

# **GOSPEL HALL** DAMOLLY ROAD, NEWRY

**‘CODE OF PRACTICE FOR WORKING WITH CHILDREN AND YOUNG PEOPLE’**

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## INTRODUCTION

Children mattered to the Lord Jesus Christ (Matthew 19 v 14). Throughout His ministry He placed a very high value and dignity upon them (Matthew 18 v 2). He also acknowledged the vulnerable position of children (Matthew 18 v 10). Both the Old and the New Testaments encourage the welfare, development and protection of children (Deuteronomy 6 v 7 and Ephesians 6 v 4).

This 'Code' has been introduced to establish a number of principles of good practice for working with Children and Young People in connection with the Assembly which meets in the Gospel Hall, Damolly Road, Newry.

There are several reasons why a set of principles needs to be established.

- a. There is a spiritual and moral obligation to provide the highest possible standard of care for the children who are entrusted to us.
- b. There is a legal obligation placed on individuals and organizations that accept children into their care to keep them safe. This is an international and national requirement. The U.N. Convention on the Rights of Children stipulates that 'Children have the right to be protected from all forms of violence. They must be kept safe from harm'. The Children (NI) Order 1995 and Protection of Children & Vulnerable Adults [NI] Order 2003 [POCVA] also safeguards and promotes the welfare of children and the principle that those working with children should work in partnership with parents. Anyone working directly with children is engaged in regulated activity.
- c. There is also an obligation to the workers and teachers, who so generously give of their time to work amongst the children and young people, to minimize as far as possible the risk of being subjected to unfounded allegations.
- d. Untold harm will be done to the name of the Lord Jesus Christ and the Assembly testimony should harm come to children under care. The Assemblies would not be immune from the problems of trusted adults misusing their position. By using these guidelines each member will be raising standards of care and assuring their protection in the event of false allegations.
- e. The absence of a 'Code' could mean that an insurance company may refuse indemnity and failure to implement good practice is likely to become a major factor in a Court deciding on legal liability.
- f. It is the responsibility of the overseeing brethren to ensure that there is adequate insurance to cover personal accident public liability etc. The insurance must cover all activities associated with children's work.

For the purposes of this document a child or young person is a person under 18 years of age.

*Matthew 10 v16 "Behold I send you forth as sheep in the midst of wolves; be ye therefore wise as serpents and harmless as doves."*

## CHILD PROTECTION – POLICY STATEMENT

The primary objective of Bible Explorers and other activities with children and young people is to teach the truth of the Word of God.

The Assembly of Christians which meets in the Gospel Hall, Damolly Road, Newry, is fully committed to safeguarding the wellbeing of children and young people. Assembly members, workers, young people and children should at all times show respect and understanding for the safety and welfare of young people and children and conduct themselves in a way that reflects the Biblical principles upheld at the Assembly.

All workers and teachers accept and recognize their responsibilities to develop awareness of issues which cause children harm.

The Assembly is fully committed to providing a safe and positive environment where children are valued in every respect as God intended.

The Assembly will adopt child protection guidelines through a 'Code of Practice for working with Children and Young People' in accordance with statutory guidance.

The Assembly will share information about child protection and good practice with workers, teachers, parents and children.

The Assembly will share information about concerns with agencies that need to know and involve children and parents appropriately.

The Assembly will ensure the proper selection of workers and teachers. This will include, where appropriate, criminal records checks carried out by Access NI to ensure that unsuitable people do not work with children.

The overseeing brethren will have overall responsibility for Bible Explorers. They will appoint a Bible Explorers' Superintendent and Child Safeguarding Coordinators

The overseeing brethren will be available for support and advice.

This Policy document will be reviewed at least once every year.

*Matthew 18 v 10 "Take heed that ye despise not one of these little ones; for I say unto you, that in heaven their angels do always behold the face of my Father which is in heaven."*

## **ROLES AND RESPONSIBILITIES**

### **Approval, implementing and reviewing policy**

The brethren with responsibility for approving the policy are:

Alan Finney  
Cecil Rogers  
John Rogers  
Bertie Rogers

The brethren with responsibility for implementing and reviewing the policy are:

Alan Finney  
Cecil Rogers  
Bertie Rogers

### **Superintendent**

The superintendent's role is to oversee Bible Explorers, Annual Outing etc

#### **Name of Superintendent**

Alan Finney

### **Child Safeguarding Coordinator [CSC]**

The role of the Child Safeguarding Coordinators is primarily to provide consultation advice and support to the overseeing brethren and teachers/workers and to act as a contact with the statutory agencies. One or more of them, as appropriate, should be informed of any accident or incident involving children while in care of the assembly members.

