

# WORKING SAFELY WITH CHILDREN AND YOUNG PEOPLE

Here are some example checklists and templates to help you set up your youth and children's work and volunteers safely. They are not intended to be completely comprehensive and you must work with your Parish Safeguarding Officer, and Diocesan Safeguarding Team to ensure that you have covered everything. Please take your questions about any additional issues to them.

We are working hard to provide more templates and will be updating these checklists and templates as time goes on. The Church of England website has a lot of useful information, including Templates and resources. [Find them here](#)

## RECRUITING CHECKLIST

- Once someone has agreed to help as a volunteer, there are a number of checks that must be made before they can start volunteering. [Please see the full list here](#). This takes time and patience, but becomes easier with practice. If you need help please contact your parish/diocesan safeguarding person.
- Once you have done these, each volunteer will need a volunteer agreement and letter of appointment.
- They will also need to have written statements of information about safeguarding, expected behaviour and church procedures. [More information here](#)
- Make sure each volunteer has read, understood and agreed to adhere to all the policies and procedures that apply to the groups they are part of. For instance: safeguarding, anti-bullying, drug and alcohol abuse, confidentiality and data protection.
- **Every person from the age of 16 will need a DBS in order to work with children and young people. [Find out more here](#)**



## CHURCH CHECKLIST

- Do you know who is your Parish Safeguarding Officer? Legally, every church needs one.
- Have you got a Church Safeguarding Policy agreed by the PCC?
- Is your Safeguarding Policy displayed in church?
- Is there a picture and contact details of your Parish Safeguarding Officer displayed in church?
- If your diocese subscribes to the Safeguarding Dashboards online tool, (which most do), are you using it to track your safeguarding compliance? If not, contact your diocesan safeguarding team to sign up for it. It keeps everything very straightforward.

If you have questions about anything on this list, please contact your Diocesan Safeguarding Team.



# VOLUNTEERS' SAFEGUARDING TRAINING

There is no checklist here, because it is **essential** that you follow the guidance and requirements of your diocesan safeguarding team and work with your Parish Safeguarding Officer. **Relevant safeguarding training needs to be undertaken by all volunteers working with children and young people, and kept updated.** Please also find out what your diocese requires for young leaders between 16-18 years old.



## SAFE PRACTICE CHECKLIST

### REGISTRATION FORMS WITH MEDICAL INFORMATION

- You must have a registration form, signed by parents, for each child or young person you work with.
- They should be renewed at the start of each academic year.
- They need to include any necessary medical information and emergency contact details.
- They should include signed permission to contact the parents by various means with information about the running of your sessions.
- They should be stored securely and kept confidential but always be with a leader for every session in case of need.

### REGISTERS

- Some churches use functions within ChurchSuite or other apps to register the attendance of their children and young people. There are other apps in development, including Church Organiser. *We will add more information about these in due course.*
- You must have a register for every event with names of every adult and child present. The registers must be kept on file and stored safely in case of query at a later date.
- Remember to sign people out as they leave, even if they leave early.
- You should include information about whether children or young people are allowed to go home alone, or if they are always to be collected.
- The register needs to be with a leader for every session to check everyone in case of emergency.

### RISK ASSESSMENTS

- You need a risk assessment for every activity, so that you have all thought through and agreed the best ways to do the activity for effectiveness and safety. For regular activities, these will need updating and re-signing each term.
- Ensure all leaders have read and signed the risk assessments.
- For trips, camps, holidays and other off-site activities, each will need a specific risk assessment, which also always needs to be seen and signed by all leaders.
- The Diocese of Peterborough has some useful sample templates for risk assessments and other useful downloads [available here.](#)



# CHILDREN AND YOUNG PEOPLE SAFEGUARDING CHECKLIST

God loves us all and wants us to love one another in good, honest and respectful ways. Part of that care for the children and young people we work with is that they know the provisions we make to protect them. Here are some suggestions for that.

- Do the children and young people know who to speak to if there is a something they need to share?
- Each team member who is working with children needs to be identified, this could be a sticky label/lanyard that includes: Name, Role on team, Church.
- It is important that we build talking with our children and young people about how to keep safe into our session planning. (Most schools do this three times a year.)

