

## Appendix A

### [Insert name of congregation] Safeguarding Policy Statement

The following policy was agreed at the church committee meeting held on .....

1. We are committed to:
  - The care, nurture of, and respectful pastoral ministry with all children and all adults
  - The safeguarding and protection of all vulnerable persons - children, young people and vulnerable adults
  - The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.
2. We will carefully select and train all those with any responsibility for vulnerable persons within the Church.
3. We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation and we will have a clear reporting procedure in place.
4. We will seek to work with anyone who has suffered abuse, developing with him or her, an appropriate ministry of informed pastoral care.
5. We will seek to challenge any abuse of power, especially by anyone in a position of trust.
6. We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.
7. In all these principles we will follow statute, guidance and recognised good practice, including the guidance documents issued by the Moravian Church or other denomination if they lead in a partnership.
8. We will advise the Provincial Youth and Children's Officer if we receive a Disclosure which is 'blemished' or 'positive'.
9. We will review this policy annually, check that our policies are up to date, and supply a copy of the updated policy statement to the Provincial Youth and Children's Officer.

Our Safeguarding Adviser(s) is/are:

Name ..... Telephone .....

Address ..... Email.....

Signed: Church committee member 1 .....

Church committee member 2 .....

Minister ..... Date .....

Return this form to: Joy Raynor, Provincial Youth and Children's Officer, 25 Lynwood Avenue, Slough, SL3 7BJ

January 2014

**Appendix B****[Insert Congregation name]****Job Description for [Insert post title and name]**

<b>Post holder is responsible to</b>	
<b>Post holder is accountable to</b>	
<b>Purpose of job:</b>	
<b>Group</b>	
<b>Meeting day/time</b>	
<b>Meeting place</b>	
<b>Required characteristics and skills</b>	
<b>Responsibilities</b>	
<b>Resources</b>	

**Post approved by:****Recruitment to be carried out by:**

## Example

### In this place Moravian Church

#### Job Description for Junior Church leader Jo Bloggs

<b>Post holder is responsible to</b>	Rev THE Minister
<b>Post holder is accountable to</b>	Church committee through Junior Church Co-ordinator
<b>Purpose of job</b>	<ul style="list-style-type: none"> <li>• To lead the Junior Church on a rota basis</li> <li>• Share the Good News with the children present in an appropriate way</li> <li>• Encourage the growth of faith in all members of the group, adults and children</li> <li>• Ensure all members are kept safe</li> </ul>
<b>Group</b>	Junior Church
<b>Meeting day/time</b>	Sunday 10.30am – 11.30am
<b>Meeting place</b>	Church then Junior Church room
<b>Required qualifications</b>	<ul style="list-style-type: none"> <li>• Committed Christian attending church regularly</li> <li>• Ability to work as a team member</li> <li>• A passion for work with children</li> <li>• Is responsible and reliable</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• To attend one leader's meeting a term to plan the teaching programme</li> <li>• To prepare each session they are on duty for, which may include games, drama, crafts or music. This can be shared with other leaders</li> <li>• To arrive 15 minutes before the session begins to set everything up</li> <li>• To clear up after the children have left</li> <li>• To check supplies used and order/buy any replacements needed</li> <li>• Follow the guidelines for safe practice, including having a working knowledge of Safe Space</li> </ul>
<b>Resources</b>	<p>The church will provide you with:</p> <ul style="list-style-type: none"> <li>• Training to help you in the work you are doing</li> <li>• Someone to talk to if you need help</li> <li>• Support from members of the church as needed – please ask for it</li> <li>• Copies of the teaching material being used</li> <li>• Any materials needed for crafts, games or activities you may need (within the budget – but again ask if you need more)</li> <li>• A safe, clean, suitable place to run the group in</li> </ul>

**Post approved by:** Church committee meeting 12.12.12

**Recruitment to be carried out by:** Rev THE Minister

## Appendix C

### [Insert Congregation name]

#### Appointment record sheet

<b>Name of applicant:</b>	
<b>Post applied for:</b>	
<b>Job Description issued:</b>	