#### **Name of CSCs**

Bertie Rogers  
Grace Finney  
Irene Rogers

## **RAISING AWARENESS**

All overseeing brethren should have a detailed working knowledge of the 'Code of practice for working with Children and Young People'.

All workers and teachers will be given a copy and should indicate that it has been read by signing the Register of Workers and Teachers (Appendix 6)

The workers/teachers attended a safeguarding training event held on the evening of 16 September 2022

*Ephesians 5 v 15 – 17 “See then that ye walk circumspectly, not as fools, but as wise, redeeming the time, because the days are evil. Wherefore be ye not unwise but understanding what the will of the Lord is.”*

## **SELECTION OF TEACHERS AND WORKERS**

The role of the teachers/workers is to teach the children the word of God in an environment that is safe.

Normally people who seek fellowship in the Assembly are interviewed by the overseeing brethren and are received to the fellowship with the approval of the whole Assembly (Acts 15v4). Reception to the fellowship is dependent upon a godly life and adherence to New Testament Church teaching. The same conditions apply to people received from other Assemblies.

The constitution of an assembly is such that there are no appointed officials or positions. However there are recognized overseeing brethren, who will appoint a Bible Explorers' Superintendent, Teachers, Workers and Child Safeguarding Coordinators.

Before appointments are made all those who desire to work with the children and young people may be asked to complete 'The Information/Declaration Form', Appendix 1 and 'The Self-Disclosure Form', Appendix 2. Overseeing brethren will assess these Forms and a personal interview may take place.

On appointment all workers/teachers will be given a copy of the code of practice and indicate that they have read it. An induction process will take place, including familiarizing the new worker/teacher with the code of practice, introduction to other workers/teachers, parents etc as appropriate. The first 6 months will be treated as a probationary period when the worker/teacher will be given additional support/supervision by the Children's Meeting Superintendent. The Superintendent will be available to give appropriate training, advice and support to workers/teachers. He will also monitor the performance of all workers/teachers. The Child Safeguarding Coordinators are also available for advice.

Each member of the Assembly has a responsibility to ensure that unsuitable persons are prevented from working with children. Concerns should be reported to overseeing brethren.

*2 Timothy 2 v 15 “Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”*

## **RULES OF BEHAVIOUR**

One of the major safeguards to the work among children and young people in the assembly is that it is very open and public. A number of adults are usually present (see sections on Transport Policy and Dealing with Abuse).

All children regardless of their background and any disability must be treated with dignity, respect and fairness. Special caution should be exercised in dealing with difficult children and those with special needs.

Teachers/workers are expected to set a good example and to work together for the safety and benefit of the children.

Teachers/workers must never use physical punishment or discipline out of anger.

It is good practice that a worker/teacher is not alone with a child in the hall. Should a child take ill, need help at the toilet, or is rowdy and has to be directed to leave the main hall due to unacceptable behaviour two adults should normally be involved.

When children/young people start arriving at the hall they should normally be supervised by two workers/teachers preferably one male and one female.

Physical horseplay such as running, climbing on seats, wrestling, tickling and touching of any form is inappropriate. This conduct should be discouraged.

Teachers/workers must not make sexually suggestive comments about or to a child – even in fun.

Teachers/workers must never form a relationship with a child/young person which is a breach of trust

Threatening, provocative, degrading, bullying or violent behaviour and/or bad language must not be allowed. Prejudice of sectarianism, sexism or racism must not be tolerated.

Impartiality should be displayed when giving prizes. Prizes should only be given for a good reason that should be known to all present.

All children should be encouraged to take part but none should be forced to do so.

Nothing of a personal nature should be done for a child/young person that he/she can do for himself/herself.

Teachers/workers should be mindful of how and where they touch a child – the child must feel comfortable with the contact.

Physical contact of a comforting and reassuring nature is a valid way of expressing concern and care. However, it is only appropriate if it is meeting the need of the child.

Physical contact of a comforting nature should only ever take place with the consent of the child.

Allegations made by a child must be addressed.

Permission should be obtained from parents/guardians before taking pictures/images and they should be told what they will be used for. Remember most mobile phones today have a camera facility.

