



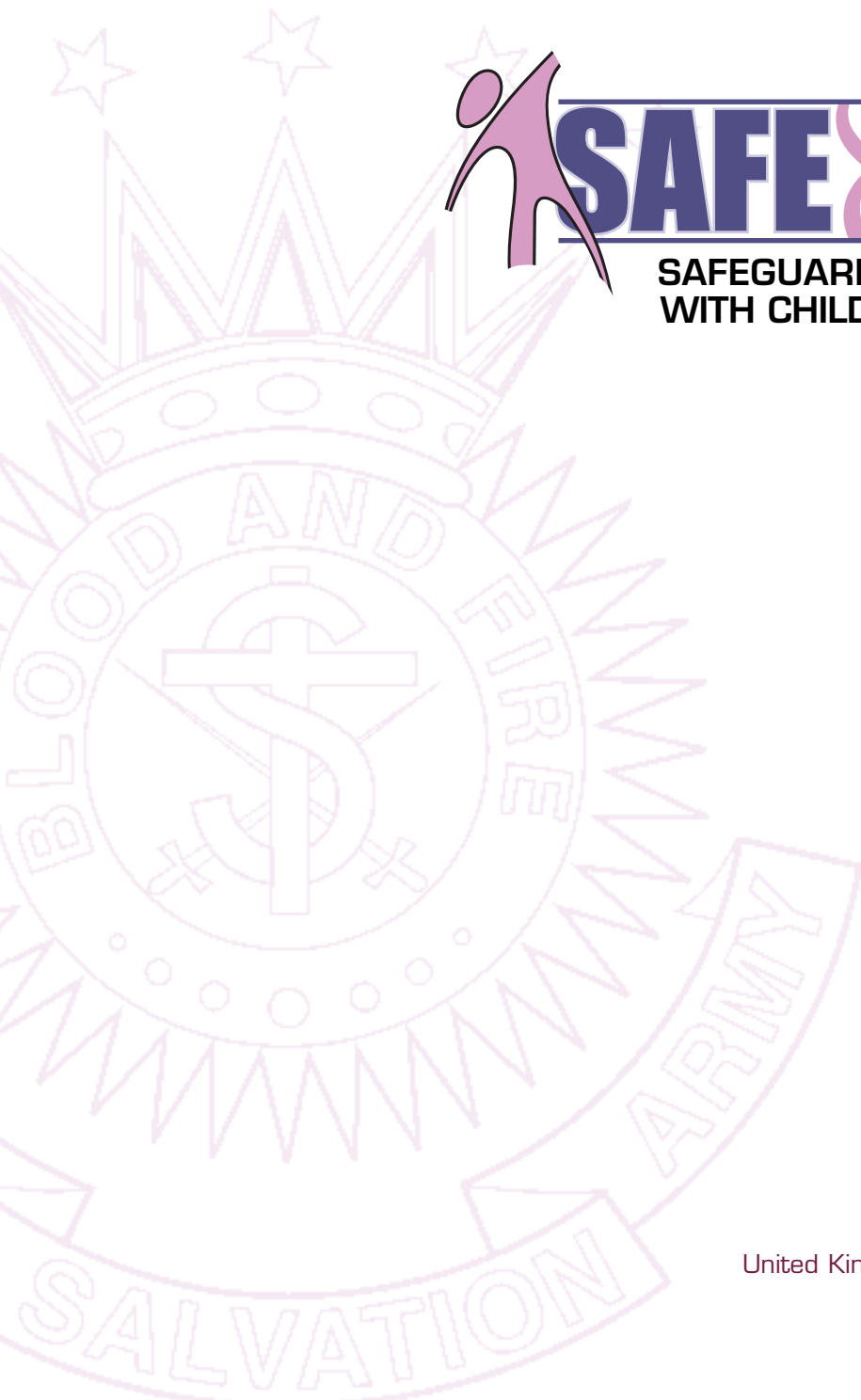
SAFE & SOUND

SAFEGUARDING POLICIES FOR MINISTRY
WITH CHILDREN IN THE SALVATION ARMY



SAFE & SOUND

**SAFEGUARDING POLICIES FOR MINISTRY
WITH CHILDREN IN THE SALVATION ARMY**



United Kingdom Territory with the Republic of Ireland



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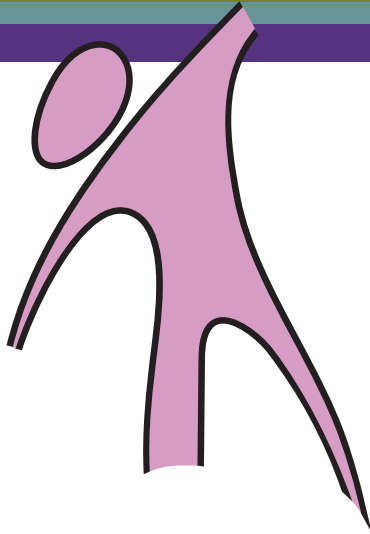
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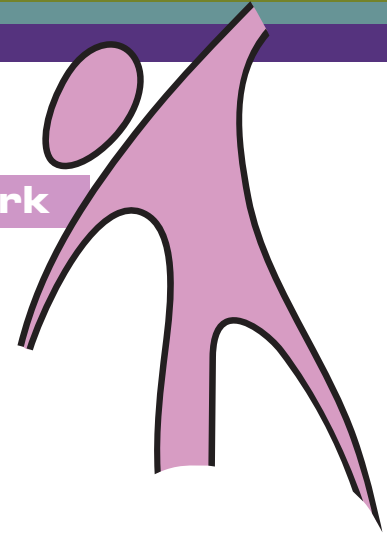
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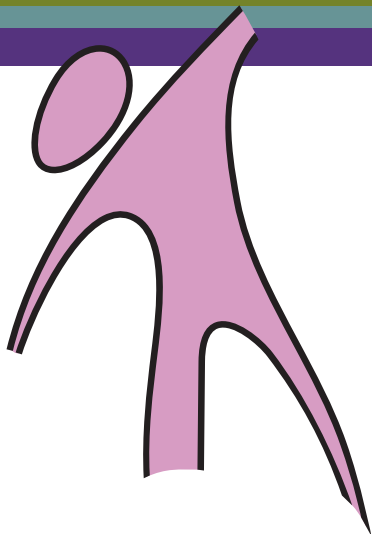
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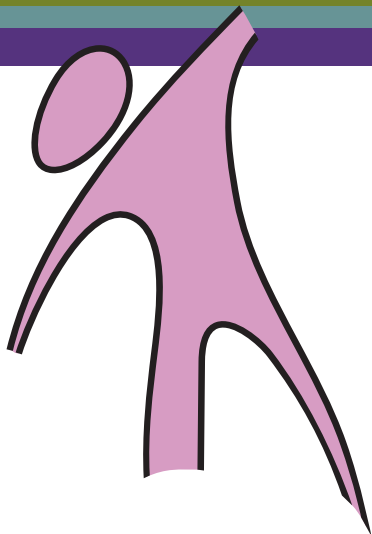
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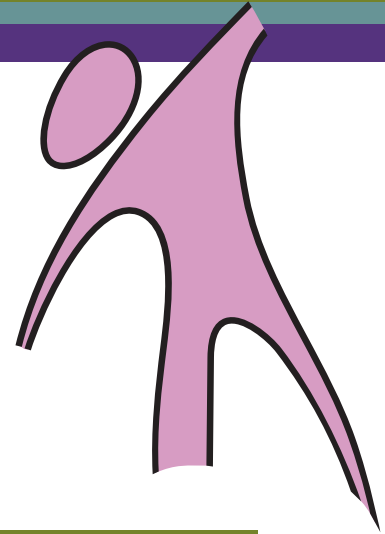
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The Salvation Army's policy statement on safeguarding the welfare of children with whom it works is as follows:

Convinced of the truth that every human being is uniquely created in the image of God and belongs to him, The Salvation Army is committed to the spiritual, mental and social welfare of each individual regardless of race, religion, culture, gender, physical and mental ability and economic status. We seek to safeguard all involved in Salvation Army activities. It is the responsibility of each one of us to help prevent the physical, sexual, or emotional abuse and neglect of children.

Mission statement for ministry with children:

Our mission is to bring children into a living faith in Jesus Christ by:

*Creating enjoyable environments
Developing encouraging relationships
Communicating empowering Bible teaching
Enabling them to live effective prayerful and biblical lifestyles*

(Children's Ministries Unit, THQ)

The ALOVE vision statement:

*Vision: Giving a generation back to Jesus.
Mission: Calling a generation to dynamic faith, radical lifestyle, adventurous mission and a fight for justice.*

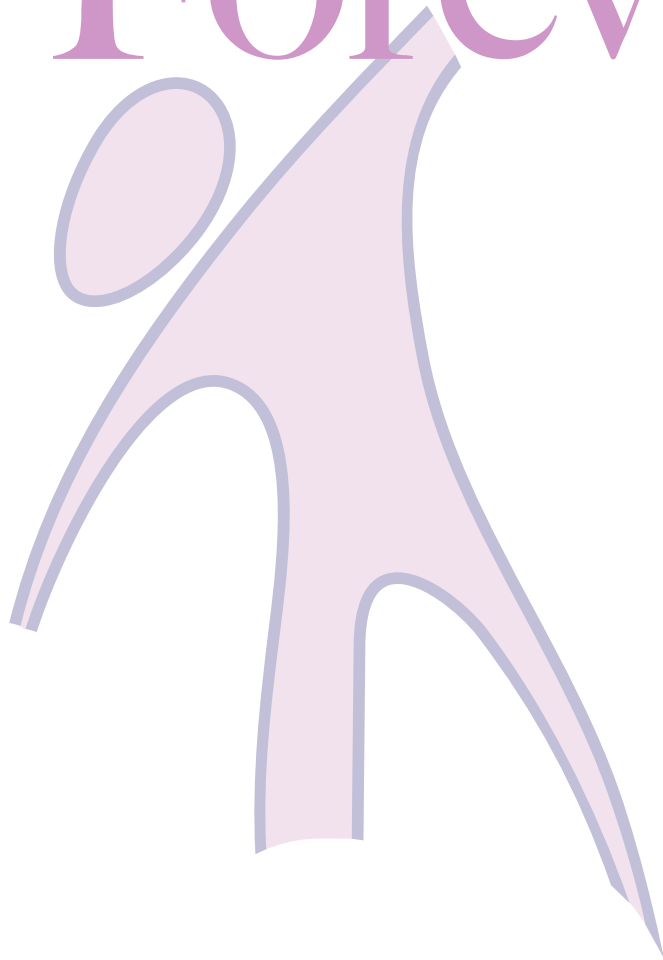
Every incarnation of ALOVE has four essentials:

*Worship: Giving our lives and world back to God
Discipleship: Getting into Jesus and his community
Mission: Going into the world to find and point out Jesus
Social Action: Giving a voice to the voiceless*

(ALOVE UK, THQ)

The following safeguarding policy is our commitment to live out the mission in such a way that safeguards the welfare of every child and young person involved in our faith community.

