

Appendix 1

LISVANE BAPTIST CHURCH

Information for Volunteers

This sheet gives you information about a voluntary position working with children and/or young people. It is designed to help you consider whether you would be able to fulfil this role and to give you important information about the appointment process.

This church values its children and young people and we seek to ensure that those who work with them are suited for the role and are called by God. Because of this we also value those who give their time to work with children and young people. A thoughtful appointment process expresses our valuing of the children and young people of our church and also expresses our valuing of those who work with them.

Description of Position

Job Title:

Brief job profile:
.....
.....

Time commitment: Day of week From To
weekly/fortnightly/monthly

Other:
.....
.....
.....

Planning will be required which may take approximately hours per week

You would also be expected to attend the following meetings:
.....

Line management: You would be responsible to

You would be responsible for

Appointment Process

If you wish to be considered for the position, the procedure will be as follows:

You will be asked to fill in an application form and give the names of two referees.

The references will be taken up.

You will be interviewed. In the interview we will explore with you your gifts and your Christian experience; we will talk with you about any previous experience you have had in caring for children and/or young people; and we will ask about your reasons for wanting to take on this role at this time.

If, following the interview, it is decided to invite you to work with children and/or young people, in order to offer the appropriate protection to children and young people we will need to ensure that there is nothing in your past that indicates that you might pose a risk to their safety. To this end, you will be asked to apply for a Standard or Enhanced Disclosure from the Criminal Records Bureau.

All appointments are made initially for a probationary period of six months, after which time the appointment will be reviewed and either confirmed or terminated.

Two points should be made:

Firstly, we do not wish to prevent all people with past criminal convictions from working with children and young people in the church. Only relevant convictions will be taken into account – that is, convictions that suggest that a person might be a risk to children's or young people's safety.

Secondly, the information will be treated in the strictest confidence. Indeed, if you are asked to apply for a Standard or Enhanced Disclosure from the Criminal Records Bureau no-one in this church will have access to the information. The application for the Disclosure will be processed by an ecumenical agency, The Churches' Agency for Safeguarding (CAS). If your criminal record reveals nothing of concern, the CAS will inform the church that you are "not unsuitable" to work with children. If there is any information that may give cause for concern the CAS will pass the information on to a Baptist Union panel of specialists who will assess the information on the Disclosure. This panel is assisting the church in its appointment procedures. The panel will not disclose detailed information to the church but will advise the church whether or not you are unsuitable for the position in question. If the BU panel is involved you will be contacted before any advice is given to the church.

This church has an equal opportunities policy, which covers the appointment of ex-offenders, and which you can see on request. The Criminal Records Bureau also has a Code of Practice, which will also be made available to you on request.

Appendix 2

LISVANE BAPTIST CHURCH

Application form for Voluntary Work with Children and Young People

We ask all prospective workers with children and young people (0-18) to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate statutory authority.

1. Personal Details

Full name

Other names by which known in past

Address
.....

Postcode

Telephone Number (Daytime) (Evening) (Mobile)

How long have you lived at the above address? Years

If less than 3 years, please give previous address(es) with dates

From / / To / / From / / To / /

Address Address
.....

Postcode Postcode

2. Experience and Skills

Please tell us about your Christian experience (ie how long you have been a Christian, which church(es) you have attended (with dates), and activities undertaken):

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

Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

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

Do you suffer, or have you suffered any illness which may directly affect your work with children or young people?

Yes No (Please tick)

If yes, please give details:

.....
.....

3. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. At least one referee should be external to the church. If you have experience working with children and/or young people, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name	Name
Address	Address
Postcode	Postcode
Connection with you	Connection with you

4. Criminal Records Declaration

Because of the nature of the duties the postholder would be expected to undertake, the successful candidate will be asked to co-operate in obtaining a Standard or Enhanced Disclosure from the Criminal Records Bureau.

If considered suitable for the post, do you agree to co-operate in obtaining a Criminal Records Bureau Disclosure at the Standard or Enhanced level?*

Yes No (Please tick)

**Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church.*

5. Declaration

I confirm that the submitted information is correct and complete.

Signed

Date

Appendix 3

LISVANE BAPTIST CHURCH

Reference Form

Private and Confidential

Section 1 (To be completed by church)

Name of volunteer

has applied to work with children/young people aged

in (name of group)

His/her responsibilities will include

.....

