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# Child Protection Policy

*GUIDANCE FOR DESIGNATED  
PERSONS, MINISTRY LEADERS AND  
VOLUNTEERS*

**Elim Ministries Ireland**

*1st EDITION*



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*The Designated Person in each church within Elim Ministries Ireland must fill in and return Appendix G to the GVCO of EMI to confirm the church’s agreement with and adherence to this Child Protection Policy. Additionally, the Designated Person in each church is responsible for ensuring volunteers in their church have read this policy and return Appendix H to the DP, who will keep this document as a record.*

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***This policy must not be copied by anyone, including other churches/organisations or individuals, without the written agreement of Elim Ministries Ireland.***

## 1. Introduction

The objective of this document is to set out the standard of care that Elim Ministries Ireland seeks to provide for children and young people in its care. The document is based on national guidelines and legislation for child protection. In particular, it is based on the Department of Health and Children's documents 'Our Duty to Care' (2001), and 'Children First –National Guidelines for the Protection and Welfare of Children' (1999).

### 1.1 Purpose

This document offers Elim Ministries Ireland churches guidance on the promotion of child welfare in their care and the development of safe practices in work with children. It also gives information on how to recognise signs of child abuse and the correct steps to take if it is suspected, witnessed or disclosed. The process of reporting suspected or actual child abuse to Tusla is described step by step, and guidance is given on how to handle sensitive areas.

### 1.2 Scope

The scope of this policy includes all activities undertaken by Elim Ministries Ireland churches and all activities undertaken at a national level. These include the following:

- Sunday School/Kids Clubs
- Crèche
- Youth ministry
- Young adult events
- Day trips
- Camps (day or overnight)
- Parent and Toddler groups
- After School Clubs
- Breakfast Clubs
- Church services where children are involved

### 1.3 Child Protection Policy Statement

Elim Ministries Ireland believes all children and young people should enjoy the facilities and activities provided by churches who are part of EMI. With the assistance of staff and volunteers, EMI churches will endeavour to ensure the safety and well-being of children and young people with whom we work, regardless of class, race or creed.

We will safeguard children and young people by:

- Adopting policy guidelines through a Code of Behaviour for staff and volunteers

- Sharing information about safeguarding and good practice with children, parents, staff and volunteers
- Sharing information about concerns with the appropriate agencies who need to know, and involving parents and children appropriately
- Following carefully the procedures for the appointment of workers/volunteers
- Providing supervision, support and training for staff/volunteers

Furthermore, we are committed to reviewing our policy and good practice at regular intervals.

## 1.4 Definitions

Children	People under 18 years of age
HSE	Health Service Executive
Tusla	The Child and Family Agency; comprised of HSE Children & Family Services, Family Support Agency and the National Educational Welfare Board as well as incorporating some psychological services and a range of services responding to domestic, sexual and gender based violence.
Vetting	Service of Garda Central Vetting Unit
GCVU	Garda Central Vetting Unit
Designated Child Protection Person	Person authorised to deal directly, on behalf of a church, with concerns raised regarding abuse of children
Physical Abuse	‘Physical Abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child’ (Children First 2004 p32).
Emotional Abuse	Emotional Abuse ‘occurs when a child’s need for affection, approval, consistency and security are not met’ (Children First 2004, p31).
Sexual Abuse	‘Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others’ (Children First 2004 p33).
Neglect	‘Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety’ (Children First 2004, p31).

## 1.5 Definitions of Abuse Continued

### **Neglect**

Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include neglect of or unresponsiveness to a child's basic emotional needs.

### **Physical Abuse**

Physical abuse is the deliberate physical injury to a child or the wilful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. For children with disabilities it may include confinement to a room or cot, or incorrectly given drugs to control behaviour.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### **Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Over-protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

### **Bullying**

Bullying in itself is not a form of abuse, but a child who is bullied may be suffering any of the types of abuse mentioned above. It may take many forms but the main types are:

- Physical (e.g. hitting, kicking, theft)
- Verbal (e.g. sectarian/racist remarks, name calling)
- Indirect (e.g. spreading rumours)

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, causes them significant harm. In these circumstances bullying should be considered as child abuse and treated as such.

## 2. Child Protection Policy

### 2.1 Recognising the signs of abuse

Staff/volunteers may have suspicions raised in a number of ways, for example:

- The conduct of a member of staff/volunteer
- A child “disclosing” abuse
- Bruising or evidence of physical hurt; which may or may not be accompanied by:
  - a. Unusual behaviour by a child.
  - b. A statement from a person who witnessed abuse.
  - c. A symptom which may not in itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence;
  - d. Consistent signs of neglect over a period of time.

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

#### **Indicators of possible physical 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
- Reluctance to change for, or participate in, games or swimming
- 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
- Repeated urinary infections or unexplained tummy pains
- Child with excessive preoccupation with sexual matters and detailed 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 arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders – anorexia, bulimia

#### **Indicators of possible emotional abuse**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy. 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

It is important to note that no one indicator should be seen as conclusive in itself of abuse; it may indeed indicate conditions other than child abuse. All signs and symptoms must be examined in the total context of the child's situation and family circumstances.