Foreword



Theological reflection

September 1985. Mexico City. An earthquake devastates the city, killing over 4,000 people. Nearly a week after the first tremor, a baby is brought out alive from the ruins of the maternity hospital.

Sports Relief programme 2002. India. A three-year-old girl spreads a rug out on the pavement where she lives and beds down for the night.

2004. Mogadishu, Somalia. A 14-year-old boy, orphaned by the war, joins the ranks of the militia terrorising the city. He lives, and dies, by the gun.

2005. Zambia. A young woman, orphaned by Aids by the time she was 14, and diagnosed HIV-positive herself, devotes her energy to giving hope to other children living with Aids.

2012. Britain. A young girl shivers with fear as she wonders if the friend of the family, who is coming to baby-sit, will again touch her in his secret way.

How resilient is a child? Incredibly so! How fragile and vulnerable is a child? Incredibly so! Just because a child can survive the most awful and traumatic of experiences, doesn't mean that they should have to.

For many children their resilience means survival but at a cost that they pay for the rest of their lives. If their trust in adults has been abused, it takes a miracle of grace to live in trust again. If their bodies have been bruised and broken by those exercising deliberate power over them, they are likely to respond by withdrawing from or attacking others. If their spirits have been crushed by those responsible for them, it can take a lifetime to restore the destroyed sense of worth.

As the Church, the body of Christ, we have it in our power to create safe places for children – a place of trust, deep healing and unconditional love. The sad reality is, however, that it is possible for the Christian family to be as abusive, in like or in subtler ways, as the natural family. It is also possible for us to fail to face up to the awfulness of what can happen to children because we are afraid. The dark secrets continue to destroy the heart, mind and soul of child and adult alike and we turn our heart away. Yet we have a God who constantly calls us into the light of honesty, accountability, power to behave differently and deep healing.

It is sobering to think that Jesus reserved perhaps his most damning judgment for those who harm the soul of a child: 'If anyone should cause one of these little ones to lose his faith in me, it would be better for that person to have a large millstone tied round his neck and be drowned in the deep sea. How terrible for the world that there are things that make people lose their faith! Such things will always happen – but how terrible for the one who causes them!' (Matthew 18:6–7 GNB). The value Jesus places on a child is immense and we ignore

at our peril the fact that he wants us to do the same. Not that he wants fear to be the motivation for our response to children. He wants our hearts to beat to the same rhythm as his when it comes to loving and respecting them.

God values a child's unadulterated sense of praise, which adults can so easily stifle. David captured this when he celebrated God's majesty and glory: 'Your praise reaches up to the heavens; it is sung by children and babies' (Psalm 8:1–2 GNB). God values a child for who they are, not for what they make themselves out to be. Watch as Jesus places a child in the centre of his group of men who want to know who's the most important amongst them! 'I assure you that unless you change and become like children, you will never enter the Kingdom of heaven,' Jesus challenges them (Matthew 18:3 GNB).

Jesus welcomed children when the disciples tried to chase them away (Mark 10:13–16); he involved them in his miracle-making (John 6: 5–13); he healed them (John 4:46–53) and restored them to life from death (Mark 5:39–41). Children praised him when adults refused to (Matthew 21:15–16) and Jesus valued them when his disciples wouldn't (Matthew 15:22–28).

The Gospel accounts are bejewelled with cameos of Jesus gracing the highest value on the hearts, minds and souls of children. He invites us to share the same grace and love.

The call to create a safe place will sometimes bring us into real and deep conflict. A Christian fellowship is uniquely placed, and challenged, to offer healing to abused and abuser alike. The challenge to simultaneously protect children and offer the love of Christ to those who have



damaged the self-worth, health and sexuality of children demands compassion, wisdom and a strong sense of the power of sin and temptation even in the face of God's love and grace. The restoration that accepts new boundaries to those who have sinned against others can be offered but has to be responsibly maintained by the individual and those supporting them. Our paramount call is to protect the children at all costs.

Such is the heartbeat of our child protection and safeguarding policies and procedures. It is sometimes a struggle to equate legislated practices with grace and love when we place them at the opposite ends of the spectrum of care, but they can belong together. We can either regard the Government's provision of best practice guidelines as a bureaucratic imposition or as a God-given opportunity to create such a safe place.

We all need help from each other to be responsible and accountable. We need a defined framework to work within. We need to work together to create that safe place where children are given the freedom to worship, to release their potential for ministry and express their innate ability to enjoy God and his world. We need to work together to create that grace place where we minimise the potential for harm and also offer healing for those who have been harmed.

Isaiah paints a picture of the Kingdom of Heaven being a holy space where, amongst other things, children can live safely:

'Calf and lion will eat from the same trough,
and a little child will tend them...
The nursing child will crawl over rattlesnake
dens,

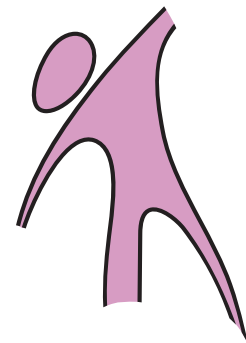
the toddler stick his hand down the hole of a serpent.

Neither animal nor human will hurt or kill on my holy mountain.

The whole earth will be brimming with knowing God-Alive,
a living knowledge of God ocean-deep,
ocean-wide' (Isaiah 11:6, 8-9 *The Message*).

This safest place of all is yet to be reached, but it is in God's heart to bring in the Kingdom here and now and in Jesus he has given us everything we need. Our corps and communities can be places brimming with the ocean-depths of God's love. It is gloriously possible for children and adults alike to live in the energy God has given them right from his heart, safe from harm and healed of harm.

The commitment that thousands of children's and youth workers invest week by week in the lives of children and young people in our corps and communities is valued beyond measure. Our prayer is that the commitment, safeguarding and protection that *Safe & Sound* procedures ask us to give will be a true reflection of the heart of Father God for his children.



Introduction

The Home Office code of practice, *Safe from Harm*, was published in 1993. The document asked voluntary organisations (including churches) in England and Wales to safeguard the welfare of the children and young people in their charge by considering the issues raised by each of the following statements of principle and then to review their policy and practice in the light of their circumstances. *Safe & Sound* contains the Salvation Army UK Territory with the Republic of Ireland's child protection policies and procedures based on the guidelines:

- 1 Adopt a policy statement on safeguarding the welfare of children.
- 2 Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
- 3 Introduce a system whereby children may appeal to an independent person.
- 4 Apply agreed procedures for protecting children to all paid staff and volunteers.
- 5 Give all paid staff and volunteers clear roles.
- 6 Use supervision as a means of protecting children.
- 7 Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
- 8 Obtain at least one reference from a person who has experience of the applicant's paid work or volunteering with children.
- 9 Explore all applicants' experience of working, or contact with children in an interview before appointment.
- 10 Find out whether an applicant has any conviction for criminal offences against children.
- 11 Make paid and voluntary appointments conditional on the successful completion of a probationary period.
- 12 Issue guidelines on how to deal with the disclosure or discovery of abuse.
- 13 Train paid staff and volunteers, their line managers or supervisors, and policy makers in the recognition and prevention of child abuse.

This third version of *Safe & Sound* seeks to implement the Home Office guidelines and to work within other relevant child safety legislation in order to provide a care and protection framework for The Salvation Army. Good practice and the safeguarding of all children and youth who come into contact with all Salvation Army programmes and activities are essential to our mission.



The Safe & Sound manual



The *Safe & Sound* manual contains the safeguarding policies and procedures that are required to be implemented in the relevant Salvation Army programmes.

Ensuring that a copy of the *Safe & Sound* manual is easily accessible at all times communicates that the safeguarding of children is being taken seriously and is seen as the responsibility of the whole corps community.

The manual consists of this policy document, separate individual procedures, appendices and a separate policy for residential events.

Due to its size and detailed contents, it is recognised that it is a document that will take time to assimilate in its entirety. The policy is designed to be used as a reference manual to be worked through and referred to as well as a policy document.

To ensure, therefore, that every children's worker has direct access to the information they need, a *Safe & Sound* manual and a handbook will be supplied to every children's worker.

See Appendix 1 Summary Policy

To ensure that every member of the corps, parent, child and visitor has direct access to the policy, copies of the Summary Policy should always be available (see Unit One 1.7).

The policy should be read in conjunction with relevant Official Minutes that seek to address regional variations and differences in legislation where The Salvation Army operates within the UK and Ireland.

i2







Definitions of terms used in Safe & Sound

i2.1 Children/child

The definition of a child under The Children Act (1989), Children (Northern Ireland) Order 1995 and the Children (Scotland) Act 1995 is a person under 18. To promote best practice it is this definition that is used in *Safe & Sound*.

i2.2 Children's workers

For the purposes of this policy, the following are included in the definition of Salvation Army children's workers:

-  All active officers of The Salvation Army.
-  Cadets, envoys and lieutenants.
-  Soldiers, adherent members, and others associated with the worshipping congregation of Salvation Army corps, centres, programmes and other ministries who assume responsibility for working with children of less than 18 years (this includes Pastoral Care Council members and all senior local officers who have regular contact with children).
-  No distinction will be made between a children's worker and a youth worker for the purposes of this document, as a children's worker is understood to mean someone who works with those who are under 18.
-  Volunteers with The Salvation Army who assume responsibility for working with children under 18 years.
-  Employees of The Salvation Army who assume responsibility for working with children under 18 years.

i2.3 Corps

A corps is defined as the collection of people and/or premises comprising a Salvation Army church and, for the purposes of this document, can be taken to include red shield centres, outreach centres, outposts and projects and all other similar Salvation Army established work projects.

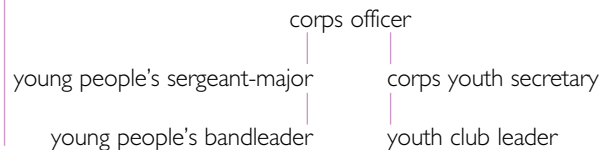
i2.4 Corps officer

For the purposes of this document a corps officer is taken to mean both a commissioned officer of The Salvation Army appointed to lead a corps and any other person entrusted to lead a corps.

i2.5 Supervisor/mentor

The term supervisor or mentor is used in this document to describe the person who has a designated responsibility for the support of specific children's workers and to whom that person is accountable. (NB – the corps officer has overall responsibility for all corps members and volunteers and will delegate mentoring responsibility.)

For example, a supervisory model would be:



i2.6 Abuse

Child abuse has many forms. There are four identified categories of abuse as described in the interdepartmental government guidelines *Working Together to Safeguard Children* (2010): physical abuse, emotional abuse, sexual abuse and neglect. A child can be registered as at risk on the Child Protection Register under one or a combination of the following categories of abuse:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve

conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Other forms of abuse can include:

Economic exploitation is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child's belongings or money without the consent of the parent or legal guardian of the child.