Computers and mobile phones are now used extensively to communicate with young people and special caution is required when communicating in this way.

Bible Explorers is suitable for primary school children and older. Younger children should be accompanied by an adult.

Teachers/workers who do not follow the rules of behaviour and policy may not be permitted to be involved in Bible Explorers

*1 Corinthians 14 v 40 "Let all things be done decently and in order."*

## **TRANSPORT POLICY**

Children should not be transported without the consent of their Parents/Guardians. Verbal consent may be appropriate initially but the 'Parent/Guardian Consent Form (Appendices 3) should be completed as soon as possible.

Those who have responsibility to transport children to the Hall must ensure that their vehicle is roadworthy, fit for purpose and have adequate passenger liability insurance. 'Restricted' drivers should not transport children.

All who use vehicles should be aware that failure to wear seat belts, overcrowding or speeding might invalidate insurance.

Workers/teachers should ideally plan their lifts so that they do not transport a single child/young person. Where this situation arises the child/young person should preferably be placed on the rear seat. If multiple lifts, have been planned then a number of children/young people should be collected at a single location prior to lifting an individual if that is practical. The reverse order should apply on the return journey. There will be occasions when a child/young person will have to be transported on their own because of where the child lives.

It is the responsibility of the people transporting children/young people to the Hall to ensure that they are returned to the pick-up point. It is best practice to leave them home.

It is the responsibility of the driver to ensure that all passengers under the age of 14 years wear such seat belt or child restraint as is required. Children under three years must use an appropriate child restraint in any vehicle. Children from 3 years and up to 135 cms in height or 12 years of age must use the appropriate child restraint. Booster seats should be used where appropriate. The only exceptions are in respect of taxis, unexpected short journeys and where two fitted child restraints prevent the fitting of a third. Those over 14 are personally responsible. However appropriate advice should be given.

When children cross the road ensure the passage is safe.

If for any reason someone involved in transportation is unable to do so only approved drivers will act as substitute.

## **BUSES**

Should buses be used two adults (excluding the bus driver) should normally supervise the children/young people.

*Romans 1 v 10 "Making request, if by any means now at length I might have a prosperous journey by the will of God."*

## **DEALING WITH INCIDENTS/ACCIDENTS**

Details of all incidents/accidents occurring in the Hall, car park or during traveling to or from the Hall should be recorded on an Accident and Incident form (Appendix 7). The names of the witnesses who observed the incident should be recorded etc. The parent/guardian should be informed in person or by telephone of the incident/accident and any action taken as soon as possible.

All incidents/accidents should be reported to the overseeing brethren, the Superintendent and the Child Safeguarding Coordinators.

A group of disruptive children should be separated as soon as possible by workers/teachers sitting among them.

Where a child is disrupting others, he/she should be asked to move to another seat. If after being moved a child/young person continues to be disruptive, he/she should be asked to leave the main Hall. At least two workers/teachers should accompany this person to the foyer and remain there until an appropriate lift home can be arranged. This removal should normally be recorded in the Incident and Accident Record Form. (Appendix 7).

A child who will not respond to a request to improve their behaviour, move or leave the Hall, and continues to be disruptive can be moved with the minimum of force possible. A clear verbal warning must be given of the intention to move the child/young person if he/she continues to be disruptive and make sure that two other workers/teachers hear the warning. This removal should normally be recorded on an accident and incident form. It is of course possible that the child/young person may respond to another adult.

Where a child/young person has to be restrained to prevent them injuring themselves or other persons an accident and incident form should also be completed.

If a child is physically restrained for any reason other than the safety of that child or another child then that action may be interpreted as assault.

Should a very young child be disruptive or become upset it may be appropriate for a worker/teacher to nurse that child. The best practice is to leave this to a female.

THE OVERRIDING PRINCIPLE IN ALL THESE MATTERS IS THE USE OF MINIMUM FORCE.

*Proverbs 2 v 6 "For the Lord giveth wisdom; out of his mouth cometh knowledge and understanding."*

## **DEALING WITH COMPLAINTS**

If a child or parent/guardian has a general complaint they should direct the complaint to a teacher/worker or the Superintendent. The complainant should be assured that the matter will be dealt with in a timely and appropriate way. They should be informed as soon as possible of the decision and the action, if any, that will be taken. An accident and incident form Appendix 7 should be completed and given to the Superintendent.