### **How to respond to a child wanting to talk about abuse**

#### **General points**

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – **do not 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 is 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 Tusla or the Gardaí to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the Designated Person, or contact an agency such as Tusla for advice or go directly to Tusla/An Gardaí Siochána/ISPCC
- Consider your own feelings and seek pastoral support if needed

## 2.2 Responding to allegations of abuse

Elim Ministries Ireland provide the following guidelines when responding to allegations of abuse. Under no circumstances should a church worker/volunteer carry out their own investigation into an allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to the Designated Child Protection Person. This is the person within the church/ministry who is nominated by the church leadership, to act on their behalf in dealing with allegations or suspicions of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Designated Person, or if the suspicions in any way involve the Designated person, then the report should be made to the church leader or if unavailable to the GVCO of Elim Ministries Ireland, who will also inform the Director of EMI.
- Suspicions must not be discussed with anyone other than those nominated above.
- A written record of the concerns should be made and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the DCP, the absence of the DCP should not delay referral to Tusla.
- The Church Leadership, will support the DCP 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.
- It is, of course, the right of any individual as a citizen to make a direct referral to or seek advice from Tusla, although the Church Leadership hope that members of the church will use this procedure. If, however, the individual with the concern feels that the DCP has not responded appropriately, or where they have a disagreement with the DCP as to the appropriateness of a referral they are free to contact an outside agency directly.
- The role of the DCP is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Tusla (Child and Family Agency) Social Worker in the child/young person's locality (check the address given on their permission slip). It is the social worker's task to investigate the matter.

- Concerns about a specific child should be verbally reported to the DCPD and confirmed in writing, by the reporting individual as soon as practicable, ideally within 24-48 hours. Please see 'Record of Allegations or Suspicions of Abuse' form.
- The DCPD will refer the verbal report immediately to the child/young person's local Tusla (Child and Family Agency) Social Worker or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with Tusla), decide not to refer the concerns to the authorities but keep a full record of the concerns. If after discussing the concern with Tusla the DCPD is advised to lodge a formal report to Tusla, they shall make the report without delay and in writing (please see below).
- All written reports to the Tusla (Child and Family Agency) Social worker should be made on the Standard Report Form (available from Tusla website, <http://www.tusla.ie/children-first/publications-and-forms>) for child protection and welfare concerns.

Please see [www.tusla.ie/services/child-protection-welfare/contact-a-social-worker](http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker) for a full list of local Tusla (Child and Family Agency) Social Workers.

- All information related to any person will be treated in confidence, and will only be divulged on a need-to-know basis, and may be released only to appropriate parties as deemed strictly necessary by the DCPD.
- Where an adult makes retrospective disclosures of abuse, they should be encouraged to avail of counselling services. However, it is essential to establish whether there is any current risk to any child who may be in contact with the alleged abuser revealed in such disclosures.

### 2.3 Appointing a Designated Child Protection Person (DCPD) & Reporting Procedure

The Designated Child Protection Person shall be appointed by the leadership of each local Church. In the case of a national ministry involving children the Director of Elim Ministries will have responsibility to appoint a Designated Child Protection Person.

As per HSE (2009) guidelines the person appointed to the role of the Designated Child Protection Person shall:

- Should attend a Child Protection training session,
- Should be open and comfortable with the topic of abuse,
- Available and committed to undertake further training in the area of child protection,
- DCPD shall be knowledgeable about child protection, updating their knowledge in line with new developments. The church leadership/Director of Elim Ministries shall ensure that the Designated Child Protection Person will maintain their competence in this area,
- Have good listening skills,
- Be able to discuss personal matters in a relaxed way

## 2.4 Role of Designated Child Protection Person

The role of the Designated Child Protection Person should include the following:

- Be responsible for dealing with any concerns about the protection of children,
- These persons should take appropriate action following an expression of concern, up to and including reporting an incident to the relevant person in the local Tusla offices,
- Liaise with Tusla, Gardaí, and other agencies, as appropriate,
- Contact Tusla or, in emergency situations the Gardaí, when they have a concerns about a child's protection or welfare,
- Manage referrals to Tusla, with adequate confidential information,
- Ensure that a permanent record is kept of any referral and action taken, and that this is kept safely, securely and in confidence,
- Keep relevant people in the church leadership informed about any action taken and any further action required,
- Ensure Elim Ministries policies / procedures relating to child protection are followed,
- Advise the Director of Elim Ministries of any changes pertaining to Child Protection,
- Liaise with Tusla to review the operation of the Child Protection Policy regularly to ensure the procedures are working and that they comply with current best practice.

## 2.5 Public awareness of Designated Child Protection Person

All Elim Ministries Ireland churches will display in a prominent place a poster that includes the following:

- A statement outlining our commitment to care for and protect children (please see point 1.3 of this policy for a copy of this statement)
- The name and contact details for the Designated Child Protection Person
- The contact details for the Tusla Social Worker in your area should the DCPD be unavailable
- The contact details for the local Gardaí station should the incident that causes concern take place out of hours.

## 2.6 Steps to be taken by the church Designated Child Protection Person

When a church DCPD receives a report about suspected or actual child abuse, they must report it to the child/young person's local Tusla (Child and Family Agency) Social Worker.

The Department of Health & Children recommends the following cases should be reported:

- specific indication from the child that (s)he was abused; an account by a person who saw the child being abused;
- evidence, such as an injury or behaviour which is consistent with abuse and unlikely to be caused another way;

- an injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indicators of abuse, dysfunctional behaviour;
- consistent indication, over a period of time, that a child is suffering from emotional or physical neglect. (Our Duty to Care, page 21)

**This may mean:**

- Clarifying or getting more information about the matter;
- Where there is any doubt or uncertainty, consulting initially with Tusla to hear their view of the situation;
- Making a formal referral to Tusla or An Garda Síochána.