	Date	Proceed	
		Yes	No
<b>Application/self-disclosure form issued:</b>			
<b>Application/self-disclosure form returned:</b>			
<b>Interview</b>			
<b>Interviewers</b>			
<b>References requested</b>			
<b>References returned</b>	<b>1</b>		
	<b>2</b>		
<b>Disclosure form requested</b>			
<b>Disclosure form verified</b>			
<b>Disclosure sent off</b>			
<b>Disclosure certificate seen: Record number and date of issue</b>			
<b>Safeguarding policy issued</b>			
<b>Agreement signed</b>			
<b>Assessment of training</b>			
<b>Date of Safeguarding training</b>			

Other documents may be attached to this form to complete the record, for example the application form/self-disclosure, references and the agreement.

## Appendix D

**[Insert congregation name]**

*Application and Declaration form for voluntary work with children,  
young people and vulnerable adults.*

<b>Name:</b>		<b>Telephone numbers:</b>	
<b>All previous surnames:</b>			
<b>All addresses during the past three years:</b>			
<b>E mail address:</b>		<b>Date of birth:</b>	

<b>Declaration</b>	<i>Please tick appropriate box</i>	
	Yes	No
<i>Do you have any unspent convictions, cautions, reprimands or warnings? (NB The disclosure of on offence may not prohibit your appointment.)</i>		
<i>Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?</i>		
<i>To your knowledge have you ever had any allegation made against you which has been reported to and investigated by Social Services and/or the Police?</i>		
<i>If considered appropriate, do you agree to co-operate in obtaining a Disclosure at the appropriate level?</i>		

**Please give the name and address of two people who know you well and would be able to give a personal reference:**

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>

I declare that the above information is correct and complete.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Appendix E

*[Insert Congregation name]*

### Volunteer Reference Request

<b>Volunteer name:</b>		<b>Volunteer address:</b>	
<b>Post applied for:</b>			
<b>Referee's name:</b>		<b>Referee's address</b>	
<b>Referee's telephone:</b>		<b>Referee's email</b>	

The applicant named above has applied to work as a volunteer in the Moravian Church and has given your name as a referee. We would be grateful if you could complete this reference form and return it as soon as possible to the address below. If you are volunteering on the same event or activity as the person named, are a relative or spouse, or have known them for less than 6 months, you are not eligible to provide a reference for them. Thank you for your time.

Sometimes referees, because of their desire to help an applicant, write an unrealistic positive reference. We must stress that the physical and spiritual needs of children, young people and vulnerable adults must take absolute priority and we would ask you to take this into account when completing the reference.

*Please note that references come under the provisions of the Data Protection Act 1998, which gives individuals the right to see information kept about them. Access to application forms and references is restricted to those involved in the recruitment process, the minister and the Provincial Youth and Children's Officer.*

#### **We are looking for people**

- With a clear Christian commitment
- With an ability to work with children and/or vulnerable adults or the willingness to learn the skills required
- With the capacity to work as part of a team under leadership and supervision.

How long have you known the applicant?	
How frequent is your contact with them?	Daily/weekly/monthly/yearly
In what context?	

To the best of your knowledge is there any reason why the applicant would be considered unsuitable to work with children and young people and/or vulnerable adults?	YES/NO
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If <b>Yes</b> please give reasons for their unsuitability	
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**How does the applicant respond to working:**

a) with a team leader? (i.e. proactive and helpful/accepts direction/resents authority)
b) as part of a team? (i.e. works well/indifferently/poorly)
c) under pressure? (i.e. dealing with the unexpected/resourcefulness/calmness)
Is there anything else you consider to be relevant to this application?
<i>Please use a continuation sheet if you want</i>

To the best of my knowledge, the information I have given on this form is current and accurate.

