

Longbridge Christadelphian Ecclesia
Policy for the Safeguarding of Children and Vulnerable Adults

Aim of Policy

This policy has been developed to safeguard children and vulnerable adults in our care at all ecclesial activities with particular reference to Sunday School and CYC. We aim to enable children to grow in the faith and develop in their understanding of the scriptures in a safe and caring environment.

1. Introduction

- 1.1. Longbridge Christadelphian Ecclesia puts a high value on work with children, young people and vulnerable adults, and is committed to their care, guidance and protection.
- 1.2. We recognise the need to provide a safe and caring environment for all. We acknowledge that children and vulnerable adults can be victims of physical, sexual, or emotional abuse and neglect. We think that it is right and proper for all persons to be protected from such abuse and undertake to do all in our power to protect them from such abuse as may take place by a parent, legal guardian, carer or any other person who has care of the child or vulnerable adult. (See Appendix 1).
- 1.3. We have therefore adopted the following procedures set out in this Safeguarding Policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in Safeguarding. (See Appendix 2)
- 1.4. The safety and wellbeing of all children and vulnerable adults is of the highest priority to members of the ecclesia and safeguarding is everybody's responsibility. All members of the ecclesia aim to provide a secure and caring environment, so that all children and vulnerable adults are kept safe. Parents, guardians and carers have an important role in supporting the ecclesia in safeguarding and are encouraged to discuss any issues or worries.
- 1.5. Our aim in all of our dealings with children and any adults that come along to our events is that they should learn of, and develop relationships with, God and the Lord Jesus Christ, in an environment that is safe, loving and enjoyable, and this policy document is part of a wider aim to enable and encourage all to grow in faith.
- 1.6. Without exception: no child, group of children, adult or group of adults will be treated any less favourably than others (Galatians 3:28) in being able to access services that meet their particular needs. (See Appendix 3)
- 1.7. Children, parents, vulnerable adults, guardians and carers are informed of the policy and procedures as appropriate.
- 1.8. Children and vulnerable adults must feel safe, able to be understood and able to say 'No' to taking part in an activity that they feel they do not want to be part of.

- 1.9. The ecclesia is guided by the Local Safeguarding Board Procedures. Members of the ecclesia aim to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. This policy takes account of the guidance set out in the current edition of the following government documentation: ‘What to do if you are worried a child is being abused’, (DfE-00124-2015); and ‘Working Together to Safeguard Children’ (DfE-00130-2015 – “A guide to inter-agency working to safeguard and promote the welfare of children).
- 1.10. The ecclesia has a commitment to safe selection and vetting.
- 1.11. This policy is reviewed, approved and endorsed by the Ecclesia annually.
- 1.12. The policy is available on the ecclesia’s website:
<http://www.longbridgechristadelphians.org/safeguarding-policy>
- 1.13. A leaflet entitled: ‘Safeguarding Children is Everyone’s responsibility’, is available to all members.

2. Principles Definitions and Meanings

- 2.1. Longbridge Ecclesia: Baptized individual members who make up a group as a whole and are registered as members.
- 2.2. Arranging Brothers: Members Appointed by the Ecclesia as legal trustees under the Ecclesial Constitution.
- 2.3. Children / young people: These terms will be taken as synonymous, and include anyone under the age of 18.
- 2.4. Vulnerable Adult: Anyone over the age of 18 who for any reason is unable to take care of him or herself against significant harm or exploitation. (Please note that we make no reference to mental or physical capacity or competence in our definition).
- 2.5. Premises: The Ecclesial Meeting Room: Christadelphian Hall, Longbridge Lane, Northfield, Birmingham, B31 4RE
- 2.6. A youth activity refers to any activity arranged under the auspices of the ecclesia in which children are supervised in the absence of their parents / guardians: for example Youth Circle or Sunday School.
- 2.7. Youth Leaders are those who temporarily are in a position of parental responsibility in the absence of those who legally have parental responsibility.
- 2.8. The pronoun ‘he’ should be taken to include those of either gender.
- 2.9. The use of the word, ‘Should’ does not indicate that the action is optional; it means that youth leaders will do their utmost to carry it out.
- 2.10. Designated Safeguarding Lead (DSL): This is the person appointed by the ecclesia with responsibility for Safeguarding. It is the recognised term used in the context of Safeguarding Children and Vulnerable Adults to avoid possible confusion, especially in an emergency. It is the term used in this document.
- 2.11. Deputy Designated Safeguarding Lead (DDSL): This is the person who deputises for the DSL if they are not available. The ecclesia will appoint at least one DDSL.

