

Good practice guidance
Working with Children and Young People
The Parish of Bishopston and St Andrews

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1. Guidance Context

This guidance must be followed by all staff and volunteers working for the Parish of Bishopston and St Andrews.

This guidance is provided for all staff and volunteers to enable them to have an understanding of the behaviours and standards expected in relation to work with children and young people and the provision of activities within the Parish of Bishopston and St Andrews.

The guidance contained within this document is based on 'Protecting All God's Children, 2010¹' and 'Guidance for safer working practice for those working with children and young people in education settings, October 2015²'.

2. Code of conduct

Everyone involved in work with Children and young people within the Parish of Bishopston and St Andrews should:

- Ensure that they are aware of the relevant policies: e.g. safeguarding (including social media and communication, photos and videography), lone child, lone working and that those policies are followed alongside the good practice guidance.
- Commit to training that is required as part of the role and for Safer Recruiting
- Treat all children and young people with dignity and respect befitting their age

¹ <https://www.bristol.anglican.org/documents/protecting-all-gods-children/>

² <http://www.rrecruitment.com/wp-content/uploads/2016/04/Guidance-for-Safer-Working-Practice-October-2015.pdf> Safe Recruitment Consortium

- Ensure that their own tone, language and body language is non threatening and age appropriate.
- Ensure that discipline is maintained without use of threat or physical punishment or control which is illegal for children's workers
- Ensure that any physical contact with a child is child led. All children should be able to choose what form physical contact takes including 'no contact'. All workers must be aware that children should not be picked up, sat on knees or be hugged. Children may find eye contact and a handshake, high five or hand on the shoulder acceptable. Where a child is hurt or upset they may seek a hug - this should only occur in the sight of another adult.
- Ensure that they do not enter into a romantic or sexual relationship with any young person under 18 and within their care. Care should be taken where a young person is over 18 and has recently been within an adults care due to the potential inequality in the relationship.
- Use supervision as a means of protecting children and young people
- Work with or insight of another volunteer or staff member. A minimum of two adults should work with any group of children at all times
- Not offer personal gifts to any child in the group worked with, any prizes or gifts should be from the Parish of Bishopston and St Andrews rather than personal (the exception is where the child is a family member or friend's child and the gift is given in the context of that relationship).
- Maintain a professional manner as a helper or leader. Staff and volunteers should not 'befriend' children or meet with them outside the context of their work (except where the child is a family member or friend's child and the contact is in the context of that relationship).
- Avoid taking children to the toilet. Where this is unavoidable, ensure that another staff member or volunteer is informed and in the area
- Try to ensure that a mixed group has both male and female staff/ volunteers. Couples should not be the only adults working with a group.
- Ensure that children and young people know that they can raise any concerns and that they can speak to the Parish Safeguarding Officer or a Children's advocate, where a church has them, if they wish to.
- Visitors who require access to an area in which children or young people are meeting should be accompanied by a known person at all times.

3. Arrangements for children and young people's activities

All activities provided for children and young people by The Parish of Bishopston and St Andrews are the responsibility of the Parochial Church Council (PCC).

The PCC requires that all activities are therefore safely and appropriately managed. Every activity must ensure the following, and it is the responsibility of the activity leader effectively supported by the PCC to ensure this happens:

- Have an up to date risk assessment of the activity - reviewed annually or following an incident
- Have appropriate staff ratios: In line with The Parish Safeguarding Handbook, the following are recommended:

Age of child	Ratio	
0-2 years	1:3	Minimum of 2 adults
2-3 years	1:4	Minimum of 2 adults
3-8 years	1:6	Minimum of 2 adults
9-12 years	1:8	Minimum of 2 adults
13-18 years	1:10	Minimum of 2 adults

NB: where a group of children is of mixed age defer to the ratio requirements for the lower age group

- Keep a register of staff and children in attendance, and file historic papers in the Safeguarding filing Cabinet in the church office
- Have access to First Aid kit, accident book and appropriately qualified first aiders³.
- Ensure that there is a clear fire evacuation procedure
- Ensure that leaders have access to a phone and hold emergency numbers
- Keep up to date registration and consent forms
- Be clear about which children have parental consent to make their own way home, which will be collected and by whom.

³ First Aid Courses and specifically Paediatric First Aid courses are often available from St John's Ambulance (<http://www.sja.org.uk/sja/training-courses/first-aid-courses/paediatric-first-aid.aspx>) or the British Red Cross (<https://www.redcrossfirstaidtraining.co.uk/Courses/First-aid-at-work-courses-uk-mainland/Scheduled-courses/Paediatric-first-aid.aspx>)

- Ensure that where young children are present there are adequate arrangements to ensure they cannot leave the areas without an adult being aware.
- Complete a log in the accident book for any accident
- Only ever use staff/volunteers that have been safely recruited and who have up to date DBS and Reference checks and training (There will be times when an individual would like to “see” an activity and to be involved prior to making a decision to commit to being a volunteer and going through the recruitment process. Whilst understandable, any such involvement should be for a maximum of one session only and under close supervision).
- Ensure that the space used for the group is:
 - Adequately heated or cooled
 - Big enough for the activity and number of children/ young people
 - Is safe and that any broken furniture or fittings are reported and not causing a health and safety risk
- Ensure that where children are transported by staff or volunteers that:
 - Consent has been obtained from parents/ carers
 - The driver has no unspent driving convictions
 - The driver has adequate insurance⁴
 - The required level of DBS check has been obtained for the volunteer driver

⁴ Volunteer Drivers and Insurance (from Volunteer Now)

It is important that volunteers and organisations are aware of their responsibilities with regard to insurance for volunteers who drive as part of their volunteer role. If the organisation owns the vehicles that volunteers use in the course of their volunteering then it is the organisation’s responsibility to arrange insurance cover and see evidence of the driver’s credentials. If the volunteer uses his/ her own vehicle then they must arrange insurance cover.

- If volunteers are required to use their own cars in the course of their volunteering the organisations should inform the volunteer that it is essential for them to let their insurance company know that they will be using their car in the course of volunteering. This should be done in writing and the insurance company should send written clearance to the volunteer. In general this should not involve an increase in premiums.
- Organisations should assist their volunteers by providing them with a letter, which they can forward to their insurance company. The letter should:
 - Explain that they are a volunteer with your organisation
 - State if they are using their car to carry passengers in the course of their volunteering.
 - Ask for written confirmation that their insurance policy covers any passenger or third party claim, which might arise out of the use of the vehicle for this purpose.

- There are at least two adults and two children in each car or where an emergency necessitates a child being transported by one adult that the child sits in the back and an incident form is completed.
- That where off site activities or visits occur that:
 - Specific consent is obtained from parents or carers
 - The activity is specifically risk assessed and PCC has given consent for the activity
 - The activity provider, where there is one, has public liability insurance

4. Young Helpers

Young helpers, those under 18 years of age may require particular support and supervision where they help with activities for younger children.

- Young people aged 16 and 17 should be recruited via the Safer Recruitment process and are old enough to apply for a DBS check where the role requires one. They should not however be given supervision responsibility and should always work under the supervision of an adult. They should not be counted in the ratios.
- Young people under 16 may act as helpers with activities. Consideration should be made regarding their level of maturity and their ability to behave responsibly and to follow instruction. Any young helper must have a clear role and be able to understand and follow the code of conduct. Young helpers will require parental consent to be present and assist with activities.
- Care should be taken to ensure that young helpers are not working with their own peers and that they do not hold leadership responsibility where a boyfriend or girlfriend is in the group they are working with.