Pools

Ascertain before any visit to a swimming pool:

- That there is adequate qualified staff on duty
- Are there signs indicating the depth – e.g. shallow end. (Depending on the age of the group you are taking is the shallow end shallow enough?)
- Does the pool cater for children with disabilities?
- Does the deep end allow for safe diving? (if the depth is less than 1.5 metres diving should not be permitted)
- Is there a poolside telephone? Is there a poolside alarm?
- Are there resuscitator and other pieces of first aid and rescue equipment, and is there someone trained to use them?
- Are there changing facilities for each sex?
- Are the changing and showering facilities safe and hygienic?
- Have the children and young people been instructed on how to behave in and around water?
- Ensure that children and young people have not eaten a heavy meal at least half an hour before swimming.

Section 10 - Camps

Details of the camps

Meadow Way Chapel runs two separate camps, annually Camp Under The Son (CUTS) and SonRise.

The directors of each week are ultimately under the control of the Church Elders

Camp under the Son (CUTS)

The minimum age is 8 on the day CUTS commences and the maximum age is 11 on 31st August of the year of camp. The ratio of leaders to children will always be greater than 1:3

SonRise

The minimum age is 12 on the day SonRise commences and the maximum age is 16 on 31st August of the year of camp. The ratio of leaders to children will always be greater than 1:4

Appointment of Workers

As for any Church Children or Youth work activity.

Workers from other churches

The Camp Organisers recognise that where workers from other churches/organisations are joining the camp there is a need for clarity in regards to the reporting mechanism and response to allegations of abuse. Many churches/organisations have their own child protection policy and procedures. Therefore for the benefit of the camp and for clarity it is expected that all sending churches agree to their worker accepting and following the Meadow Way Chapel Child Protection Policy

Parental Consent

The parents' signature at the time of booking is taken as consent to their children being involved in the activities of the camp, all of which are documented on the booking form. This may include an outing by coach to a local place of interest.

Logs

Daily Logs of Camp activities will be kept. All significant incidents should be recorded therein

All visitors to the camp must sign in and out in a visitor's book.

First Aid

At registration each child must give the qualified first aid team their completed Medical Card (see form 11.0 in the appendix); this contains details of the child's doctor, date of last tetanus, known allergies and any medication currently being administered. It will also include a signed consent from the parent/guardian that the team can give basic first aid, and where necessary, take the child to the local doctor or hospital. If the latter is required the parent/guardian of the child will be contacted.

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU

Church phone number: 01603 484784

Church web site: www.meadow-way.org.uk

All medication given, including that brought to camp, will be documented on the child's Medical Card by the first aid team. They will ensure that an adequate first aid kit is always available for use. All accidents and injuries will also be documented.

Safety at the Camp

A register of all children on the school site is always available, this includes their home address and contact number in case a parent/guardian needs to be reached. All rules relating to the safety of leaders and children on the site will be announced at the beginning of the camp and also displayed in each dormitory.

It is the responsibility of the leaders to know the whereabouts of all children who are on camp. Children are not allowed to leave the premises without being accompanied by a leader. Everyone will be warned of the danger of fire and what to do in the event of one taking place. A fire drill will take place within the first 24 hours of the camp.

The leaders take the supervision and well-being of all the children very seriously. Where an activity takes place that is of an adventurous nature particular care is taken for supervision and leaders are fully trained as appropriate. In addition to classrooms and other halls, the school provides facilities for swimming, tennis, badminton, table tennis, field games and indoor games.

Insurance

Children and leaders participating in activities provided by the camp are covered by the Meadow Way Chapel Public Liability insurance policy; this is underwritten by Congregational & General Insurance PLC.

Sleeping Arrangements

The children and young people use the school class rooms as dormitories. Due to the open nature of the school and, for security reasons, at CUTS two leaders sleep in each class room.

Section 11 - Data protection

Summary of the 8 Data Protection Principles

Churches and organizations must comply with these rules on how data can be legally processed. "Processing" includes obtaining, recording, holding or storing information and carrying out any operations on the data, including adaptation, alteration, use, disclosure, transfer, erasure, and destruction.

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be held only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose.
6. Personal data shall be processed in accordance with the rights of data subject under the Data Protection Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of the data.
8. Personal data shall not be transferred to a country or a territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

How Meadow Way Chapel will comply with the 8 Data Protection Principles

Principle 1

No personal data should be obtained or held unless the individual has given consent. In the case of sensitive data (defined as concerning race, political opinion, religious belief, trade union membership, physical or mental health, sexuality, criminal offences) specific consent must be obtained i.e. the individual must be informed that this type of data is being held, told the reason for it and must give specific consent. NB: Photographs count as sensitive data since they may reveal information about the subject's race. Permission should always be obtained to keep a copy or use a photograph of an individual.

Principle 2

Do not use data obtained for one purpose for a different purpose. For example the church members list may not be used for commercial mail shots.

Principle 3

Do not collect information about individuals, which is not strictly necessary for that particular purpose. Do not ask questions seeking data without ensuring that the question is strictly relevant. If data is given or obtained which is excessive for the purpose it should be immediately deleted or destroyed.

Principle 4

If data is kept for a considerable length of time it must be reviewed and if necessary updated. No data should be kept unless it is reasonable to assume it is accurate.