A suspicion, which is not supported by any objective indication of abuse or neglect, would not constitute a reasonable suspicion or reasonable grounds for concern. However, these suspicions should be recorded or noted internally by the DCP as future suspicions may lead to the decision to make a report and earlier suspicions may provide important information for Tusla or An Garda Síochána. If a child discloses abuse to a volunteer/DCPP it is an offense not to report this on, and this failure to report may result in prosecution.

In some situations, church workers/volunteers may receive information about adults who are not involved with the church, but who are in contact with children through other organisations. It is important that these organisations should be made aware of any concerns. The statutory agencies mentioned will give advice on how this should be handled.

## 2.7 Confidentiality

Any information provided to Tusla and An Garda Síochána will remain confidential. The official policy is that those receiving such information will only disclose it where the welfare of the child requires it and then only to those with a legitimate 'need to know'. Details will only be passed on to the relevant people within the statutory services with responsibility to take further action. Reports which are made anonymously (where the reporter does not give his or her name) to Tusla will be followed up. However, it must be remembered that not giving a name may make it more difficult for professionals to investigate and assess a situation.

## 2.8 When the Designated Child Protection Person decides not to report to statutory bodies

If the DCP decides that reasonable grounds for reporting the incident or suspicion to Tusla or An Garda Síochána do not exist, the individual worker who referred the matter and the church leadership should be given a clear written statement of the reasons why the organisation is not taking action. The worker should be advised that, if they remain

concerned about the situation, they are free to consult with, or report to, Tusla or An Garda Síochána themselves. The provisions of the 'Protections for Persons Reporting Child Abuse Act, 1998' apply once they report "reasonably and in good faith".

### 3 Code of Behaviour and Guidelines

#### 3.1 Code of Behaviour for Staff/Volunteers working with children

In accordance with 'Our Duty to Care (Factsheet 1)', when working with children it is essential that staff and volunteers understand the importance of:

- Listening to children and acknowledging their views
- Valuing and respecting children as individuals
- Involving children in decision-making, as appropriate
- Encouraging and praising children
- All children shall be valued equally irrespective of gender, ethnicity, culture, race and disability
- Avoid situations which could give rise to allegations of abuse.

#### 3.2 Protecting Children and Workers

In order to reduce likely situations of abuse and help prevent false accusations the department leader should ensure that workers should adhere to the following:

- Avoid spending excessive amounts of time alone with children away from others
- Avoid taking children alone in a car on journeys, however short
- Avoid taking children to their home

When it is unavoidable that these things do happen, they should only occur with the **full knowledge and consent** of someone in charge of the organisation and/or the child's parents.

Children/Youth workers should **never**:

- Engage in rough physical games including horseplay, apart from structured sports activities
- Engage in sexually provocative games
- Allow or engage in inappropriate touching of any kind
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments about or to a child even in fun
- Let allegations a child makes go unchallenged or unrecorded
- Do things of a personal nature for children that they can do for themselves

It may sometimes be necessary for workers to do things of a personal nature for very young children. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation which requires this type of help, parents should be fully informed as soon as it is reasonably possible.

In such circumstances it is important that workers ensure that they are sensitive to the child and undertake personal care tasks with the utmost discretion.

## **Supervision of Children**

Levels of supervision must be adequate whether carried out at the church or on a journey/visit. Children must be supervised at all times until they are released (with consent) or collected by a parent or guardian.

When deciding how many workers are required to supervise the following should be considered:

- The number of participants in the group
- The nature of the site/venue
- The activities to be undertaken
- Each individual supervisor must know the responsibility that he/she is expected to bear
- No journey should be undertaken without a minimum of two adults being present, one of whom must be a worker
- Where a party consists of children of both sexes, both male and female supervision must be provided unless otherwise agreed

### **The standard recommended ratios are:**

- 0-2 years: 1 worker to 3 children
- 2-3 years: 1 worker to 4 Children
- 3-7 years: 1 worker to 8 children
- 8 years+: 2 workers (one of each gender) to 20 children and 1: 10 thereafter
- The ratio of workers to children with disabilities is dependent upon the needs of the individual child

### **Group Leaders and workers must ensure that:**

- An information / consent form (Parental Consent) has been completed for every child. (Mother & Toddlers, Children's Church and Crèche are exempt providing a parent remains on church premises)
- Where additional activities, other than those normally carried out by the group, are to be carried out (e.g. trips to centres/parks etc) an appropriate consent form must have been completed by the parent/guardian.
- Leaders must be satisfied that those workers who accompany group parties are fully competent to do so
- Children are supervised at all times
- Children are not left unsupervised at any venue whether it be indoors or out of doors
- Workers know at all times where children are and what they are doing
- Workers do not spend time on their mobile phones when supervising children/young people
- Any activity using potentially dangerous equipment should be constantly supervised
- Groups, where possible, should be supervised by at least two or more adults
- Dangerous behaviour is not permitted by any children

## Physical Contact with Children

Guidelines on physical contact when working with children:

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors
- Physical contact should be initiated by the child rather than the worker
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child
- Workers should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood.

## Boundaries

The areas, which need to be considered, include the following:

- Only in exceptional circumstances should a worker change a baby's nappy or provide assistance to a young child at the toilet. (Parents of Crèche children should be informed that where children require assistance the parent will be called).
- Workers should treat all children/young people with dignity and respect in attitude, language used and actions.
- Respect the privacy of children, avoid questionable activity.
- Ensure that arrangements for transporting children are with the knowledge of the group leader and have parental approval. In normal circumstances it is unwise to carry a particular child on their own (Appendix D).
- When transporting children workers should ensure that a seat is available for every child and where seat belts are available they must be worn (Appendix D).
- Make sure that the only people allowed into a children's activity (e.g. crèche, Sunday school, youth club) are the workers assigned to that group. You should not allow other adults to have free access.

