



Abergavenny Baptist Church

Guidelines for Children/Youth work at ABC

Below are some guidelines for all work with children/youth. These should be followed at all times in order to keep the children we are ministering to safe and secure.

Safe Practice

- Treat all children with dignity and respect.
- Be careful regarding physical contact.
- Avoid questionable activities eg. rough/sexually provocative games and inappropriate language.
- Challenge and remedy unacceptable behaviour. Expect to be respected.
- Avoid being alone with a child or in a room where you cannot be easily observed.

KEY RULE: NEVER ALONE / NEVER UNSEEN

- Familiarise yourself with the safeguarding policy and procedures.
 - Report all allegations/suspensions of abuse to the Designated Person for Safeguarding.
- Follow the correct procedures for creating a safe space, registration and end of session, toileting, and health and safety. [Outlined below]
- Mobile phones should NOT be used during a session/event. Except in exceptional circumstances.
- Photographs can be taken providing consent has been given.
 - Photos are NOT to be uploaded on-line unless consent has been given during registration.

Safe Space

- Before a Session
 - Ensure the venue is clean and safe to use.
 - Any debris, items of risk should be removed and disposed of appropriately
 - Any sharp edges, hot radiators, should be checked
 - The appropriateness of floor surface should be taken into consideration for planned activities
 - Any stacked furniture should be secure (no more than 4 stacked chairs)
 - Ensure entry and exit to the venue is clear (this includes fire exit routes)
- During a session
 - When activities are in session the main door INTO the hall should be secured with a bolt (AT NO CIRCUMSTANCES SHOULD AN INTERNAL DOOR BE LOCKED WITH A KEY WHILE A SESSION IS TAKING PLACE).
 - It is at the discretion of the team leader to allow people into the hall while a session is ongoing.
 - Ensure fire exit routes don't become blocked with items during the session.
 - Entry and exit points should be monitored during the session
 - The kitchen area is out of bounds for ALL children and young people
- After a session
 - Ensure the venue is clean and safe.
 - The Team Leader should ensure that all children and adults are out of the building before locking up (Register should be checked)
 - Remember to check the toilets.

Procedures at Registration & End of Sessions

- Children will normally be brought by an adult, registered, and expected to leave with the same adult.
 - Drop off/Pick up cards may be used in some circumstances.
 - Responsible adults should be named on the registration forms.
- All children will be registered with details of date of birth, contact number, address, etc.
- Children who arrive without an adult should provide a signed letter from a parent granting permission for the child's participation of the session and to leave on their own.
- In the event that the agreed minimum adult to child ratio cannot be met, additional children must be turned away unless an additional adult remains in the group.
 - At least two adults present must be an approved ABC Kids Team member.

Procedures Regarding Use of Toilets during Sessions

NB: Children should be reminded that they require permission from a team member to use the toilet.

- Ages 0-2 years approx (nappy wearing): This should be done by the parent/guardian of a child. If they are not available it should be done at the nappy changing station with another member of the Team present.
- Ages 2-3 years approx (toilet trained): This should be done by the parent/guardian. If they are not available a member of the team should accompany children into toilet with another team member monitoring from outside. No physical help should be given, except in exceptional circumstances.
- School years Reception to year 2: Allow children to go into the toilet on their own but an adult helper should monitor from outside door to ensure they return to their group.
- School years 3 to 6: Allow children to go to the toilet unsupervised, but if they do not return in a reasonable time ensure that all is well.

Health and Safety

- First Aid
 - At least one trained first aider present.
 - All team members should be informed of who is it is each session.
 - All team members should be informed of where the first aid kit is kept.
 - Accident forms **MUST** be completed for all accidents (even minor accidents)
 - Ensure that medical conditions of children / young people and team members are known (details should be give during registration)
- Fire Safety
 - All team members should know the fire regulations, evacuation procedures and assembly points for the venue.
 - There should be at least 2 fire marshals in attendance.
 - There should be test fire evacuation bi-annually.
- Kitchen and Food Hygiene
 - At least one team member should hold a valid Food Hygiene certificate
 - Be aware of any food allergies for both children/young people and team members (details should be given during registration)
- Electrical Safety
 - Electrical devices should be fit for purpose (items more than 12 months old should pass PAT testing).

- All plug sockets not in use should have safety sockets in place.
- Security related to venue.
 - Children should be cared for in a secure, enclosed room. [See Safe Space]
 - Children should not have access to stairs or open windows.
- Safety of people
 - Ensure that a register of all children **and** workers attending the session is kept.
 - No adult that has not had a DBS Check should be left alone with children.
 - All team members must have followed the correct recruitment procedure which includes an application form with references and a DBS check.
- Safety related to equipment
 - Ensure that any items including toys used during the session are safe and age appropriate (eg small toys or toys with detachable parts should not be given to babies.)
 - Toys and equipment should be checked and cleaned to avoid broken pieces and rough edges
 - Scissors and other craft materials used by older children should be used under adult supervision. An adult should assist children aged 2-3 (as appropriate) with the use of scissors. Children younger than 2 are NOT allowed to use scissors in any circumstance.
- Safety related to refreshments
 - Hot drinks must only be served once everyone is sat at the table to avoid spillages/scolds.
 - Cold drinks may be consumed around the children provided they are in a plastic cup/beaker