Principle 5

There should be regular reviews of files containing data to ensure that it is not kept for longer than required for the particular purpose.

Principle 6

You should always consider the rights of individuals in respect of their data. These are briefly; that their consent should be obtained if data is to be kept and used for any purpose; that individuals are entitled to know what data is kept about them and that no personal data must be disclosed to anyone outside or inside the church/organisation who does not strictly need to know that data without the individual's consent.

Principle 7

Churches and organisations should have systems in place to ensure the security of data on computer systems, these must be adhered to. Individuals must also ensure that any personal data is kept in a secure place, e.g. in filing cabinets which can be locked or in rooms which can be locked when unoccupied. Individuals must seek to prevent unauthorised access to any computers which contain personal data.

Principle 8

No data can be transferred, even for a legitimate purpose, outside of the European Economic Area (basically most of Europe) except with the specific consent of the individual. This is particularly important when putting information on the Web which can be accessed from anywhere in the globe. Consent must first be obtained.

Rights of the Individual

All individuals have the right to see personal information kept about them, whether in computer or manual form.

Secure storage, handling, use, retention and disposal of disclosures and disclosure of information

General Principles

As an organisation using the DBS to help assess the suitability of applicants for a position of trust (the organisation) complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention, and disposal of disclosures and disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has a written policy on these matters, which is available to all those who wish to see it on request.

1. Storage and access

Disclosure information is never kept on an applicant's personal file and is always kept separately and securely, in a lockable, non-portable, filing cabinet with access strictly controlled and limited to the elders/CP co-ordinator who are entitled to see it as part of their duties.

2. Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

3. Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

4. Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CCPAS Disclosure Unit, who in turn will discuss this with the DBS and will give full consideration to the Data Protection and Human Rights individual subject access requirements before doing so. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.

5. Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the disclosure or any copy or representation of the disclosure. However, notwithstanding the above, you may keep a record of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

Using images of people - photographs, videos and web cams

Since the introduction of the Data Protection Act 1998 we have to be very careful if we use photographs, videos and web cams of clearly identifiable people.

- We must get the permission of all the people who will appear in a photograph, video or web cam image before we record the footage. That means children as well as adults (see appendix 14 & 15). We must make it clear why we are using that person's image, what we will be using it for, and who might want to look at the pictures.
- If we are taking images at an event attended by large crowds, such as a sports event, this is regarded as a public area so we do not need to get the permission of everyone in a crowd shot.
- People in the foreground are also considered to be in a public area, so we don't have to get their consent.
- However, if we want to use an image of, for example, the winner of a race at a sports event - with the crowd in the background - we must get the race winner's verbal permission and record the fact that we have done so. We can record their consent when we take the photograph or any time prior to publication (see forms 13.0 and 14.0 in the appendix).

Use of the internet

With the development of Internet Services as a means of communication/advertising church/organisation events, care needs to be applied as to how this should be achieved without compromising the safety of children.

The inclusion of pictures of children, names and details of the church/organisation could be used by paedophiles to target individual children.

Do

- Seek parental permission before using any picture of a child/group of children (see form 14.0 in the appendix). Use a group photograph in preference to that of an individual - Ask yourself: "Can this child be identified by their name or location. If the answer is yes – DO NOT USE. (As above and below)
- In designing web sites - Make clear what is available for copying and what is not.
- When providing web access to children or young people (e.g. youth project providing a cyber café) we will use filtering software to prevent children and young people accessing inappropriate web sites (e.g. Netnanny, Cyberpatrol or Surfwatch etc)

Don't

- Use pictures of individual children.
- Use pictures of children without seeking permission beforehand.
- Provide names, addresses or locations that might help in identifying or gaining access to a child.
- Give personal e-mail / postal address, telephone numbers / fax numbers.

Social Media

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU
Church phone number: 01603 484784
Church web site: www.meadow-way.org.uk

Meadow Way Chapel accepts its responsibility to protect children and other vulnerable people by not publishing unauthorised images of them for the public to see particularly with regard to such material related to our 'official' activities.

Our policy is that it is best that pictures and videos for general publication are not taken at activities where minors or other vulnerable people are present.

It is recognised that there may be occasions when pictures of activities may be of value e.g. for publicity purposes. In these instances all present must be given the opportunity to 'opt out'. If an image is to be published on a site to which the public has access, where possible, no child, young person or vulnerable adult should be identifiable.

In order to adhere to this policy, fulfil our legal responsibilities and safeguard the children and young people and other vulnerable people who have any involvement in MWC activities, all members & adherents are asked not to post any images of minors at MWC activities on their personal social media pages, including their profile pages.

All pictures etc published on the Meadow Way Web Site/Social Media page will be vetted by an approved person prior to publication

Section 12 - General

Use of church premises by other groups

When the church premises are being used by outside individuals or organisations they must confirm in writing that they are fully aware of the principles contained in the Home Office Code of Practice Safe from Harm and undertake to adopt the recommended practice in all work with children and young people under the age of eighteen years carried out in our premises.

Working with offenders

Where someone attending the church is known to have abused children, then whilst extending friendship to the individual, the elders in their commitment to the protection of all children will meet with the individual and discuss boundaries the person must keep to. A record of the discussion and agreements will be made, signed and dated by the offender and by church representatives. This info will be held until the conviction is spent.