Name of referee

Section 2 (To be completed by the referee)

What is your relationship/connection with the volunteer?

.....

How long have you known the volunteer?

What personal experience do you have of the volunteer's ability to work with/relate to children and/or young people?

.....

.....

What are the gifts and experience the volunteer will bring to the role?

.....

.....

Please comment on the volunteer's honesty and reliability

.....

.....

To your knowledge, is there anything about the volunteer's past behaviour, character or attitude that gives you any cause for concern about their suitability to work with children and/or young people?

.....

Are there any other comments you would like to make about the volunteer?

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

Signed

Date

Appendix 4

LISVANE BAPTIST CHURCH

Volunteer Agreement

Name of worker

We welcome you as

You are joining a team which, together with the whole church, commits itself to the care and nurture of children and young people. On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest, and by providing resources and training.

The person who will give you primary support is:
He/she is there to discuss any matters of concern you may have.

The responsibilities of your role are:
.....
.....

Line management: You would be responsible to
You would be responsible for

Once a year you will have the opportunity to talk about your work and, if you wish to continue, we will discuss your development and training as appropriate. All appointments are made initially for a probationary period of six months, after which time the appointment will be confirmed. Working with children and young people is a responsibility, but it also brings great rewards. We hope you will enjoy your work.

Signed Minister

Signed Church Secretary

Date:

Declaration (to be completed by the worker)

I understand the nature of the work I am to do. I have read the church's guidelines for safeguarding children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of children and young people.

Signed Date

One copy of this form should be retained by the worker and one by the church. If the person is appointed to a new role, or if the job description changes a new form should be completed.

Appendix 5

LISVANE BAPTIST CHURCH

Registration and Consent Form for Under 18s

Group attended

Full name of child/young person

Name by which child/young person chooses to be known

Address

..... Postcode

Telephone number(s) Date of Birth

With whom does the child/young person live?

Relationship to child/young person

Who has parental responsibility for the child/young person?

Name: Name:

Address (if different from above): Address (if different from above):

.....

.....

Postcode: Postcode:

Telephone number(s): Telephone number(s):

Additional contact: Name:

Telephone number(s): Relationship to child/young person:

Medical information

Child's/young person's registered GP: Name

Address:

..... Telephone no:

Medical information (continued)

Please state date of last anti-tetanus injection (if known) / /

Whilst in our care it is important we know whether your child:

- suffers from any allergies:
-
- is on any medication:
-
- has any health condition or disability that we should know about:
-

Declaration

I give permission for my son/daughter to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group.

In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic:

Yes No (Please tick)

Signed (parent or adult with parental responsibility)

Date / /

Please note that this declaration can only be signed by those with parental responsibility (e.g. this does not include a foster carer).

If any of the personal or medical details on the registration form for this child/young person change please let a group leader know.

LISVANE BAPTIST CHURCH

CHILDREN AND YOUNG PERSONS' MINISTRIES

Lisvane Baptist Church operates a child protection policy based upon recommendations of the Baptist Union of Great Britain's guide "Safe to Grow". A copy of the policy and guidelines can be found on the church notice board at the back of the hall during Sunday services or contact Carol Barrett, Tel 2075 3144, for a copy.

Lisvane Baptist Church welcomes your child. Thank you for entrusting us with him/her.

Group Attended.....
Time and Location.....
Group Leader(s).....
Telephone no(s).....

If any of the personal or medical details on the registration form for this child/young person change please let a group leader know.

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Lisvane Baptist Church welcomes your child. Thank you for entrusting us with him/her.

Group Attended.....
Time and Location.....
Group Leader(s).....
Telephone no(s).....

If any of the personal or medical details on the registration form for this child/young person change please let a group leader know.

Appendix 6

LISVANE BAPTIST CHURCH

Parental Consent and Medical Form for Events, Activities and Residential Holidays for Under 18s

Name of Group

Event

Venue Date(s)

This form must be completed by a parent/guardian in order for the child/young person to participate in the event/activity. It should be signed and returned to:

Name

by (date)

PLEASE NOTE: IF THIS FORM IS NOT COMPLETED IN FULL AND RETURNED TO THE PERSON NAMED ABOVE, THE CHILD/YOUNG PERSON WILL NOT BE ABLE TO PARTICIPATE IN THE EVENT/ACTIVITY.

