

## Renewal Christian Centre

### Guidelines for Individual Staff and Volunteers

#### Children and Young People

##### **You should:**

- *treat all children and young people with respect and dignity*
- *ensure that your own language, tone of voice and body language is respectful*
- *always aim to work with or within sight of another adult*
- *ensure another adult is informed if a child needs to be taken to the toilet (toilet breaks should be organised for young children)*
- *ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern*
- *respond warmly to a child who needs comforting but make sure there are other adults around*
- *if any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand*
- *administer any necessary first aid, only if trained, with others around*
- *obtain consent for any photographs/videos to be taken, shown or displayed*
- *record any incidents of concern and give the information to safeguarding officer (records must be signed and dated)*
- *always share concerns about a child or the behaviour of another worker with your group leader and/or the safeguarding officer.*

##### **You should not:**

- initiate physical contact; any necessary contact (eg for comfort, see above) should be initiated by the child
- invade a child's privacy whilst washing or toileting
- play rough physical or sexually provocative games
- use any form of physical punishment
- be sexually suggestive about or to a child, even in fun
- touch a child inappropriately or obtrusively
- scapegoat, ridicule or reject a child, group or adult
- permit abusive peer activities (eg initiation ceremonies, ridiculing or bullying)
- show favouritism to any one child or group
- allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature
- give lifts to children or young people on their own or on your own
- smoke tobacco in the presence of children
- drink alcohol when responsible for young people
- share sleeping accommodation with children
- invite a child to your home alone
- arrange social occasions with children (other than family members) outside organised group occasions
- allow unknown adults access to children

(visitors should always be accompanied by a known person)

- allow strangers to give children lifts.

## Touch

Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people whilst avoiding any inappropriate behaviour or the risk of allegations being made.

All physical contact should be an appropriate response to the child's needs – not the adult's.

Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

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