



## CHILD PROTECTION POLICY

Version 1.0 Reviewed June 2017  
Next review date: March 2019

*This policy will be reviewed every three years as a minimum.  
It is the responsibility of the New Horizon Board to implement and review the policy and ensure the  
any changes to the policy are approved and signed off.*

## Board of Directors / Mission Statement / Objectives

### Board of Directors:

Dr Gilly Carson,  
Mr Stephen Cave,  
Rev Barry Forde,  
Mr Peter Lynas,  
Mrs Dawn McAvoy,  
Mrs Lindsay Moorhead,  
Mr Mark Miskimmon

### Staff:

Mr Paul Gilmore, (Operations Manager)  
Mrs Shirley Taylor, (Administrator)

### Mission Statement

New Horizon exists to be used by God, through the power of His Spirit to inspire a selfless surrender to His Son, a radical obedience to His Word, an enduring passion for His Kingdom and an unconditional love for His World.

New Horizon exists

- (a) to bring glory to God
- (b) to serve and strengthen the Church of Jesus Christ
- (c) to build up and refresh Christians in their individual commitment to the Lord Jesus Christ
- (d) to help Christians think through and apply Christ's Lordship in all areas of their lives
- (e) to challenge believers to meet spiritual and social need in their local community and the wider world
- (f) to promote the values which enrich family life

And seeks to achieve these objectives by

- (a) teaching and applying effectively the truth of the Word of God, the Bible, to all ages
- (b) affirming the reality of the indwelling Christ and His empowering by His Holy Spirit
- (c) fostering an awareness of the importance of prayer, service, praise and worship, both individually and in fellowship, for God's people
- (d) encouraging a deeper understanding of the needs of God's world and His work in it
- (e) stimulating response to spiritual and social need at home and overseas
- (f) promoting the work of agencies offering opportunities for Christian ministry and service.

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## CHILD PROTECTION POLICY STATEMENT

It is the policy of New Horizon to safeguard the welfare of all children and young people in their care, by protecting them from any type of harm.

New Horizon wish to ensure that all children participate in an enjoyable and safe environment in which they can have fun and feel valued.

Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause children harm, and to establish and maintain a safe environment for them. We are committed to reviewing our policy, procedures and practice at regular intervals, at least every three years.

We will endeavour to safeguard children by:

- Following carefully the procedures laid down for recruitment and selection of volunteers;
- Providing effective management for staff and volunteers through supervision, support and training;
- Reporting concerns to statutory agencies who need to know and involving parents and children appropriately;
- Adopting Child Protection guidelines through a code of behaviour for staff and volunteers;
- Sharing information about child protection and good practice with children, parents, staff and volunteers;
- Ensuring safety procedures are adhered to;
- Ensuring that any New Horizon staff member, leader or volunteer with direct access to children through the children's and youth ministry are Access NI checked as per government guidelines, child protection trained and adhere to the code of behaviour.

### **For the purpose of this policy:**

A child refers to a person under 18 years old. Where either children or young people are mentioned in the guidelines, both are intended.

A volunteer is anyone 18 years old or over who is engaged in work or voluntary activity which involves regular contact with children or young persons.

A leader in charge is anyone 18 years or older, who has been given the overall responsibility for that programme and is responsible for insuring child protection policy is adhered to. They may be a paid staff member or a volunteer.

A leader in a regulated position is an adult working either as a volunteer or in a paid position, four or more times a year, in direct contact with children or vulnerable adults.

## POLICY PROCEDURES

In order to protect children from harm, we implement the following practices as a minimum:

- All children and young people who attend events organised by New Horizon must have a registration form, completed by a parent or guardian. This form includes their name, address, date of birth, medical details, any special dietary needs, emergency telephone numbers, next of kin and parental consent to attend the event.
- An attendance register for each event.
- An accident and incident log.

All of the information highlighted above is stored confidentially, in line with data protection. (See Appendix 1)

## SHARING OUR POLICY

We seek to ensure that all involved including children, parents, staff and volunteers and management are made aware of our policy.

On returning registration forms, parents should be made aware that the organisation has a Child Protection Policy which is available for them (and their child) to read and discuss with the Leader-in-charge or New Horizon personnel, if they so desire.

