

# Good Practice Guidelines



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# Accident / Incident Form

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or significant incident. Once completed, please store confidentially on church premises and keep indefinitely. The worker should discuss with the Designated Person and/or Minister if follow up action is required.

Day: ..... Date: ..... Time: .....

Name, contact details and ages of those involved in the accident/incident:

1. ....
2. ....
3. ....
4. ....

Where did this accident/incident take place? .....

.....  
.....

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

Name: .....

Address: .....

.....

.....Tel. No.: .....

Who witnessed the accident/incident? (Names, addresses, telephone numbers and ages if under 16).

Normally only two witnesses would be needed.

Name: .....

Name: .....

Address: .....

Address: .....

.....

.....

.....

.....

Tel. No.: .....

Tel. No.: .....

Describe the accident/incident (include injuries received and any first aid or medical treatment given) continue on separate sheet if necessary.

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

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/incident?

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

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)

Have the parents/carers been informed? YES  NO  (Please tick)

Date: ..... Time: .....

Has Designated Person been informed? YES  NO  (Please tick)

Has Minister been informed YES  NO  (Please tick)

Has Leader in charge been informed? YES  NO  (Please tick)

---

Signature of person in charge of group at time of accident/incident

Signed: ..... PRINT Name: .....

Date: .....

Form seen by Minister/Leader in charge

Signed: ..... PRINT Name: .....

Date: .....

# Anti-bullying Policy

All kinds of bullying are wrong and should not be tolerated within organisations of the Methodist Church in Ireland. Our organisations should be a safe and welcoming place for all children and young people.



## What is bullying?

Bullying is defined as; *"Deliberately hurtful behaviour repeated often over a period of time"*.

## What forms does it take?

- Bullying can be name calling or teasing.
- Bullying is often physical; victims are pushed, punched, kicked and hit.
- Victims can be forced to do things they don't want to do, are left out of games or ignored by others.
- Cyber bullying is when bullies contact their victims via text messaging or via the Internet.

## Why do we have a bullying policy?

- All leaders, parents and children who attend this organisation should have an understanding of what bullying is and know that it is not tolerated within the organisation.
- All leaders should know what to do if bullying arises.
- As an organisation we take bullying seriously, children and parents should be assured that they would be supported when bullying is reported.

## Why is it important to respond to Bullying?

- Bullying hurts.
- Everyone has the right to be treated with respect.
- Individuals who are bullying need to learn to stop.
- This organisation has a responsibility to respond effectively to bullying issues.

## Preventative Measures

- Leaders should encourage children to befriend others who are alone within the group.
- Bullying should be discussed openly within the group, perhaps through activities such as circle time.
- Young people should regularly be encouraged to talk to leaders about anything that is bothering them.

## What will happen if bullying occurs?

1. Attempt reconciliation by getting the parties together to talk, it may be that a genuine apology solves the problem.
2. If bullying continues or it is serious, leaders should meet with the parent and child(ren) who is/are being bullied.
3. Leaders should also meet with the child(ren) who is bullying and their parent/s.
4. If serious, bullying should be reported to the Designated Person as a child protection issue.
5. Leaders should consider appropriate consequences for the bully and make sure these are carried through.
6. Keep the situation under review.

- I will only use the computer when there is a member of staff or volunteer present.
- I will only use websites and programmes that a member of staff or volunteer has chosen or approves.
- I will not go on to social networking sites or chat rooms.
- I will only log on using my own login and password.
- I will not share my password with others.
- I will only send emails that are polite and friendly and not use rude language.
- I will not share personal information with other people over the internet.
- If I come across anything I am uncomfortable with whilst on the computer I will tell an adult.
- I will ask permission before printing anything.

I agree to keep to the contract.

Signed: \_\_\_\_\_ (Child)

I have read through this agreement with my child and agree to these safety restrictions.