## **DEALING WITH ALLEGATIONS OR SUSPICIONS OF CHILD ABUSE**

A worker/teacher who becomes aware of (via the child/young person or a third person), or is suspicious of child abuse including abuse by another worker/teacher MUST NOT investigate the incident but immediately report the matter to a CSC. The CSC will be responsible for liaison with the Social Services, or the police or the NSPCC and seek appropriate advice.

If a child/young person tells a teacher/worker about personal abuse the following action must be taken:

- a. Do not promise the child/young person confidentiality. The child/young person must be informed that others may have to know. Ask the child/young person if another adult (preferably a CSC) could be present during the discussion.
- b. Listen carefully to what the child/young person has to say rather than question him/her directly.
- c. Offer the child/young person assurance without making any promises and take what the child/young person says seriously.
- d. Never stop a child/young person who is freely recalling significant events.
- e. Do not question or interrogate the child/young person.
- f. Do not over react.
- g. Explain to the child what you have to do:
  - (i) make a record on form Appendix 7
  - (ii) tell a CSC who will liaise with the appropriate authorities.
- h. Record the discussions accurately as soon as possible after the event even if it is information that is not understood or is personally difficult to record. This information is important and must be recorded.
- i. A CSC, if not already informed, should be told so that the Social Services, the police and/or NSPCC can be informed.
- j. If a worker/teacher has handled the matter by him/herself, because the allegation is against a CSC that person should make contact with the appropriate authorities listed above.
- k. In all these matters confidentiality is absolutely essential. Only those who need to know should have access to the information. There are situations where confidentiality needs to be broken e.g. if there is a concern that a child/young person is in danger.
- l. All action taken and details of discussions with a CSC, social services, police and NSPCC must be recorded within 24 hours. Appendix 7.

Where a worker/teacher has harmed a child or placed a child at risk that person will not be allowed to work with children. A CSC will make a referral to the Independent Safeguarding Authority where appropriate.

## **PARENT/GUARDIAN CONSENT**

Good information sharing is essential in safeguarding children and young people. To ensure that children are safeguarded a good communication system is required. A child/young person must not be brought to any Meeting without the consent of the Parents/Guardians.

Parent/Guardians should be given a copy of the 'Parent/Guardian Information and Consent Form' (Appendix 3) which includes details of the times of the Meetings and the availability of our Child Protection Policy on request or on our website. Parents/Guardians should be asked to complete and return the Parent/Guardians Consent Form (Appendix 3) See the paragraph on General Data Protection Regulation and record keeping below.

It is important to establish and maintain contact with Parents/Guardians of the children who come to the Hall.

The Parent/Guardian consent relates to the attendance of a child or young person at Bible Explorers in either Newry or Bessbrook Gospel Hall and transportation to and from Newry or Bessbrook Gospel Hall or other venues.

It is not good practice for teachers/workers to take a child or young person to his/her own home or to some other social event. The very strong advice is to avoid such action. The Assembly cannot be held responsible.

## **MISCELLANEOUS GENERAL SAFETY ISSUES**

A first aid kit is located in the kitchen. A number of the workers/teachers can give basic first aid.

The premises must meet health and safety standards e.g. heating and ventilation.

Emergency evacuation procedures should be explained periodically.

Risk assessments should be carried out where appropriate. [Appendix 8]

A list of emergency numbers is given below.

## **GENERAL DATA PROTECTION REGULATION [GDPR]**

The privacy and right of control of Parents/Guardians personal data and their children's personal data is respected. The personal data collected is that recorded on the consent form. See Appendix 3.

Personal data shared with us is used

- 1 To communicate with Parents/Guardians.
- 2 To provide care
- 3 For administration purposes

Personal data is kept safe and will only be shared when necessary e.g. the Statutory Authorities. Information is not rented or sold to anyone. Parents/Guardians have the right to access their and their children's data and make changes to the data if it is incorrect.