Our organisation welcomes questions about our activities and the safety of the environments in which we operate. Therefore parents, children, staff, volunteers and management should be made aware that:

- Staff and leaders go through proper recruitment procedures.
- All New Horizon personnel and leaders follow a Code of Behaviour for working with children and young people, in line with Child protection.
- The New Horizon Board manage and review the work done by all leaders in the events organised at New Horizon.
- All Leaders will undergo child protection training prior to the event each year.
- If any parent has concerns of issues with any aspect of the youth work undertaken by New Horizon or the department they work in, they are welcome to come and raise these issues with the Leader-in-charge or the New Horizon Board of Directors.
- In cases where it is necessary for personnel to do things of a personal nature for children (i.e. if they are very young or have a disability), these tasks should not be carried out without the full understanding and consent of the parents. In an emergency situation, which requires this type of help, parents will be fully informed. In cases where it is necessary for staff to do things of a personal nature for children or you. In such circumstances leaders should be sensitive to the child and undertake personal care tasks with the utmost discretion.
- We would encourage parents to talk to their children and ask questions about the event they have taken part in.
- This policy is available online on the New Horizon website.

- The Board have responsibility of signing off any changes to this policy.

## RECRUITMENT & APPOINTMENT PROCESS FOR VOLUNTEERS / LEADER IN CHARGE

New Horizon is committed to an open recruitment process, opportunities approved by management are advertised on the New Horizon website and are open for anyone to apply.

### Application Form

An application form must be completed by everyone applying to work with children and young people in regulated positions.

The application form includes the vetting process according to legislation and good practice, an application form, a job description (or role description in the case of volunteers), information about the organisation and a copy of child protection policy statement. Applicants will be asked to declare any past criminal convictions.

The Leader in charge and where appropriate one other ministry representative should carry out an assessment\* to ensure the proposed volunteer has the ability and commitment required for the role. A child protection policy summary should be provided.

### Referees

The names of two referees should be given by the applicant. The referees should not be family members, the ministry coordinator or any of the interviewers.

References should be from people who have first-hand knowledge of a potential staff member or volunteers work with children/young people, their Christian experience and have known the applicant for at least two years.

### AccessNI

Before an applicant applying to work with children/young person in a regulated position is appointed they must consent to and complete an AccessNI check.

Where a prospective volunteer or staff member is not from this country sufficient measures must be taken to ensure there has been a Police check within their own country.

\*In the case of a paid staff member the person should be interviewed by the New Horizon board.

## General Vetting Principles

In order to comply with the law and good practice, all leaders taking up a regulated position to work with children and young people must be vetted. The process of vetting leaders involves a criminal record check which will show if an applicant has any criminal convictions.

Please remember that vetting is only a part of the appointment process. Just because a person does not have a criminal record, does not mean that they are suitable to work with children, it simply means they have no criminal record. Therefore it is important to have a good recruitment process in place.

A person who does have a criminal conviction will not necessarily be barred from working with children and young people within a New Horizon setting. Only convictions considered relevant will be taken into consideration when an appointment is made.

## Regulated Position

At the time of writing a regulated position is defined as:

An adult (a person 18 years old and over) working either as a volunteer or in a paid position, four or more times a year, in direct contact with children (a person under 18 years old).

## MANAGEMENT, SUPPORT AND SUPERVISION OF VOLUNTEERS

Each programme of activities is managed by a programme leader. The leader will be responsible (in some cases with the support of a coordination team) for the support and supervision of volunteers in the programme.

Before any youth activities commence, all volunteers must be provided with appropriate induction and training to do the ROLE required of them. The induction will include child protection training. Induction will also provide guidelines on volunteer responsibilities, health and safety, expectations and general guidelines. It is the responsibility for the programme leader of each programme to ensure that no volunteer participates with children & youth activities without first undertaking this training.

New Horizon reserves the right to ask a volunteer to leave at any stage after their initial induction session. This would only occur should a leader in charge believe that the volunteer is not suitably equipped to participate in the activities. Whilst there is no formal appraisal for volunteers, regular feedback will be provided with a view to maintaining a high standard of care for all the children and young people in attendance.

## CODE OF BEHAVIOUR FOR LEADERS

New Horizon staff and volunteers are encouraged to demonstrate exemplary behaviour in order to protect themselves from allegations of abuse.

Stated below are the standards of behaviour required of New Horizon staff and volunteers in order to fulfil their roles within the organisation and to ensure that a positive culture and climate is created at all events and during all activities undertaken by our staff and volunteers involving contact with children.

