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Checklist for annual review

Task	Person Responsible	Date completed
Safeguarding Children should be an annual item on Annual Business Meeting agenda.		
The DSL should be an annually appointed (or re-appointed) ecclesial office.		
A Health and Safety audit for the meeting room should be carried out annually.		
The Safeguarding Children Policy should be reviewed annually		
Public Liability Insurance should be reviewed annually		
The First Aid Kit should be kept in a prominent place and its contents checked regularly		
At least one Trained First Aider should be available		
The Accident Book should be kept in a prominent place and completed after every accident		
The Accident Book should be reviewed regularly and any patterns or risks identified		
The supply of Parental Consent Forms and Risk Assessment forms for activities should be kept stocked		
The attendance Register should be readily available		

1. Appendix Accident and Incident Procedure

In the event of anyone having an accident or becoming unwell:

- For a child/young person:
 - a) If the parents/guardians are on site, alert them, otherwise the Sunday School Superintendent or Youth Group Leader must get the Child / Young Person Record Forms out and attempt to contact them
 - b) Someone must check the Child / Young Person Record Form for any allergies or medical conditions
- If appropriate, First Aid may be administered by a trained first aider, taking into account any allergies or medical conditions
- If the casualty requires medical assistance, call 999 and ask for the ambulance service
- If there is no parent/guardian present, then a suitable person must accompany a child/young person to hospital, taking the Child / Young Person Record Form with them if possible
- An Accident/Incident Form (located in the first aid box in the kitchen) must be completed by the person dealing with the incident.
- Completed Accident/Incident Forms must be given to the named person and stored confidentially in the Sunday School safe.
- At all times common sense must prevail. Care must be taken not to give excessive First Aid outside the First Aider's competency.

Existing Injuries

In the event of a child arriving with an injury sustained at home or elsewhere the Sunday School Teacher / Youth Group Leader should ask the parent / carer to complete an existing injury form.

If the injury is discovered after the parent has left a phone call should be made to the parent /carer to ascertain the required information. The parent / carer should then sign the form on return.

2. Appendix Information for Children

Suggested wording to make children and young people aware of the intention to care for them and what to do if they feel unsafe.

Written Statement:

Our Promise to Look after You at CYC

When you are here at CYC you can expect to be in very good care. Leaders will do their best to help you learn about God and the Lord Jesus Christ while being safe and enjoying yourself. We will try to set a good example in the way we behave. Leaders are 'in charge' so may need to tell you what to do and make sure everyone behaves - but will not say or do anything to upset or harm you.

If you are ever worried about how a leader is behaving, you can tell any adult you trust. You can ask him or her to help stop it from happening and it will not get you into trouble.

If you are at CYC and do not feel safe you can ask to phone someone you know and, if you want, be picked up early. You will not have to explain why to a leader.

Jesus called children to be with him and said no one should stop them; we hope CYC will bring you closer to Jesus and nothing will get in your way.

*Replace with name of Sunday School/ Camp etc. and where CYC is given elsewhere

Poster:

When you are at CYC you can expect:

- To be in very good care
- to be safe
- to enjoy yourself
- for leaders to be good examples
- not to be upset or harmed

If you are worried about how a leader is behaving:

- Tell an adult you trust
- Ask him or her to help stop it from happening
- Remember - telling will not get you into trouble

Verbal Statement

Can anyone remember what Jesus said when his disciples tried to stop children from being taken to him?

He called the children to him and said that no one should stop them. We hope that CYC will bring you closer to Jesus and nothing happens to get in your way.

As leaders it is our job to help you learn about the Lord Jesus, to make sure you are safe and to help you enjoy yourself. When leading activities, we may need to tell you what to do and get everyone to behave, but we will try never to say anything that would upset you or do anything to harm you.

Safeguarding Children Guidelines

It is also our job to be good examples so you should never be worried about how any of us behaves – but if you ever are we want you to know that you can tell an adult you trust and you will not get into trouble. Hopefully that person will help stop whatever it is that you don't like happening.

If while you are here you do not feel safe and we can't sort it out you can ask to phone someone you know and, if you want, be picked up early. You won't have to explain it to us if you do.

We have got a poster here to remind you about this [show and say where it will be].

Now, let's get on with learning about Jesus, being safe and having fun!

3. Appendix Child/Young Person Record Form

This form must be completed for every child or young person under the age of 18 attending activities with xxxxx Christadelphian Sunday School or Youth Groups and **must** be signed by their parent/legal guardian.