**Signed**

**Date**

Please return this form to:

*[Insert name, telephone number, email and postal address of lead recruiter]*

## Appendix F

### AGREEMENT FOR WORKERS WITH CHILDREN AND YOUNG PEOPLE

Under Home Office Guidelines this form should be completed for all workers with children and young people. If the role changes substantially a new form should be completed. Copies should be retained by the worker, and the safeguarding adviser or the minister.

#### TO BE COMPLETED ON BEHALF OF THE CHURCH COMMITTEE

Name of worker	
Name of Group (e.g. Junior Church)	
Where/when the group normally meets	
*Purpose of the job:	
Time commitment:	
Person to whom responsible (e.g. Youth Group Leader)	
Person/Group to whom accountable (e.g. Church committee)	
*Outline of responsibilities	

Signed on behalf of the Church committee \_\_\_\_\_

#### TO BE COMPLETED BY THE WORKER WITH CHILDREN/YOUNG PEOPLE

I have understood the nature of the work I am to do with children/young people. I have read the guidelines produced by the church for the safeguarding of vulnerable persons. I understand that it is my duty to protect the children and young people with whom I come into contact. I know what action to take if abuse is discovered or suspected.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*This can be obtained from the job description, or alternatively a copy of the job description can be attached.

*This form can be adapted for use with workers with vulnerable adults.*



**Appendix G****Risk Assessment for [name of group] meeting in [location]**

<b>Activity/task</b>	<b>Potential hazards</b>	<b>Control measures</b>	<b>Action by</b>

Prepared by .....

Date .....

**EXAMPLE****Risk assessment for [group name] meeting at [location]**

<b>Activity/task</b>	<b>Potential Hazards</b>	<b>Control Measures</b>	<b>Action by</b>
Games, indoors and outside	Accidents, slips, bumps, falls, stings	<p>Rules explained clearly</p> <p>Check the safety of the area for the game e.g. is the grass slippery? Modify the game appropriately</p> <p>Move any furniture that is in the way of the game</p> <p>Equipment checked for faults before use</p> <p>Awareness of any potential hazards</p> <p>Adequate adult supervision</p> <p>First aid available</p>	<p>Group leaders/game leader</p> <p>Person leading the game</p> <p>Person leading the game</p> <p>Person leading the game</p> <p>Person leading the game</p> <p>All Leaders</p> <p>Person leading the game</p>
Art and Craft activities	Accidents, poisoning, burns, cuts	<p>Supervision at all times</p> <p>Clear instructions given</p> <p>First Aid available</p> <p>No running near the iron</p> <p>No running with scissors or other sharp objects</p> <p>Use of nontoxic materials where possible</p>	<p>Leaders</p> <p>Leaders</p> <p>Group leader</p> <p>All participants</p> <p>All participants</p> <p>Leaders</p>

Other examples are available from the Provincial Youth and Children's Officer.

## Appendix H [Name of church]

### Parental Consent for church [youth/children/event] activities

This form gives permission for your child to take part in [regular meetings/an event]. Additional forms may be required for outings and other events.

We recognise that circumstances change. Please inform the church in writing of any change of information as soon as possible.

#### Young Person's details

Full Name ..... Date of Birth .....

Address .....

.....

Telephone ..... E-mail address .....

While your child is in our care it would be helpful for us to know whether he or she suffers from any allergies or phobias, has any medical conditions or disabilities:

.....

Details of any dietary requirements:

.....

Parent or guardian's name and contact details during event:

Name ..... Relationship to child .....

Phone Number ..... Mobile Number .....

If parent or guardian isn't available please contact .....

Phone Number ..... Mobile Number .....

Family doctor's name, address and telephone number:

.....

Any other information you think the organisers should know:

.....

PTO

## Consent

I give consent to my child taking part in [group name/event]. I also give consent that they can make their own way from any of these events if appropriate. (This permission only applies to children over 11).

I agree to photographs and short videos of activities including my child to be taken for use within the church community and for possible publication including newspaper or internet.

I agree to any emergency treatment to be given as considered necessary.