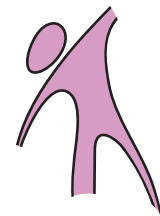
Organised or multiple abuse is defined as abuse involving one or more abusers and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse

children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Domestic violence or domestic abuse is defined as any violence between current or former partners in an intimate relationship, wherever and whenever the violence occurs. The violence may include physical, sexual, emotional or financial abuse. Children can be traumatised by witnessing or hearing domestic violence and there is an overlap between domestic violence and child abuse and neglect. Children may be at risk if they try to intervene to protect a parent or sibling.

Spiritual abuse occurs when someone uses their power within a framework of spiritual belief or practice to satisfy their own needs at the expense of others. Different dimensions of spiritual abuse could involve: a church/group leader who has unhealthy power over individuals or even a whole congregation and/or an accepted doctrine of a church/group that directly or indirectly controls and oppresses its members through peer pressure etc.

Children can also find themselves in abusive and neglectful situations caused by parents misusing drugs and/or alcohol.



i3

Application of the Safe & Sound policy

i3.1 Unregistered children's programmes

The *Safe & Sound* manual contains the child protection policies and procedures relating to all Salvation Army children's programmes that are not required to be registered with a registering authority.

Examples of unregistered children's programmes are:

- Parent & toddler groups
- Sunday schools
- Junior and youth clubs
- Singing groups and YP bands
- Rainbows/Brownies/Guides
- Specialist activities (dance/drama/sports clubs)
- Crèches (that do not meet government criteria for registration)

It is required that the *Safe & Sound* policies are implemented and adhered to in all unregistered Salvation Army work with persons under 18 years.

In each division the divisional commander is responsible for ensuring that compliance with *Safe & Sound* policy implementation is met within all corps.

The responsibility of implementing *Safe & Sound* policy within corps lies with the corps officer.

Unregistered children's programmes are monitored and receive support and advice from divisional children's/youth officers and from the Children's Ministries Unit, ALOVE UK and the Territorial Safeguarding Unit, THQ.



i3.2 Registered children's programmes

Children's programmes that meet the criteria to be included in government child care legislation are required to be registered and inspected by a registering authority.

These programmes are registered with varying government offices due to the criteria that the Government set. The registering authority will be different - dependent on the area of the UK/Territory that the programme is based in. Different government regulations apply in: England, Wales, Scotland, Republic of Ireland, Northern Ireland, Isle of Man & Guernsey. For example: in England the government regulations for day care only apply to those under the age of 8 years, whereas in Scotland the government regulations are for the under-16s.

In England, for example, a children's activity has to be registered with Ofsted if it runs for two or more hours in any one day for more than five days in a year where the children are under eight years of age and their parents are not present.

Examples of registered children's programmes are:

Day nurseries

Playgroups

Pre-schools

Crèches

Out-of-school clubs

Holiday clubs that run for two or more hours per day for more than five days in a year

Residential children's holidays

Residential children's homes

Registered children's programmes are required to adhere to the specific safeguarding policies and guidelines as issued by the Social Services Department, THQ. Child care staff and volunteers are not required to abide by the *Safe & Sound* policy or undergo *Safe & Sound* training as they are required to receive child protection training provided by the Local Authority and specialist groups that is tailored to the specific needs of these programmes.

The *Safe & Sound* training course does not meet the needs of these programmes, is not appropriate for the care work that leaders have to provide and is contradictory with regards to reporting procedures. NB Local reporting procedures will include the TSU who will liaise with corps and divisional leaders.

The safeguarding policies of Salvation Army registered children's programmes are inspected by the respective registering authority (eg Ofsted or CQC). They are monitored and inspected by the registering authority against a set of National Standards.

Within The Salvation Army, the Divisional Director for Community Services has responsibility for ensuring that standards and policies are met. The Social Services Department THQ issues policies and guidelines that take National Standards and Salvation Army lines of accountability into account (see *Official Minute CPR 0705* for a more detailed explanation).

i3.3 Family centres

Centre managers of Salvation Army family centres that may accommodate families with children need to ensure that staff have completed *Safe & Sound* training and follow *Safe & Sound* policies and procedures.

In residential family centres the staff are not employed to look after the children who are resident, as the children remain the responsibility of their parents. However, the staff are in the vicinity of, or come into contact with, children for the duration of their shift, day and night. Therefore it is essential that all family centre staff who may come into contact with children complete *Safe & Sound* training. Staff also need to be aware of the potential risks that other residents, both adults and children, may pose to the children in the centre. By applying *Safe & Sound* principles, care staff should ensure that the children are not placed at risk of harm.

Family centres may provide activities such as Sunday schools, junior clubs, outings etc. In all of these aspects of work *Safe & Sound* policies and procedures should be implemented as for all other unregistered children's programmes.

If a residential family centre runs a pre-school, playgroup, nursery, crèche or after-school club, as programmes which have to be registered, *Safe & Sound* is not appropriate and the guidelines for registered programmes must be followed.

i3.4 Lifehouses

As there are obviously increased risks for 16 and 17-year-olds when adults are also accommodated in the same building, the admission of a 16 or 17-year-old to an adult lifehouse needs to be carefully considered and risk-assessed. Centre staff should be made aware that the welfare and safety of all residents under the age of 18 is paramount. Ref SS12 Minute.

i3.5 Girlguiding UK sections sponsored by The Salvation Army

All Girlguiding UK sections sponsored by The Salvation Army should apply *Safe & Sound* policy and procedures to the particular section. This means:

The Salvation Army takes shared responsibility with Girlguiding UK for selecting, screening and training potential leaders. A Guider will be required to have a criminal records check completed with both organisations, be appointed as a Salvation Army children's worker as well as warranted as a Guider and attend *Safe & Sound* training. A Girlguiding UK Leader may also need to attend relevant training provided locally for the understanding of wider safeguarding issues as specific to Guiding.

In the event of a disclosure of abuse, reporting should be made through The Salvation Army Safeguarding Unit, as outlined in *Safe & Sound* policy, but the local Girlguiding Commissioner should also be informed. This will ensure that Girlguiding UK are fully

aware of relevant child protection issues and can offer support to the Leader as required.

i3.6 Scout Groups sponsored by The Salvation Army

All Scout Groups sponsored by The Salvation Army should apply the following procedures with regard to the selection of Group Leaders and child protection issues:

In keeping with Salvation Army Orders and Regulations for Scouters, The Salvation Army takes shared responsibility with the Scout Association for selecting, screening and training potential leaders. A Scout Leader will be required to have a criminal records check completed with both organisations, be appointed as a Salvation Army children's worker as well as warranted as a Scout Leader and attend *Safe & Sound* training.

The Scout Association will ensure that the prospective Leader receives The Scout Association's *Essential Information* training, which includes child protection, before an appointment is confirmed. In situations where there are child protection concerns or allegations, reporting must be made through The Scout Association, as outlined in the *Young People First* (yellow card) policy. The corps officer, divisional commander and the TSU should also be informed so that the appropriate level of support and involvement can be offered.

i3.7 Guide and Scout Groups not sponsored by The Salvation Army

Any Guide and Scout Groups that use Salvation Army premises on the basis of a licence agreement and not as a sponsored unit are not under the auspices of *Safe & Sound* policies as they are governed by Girlguiding UK and the Scout Association's own child protection policies. There is no requirement for Scout and Guide Leaders of non-sponsored units to undergo a criminal records check through The Salvation Army or attend *Safe & Sound* training.

If the corps officer has any concern about a proposed or active Leader, they should contact the appropriate District Commissioner or County Commissioner.

The responsibility for the selection, screening and training of Leaders for these Groups lies entirely with The Scout Association or Girlguiding UK.

If corps officers are concerned about child protection issues within a Guide or Scout group, they should discuss them with the appropriate Commissioner and the TSU. Corps officers seeking verification of a Leader's credentials should ask to see a copy of the appropriate documentation which confirms that a Leader complies with the relevant procedures. These are:

Scouts: Leader Warrant Card or Certificate of Appointment. Verification that a person has been officially

appointed can be obtained from the appropriate District or County Secretary. Contact details can be obtained from The Scout Association's Information Centre 0845 300 1818.

Girlguiding UK: Guider's Pre-Warrant Appointment Card, Warrant Card or Unit Appointment Card. Contact details can be obtained from Girlguiding UK.

If a Guide or Scout Group fails to provide proper care and supervision, the Licence Agreement states that the corps officer has the right to terminate the agreement with immediate effect.

i3.8 Girls' Brigade companies (England and Wales)

All Girls' Brigade companies affiliated to The Salvation Army should apply *Safe & Sound* policy and procedures, which is the accepted procedure as recommended by The Girls' Brigade. This means:

The Salvation Army takes shared responsibility with The Girls' Brigade for selecting, screening and training potential leaders. A company leader will be required to have a criminal records check completed with The Salvation Army and be appointed as a Salvation Army children's worker as well as being appointed by The Girls' Brigade, with the full backing of the corps officer.

Child protection issues will be covered in the induction training provided by The Girls' Brigade but

company leaders should also attend *Safe & Sound* training. In the event of a disclosure of abuse, reporting should be made through The Salvation Army Safeguarding Unit, as outlined in *Safe & Sound* policy, but The Girls' Brigade should also be informed. This will ensure that The Girls' Brigade are fully aware of relevant child protection issues and can offer support to the company leader as required.

i3.9 Letting corps premises to non-Salvation Army groups

All corps letting their premises to non-Salvation Army groups must ensure that a copy of The Salvation Army Licence Agreement is drawn up with the assistance of DHQ and is signed by the licensor and licensee and agreed by DHQ.

Periodic Licence Agreement

It is the corps officer's responsibility to ensure that wherever groups intend to use Salvation Army premises to conduct children's activities, or activities where children may be present, the following safeguarding considerations are included in a Periodic Licence Agreement:

- ✘ The licensee should have, and adhere to, a child protection policy based on the Home Office Code of Practice, *Safe from Harm* (or regional variation).
- ✘ Licensees must not be keyholders to any Salvation Army premises that run other Salvation Army activities or programmes.
- ✘ The corps officer is responsible for ensuring that the premises are opened and locked at the beginning and end of the licensee's activity by



a Salvation Army keyholder who has undergone the screening process.

- ✦ Licensees are asked to confirm that they have made themselves familiar with the corps' fire safety policy and have discussed any relevant health & safety issues with the corps officer.
- ✦ The precise areas of accommodation available to the licensee and out-of- bounds areas must be specified.
- ✦ The needs and safeguarding issues of other Salvation Army groups and/or other licensees must be defined and taken into account.
- ✦ The hours/days and permitted use must be clearly defined.
- ✦ An insurance indemnity clause must be included.
- ✦ A right to terminate the agreement with immediate effect if child protection concerns arise must be included.

The corps should not involve itself in the supervision of the licensee's activities, other than that outlined above, as any involvement of corps personnel may give outsiders the impression that the licensees were operating in some way under The Salvation Army. This could have its

own dangers with regards to questions of legal liability.