### Positive behaviours

- Show respect, be patient and listen.
- Think about how you communicate with a child and the language used.
- Value children as individuals.
- Be as open and transparent as possible.
- Be a positive role model and provide support.
- Encourage children to participate and have fun.
- Ensure any contact with children (e.g. via phone, text, email) is only done with parental consent.

### Behaviours to be avoided

- Taking a child alone on a car journey.
- Taking a child to your home.

### Unacceptable behaviours

- Using offensive, abusive or generally inappropriate language
- Allowing children to use inappropriate language unchallenged.
- Allowing children to be bullied in any form. (Please see Anti-Bullying Policy - Appendix 2)
- Leaving children unattended/unsupervised.
- Making/receiving private calls or texts while supervising children.
- Engaging in or allowing dangerous behaviour.
- Spending excessive amounts of time alone with children away from others.
- Engage in inappropriate games such as horseplay with children.
- Allow or engage in inappropriate touching of any form.

- Engage in sexually provocative games.
- Make sexually suggestive comments about or to a child, even in fun.
- Let allegations made by a child go unrecorded.
- Taking photos of young people on your personal phone/camera/device.
- Connecting with a child or young person via personal social media.
- Doing things of a personal nature that children can do themselves.
- Striking a child or young person.
- Leaving their designated area unsupervised.
- Smoke or consume alcohol at the event.

## Technology Policy

Guidelines on use of mobile phones and email.

It is important to give workers guidelines on what is appropriate in terms of mobile phone and email contact with the children/young people they are working with.

- Anything which compromises the leader's ability to maintain a safe environment and give their full attention to the supervision of children, such as using a mobile phone, should be actively discouraged. A blanket ban is not necessary as mobiles may obviously be useful in emergency situations.
- Contacting children and young people by phone, text or email should never be undertaken without parental knowledge or consent.
- Leaders should not be emailing children and young people directly as individuals, but may do so as part of a disclosed list (having received prior permission to disclose in group email) where they are disseminating information in relation to events. Disclosed lists should be used for sending organisation information via a designated and suitably trained adult (because of their position this person should also have been subject to appropriate selection and vetting processes). Group emails should also give individuals the opportunity to have their contact details removed from the list by including a statement such as: "If you wish to be removed from this email list please contact the administrator".
- Leaders should not contact young people through chatrooms and social networking sites such as Facebook.

*Based on Child Protection in Sport Unit (CPSU) - Use of electronic communication - Briefing paper 03/06 (Issued May, 2006)*

## Guidelines on Taking Photographs

New Horizon's Policy is to establish the type of images that appropriately represent the organisation for the web and other media.

Rules to Remember are:

- If the young person is named, avoid using their photograph;
- If a photograph is used, avoid naming the young person;
- Ask for the young person's permission to use their image e.g. Consent Form;
- Ask for parental consent to use an image of a young person e.g. Parental Consent Form;
- Only use images of young people in suitable dress to reduce the risk of inappropriate use. There are clearly some sports activities - swimming, gymnastics and athletics for example when the risk of potential misuse is much greater than for other activities. With these, the content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or if poolside, waist or shoulder up.
- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to young people. Follow your child protection procedures, ensuring both your Designated Officer and the Social Services and/or police are informed.

## Guidelines for Use of Photographic Filming Equipment

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which must be worn at all times.
- Inform young people and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to young people or one to one photo sessions at events.

If parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations.

- Young people and parents should be informed that if they have concerns they can report these to the leader.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or leader and recorded in the same manner as any other child protection concern.

## Working with children with a disability or additional needs

Below are some of the things you should consider to successfully include a disabled child in your scheme.

- Work in partnership with the child, parents and any professionals to establish how the child can be included.
- Make sure inclusion is possible before bringing the child into the programme.
- Make reasonable adjustments – e.g. if your group has a requirement for children to be toilet trained, can this be waived in the case of a child who is not?
- Be interested in the child – build rapport.
- Gather some information about the child's impairment but remember you're working with a child and not a condition.
- If the child has a communication impairment, acquiring some key skills in the child's communication method will be useful e.g. it is quite easy to learn some simple signs.
- Some disability specific training may be useful or required – e.g. on autism or epilepsy.
- Risk assessments may be necessary to ensure the safety of some disabled children.
- Higher staff ratios may be required if the child has additional needs or behavioural problems.
- Written consent will be required if the child needs intimate care – e.g. help with toileting.

What about other non-disabled children and adults?