*NB The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. Medical consent forms have no legal status and a doctor has the right to insist on parental consent before treating a child. However, medical staff may find this type of general consent helpful.*

I recognise that circumstances/information may change and if it does it is my responsibility as a parent/guardian to make the organisers aware in writing so that changes can be made to the existing form or a new form can be completed.

Signed ..... Date .....

Name ..... Relationship to child .....

This form will be retained and stored in a secure place. The contact information may be transferred to an electronic version for use in the church. This information will not be passed on to any third party.

## Appendix I Health Form for Residential Events

### The Moravian Church in Great Britain and Ireland

#### Information and Health Form for specific church activity/event or residential/overnight activities

Please complete **both** sides of this form – this form is confidential

EVENT or ACTIVITY:	
Date(s) of event or activity:	

#### PART A - to be completed for *all* participants, including leaders

Full Name:	
Date of birth:	Male or Female:
Address:	
Post code:	
Telephone no:	

#### PART B - For participants under 18 years (to be completed by person with parental responsibility)

Please PRINT name of person with parental responsibility:	
I give my permission for ..... to attend and take part in ..... at .....	
Signed: ( <i>person with parental responsibility</i> )	Date:
I give my consent for ..... to have any medical treatment that may be necessary, in the event of an emergency, where a delay is considered inadvisable by the doctor or surgeon concerned. I understand that every effort will be made to contact me.	
Signed: ( <i>person with parental responsibility</i> )	Date:

PTO

**PART C - to be completed for all participants, including leaders**

In the case of any emergency please contact:

Name:		Relationship:
Address:		
Telephone no. (including area code):	Day:	Evening:

**PART D - to be completed for all participants, including leaders.**

Please use additional sheets and attach them to this form if required.

Doctor's name:	
Doctor's address:	
Doctor's telephone no. (including area code):	
Participant's National Health number	
Details of any medical condition. e.g. asthma, allergies (including hay fever) diabetes, epilepsy etc.:	
Details of any current medication/treatment (name of drug, dosage, frequency etc.):	
<i>Please note that leaders are allowed to supervise the taking of medication but not to administer prescribed or non-prescribed medication. To avoid the risk of loss or damage <b>ALL</b> medication, clearly marked with the child's name and details of dosage and administration, should be handed to the designated leader who will ensure that it is kept in a safe place and available at the correct time.</i>	
Date of last tetanus injection (in case of injury requiring treatment):	
Details of any dietary needs:	
What type of pain/flu relief medication your child may be offered if necessary (e.g. paracetamol, aspirin)?	
Details of any other special needs:	

*Any information on this form will be treated in confidence and only used if necessary.  
**Inadequate information could put life at risk.***

## Appendix J

**[Congregation name][group/event]**  
**ACCIDENT/INCIDENT RECORD SHEET**

Date/ Time	Name of Injured / ill person	Injury / Illness/ Incident	Location of Accident / Incident	Cause (e.g. bumped into other child)	Treatment	Treated By	Further risks assessed	Full report form complete Yes/No

## Appendix K Major Accident/Incident Report Form

*This form must be completed immediately after any accident or significant incident*

Date of Incident	Time
Location ( <i>room, building, address</i> )	

Name of party involved	Age
Home address and telephone number	

### About the accident/incident

Who was responsible for the group at that time?	
Name	Role
Home address and telephone number	

Who witnessed the accident/incident? (*please list all witnesses, use additional sheets if required*)

	Witness 1	Witness 2	Witness 3	
Name				
Age ( <i>if under 18</i> )				
Home address				
Telephone number				

Description of Accident/Incident in as much detail as possible ( <i>use addition sheets if required</i> )
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Injuries received	
Treatment Given	
By whom?	Signature
Was a doctor seen? <span style="float: right;">Yes/No</span> <i>(Delete as required)</i> Doctor's name, address and telephone number	Was a hospital visit required? <span style="float: right;">Yes/No</span> <i>(Delete as required)</i> Name and address of hospital
Details of advice and treatment given by medical professional <i>(use additional sheet and/ or injury record sheet if necessary)</i>	
Have parents been informed Yes/No	
If so, by whom?	Signature
Who else do you need to inform? <i>(Minister, PROVINCIAL YOUTH AND CHILDREN'S OFFICER, church committee, insurance company as required)</i>	
Have they been informed? Yes/No	
If so, by whom?	Signature