Signed: \_\_\_\_\_ (Parent/Carer)

## **A Common Protocol for Churches relating to Independent Organisations working with children and young people**

### **INTRODUCTION**

#### **The Context**

The Church of Ireland, the Presbyterian Church in Ireland and the Methodist Church in Ireland (hereafter referred to as the Churches) each have their own Child Protection Guidelines. It is considered helpful if these Guidelines substantially agree with each other in respect of minimum standards of good practice in dealing with children and young people. As each set of Church Guidelines is based upon either *Getting it Right* and *Our Duty to Care* (N. Ireland) or *Children First* and *Child Protection for the Youth Work Sector* (Rep. of Ireland), we believe that they do substantially agree in their policy and procedures while allowing for flexibility of practice depending on the individual Church's structure of government and administration.

It is recognised that it would also be helpful if the Churches agreed a common protocol for dealing with external organisations which regularly use church premises. This document seeks to clarify the expectations and responsibilities of both the churches and the independent organisations, especially in the areas of child protection policy, appointment of leaders, information sharing and reporting of concerns that may arise within an organisation.

#### **Definitions**

An independent organisation is a group that while not operated by the church, nonetheless uses church premises. Such organisations may be specifically youth organisations, or may be organisations which occasionally work with children e.g. St John Ambulance.

The organisation may have an outside headquarters and a separate method for the appointment of leaders e.g. Scouts, Crusaders, Guides. Although some of the leaders may attend the local host church they are not appointed by the church and are not directly responsible to the church.

There are also youth organisations which are operated by local churches, but which also have outside headquarters, such as BB and GB. The leaders are appointed or approved by the church but with a measure of involvement and training by the outside headquarters. The principles and the criteria below are also relevant to this type of organisation, and normally will be met by the organisation. However if this is not the case the requirements stated below will apply.

### **1 General Guiding Principles**

- 1.1 In all our practice the Churches and organisations agree that the welfare and safety of children is the paramount consideration.
- 1.2 It is recognised that churches and organisations are interdependent and it is therefore vital that constructive working relationships are developed and maintained.
- 1.3 If an organisation using church premises is operated independently of the local church, while the church will not be responsible for the appointment of leaders or general running of the organisation, it is recognised that the Church still has some interest in the organisation being run to an acceptable standard. The Church has a responsibility for what happens on Church property and the Church will give formal permission for the organisation / unit to use the premises. It is recognised that even if an organisation is independent of the church, the public's perception may be that it is still a church organisation.
- 1.4 If a church has concerns that certain practices breach child protection guidelines, such concerns should be raised with the organisation leader and/or the headquarters of the organisation. If the concerns are not satisfactorily dealt with the host church may withdraw permission for use of the premises by that organisation.
- 1.5 While the church is not to be responsible for the appointment of leaders to an independent organisation it is good practice for the Kirk Session / Parish Panel / Church Council to be informed annually (September) of the names of the leaders in writing.
- 1.6 This protocol should be reviewed on an annual basis at a meeting of the Inter-Church Child Protection Group and representatives of independent organisations, in the light of any revision of church or organisation policies.

## 2 AGREED CRITERIA

The churches suggest that the following criteria be agreed with independent organisations using church premises, e.g. Scouts, Guides, Crusaders, Christian Endeavour and other groups.

It is the duty of the organisation to ensure that the premises are suitable and appropriate for planned activities. The organisation shall also seek to ensure that activities shall be carried out safely. Any safety concerns regarding the premises shall be notified by the organisation leader to the appropriate person within the church as soon as possible.