If a non-Salvation Army group working with children fails to provide care and supervision, the Licence Agreement states that the corps officer has the right to terminate the agreement with immediate effect. If serious child protection issues are suspected or reported to the corps, the information received should be passed on to the child protection agencies.

One-Day Licence Agreement

A One-Day Licence Agreement should indicate whether the licensee is acting on behalf of an organisation that works with children and therefore declares adherence to a child protection policy, or whether the event is a personal booking (eg a children's party) in which case the adults organising the event, or those with parental responsibility for the children, will ensure there is adequate adult supervision of the children and that they are safeguarded at all times.

i3.10 Leases

In the event of Salvation Army premises being leased to a non-

Salvation Army group, child protection issues as outlined above will be included in the lease agreement.

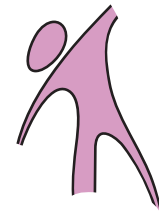
i3.11 Ecumenical activities

In cases of ecumenical activities a lead member will be identified ecumenical person and the child protection policy of that particular denomination will be adopted and the relevant training will be attended. (NB The Salvation Army is not able to administer criminal records checks for members of other denominations unless the activity is considered a Salvation Army activity or otherwise requested.) If the programme is conducted on Salvation Army premises then The Salvation Army will be considered as the lead member.

i3.12 Employment/work experience

In situations where children may wish to gain employment or work experience within The Salvation Army, the corps officer should contact the relevant director for personnel for appropriate advice and guidance on safeguarding issues.

Ref HR46 Policy.



keeping children safe

A care and protection framework

unit 1



Child protection issues in a corps community are not something that can be neatly parcelled up in policies and procedures that need to be put into place. They are about people and relationships, children and adults relating together; they are about the way people respond to each other and to circumstances; they are about creating community out of the fragile yet powerful bonds of what it means to be a human being.

The framework for creating a godly community is founded on what we know about God and ourselves from Scripture and is built from the elements of leadership and ownership that we are both given and can create. Safeguarding children is everybody's responsibility. *Safe & Sound* policies and procedures will, therefore, be worked out within the context of the following framework of care and responsibility.

1.1 The corps community

It is hoped that all Salvation Army corps will endeavour to be welcoming and accepting communities for all people whatever their age, race, culture, gender, sexual orientation, political persuasion, abilities or impairments. All corps should truly endeavour to reflect God's acceptance of us in spite of our many shortcomings. It is intended that all people coming into contact with The Salvation Army will see something of God's redeeming love.

Entwined into the worship, mission, discipleship and pastoral care of every corps seeking to reach into communities should be the spiritual mandate bestowed on us to care for the outcast, lonely and vulnerable. In the same way, Jesus' warning to anyone who would seek to harm a child cannot be ignored; all corps must strive to prevent harm against all of his children. Indeed, a corps serious about wanting to portray Jesus should engender a safeguarding ethos throughout all activities and programmes.

All places of worship should be recognised and experienced as safe places. Safeguarding issues should be regularly preached and discussed. Individuals should be encouraged to consider their safeguarding responsibilities and the contribution that all Christians are able to make when striving to make church a safe place.

Child safety should be regarded as a 'church life' issue and all members of the corps community should be encouraged to attend *Safe & Sound* training and to consider their role of safeguarding in terms of vigilance, challenge, support and reporting.

1.2 The corps officer as child protection co-ordinator

The corps officer has the overall responsibility for ensuring the safety and welfare of children attending corps programmes and the satisfactory implementation of the policies and procedures contained in the *Safe & Sound* policy document. To this end, corps officers are required to attend *Safe & Sound 1* and *Safe & Sound 2* training and are encouraged to attend *Safe & Sound 3* training.

The corps officer has the position of the child protection co-ordinator in the corps and has the responsibility of referring child protection concerns to the statutory authorities and liaising with DHQ/THQ when child protection concerns arise. Every corps officer must appoint a deputy child protection co-ordinator to act for them in their absence (see 1.3 for definition).

The corps officer has overall responsibility for considering the necessity of risk assessments being conducted on corps members, volunteers, people working within, visiting or hiring the corps buildings; and the necessity for conducting risk assessments for corps programmes and activities.

The corps officer must ensure that children's workers are regularly mentored, that personal files are kept and that the child safety audit takes place annually (see Unit Twelve).

Every active officer has a duty to be conversant with the *Safe & Sound* child protection policy and procedure.

Every active officer is required to apply for a background check. This exercise is to be processed by the officer unit on a 3-yearly basis.

Support

In addition to territorial and divisional support, corps officers should seek assistance from the deputy child protection co-ordinator, children's advocate and children's workers in implementing the care and protection framework.

Concerns of abuse and the role of the corps officer

The Salvation Army child protection referral procedure is outlined in Unit Seven. Children and adults will generally disclose abuse to someone they feel they can trust. In a corps situation this could be anyone. It may be that individuals wanting to speak about such experiences will look to their corps officer first and it is expected that s/he will handle such situations in a sensitive, non-judgmental way.

An allegation or suspicion of abuse should normally be referred to the corps officer and then to the child protection agencies. Together with

advice on how to manage a concern, the referral process is explained to children's workers, deputy child protection co-ordinators and advocates during *Safe & Sound* training.

Expectations placed upon corps officers

Corps officers are expected to work within a complex ethical framework which, on the one hand, will require them to endeavour to maintain pastoral confidentiality whilst at the same time ensuring that the corps fulfils its duty to safeguard children.

Corps officers are expected to be seen to respond appropriately to any allegations of abuse which implicate members of their own congregation and all members and officers of The Salvation Army.

Divisional pastoral support

Experience has shown that where a victim and alleged offender are members of the same congregation, meeting the pastoral needs of all those involved can be very demanding. To prepare for such circumstances, divisional commanders are requested to identify suitable officers from within the division who will be able to offer pastoral support to the alleged victim and their family and the alleged perpetrator and their family, if required. Such support would allow the corps officer more time to liaise with the child protection agencies and continue to run the corps.

Consideration should be given to the age, gender and location of identified support officers.

Support and advice for officers

In addition to advice provided by the TSU, the Pastoral Care Unit provides support and counselling to officers who have to deal with allegations or suspicions of abuse involving members of their congregation.

1.3 Deputy child protection co-ordinator

The corps officer (as the child protection co-ordinator) will ensure that a deputy person responsible for child protection will be appointed only for purposes of furlough, sickness and situations where it is not possible for the corps officer to deal with child protection issues. Because the deputy may not be a member of the children's or youth ministries teams it must be ensured that every deputy undergoes the same appointment process as all children's workers and attends the same level of training as the corps officer.

See Appendix 2 Role description of deputy child protection co-ordinator

1.4 Children's advocate

Wherever possible a children's advocate shall be appointed in a corps or group of corps to support and advocate for the children and to give children a 'voice'. The role of the children's advocate is intended to be wide-ranging and independent and should be viewed as a key element to

both children's ministries and safeguarding.

Because an element of independence is desirable the appointed person should, ideally, not be a member of the corps' children's or youth ministries teams but they must undergo the same appointment process as all children's workers (see Unit Two).

The children's advocate should be available to support and represent the children attending activities within the corps and children should be made aware of the advocate and their role, be regularly introduced to them and encouraged to speak to the appointed advocate about any matter.

The children's advocate should be available for children to talk to and should be proactive in ascertaining children's hopes, concerns and fears, likes and dislikes both concerning the activities they attend and the wider corps community. Children should be encouraged to speak to the appointed person about any matter of concern within the corps. Advocates must not promise confidentiality to children should children or an individual child wish to speak about matters of concern, including abusive behaviour.

Advocates should exercise discernment in their role of mediation between corps leaders and children. It is hoped that this responsibility will engender positive growth within the children's ministries in the corps and

that issues raised by children will be listened to, acknowledged and taken into account.

Due to this encouraged dialogue and purpose of empowerment there is the potential that children will regard the children's advocate as a person to speak to about spiritual or personal matters. There is a possibility that conversations could include a disclosure of abuse. In such cases the procedures for reporting abuse (Unit Seven) should be followed.

The support of children's advocates is the responsibility of the divisional children's/youth officers, with the aid of the Territorial Children's Advocate.

See Appendix 3 Role description of Children's Advocate

1.5 The Territorial Safeguarding Unit (TSU)

The TSU undertakes various functions including:

- the provision of advice and support to DHQ in relation to the recruitment and discipline of children's workers
- the provision of advice, guidance and support to territorial leaders, divisional leaders and corps officers when current and historical child protection issues within a Salvation Army context arise
- development work, including the development of policy



and procedures to support the implementation of national legislation

The TSU comprises:

The Director of Safeguarding	THQ 020 7367 4772 mobile 07789 878 539
Assistant Safeguarding Director	THQ 020 7367 4649 mobile 07900 570 218
The Assistant Chief Secretary	THQ 020 7367 4615 mobile 07900 570 218

All correspondence should be addressed 'confidential' to:
The Director of Safeguarding,
The Salvation Army THQ,
101 Newington Causeway, London SE1 6BN
Email: safeguarding@salvationarmy.org.uk

Within Scotland and Ireland a Safeguarding Officer is appointed to support the TSU with child protection matters, to liaise with the statutory authorities and provide ongoing support for Salvation Army personnel.

The Safeguarding Officer (Ireland)	028 9067 5010 mobile 07726 695 771
The Safeguarding Officer (Scotland)	0141 779 5005 mobile 07962 538 070

1.6 The Statement of Good Intent

The following Statement of Good Intent should be discussed and accepted by the Pastoral Care Council, the children's advocate and the children's and youth teams and then be publicly displayed on the *Safe & Sound* poster. Making such a public declaration of intent will give a clear message to the local community that The Salvation Army takes its responsibility of care seriously.

The Statement should be reviewed and updated regularly to take into account changes of corps officers and children's leaders.



SAFE & SOUND

Statement of Good Intent

As leaders, members and children's workers of this corps, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people.

We recognise that our work with children and young people is the responsibility of the whole corps community.

All children and young people have the right to be treated with respect, listened to and protected from all forms of abuse.

It is the responsibility of each one of us to help prevent the physical, sexual and emotional abuse and neglect of children and young people, and to report any abuse discovered or suspected to the corps officer.

Parents have the right to expect that appropriate care and protection will be provided for their children whilst in the

care of The Salvation Army. The corps community has the right to expect the support and partnership of parents in the proper care of their children.

All children's and youth workers have the right to be treated with respect, listened to and fully supported in their responsibilities.

This corps is committed to supporting, resourcing, training, monitoring and providing supervision to those who work with children and young people.

This corps is committed to following the Home Office Code of Practice *Safe from Harm* and adopts the policy and procedures published by The Salvation Army in the *Safe & Sound* document.

Each worker with children and young people shall be given a copy of the *Safe & Sound* policy, and must undertake to observe it.