- Be open in explaining your policy of inclusion to all children.
- Use existing policies if bullying occurs.
- Help parents/guardians of non-disabled children understand your organisation's commitment to inclusion.

Adapted from the Buskers Guide to Inclusion

## ACTIVITY RELATED CODE OF BEHAVIOUR

We have an important responsibility for protecting and safeguarding children and young people from harm whilst they are with us.

The following are guidelines that we need to adopt as a code of behavior tailored to our activities, in order to protect children and young people from harm and ourselves from false allegations.

### Leaders' responsibilities

Leaders are responsible for:-

- Safety and well-being of all children and young people
- A good level of discipline
- Protection of personal and unit property
- Setting an example in behaviour and attitude
- Listening and providing help and support to members with problems, personal or otherwise.

Leaders should treat all children and young people with dignity and respect in attitude, language and action. At all times a leader must aim to be... fair, caring, trustworthy, responsible, accountable, and above reproach.

Leaders should report to their area of duty at the time indicated on the duty rota and should remain there until all children have been returned to their parent/guardian.

Leaders should arrive at the venue at least 20 minutes before the event is due to open, therefore being prepared and ready for the young people entering.

All leaders are expected to remain for the review meeting after the children / young people have left.

All leaders should do their best to attend any leaders training provided.

If a parent, child or young person has any grievance they should be politely and courteously escorted to the leader-in-charge who will deal with the issue.

### Difficult Behaviour

When dealing with disruptive behaviour, leaders cannot use any form of corporal punishment, rough handling or humiliation. Leaders must never leave a child in an unsupervised area or lock them in an enclosed space.

As a Christian based organization, one of our objectives is to introduce children and young people to Christ, therefore although we do not wish to ban or exclude a child, in some circumstances it may be appropriate.

## Health and Safety

Leaders who have been signed into the programme event are to remain until all aspects of the programme are complete including when the children/young people leave.

Regular equipment checks will be carried out by the leader-in-charge to ensure that it does not pose a risk to children.

Leaders with New Horizon should always try to create a safe and controlled environment where young people can develop their personal and social skills. We aim to encourage respect for self, others, property and possessions.

## Supervision

Proper supervision of children and young people is a key factor in the New Horizon Ministries Child Protection Policy. When planning activities leaders should consider:

- The number of participants  
New Horizon operate under the standard ratios recommended by "Our Duty to Care".
 

0-2 years	1 leader to 3 children
2-3 years	1 leader to 4 children
3-7 years	1 leader to 8 children
 8 years and over	 2 leaders (preferably one of each gender) for up to 20 children.

There should be an additional staff member for every 10 extra children and/or young people.

The ratio of leaders and volunteers to children with disabilities is dependent on the needs of the individual child.

Where a party consists of children of both sexes, both male and female leaders should be provided unless otherwise agreed.

## Basic principles

New Horizon recognise a number of basic principles, which should always be taken into account when supervising children / young people.

- a A detailed programme of activities should be planned for the children whenever they are in our care. Bored Kids = Trouble
- b Leaders are responsible for the welfare and safety of the children for the whole time they are away from their parents/guardian
- c Leaders should always gain written consent for every child participating in any organised trip

NB. If ratios are not covered, programmes will close their registration.

Dealing with Allegations against Staff and volunteers - See Appendix 4

## CHILD PROTECTION REPORTING PROCEDURES

### Designated Officer

All programmes and organisations that are involved with New Horizon should follow New Horizons reporting procedures as outlined in this policy and note that:

- The Designated Officer for New Horizon is Alistair Brown.

The role of the designated officer is as follows:

- Provision of information and advice on child protection within New Horizon
- Ensure that child protection policy and procedures are followed
- Make appropriate referrals to local Social Services
- Ensure appropriate information is available to Social Services and referral is confirmed in writing
- Keep appropriate the board of New Horizon informed of action taken and of action required
- Ensure records are kept appropriately
- Ensure that Child Protection training takes place

### Accidents and Incidents

Many issues that are brought to a leader's attention are not necessarily a concern about a child's welfare or an allegation of abuse but are often may minor concerns or problems, in other words, an incident or an accident.

An example of an incident would be a male leader who leaves a young girl home by himself without previous knowledge from or communication to parents/carers or other leaders. An example of an accident would be a teenager falling and needing first aid treatment.

All programmes working within New Horizon should have an Incident and Accident log. This is a book where leaders can record any accidents or incidents that have taken place during the event and details of what action was taken. This should always be signed (by the leader in charge) and dated. Parents/guardians should be informed in person or by phone of the accident/incident as soon as possible.

