

# Church of Our Lady, St John's Wood

Child Protection Procedures: *Guidance for private functions on Church premises*

**Anyone hiring Church property should be aware of their responsibility for the welfare and safety of the children in their care.**

**Adults using Church premises for events for children or events at which children will be present need to ensure that those children and young people are protected at all times. They should take all reasonable steps to prevent their being subject to any injury, loss, damage or harm.**

**Attention is drawn to the Code of Behaviour printed overleaf. It was prepared for those who work with children professionally. Consequently it may sound 'heavy-handed' or extreme to those who are, say, simply hiring the Hall for a child's birthday party. However it contains sound advice for all situations where adults have the responsibility of caring for the children of other people.**

# **Code of Behaviour** for those working with children

## **You should:**

- Treat all children and young people with respect & dignity.
- Watch your own language, tone of voice and body language.
- Do not use physical punishment to discipline children – this is illegal.
- Always aim to work within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children.
- If known in advance, seek a parent's permission if a child or young person is to be seen on their own. Another adult must be nearby and the child or young person must know this.
- Ensure that each group includes a female helper if possible.
- Ensure that children and young people know who they can talk to if they need to speak to someone. Display the Childline telephone number in a prominent place where children & young people can see it.
- Respond warmly to a child who needs comforting but make sure there are other adults around.
- Administer any necessary First Aid with others around.
- Record any concerning incidents and give the information to your Group Leader. Sign and date the record, and also print your name in capital letters.

## **You should not:**

- Invade a child's privacy whilst washing or toileting.
- Play rough, physical or sexually provocative games.
- Be sexually suggestive about or to a child or young person even in fun.
- Touch a child inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child, young person or group.
- Show favouritism to any one child, young person or group.
- Allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children or young people on their own or on your own.

## **Supervision**

- Suggested minimum staffing levels for children's groups are given below.  
0-2 years 1 person for every 3 children;  
2-3 years 1 person for every 4 children ;  
3-8 years 1 person for every 8 children;  
Over 8 years 1 person for the first 8 children and then one extra person for every extra 12 children  
Each group should have at least two adults and it is recommended that a gender balance be maintained.
- Young people aged 16 and 17 may help with groups but should be supervised by an adult helper who will be responsible for ensuring that good practice is followed.