The CP Co-ordinators will be informed

This document is based on a model child protection policy supplied by the Churches' Child Protection Advisory Service - a project of PCCA Child Care. A copy of the policy and all amendments will be filed with CCPAS. This policy must not be copied by other Churches/organisations without the written agreement of CCPAS.

Section 13 - Glossary

Church leaders phone numbers:-

CP Co-ordinator – Alan Miller

Deputy Co-ordinator - Irene Struthers: 01603 261816 (mobile 07944 118789).

Norfolk Social Services phone number:-

Norfolk county council: 0344 800 8014

Police phone number

Norfolk Constabulary: 101

CCPAS details

Churches Child Protection Advisory Service, (CCPAS): -

Address: PO Box 133, Swanley Kent, BR8 7UQ.

Telephone: 0845 120 4550

Fax: 0845 120 4552

Web Site: www.ccpas.co.uk

DBS details

Disclosure and Barring Service (DBS):

Address: PO Box 110, Liverpool, L69 3EF

Telephone: 0870 90 90 811

Web Site: www.homeoffice.gov.uk/agencies-public-bodies/dbs.

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU

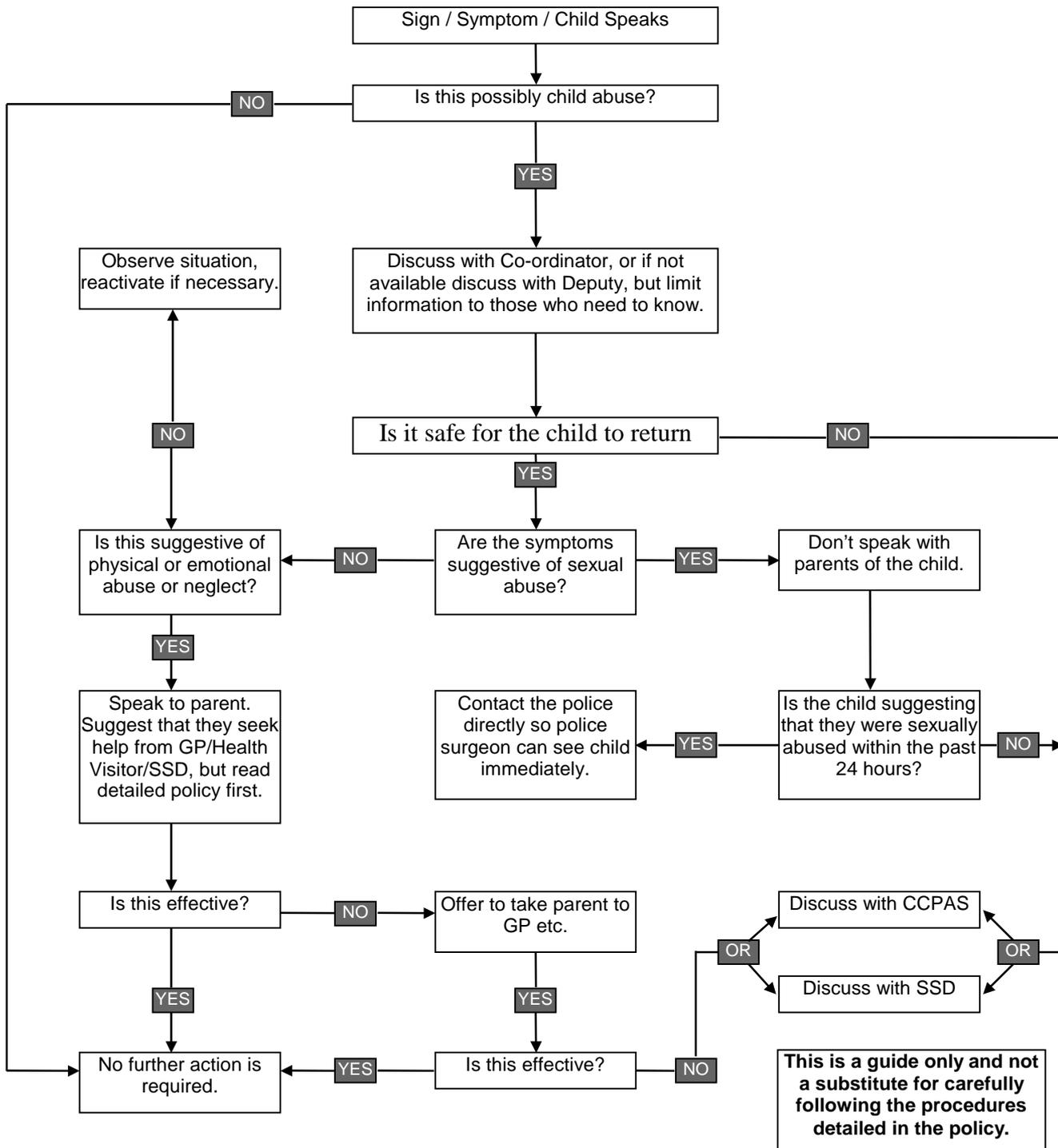
Church phone number: 01603 484784

Church web site: www.meadow-way.org.uk

Appendix 1 - Revisions to Policy

Page	Latest revision date	Page	Latest revision date
1	03/01/2003	36	01/12/2012
2	03/01/2003	37	01/12/2012
3	03/01/2003	38	01/12/2012
4	03/01/2003	39	01/12/2012
5	01/12/2012	40	01/12/2012
6	03/01/2003	41	01/12/2012
7	03/01/2003	42	01/12/2012
8	03/01/2003	43	01/12/2012
9	03/01/2003	44	01/12/2012
10	03/01/2003	45	01/12/2012
11	03/01/2003	47	01/12/2012