In addition:

- All emergency numbers should be displayed in a visible place
- Medical incidents should be reported to and dealt with by a trained first aider immediately
- Children should never be allowed to leave alone without prior permission from their parent
- A first-aid box should be available at all times
- Where a child may require hospital treatment, the parent/guardian's permission must be sought. If this is not possible, the leader-in-charge/first-aider must make a decision as to whether hospital treatment is required

## Responding to concerns or disclosures

A concern about a child may refer to an incident when a child has shown signs of abuse. A concern may also refer to inappropriate or difficult behaviour that an adult has shown towards a child.

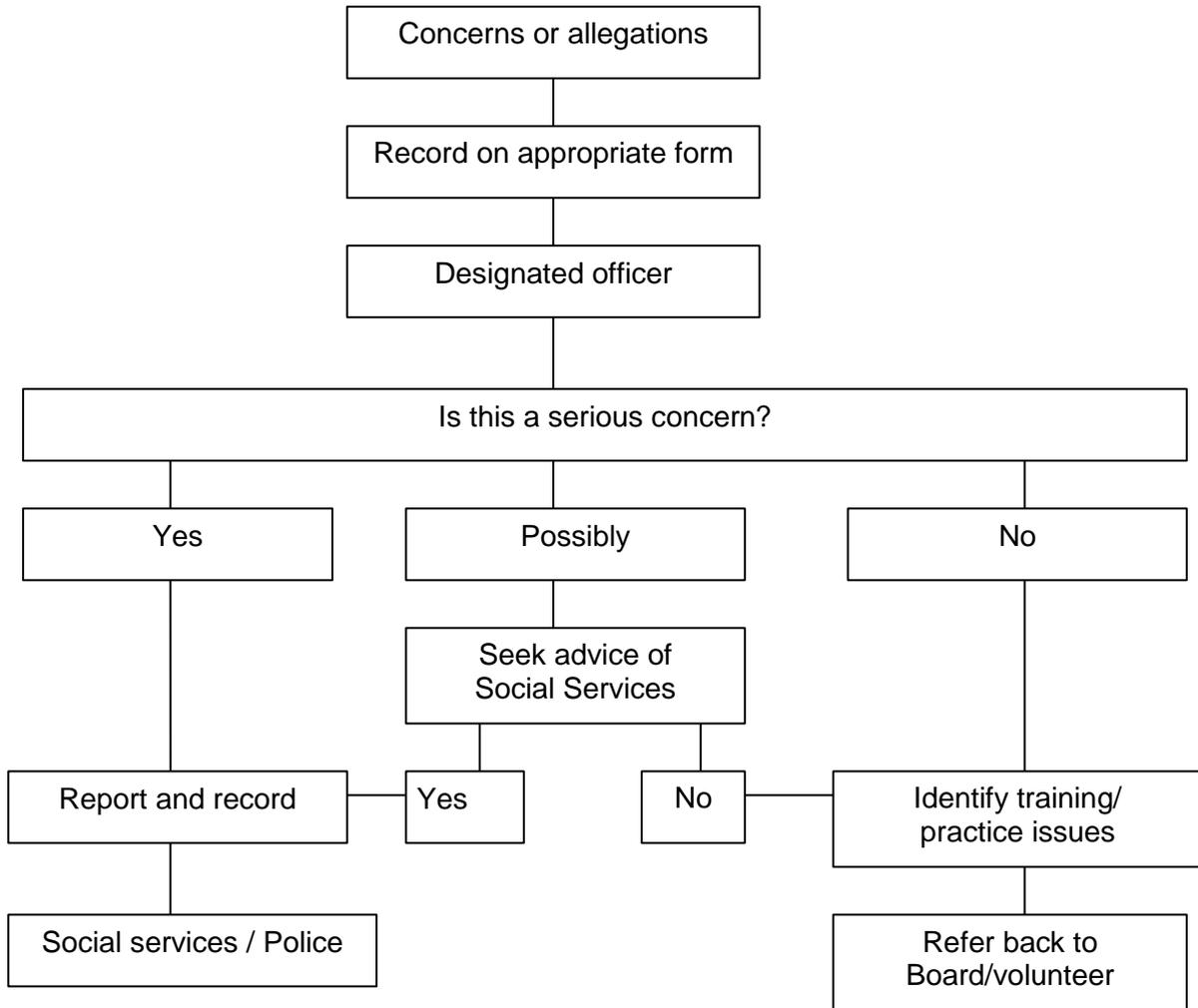
A disclosure refers to when a child shares that abuse has or is occurring.