- 2.12. LADO (Local Authority Designated Officer): This is a term used to describe the individual at the Local Authority with responsibility for dealing with allegations against people working with children.
- 2.13. MASH (Multi-Agency Safeguarding Hub): This is a term used to describe the department at the Local Authority with responsibility for dealing with children's safety and well-being. (Other terms may be used such as: First Response Team, Emergency Duty Team, Out of Hours Duty Team).
- 2.14. DBS (Disclosure and Barring Service): This is a service which carries out checks on individuals who will be working with children or vulnerable adults. This check is referred to as a 'DBS Check' and will be carried out through our DBS Check provider: 'Mayflower Disclosure' through their website: www.dbsdirect.co.uk
- 2.15. Confidentiality: To protect everyone involved, particularly anyone where an accusation has been made, information is to be held on a need to know basis. This will be restricted to the DSL and Deputy DSL, the local authority and possibly the Police.
- 2.16. Recording Brother: Elected member of the ecclesia, through whom correspondence is channelled, views are expressed and arrangements for running the ecclesia are made.
- 2.17. Arranging Brothers: Committee of elected members, which serves the ecclesia in matters of organisation and welfare.

3. A Safe Environment for all

- 3.1. Creating a safe environment for children, young people and vulnerable adults is crucial.
- 3.2. Abuse is a form of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. Children or vulnerable adults may be abused in a family, institutional setting or community setting. It may be by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. See Appendix 1 for full definitions of and signs of abuse.
- 3.3. Youth activities should be regarded as the responsibility of the ecclesia as a whole, not just of youth leaders. This means that those who work with children should be carefully selected, trained and supported and their work reviewed by the Arranging Brothers and the DSL (Designated Safeguarding Lead).
- 3.4. DBS Check: Sunday School Teachers and Youth Leaders will have an enhanced Disclosure and Barring Service (DBS) Check, as appropriate in compliance with DBS guidelines at the time. This will provide a level of reassurance to those with parental responsibility that their children are being properly cared for. The Ecclesia will not knowingly allow someone who is barred from regulated activity with children to act as a Youth Leader. Those whose suitability has not been checked, including through a DBS check, are not allowed unsupervised access to children or vulnerable adults.

3.5. Training: Training in Child Protection is an important part of the provision of care for children at activities arranged on behalf of the ecclesia. All new Youth Leaders will receive basic safeguarding training from the DSL (Designated Safeguarding Lead) that includes:

- This policy and the identity of the DSL, what is meant by abuse and how it can be identified, their responsibilities in being alert to the signs of abuse and bullying, procedures for recording and referring any concerns to the Designated Safeguarding Lead, what they should do if a child makes a disclosure, safe practises to protect Youth leaders from the possibility of a false allegation.
- All of those who regularly or often act as Youth Leaders are required to attend refresher training at least every three years. The DSL and DDSL are required to attend refresher training every two years.
- Children, young people and vulnerable adults should have their attention drawn to the procedures in place should they need support.

4. Roles and Responsibilities of Arranging Brothers

4.1. The Arranging Brothers are responsible for ensuring that they comply with their duties under legislation (Titus 3:1) and have regard to the Government guidance set out in 'Working Together to Safeguard Children' DfE 2015 and 'Protecting Vulnerable Adults DfPG 2015.

4.2. The Arranging Brothers should ensure that the safeguarding arrangements take into account the procedures and practises of the local authority as part of the inter-agency safeguarding procedures set up by the Local Safeguarding Board. They must ensure that any deficiencies or weaknesses brought to their attention are remedied without delay.