- 2.1 The organisation shall confirm to the local church that it has adopted and consistently implements a child protection policy which accords with the standard of *Getting it Right* and *Our Duty to Care* (NI) or *Children First* and *Child Protection for the Youth Work Sector* (RI). A copy of the organisation's policy shall be supplied to the Kirk Session / Parish Panel / Church Council or written verification that the policy is accepted by the church at central level.
- 2.2 The local church shall supply to the organisation leader the names and contact details of the church officials responsible for the premises. The organisation shall supply to the Kirk Session / Parish Panel / Church Council the names and contact details of all the leaders immediately following appointment. The organisation shall confirm that new appointees have been (NI) subject to a Access(NI) check or (RI) have been vetted where possible; that no information was received which debarred their appointment and they have been found suitable to work with children and young people.
- 2.3 The organisation shall ensure that leaders and helpers in the organisation receive appropriate child protection training and are aware of the organisation's reporting procedures.
- 2.4 If a report has been made by the organisation of a child protection concern, suspicion or allegation through its procedures, the person(s) responsible for child protection in the local church should be informed in confidence that a report has been made.
- 2.5 The organisation shall supply written confirmation from the insurer that adequate insurance cover is in place for the organisation's activities or written verification that the insurance policy of the organisation is accepted by the Church at central level.
- 2.6 A Form of Approval (sample below) shall be signed by the leader of the organisation / unit and a church representative confirming that the conditions have been met. It is appropriate for this to be completed annually or at least every three years depending upon church requirements.

## 3 BOYS' BRIGADE (NI/RI) AND GIRLS' BRIGADE (NI)

These are organisations which are operated by the local church but also have a separate external headquarters. Thus, there is a measure of independent input to these organisations and the following is suggested as good practice to avoid unnecessary duplication and communication breakdown.

- 3.1 Leaders are nominated and approved by the local church and appointed by the Boys' Brigade. Leaders are jointly accountable to the local church and to the Boys' Brigade.
- 3.2 For BB it is necessary to complete both the BB Appointment Form and the church's Application Form.
- 3.3 For GB the church's Application Form only is completed.
- 3.4 The BB/GB should use the church's procedure for reporting concerns.
- 3.5 The BB/GB should submit a list of its officers/helpers and contact details to the Kirk Session / Parish Panel / Church Council each September.
- 3.6 The church shall confirm in writing to the BB/GB that the appointment procedure (including AccessNI check) has been completed, before any new appointee is approved for BB/GB registration and training.
- 3.7 The church shall provide appropriate child protection training for new appointees.
- 3.8 All leaders must sign a declaration that they shall uphold the church's Child Protection policy.

### **Sample Form of Approval for Independent Organisations wishing to use Church Premises.**

Name of church \_\_\_\_\_

Name of organisation \_\_\_\_\_

Name of person in charge of organisation \_\_\_\_\_ Tel. No. \_\_\_\_\_

Time and place of organisation's meeting \_\_\_\_\_



## CONDITIONS

1. The organisation confirms that it has adopted and implements a child protection policy which accords with the standard of either *Getting it Right* and *Our Duty to Care (N Ireland)* or *Children First* and *Child Protection for the Youth Work Sector (Rep.of Ireland)*. A copy of the organisation's policy is now produced or written verification that the policy is accepted by the Church at central level.
2. The local church shall supply to the organisation leader the names and contact details of the church officials responsible for the premises and for child protection. The organisation shall supply annually (September) to the Kirk Session / Parish Panel / Church Council the names and contact details of all leaders immediately following appointment. The organisation shall confirm that new appointees have been (NI) subject to a AccessNI check or (RI) have been vetted where possible; that no information was received which debarred their appointment and they have been found suitable to work with children and young people.
3. The organisation shall ensure that leaders/helpers in the organisation shall receive appropriate child protection training and are aware of the reporting procedures.
4. If a report is made by the organisation of a child protection concern through its procedures, the person responsible for child protection in the local church should be informed in confidence that a report has been made.
5. The organisation confirms that adequate insurance cover is in place for its activities (copy of policy attached), or written verification that the insurance policy is accepted by the Church at central level.

The organisation shall seek to ensure that activities shall be carried out safely. Any safety concerns regarding the premises shall be notified by the organisation leader to the appropriate person within the church as soon as possible.

**We confirm that the church and the organisation agree to the above conditions.**

Signed: ..... (Organisation Leader)

Date: .....

**PLEASE TICK AS APPLICABLE:**

The church grants the above organisation use of the premises

OR

The church grants the above organisation use of the premises in accordance with the attached agreement.

Signed: .....  
(Clerk of Session / Secretary of the Select Vestry / Secretary of the Church Council)

Date: .....