As part of our commitment to children and young people, the corps has appointed

_____ as (YPSM) Children's leader

_____ as (CYS) Youth leader

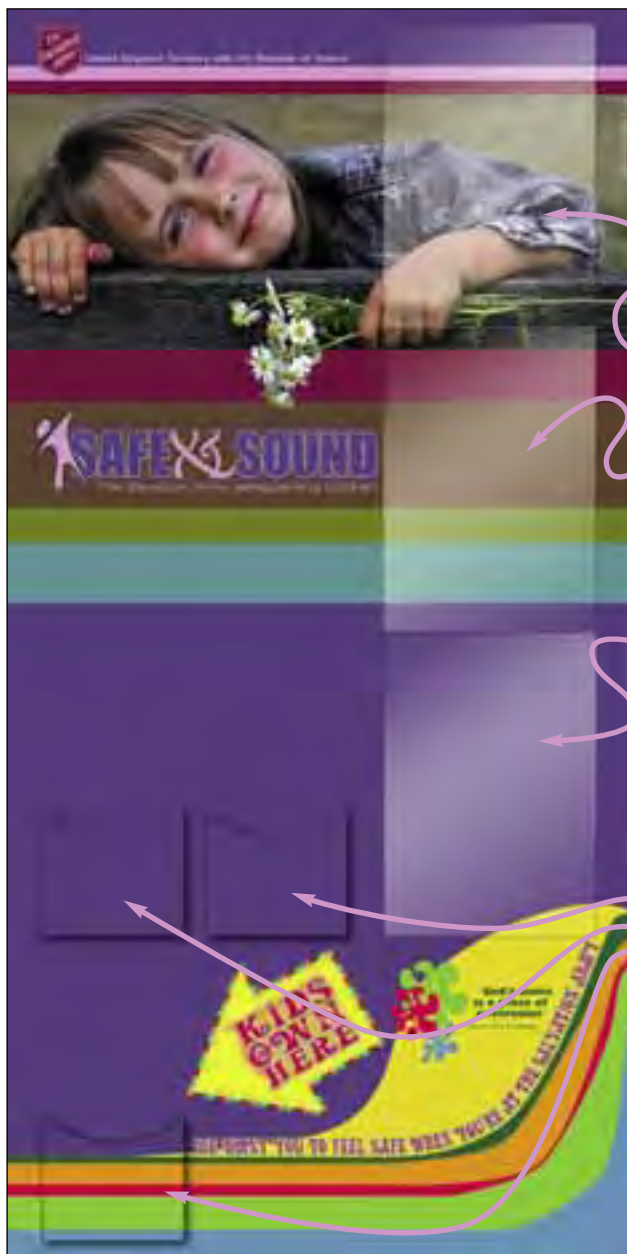
_____ to be their advocate.

The corps officer(s) is/are _____

Agreed by the Pastoral Care Council, Children's and Youth Ministries teams

date _____

corps _____



1.7 Safe & Sound poster

The *Safe & Sound* poster will give corps the opportunity to display all relevant child protection information in one place and should be clearly displayed on the premises at a child-accessible height. Children, their parents, children's workers and corps members should be made familiar with the poster as their one-stop information point.

The following information will need to be personalised where appropriate and then inserted in the first and second sleeves on the poster:

The Statement of Good Intent (Appendix 4)

Contact details for:
 Local Police and Social Care Services
 The Territorial Director of Safeguarding and Unit and details for Scotland/Northern Ireland if relevant
 The CO, DYO, DCO and Children's Advocate (Appendix 5)

The following statement will also need to be inserted on the poster:

The *Safe & Sound* Policy Statement

Policy regarding the taking of photographs and video footage on Salvation Army premises

Notice of Concern policy (Appendix 6)

Copies of the following four leaflets should be placed in the pockets provided on the poster:

- Parent's information leaflet
- Summary Policy (Appendix 1)
- Children's leaflet and youth leaflet





When parents allow their children to come to The Salvation Army, we want them to know that all reasonable steps have been taken to ensure that the adults caring for them are spiritually equipped, trustworthy and able to care for them effectively.

This means taking great care in the way offers from adults who want to work with children are accepted. Similarly, care should be taken in the way adults are invited on to the children's or youth ministry teams.

The following procedures are in place not to undermine the integrity of those who want to work with children but to strengthen and confirm the value of those who are willing to take on such a responsibility.

It is a requirement that this process is completed **before** anyone commences working with children. Misjudgments

are always harder to rectify in retrospect and could, potentially, put children at risk. Those who have abused children are very often skilled in deception and can be very plausible, so the more understanding and knowledge that can be gained about a prospective children's worker in the appointment process, the better the safeguards that are being put in place.

Several official Inquiries into the serious harm of children have highlighted the importance of all organisations which work with children to have rigorous recruitment procedures in place. The Inquiry undertaken by Sir Michael Bichard into the Soham murders (2004), for example, stressed that organisations must not rely solely on information provided in disclosure checks but on the range of recruitment steps including application forms, references and interviews, as a means of safeguarding children.

2.1 Selection of children's workers

Letting applicants know about the screening process may deter inappropriate applicants as well as underscoring for others the importance of protecting the children in our care.

The following steps are required to be completed without exception and before commencing work for all applicants for Salvation Army positions that involve working with or around children:

Procedure 1 Appointment of children's workers
Appendix 7 Checklist for appointment of children's workers

- ✓ A proposal form and standard application form
- ✓ Two references
- ✓ A face-to-face interview
- ✓ A criminal records check
- ✓ Territorial Safeguarding Database clearance
- ✓ A clear role description
- ✓ To read and sign The Salvation Army Code of Conduct
- ✓ To complete the required *Safe & Sound* training

2.1.1 Standard application form

Purpose: to gain as much information as possible of the applicant's own viewpoint of their suitability, and their past and present experience of working with children.

When a soldier or adherent applies to become a children's worker in a local officer capacity, the corps officer should first complete a Proposal Form, gaining the written backing of one local officer. The form is sent to DHQ to initiate the application process.

When a volunteer from the corps or from the community applies to become a children's worker, the procedures

contained within the *Volunteer Handbook* should be followed.

Once the relevant application form has been received from DHQ, the application may proceed.

An application may show whether an applicant has been over-involved with children, whether they have moved around or hopped jobs from one to another. The screening is really important to make sure that people are suitable; that they have some experience; and that they have been working towards documenting their desire to work with children.

NB In Scotland the law requires all applicants to inform organisations of their employment or voluntary work with other children's agencies.

See Appendix 8 Application forms (sample only)

2.1.2 Two references

Purpose: to check out with others who know the applicant that there is no known reason why they should not work with children.

If written replies to references are vague or ambiguous it may be necessary to follow them up in person or by telephone. When contacting a referee let that person know the kind of position that the applicant has applied for and what kind of contact with children will be involved. Next, find out in what capacity the referee knows the applicant and how long have they known that person.

It is good practice to request references before interviewing people. References should be kept securely filed. It must be understood that these are confidential documents, but may be required to be seen by appropriate authorities at a later date should an investigation of any sort take place.

See Appendix 9 Reference letter and forms



2.1.3 Face-to-face interview

Purpose: to personally explore the extent and relevance of the applicant's experience, along with the individual's motivation and commitment.

An interview should be conducted by the corps officer and another children's leader and a brief record of the date and content of the interview should be kept confidentially, with the application form, on the children's worker's file.

Use the face-to-face interview to learn more about the applicant and also let the applicant know the steps that your programme takes to keep children safe. Find out about their activities, their hobbies and the things they do outside of work. Be wary of someone whose activities all seem to centre on children or someone who is prepared to take any kind of position just to get access to children.

The format of the interview may change according to whether the potential children's worker is a soldier or member of the corps offering to develop a spiritual ministry or a volunteer who is keen to help out, with little or no experience of ministry.

The face-to-face interview is not meant to be an interrogation. An informal but structured conversation in a relaxed, positive atmosphere is more likely to elicit the information you want and enable you to get to know the applicant. However, this does not mean paying lip service to the interviewing process.

The interview should help to confirm the following:

- ✓ whether the ministry or work is right for the person and the person right for the ministry
- ✓ the person's interests, abilities and motivation for working with children
- ✓ their past and present experience of working with children, and any reasons for moving from one kind of work to another
- ✓ awareness and understanding of safeguards in working with children
- ✓ which roles match the person's interests and strengths
- ✓ the person's training and support needs
- ✓ any questions or concerns that the person may have about the ministry
- ✓ verification of identity, if unknown to the corps officer

2.1.4 Criminal records check

Purpose: in addition to the self-disclosure section on an application form, to ascertain an applicant's criminal background and whether they are barred from working with children, by requesting an enhanced check in the relevant criminal disclosure system. Such checks must be renewed every three years.

Having a criminal record will not necessarily bar someone from working within The Salvation Army but it must be remembered that all situations which involve work with children are exempt from the Rehabilitation of Offenders Act 1974 (which allows certain convictions to

be regarded as spent and not disclosable after a certain period of time). Corps officers should discuss any self-disclosures of concern with the TSU.

All recorded offences and 'soft intelligence' relating to child protection disclosed through an enhanced check (including all offences of a sexual or violent nature) will be made known to the TSU. The TSU follow clear guidelines of decision-making regarding the appointment of an applicant.

In cases where it is found that an applicant has a 'blemished' disclosure the divisional director for personnel will be advised by THQ when assessed as necessary by the Disclosure Panel. The divisional director for personnel will request the corps officer to carry out a risk assessment before proceeding with the appointment of the applicant.



Any offences that indicate the applicant is unsuitable for, or has been barred from, working with children will result in the appointment not being pursued.

NB In Scotland it is an offence to appoint children's workers without Protection of Vulnerable Groups registration.

All issues relating to criminal records checks should be referred, in the first instance, to the divisional director for personnel where the process of application and regional variations can be clarified since the process of conducting criminal records checks differs between different countries within the UK and Ireland.

The Salvation Army follows strict codes of practice regarding the storage, handling, usage, retention and disposal of criminal records checks.

2.1.5 Territorial Safeguarding Database clearance

Purpose: to confirm that the applicant has no known history of harming or placing a child at risk of harm that has been recorded previously by The Salvation Army.

The Territorial Database includes the names of persons known to The Salvation Army who are not permitted to work with children by law, persons who have been disciplined by The Salvation Army for misconduct with children or otherwise caused concern. The Database can only be accessed by

designated personnel at DHQ and THQ.

NB If a children's worker is removed from their appointment because of causing harm or risk of harm to a child, or leaves their position before an investigation takes place, The Salvation Army has a legal duty to refer the person to the Disclosure Scotland Protecting Vulnerable Groups Scheme. In England and Wales a referral will be made to the Independent Safeguarding Authority and in Northern Ireland to the Protection of Children and Vulnerable Adults List.

2.1.6 Clear role description

Purpose: Since abuse of children is most easily concealed where there is confusion among adults about roles, a clear role description helps to define specific responsibilities.

See Appendix 10 Role descriptions

These role descriptions can be used as templates so that they can be adapted to local needs and circumstances whilst still retaining the framework of the essence of the responsibility structure formed within The Salvation Army.

Every role description should be reviewed annually to ensure that it still adequately reflects the roles and responsibilities.