4.3. They must ensure that the ecclesia:

- promotes the well-being of children and vulnerable adults.
- Ensures a safe environment and safe activities for children and vulnerable adults.
- Has an effective Safeguarding Policy, and appropriate procedures and training in place which are reviewed and updated annually and which are available publicly and to members of the Ecclesia.
- Has procedures in place for dealing with allegations of abuse against Youth Leaders and members of the ecclesia. (See Appendix 2)
- Has a member of the ecclesia who is responsible for child protection or other safeguarding issues termed the DSL (Designated Safeguarding Lead) and at least one other Deputy DSL (Deputy Designated Safeguarding Lead).
- Supports the DSL in their work and in any action they may need to take in order to protect children or vulnerable adults.
- Arranges for the DBS checks (Disclosure and Barring Service Checks) to be made for all those who regularly undertake youth activities.
- Arranges for all of those regularly or often acting as Youth Leaders to undertake safeguarding training at three yearly intervals.

- Reviews the work of all of those regularly or often acting as Youth Leaders at least annually and ensures that their work is supported.
- Complies with the requirements of current relevant legislation.
- appointemnts a Lead First Aider and maintains a list of current First Aiders.
- has an accident book at a known location at the Ecclesial Hall.
- Has up-to-date risk assessments for the Ecclesial Hall.
- Has Emergency Procedures in place including: A fire risk assessment and procedure, regular checks of the Fire Extinguishers, a designated evacuation point which is easily identifiable beyond the boundary of the hall.
- Security arrangements in place for youth activities taking place in the ecclesial hall including up keep of a bell or visual indicator for when someone is at the door.

5. Role and Responsibilities of the DSL

5.1. The designated Safeguarding Lead is responsible for:

- Ensuring the DSL and any duputies are fully trained for the demands of this role in child protection, safeguarding and inter-agency working.
- The DSL regularly attends training courses with other child support agencies to remain conversant with best practice.
- Maintaining awareness of and contact with the Local Authority Designated Officer (LADO) and Multi Agency Safeguarding Hub (MASH Team). With up-to-date records of the telephone numbers, email addresses and out of hours contact details for these agencies.
- Every two years attends LSCB (Local Safeguarding Children’s Board) approved training refresher training provided by the local social services department or an external agency acceptable to the LSCB.
- Receiving child protection and other safeguarding concerns raised by a child or adult and acting as a source of support, advice and expertise within the ecclesia when deciding whether to make a referral by liaising with relevant agencies.
- Ensuring that advice is sought from the relevant support agencies when appropriate. (See Appendix 2)
- Referring cases of suspected abuse or allegations to the relevant Local Authority Designated Officer (LADO) or relevant investigating agency. Initially this can be anonymously for guidance.
- Contacting the LADO for a strategy meeting and investigation in any cases where an incident has occurred leading to the temporary suspension of a youth leader’s role, (In the spirit of Romans 14:13).
- Ensuring confidentiality. To protect confidentiality it is not appropriate to inform or consult with the Arranging Brothers as a whole. To protect individuals, information should only be passed on a ‘need to know’ basis. Consideration must be given to at least one Arranging brother being a Deputy DSL.

- Maintaining detailed, accurate, secure, written records of referrals and concerns. Please note, to ensure confidentiality, access to these records must be restricted and not available electronically without registration with the Information Commissioners Office (ICO).
- Ensuring that this policy is updated at least annually and approved by the Arranging Brothers.
- All Youth Leaders have Child Protection training at least every three years which includes how to recognise and report any concerns as soon as they arise.
- Records of such training are accurately maintained.
- All Youth Leaders and members of the ecclesia have access to this policy.
- Parents / guardians / carers are made aware that this Policy is available on the ecclesial website. The Policy alerts them to the fact that referrals may be made and that the ecclesia has a role in carrying out this function.