## Safety Matters

The following areas must be considered:

- Specific issues relating to the use of premises/equipment e.g. buildings well-lit and maintained, and potentially dangerous activities properly supervised
- Internal and external to the building, fixtures, fittings and equipment should meet adequate safety standards. Report hazardous things to the church leadership.
- If food is being prepared, ensure hygiene requirements are observed.
- Having if possible an experienced first-aider and an adequate first aid kit for them.
- **Check that all drivers carry a full driving licence and valid insurance and that seat belts are worn at all times when available in all vehicles.**

## Supporting/Supervising Workers

Whilst Child Protection procedures are primarily about protecting children and young people, workers will be protected by following guidelines and procedures. Workers must feel valued and supported by the department leaders and the church oversight.

This can be done by:

- Encouraging teamwork and mutual accountability
- Accepting that anyone seeing another worker acting in a way which could be misinterpreted should be able to speak to the individual or the supervisor about the concern
- Arranging meetings with group leaders to review procedures to ensure common approach, sharing of concerns and identifying other matters which may need clarification and guidance
- Placing an emphasis on following the church's guidelines and in circumstances where it is necessary to depart from agreed procedures, say in an emergency or for some valid reason (perhaps to protect a child), permission should be sought in advance from a leader or reported immediately afterwards where this is not possible
- Providing feedback about incidents during which the guidelines have not been adhered to. This provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.
- Keeping a written record of issues/decisions discussed at meetings.

### 3.3 Overnight activities and trips away for children and youth

- All trips including day trips, overnight stays and holidays need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies.
- Written consent (including medical details about the child) by a parent or guardian specifically for the trip and related activities must be obtained in advance.
- A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.
- There must be adequate gender-appropriate, supervision for boys and girls.
- Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of trips away.
- Particular attention should be given that the privacy of young people is respected when they are away on trips.
- The provision of appropriate and adequate sleeping arrangements should be ensured in advance of the trip.
- Sleeping areas for boys and girls should be separate and supervised by two adults of the same sex as the group being supervised.

- At least two adults should be present in dormitories where children are sleeping. Under no circumstances is an adult to share a bedroom with a child, without another adult being present.
- If in an emergency situation, an adult considers it necessary to be in a child's dormitory or bedroom without another adult being present they should a) Immediately inform another adult in a position of responsibility and b) make a diary note of the circumstances.
- For any activity involving an overnight stay in the care of Elim Children's /Youth Workers, every child will be required to have a Youth Overnight/Weekend Permission form completed and signed by a parent or guardian.
- In addition, for any overnight stay in an Elim building a Log Book must be completed.

### 3.4 Caring for younger children – aged 5 and under

- Two carers are required at all times for up to 5 children. Preferably, this should be two adults. Youth over sixteen, are allowed to care for children, always with an adult and with parental consent.
- Carers will have read this document, will be familiar with Elim policy on Child Protection and have completed a Worker/Volunteer Application Form.
- Parents are required to sign their child into the Crèche Register every Sunday.
- Parents are required to collect their child immediately when the meeting is over.
- Toileting: where a toilet trained child needs to use the toilet, an adult can supervise from outside the toilet door. However, if assistance is required with a smaller child; a parent/guardian, will be called for. Similarly, if a baby/child needs a nappy changed, the parent/ guardian will be sent for.

### 3.5 One-off Events

One-off children and youth events, organised under the auspices of Elim will be run in accordance with this document. All appropriate forms will be completed by workers/volunteers/parents/guardians and endorsed by leadership and/or designated person. All children /youth attending the event will be registered in the Children/Youth Activities Log Book.

#### 4. Appointment of Workers/Volunteers

Our selection procedures for workers/volunteers include the following:

- All prospective workers/volunteers with children and young people with Elim must be a regular attendee of a church within the EMI network of churches.
- A worker/volunteer will be given a clear description of the role he/she is expected to fulfil.
- Workers/Volunteers will be given a copy of EMI's Child Protection policy/procedures and guidelines which he/she will agree to make every possible effort to adhere to.
- Workers/Volunteers will agree to endeavour to meet with others involved in the same children's ministry in the church for discussion and planning and/or the renewal of Child Protection Training etc.
- Workers/Volunteers must comply with Garda vetting in line with current legislation, which will include the provision of ID documents.
- The leadership of the church will decide on the suitability of the worker/ volunteer for the role: the worker/volunteer will commence the specified ministry for a six-week trial period, after which the leadership of the church will confirm his/her suitability or otherwise.
- A young person under 16 can assist in order to gain experience and they will not be required to be vetted with An Garda Síochána. They must never be left in charge of any group.
- Workers/Volunteers should feel free to discuss any problems with the leader in their area of ministry, or with the leadership and/or Pastor of the church.
- Where a decision has been taken not to appoint a potential worker/volunteer the matter must be discussed with the applicant. This is particularly important where past offences have come to light which were not disclosed on application. The church pastor/leader will be informed that the person is not suitable.
- Where a person has been considered unsuitable, for whatever reason, the person may need help in directing their abilities into other areas of church life.
- Where mission teams or individuals coming from abroad undertake teaching with children or young people in the church whatever possible checks must be carried out and information received from reliable sources e.g. church leaders in their home church. Individuals must not have unsupervised contact with children and young people and each individual will be required to work alongside an approved worker.