Full name of child/young person

Date of birth / /

Address

.....

Postcode

Telephone number(s)

The person to contact in case of emergency during this event is:

Name

Relationship to child/young person

Address

.....

Telephone number(s)

Should the above not be available, please contact:

Name

Relationship to child/young person

Address
.....

Telephone number(s)

Child/young person's registered GP

Name

Address
.....

Telephone number(s)

Child/young person's National Health Number

Please state date of last anti-tetanus injection (if known) / /

Does he/she suffer from any allergies? Yes No (please tick)
(eg medicine, food, insects)
If yes, please give details

Does he/she have any medical conditions about which we should be aware? (eg asthma, fits, migraine, epilepsy). If yes, please give details Yes No (please tick)

Does he/she have any disability about which we should be aware? If yes, please give details Yes No (please tick)

Is he/she taking any medication? If yes, please give details Yes No (please tick)

Has he/she been in contact with or suffered from any disease which is or may be contagious or infectious, within the last four weeks? If yes, please give details Yes No (please tick)

Declaration

Please note that this declaration can only be signed by those with parental responsibility (eg this does not include a foster carer).

- I give permission for[insert name] to take part in the event named above.
- I consider my son/daughter to be medically fit to participate in the activities outlined.
- I require that my son/daughter be excluded from the following:.....

I UNDERTAKE TO INFORM THE LEADER SHOULD ANY OF THE ABOVE INFORMATION CHANGE BY THE DATE OF THE EVENT.

In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic:

Yes No (please tick)

Signed (parent or adult with parental responsibility)

Date / /

Event and Activity Checklist

When arranging a day trip, a special activity or a residential stay, parents should be given full information prior to the event and a consent and medical form should be completed. The information to be given to parents should include the following:

- Name of visit or activity
- Date(s)
- Venue/destination
- Name, address and telephone number of leader responsible for the event
- Names of other leaders who will be present
- Contact telephone number of the venue (or mobile number of leader)
- A brief description of the activities/programme
If young people are not to be supervised all of the time, this should be made clear to parents
- If specialist tuition/training is being offered, details of tutors/trainers etc and any relevant qualifications (eg if you are taking a group canoeing, sailing or abseiling etc)
- Departure place and time
- Return place and time
- Cost (including to whom cheques should be payable)
- Transport arrangements
- Items to be brought (eg coat, swimming kit, walking boots, packed lunch, money etc)
- Date by which reply is to be made, and person to whom it should be sent

THE PARENTAL CONSENT FORM SHOULD BE RETURNED PRIOR TO THE ACTIVITY AND SHOULD BE TAKEN ON THE ACTIVITY BY THE LEADER.

Appendix 7

Guidelines for Discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart (Hebrews 12:5-12 and Proverbs 22:6).

Ask God for wisdom, discernment and understanding and pray for and with the child.

Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.

Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.

Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.

Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.

Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?

NEVER smack or hit a child and don't shout – change voice tone if necessary.

Discipline out of love, NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)

Lay down ground rules, eg no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.

Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.

Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.

Have the child sit right in front of you or get a helper to sit next to the child.

Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.

Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.

Warn a child that you will speak to their parents and do so if necessary. Warn them, escort them back into the service or ban them for a week if necessary. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)

If a child's behaviour is constantly disruptive, seek advice and guidance from a leader. (See church policy on Child Protection)

Pray before you meet and talk over the session before you leave.

Appendix 8

How to respond to a Disclosure of Abuse

It is not easy to give precise guidance, but the following may help:

General points

- Accept 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 – don't 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 Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)

- Contact the Responsible Person
- Consider your own feelings and seek pastoral support if needed

What to do once a child has talked to you about abuse

The procedure:

1. Make notes as soon as possible (preferably within an hour of the interview). Write down exactly what the child said, write what you said in reply to the child when he/she said it, and what was happening immediately beforehand (eg description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes, even if these have been typed subsequently.
2. Report your discussion as soon as possible to the Responsible Person. If the latter is implicated report to the alternative Responsible Person(s), thereafter the Deacon in Charge and in all their absences the Minister.
3. You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.