6. Roles and Responsibilities of Youth Leaders and Members of the Ecclesia

- 6.1. All Youth Leaders and Members of the ecclesia have a duty to safeguard children and vulnerable adults. They may be the only adults that they feel safe to confide in. However, the youth leader or ecclesial member should not attempt to carry out an investigation; nor should any attempt be made to discuss concerns with parents or others.
- 6.2. Youth Leaders and members of the ecclesia with concerns should always seek the support of the Designated Safeguarding Lead (DSL) as soon as possible after any disclosure from a child or vulnerable adult.
- 6.3. Youth Leaders have a duty to note any changes to a child or vulnerable adult and to discuss any concerns with the DSL to ensure that the individual receives the right help at the right time to address risks and prevent issues escalating. These concerns might include: changes in mood, changes in attitude, behaviour, relationships with peers, appearance, changes in family situations, or family comments. The DSL might ask the Youth Leader to monitor the situation and keep records of any changes or alternatively the DSL might seek advice from Children's Social Care or make a referral. Youth Leaders should make a referral if they feel concerned that appropriate action is not being taken by the DSL or DDSL's or if they are not contactable to prevent delay in reporting.
- 6.4. All Youth Leaders must ensure that:
 - They have read and understood their responsibilities as set out in this document.
 - They have received the appropriate Safeguarding training and are aware of the potential indicators of abuse.
 - They are open to hearing concerns from children, vulnerable adults and others, noting dates, times, who was present, positions in the room, and anything factual about the child's appearance. (See Appendix 1)

- They do not seek to investigate any concerns; they do not take photographs of any marks; they do not attempt to make any medical judgements; and they do not seek to arrange a medical examination.
- They record information using actual words of the child or vulnerable adult, noting any questions raised but ensuring that they do not ask any leading questions or ask the child or vulnerable adult to write down his or her account. Interviews should not be recorded using electronic means such as videos or sound recorders.
- They understand that they cannot promise confidentiality to a child or vulnerable adult or to anyone making a disclosure.
- They do not ask a child or vulnerable adult to remove any clothing. Youth Leaders must always be aware of their own vulnerability at this point and should take steps to minimise the risk to themselves whilst supporting the child or vulnerable adult.
- They understand how to report their concerns to the Designated Safeguarding Lead (DSL) if they suspect that the behaviour of anyone is causing, or has caused, significant harm to a child or vulnerable adult. (See Appendix 2)
- They understand that, although referrals to the appropriate agency would normally be made by the DSL or DDSL's, they can also make such a referral should they not be contactable.
- They ensure confidentiality in any reporting.

7. Supporting Youth Leaders and Members of the Ecclesia

- 7.1. It is recognised that Youth Leaders and members of the ecclesia who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. They will be supported by providing the opportunity to talk through any anxieties with the Designated Safeguarding Lead (DSL) and further support will be sought if appropriate.

8. Further General Roles and Responsibilities of Youth Leaders

- 8.1. The general consent of a parent should be obtained before involving a child in ecclesial activities. A 'General Parental Consent Form' can be found in Appendix 4. The Form is needed in the absence of parental presence to:
- Ensure that the parent gives consent for their child to be involved in ecclesial activities;
 - Ensure consent is given for first aid, medical and surgical treatment should their child be injured or fall ill during any ecclesial activity;
 - Ensure that those volunteers who instruct and supervise are aware of any disabilities, medical / emotional conditions or allergies for which the child requires special attention / monitoring;
 - Ensure a parent can be contacted in an emergency.