## **RECORDKEEPING**

The following records will be maintained:

- a. **ATTENDANCE REGISTER**  
Stating the names and all dates of pupils' and workers'/teachers' attendance. Also any visiting speaker.
- b. **INCIDENT/ACCIDENT/COMPLAINTS/ALLEGATIONS OR SUSPICION OF CHILD ABUSE RECORD APPENDIX 7**  
This will be the permanent record of all significant incidents occurring whether in the Hall, car park or during transportation. Completion of the Accident and Incident form is self-explanatory. The record may become a court exhibit hence accurate completion is essential.
- c. **PARENT/GUARDIAN CONSENT FORM (APPENDICES 3)**  
Parent/Guardian consent for a child/young person to attend Bible Explorers.
- d. **WORKER/TEACHER REGISTER APPENDIX 6**  
Containing the names of all who have responsibility for work or contact with the children/young people. This record will contain the names of the Bible Explorers' Superintendent and the CSCs.

The Superintendent will have overall responsibility for record keeping.

Consent forms and names and addresses of children attending (i.e. roll) should be retained for 5 years after the child has left the children's meeting. Records relating to complaints and referrals to the Statutory Authorities should be retained indefinitely. All records must be held securely.

ALL DOCUMENTS AND FORMS, INCLUDING A COPY OF THE 'CODE OF PRACTICE FOR WORKING WITH CHILDREN AND YOUNG PEOPLE', WILL BE KEPT UNDER THE CONTROL OF THE OVERSEEING BRETHREN.

## **USEFUL TELEPHONE NUMBERS**

Police Public Protection Unit	101
Social Services Gateway Team	0800 783 7745
Social Services Out of Hours	0800 197 9995
NSPCC	0808 800 5000

Checked 11 September 2023

# APPENDICES

## APPENDIX 1

### Information/Declaration Form for Teachers and Workers

We ask all prospective workers with children, and young people to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially, unless requested by an appropriate authority.

#### 1. Personal Details

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_

Evening Tel: \_\_\_\_\_

Email address: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ Years \_\_\_\_\_ Months

If less than 5 years, please give previous address(es) with dates:

From/To \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_

From/To \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_

Previous Address \_\_\_\_\_

Previous Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please give details of previous experience of looking after or working with children and young people.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever had an offer to work with children, young people or vulnerable adults declined?

YES NO (Please tick)

If yes, please give details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you suffer, or have you suffered, from any illness which may directly affect your work with children or young people?

YES NO (Please tick)

If yes, please give details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Are you currently working in any other care position in either a voluntary or paid capacity?**

If yes please give details:

Name of the organisation: \_\_\_\_\_ Contact person: \_\_\_\_\_

Address:

\_\_\_\_\_

Tel no: \_\_\_\_\_

Details of duties:

\_\_\_\_\_  
\_\_\_\_\_

**3. References if appropriate**

Please complete the details below of two people who are members of an assembly who would be willing to provide a personal reference. We reserve the right to take up character references from any other individuals deemed necessary.

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Post Code \_\_\_\_\_

Tel No \_\_\_\_\_

Tel No \_\_\_\_\_

Relationship \_\_\_\_\_

Relationship \_\_\_\_\_

Please complete the attached self-declaration form, place it in a sealed envelope and address it to:

\_\_\_\_\_ (the person responsible for processing Disclosure Checks) with whom you are welcome to discuss any aspects of this procedure.

Disclosure Check: please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with children/young people.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent the self-declaration form to the recruiter in a separate, sealed envelope.

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

As an assembly we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts in relation to Criminal Record Disclosures (see Self Declaration Form).

**APPENDIX 2**

**Self-Disclosure Form for Teachers and Workers**

**STRICTLY CONFIDENTIAL**

As an assembly we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation.

All applicants are asked to complete this form and return it in a separate sealed envelope

To: \_\_\_\_\_  
(name of person in the assembly processing Criminal Records Disclosure checks)

Address: \_\_\_\_\_  
\_\_\_\_\_

Position applied for: \_\_\_\_\_

Have you ever been charged with, cautioned in relation to or convicted of any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

Yes / No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POLICE INVESTIGATIONS**

This should include relevant police non-conviction information. Please complete this section if the position you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?

Yes / No (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes / No (please tick)

If yes, please provide details, we will need to discuss this with you.

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Has there ever been any cause for concern regarding your conduct with children, young people, and vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes / No (please tick) if yes, please give details.

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## DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_ of

(address) \_\_\_\_\_

Confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999/Care Standards Act 2000 (Protection of Vulnerable Adults List)/ the POCVA (NI) Order 2003.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999.

I agree to inform the person within the assembly responsible for processing applications for Access NI Service checks if I am convicted of an offence after I take up any position in connection with children's work in the Gospel Hall. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I agree to inform the person within the place of Gospel Hall responsible for processing applications for Access NI Service if I become the subject of a police and/or a social services/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my work with children.

