**Congleton Pentecostal Church Safeguarding Policy**

**Section 1**

**Details of the place of worship / organisation**

Name of Place of Worship / Organisation: Congleton Pentecostal Church

Address: Cross Street, Congleton, Cheshire CW12 1HQ

Tel No: 01260 273635 Email address: andrew@crossstreetchurch.co.uk

Membership of Denomination/Organisation: Independent Pentecostal Church registered with the Charity Commission.

Charity Number: 1051793

Insurance Company Buildings, contents and Public liability insurance with CaSE Insurance

The following is a brief description of our place of worship / organisation and the type of work / activities we undertake with children / vulnerable adults:

In addition to church services in which children are involved and the Kidz Church which takes place during certain services, the Church has a weekly children’s club and parent and toddler group. From time to time the Church also runs a children’s holiday club.

**Our commitment**

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS).

The Leadership undertakes to:

* endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
* provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
* ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
* support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
* file a copy of the policy and practice guidelines with CCPAS and the local authority: Cheshire East Council and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

**Section 2**

**Recognising and responding appropriately to an allegation or suspicion of abuse**

**Understanding abuse and neglect**

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

**Definitions of Abuse - Children**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse below operate in England based on the government guidance “Working Together to Safeguard Children (2015)”

**Physical abuse**Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse**

Emotional abuse is the persistent emotional maltreatment 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 include not giving the child opportunities to express their views, deliberately silencing them or “making fun” of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect**

Neglect is the persistent failure to meet a child’s physical and/or psychological needs, likely to result in the serious impairment of the child’s health and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers

 ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Definitions of abuse (Adults)**

The following definition of abuse is laid down in “No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Dept. of Health 2000)

“Abuse is a violation of an individual’s human and civil rights by another person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.”

**Physical abuse**This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

**Sexual abuse**This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

**Psychological or Emotional abuse**These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult’s emotional health and development or any other form of mental cruelty.

**Financial or Material Abuse**This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

**Neglect/Self Abuse**This is repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or others. A vulnerable person may be suffering from neglect when their general wellbeing or development is impaired.

**Discriminatory Abuse**
This is inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups of individuals. Discriminatory abuse links to all other forms of abuse.

Organisational Abuse

This is mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

**Signs and symptoms of abuse**

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

**Physical signs of 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
Neglect – under-nourishment, failure to grow, constant hunger, stealing or gorging food. Untreated illnesses, inadequate care etc.
Reluctance to change for, or participate in, games or swimming
repeated urinary infections or unexplained tummy pains
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
Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, 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

**Emotional signs of abuse**

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

**How to respond to a child wishing to disclose 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 – 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 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 show 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 don’t believe you
Are you sure this is true?
Why? How? When? What? Where?
Never make false promises
Never make statements such as “I’m 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 person in your church responsible for coordinating child protection concerns or contact an agency such as CCPAS for advice or go directly to Social Services/Police/NSPCC
Consider your own feelings and seek pastoral support if needed.

Make notes as soon as possible (preferably within an hour of the child talking to you), writing down exactly what the child said and when he/she said it, what you said in reply and what was happening immediately beforehand (e.g. description of the activity). Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period.

**Safeguarding awareness**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone.All our workers will receive induction training through the CCPAS Facing the Unthinkable DVD and receive in house training.

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

**RESPONDING TO ALLEGATIONS OF ABUSE**

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

* The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Mrs Karen Calvert (hereafter the "Safeguarding Co-ordinator") tel no: 01260 279175 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
* In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Mr. Andrew Calvert (hereafter the "Deputy ") tel no:01260 279175. If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
* Where the concern is about a child the Safeguarding Co-ordinator should contact Children’s Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.

The local Children’s Social Services office telephone number (office hours) is 03001235012. The out of hours emergency number is 03001235022.

The local Adult Social Services office telephone number (office hours) is 03001235010. The out of hours emergency number is 03001235022.

The Police Child Protection Team telephone number is 08454580000.

* Where required the Safeguarding Co-ordinator should then immediately inform the insurance company and chair of the Church Council

(Name) Andrew Calvert tel no: 01260 279175

* Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
* Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.
* The Leadership will support the Safeguarding Co-ordinator/Deputy 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 the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

**Detailed procedures where there is a concern about a child:**

**ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

* Contact Children’s Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
* Not tell the parents or carers unless advised to do so, having contacted Children’s Social Services.
* Seek medical help if needed urgently, informing the doctor of any suspicions.
* For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
* Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children’s Social Services direct for advice.
* Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children’s Social Services.

**ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

* Contact the Children’s Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
* Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children’s Social Services/Police. CCPAS will confirm its advice in writing for future reference.

**The following procedure will be followed where there is a concern that an adult is in need of protection:**

**SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE**

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

* Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
* If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
* For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, ‘No Secrets’, to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

**ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children’s Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

**Section 3**

**Prevention**

**Safe recruitment**

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

* There is a written job description / person specification for the post
* Those applying have completed an application form and a self declaration form
* Those short listed have been interviewed
* Safeguarding has been discussed at interview
* Written references have been obtained, and followed up where appropriate
* A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
* Qualifications where relevant have been verified
* A suitable training programme is provided for the successful applicant
* The applicant has completed a probationary period
* The applicant has been given a copy of the organisation’s safeguarding policy and knows how to report concerns.

**Management of Workers – Codes of Conduct**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the ‘Abuse Of Trust ‘guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

**Section 4**

**Pastoral Care**

**Supporting those affected by abuse**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation.

**Working with offenders**

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

**Section 5**

**Practice Guidelines**

As an organisation / place of worship working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also regularly review good practice guidelines for every activity we are involved in.

An information and consent form giving contact information and medical information and consent is completed by a parent / carer with parental responsibility for each child attending our activities.

**Working in Partnership**

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS’ safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

**Signed by: S.E.Baylay, A.M.Calvert, A.M.Bond P.E.Bayley**

**Date: 24/9//15**

**Last reviewed February 2023
Next review due February 2027**

**Appendix 1**

**Leadership Safeguarding Statement**

The Church Council recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Church Council on: 24/9/15

This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.

Specifically:

* We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
* We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
* All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
* We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
* We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
* We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
* We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

**We are committed to:**

* Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
* Respecting the rights of children as described in the UN Convention on the Rights of the Child.
* Implementing the requirements of legislation in regard to people with disabilities.
* Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
* Keeping up to date with national and local developments relating to safeguarding.
* Following any organisational guidelines in relation to safeguarding children and adults in need of protection.
* Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/vulnerable adults.
* Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
* Supporting parents and families
* Nurturing, protecting and safeguarding of children and young people
* Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
* Supporting all in the place of worship/organisation affected by abuse.
* Adopting and following the ‘Safe and Secure’ safeguarding standards developed by the Churches’ Child Protection Advisory Service.

**We recognise:**

* Children’s Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
* Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
* Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency’s headquarters.
* Safeguarding is everyone’s responsibility.

**We will review this statement and our policy and procedures every four years.**

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Mrs. Karen Calvert - Child Safeguarding Coordinator
Mr. Andrew Calvert – Deputy Child Safeguarding Coordinator

Mrs. Karen Calvert -Adult Safeguarding Coordinator
Mr. Andrew Calvert – Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from Mrs. Karen Calvert

A copy of our safeguarding policy has been lodged with CCPAS and Cheshire East Council

Signed by leadership/organisation

Signed S.E.Baylay A.M.Calvert A.M. Bond P.E. Bayley

Date 24.9.15
Reviewed and updated 15.2.23

Appendix 2

Code of Conduct for those working with children and vulnerable adults.

1. Adhere to the Safeguarding policy of Congleton Pentecostal Church and support the safeguarding coordinator/s.
2. Treat all children and vulnerable adults with dignity and respect in attitude, language used and actions.
3. Make every effort to ensure the safety of children and vulnerable adults.
4. Make every effort to prevent abuse of any kind to children or vulnerable adults and report any such abuse if discovered.

Practice Guidelines for children’s clubs and activities

1. Suggested ratio of adults to children:
0-2 years 1 adult – 3 children
2-3 years 1 adult – 4 children
3-8 years 1 adult – 8 children
2. No person under the age of 16 should be left in charge of children of any age.
3. A register of those attending a club should be kept.
4. An information and consent form should be completed for all children attending Church clubs.
5. In order to protect both children and workers, keep a record of unusual events, behaviour or conversations.
6. Ensure that arrangements for transporting children have parental consent.

**Appendix 3**