To be completed by the leader in charge

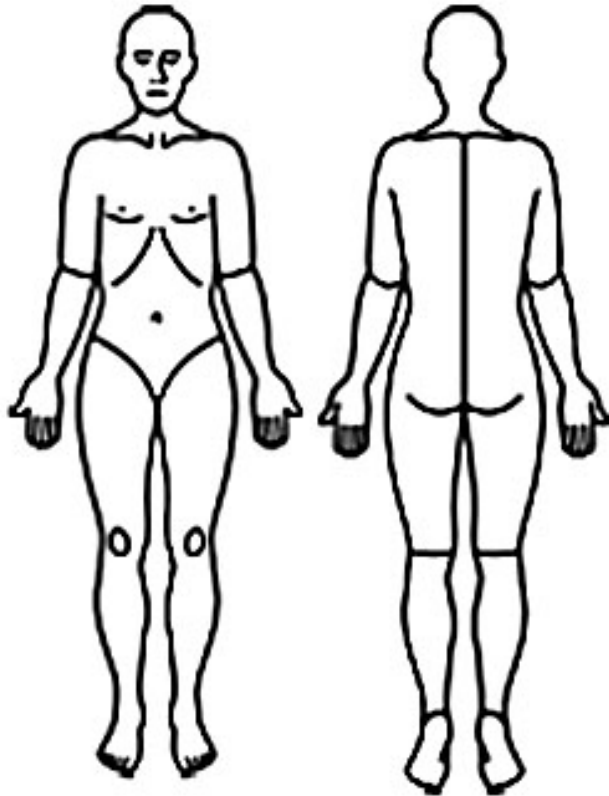
Leader in charge of group at time of accident/incident	
Name	Signed Date

Review risk assessment	Yes/No
Risk reduction action required	
Implemented by	Signed

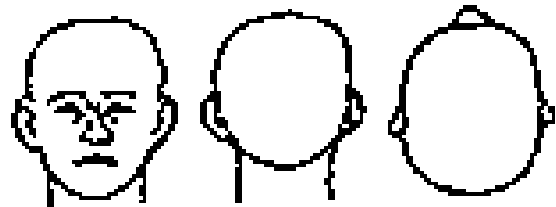
This form must be stored in a safe secure place following the retention of documents guidance. In cases of legal action it may be required as evidence so it is important that it is completed as fully as possible.

## Injury record sheet

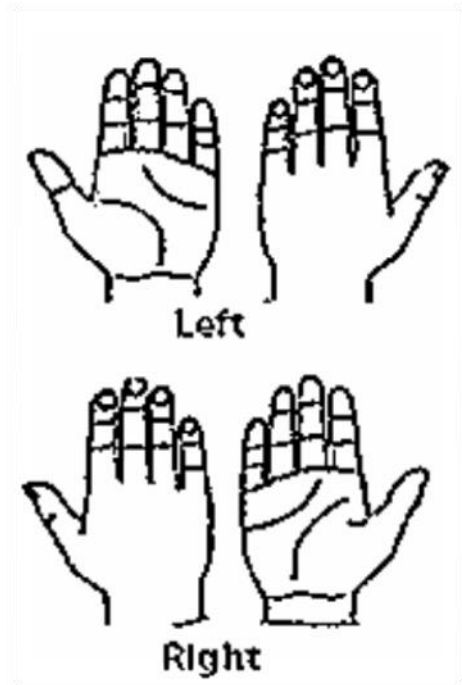
Please mark on the figure the site and type of injuries