12	03/01/2003	48	01/12/2012
13	03/01/2003	49	01/12/2012
14	01/12/2012	50	01/12/2012
15	01/12/2012	51	01/12/2012
16	01/12/2012	52	01/12/2012
17	01/12/2012	53	01/12/2012
18	01/12/2012	54	01/12/2012
19	01/12/2012	55	01/12/2012
20	01/12/2012	56	01/12/2012
21	01/12/2012	57	01/12/2012
22	01/12/2012	58	01/12/2012
23	01/12/2012	59	01/12/2012
24	01/12/2012	60	13/05/2013
25	01/12/2012	61	01/07/2013
25	01/12/2012		
27	01/12/2012		
28	01/12/2012		
29	01/12/2012		
30	01/12/2012		
31	01/12/2012		
32	01/12/2012		
33	01/12/2012		
34	01/12/2012		
35	01/12/2012		

Appendix 2 - Flow chart - What to do when you suspect child abuse



Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU
 Church phone number: 01603 484784
 Church web site: www.meadow-way.org.uk

Appendix 3 – List of approved youth & children’ workers

(copy to be displayed on church notice board)

No	Name	Date added
-----------	-------------	-------------------

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU
Church phone number: 01603 484784
Church web site: www.meadow-way.org.uk

Responding to abuse - worker's action sheet

Meadow Way Chapel, Hellesdon, Norwich

CONFIDENTIAL

Name of Child/Young Person:

Address:

Date of birth:

Name of Person Reporting Event:

Date: Time:

Sequence of Events/Actual Words Used/Observations

(Use body chart overleaf where appropriate, but do not undress the child!)

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

Action Taken:

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

Name of Person Contacted:

Date: Time:

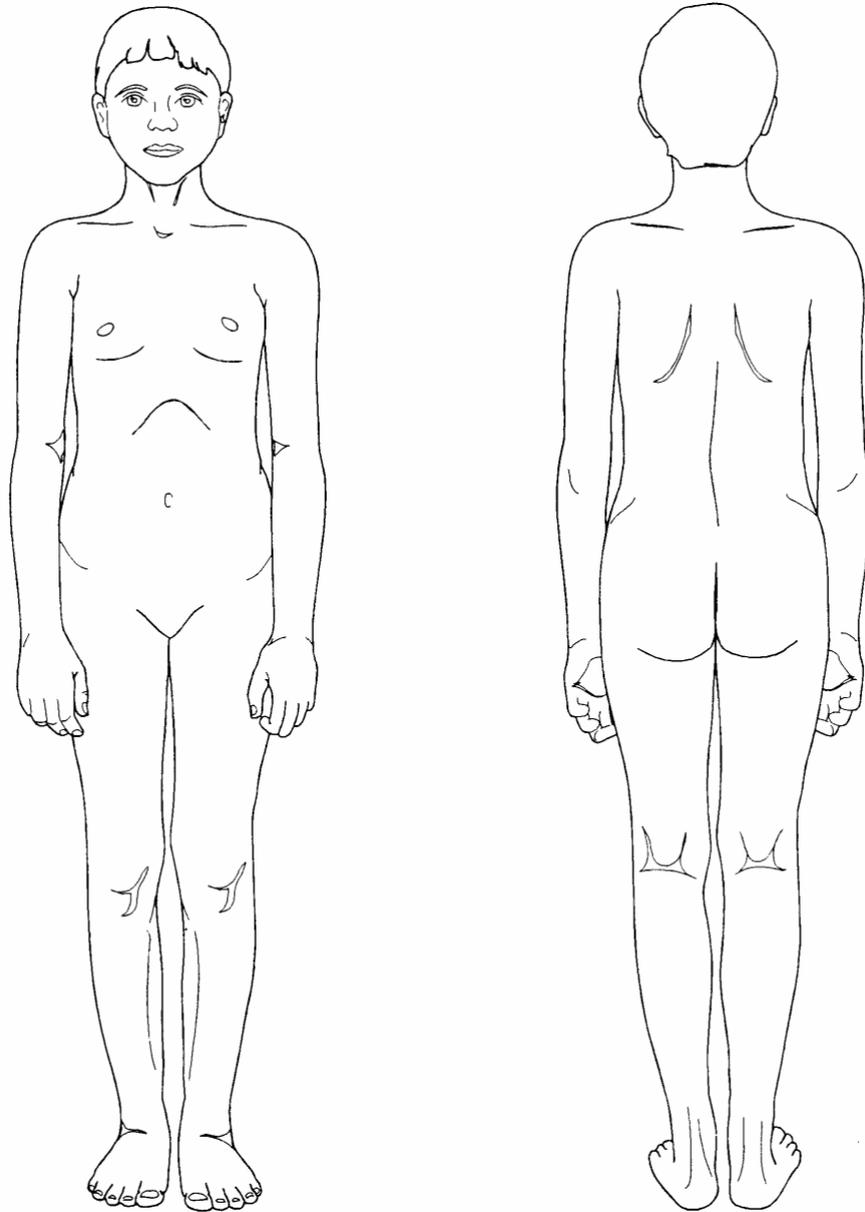
Notes:

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

Responding to abuse - worker's action sheet

Meadow Way Chapel, Hellesdon, Norwich

CONFIDENTIAL



Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU

Church phone number: 01603 484784

Church web site: www.meadow-way.org.uk

Application form for paid or voluntary workers with children and young people

Meadow Way Chapel, Hellesdon, Norwich

CONFIDENTIAL

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidential 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/All former names(s):

Date and place of birth:

Address:

Town:

City/Country:

Postal Code:

Daytime Phone No: Evening Phone No:

Mobile Phone No:

Email Address:

How long have you lived at the above address? Years

If less than 3 years, please previous address(es) with dates

From: To From: To

Previous: Previous:

Address: Address:

.....

.....

Town: Town:

City/County: City/County:

Postal Code: Postal Code:

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU

Church phone number: 01603 484784

Church web site: www.meadow-way.org.uk

Please tell us about your experience in the church(es)/organisation(s) you have been involved in, including names, dates and detail of the areas of your involvement.

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

.....

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

YES NO (Please tick)

If yes, please give details:

.....

.....

2. Employment History

Please tell us about your past and current employers in the table below:

Employers name & address	Employed from (date)	Employed to (date)	Job title & description	Reason for leaving

3. Are you currently working in any other care position in either a voluntary or paid capacity?

If yes please give details:

Name of the organisation: _____ Contact person: _____

Address: _____

_____ Tel no: _____

Details of duties: _____

4. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer. You should also provide details of your church leader /line manager. In addition we reserve the right to take up character references from any other individuals deemed necessary.

1

2

Name:

Name:

Address:

Address:

Town:

Town:

City/County:

City/County:

Postal Code:

Postal Code:

Phone No:

Phone No:

Relationship:

Relationship:

Place of worship leader/ line manager

Name _____

Address _____

_____ Tel no: _____

4. Declaration

Please would you complete the attached self-declaration form, place it in a sealed envelope and address it to Meadow Way Chapel's CP Co-ordinator, 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 involving working with children or young people.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the self-declaration form to the recruiter in a separate, sealed envelope.

Signed:

Date:

As a church 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 and all appropriate Acts in relation to the Disclosure and Barring Service (see Self Declaration Form).

Self Declaration form for a Position Requiring a Disclosure

Meadow Way Chapel, Hellesdon, Norwich

STRICTLY CONFIDENTIAL

As a place of worship/organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation.

All applicants are asked to complete this form, returning it in a separate sealed envelope, as below:

To:

Address:

Appointment applied for

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

YES NO (Please tick)

If yes, please give details including the nature of the offence(s) and 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.

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

POLICE INVESTIGATIONS

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

YES NO (Please tick)

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

.....
.....

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

YES NO (Please tick)

If yes, please provide details, we will need to discuss this with you.

.....

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU
Church phone number: 01603 484784
Church web site: www.meadow-way.org.uk

Has there ever been any cause for concern regarding your conduct with children or young people

YES NO (Please tick)

.....
.....

DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (Print Name):

Address:
.....

Postal Code:

Confirm that I am not barred from working with children from engaging in regulated or controlled activity.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details 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 Safeguarding Vulnerable Groups Act 2006.

I understand that a check will be made with the Disclosure and Barring Service (DBS) and that it is an offence for any person to commence Regulated Activity without first being checked.

I agree to inform the person within Meadow Way Chapel responsible for processing applications for Disclosure and Barring Service if I am convicted of an offence after I take up any post within Meadow Way Chapel. 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 Meadow Way Chapel responsible for processing applications for Disclosure and Barring Service if I become the subject of a police and/or a social services/(Children's Social care or Adult 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:

Legalese – attached notes

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children and young people all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through The Disclosure and Barring Service.

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 Orders as applicable within the UK), 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 within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service 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 place of worship/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 DBS.

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 any of the lists of people deemed unsuitable for working with children then we would also inform them of any knowledge we have of that individual working in any other capacity with children Under the Safeguarding Vulnerable Groups Act 2006 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists under the Disclosure and Barring Service.

Note: The DBS Barred Lists replace the Protection of Children Act (PoCA) List, List 99 and the Protection of Vulnerable Adults (PoVA) List in England and Wales, and the Disqualification from Working with Children (DWC) List, the Unsuitable Persons List (UP List) and the Disqualification from Working with Vulnerable Adults (DWVA) List In Northern Ireland as well as the system of Disqualification Orders, which was operated by the Criminal Justice System.

Definition of regulated activity: Any activity of a specified nature that involves contact with children frequently, intensively and/or overnight. (Such activities include teaching, training, care, supervision, advice, treatment and transportation.)

- Any activity allowing contact with children that is in a specified place frequently or intensively. (Such places include schools and care homes.)
- Fostering and childcare.
- Any activity that involves people in certain defined positions of responsibility. (Such positions include school governor, director of children's services and director of adult social services, and trustee of certain charities.)