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

## **LEGALESE – ATTACHED NOTES**

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy. As this work involves substantial, unsupervised contact with children, young people and vulnerable adults all persons who work with children and young persons will be asked to submit to a criminal records check. You will be asked to apply for an Enhanced Disclosure through The Criminal Records Bureau ACCESS NI (Northern Ireland). As the work is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you will be involved in, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and young people within the assembly. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB/SCRO/PVA (NI) Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As an Assembly we agree to abide by the Code of Practice on the use of personal data in our children/young people's work under the Data Protection Act 1998 as well as the expectations of ACCESS NI Service. As a condition of working with children and young people we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involves working with children. Should we ever need to refer an individual to any of the lists of people deemed unsuitable for working with children then we would also inform them of any knowledge we have of that individual working in any other capacity with children.

### **Notes for Northern Ireland Only - Children and Young People**

Under the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the List (outlined in Article 3 of the Act) or:

- Individuals transferred from the Pre-Employment Consultancy Service Register.
- Individuals prohibited from teaching under Article 70 (2) (e) and Article 88A (2) (b) of the Education and Libraries (Northern Ireland) order 1986 (NI 3).
- Individuals subject to a Disqualification Order with the meaning of Articles 22 – 24 of the Protection of children and Vulnerable Adults (Northern Ireland) Order 2003.

Under the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003 (Article 30) it is an offence for an individual who is disqualified from working with children/young people to do so. If you are applying for a position working with children/young people your name will be checked against this list of people deemed unsuitable for working with children/young people.

APPENDIX 3



I give permission for \_\_\_\_\_  
to attend Bessbrook/Newry Gospel Hall

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Tel: \_\_\_\_\_ Mobile Tel: \_\_\_\_\_

Relevant Medical Information: \_\_\_\_\_

This information is required by law under The Children (NI) order. It assures us that you know where your child is and that in the case of an emergency we can contact you as soon as possible. We require your consent to the above named, in the event of any requirement, to receive immediate first aid and/or professional medical attention where necessary, in the interest of the health and welfare of the child. You can be assured that all the information given will be treated confidentially, securely and for the purpose intended in accordance with GDPR. Our Child Protection Policy is available on request. I give permission for the above named being transported by car where appropriate. I consent to all of the above.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

For further details please contact: Alan Finney, 07849498869  
Emma, 07523977888 | Sharon, 07895276284

**APPENDIX 4**

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**APPENDIX 5**

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**APPENDIX 7**

**Accident and Incident Report Form**

This form should be completed immediately after any accident, complaint or significant incident. It should also be completed following an allegation or suspicion of child abuse. The worker/teacher should discuss with the Superintendent and/or the Child Safeguarding Coordinator what follow up action is necessary.

Day, date and time of the incident

\_\_\_\_\_

Names, addresses and ages of those involved in the incident

\_\_\_\_\_  
\_\_\_\_\_

Where did this incident take place?

\_\_\_\_\_  
\_\_\_\_\_

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16)

\_\_\_\_\_  
\_\_\_\_\_

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

\_\_\_\_\_  
\_\_\_\_\_

In cases of allegations or suspicions of child abuse describe the sequence of events/actual words used/observations.

The Superintendent and a Child Safeguarding Coordinator must be informed immediately.

\_\_\_\_\_  
\_\_\_\_\_

What action have you taken to prevent a recurrence of the incident?

\_\_\_\_\_  
\_\_\_\_\_

Are the premises still safe for the children and workers/teachers to use? Yes/No

Who else do you need to inform?

\_\_\_\_\_

Have they been informed? Yes/No

If so, when and by whom?

Notes

\_\_\_\_\_

Signature of the Superintendent at time of accident/incident

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

Form seen by: \_\_\_\_\_

(e.g. Overseers, Child Safeguarding Coordinator)

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

**APPENDIX 8**

**Risk Assessment Form**

**Risk Assessment Form**

Risk assessment for : \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Assessment by (print name) : \_\_\_\_\_

Assessment date: \_\_\_\_\_ Signed \_\_\_\_\_

<b>Significant Hazard</b>	<b>Potential injury</b>	<b>People at risk</b>	<b>Existing controls</b>	<b>Action needed</b>	<b>Priority</b>	<b>Review date</b>