Name of Child	
Date of birth	
Name of parent(s)	
Home Address	
Postcode	
Telephone(home)	
Mobile (belonging to?)	
Mobile(belonging to?)	
Email address	
Who will normally collect your child?	Please make sure we are aware if an alternative person is collecting your child.
Is there anyone else you give permission to collect your child (state full name)	

Emergency Contact Details: at least 2 contacts must be provided

Contact 1 Name	
Contact number(s)	
Relationship to child	

Safeguarding Children Guidelines

Contact 2 Name	
Contact number(s)	
Relationship to child	

Medical Information:

This information is used to ensure that any medical needs your child may have whilst attending Sunday School or Youth Group are dealt with appropriately.

Child's Doctor	
Surgery Name and Address	
Surgery telephone	
Does your child take any regular medication?	
If yes, please give details	
Will they need to take this medication at Sunday School or Youth Group? (if yes, a separate consent form will need to be completed)	
Does your child have any specific health or medical needs? (e.g. Asthma, Diabetes, Epilepsy)	
Does your child have any known allergies? (including plasters)?	

If yes, please give details

Permission:

I agree that my childmay be allowed to take part in the activities arranged by the xxxxx Christadelphian Sunday School and / or Youth Groups.

I understand that there may be activities that take place at Youth Group on a Friday Evening which may take my child off the Christadelphian premises at xxxxx,

E.g. walks, visits to local parks or the local Fire Station.

I agree to them walking or going in leaders’ cars.

I give permission for a leader or teacher may take my child in their car to hospital or home should this be necessary.

In the event of an emergency I agree to my childbeing given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

Signed (parent / guardian only)	
Print name	
Relationship to child	
Date	

PARENTAL CONSENT FOR *activity*

Date: *of activity*

This form must be completed for every child or young person under the age of 18 participating in an offsite activity, without the presence of their parents. It should be returned to the organiser who will take it with him/her on the activity. Parents should ensure that their child understands that it is important for his/her safety and the safety of the group as a whole that any instructions given by the leaders in charge are obeyed.

Safeguarding Children Guidelines

Name of Child		Date of Birth	
Home Address		Telephone	
Who will be responsible for your child during this activity?			

Your Permission:

I agree that my childmay be allowed to take part in the *activity* arranged by the xxxxx Christadelphian Sunday School / Youth Groups.

I understand that there may also be occasion's when a leader may take my child in their car to hospital or home.

In the event of an emergency I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

Signed (parent / guardian only)	
Print name	
Relationship to child	
Date	

Please complete the Medical Information and Contact Details over the page.

Medical Information:

This information is used to ensure that any medical needs your child may have whilst attending Sunday School or Youth Group are dealt with appropriately.

Child's Doctor	
Surgery Name and Address	
Surgery telephone	
Does your child take any regular medication?	
If yes, please give details	
Will they need to take this medication at Sunday School or Youth Group? (if yes, a separate consent form will need to be completed)	
Does your child have any specific health or medical needs? (e.g. Asthma, Diabetes, Epilepsy)	
Does your child have any known allergies? (including plasters)?	
If yes, please give details	

Safeguarding Children Guidelines

Permission:

I agree that my childmay be allowed to take part in the activities arranged by the xxxxxx Christadelphian Sunday School and / or Youth Groups.

I understand that there may be activities that take place at Youth Group on a Friday Evening which may take my child off the Christadelphian premises xxxxxx E.g. walks, visits to local parks or the local Fire Station.

I agree to them walking or going in leaders' cars.

I give permission for a leader or teacher may take my child in their car to hospital or home should this be necessary.

In the event of an emergency I agree to my childbeing given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

Signed (parent / guardian only)	
Print name	
Relationship to child	
Date	

4. Appendix Child Safeguarding Incident Report Form

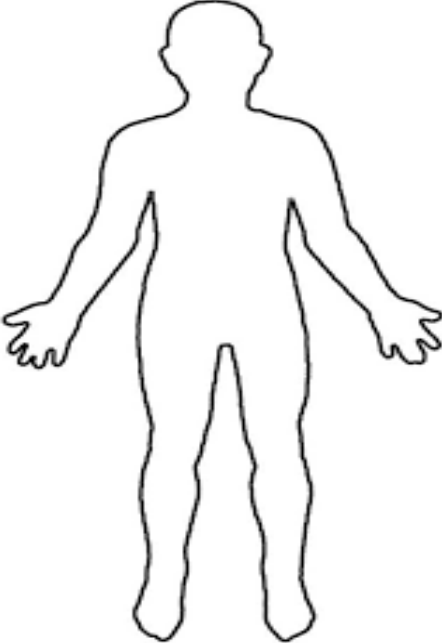
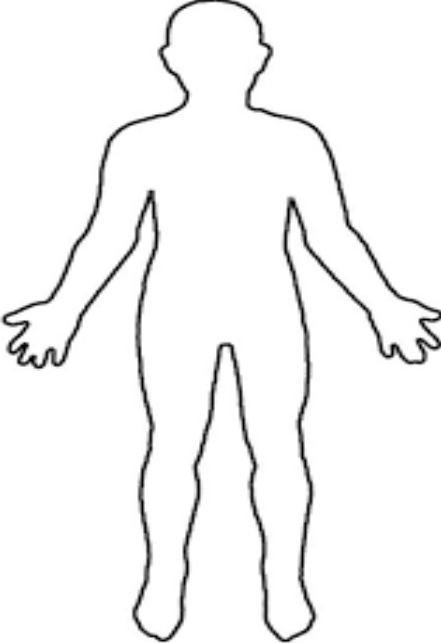
THIS FORM MUST BE COMPLETED AND SIGNED BY ANY YOUTH LEADER OR MEMBER OF THE ECCLESIA WHO IDENTIFIES POSSIBLE CHILD PROTECTION CONCERNS

