



1.3C GUIDANCE ON BEST PRACTICE WHEN PLANNING ACTIVITIES WITH CHILDREN

To assist those with ensuring activities with children are appropriately planned and risk assessed, the following bullet points should be considered:

- Ensure that all administrative requirements are fulfilled.
- Make parents/carers, children, and visitors aware of the Child Safeguarding Policy (*Guidance 1.6B*).
- Have emergency procedures in place and make all aware of these procedures.
- Plan and be sufficiently prepared.
- Report any safeguarding/child protection concerns in line with reporting procedures (*Guidance 2.1A*).
- Ensure that church personnel report to the Parish Panel any concerns (which are not allegations of abuse) that they may have about a fellow staff member's or a volunteer's practice and complete an incident form (*Guidance 1.4A and Guidance 1.4B*).
- Ensure that any complaint about a bishop's or clergy's practice which may cause harm to a child is reported via the reporting procedures (*Guidance 2.1A*).
- Report and record any incidents and/or accidents in the incident report form/book.
- Encourage children to report any bullying, concerns or worries and refer to the Anti-Bullying Policy and related reporting procedures (*Guidance 1.3E*).
- Evaluate work practices on a regular basis.
- Provide appropriate training for church personnel (*Guidance 1.5B*).
- Keep parents/carers informed of any issues that concern their children (*Guidance 1.6B*).
- Ensure proper supervision based on adequate ratios according to age, abilities and activities involved (*Guidance 1.3F*).
- Observe appropriate gender balance for residentials (*Guidance 1.3N*).
- Church personnel must ensure that all children who attend activities should have a membership registration form filled in by a parent or carer with parental responsibility, giving name, address, date of birth, relevant medical details, dietary needs, emergency telephone numbers, next of kin, consent to seek emergency medical assistance if required, and consent to attend the activity (*Guidance 1.3C Template 1*).
- Explicit parental consent is required for all outings, photographs, text messaging, social media contact, etc. (*Guidance 1.3C Template 1, 1.3L Template 1, Guidance 1.3M*).
- Any information should be managed in accordance with GDPR (*See Appendix E*).
- The name of the leaders in charge and relevant contact details should be provided to parents/carers as necessary (*Guidance 1.6B*).



- An attendance register should be kept for each session and include all church personnel present.
- Church personnel should ensure that activities being undertaken are suitable for the ages, abilities and experience levels of the participants. Individual children should not be excluded from any suitable activities, and reasonable accommodations should be made to meet individual needs and enable participation.
- Church personnel should consult with parents/carers and management committees when using materials in connection to sensitive personal topics and should not use such materials other than with parental or carer consent in respect of any children attending such programmes.





1.3C TEMPLATE 1: SAMPLE CONSENT FORM

Please complete this form and return it to:

[INSERT RELEVANT DETAILS]:

A signed consent form is a condition of participation in this activity for those under the age of 18.

GROUP/ACTIVITY DETAILS

[INSERT DATE, TIME AND VENUE OF ACTIVITIES OR GROUP]:

PERSONAL DETAILS

Name of Child:

Age:

Date of Birth:

Parent/Carer emergency contact number:

Name and Number of Parent/Carer 1:

Name and Number of Parent/Carer 2:

I am willing for:

[INSERT CHILD'S NAME]:

to participate in:

[INSERT GROUP OR ACTIVITY NAME]:

and confirm that he/she is willing to participate as fully as possible.

(Delete the two lines below if not relevant)

Furthermore, I permit:

[INSERT CHILD'S NAME]:

to travel on transport that has been designated as official for the purpose of this event.

Signed:

Date:



MEDICAL DETAILS

Please indicate if your child:

a) Has any allergies

b) Is taking any medication

c) Has any additional needs we need to be aware of

I give permission for basic first aid to be administered to my son/daughter.

Yes:

☐

No:

☐

In the case of an emergency, clergy, staff and volunteers will do everything reasonable to contact the parent/carers named above. In circumstances where medical treatment is required immediately and where it is not possible to contact those named on this form, I authorise the leader in charge of the group to refer my son/daughter to a medical practitioner or emergency services on my/our behalf and to sign on my behalf any written consent required in the event of a life-threatening injury/condition.

Signed:

Date:

CHILD'S CONSENT

I give my consent to participate in this event/activity in line with my Parent's/Carer's consent above.

Signed:

Date:

Consent must be provided by the person with parental responsibility.

In line with Data Protection regulations, we are committed to protecting the personal information given on this form. By providing the information requested, you are giving us permission (consent) to use this information for Safeguarding, legal or regulatory purposes and we will use it for no other purpose without further consent unless mandated or required to do so under the Data Protection Act 2018 or equivalent legislation. If you have any questions about how we process your personal data, please contact a member of the Parish Panel.