Responding to concerns and disclosures must be based upon a clearly defined reporting process. Knowing what to do, who to contact and who needs to know will ensure that the incident is dealt with appropriately. The primary responsibility is to report any concern as soon as possible and ensure that the concern is taken seriously.

Following the procedure marked out on below of this document, leaders should take their recorded information to their designated officer as soon as possible. It is then the Designated Officers responsibility to gauge whether or not to approach Social Services. At no time should leaders discuss the situation with anyone outside the procedure.

In the event of a concern that involves alleged or suspected child abuse, a Child Protection Recording form must be completed and passed to the designated officer who should be made aware of the situation as soon as possible.

If there is ever a concern that a child might be in danger then do not hesitate to contact the PSNI immediately.



When recording any concerns or allegations please use forms provided for this purpose.

**THIS PROCEDURE SHOULD BE EXECUTED WITH SPEED AND EFFICIENCY.  
DO NOT GO OUTSIDE THIS CHAIN OF EVENTS – DO NOT GOSSIP.**

What to do and what not to do if a child discloses to you:

**Do**

- Listen and hear
- Give time to the child to say what they want
- Reassure them that they have done the right thing in telling
- Write down what was said to you or what you observed as soon as possible
- Write down the exact words used by the child or young person
- Inform the designated officer
- Record your report

**Do Not**

- ask leading questions
- make the child repeat the story unnecessarily
- promise to keep secrets
- investigate
- delay
- Under no circumstances should you attempt to deal with the problem alone

**Responding to allegations**

If an allegation of inappropriate behaviour or abuse is made about a volunteer, the leader of the programme must be informed immediately (who will in turn inform the designated officer) If it concerns the leader then the designated officer or a board member should be contacted.

It is the responsibility of the do to determine the appropriate response to the allegations.

A written report of the allegation must be recorded and stored confidentially.

**Confidentiality**

It is always important that child protection issues are treated confidentially, only those who need to know about an incident or concern should be informed. This will mean that where the Programme leader or designated officer considers that a child is at risk of abuse, or that a criminal offence may have been committed, it should be reported to the Social Services. Depending on what the incident or concern about a child is, parents/carers may need to be informed.

**Recording**

It is very important that any words a child says are recorded accurately. If a child says something of concern to a leader, this should be recorded immediately on any piece of paper at hand and then the Child Protection Recording form written up at a later stage.

Once completed, the Child Protection Recording form should be given to the designated person and kept confidentially.

A record should be kept of any meetings held in relation to a child protection concern. It should be recorded what the concern was and whether or not the decision was taken to report to an outside agency. The record of the meeting should be kept confidentially in a safe place. Such records will be sought and examined if an investigation is carried out.

### Dealing with Complaints

If a young person or parent/carer has a general complaint about the running of a programme, such complaints should be directed to the Coordinator for Children and Youth, or another member of the management team. The complainant should be assured that the matter will be dealt with in a prompt and appropriate manner. They should be informed as soon as possible of the decisions and the action, if any, that will be taken.

## Child Protection Recording Form

In any case where an allegation is made, or someone in the event has concerns, a record should be made. (*Our Duty to Care*)

NAME OF CHILD:

AGE:

ANY SPECIAL FACTORS: (*BROTHERS AND SISTERS ATTENDING ETC.*)

NAME OF PARENTS:

HOME ADDRESS / TEL.NO.

IS THE PERSON MAKING THE REPORT EXPRESSING THEIR OWN CONCERNS, THOSE OF SOMEONE ELSE, OR IS THIS A DISCLOSURE BY A CHILD?

WHAT HAS PROMPTED THESE CONCERNS? PLEASE NOTE AS MUCH DETAIL AS POSSIBLE, INCLUDING DATES AND TIMES ETC. OF ANY SPECIFIC INCIDENTS, PHYSICAL OR BEHAVIOURAL SIGNS.

IF THIS IS A DISCLOSURE OR THE CHILD YOU HAVE CONCERNS ABOUT HAS BEEN SPOKEN TO, PLEASE NOTE WHAT HAS BEEN SAID HERE.

HAVE THE PARENTS BEEN CONTACTED? IF SO WHAT HAS BEEN SAID?