# Leaders Code of Conduct



As members of this organisation we will:

1. Respect our participants, parents, leaders and helpers.
2. Respect the views and feelings of other members.
3. Respect the right of every member to express their views.
4. Respect the right of every member to be heard/listened to.
5. Respect the personal privacy and property of participants, leaders, helpers and other facility users.
6. Take care of equipment and property.
7. Not engage in any of the following activities or behaviour:
  - (i) Consumption of and the use of narcotic or psychotropic drugs, unless prescription, during organisation activities, whether within the confines of the organisation building or otherwise;
  - (ii) Physical abuse of other members, leaders, hosts, volunteers or helpers;
  - (iii) Verbal abuse including “put-downs” of other team members, leaders, hosts, volunteers or helpers, either directly or electronically e.g. mobile phones, chat rooms etc;
  - (iv) Access inappropriate material online, whether using personal or church-owned internet devices;
  - (v) Destruction or damage of property or equipment;
  - (vi) Forming intimate or sexual relationships with any team member, host, volunteer or local;
  - (vii) Exploitation of any local people for personal gain. If payment for a service is expected and agreed, this must be reasonable, fair and timely. People or circumstances should never be manipulated to gain a service for free.
8. Where there is a sensitivity around use of alcohol or tobacco, all team members should refrain from its use.
9. All local laws, customs and age-limits must be adhered to. These local laws must not contravene British or Irish Laws, which must be abided by.

When implementing the code of conduct, leaders need to be insistent, consistent and persistent.

I agree to keep to the contract.

Signed: \_\_\_\_\_ (Individual Leader)

Signed: \_\_\_\_\_ (Group Leader)

# Parent Code of Conduct



As a parent, whose child attends this organisation, I will ensure that I and my child(ren) will abide by the following rules:

1. Respect the participants, other parents, leaders and helpers.
2. Respect the views and feelings of other people.
3. Respect the right of every person to express their views.
4. Respect the right of every person to be heard/listened to.
5. Respect the personal privacy and property of participants, leaders, helpers and other facility users.
6. Take proper care of equipment and property.
7. When participating in, or spectating on, sporting activities, respect the match officials and their decisions.
8. Not engage in any of the following activities or behaviour:
  - (i) Consumption of and the use of alcohol, tobacco, narcotic or psychotropic drugs, unless prescription, during organisation activities, whether within the confines of the organisation building or otherwise;
  - (ii) Physical abuse of other members, leaders, hosts, volunteers or helpers;
  - (iii) Verbal abuse or bullying, including “put-downs” of other children, team members, leaders, hosts, volunteers or helpers, either directly or electronically e.g. mobile phones, chat rooms etc;
  - (iv) Access inappropriate material online, whether using personal or church-owned internet devices;
  - (v) Destruction or damage of property or equipment;
  - (vi) Forming intimate or sexual relationships with any team member, host, volunteer or local.
9. All local laws, customs and age-limits must be adhered to. These local laws must not contravene British or Irish Laws, which must be abided by.

When implementing the code of conduct, leaders need to be insistent, consistent and persistent.

I agree to keep to the contract.

Signed: \_\_\_\_\_ (Parent)

# Participant Code of Conduct (under 18s)



As members of this organisation we will:

1. Respect our leaders and helpers.
2. Respect the views and feelings of other members.
3. Respect the right of every member to express their views.
4. Respect the right of every member to be heard/listened to.
5. Respect leaders' and helpers' and other members' personal privacy and property.
6. Take care of equipment and property.
7. Not engage in any of the following activities or behaviour:
  - (i) Consumption of alcohol and the use of drugs and smoking during organisation activities, whether within the confines of the organisation building or otherwise;
  - (ii) Physical abuse of other members, leaders, hosts, volunteers or helpers;
  - (iii) Verbal abuse including "put-downs" of other team members, leaders, hosts, volunteers or helpers, either directly or electronically e.g. mobile phones, chat rooms etc;
  - (iv) Access inappropriate material online, whether using personal or church-owned internet devices;
  - (v) Destruction or damage of property or equipment;
  - (vi) Forming intimate or sexual relationships with any team member, host, volunteer or local;
  - (vii) Exploitation of any local people for personal gain. If payment for a service is expected and agreed, this must be reasonable, fair and timely. People or circumstances should never be manipulated to gain a service for free.
8. Where there is a sensitivity around use of alcohol or tobacco, all team members should refrain from its use.
9. All local laws, customs and age-limits must be adhered to. These local laws must not contravene British or Irish Laws, which must be abided by.