2.1.7 The Salvation Army Code of Conduct

Purpose: To gain the applicant's written agreement on personal standards of

behaviour with children and to be able to reflect on these in supervision.

See Appendix 11 Code of Conduct

This must be signed by prospective children's workers following *Safe & Sound* training and before commencing work with children.

2.1.8 Required training

Purpose: To equip the applicant with the necessary skills and knowledge in safeguarding issues and matters specific to their responsibility.



Every applicant must complete the relevant level of *Safe & Sound* training (see 3.4.1). Some positions will also require specific pre-commissioning training (ie young people's sergeant-major, corps youth secretary, junior soldier sergeant).

2.2 Confirming the appointment

If at any stage of the selection process (including the probationary period) there is any doubt about the applicant's suitability to work with children the corps officer must be made aware prior to feedback being given to the applicant.

If the concern relates to an applicant's ability to adequately fulfil the job description, the PCC will be consulted in order to make a final decision whether to appoint. If the concern



relates to a safeguarding issue, the TSU will be consulted by the corps officer and advice followed.

In all scenarios relating to the suitability of an applicant, the decision made will be reflected back to the individual, recorded and kept on file. In all cases the pastoral care council and DHQ will be informed by the corps officer.

2.3 Filing

At the beginning of the appointment process and throughout the children's worker's time of responsibility the corps officer will create a manual file containing:

- ✓ A copy of the application form
- ✓ The signed Code of Conduct
- ✓ Supervision notes
- ✓ DHQ background check letter
- ✓ Induction checklist ([Appendix 12](#))
- ✓ Checklist of appointment procedure ([Appendix 7](#))
- ✓ References
- ✓ Interview notes
- ✓ Training record

2.4 Active officers, corps officers, members of the pastoral care council and local officers

Every active officer, envoy and cadet will complete the relevant background checks, attend *Safe & Sound 1 & 2* training and sign The Salvation Army Code of Conduct for Officers.

All members of the pastoral care council, as persons responsible for the pastoral care of children within the corps, will have a criminal records

check, Territorial Safeguarding Database clearance, attend *Safe & Sound 1* training and sign The Salvation Army Code of Conduct.

All senior local officers who come into regular contact with children will have a criminal records check, Territorial Database clearance, attend *Safe & Sound 1* training and sign The Salvation Army Code of Conduct.

In circumstances where Salvation Army personnel not listed above are involved in 'unregistered' programmes or venues that may include contact with children, the person responsible for the programme will conduct a risk assessment. The risk assessment will ascertain whether their responsibilities may include the training or supervision of children or whether their responsibilities will bring them into regular contact with children and, consequently, whether a criminal records check, Territorial Safeguarding Database clearance, *Safe & Sound 1* training and the signing of The Salvation Army Code of Conduct are required.

2.5 Appointment of family members

Members of the same immediate family will not be permitted to have authority to make decisions affecting the appointment or supervision of an immediate family member with regards to children's work. They may not co-ordinate, audit, or monitor the work of an immediate family member.

Furthermore, children's workers may not participate in an investigation or

disciplinary action of an immediate family member. For the purpose of this policy, immediate family member is defined as spouse, child, parent, sister, brother, similar in-law relationship, stepchild, step-parent, stepsibling, grandparent or co-habitant.

2.6 Workers from abroad

A full vetting process (eg criminal records check) is not always possible when workers from abroad offer, or are invited, to assist with children's activities in a UK setting, depending on the country of origin.

Everything possible should be done to carry out whatever checks can be made from the worker's country of origin. Certificates of good conduct can sometimes be obtained from the police or church leaders in a home church; CRB (England & Wales) are developing services to assist with checks on workers from overseas but the quality of information will vary. However, these need to be treated with caution - what constitutes an offence in the UK (and would be seen as child abuse) may not be in the country of the home church. References therefore need to be viewed with this in mind.

All prospective children's workers from a country that provides criminal records checks but who are unable to provide a satisfactory criminal records check should not be appointed. In situations where the home country is unable to provide a criminal records check workers should not have unsupervised contact with children but should always work alongside an approved worker.

2.7 Transfer of children's workers

When a children's worker (soldier, adherent member, or volunteer) or a corps member leaves one corps and moves to another, a careful process of transfer must take place. This can be a potentially vulnerable time when someone with either a known or unknown history of inappropriate behaviour with children has the opportunity to volunteer or be requested to carry out children's work in a new setting with few questions asked.

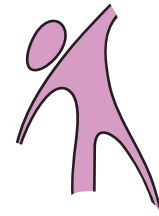
Anyone transferring from one corps to another should be informed of what the process will be.

See Procedure 2 Transfer between corps

See Appendix 13 Transfer notification

2.8 Keyholders

The corps officer should consider the implications of people having keys to the corps premises as far as safeguarding issues are concerned. In circumstances where keyholders may have the opportunity of unsupervised access to children or regular contact with children, the person responsible for the programme will conduct a risk assessment. The risk assessment will ascertain whether the keyholder's responsibilities require a criminal records check, Territorial Safeguarding Database clearance, *Safe & Sound 1* training and the signing of The Salvation Army Code of Conduct to be completed.



keeping children safe
**Supporting a
safe team**

unit **3**



The selection process is only the beginning of protection for the children and the team. The way the team supports each other and takes responsibility for each other is crucial. *Safe from Harm* requires that regular supervision is a part of the protection mechanism we put in place to try to ensure that a child is not abused by an adult or a children's worker as a result of being in the care of The Salvation Army.

Rather than use the more formal term of 'supervision' in a children's work context, the term 'mentoring' is adopted in *Safe & Sound* as a way of communicating the vital element of support and encouragement that everyone involved in ministry needs. The use of this term, however, does not diminish the sense of accountability that formal supervision requires.

3.1 Induction programme

Every children's worker should receive induction support at the start of their responsibilities so that they do not feel overwhelmed. It is required that the *Safe & Sound* handbook is worked through so as to ensure that essential information has been received and discussed with mentors during the six-month probationary period. Evidence that each section has been read must be documented using the Sign-off facility ([Appendix 14](#)) by the children's worker and corps officer/mentor and kept on the children's worker's file.

To help in this provision, see [Appendix 12 Induction checklist](#), [Appendix 14 Sign-off Facility](#) and the *Safe & Sound* handbook

3.2 Probationary period

All children's workers will be appointed on a six-month probation period.

A probationary period should not be seen as a time when a newly appointed children's worker is 'on trial' but as an opportunity for the children's worker to decide if a ministry with children is actually right for them.

It also gives the leaders of a group or activity the chance to observe the worker and offer constructive and sensitive feedback and support, when and where appropriate. The probationary period allows time for confirmation that the appointment is God-honouring for child and adult alike.

Regular mentoring sessions should take place throughout the probationary period in order to monitor and address any concerns before a decision is made by the corps officer whether to formally appoint a children's worker (see Unit Two 2.2 Confirming the appointment). Before the probationary period can be considered concluded the *Induction checklist* must be completed.

3.3 Supervision/mentoring

Since the purpose of mentoring is to create strong, supported and accountable partnerships and teams, the following practices seek to help put such a support framework in place for all children's workers:

- ✦ regular opportunities should be made for workers to meet together to pray, to review and plan their work and visions, to share experiences and discuss concerns, to receive training and to talk about their relationships with children
- ✦ a Mentoring Agreement should be completed by every children's worker which states who their designated mentor will be

See [Appendix 15 Mentoring Agreement](#)

- ✦ all children's workers will receive mentoring as specified in the Mentoring Agreement, relevant outcomes of which will be recorded and placed on file with their references and background check details. During mentoring sessions it is expected that issues concerning child

safety will be explored along with the upkeep of good working practices.

See [Appendix 16 Mentoring contact notes](#)

- ✦ mentors should make opportunities to observe the working practices of those for whom they are responsible while they are working with children
- ✦ regular opportunities should be made for workers to meet together with parents and children to review and plan their work, to share experiences and to talk about their relationships with children. Children's wishes and feelings regarding activities and children's workers should be regularly ascertained and fed into the children's ministry planning processes.
- ✦ on occasions the children's advocate, divisional and territorial staff may take opportunities to observe and support children's workers
- ✦ mentors should spend time assessing the children's workers' training needs and helping those needs to be met in co-operation with DCOs, DYOs and relevant THQ units



3.4 Training requirements

3.4.1 Mandatory training

Before starting work with children:

- ✦ every children's worker to complete *Safe & Sound For Everyone (Safe & Sound 1)* training
- ✦ corps officers, YPSMs, CYs, DCPOs, divisional and territorial staff with responsibilities for appointing and supervising children's workers to complete *Safe & Sound 1* and *Safe & Sound For Leaders (Safe & Sound 2)*. *Safe & Sound 2* covers the selection and appointing of children's workers, the mentoring of children's workers, quality assurance and reporting to Police and Social Services.
- ✦ all cadets will complete *Safe & Sound 1* and *2* training and the *Safe Children: Safe Church (Safe & Sound 3)* course prior to commissioning
- ✦ DCOs, DYOs, DDEs, employed children and youth workers to also complete *Safe & Sound 3*. All corps officers, divisional leaders and directors should consider attending *Safe & Sound 3* training as the course content explores issues faced by corps leaders. The training covers: guidance in the prevention and detection of peer-to-peer abuse; adult sexual offending behaviour towards children; the risk assessment of offenders; liaison with statutory agencies; the resulting

effects and dynamics that abuse can cause within a corps; the exploitation of vulnerable children and adults by people in positions of power within a corps; and the church's responsibility to survivors of sexual abuse.

3.4.2 Additional training

DCOs, DYOs, DDEs and territorial staff responsible for organising residential events for children will be provided with *Safe from Home* training.

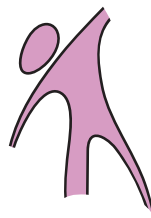
The need for additional or refresher training for any children's worker should be considered and recommended to corps officers/DHQ by mentors.

Refresher training should be undertaken prior to a commission being renewed.

3.4.3 Administration

Divisional commanders must ensure that there is a continuing *Safe & Sound* training programme operating in the division.

Documentation of *Safe & Sound* training attendance is to be maintained for all children's workers in files at individual corps and divisions.



4 unit

keeping children safe Creating safe relationships

The way in which adults build relationships with children is critical to the wellbeing and safety of children. The following guidelines put appropriate boundaries in place for the protection of children and adults alike. They are intended to assist children's workers in making decisions about interactions with children who attend The Salvation Army and are not intended to address interactions within families.



4.1 General conduct with children

Children and adults should always be treated with respect and consideration, regardless of sex, race, religion, culture or socio-economic status or ability. Children's workers should portray a positive role model for children by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.

4.1.1 Language

- ✘ age-appropriate language
- ✘ suitable tone of voice
- ✘ encouragement and praise
- ✘ never harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating
- ✘ never swear in the presence of children
- ✘ never initiate sexually orientated conversations with children

In a mentoring or counselling relationship, response may be made to sexually orientated questions or comments from children, but in a manner consistent with Christian values and the Positional Statements of The Salvation Army. Adult leaders should not discuss their own sexual activities with children.