## SOME IDEAS TO TRY

- 5 fingers represents 5 safe people that the children can talk to if something needs to be shared.
- Teach the Pantosaurus Song, from the NSPCC.
- Choose one side of the room that represents safe, and one side that isn't safe, give the children or young people a mix of examples of safe/not safe and get them to run to the side of the room that represents safe/not safe. Discuss their responses together.
- Check out some great ways for empowering children from the Church of England Safeguarding team: '[Promoting Safer Church Lesson Plans](#)'



# HEALTH AND SAFETY CHECKLIST

## Health and Safety Policy

Your PCC should have agreed a Health and Safety policy, so do ask to have a copy of it and take note of its provisions and requirements. The items below are reminders specific to work with children and young people.



## First Aid Training

- Identify who are the First Aiders on duty every time you meet.
- At least one leader should also have a current recognised First Aid qualification provided by agencies such as the British Red Cross or St John's Ambulance Brigade. Some local authorities also offer these courses.
- A copy of the certificate/s should be kept in the parish office.
- You need to ensure that your team members know what treatment you can offer, who is a certified First Aider, and at what point to ring 999.

## First Aid Resources Needed

### A First Aid Kit

You can check with St. John's Ambulance what might be essential in your kit. This should be checked annually and any out-of-date items replaced.

### An Accident Book

It is a requirement that an accident book is kept on all premises. Full details of any accidents must be entered in here. Since personal information needs to be carefully stored, it may be better to have some tear out sheets, that can then be delivered to the person (the church warden/minister) who stores all the forms. This is what needs to be recorded:

- Time and date
- Venue
- Who it happened to
- What action was taken

You will also need to be ready for: allergies, burns, cuts and grazes, trips, hygiene issues and burns from hot drinks (take great care about serving these, especially around small children).

## Food hygiene

If you are cooking for any groups, you will need to adhere to food hygiene training. Check out your local authority or online for courses.



## HEALTH AND SAFETY CHECKLIST CONTINUED

Most accident issues will present themselves as trips, bruises, cuts and grazes, getting stuck in a toilet, slips, food allergies, and hot drink burns. Children and young people are sometimes accompanied by grandparents, so it is possible that there could even be heart attacks, strokes, and collapse. You need to ensure that your team members know what treatment you can offer, who is a certified First Aider, and at what point to ring 999. Consider practical arrangements to keep children, young people and their families safe, for instance:



- Go down on your knees and explore your church from two feet above ground. What are the obstacles, what are the unsafe things, what makes you feel welcome?
- Where are you going to store pushchairs when not in use, wet coats and umbrellas so that they don't make the floor wet and slippery?
- Do you have spare hats and suncream if there is outdoor play?
- Is there an allocated smoking/vaping area?
- Where are parents/grandparents/carers going to change nappies? Is it clean and accessible?

### Medicines

Some children and young people will arrive with medicines and treatments they might need to take during the course of the session (e.g. inhalers, epi-pens). Identify a safe place to keep these that all team know about, and agree administration with the first aider, child/young person and parent/carer.

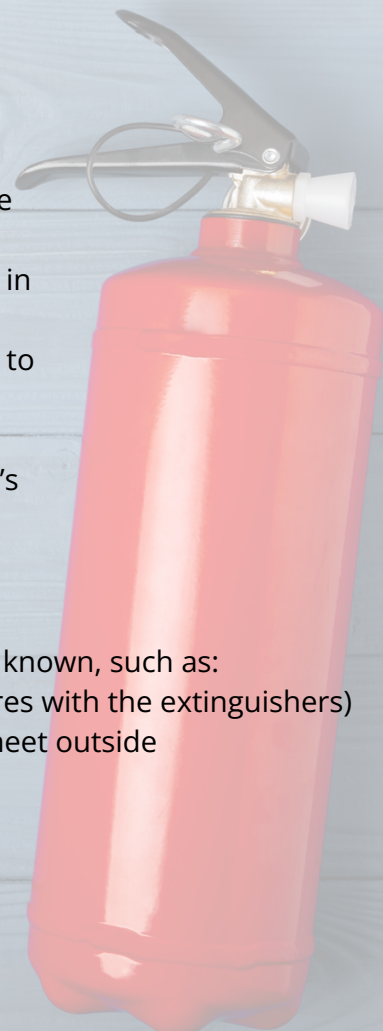
### Fire and emergencies

- Ensure the team knows that everyone is responsible for fire safety, but ultimately the Wardens.
- Make sure that everyone on duty always knows what to do in the case of a fire.
- Make sure everyone knows where the fire escapes are and to ensure that they are kept free from obstructions like pushchairs, etc.
- Plan for how fire safety information is shared with children's team and the children and families



Create a tick list for what needs to be known, such as:

- People out first (before tackling fires with the extinguishers)
- Evacuation points and where to meet outside
- Practice drills
- Ring 999 straight away







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