- |   |                 |
|---|-----------------|
| 1 | Bleeding        |
| 2 | Burn            |
| 3 | Bruise          |
| 4 | Dislocation     |
| 5 | Fracture        |
| 6 | Embedded object |
| 7 | Pain            |
| 8 | Swelling        |



<p><b>Clinical observations</b></p> <p>Pulse</p> <p>Breathing</p> <p>Pain</p> <p>Temperature</p>
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**Note**

Recorded by

Date/time

Signature

**Appendix L****Medication Administration Record Sheet**

<b>Date</b>	<b>Time</b>	<b>Patient's name</b>	<b>Symptoms and Medication</b>	<b>Dose</b>	<b>Administered by</b>	<b>Signed</b>

# Children and youth activities

Including Sunday School, youth groups, and sponsored groups

## Emergency Policies and Procedures for staff

### What to do if.....

#### There's a fire

**Be prepared – ensure all adults know what the fire procedure is, where the fire exits and assembly point are. Regular fire practices help to identify any issues.**

If you discover a fire on the premises raise the alarm by yelling “FIRE” loudly, ringing a bell or whatever the local arrangement is, and if there is one, break the glass on the alarm point. Exit the building and call the Fire Brigade on 999 or 211.



If the fire alarm goes off or you discover a fire, lead the group you are working with calmly to the fire assembly point as quickly as possible.

Leaders must ensure that registers are collected from the building on the way out, and carry out a roll call to ensure all children and leaders are present. Any missing person must be identified to the Fire Brigade.

Do not return to the building until given the all clear by the Fire Brigade.

Remember your life is more valuable than the building.

#### There's an accident

All groups should have a designated First Aider and first aid kits<sup>1</sup>. If a child is injured, call the First Aider who will assess the situation and take the appropriate action. Calm the children in your group. In the event of a serious accident the First Aider will ask someone to call an ambulance and you will be asked to give a written account of the incident.



The First Aider is responsible for ensuring the child's parents or carers know they have been hurt and what treatment has been given. This should be recorded in a file and retained.

<sup>1</sup> First Aid kits should be updated regularly. Suitable kits are available from St John's Ambulance.

## You or one of the children are taken ill

*If someone feels unwell, report to First Aider, who will inform the appropriate leader if necessary.*

**The First Aider will consult the medical forms, assess the situation and take appropriate action, and liaise with parents/carers when the child is collected from the session.**

If a leader is taken ill suddenly call for additional adult help if possible, you still have a duty of care to the children and young people you are with, so assess the situation, and act in an appropriate way.

## A child vomits



Remove the child and any other children from the immediate area and call for assistance from another adult. The ill child should be passed to the care of the First Aider. To clean up the vomit use a spill kit<sup>2</sup>. Tip the granules over the area and clear up remembering to wear gloves. Everything you need will be in the spill kit, which should be kept with the first aid kit. Remember that the safety of the children must always come

first and if necessary clearing up can be left until there is the personnel to deal with it.

## A child wets or soils themselves

In the rare event of this happening reassure the child that it is ok and deal **with the incident in a discrete way**. Urine on the floor should be cleared up using a spill kit. If needed ask for more help in your group, for example the child is distressed and needs some TLC. Help the child to clean up and change their clothes if they are very young. Let their parents know and hand over the wet/soiled clothes in a plastic bag when the child is collected. If your group has a number of very young children it may be worth getting spare underwear and joggers to use in case of these sorts of accidents.

## Disclosure or suspicion of abuse

Consult Safe Space, the Moravian safeguarding guidelines. If you are told or believe that a child may be being abused, you must **take action immediately**. You should inform the appointed safeguarding adviser at an appropriate time. If they or another church official or the minister is implicated contact the Provincial Youth and Children's Officer. The telephone numbers of the appropriate authorities are listed online and in your local telephone directory. It is advisable to look these up and update regularly. If you are unsure of what to do you can call the CCPAS free 24hr confidential helpline for support, 0845 120 45 50 or telephone NSPCC 0808 800 5000.

The Good Practice guidelines will then be followed.

