

8. Working with Children

There are specific points of conduct to be followed when working with children.

- A registration form must be completed for every child or young person who attends groups or activities which should include up to date information on parents' contact numbers, medical information (e.g. allergies) and any special needs.
- An attendance register must be kept and be available at all group meetings.
- Seek parental permission before taking children on a trip and give advance warning of the activities and itinerary.
- When it is necessary to discipline children, this should be done without using physical punishment. Very rarely, a child may need to be restrained in order to protect them or a third person.
- Do not invade the privacy of children when they are using the toilet or showering. The level of assistance with personal care (eg. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid rough games involving physical contact between a worker and a child.
- Do not arrange social occasions with children and young people outside organised group occasions (other than events which also include adult family members/carers)
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place, as well as parental permission. In case of emergency, for medical reasons or should parents fail to collect a child and no other arrangements can be made to take a child home, the circumstances and your decision should be recorded and shared with the Youth Group Leader or one of the Safeguarding Team, at the earliest opportunity.
- No person under 18 years of age should be left in sole charge of any children of any age.
- Children or young people attending a group should not be left alone at any time.
- The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.
- Consideration should be given to ensure the correct staffing levels for group activities and whether staff should be male or female workers, or both.
- Leaders should have access to a telephone.
- The telephone numbers of Childline and Family Lives should be displayed in all locations where children's activities take place.