HAS ANYONE BEEN ALLEGED AS THE ABUSER? IF SO, PLEASE RECORD DETAILS.

HAS ANYONE ELSE BEEN CONSULTED? IF SO, PLEASE RECORD DETAILS.

**ROLE DESCRIPTION – CRÈCHE ASSISTANT**

The Crèche will be incorporated under the New Horizon Child Protection Policy. The assistant should support the room leader in providing a stimulating and varied programme of play and ensuring the safety and well-being of the children.

In order to achieve this, the assistant will:

1. Help prepare and fully set out the playroom before children arrive and tidy it up after the children leave.
  2. Help provide and take part in all the group's activities.
  3. Liaise with parents.
  4. Listen to, encourage, enable, stimulate and ensure the safe-keeping of the children.
  5. Advise the leader of any matter requiring attention such as concerns about a child or equipment needing repaired or replaced.
  6. Keeping completely confidential any information regarding the children, their families or other staff.
  7. Any concerns regarding the children or the session should be immediately reported to the Room Leader.
- NB In undertaking the above duties, volunteers will have substantial regular contact with children and young people

## JOB DESCRIPTION – CRÈCHE ROOM LEADER

The Crèche will be incorporated under the New Horizon Child Protection Policy. The Room Leader is responsible for the running of the Crèche and ensuring that there is a safe, caring and welcoming environment for children and their families.

1. The Room Leader is responsible for the overall safety and well-being of the children.
  2. The Room Leader should ensure that planning and preparation is carried out and that the activities offered throughout the session allow all children to experience creative, imaginative, manipulative, social and physical play.
  3. The Room Leaders should supervise the Crèche Assistants.
  3. The Room Leader should ensure that the playroom is fully set out before the session commences and is tidied up after the session ends. They are also responsible for ensuring good standards of hygiene are followed and that equipment is safe and regularly checked for repair.
  4. The leader is responsible for keeping up to date records as stipulated by New Horizon, daily register, accident book etc.
  5. The Room Leader should bring any concerns regarding the running of the Crèche to the Board member responsible.
  6. The Room Leaders should maintain confidentiality at all times.
- NB In undertaking the above duties, volunteers will have substantial regular contact with children and young people

ROLE DESCRIPTION – ON THE EDGE TEAM

The On the Edge team will be incorporated under the New Horizon Child Protection Policy. The volunteers should support their team leader in providing a stimulating and varied programme of activities, ensuring the safety and well-being of the children.

In order to achieve this, they will:

1. Help with the preparation and planning of the activities for each session.
2. Ensure that the children attending have been registered and all contact and medical details completed as the children enter the venue.
3. Have knowledge regarding the location of first-aid equipment and the procedure for contacting the emergency team on site.
4. Ensure that the children and young people interact positively with each other promoting the ethos of mutual respect and understanding.
5. Ensure the health and safety of children entering and leaving the venue.
6. Ensure that the Health & Safety Policy and Child Protection Policy are adhered to at all times.
7. Undertake Child Protection training.

NB In undertaking the above duties, volunteers will have substantial regular contact with children and young people

ROLE DESCRIPTION – LIVEWIRE TEAM

The Livewire team will be incorporated under the New Horizon Child Protection Policy. The volunteers should support their team leader in providing a stimulating and varied programme of activities, ensuring the safety and well-being of the children.

In order to achieve this, they will:

1. Help with the preparation and planning of the activities for each session.
2. Ensure that the children attending have been registered and all contact and medical details completed as the children enter the venue.
3. Have knowledge regarding the location of first-aid equipment and the procedure for contacting the emergency team on site.
4. Ensure that the children and young people interact positively with each other promoting the ethos of mutual respect and understanding.
5. Ensure the health and safety of children entering and leaving the venue.
6. Ensure that the Health & Safety Policy and Child Protection Policy are adhered to at all times.
7. Undertake Child Protection training.

NB In undertaking the above duties, volunteers will have substantial regular contact with children and young people

ROLE DESCRIPTION – SCRIPTURE UNION TEAM

The Scripture Union team will be incorporated under the New Horizon Child Protection Policy. The volunteers should support their team leader in providing a stimulating and varied programme of activities, ensuring the safety and well-being of the children.