You will be asked to give a written account of what occurred.

Being trained in the procedures makes dealing with this much easier.

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<sup>2</sup> A spill kit consists of a bag of absorbent granules (cat litter is cheap), a disposable apron, disposable gloves, a scoop (folded card is adequate), paper towels and bags for disposal.

## You have discipline problems

Stay calm, don't lose your temper!

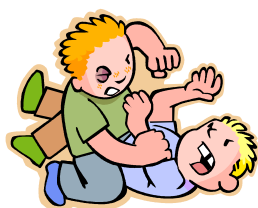
Remember to manage your own behaviour in a way that models respect.

Remind the group of the group's behaviour agreements: it is a good idea to do these at the beginning of every event and each new school year with reminders at the beginning of each term.

Separate the child from the group if necessary and enlist the help of another leader.



## There's an incident



If there is a serious problem or breach of the agreed code of conduct, e.g. a fight, a child smoking or drinking alcohol, a child absconding etc., you must report it immediately to the Group Leader. You may be asked to give a written account of the incident.

Seek advice on how to deal with difficult situations.

## You disagree with the way another leader is dealing with a situation

If the children are not at risk of harm leave the situation and discuss it quietly at a later time. If there is risk of harm politely point it out and offer help to the group. Do not enter into an argument in front of the children. It is unprofessional and undermines the ethos of the church. If there is a conflict situation between you and another leader discuss it with the group leader or the minister.

It is in the interest of the children to resolve any problems.

## You lose a child

Don't panic; remember the safety of the other children in your care must not be compromised. Let the Group Leader know immediately. They will then implement a search of the area. Check the toilets, and other areas. Ask the other children if they know where the missing child is, check with adults present that the child is not with another leader or group.



If the child is not found following this action then the police and the child's parents should be contacted.

## An unknown or unauthorised adult appears



Churches are public buildings and often have people wandering around looking for the minister or for some help. If someone who you do not recognise appears in the children and youth area, or during a children's or youth event, approach them to ask why they are there. If they have a legitimate reason, direct them to appropriate place or person. If not ask them to leave. In both cases watch to ensure they leave the area. If there are any problems get help.

If at any other time you see an adult behave in a way which gives cause for concern for the safety of the children or acting suspiciously, inform the group leader or child protection officer.

Ensure that the children are safe at all times.

## There is a serious or fatal incident

In the extremely unlikely event of a serious incident or a fatality, the Emergency services will be contacted. An embargo on sharing the information on Facebook, by Twitter or any other social media should be explained to all adults and children present. All young people and children's mobile phones will immediately be collected in and their parents contacted by the Group Leader or her/his appointee. Children will then be allowed to speak with their parents and phones will be returned. Leaders should remain with the group and try to remain calm.

All those present will be asked to make a statement and/or write down what happened.

## Any other incident on site

*Report to the group leader.*

*If you are not sure what to do or feel out of your depth ask for support.*



**Remember that we are responsible for  
the children at all times.**

The Provincial Youth and Children's Officer, Joy Raynor, is available to help and support you.

<b>Mobile phone</b>	<b>07713 853184</b>
<b>Landline</b>	<b>01753 553549</b>
<b>E mail</b>	<b>youth@moravian.org.uk</b>



## Appendix N

# The Moravian Church in Great Britain and Ireland

## Safeguarding children and vulnerable adults

### Agreement Form for Users of Church Premises

It is recommended that this form be used *in addition to* any letting form provided by your church. All groups or organisations should be provided with a copy of the church's safeguarding policy and confirm that they agree to implement it, or to follow a similar policy provided by their own organisation.

Name of Group or Organisation using the premises	
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I have read and understood the \_\_\_\_\_ church's policy for protecting children and vulnerable adults and agree to implement it.

*or*

We have a similar policy (*copy attached*) for protecting children and vulnerable adults to that of the \_\_\_\_\_ church and I agree that it will be implemented whilst using these premises.

*(delete the paragraph that does not apply)*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