- 8.2. Special consent from a parent will be required in addition to general consent for any activity that is of higher risk or other activities such as outings, youth days and residential holidays. A 'Special Parental Consent Form' can be found in Appendix 5. The Form is needed to:
 - Ensure the parent has given consent and is fully aware of the specific activities their child will be involved in;
 - Ensure the parent has been provided with information on the whereabouts of their child;
 - Ensure a parent can be contacted in an emergency; and
 - Provide parents with emergency contact details.
 - 8.3. At each ecclesial activity specifically organised for children there must be at least one leader who has obtained a 'Disclosure and Barring Service Check' (DBS Check). Where outside agencies are utilised for external activities a Youth Leader will be present with any subgroups formed. Other people may assist with youth activities so long as a Youth Leader is always present. The minimum supervision ratios recommended under the Children Act are:
 - 3-7 years old - 1 leader to 8 children
 - 8 years plus - 1 leader to 10 children
 - 8.4. Longbridge Christadelphian Ecclesia does not arrange transport for children to and from any general activity. Any arrangement that a parent has with a driver is a private arrangement.
 - 8.5. Where activities are organised, ensure that risk assessments have been carried out beforehand. Where activities are organised by other agencies, Youth Leader must ask for copies of their risk assessments and be aware of the details to minimise the risks to the children involved.
 - 8.6. First Aid – To ensure that a First Aider qualified to 'Appointed Person' status will be present during all activities for children or vulnerable adults. To ensure the accident book is used where necessary.
 - 8.7. Have a knowledge and understanding of all emergency procedures at the Ecclesial Hall and in any activity away from the Hall.
 - 8.8. Ensures that security at the Hall during youth activities is adequate with the main door being locked during activities.
- 9. Responsibilities of those organising Youth Days, Outings and Residential Holidays**
- 9.1. The appointment of organisers for these events will be made by the Arranging Brothers with their suitability to carry out the following safeguarding areas.
 - 9.2. Plan an event appropriately. (See Appendix 6).
 - 9.3. A previsit will be undertaken by the organisers of the event to assess risks and hazards and formulate a programme for the duration of the event.
 - 9.4. When a parent/guardian is present they must take responsibility for their children (under 18).
 - 9.5. For activities where a parent/guardian is not present, consent will be sought for them to take part in all activities. (See Appendix 5).

- 9.6. Children under eight years old will not be permitted to attend activities that include an overnight stay unless their parent/guardian is present or their own private arrangement has been made.
- 9.7. For children whose parent / guardian is not present, over the age of 8, a medical form with emergency contact details will be taken. This form will also authorise emergency treatment if necessary. The organiser of the event is responsible for collecting these forms, safeguarding the information and making relevant information available when necessary.
- 9.8. Where activities are organised by other agencies we shall ensure that the agency has carried out a suitable risk assessment to minimise the risks to the children involved and that adequate insurance cover is in place.
- 9.9. A designated first aider must be present during the duration of the event.

10. Non-Ecclesial Activities

- 10.1. Where individuals arrange activities and trips independently, these are private arrangements and are outside the scope of this policy.

11. Implementation and Review of Policy

- 11.1. Any concerns about the safeguarding policy will be raised at an Arranging Brothers meeting and necessary action will be taken to rectify these.
- 11.2. The Arranging Brothers will appoint appropriate persons to review this document on an annual basis. Any changes will be recommended to the Arranging Brothers and then ratified at a Business Meeting of the Ecclesia.

Date Agreed	January 24th 2018
Date for Review	January 2019

Appendices:

1. Abuse: Types and Signs
2. Responding To Signs Of Abuse
3. Good Practise for all Youth Leaders
4. General Parental Consent Form
5. Special Parental Consent Form
6. Planning an Activity Checklist

Appendix 1: Abuse – Types and Signs

The abuse of children (and adults) appears to be a reality of modern society, although, thankfully not common. Please remember that a stranger rarely abuses a child, so if abuse is occurring it is likely to be by someone known to, and who has control over the child. It is important therefore, for all volunteers to be sufficiently aware of the types of abuse that are sometimes inflicted on children and the signs that **could** indicate such abuse.

Types:

- Neglect - Where adults fail to care for children and protect them from danger, seriously impairing their health and development.
- Physical - Where children are physically hurt or injured.
- Sexual - Where adults (and sometimes other children) use children to satisfy sexual desires.
- Emotional - Where persistent or severe emotional ill treatment, lack of love or rejection of a child causes severe adverse effects on their behaviour and emotional development.

