

## Physical Contact

### It is Good Practice to:

- Ensure that you are not left alone with a child for long periods
- Remain visible to other leaders if you are talking to a child confidentially
- Offer comfort and reassurance to a child by placing a hand on their shoulder

### It is not Good Practice to:

- Rely on your reputation to protect you
- Make unnecessary contact with young people
- Spend excessive amounts of time alone with children
- Take a child to your home without the child's parents and the leader knowing

### Never:

- Engage in rough, physical or sexually provocative games
- Allow inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments about, or to a child
- Let allegations go unclarified, unrecorded or unexplored with other leaders and the designated person
- Do things of a personal nature for children that they can do for themselves

### First Aid:

- Use a First Aider where possible
- Make immediate contact with parent/ carer when necessary

## Control and Discipline

### Always:

- Ask God for wisdom, discernment and understanding
- Pray for specific children or young people
- Work on each individual child's positive characteristics
- Be a good role model and set a good example
- Take care to give quieter and well behaved children attention
- Be consistent and work together as a team
- Ensure other leaders know what you have said – this avoids manipulation

### Never:

- Use force other than to defend a child/ others from harm
- Discipline out of anger (but out of love)
- Use a "put down" with children/young people
- Humiliate a child/young person or belittle them in front of others
- Reject the child, just the behaviour
- Allow some children to take all your time and energy
- Compare children with each other

## Stamp Out Bullying

### Bullying is wrong and should not be tolerated in our organisations

#### Every Child should

- Know bullying is wrong
- Receive appropriate care if they are the victim or the bully
- Be encouraged to tell
- Be taught to respect all
- Receive a copy of *We Care 4 U*

#### What to do if it happens

- Bring the two parties together and help them to decide on the best action to take
- Encourage the bully to say sorry
- If serious, talk to your Designated Person
- If the bully continues with the behaviour, consider suspension or exclusion
- If the incident is serious or bullying becomes persistent, tell the parents what has happened

#### Caution!

Avoid posting photographs on the internet of individual children or young people

Encourage children/young people to keep personal details private when using the internet

**Remember! A child/young person can be bullied through the use of mobile phones or internet**



#### Taking Care Office

(028) 9041 7229

[takingcare@presbyterianireland.org](mailto:takingcare@presbyterianireland.org)

[www.presbyterianireland.org/takingcare](http://www.presbyterianireland.org/takingcare)

#### Out of Hours Helpline

Tel: (028) 9041 7235

#### NSPCC

Tel: 0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)

#### ISPCC

Tel: (00353) 1 800 666 666 [www.ispcc.ie](http://www.ispcc.ie)

#### Childline

Tel: 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)



## Safety Check

- Is there adequate adult supervision?
- Is there written permission of parents/guardians for high risk activities?
- Are you aware of medication and allergy information?
- Are fire exits unblocked?
- Are young people supervised in the kitchen area?
- Are areas where maintenance work is taking place screened off?
- Is there an accident report book?
- Are there adequate ratios of leaders to children?

## Insurance

- Inform the Church secretary well in advance of any hazardous activities
- Full list of 'high risk' activities are in Taking Care Manual (see Factsheet, Section 4)
- Day trips, Church weekends and Church fetes are covered automatically unless a high risk activity is involved

### Additional insurance may be required for:

- Bouncy castles
- Maintenance work
- Building projects
- Overseas projects

### If in doubt seek advice!



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## Concerned about a child?

### DO:

- Stay calm
- Take the child seriously
- Listen to the child
- Reassure them they have done the right thing in telling
- Write down what was said to you
- Tell the leader in charge who will report to the Designated Person

### DON'T:

- Doing nothing is not an option
- Don't panic
- Don't make a child repeat the story unnecessarily
- Don't promise to keep secrets
- Don't enquire into details
- Don't deal with the problem alone

Remember! Doing nothing is not an option

Refer to the Taking Care Manual for more information and advice

## Transport

- Drivers with an 'R' plate should not be designated drivers on outings
- Ensure seatbelts are worn at all times and booster seats are used except in an unforeseen circumstance
- Ensure there is adequate liability cover
- Avoid transporting a young person on their own
- If you have to transport a child by yourself make sure other leaders know what is happening and that the child is in the rear of the vehicle.
- Make sure there is supervision in the rear of minibuses and coaches.

## Get your ratios right!

**There should always be more than 1 leader**

**Young leaders (i.e. under 18) can be counted to make up ratios but should never be left alone with children**

- 0-2 yrs = 1 leader : 3 children
- 2-3 yrs = 1 leader : 4 children
- 3-7 yrs = 1 leader : 8 children
- Children aged 8 and over = 2 leaders : 20 children

**Above ratios are for indoor activities. For outdoor activities and residential try to have 2 extra leaders**



**we care 4 u too!**

Leader's Guide