

::12.32 'WE CARE 4 U TOO!' (LEADER'S GUIDE)**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 a child
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 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

Safety Check

Is there adequate adult supervision?
Is there written permission or parents/guardians for high risk activities?
Are you aware of medication and allergy information?
Are fire exits clear?
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 the Taking Care guidelines
Day trips, residential programmes and Church fêtes 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!

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 guidelines 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 unforeseen circumstances
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.