1. All child protection concerns must be reported immediately to the Designated Safeguarding Lead.
2. Record facts and do not make judgements (state dates, times, places, actual words used, what was observed, who was present, questions asked, etc.)
3. Do not delay if you need support filling in this form.
4. Any concerns about Youth Leaders or members of the ecclesia should be reported directly to the Designated Safeguarding Lead. Concerns about the Designated Safeguarding Lead should be reported to the LA Designated Officer.

The Designated Safeguarding Lead for child protection is: XXXXXXXX
 He/she has delegated responsibility.

DETAILS OF INCIDENT

Date and Time of Incident:	
Child's Name:	
Date of Birth:	
Summary of incident/discussion:	
Signed: <i>(Attach and sign additional pages if needed)</i>	Print Name: Date:

INDICATE POSITION OF ANY MARKS OBSERVED BELOW	
FRONT 	BACK 
Action taken by the Designated Safeguarding Lead (Reasons for concern, decision made, actions taken/to be taken. Wording to be agreed with the Youth Leader or member of the ecclesia reporting the concern):	
Signed: <i>(Attach and sign additional pages if needed)</i>	Date:

5. Appendix Accident/Incident Record

Name and Age of Child	Date and Time of Incident
Description of Circumstances Leading to the Incident	
Record of Injury and Action Taken / Treatment given (including who dealt with incident)	
Leader/Teacher Signature	Parent/Guardian Signature
Date:	Date:

Body map

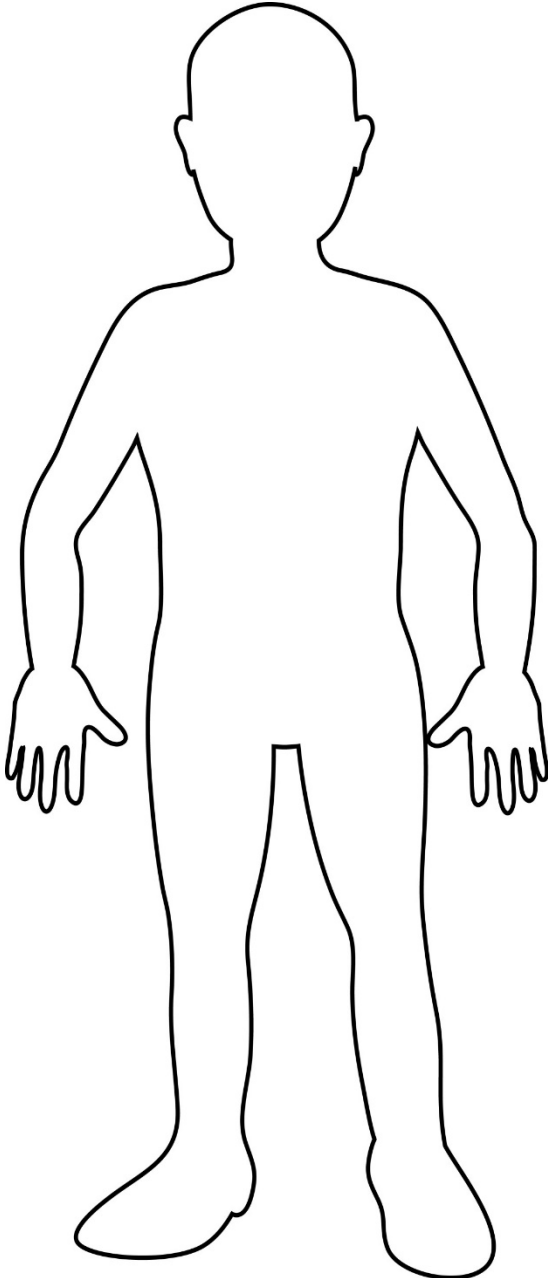
Please mark clearly site of any injuries