1.3C TEMPLATE 2: CHECKLIST FOR PARISH/DIOCESAN PANELS - SAFETY OF ACTIVITIES FOR CHILDREN

This checklist should be used annually at a meeting of all staff and volunteers/leaders in charge of groups and panel members to complete and update the Local Safeguarding Risk Assessment (*Guidance 1.3A*).

A			
Is a register kept of all those in attendance at children's organisations?	Yes:	☐	No: ☐
Has a registration form been completed for each child who attends?	Yes:	☐	No: ☐
Is a consent form used for outings and residential activities?	Yes:	☐	No: ☐
Is parental consent sought for the taking and use of photographs or videos?	Yes:	☐	No: ☐
B			
How many children are on the register in each group?	Yes:	☐	No: ☐
How many staff/volunteers are in each group?	Yes:	☐	No: ☐
Are supervision levels appropriate for age of children, activities being undertaken, etc.?	Yes:	☐	No: ☐
C			
Has each group held a fire drill in the last twelve months?	Yes:	☐	No: ☐
D			
Have staff/volunteers talked to children about safeguarding?	Yes:	☐	No: ☐
Have staff/volunteers provided relevant information regarding safeguarding to children?	Yes:	☐	No: ☐
Have the staff/volunteers drawn children's attention to the children's information poster?	Yes:	☐	No: ☐
E			
Does each group have a Code of Behaviour in place for the members and staff?	Yes:	☐	No: ☐



Have the children been involved in drawing up this Code of Behaviour?	Yes: ☐	No: ☐
Have the children been involved in agreeing the sanctions for breaches of the Code of Behaviour?	Yes: ☐	No: ☐
Have parents been informed of each group's Code of Behaviour and sanctions?	Yes: ☐	No: ☐
F		
Have any issues arisen in any group in relation to content of activities?	Yes: ☐	No: ☐
Has each group adequate resources for their activities for the next twelve months?	Yes: ☐	No: ☐
G		
Does any group plan to hold an outing/trip away during the next twelve months?	Yes: ☐	No: ☐
Have planning and risk assessment been undertaken for this event?	Yes: ☐	No: ☐
H		
Have images or video been taken of children for church purposes?	Yes: ☐	No: ☐
Has parental/carer and child permission been sought to take and use such photos or videos?	Yes: ☐	No: ☐
How are photographs/videos that have been taken, stored and secured?	Yes: ☐	No: ☐
I		
Does any group use social/digital media to contact children?	Yes: ☐	No: ☐
Has parental permission been sought?	Yes: ☐	No: ☐
If there is a social networking site, how it is monitored?	Yes: ☐	No: ☐
J		
Are there any other issues which volunteers/staff have had to deal with which they need help and support with?	Yes: ☐	No: ☐



1.3C TEMPLATE 3: CHECKLIST FOR SELECT VESTRIES

This checklist should be completed by the Select Vestry once a year and used to update the Tusla Child Safeguarding Statement (ROI only).

Is first-aid available during all activities?	Yes: ☐	No: ☐
Is there an up-to-date first-aid kit available both on the premises and for activities away from the premises?	Yes: ☐	No: ☐
Do staff and volunteers know who the First Aider is for their group? Are all accidents and incidents recorded?	Yes: ☐	No: ☐
How?		
Do regular fire drills take place?	Yes: ☐	No: ☐
Are evacuation notices displayed informing people what to do in case of emergency?	Yes: ☐	No: ☐
Are fire appliances suitable and serviced regularly?	Yes: ☐	No: ☐
Has the local fire prevention officer visited the premises?	Yes: ☐	No: ☐
Is there a Health and Safety Statement in place that covers all parish premises?	Yes: ☐	No: ☐
Has an Annual Safety Audit been undertaken?	Yes: ☐	No: ☐
Has an Annual Health and Safety Assessment of activities been undertaken?	Yes: ☐	No: ☐
What precautions exist regarding access to premises by strangers whilst children's activities are taking place?	Yes: ☐	No: ☐
Has an intercom or doorbell been fitted to parish premises?	Yes: ☐	No: ☐
Has the Select Vestry ensured that all activities with children have a Local Safeguarding Risk Assessment (Guidance 1.3A) completed?	Yes: ☐	No: ☐
Has the Select Vestry adopted the Tusla Child Safeguarding Statement (ROI only)?	Yes: ☐	No: ☐
Is the Tusla Child Safeguarding Statement (ROI only) displayed on all parish premises?	Yes: ☐	No: ☐



Have the Parish Panel completed their care of records checklist in the past twelve months?	Yes: ☐	No: ☐
Have the Parish Panel and staff and volunteers completed their checklist in the past twelve months?	Yes: ☐	No: ☐
Has every external organisation that involves children:		
(a) signed an external agreement this year?	Yes: ☐	No: ☐
(b) provided the Parish with a copy of their insurance?	Yes: ☐	No: ☐
Is this checklist completed annually by the Select Vestry?	Yes: ☐	No: ☐