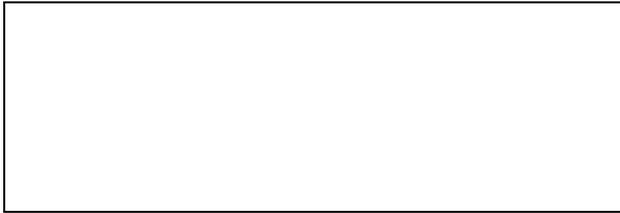
'Regulated activity' is when the activity is frequent (once a week or more), 'intensive' (takes place on four or more days in a 30-day period) or overnight.

Request for reference for prospective children and young people workers

Meadow Way Chapel, Hellesdon, Norwich

Ref: MWC001

Date: 10 January 2014



Church Name: Meadow Way Chapel, Hellesdon, Norwich

Church group(s):

Sender's Name and address:
.....
.....
.....

Sender's phone number:

Dear

Name of Applicant:

The above named person has applied for a position of leadership within our church, and has given your name as a referee.

As I am sure you are aware, before we can accept anyone to work with our children and young people, whether on a voluntary or paid basis, we must be sure that they are suitable.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible. A copy of the job description has been enclosed for your information.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning the convictions which would otherwise be considered "spent" in relation to this applicant's suitability. Any such information will be kept in strict confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact myself. May I take this opportunity for thanking you for your help in this matter.

With warmest Christian greetings,

Yours sincerely,

CHURCH LEADER

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU

Church phone number: 01603 484784

Church web site: www.meadow-way.org.uk

Reference reply form for children and young people workers

Meadow Way Chapel, Hellesdon, Norwich

In considering whether the person is fit to work with children and young people please consider the following alongside the job description attached and add your comments on this side and the back of this sheet:

- Your relationship with the applicant;
- The length of time you have known him/her;
- Your opinion on his/her suitability to work with children and young people;
- The applicant's honesty, reliability, health, attitude to others, and experience;
- Any other information which you feel may be relevant.

Name of Applicant:

Church Name: Meadow Way Chapel, Hellesdon, Norwich

Church group(s):

REPLY

Your name:

Your position/occupation:

How long have you known this person?

In what capacity?

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU

Church phone number: 01603 484784

Church web site: <http://www.meadow-way.org.uk>

Revised 23/07/13

Reference reply form for children and young people workers

Meadow Way Chapel, Hellesdon, Norwich

REPLY (continued)

Comments on suitability of worker

The position for which this person is being considered gives substantial access to children and young people. Is there any reason why this person should not be entrusted with care of children and young people? If so, please provide details.

Your Signature: Date:

Name (Please Print): Tel No:

Incident form for children and young people activities

Meadow Way Chapel, Hellesdon, Norwich

This form should be completed immediately after any significant incident. The worker should discuss with the Youth & Children's Coordinator what follow up action is necessary.

Church Name: Meadow Way Chapel, Hellesdon, Norwich

Church group:

Day, date and time of the incident

What are the names, addresses and ages of those involved in the incident?

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

Where did this incident take place?

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

Who is normally responsible for group? (Name, address and telephone number)

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

Who was responsible for the group at the time of the incident, if different from the above? (Name, address and telephone number)

.....
.....

Which other workers were supervising the group at the time of the incident? (Names, addresses and telephone numbers)

.....
.....

Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

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

Accident form for children and young people activities

Meadow Way Chapel, Hellesdon, Norwich

Describe the accident (include injuries received and any first aid or medical treatment given)

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

Have you retained any defective equipment? YES NO NONE INVOLVED (Please tick)

If so, where is it being kept and by whom?

.....

What action have you taken to prevent a recurrence of the accident?

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

Is the site or premises still safe for your group to use YES NO (Please tick)

Is the equipment still safe for your group to use? YES NO (Please tick)

Who else do you need to inform?

.....

Have they been informed? YES NO (Please tick)

If so, when and by whom?

.....

Signature of person in charge of group at time of accident

..... Print Name

Date

Form seen by Youth & Children's Coordinator

Signature

Date

Normal consent form for children and young people activities

Meadow Way Chapel, Hellesdon, Norwich

At Meadow Way Chapel we do all we can to protect the safety of your child. It helps us greatly to know that we have your support and consent for the normal activities we run. Please fill in this form, which will remain confidential within the church leadership.

Church Name: Meadow Way Chapel, Hellesdon, Norwich

Church group(s):

Your child's name:

Your child's date of birth:

Your child's address:

..... Postcode:

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Names

Address(es)

.....

Phone No: Day Night:

Name of an additional contact:
(Grandparent etc or other holding parental responsibility)

Their Phone No: Day Night:

Child's GP:

Child's GP Phone No: Child's National Health Number:

Please give us details of any regular medication, medical problem or any other information you think we should know (e.g. asthma, diabetes, epilepsy, allergies, dietary needs, etc) or disability which may affect normal activity.

.....