Front View

Rear View

LEFT

RIGHT



EXISTING INJURIES

Safeguarding Children Guidelines

Name of Child	
Description of injury	
Cause of injury including action taken and who (name and relationship to child) gave account of incident	
Leader/Teacher Signature	Parent/Guardian Signature
Date:	Date:

6. Appendix Safeguarding Register

Reference	Date	Identification	Reported by	Action Taken

7. Appendix 7 Fire Evacuation and Testing Procedure

The Ecclesial Fire Evacuation Procedure is displayed on the wall next to the Gents toilet, and is as follows:

- To raise the alarm – shout “Fire Emergency”
- Leave by the nearest signed exit
 - Person in charge to lead the children out by the nearest safe exit, taking the register with them
 - if it is safe to do so, one leader is to check that all areas of the building are clear then leave the building by the nearest safe exit
- Youth Group Leaders are to use their register to ensure all the children and
- Assemble at xxxxx
- No-one is to re-enter the building until it is safe to do so

Additional guidance for Sunday School:

- On hearing the alarm, all Teachers are to lead their class out by the nearest safe exit

8. Appendix Adoption of Policy and Procedures

This policy was reviewed at the AB’s meeting on xx/xx/xx and adopted as follows:-

Post	Name	Signature	Date
Named Person (DSL) Youth Group Leader			
Recording Brother			
Assistant Recording Brother			
Sunday School Superintendent			
Sunday School Secretary			
Sunday School Treasurer			

All Sunday School Teachers and Youth Group Leaders to be given a copy (electronically) of these procedures. Hard copies will be made available on request.

A Hard copy to be stored in the library.

9. Appendix Poster Notice

Safeguarding is a priority here

We are committed safeguarding and the care of children within our church community by following Government guidance and legislation on Safeguarding children and good practice, including safe recruitment of workers and volunteers and registration and referral to the Disclosure and Barring Service.

We will respond without delay to every situation where a child may be at risk or is in significant danger and will fully cooperate with statutory agencies during any investigation.

We will supervise and support any child or member through pastoral care and through national support agencies.

Our formal Safeguarding policy available on request from:

If you have any concerns about safety or welfare of a child, please contact:

or

They have been appointed by the Church/Ecclesia in this place to respond to any safeguarding issues.

Signed On behalf of Ecclesia

Date

Useful Contacts

Childline
0800 111

NSPCC
0808 800 5000

Stop it now
0808 1000 900

Through the roof
01372 749955

Childnet
www.childnet.com

CEOP
Ceop.police.uk

NAPAC
0808 801 0331

Christadelphian
Support Network
0800 9545 099
www.chsn.org.uk

10. Appendix. Other Legislation

The Disability Discrimination Act has been superseded by the Equality Act 2010 which is more all-embracing and is concerned with a lot more than just the building environment.

If you are providing goods, facilities or services to the public or a section of the public, or carrying out public functions, or running an association and you find there are barriers to disabled people in the way you do things, then you must consider making adjustments (in other words, changes).

If those adjustments are reasonable for you and your organisation to make, then you must make them. It also means that you must show that you have considered how to mitigate obstacles if it is unreasonable to meet new building standards fully.

Good policy documents covering health and safety, food hygiene, fire escape and the like, will be aids to demonstrate compliance, if mitigation of obstacles is the only reasonable route to take.

It is no longer just about physical disabilities that relate to access, it is about giving every building user (member or visitor) an equal opportunity of benefiting from the things you do, lighting and colour contrasts for the visually impaired, auditory facilities for those with hearing defects, ensuring there is no 'florescent flicker' to mitigate epileptic seizures. It covers every aspect of equal opportunity that can be conceived, save, for the moment, a few exemptions relating to gender and sexuality for religious bodies.

11. Appendix Important Information

Named Person / Designated Safeguarding Lead :-

Deputy Named Person / DSL :-

Multi-Agency Screening Team (MAST)

First Response Team: -

Emergency Duty Team: -

Secure email:-

LADO:-

NSPCC: - 0800 800 5000

Police helpdesk: - 101 / 01924 375 222

Further information and procedures can be found on the Local Safeguarding Children's Board website:-

Statutory guidance on making arrangements under section 11 of Children Act 2004

“The support and protection of children cannot be achieved by a single agency Every Service has to play its part. Everybody involved with children must have placed upon them the clear expectation that their primary responsibility is to the child and his or her family.”

Lord Laming in the Victoria Climbié Inquiry Report, paragraphs 17.92 and 17.93

The law and other recent events make it clear that the needs of the child/young person come first.

DATE OF REVIEW

These Guidelines should be reviewed and amended if necessary by xxxxxxxxxxxx