

Special focus

Taking Care Two



Two folders of Taking Care Two & posters are available for each congregation. For those who have not already received them, folders are in the process of being distributed to the Board of Social Witness residential homes across Ireland. Folders are also available from the Taking Care Office so please contact us to arrange collection. The new guidelines can also be downloaded at www.takingcareguidelines.org.

What is different about TC2?

New layout

Taking Care Two has been divided into twelve sections. In this ever changing world it is likely that different sections will be updated as legislation and good practice demands, with the different section dividers it is hoped that updating sections will be straightforward.

Keep your Updates together!

The final section of the file has been left blank in order to keep copies of the Taking Care Updates and any notes, leaflets or materials from conferences or training events.

User-friendly

We have tried to make the new layout as user friendly as possible, bearing in mind that most users will look to the manual for reference rather than read it from cover to cover. In order to help with this, there is an executive summary, an index, a contents page and the whole manual is cross referenced throughout.

Key points in each section are highlighted with either a simple line drawing or the taking Care logo.

Web-based

A separate website has been created for the guidelines – www.takingcareguidelines.org which is linked to the Taking Care website. As well as this, all forms, resources and factsheets (section 12) are currently available to download as separate documents from the Taking Care website downloads section.

New Topics

TC2 has more specific guidelines on topics such as Technology where there is a section on the important issue of leaders and children communicating via the Internet and mobile phones as well as working with children who have Special Needs. Section 11 is all about working with vulnerable adults, it is thought that this section will change over time.

Over a dozen new forms, factsheets and resources including:

Anti-bullying policy - A sample policy that organisations may want to adopt or amend.

Child Protection policy review - To help a Kirk Session when reviewing their child protection policy.

Common protocol - To be used in conjunction with an outside organisation using church premises.

Computer Contract - Sample form which can be used if there are computers on church premises that young people will be using.

DP Factsheet - Outlines the role of the Designated Person.

Personal Care Plan and Personal Care Log - Can be used to help leaders communicate with parents of children who have special needs.

Record of meeting form - To be used to record details and action points of a meeting regarding a child protection incident.

Register of all leaders update form - Can be sent out annually to all leaders in charge of organisations to help update the Register of all leaders.

Registration of a Designated Person form - To be completed and sent to the Taking Care Office once a new designated Person takes up their position.

Risk assessment forms - Designed in conjunction with Oval James Insurance company to be used by each organisation on an annual basis.

Sign in sheet - Can be used in replace of parental consent form for a youth activity such as a drop in youth club.

Useful links - A list of websites specializing in a number of topics.



TAKINGCARE

UPDATE¹⁹

Trainers' Retreat

- Refresher Training ready to roll

Committee News

- Farewell to Ronnie

Special focus

- Taking Care Two

Taking Care Update – Winter 2011/2012 Edition



Every congregation in the Presbyterian Church in Ireland must have adopted these guidelines and should be implementing them in all its organisations which work with children and young people, according to the General Assembly.



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Hello and welcome to the Taking Care Update (19th Edition) - *From the Editor*

Well, what a year 2011 was for Taking Care! Taking Care Two finally arrived and I hope you will find it full of useful information and resources set out in a clear and easy to find way. We had our most popular conference ever with 650 in attendance, thank-you to all who gave up their Saturday to attend. Finally, with the conclusion of the Refresher Training pilot, our trainers gathered for a retreat to be trained on it so it can be rolled out to congregations in 2012. Not to mention the completion of the audit, the hundreds of Access NI forms flooding the office and the 130 training sessions delivered at congregational level. We are also welcoming Joanne Fleck and Stuart

Armstrong to the team as probationary trainers.

With Amanda in Cambodia for a career break, Sharon Morison took up her position as Taking Care Administrator for six months. I am so grateful for Sharon's input and work over this period. She was heavily involved in the organisation of the conference and I couldn't have done it without her! We have welcomed Amanda back to the office safe from her trip and hope she settles back in well.