Signs:

There are a whole range of potential signs of abuse, but equally they may be due to other explanations. Here are some of the possible signs:

- Unexplained injuries;
- Signs of neglect;
- Tummy pains with no medical reason;
- Don't care attitude;
- Sexually explicit behaviour inappropriate for the child's age;
- Aggressive and inappropriate sex play;
- Has few friends, will not join in with social activities;
- Child seems only happy away from home;
- Aggressive behaviour;
- Running away from home;
- Self-inflicted injuries;
- Reverting to young behaviour;
- Relationships between adults and children which are secretive and exclude others; and
- Severe sleep disturbance with fears and phobias.

Signs should make us stop and think, not jump to conclusions.

Appendix 2: Responding to signs of Abuse

When a child approaches you, abuse may already be happening. They may have tried to tell other peers or adults and they approach you as a trusted person.

- Allow a child to speak in their own words;
- Keep calm, do not look shocked;
- Accept what is said;
- Look at them directly and take in what is said;
- Don't push for information or ask leading questions;
- Reassure them they were right to tell you;
- Pass no judgement;
- Do not promise confidentiality; and
- Tell them you need to tell someone else who needs to know.
- As soon as possible after talking with the child ensure that you make notes of your discussion, where possible writing down exactly what the child said.
- Remember to record the dates and times of events and keep your notes in a safe place.
- Report the matter to the Ecclesial DSL (Designated Safeguarding Lead) unless they are involved, in which case the Deputy DSL. (See noticeboard).

When you hear from someone else about a child being harmed:

- Remember every single concern about a child being significantly harmed should be taken seriously, whoever expresses the concern, be it from an adult or another child;
- Tell the informant at an early stage that you will have to share the information;
- Ensure that you listen carefully to what you are being told and ensure you have heard correctly.
- Take notes at the time or immediately afterwards;
- Encourage the person who is expressing concerns to talk to the Longbridge Ecclesial DSL (Designated Safeguarding Lead) or a Deputy DSL.
- If the person sharing the concerns is unwilling, or feels unable, to pass on information to the DSL themselves, then you should do so and inform the person that you will/have taken this action.
- Explain that what they have told you **may** have to be referred on to another agency;
- Do not under any circumstances question the alleged victim or contact the alleged abuser.

The Lead Child Protection Agencies are:

- **Birmingham LADO (Local Authority Designated Officer Team):** Telephone Number: 0121 675 1669 | Email: LADOteam@birmingham.gov.uk
- **Birmingham MASH (Birmingham Multi-Agency Safeguarding Hub):** Office Hours: 0121 303 1888 | Out of hours: 0121 675 4806 | Email: MASH@birmingham.gov.uk

- **Birmingham CASS (Children’s Advice and Support Service):** Telephone Number: 0121 303 1888 | Email: CASS@birmingham.gov.uk

Appendix 3: Good Practice for all Youth Leaders

- DO** treat all children with respect and dignity befitting their age.
- DO** provide an example you would wish young people to follow.
- DO** ensure that parents know where their child is.
- DO** get parental permission for all activities.
- DO** in the event of an accident inform the parents and take all necessary steps to safeguard the child.
- DO** take special care if a child needs help with using the toilet.
- DO** be alert to the issue of bullying and deal with it promptly and sympathetically.
- DO** provide opportunities for children or young people to talk about any concerns they have
- DO** remember that caution is required in sensitive moments such as when dealing with bereavement, bullying, abuse etc.
- DO** consider carefully sleeping arrangements for residential holidays, camps, weekend studies.
- DO** remember that another person can misinterpret your actions no matter how well intentioned.

- DO NOT** use physical discipline at any time.
- DO NOT** engage in any inappropriate physical or verbal contact.
- DO NOT** let youngsters involve you in excessive attention seeking, crushes, or inappropriate language or behaviour.
- DO NOT** show favouritism.
- DO NOT** invite a child or young person into your home alone or visit them alone.
- DO NOT** where possible carry a child or young person alone in your car and where unavoidable they should sit in the back. If possible make sure that the parents know of this arrangement.
- DO NOT** meet alone with a child where others cannot always see you. If possible keep the door open and other people around.