4.1.2 Conduct

- ✘ no use, possession or distribution of alcohol, tobacco products or any illegal drugs while working in the presence of children
- ✘ no possession of any sexually oriented or explicit printed or electronic materials (magazines, cards, videos, films, clothing, downloads etc) on Salvation Army

property or in the presence of children

- ✘ no viewing or downloading any sexually orientated or morally inappropriate internet materials either on Salvation Army property, with Salvation Army equipment or in the presence of children. Doing so in the privacy of their own home may exclude a children's worker from continuing their ministry with children.
- ✘ no money or gifts given to children without the knowledge of a parent/guardian unless within the context of a group gift, given to all participants in celebration of special events or recognition

4.1.3 Touch

Appropriate affection between adults and children is important for a child's development and is a positive part of ministry. Touching is an essential part of life and necessary for basic care, showing love and reassurance, for praise and communication. It should be safe, appropriate and not overdone. It should be remembered that touch can be perceived as a sign of warmth and friendliness or as a sign of dominance. Touch should always be related to the child's needs and not that of the children's worker. It should be age appropriate, and should be initiated by the child.

All children have the right to decide how much or how little physical contact they have with others. Except in exceptional circumstances, such as when they are in need of medical attention, their wishes should always



be respected. Parental and child consent should be obtained before applying lotions such as insect repellent and sun screens.

It is appropriate to hold and comfort a distressed child but be aware that a child may not interpret this contact in the manner in which you intend it.

Physical contact is an essential element of sports ministries, dance instruction and musical tuition. Children's workers should always practise safe touch and ask permission, explain and define the reason for the physical contact. Touch should always be firm rather than tentative. The idea of safe touch should be introduced by group leaders when setting ground rules.

Everything should be in public. A hug or a touch in a group or openly visible to others is very different from that done behind closed doors or in an unobservable place.

Generally speaking, children's workers should try to be always aware of their own body language and the effect they are having on a child. This would also include not showing intimate

displays of affection towards others or their partners in the presence of children, parents, and other children's workers.

Some forms of physical affection can be premeditated and used by some adults to initiate inappropriate touch with children. Therefore care needs to be taken whenever adults physically interact with children. As stated, children may not appreciate being touched however well intentioned the adult may be, and an awareness of this issue is essential.

Examples of touch between adult and child generally regarded as appropriate could include:

- ✓ shoulder to shoulder or 'A' frame hugs
- ✓ 'High-fives' and hand-slapping
- ✓ kneeling or bending down for hugs with small children

Examples of inappropriate contact could include:

- ✗ Full body hugs or lengthy embraces
- ✗ Kisses on the mouth
- ✗ Holding children on the lap
- ✗ Showing affection in isolated areas of the premises such as lavatories, leaders-only areas or other private rooms
- ✗ Touching knees or legs of children
- ✗ Wrestling with children
- ✗ Tickling children
- ✗ Piggyback rides
- ✗ Any type of massage given by child to adult
- ✗ Any type of massage given by adult to child
- ✗ Any form of unwanted affection
- ✗ Compliments that relate to physique or body development

Any activity that is, or may be thought to be, sexually stimulating to the adult or the child should be avoided. Care should be taken to touch a child only on a 'safe' part of their bodies. Touching bottoms, chests or genital areas is regarded as abusive.

Children's workers should never be undressed or inappropriately dressed in the presence of children in their care.

All children's workers should be aware of and monitor each other in the area of physical contact. They should feel free to help and assist each other by pointing out any action or response which could be misconstrued as inappropriate.

Any children's worker who has even a slight concern about the way a child is being touched or handled in any way should report this to the corps officer.

4.1.4 Praying with children

Praying with a child can be such a powerful and tender experience for child and adult alike and is part of the fabric of Salvation Army children's ministry that we long to see enriched and enhanced. As with all other matters of the way adults and children relate together however, there are safeguarding issues that need to be considered when praying with a child:

- ✗ always pray in an open area with other children and adults around
- ✗ always ask the child if they want to be prayed with; don't assume that

is what they want

- ✗ ensure that parents are aware that prayer is part of your children's ministry programmes
- ✗ consider your body language – it is right to be at the same height as a child, kneeling or sitting with them, but it might not always be appropriate to place an arm around them, for example
- ✗ ask the child if they have a particular request for prayer; remembering that they are likely to ask for very different things from what an adult might do!



- ✚ don't promise confidentiality because it may be that a child wants to disclose a situation which may need to be dealt with by reporting to others for help
- ✚ take care in the way you respond to any problems they may share with you, remembering the emotional and sensitive context that a prayer time can create. Our words as an adult can hold more power and weight than maybe we realise
- ✚ if you have prayed for a specific issue, it may be helpful to write it down after praying and give it to the child so that they can let their parents know and remember it themselves

(also see Prayer Partnerships in Unit Nine 9.7.2)

4.1.5 Abuse of trust

The relationship between a children's worker and a child is deemed to be a relationship of trust as the child will naturally assume that their leader, teacher, friend will do what is best for them, that they can be trusted. However equal child and adult are in

the sight of God, the relationship between adult and child is not one of equals as the adults bear responsibility for the child and not the other way round. There is always the possibility that the adult abuses the trust that is placed in them because of their position, either knowingly or unknowingly.

'Abuse of trust' is deemed to occur when a person in a leadership position takes advantage of their position and enters into a sexual relationship with a child under the age of 18, even if they are above the age of consent. Children's workers will maintain appropriate boundaries when in positions of power with all those involved in children's programmes.

4.1.6 Communication with children outside of Salvation Army activities

Any communication or contact with the children which takes place outside the context of scheduled activities or a children's worker's job description (for example, phone calls, letters, face-to-face, text messages, e-mails, internet communication, social events, babysitting) and is unrelated to a Salvation Army programme, will be carried out only with the express knowledge and approval of the child's parents. Parents must be advised of the nature of the contact and that it is not part of Salvation Army activity.

4.1.7 Visiting children at home

Pastoral visitation is an essential aspect of the oversight and spiritual health of all corps communities. Within the children's and youth ministry context

home visits are particularly central when seeking to forge links with families and communities. Home visits are an invaluable way of building relationships with children and their families, a very practical way of showing care and interest and maintaining spiritual and numerical growth.

Home visits can be a way of informing parents who do not come to the corps about the mission of The Salvation Army and the nature of the activities that take place locally. Parents are also more likely to enter into debate with children's workers regarding issues such as church and God.

Visiting families of prospective junior soldiers, or visiting a sick or absent child, is a key element of showing something of God's love and interest in all of his children and contributes to building a relationship with him.



The following guidelines give some indicators of the kind of things to consider when planning a regular or occasional visit to a child's home:

Inform your mentor, another worker or the corps officer of the proposed visit

Prearrange the visit at a time that is convenient to the family

Always visit in pairs

It may also be useful for the children's workers to have formal identification

Never go into a child's home if parent/carer is absent

Keep a written record of the visit detailing the following:

- purpose
- time you arrived and left
- who was present
- summary of what was discussed

If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them if the child is home alone or with other children.

4.2 Dealing with challenging behaviour

An integral part of the way love and care is shown for all children, regardless of their ability and needs, is the way adults cope with disruptive and difficult behaviour. It may be that a child presents such behaviour constantly, weekly challenging the team's patience and skills. It may be that a child uncharacteristically has an outburst of rage, stubbornness or aggressiveness which can be just as challenging for the team.

In response to the possibility, if not the reality, of dealing with challenging behaviour, a team can either adopt the guidelines in *Procedure 3 Behaviour management* as they are, or they can use them as a template for writing their own behaviour management procedure, according to *Safe & Sound* principles. Parents, teachers and associated professionals within the corps community would have invaluable input into this important framework of care and discipline.

The important thing is that children's workers agree as a team, with the co-operation of the children and parents, on how to create and nurture positive, affirming relationships when those are challenged by disruptive behaviour.

Positive approach

- ✓ an enjoyable environment should be created that has age-appropriate expectations and clear boundaries that minimize the need for discipline.

- ✓ parents should be informed of any unmanageable or unusual behaviour that children may present as soon as possible. Parents' opinions should be ascertained and preferred methods of behaviour management agreed together. Mutual help and support should be given to the family and the children's ministry team (see also Unit Six Partnership with Parents).
- ✓ positive techniques of guidance, including redirection, positive reinforcement and encouragement should be used rather than inappropriate competition, comparison and criticism.

Behaviour management techniques

No form of physical discipline or the use of physical force as retaliation or correction for inappropriate behaviour by children is acceptable.

Techniques for behaviour management which involve any means of emotional punishment, ie isolation or the withholding of basic needs such as food or water, should never be used.

Physical restraint should not be used to discipline any child. In exceptional situations where a child is putting themselves or others at risk of harm, reasonable intervention may be required. There should always be two adults present and the incident properly documented and parents informed.

*See Appendix 17
Restraint incident form*

4.3 Care of children with special needs

It is essential that all children's workers take into account the requirements of children with special needs within a children's ministry context. Every effort must be made to include children with special needs in all Salvation Army programmes and activities. There should be no exclusive interests or segregation of children within the corps community.

This ethos, grounded in our theology, requires forward planning, awareness, understanding and a willingness to be adaptable.

Consultation with parents/carers is essential to understanding the requirements and abilities of a child with special needs and to feeding into the planning process. For example, it is very important that parents are fully aware of who is to be their child's companion during an activity, if that is an appropriate arrangement to make.

Some children with special needs tend to have more physical contact with adults than other children might do (ie therapists, care workers) and may require higher levels of personal care such as washing, dressing, toileting, feeding and mobility.

Special arrangements may need to be made for such personal care of a child, with the agreement and support of the parent/carer.

See Procedure 4 Intimate care guidelines

When setting boundaries with children with special needs, care and responsibility must be taken in consultation with parents and/or carers.

Training and awareness may also need to be undertaken when working with a child with special needs.

Sensitivity should be given to the level of information and awareness that should be imparted to children who do not have special needs in order that integration can be facilitated.

In situations where children without special needs attend programmes and activities where there are children with special needs, care and planning should take place in order that appropriate ratios, equipment and skills are in place.



4.3.1 Risk of abuse

Regarding safeguarding, children's workers need to be aware that children with special needs can be at greater risk of abuse.

Children may have a limited understanding and behave in a non-age appropriate way. For example, a 17-year-old might behave in the manner of a child of much younger years. They may demand cuddles or want to sit on a children's worker's lap.

Some experience difficulties in communication because they are hearing or sight impaired and may be reliant on physical contact for communication. Some may have severe learning difficulties.

All these factors can impair a worker's ability to identify abuse. Indeed distinct skills are required to assess the abuse of children with special needs and expert guidance should always be sought if there is cause for concern.