Please state date of last anti-tetanus injection if known

I give permission forto take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or

other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic YES NO (Please tick)

Signature of parent/or adult with parental responsibility: Date:

NB The information part can be completed by a carer. Only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU
Church phone number: 01603 484784
Church web site: www.meadow-way.org.uk

Consent form for children and young people trips and day visits

Meadow Way Chapel, Hellesdon, Norwich

At Meadow Way Chapel we do all we can to protect the safety of your child. This is of foremost importance when on a trip or staying away. We need your support and consent which is why we would like you to fill in this form, which will remain confidential within the church leadership.

Church Name: Meadow Way Chapel, Hellesdon, Norwich

Church group(s):

The Trip/Activity details:

(Name of visit or activity, date, time, venue and any particular hazards departure place and time, return place and time, cost (inc. cheques payable to), transport arrangements, items to be brought (coat, swimming kit, packed lunch, money etc), date by which reply is to be made, and person to whom it should be sent)

.....

.....

Reply slip

One form per person

Your child's name: Date of birth:

Your child's address:

..... Postcode:

Your name (as parent/main carer):

Your phone no: Day Night:

Name of an additional contact:
(Grandparent etc or other holding parental responsibility)

Their phone no: Day Night:

Child's GP:

Child's GP Phone No: Child's National Health Number:

Please give us details of any regular medication, medical problem or any other information you think we should know (e.g. asthma, diabetes, epilepsy, allergies, dietary needs, etc) or disability which may affect normal activity.

Please give details of other relevant items (e.g. bedwetting, fear of dark, fear of heights, inability to swim, etc).

I have read the above information and I give permission for to take part in this activity.

I give my consent to any medical treatment that may be necessary in event of an emergency

I enclose a cheque or cash to the sum of £

Signature of parent or adult with parental responsibility Date:

This consent form should be taken with the worker on the activity or visit.

Camp medical card*Meadow Way Chapel, Hellesdon, Norwich*

Camp Under The Son - Medical Form	
Child's name :	Contact Number : (during camp)
Address :	GP name and address :
Date of birth :	Next of kin :
Please list below any medical condition your child suffers from or anything else which may be relevant to their health and well being whilst at camp :-	
Date of last tetanus :	Any known allergies :
Medication currently being taken :	Any special dietary needs :
Please sign below if you consent to the giving of basic medical attention whilst at camp e.g. wound dressing, treatment for a headache etc.	
Signature of Parent/Guardian :	Date :

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU
Church phone number: 01603 484784
Church web site: www.meadow-way.org.uk

Consent form for swimming activities or activities where being able to swim is essential

Meadow Way Chapel, Hellesdon, Norwich

Consent does not remove the need for church/group to ascertain for themselves the level of the child's / young person's swimming ability

Church Name: Meadow Way Chapel, Hellesdon, Norwich

Church group(s):

Your child's name: Date of birth:

Your child's address:

..... Postcode:

Your name (as parent/main carer):

Your phone no: Day Night:

Name of an additional contact:.....
(Grandparent, friend, etc)

Their Phone No: Day Night:

Child's GP:

Child's GP Phone No: Child's National Health Number:

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect the swimming activity and/or activity where being able to swim is essential:
.....

Please state date of last anti-tetanus injection if known:

Swimming ability

- Is your child able to swim 50 metres? YES / NO
- Is your child water-confident in a pool? YES / NO
- Is your child confident in the sea or in open inland water? YES / NO
- Is your child safety conscious in water? YES / NO

I give permission for to take in the specified visit and, having read the information provided, agree to him/her taking part in the activities described. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic YES / NO

I confirm that my child is in good health and I consider him/her fit to participate.

Signed (parent/or adult with parental responsibility)..... Date:

NB The information part can be completed by a carer. Only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.

This form or a copy should be taken by the group leader on the visit.
A copy should be retained by the church contact person.

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU
Church phone number: 01603 484784
Church web site: www.meadow-way.org.uk

Consent form for using images of adults
Meadow Way Chapel, Hellesdon, Norwich

To Name:

Address:

.....

.....

Location of photograph:.....

Meadow Way Chapel would like to take your photograph / make a video/web cam recording of you* for promotional purposes. These images may appear in our printed publications, on our website, or both.*

(*Please delete as appropriate)

To comply with the Data Protection Act 1998, we need your permission before we take any photographs or recordings of you. Please answer questions 1 and 2 below, then sign and date the form where shown. We will not use the images taken, or any other information you provide, for any other purpose. Please return the completed form to:

Insert the name of the person commissioning the photography and the return address:

.....

.....

Please circle your answer

1. May we use your image in printed publications produced by Meadow Way Chapel for promotional purposes? **Yes / No**

2. May we use your image on our website? **Yes / No**

Please note that our websites (church web site www.meadow-way.org.uk and youth & children's web site www.mwcyouth.co.uk) can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions of use.

Your signature: Date:

Your name (in block capitals):.....

Conditions of use (*Please delete the option that does not apply.)

1. This form is valid for 2 years from the date of signing / *for this project only. Your consent will automatically expire after this time.
2. We will not re-use any images *after this time / *after the project is completed.
3. We will not include details or full names (which means first name and surname) of any person in an image on our website, or in printed publications, without good reason and only with your expressed consent.
4. We will not include personal email or postal addresses, or telephone or fax numbers on our website or in printed publications.

Consent form for using images of children

Meadow Way Chapel, Hellesdon, Norwich

To Name of parent or guardian (person with parental responsibility)

Name of child:

Address:

Church group child attends:

Location of photograph:.....