Please find enclosed a new leaflet which has been produced for PCI Counselling. This leaflet can be placed on a church



noticeboard or vestibule table. The remarriage panel leaflet has also been revamped and is available for Ministers from the Board of Social Witness Office.

Take Care and Best Wishes for 2012,
Deborah Webster
Taking Care Coordinator

Taking Care Conference 2011

With the revised child protection guidelines, Taking Care Two, a new poster, logo and brand to launch, there was a lot of colour at the Taking Care Conference 2011. The 650 delegates arrived with armfuls of their Taking Care folders to have them recycled and replaced with the new updated information which was launched by David Ford, Designated Person and MLA.

Our special guests on the sofa helped to update us in the work of Access NI and Garda Vetting forms whilst Donna Shields, experienced social worker, designated person and Taking Care committee member, spoke of support available to congregations if they have to deal with a child protection issue.

Delegates attended two workshops out of a choice of six. In the afternoon, Rev. Steve Stockman engaged, inspired and challenged us through his talk which was entitled, 'E-carnation – being on the net but not of the net'.



Social networking was presented in a positive light and within a biblical context.

A huge thanks goes out to all who made the conference possible – speakers, special guests, stewards, registration team and trainers – not forgetting to mention all of the delegates!

New for Taking Care



You can like us on Facebook by searching
PCI TAKING CARE

Taking Care in Numbers 2011

130 Congregational Training events
2356 Access NI forms processed
118 Garda Vetting forms processed
8256 Number of visits to the Taking Care website at www.pcibsw.org/takingcare

Committee News

Earlier this year Ronnie Orr retired as convenor of the Taking Care Committee. We are grateful to Ronnie for the work which he faithfully undertook for many years and wish him every blessing in his retirement from this role.



Designated Persons Training 2012

The following dates have been arranged for training evenings for Designated Persons. The training will take approximately two hours and all sessions will begin at 7.30pm.

- 6th March – Hillhall, Lisburn
- 17th April – Ballyhenry, Glengormley
- 19th April – Richhill, Armagh
- 24th April – Terrace Row, Coleraine
- 26th April – Edenderry, Omagh

This training is specifically for people who are:

- new or recent to the post of Designated Person

Republic of Ireland

At a very productive meeting of the Rol Advisory group in November, a training roadshow for the Republic of Ireland was planned for May which will include both foundation and refresher training. Please see the website for more information about this as the dates should be released soon.

The National Vetting Bureau Bill 2011 was presented by the Minister for Justice, Equality and Defence on 27th July 2011. Minister Shatter said "The Kelly Fitzgerald Report, The Ferns Report, the Dublin Archdiocesan Report, the Ryan Report and the Cloyne Report have clearly shown the

need to strengthen our procedures to protect children and vulnerable adults."

The National Vetting Bureau Bill 2011 will provide a statutory framework for the existing vetting procedures. In other words, it will make the garda vetting process not just good practice for new employees and leaders working with children and young people but a legal requirement. A policy decision has been made not to create a new statutory agency to do the work of vetting, but to use the structure of the existing Garda Vetting Office ("The Bureau").

Trainers' Retreat

On 2nd and 3rd December our trainers gathered at Dromantine Conference centre to train on the refresher course, to reflect on the way forward for the Taking Care programme and to freshen up on presentation skills delivered by Aidan Browne. Now that most trainers have been trained on the new training course, the refresher

training course is available to congregations for leaders who have previously had Taking Care training. The refresher course will build on their working knowledge of Taking Care and create more opportunities for discussion and interaction. To book a session, please contact Amanda at the office.



Taking Care Trainers at Dromantine Retreat

- have not attended PCI training for Designated Persons before

- unsure of what their role as Designated Person involves

It is very important that Designated Persons attend this training.

Clerk of Sessions and Ministers should check if their Designated Person has attended previous training and if not encourage them to register. Please contact Amanda at the office to register as soon as possible.

Updates at - www.pcibsw.org/takingcare Taking Care Two at - www.takingcareguidelines.org