- Procedures and policies may be different in the home church of any visiting individual or team and a copy of the Child Protection Policy should be made available to the visiting team leader.

## 5. References

The Child Care Act, 1991 (Available at: <http://www.irishstatutebook.ie/1991/>)

The Protections for Persons Reporting Child Abuse Act 1998 (Available at:  
<http://www.irishstatutebook.ie/1998/en/act/pub/0049/index.html>).

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*Elements of this policy have been adapted, with permission, from "Keep them Safe: The Child Protection Policy of the Elim Pentecostal Church in Ireland, 6<sup>th</sup> Edition, 2015".*

*Elements of this policy have been adapted, with permission, from "Evangelism with Care; The Safeguarding Policy of Child Evangelism Fellowship® of Ireland".*

## Appendix A

### WORKING WITH CHILDREN IN THE COMMUNITY

The following information is intended to supplement the child protection policy.

#### VISITING CHILDREN AT HOME

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 are recommended:

- If possible, take another worker along with you.
- Inform your group leader of the proposed visit.
- Never go into a child's home if a parent is absent.
- Keep a record of the visit, noting date and purpose (eg in a record card system, register etc).
- 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 you may wish to consider maintaining 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

#### UNACCOMPANIED CHILDREN

Sometimes children with no adult supervision will join in church organised activities without the knowledge of their parents. We recommend the following:

- 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, 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 okay for them to stay).
- Link the child with another child to introduce the visitor to the group and the routines etc.
- On leaving, give the child a leaflet about the group with contact telephone numbers etc with perhaps a letter to parents inviting them to make contact if they wish.

Additionally, you will need to consider the following:

Without quizzing the child, you will need to find out as soon as you can whether the child has any special needs, *eg is the child on any medication*, so that you can respond appropriately in any emergency.

Appendix B

WORKING WITH DISRUPTIVE CHILDREN

The following information is intended to supplement the child protection policy.

Sometimes children and young people can become very upset and disruptive, and occasionally their behaviour may be assessed as possibly dangerous to themselves or others.

Some guidelines to consider:

If a child/young person has disruptive behaviour, an attempt should be made to speak to the individual to:

1. Request that the behaviour stops;
  2. Speak with the child to find out the cause(s) of upset;
  3. Warn the child that they will be asked to leave if the behaviour continues;
  4. Warn the child that continued disruptive behaviour might result in longer term exclusion from the activity.
- If a child/young person is harming him/herself or another person or property other children/young people should be escorted to vacate the place/area where the disruption is occurring. **At the same time**, and with a second worker present, request the child/young person to STOP.
  - If your request is ignored, you might need to warn that you might have to call for additional help, e.g. Gardaí.
  - In exceptional circumstances and with the help of another, whilst Gardaí help is awaited, you might need to prevent the child/young person from harming themselves.

**In all circumstances**, workers involved should record as soon as possible, i.e. once the situation is resolved/or immediately after the activity, details of:

- What activity was taking place;
- What might have caused the disruptive behaviour;
- The child's/young person's behaviour;
- What you said/how you responded
- Others present who might have witnessed the event.

The incident should be recorded in the incident book and signed by the group leader. If the matter is a serious one, it should be brought to the attention of the Designated Person who in turn will notify the Church Oversight.

**Appendix C**

**TALKING AND LISTENING TO CHILDREN**

The following information is intended to supplement the child protection policy.

Children and Young People will often decide with whom they will talk and share. They might test someone out beforehand. Because of this, all workers and adults in a church/organisation need to understand the importance of listening to children and responding appropriately.

It is important to identify ways by which you can communicate to children/young people that they are valued, what they say is important and there are individuals who are happy to listen to them.

Points to note:

- A child/young person may not be talking about an abusive situation;
- Remember not to promise confidentiality;
- Offer the child/young person privacy but remember their and your safety;
- Suggest where you might meet;
- Be aware of how to respond if a child/young person does disclose abuse;
- Should you make public the “listener’s” phone number and/or address? Is it more appropriate to provide an alternative such as Childline for children/young people to contact?

## Appendix D

### TRANSPORTING CHILDREN

The following information is intended to supplement the child protection policy.

These guidelines should apply to all drivers involved in the transportation of children and young people, which is organised by or on behalf of your church/organisation. Private arrangements for transport made directly between those with parental responsibility and others should not be covered by these guidelines.

Our advice on transporting children is as follows:

- Only those who have gone through the church/organisation recruitment procedures for workers/volunteers should transport children.
- All drivers should have read the child protection policy of the church/organisation and agree to abide by this.
- Parental consent should be given and all journeys should be carried out with the knowledge of the leadership.
- Seat belts should be worn, the driver should have adequate insurance and the vehicle should be road worthy.
- Children aged 3 years or over who are under 150cms in height and weighing less than 36 kilograms (i.e. generally children up to 11/12 years old) must use the correct child seat, booster seat or booster cushion when travelling in a car.
- 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. The driver should inform the church Designated Person. (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 the driver drops the most suitable child off last and plans 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.
- Consider instances where it may be unwise for a particular driver to transport a child e.g. where they have had a disagreement, where a child / young person has a 'crush' on a driver etc., and arrange for someone else to transport the child / young person.