Appendix 4 – General Consent

Longbridge Christadelphians,
Christadelphian Hall,
Longbridge Lane,
Northfield,
B31 4RE

Dear Parent/guardian,

Please complete the slip below to consent to your child attending Longbridge Christadelphian Sunday School and Youth Circle (CYC) meetings, where the word of God is taught and varied activities are undertaken.

Child Name:	<hr/>	Date of Birth:	<hr/>
Address:	<hr/> <hr/> <hr/>		
Any details of relevant medical, physical or emotional conditions that you feel we should know about:	<hr/> <hr/> <hr/>		

Details of Parents/guardians:			
Father Name:	<hr/>	Mother Name:	<hr/>
Address:	<hr/> <hr/> <hr/>	Address:	<hr/> <hr/> <hr/>
Tel:	<hr/>	Tel:	<hr/>
Mob:	<hr/>	Mob:	<hr/>

I give consent for my son / daughter* named above to attend the general activities of the Longbridge Christadelphian Sunday School and Youth Circle arranged for children / young people. Note: Parents are responsible for transporting children / young people to and from activity venues.

Signed:	<hr/>	Printed:	<hr/>	Date:	<hr/>
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Appendix 5 Special Consent:

Longbridge Christadelphians,
Christadelphian Hall,
Longbridge Lane,
Northfield,
B31 4RE

Dear Parent,

We are planning a special activity for young people at _____ on _____, God willing. This will entail:

Please complete the tear-off slip below and return it as soon as possible otherwise your child will not be able to take part.

Thanking you for your co-operation.

Yours sincerely,

Activity at: _____ on _____, God willing.

I consent to:

Child First Name: _____ Child Surname: _____
attending the above special activities. I have read and fully understand the programme and details of the planned activities. I also give consent for any emergency medical or dental treatment including the administering of an anaesthetic.

Signed Parent: _____ Print: _____ Date: _____

In addition, you need to know the following information about my child:

Medical: _____

Dietry: _____

Other: _____

Appendix 6 – Planning an Activity Checklist

INSURANCE
EMERGENCIES First aid kits First Aiders (check ratio) Location of A & E hospital Location of doctor's surgeries
SUPERVISION Leader Ratio of suitable competent adults to children
DISABILITIES
MEDICATION For specific medical conditions Allergies
WELFARE Toilet facilities Catering equipment
CLOTHING Footwear Activity clothing (swimwear, boots, etc.)
PROGRAMME / AGENDA
SAFE ENVIRONMENTS
SLEEPING ACCOMMODATION
TRANSPORT
SECURITY
COMMUNICATIONS
RULES

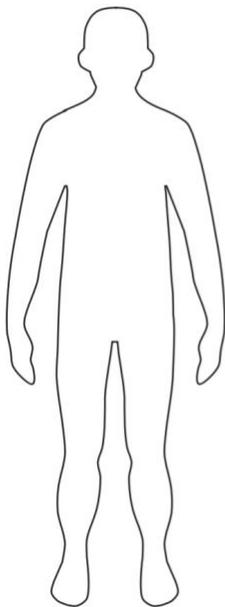
Appendix 7 – Accident / Incident Record

All safeguarding concerns must be reported immediately to the DSL (Designated Safeguarding Lead – see noticeboard). Record facts and do not make judgements.

Date and Time of Incident:	
Child's Name:	
Date of Birth	
Summary of Incident / Discussion:	
Signed:	Print Name:
(Attach and sign additional papers if needed)	Date:

Please mark clearly any injuries.

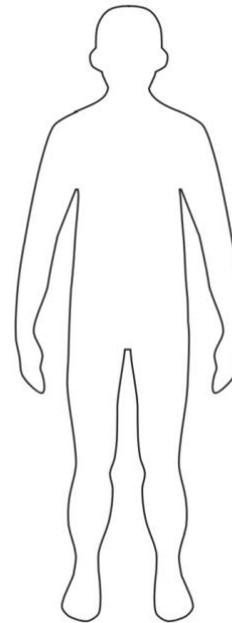
Front View



LEFT RIGHT



Rear View



LEFT RIGHT

Appendix 8 – Safeguarding is Everyone’s responsibility.

See separate leaflet.