There is therefore a need for extra vigilance, recognising that children's workers may encounter the following difficulties if a child is being abused:

- ✎ children may not fully understand what is said to them, or may not be able to express themselves in ways that can be easily understood
- ✎ children's workers may not possess the appropriate personal communication skills (eg specialised spoken and non-verbal communication such as Makaton)

signs and symbols, British Sign Language etc)

- ✎ it can be hard to know if a child with a disability has been abused because of communication difficulties
- ✎ the definition of what constitutes abuse is wider for children with disabilities (this can include force-feeding, financial abuse, over-medication and segregation)
- ✎ our misconceptions can lead to the continuation of an abusive situation. For example, the belief that a child or young person with a disability cannot be sexually abused because they are seen as asexual may lead to a delay in referring a suspicion of abuse

As in all cases, children's workers should not attempt to question a child or investigate a disclosure, allegation or suspicion of abuse but follow the reporting procedures as outlined in Unit Seven.

4.3.2 Children with disabilities

All kinds of stereotypical views can be held about disabled people. These assumptions can lead to the exclusion of a child with obvious or hidden disabilities from activities and friendship groups, either deliberately or unconsciously.

Children's workers should not make assumptions about the needs and capacities of disabled children without first getting to know them, as with all other children.

Sensitive integration

By taking time to listen, showing genuine interest and enjoying the uniqueness of each child, all children can be integrated into the new dynamics that every group brings.

Every child has their own unique way of communicating thoughts and feelings, whatever their ability. It is obviously harder for children with severe communication difficulties to make themselves understood but they will have their own way of communicating (gestures, signing, expressions) which can be learnt by adults and children around them who take the time to understand.

The child may be able to use other communication aids which workers should find out about from parents or carers. Parents will also be able to help children's workers know the signs which show that their child is getting bored, frustrated or frightened.

Particular sensitivity is needed when working with a child who uses specialist equipment and/or aids for mobility, communication, feeding, learning, play etc. For some children, the aid becomes an integral part of their body; for example, wheelchair users can be offended if their chair is touched or manipulated without their permission.

It's worth remembering that most children are experienced at using their aids and equipment and care must be taken not to patronise or exclude

children from activities deliberately or because alternatives have not been thought through. Every effort should always be made to fully involve disabled children in all activities.

Medical issues

Some disabled children may require regular and frequent medication. Where possible, the administration of medication during children's activities should be avoided. If it is required, the parents/carers should attend to this or should nominate another responsible person to do this. It is not appropriate for children's workers to administer medication.



Children's workers who are worried about a child's health issues should speak with the child's parents. Always ensure that the medical needs of all children are recorded, using the registration form for the activity they attend.

See Appendix 18 Registration form

Partnership with parents

Parents and carers should be fully involved in discussions relating to their child's needs. They will be able to provide important information and advice, and in many instances, will want to be directly involved in supporting their child in activities and learning.

The Disability Discrimination Act 1995

Part 3 of the Disability Discrimination Act 1995 (which covers access to goods, facilities, services and premises) applies to The Salvation Army. Under this piece of legislation, the corps is required to make 'reasonable adjustments' to ensure that disabled people can access its buildings and the services it provides.

In relation to children with disabilities, it is important for corps officers to understand that this piece of legislation could be used to challenge a decision by a corps to exclude a child from an activity because of his or her disability.

4.3.3 Children with additional support needs

As well as children with special needs and disabilities, there will be those attending The Salvation Army who will

need additional support. These may include children who have experienced severe and ongoing bullying and/or racism, loss of a parent, or long-term ill health etc which have caused the child to experience barriers to their learning and development.

It is more than possible that their needs may impact on their ability to participate in corps activities. Where children's workers know about these difficulties, they should endeavour to be sensitive to the needs of the child and their parent/carer.

4.4 Bullying

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all children and children's workers so they can develop in a relaxed and secure atmosphere. Bullying of any kind (including cyber-bullying) is unacceptable at any Salvation Army corps.

If bullying does occur, all children and adults should be able to tell about it and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to inform a children's worker. To this end, the Counter-bullying policy will be adopted in all corps.

See Procedure 5 Counter-bullying policy

Bullying in the community

Research into school bullying across the UK consistently shows that nearly half of all of pupils will experience some form of bullying during their school life. About 1 in 10 pupils will experience severe bullying which may have lasting negative effects on their learning and personal development.

Children can often carry bullying behaviour outside of the school into the community and church-based activities. Where children's workers suspect, or are told, that a child is experiencing bullying which may have its roots in the school, they must report their concerns to the child's parents/carers. Whilst it is not appropriate for a children's worker to contact the school, it is important that the child's parents are encouraged to discuss the difficulties with their child's school as soon as possible. In such instances it may be suitable to work with the school and parents in addressing the behaviour.

Bullying and child protection

Severe bullying can become a child protection issue, for example, where a young person has systematically sexually harassed another child at school or where the bullying has involved a physical assault. In both instances the parents should be informed of the importance of making a report to the Police.



4.5 Children from minority ethnic groups

Many children from black and minority ethnic communities experience racism in society and The Salvation Army should stand against such forms of harassment. All children's workers and children should be prepared to challenge racism when they observe or experience it. Racism, like bullying, involves an abuse of power and, as with bullying, often goes unreported because of the victim's fear of reprisal by the perpetrator.

Where a children's worker suspects that a child could be experiencing racism, it is important that these concerns are shared with the parent/carer and the corps officer.

If a parent suspects their child is being subjected to prejudiced treatment because of their race or culture they should be encouraged to discuss their concerns to the corps officer at the earliest opportunity.

Racist language must always be challenged. In a corps which seeks to be inclusive, common terms used in society which could cause offence to others must be avoided.

The individual needs of children from ethnic minorities should also be considered. These will include issues to do with health, education, language, culture and heritage. For example, books, pictures and other evidence of a multicultural community should be found in the corps.

Children from other faith communities will from time to time engage with The Salvation Army and attend our programmes and activities. This is to be welcomed. Children's workers should consider how best to meet the needs of children from other faith groups, how to include them and minister to them.

A corps should engage with parents and be alert to, and make provision for, the need to seek professional services to support children, eg communicating with children for whom English is not their first language.

4.6 Oppression within corps

It is important that children's workers make it clear that bullying, racism, sectarianism and all forms of oppression and prejudice, including spiritual abuse, will never be tolerated in corps activities. Oppression can take many forms from overt physical assault to more subtle name-calling and

gestures. It is often the latter that creates a sense of exclusion and powerlessness and which frequently goes unreported. Children's workers should be particularly aware of the power of language to exclude a child from their peer group.

4.7 Supervision of children


Constant supervision of children involved in Salvation Army activities on or off the premises helps to ensure their safety by reducing, though not eliminating, the possibility of accidents and reducing the possibility of their being harmed by another child, children's worker or unauthorised adult. It is more likely that it will be in the unguarded, unwatched and unstructured moments that such incidents will occur.


Proper supervision also guards the children's workers against false allegations by a child or another adult, as activities and relationships should always be created and enjoyed within the public sphere.


Good supervisory practice means:

- ✘ always hold a children's activity in a public place (ie visually accessible (eg through a window) and not behind a closed door, or in a place frequented by other people)
- ✘ never leave a child unsupervised
- ✘ never be alone with a single child where you cannot be


observed by another adult. When supervising children, position yourself in a way that other workers can see you


 a minimum of two assigned adults should be with any group of children for whom they are responsible


 one-to-one counselling with children should be done in a public place where private conversations are possible but occur in full view of others


 adult-child ratios should meet *Safe & Sound* guidelines

See Appendix 19 Supervision ratios

 the adult-child ratio should be increased for those programmes that include children with special needs

 increase supervision ratios according to the nature of the activity, the lay-out of the working area and access to resources

 small group work with one adult per group should be carried out in close proximity to another adult for support and monitoring purposes

 develop age-appropriate procedures to ensure the safety of children using the lavatories

4.7.1 Young leaders

Young people under 18 are frequently used as helpers. Such young leaders should be responsible to a named mentor over the age of 21 and never be in a position where they are providing unsupervised care of children. Such helpers should be counted as 'children' and not as 'workers' when considering adult/child ratios.


Young leaders who assist with caring for other children should be subjected to the same recruitment process as adults. The more responsibility that is entrusted to young leaders the more prepared they must be for their role, with the support of their mentor. This is especially the case in the event of a child sharing a disclosure of abuse with a young leader.

All youth activities should be overseen by named adults who have been selected in accordance with *Safe & Sound* recruitment procedures. Children's groups being led and run by their peers should not be discouraged; however, adult leaders should always be in the vicinity in such a way as to support and monitor the young leader, given the principle that two adults should always be present at any activity.


Adult leaders should also contribute to any programme material, reviews and planning, hence ensuring shared input into the group's activities.


4.7.2 Supervisory care of children in crèches


The care of very young children in a crèche (usually made available for children whilst parents are in close vicinity) should be delivered in particularly close partnership with the parents/carers, taking the following factors into consideration:


 adult/child ratios should be adhered to at all times

See Appendix 19 Supervision ratios

 a minimum of two appointed adults should be present at all times in addition to any parents who may wish to be present

 parents should deliver and collect children from the crèche unless alternative arrangements have been agreed with children's workers

 parents should be called to calm an upset child, to change a nappy or take a child to the lavatory if required, unless prior arrangements have been agreed with parents

 toys and equipment should be regularly checked to ensure that they are safe for the ages and stages of the children and any dangerous items repaired or discarded

 toys and equipment should be regularly checked for cleanliness



4.7.3 Supervisory care of children of pre-school age

Pre-school age children are at the magnificent stage of exploration and discovery of the physical world about them, usually with the safe accompaniment of their parent/carer or a significant adult. When children come to a children's activity in the years before they start school (ie a primary group), they may be experienced at socialising with playgroup friends and adults or being cared for by a childminder but they will still be learning how to be apart from their parents/carers in new environments.

This is an exciting time that comes with an immense responsibility for children's workers to both demonstrate and instruct the word of God.

As with the care of very young children in a crèche, care for this age group should be delivered in close partnership with the parents/carers, taking the following factors into consideration:

- ✦ adult/child ratios should be adhered to at all times and only assigned workers should be present
See Appendix 19 Supervision ratios
- ✦ a minimum of two appointed adults should be present at all times
- ✦ parents should be made aware of the way in which an activity for this age group is run and the expected/accepted level of parental participation
- ✦ parents should be made aware of the policies and procedures pertinent to the activity and age group
- ✦ parents should be called to calm an upset child, to change a nappy or take a child to the lavatory if required, unless prior arrangements have been agreed with parents
- ✦ should a child need to be changed or dressed for any reason, ensure that this takes place in an observable area
- ✦ toys and equipment should be regularly checked to ensure that they are safe for the ages and stages of the children and any dangerous items repaired or discarded
- ✦ toys and equipment should be regularly checked for cleanliness

Specific guidelines for Parent & Toddler groups can be found in *The Good Practice Guide for Parent & Toddler Groups* available from Adult and Family Ministries Unit, THQ.