*In addition to the above, consider the following arrangements when using mini buses:*

- Ensure that the driver is insured to drive that vehicle – and has the proper license.
- If a driver has had penalty points added to their licence, check that they have informed their insurance company as it could affect the cover or prohibit the driver from driving.
- 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.

## Appendix E

### SWIMMING TRIPS

#### 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.

Even with life guard cover, all children and young people should always be in the sight of the group leader and team.

One person should always stay out of the water for better surveillance.

Ideally the group leader should hold a relevant lifesaving award, even where there is life guard cover.

#### **Increase ratios of adults to children and young people.**

#### SWIMMING POOLS

Ascertain before any visit to a swimming pool:

- The level of supervision provided by the pool staff, are they qualified in life saving? Is there constant pool supervision?
- Are there signs indicating the depth – eg shallow end. (Depending on the age of the group you are taking is the shallow end shallow enough?)
- 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 changing room 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 (at least half an hour) before swimming

**Appendix F**

**PHOTOGRAPHY / VIDEO / MOBILE PHONES / INTERNET**

Occasionally groups may wish to take photographs or video for use internally within the church or for publication in magazines / website.

Prior to taking any photographs or video footage, **permission in writing must be sought from the parent/guardian of any child who is to be photographed or videoed. This permission letter must be kept on file. It is advisable to renew this permission each year as part of the departments planning.** The reason and purpose to which the images will be used must be fully communicated to the parent/guardian.

Images where children are unsuitably dressed e.g. swimming activities **must never** be used to reduce the risk of such images being inappropriately used.

Where images are displayed / published, the details or full names of any child **must never be used.**

**Remember no photographs or video footage should be taken by anyone with a mobile phone or camera etc., unless prior permission has been obtained.**

**Additional Guidance**

Workers should not contact children by email or text messages, unless written consent has been obtained from the parent/guardian. This consent form must be held by the church Designated Person and renewed each year.

With the increased usage of the internet by everyone i.e. Twitter, Facebook, and other social media etc. it is most strongly advised for good practice that leaders do not contact a minor (anyone under eighteen) via these means, unless it is part of group page/chat. Written permission from a minor's parent/guardian must be obtained beforehand.



**CONFIRMATION OF AGREEMENT WITH AND ADHERENCE TO CHILD PROTECTION POLICY**

**Church name:** \_\_\_\_\_

**Designated Person name:** \_\_\_\_\_

**Senior Leader/Pastor name:** \_\_\_\_\_

We have received “Child Protection Policy Elim Ministries Ireland, 1st Edition”. The guidance has been read by the Designated Person and the Pastor/Senior Leader.

We declare on behalf of \_\_\_\_\_  
(church name) that:

- This church’s selection of workers/volunteers comply with the principles of good practice contained within this policy.
- The Child Protection Policy of Elim Ministries Ireland has been distributed to the relevant ministry leaders and volunteers for reading to familiarise themselves with its contents.
- Relevant ministry leaders and volunteers have been notified of the location of a hard copy of the Child Protection Policy.
- A poster notifying attendees/volunteers of the church of contact details for the Designated Person and relevant authorities has been displayed where it is easily accessible.
- The Designated Person and Pastor/Senior Leader will continually endeavour to enable ministry leaders and volunteers to adhere to the procedures and good practices outlined in “Child Protection Policy Elim Ministries Ireland, 1st Edition”.
- The Designated Person in this church has distributed Appendix H of this policy to the relevant workers/volunteers, ensured it has been completed accurately and been returned to the DP.
- The Designated Person will store securely Appendix H forms which have been completed by the relevant workers/volunteers.

Name in Capitals: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Designated Person)

Name in Capitals: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Pastor/Senior Leader)

*Please return this form to the GVCO at Elim Ministries Ireland to confirm the church’s agreement with and adherence to the Child Protection Policy.*



**WORKERS/VOLUNTEERS: CONFIRMATION OF AGREEMENT WITH AND ADHERENCE TO  
CHILD PROTECTION POLICY**

Name of Worker/Volunteer: \_\_\_\_\_

Name of church attending: \_\_\_\_\_

Please tick:

I have been given a copy of the Child Protection Policy, containing the procedures and guidelines of this church. I agree to make every possible effort to abide by them and to attend the required Child Protection Training organised by EMI, as and when required.

I am aware of who the Designated Person for Child Protection is appointed by this church, to whom any child protection concerns or disclosures should be reported.

I understand that any personal information I provide will be held confidentially by the Designated Person and/or leadership of the church.

I have no previous court convictions which would render me unsuitable for working with/caring for children.

I agree to the completion of an An Garda Síochána vetting check in line with statutory requirements.

Signed: \_\_\_\_\_

(Worker/Volunteer)

Date: \_\_\_\_\_

*Please return this completed form to the Designated Person in the church you attend as soon as possible. The Designated Person will keep this form securely for their records relating to Child Protection.*



**TEMPLATE FORMS**

*The following template forms are contained in this document:*

**Appendix I:** Children/Youth Ministry Parental Permission

**Appendix J:** Communication Permission

**Appendix K:** Transport Permission

**Appendix L:** Allergy Note

**Appendix M:** Trip/Residential Parental Permission

**Appendix N:** Accident Report Form

**Appendix O:** Volunteer Form

**Appendix P:** Risk Assessment

**Appendix Q:** Record of Allegations or Suspicions of Abuse Form (to be filled in by the person who the child/young person disclosed abuse to and/or person who has a suspicion)

Please visit [www.tusla.ie/services/child-protection-welfare/child-protection-and-welfare-practice-handbook/](http://www.tusla.ie/services/child-protection-welfare/child-protection-and-welfare-practice-handbook/) for Tusla's Standard Report Form should you need to send a formal written report to Tusla regarding a disclosure/suspicion of abuse.