Meadow Way Chapel would like to take your photograph / make a video/web cam recording of you* for promotional purposes. These images may appear in our printed publications, on our website, or both.*

(*Please delete as appropriate)

To comply with the Data Protection Act 1998, we need your permission before we take any photographs or recordings of your child/children*. Please answer questions 1 and 2 below, then sign and date the form where shown. We will not use the images taken, or any other information you provide, for any other purpose. Please return the completed form to:

Insert the name of the person commissioning the photography and the return address:

.....

If photographs or recordings of children's/ youth groups are organised and individual children cannot be easily identified, children's / youth leaders must find out whether any parents do not want their children to be in the photograph.

Please circle your answer

To the parent

1. May we use your image in printed publications produced by Meadow Way Chapel for promotional purposes? **Yes / No**

2. May we use your image on our website? **Yes / No**

Youth leader / children's leader

3. I have checked which parents are happy for their children's images to be used in the Meadow Way Chapel printed publications or its website or both. **Yes / No**

Please note that our websites (church web site www.meadow-way.org.uk and youth & children's web site www.mwcyouth.co.uk) can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions of use.

Your signature: Date:

Your name (in block capitals):.....

Conditions of use (*Please delete the option that does not apply.)

1. This form is valid for 2 years from the date of signing / *for this project only. Your consent will automatically expire after this time.
2. We will not re-use any images *after this time / *after the project is completed.
3. We will not include details or full names (which means first name and surname) of any person in an image on our website, or in printed publications, without good reason and only with your expressed consent.
4. We will not include personal email or postal addresses, or telephone or fax numbers on our website or in printed publications.
5. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
6. 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.

Meadow Way Chapel, Chapel Court, Hellesdon, Norwich, NR6 5NU

Church phone number: 01603 484784

Church web site: www.meadow-way.org.uk

For display on church notice board

**CHURCH CHILD PROTECTION
POLICY STATEMENT**

Meadow Way Chapel, Hellesdon, Norwich

The following policy was agreed on 3rd January 2003

We, the elders of Meadow Way Chapel, recognise the importance of meeting the spiritual, physical and emotional aspects of each individual.

We therefore seek to safeguard the welfare of all people, of all ages, who come in contact with our church.

We recognise that everybody has a responsibility to prevent the physical, sexual or emotional abuse of children and young people. We require all involved in the work of this church to follow the procedures contained in the church's child protection policy document.

If you have any concerns for a child or in relation to any child protection matter then speak to one of the following, who have been approved as child protection co-ordinators for this church.

Alan Miller

Irene Struthers

An information leaflet for parents has been prepared and a copy of the full policy can be seen on the church web site and the church office (please contact any of the church elders).

Information leaflet for parents

Meadow Way Chapel, Hellesdon, Norwich

Meadow Way chapel is located in Hellesdon, Norwich and is an Evangelical Church that aims to be active and caring within the community whilst supporting families and individuals within the church.

We produce a monthly news sheet, which is available in the church foyer. We also have our own web sites:

Church site www.meadow-way.org.uk

Youth & children's site www.mwcyouth.co.uk

We have many activities both midweek and on a Sunday for children and young people.

The main ones are:

- Sunday morning Sunday club for children 3-12's and Bible classes for over 12's.
- Friday night youth club.
- Regular Sunday morning family services.
- Yearly summer camps and winter weekend away for young people.
- Family activities

For further details please contact the child protection co-ordinator:

CHURCH CHILD PROTECTION POLICY STATEMENT

We, the elders of Meadow Way Chapel, recognise the importance of meeting the spiritual, physical and emotional aspects of each individual.

We therefore seek to safeguard the welfare of all people, of all ages, who come in contact with our church.

We recognise that everybody has a responsibility to prevent the physical, sexual or emotional abuse of children and young people. We require all involved in the work of this church to follow the procedures contained in the church's child protection policy document.

If you have any concerns for a child or in relation to any child protection matter then speak to one of the following, who have been approved as child protection co-ordinators for this church.

Irene Struthers

A copy of the full policy can be seen in the church office (please contact any of the above or one of the church or elders).

Consent form for children and young people residential holidays

Meadow Way Chapel, Hellesdon, Norwich

At Meadow Way Chapel we do all we can to protect the safety of your child. This is of foremost importance when on a trip or staying away. We need your support and consent which is why we would like you to fill in this form, which will remain confidential within the church leadership.

Church Name: Meadow Way Chapel, Hellesdon, Norwich

Church group(s):

The Trip/Residential Activity details:

Your child's name: Date of birth:

Your child's address:

..... Postcode:

Your name (as parent/main carer):

Your phone no: Day Night:

Name of an additional contact:.....
(Grandparent etc or other holding parental responsibility)

Their Phone No: Day Night:

Child's GP:

Child's GP Phone No: Child's National Health Number:

Details of any illness about which the leaders should be aware.

.....
.....

Details of any medication required during the camp (all medication to be labelled correctly and clearly with name and dose needed each day)

.....
.....

Details of any allergies or special diet

.....

Parental consent

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic

YES NO (Please tick)

Signature of parent or adult with parental responsibility Date:

NB The information part can be completed by a carer. Only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.