When implementing the code of conduct, leaders need to be insistent, consistent and persistent.

I agree to keep to the contract.

Signed: \_\_\_\_\_ (Child)

I have read through this agreement with my child and agree to these safety restrictions.

Signed: \_\_\_\_\_ (Parent/Carer)

# Personal Care Log



Name:

Date:

	Information for Parents
Toileting	e.g. went to the toilet at 7:15pm and 8:05pm with -----
Eating/drinking	e.g. drank juice, refused snack
Medical	e.g. did not need to use inhaler
Behaviour	e.g. interacted well with other children and leaders
Mobility	e.g. wasn't able to join in the basketball game but enjoyed passing the ball with -----
Likes/Dislikes	e.g. liked watching the drama, did not like it when the balloon burst

# Personal Care Plan

Name:

Date drawn up:



	Instructions for leaders
Toileting	e.g. needs help with buttons/zips
Eating/drinking	e.g. drinks from his/ her own cup
Medical	e.g. needs to use inhaler if out of breath
Behaviour	e.g. reacts badly to loud noises
Mobility	e.g. has difficulty running and jumping
Likes/dislikes	e.g. likes stickers, does not like colouring in

# Record of Meeting Form



Date of Meeting:

.....

Names of those present: .....

.....

Names of those present: .....

.....

Details of concern (be clear about what is fact and what is fiction): .....

.....

.....

.....

What has the child/young person said (if anything): .....

.....

.....

.....

<b>Decision reached – choose at least one of the following options:</b>	
<i>Please tick those selected.</i>	
1.	<b>Take no further action.</b> Why?
2.	<b>Talk to the parents/carers</b> Why?  Who will do this?
3.	<b>Arrange a discussion with an outside body</b> Why?  With whom?  Who will do this?
4.	<b>Make a formal report to social services or Police/An Garda Síochána</b> Why?  Who will do this?
5.	<b>Has the Connexional Safeguarding Officer been contacted for advice or to report?</b>

Signatures of those present:

.....

Print Name: .....

.....

Print Name: .....

.....

Print Name: .....

.....

Print Name: .....

# Reference Request Form



Reference for

.....

The above named person has volunteered for the position of:

.....

In ..... Congregation

1. How long have you known the applicant? ..... years
2. In what capacity do you know the applicant? .....
3. How would you rate him/her as suitable for the above position?

1 = Excellent    2 = Very Good    3 = Good    4 = Satisfactory    5 = Poor    6 = Unknown

	1	2	3	4	5	6
Relationship with children and young people?						
Experience in working with children and young people?						
Ability to relate to other leaders?						
Energy/commitment?						
Flexibility and approach?						
Self motivation?						
Ability to act on own initiative?						
Ability to act as part of a team?						

Any additional information including other church involvement and Christian commitment which you feel may be relevant:

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

Name: .....

Signature: ..... Date: .....







# Children and Young People - Risk Assessment



**Name of Organisation/Event:** \_\_\_\_\_ **Date Undertaken:** \_\_\_\_\_ **By Whom:** \_\_\_\_\_

Hazard	Area	Who might be harmed?	Existing Controls – what is already in place to minimise the risk?	Action – what are you going to do in order to minimise the risk?	Date Achieved

# Sign-in Sheet



Name of Organisation.....Date.....

Name	Parent/guardian Telephone	Address	Do you have any medication/medical conditions/allergies?	Sign in time	Sign out time

Signed.....(Leader in Charge)