[Insert ministry logo]

Appendix I

[Insert ministry name]

**CHILDREN/YOUTH MINISTRY PARENTAL PERMISSION**

Name: ..... Date of Birth: .....

Address: .....

..... Eircode: .....

Home phone number: ..... Mobile: .....

*If unavailable, please give another emergency contact:*

Name: ..... Relationship to child: .....

Phone number: .....

Please give the name of the person who will be collecting your child from [insert ministry name] activities/events:

Name: ..... Relationship to Child: .....

Contact number: .....

Please inform the leader of [insert ministry name] if the above arrangement changes.

**MEDICAL INFORMATION**

Please inform us of any known medical conditions or allergies etc. and any medication your child takes:

.....

Any other special needs or requirements?

.....

“I give permission in the event of an illness of accident for my child to be treated by a nominated first aider and/or by a qualified medical practitioner. However, I understand every effort will be made to contact me as soon as possible.”

Yes / No (please circle as appropriate)

“I authorise the ministry leader/volunteer to give, on my behalf, consent for any urgent medical treatment” - if at all possible you will be contacted beforehand.

Yes / No (please circle as appropriate)

You must inform us if any changes occur in your child's medical conditions and/or needs.

**OTHER PERMISSIONS**

"I give / do not give\* permission for my child to be photographed/videoed when attending [insert ministry name] activities/events for the purposes of parents' evenings, ministry display boards etc."

"I give /do not give\* permission for my child to be contacted by volunteers who are part of [insert ministry/church name] concerning arrangements for [insert ministry/church name] events and activities".

"I give / do not give\* permission for my child to be transported in either a private car or other transport provided by [insert ministry name/church name], for all related activities."

*\*please delate as appropriate*

**"I give permission for my child to attend all events and activities related to [insert ministry name]."**

Please sign below to confirm your permission:

..... (Parent)

..... (Date)

**Please return this form to [insert ministry/church name] as soon as possible, thank you.**

*[Insert ministry logo]*

Appendix J

*[Insert ministry name]*

**COMMUNICATION PERMISSION FORM**

Name of ministry: .....

Name of child: ..... Date of birth: .....

Name of parent: .....

Parent contact number: .....

“I give permission for my child to be contacted by volunteers who are part of [insert ministry/church name] concerning arrangements for [insert ministry/church name] events and activities, via”:

Text: Yes / No

Phone: Yes / No

Email: Yes / No

Social Media: Yes / No

\*please circle your preferred response

Please give contact details for the following medium you would prefer your child be contacted via:

Phone number (includes text): .....

Email: .....

Social media: .....

Signed: ..... (parent)

Date: .....

If you would like to speak to [insert ministry leader’s name] further about this, please contact them on: ..... [insert phone number]

*Please return this form to [insert ministry/church name] as soon as possible, thank you.*

[Insert ministry logo]

Appendix K

[insert ministry name]

**TRANSPORT PERMISSION FORM**

Name of child: ..... Date of birth: .....

Name of parent: .....

Parent contact number: .....

Address (of child):  
.....  
.....

Same address as parent: Yes / No (please circle as appropriate)

If no, please give parent address:  
.....  
.....

Name of ministry: .....

“I give / do not give\* permission for my child to be transported in either a private car or other transport provided by [insert ministry name/church name], for all related activities.”

*\*please delate as appropriate*

Parent signature: ..... Date: .....

***Please return this form to [insert ministry/church name] as soon as possible, thank you.***

*[Insert ministry logo]*

**Appendix L**

***[Insert ministry name]***

**ALLERGY NOTE**

**Dear Parents/Guardians,**

We have some children attending *[insert ministry name]* who have a severe nut allergy.

To help us control the danger area of food and sweets we would ask that you would not send your children to *[insert ministry name]* with sweets, chocolate or nuts.

This will help us keep the *[insert ministry name]* a safe environment for all.

Your support in this will be very much appreciated.

Signed: ..... *[insert ministry name]* Leader

Date: .....

[Insert ministry logo]

Appendix M

{Insert ministry name}

**TRIP/RESIDENTIAL FORM**

*All information is strictly confidential and should be provided as accurately and as detailed as possible for the child's benefit.*

Name of Child: ..... Telephone No: .....

Address: .....

.....

Next of Kin Details (for emergency)

Name: ..... Relationship to Child: .....

Address: .....

.....

Contact numbers:

Work: ..... Home: .....

Other: .....

Doctor's Name: ..... Doctor's Tel No.: .....

Doctor's Address: .....

Medical Card No.: .....

Can he/she take Paracetamol (Panadol)? Yes / No (please circle)

Has he/she been vaccinated against tetanus? Yes / No (please circle)

If yes, please give an approximate date of the vaccination: .....

Does he/she suffer from any of the following illnesses or conditions? (Please circle those that apply):

Impaired hearing    Impaired vision    Asthma    Diabetes    Epilepsy

Hay Fever    Heart Condition    Glue Ear    Food Allergies

Please specify (food allergies): .....

Other Allergies (please specify)

.....

Other Disabilities (please specify)

.....

Other Dietary Requirements (e.g. vegetarian)

.....

Is he/she taking any MEDICATION / TREATMENT for any of these conditions? (If so, please bring sufficient supply for the duration of camp.) Yes / No (please circle)

Please give detailed instructions below of medication, for example details of how much and how often it is to be taken.