In order to achieve this, they will:

1. Help with the preparation and planning of the activities for each session.
2. Ensure that the children attending have been registered and all contact and medical details completed as the children enter the venue.
3. Have knowledge regarding the location of first-aid equipment and the procedure for contacting the emergency team on site.
4. Ensure that the children and young people interact positively with each other promoting the ethos of mutual respect and understanding.
5. Ensure the health and safety of children entering and leaving the venue.
6. Ensure that the Health & Safety Policy and Child Protection Policy are adhered to at all times.
7. Undertake Child Protection training.

NB In undertaking the above duties, volunteers will have substantial regular contact with children and young people

## Appendix 1: Data Protection Policy

Under the Data Protection Act (1998) registered organisations should be aware that they must be careful when handling personal data belonging to children and leaders (Names, phone numbers, addresses and medical information.)

Organisations must only hold data which is adequate, relevant and not excessive in relation to the purpose for which it is held. They must ensure that personal data is accurate and where necessary, kept up to date. Organisations must do what they can to prevent unauthorised or accidental access to personal data and must hold data for no longer than necessary. Therefore the following principles should be followed for all organisations in answer to the questions below:

Where should forms be kept?

- :: All consent forms, accident forms, or any information on children or leaders should be kept in a confidential but accessible location. A locked filing cabinet on New Horizon premises is a good example.
- :: All consent forms, accident forms, or any information on children or leaders should not be kept in a person's own home for long periods of time.
- :: Leaders must ensure that they have easy access to relevant data such as children's contact details and medical information when the organisation is meeting.
- :: Incident/accident forms should also be held securely on New Horizon premises.

Who should have access to information on children and leaders?

- :: Information about children and leaders should be on a need-to-know basis.
- :: The exception to this is medical information where it is important that all leaders in a supervisory role are aware of conditions that children have.
- :: Information about leaders and children should not be given to any external party but only used for the purpose for which it was given.

What about data kept on computers?

- :: The same rules apply for data kept on computers; data is confidential and should be kept on Centre/National Office premises. In order to keep the data protected, it should be held on a dedicated password protected file.

How long should records on children and leaders be kept?

- :: Consent forms (basic information such as name, date of birth and address) should be kept for up to six years after the child has left the organisation. Thereafter, it should either be destroyed (i.e.: shredded or burnt) or given back to the child or parent.
- :: The same applies to information on leaders – i.e.: it is retained for up to six years after they have left their position.
- :: Incident/accident forms and the register of all leaders should be kept indefinitely.

## Appendix 2: Anti-Bullying Policy

We are committed to providing a caring, friendly and safe environment for all of our children. Bullying of any kind is unacceptable at our group. If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the leader.

### What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding possessions, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focussing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumours, teasing
- Cyber: All areas of internet, such as email and internet chat room misuse; mobile phone threats by text messaging and calls; misuse of associated technology, i.e. camera and video facilities.

### Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Children who are bullying need to learn different ways of behaving.

We have a responsibility to respond promptly and effectively to issues of bullying.

### Objectives of this Policy

- Management committee, leaders children and parents should have an understanding of what bullying is.
- Management committee and leaders should know what the policy is on bullying, and follow it when bullying is reported.
- All children and parents should know what the policy is on bullying, and what they should do if bullying arises.
- As a group we take bullying seriously. Children and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

### Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child, for example:

- is frightened of attending the group;
- becomes withdrawn anxious, or lacking in confidence;
- attempts or threatens suicide or runs away;
- cries themselves to sleep at night or has nightmares;
- has possessions which are damaged or "go missing";
- asks for money or starts stealing money (to pay bully);
- is afraid to use the internet or mobile phone;
- is nervous and jumpy when a cyber message is received.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

### Procedures

- Report bullying incidents to leader.
- The incidents will be recorded by leader.
- In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem.
- If necessary and appropriate, police will be consulted.
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
- An attempt will be made to help the bully (bullies) change their behaviour.

### Outcomes

- The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
- In serious cases, suspension or even exclusion will be considered.
- If possible, the children will be reconciled.
- After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

### Prevention

We will use Kidscape methods for helping children to prevent bullying. As and when appropriate, these may include:

- writing and signing group code of behaviour;
- making up role-plays (or using Kidscape role-plays);
- having discussions about bullying and why it matters.

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For a full copy of the Kidscape Sample Anti-Bullying Policy for Schools or for further support, links and advice, visit the Kidscape website [www.kidscape.org.uk](http://www.kidscape.org.uk)

### Appendix 3: Dealing with Allegations against staff/volunteers