If necessary, speak to the ministry leader.

.....

.....

.....

Has he/she ever had an adverse reaction to an anaesthetic? Yes / No (please circle)

If yes, please give details:

.....

.....

.....

Is he/she a bed wetter? (If so, please bring plastic sheeting, sufficient changes of nightwear.) Yes / No (please circle)

I give permission for the person named above, to take part in all activities not explicitly specified below. Although strict supervision will be maintained at all times, I understand that there may be some sports or activities which are physically demanding (e.g. soccer, football, hockey, swimming etc.) Yes / No (please circle)

I give my permission for the person named above to take part in other organised and supervised activities specified here:

_____	Yes / No (please circle)
_____	Yes / No (please circle)
_____	Yes/ No (please circle)

I give my permission for my child to be photographed with others, in the knowledge that the photographs may be used at events to promote *[insert ministry name]*:

Yes / No (please circle)

I authorise the Camp Leader to give, on my behalf, consent for any urgent medical treatment - if at all possible you will be contacted beforehand.

Yes / No (please circle)

I am willing for the above named camper to attend camp and will do my best to encourage him/her to obey the rules and to give the camp leadership his/her support.

Yes / No (please circle)

I feel my child should NOT participate in the following sports activities:

.....

.....

.....

.

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

Relationship to Camper: ..... Date: .....

***Please complete the form and return it immediately to the [insert ministry name] leader.***



ACCIDENT REPORT FORM

Name of Group: .....

Name of person injured: .....

Address:

.....

..... Age: .....

Date of Accident: ..... Time of Accident: .....

Location of Accident: .....

Detailed Description of Accident:

.....

.....

.....

.....

Diagram (if applicable):



[Insert ministry logo]

Appendix O

[Insert ministry name]

**VOLUNTEER FORM**

*Please complete this form using BLOCK CAPITALS. Thank you.*

PERSONAL DETAILS

Name: ..... Age: .....

Address: .....

..... Eircode: .....

Phone No: ..... Email: .....

Do you have Facebook: Yes / No (please circle)

Do you agree to undergo Gardaí vetting and update this when necessary, according to statutory requirements?

Yes / No (please circle)

How long have you been attending [insert church name]? .....

Have you any illness which may affect your work with young people? Yes / No (please circle)

If so, give details: .....

Give a brief account of your testimony on a separate page.

**MINISTRY**

Do you believe that children can be converted? .....

Why do you want to work with children or young people?

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

Describe any experience you have had working with children or young people:

.....  
.....

.....

Describe any other voluntary work experience you have had:

.....

.....

.....

What relevant training have you had?

.....

.....

.....

Are you willing to attend training, including Child Protection training and update this when necessary, according to statutory requirements?

Yes / No (please circle)

Are you willing to complete Report Forms when required?

Yes / No (please circle)

Do you agree not to bring in a team-member without consultation with the ministry leader?

Yes / No (please circle)

**DECLARATION**

You will understand the great responsibility involved in working with children and young people, and the need to ensure their safety. We therefore ask you to sign the following declaration.

I declare that I have not been involved in any activity, which would abuse a child, either physically, emotionally or sexually.

I will not neglect my duty to care for the children or young people.

Surname: ..... Forenames: .....

Date of Birth: ..... Place of Birth: .....

You are required to give a personal disclosure of any criminal offence or any pending offence. This disclosure may not bar you from involvement with [insert ministry/church name].

Have you ever been convicted of a criminal offence or been the subject of a caution?

Yes / No (please circle)

*If yes, please give details:*

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

Signed: ..... Date: .....

Please give two names of referees, who have known you for at least two years and are not related to you.

Name: ..... Name: .....

Address: ..... Address: .....

.....

Postcode: ..... Postcode: .....

Telephone No: ..... Telephone No: .....

***Please return to the [insert ministry/church name] leader as soon as possible. Your application to volunteer will be considered by leadership, thank you.***



**RISK ASSESSMENT FORM**

Name of ministry: .....

Date of risk assessment: .....

What are the hazards?

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

Who might be harmed and how?

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

What are you already doing to minimise the risk?

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

Do you need to do anything else to control this risk?

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

Action to be taken by: ..... (name)

Action to be taken by: ..... (Date) Action completed by: ..... (Date)

*You should review the risk assessment following an accident or if there are any significant changes to hazards e.g. new equipment/activities.*



**RECORD OF ALLEGATIONS OR SUSPICIONS OF ABUSE**

*Please complete this form using **BLOCK CAPITALS**. Thank you.*

**PERSONAL DETAILS OF CHILD**

Name of child: ..... Age: .....

Address of child:

.....

Any special factors:

.....

.....

Parent's name(s):

.....

Home address:

.....

Telephone No: ..... (home) ..... (work)

**PERSON MAKING THE REPORT**

Name of staff member/volunteer:

.....

I am reporting own concerns/I am passing on someone else's concerns (delete as appropriate).

Please record details of specific incidents, which have prompted your concern (include any physical, behavioural or indirect signs with dates and times etc):

.....

.....

Has the child received any medical attention? If so, give details:

.....

.....

Has the child been spoken to? If so, what was said?

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

Have person(s) with parental responsibility been contacted? Yes/No

Give details of information given:

.....  
.....

Record any details of person(s) against whom the allegation has been made:

.....  
.....

Who else has been consulted? Record who and when:

.....  
.....

Signed: ..... Date: .....