

**Taking Care Office**

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**Out of Hours Helpline**

[for Child Protection Advice]

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**Oval Group**

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**Get your ratios right!**

- ... There should always be more than one leader
- ... Young leaders (15-18 yrs) can be counted to make up ratios but should never be left alone with children

**Ratios for indoor activities:**

- ... 0-2 yrs =1 leader: 3 children
- ... 2-3 yrs =1 leader: 4 children
- ... 3-7 yrs =1 leader: 8 children
- ... 8 yrs+ =1 leader: 10 children

(Extra leaders are required for outdoor activities and Residentials)



**Avoid being on your own with a child**

**Risk Assessment**

- ... Complete a Risk Assessment form for each organisation
- ... Review on an annual basis
- ... Complete for outings and special events

**Insurance**

- ... Day trips and Residentials should be covered by your church's policy unless there are medium or high risk activities involved
- ... Activities requiring extra insurance include bouncy castles, fireworks and Church sleepovers. For a complete list see Taking Care Two (12.24)
- ... Check with your insurance company

**Transport**

- ... Careful consideration should be given to using 'R' Drivers (NI) or recently qualified drivers (ROI)
- ... Ensure seatbelts are worn at all times and booster seats are used except in unforeseen circumstances
- ... Ensure there is adequate insurance cover
- ... Avoid transporting a young person on your own
- ... If you have to transport a child by yourself make sure other leaders know and that the child is in the rear of the vehicle
- ... Make sure there is supervision in minibuses and coaches

**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 investigate

**Children with Special Needs**

- ... The Presbyterian Church has a duty to provide opportunities for children and young people of all abilities regardless of medical conditions or disability
- ... Be inclusive
- ... Be sensitive to personal care needs
- ... Communicate with parents/ carers



**Checklist**

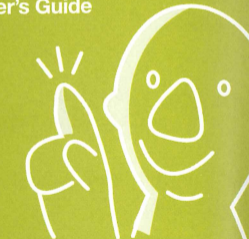
**Ensure that the following are available:**

- ... Completed consent forms and contact numbers
- ... Medical and allergy information
- ... Accident/Incident forms
- ... First Aider(s)
- ... Adequately stocked First Aid Kit

**All leaders should:**

- ... Know who the Designated Person is
- ... Attend Taking Care Training every three years
- ... Complete the appointment procedure (See Taking Care Two 5.1)

**We Care**  
4u too!  
Leader's Guide



## Physical Contact

### 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

### 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 in charge 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 in your church
- Do things of a personal nature for children that they can do for themselves

## Control and Discipline

### Always:

- Ensure all leaders know the boundaries and rules
- Ensure rules are explained to children and parents/carers
- Work on each individual child's positive characteristics
- Take care to give quieter children attention
- Work as a team and have a debrief after the activities
- Ask God for wisdom, discernment and understanding



Be a positive role model and set a good example!

### Never:

- Use force other than to defend a child/others from harm
- Discipline out of anger (but out of love)
- Humiliate a child 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
- Show favouritism to a particular group or child

## Bullying

- Bullying can be verbal, physical or online
- Bullying should not be tolerated in our organisations

### Every Child Should:

- Know bullying is wrong
- Be encouraged to talk
- Be taught to respect all
- Receive a copy of 'We Care 4 U!'



A code of conduct helps to create a safe and secure environment

### What to do if it happens:

- Find out what has happened
- Reassure them they are doing the right thing by speaking about it
- Meet with those involved
- Look at ways to restore/improve relationships
- Report to Designated Person
- Talk with parents
- Ensure adequate support is set in place for bully and victim
- Keep situation under review



Children need to be taught how to stay safe online

## Communication

- Use social media carefully and wisely when communicating with young people
- Disclosures made via the internet should be reported in the usual way
- Do not post photos of young people from the organisation of which you are a leader of on your personal page
- Encourage young people to keep personal details private when online



Texting - communication not conversation!

## Photographs

- Permission should be obtained before any photographs are taken
- Specific and written consent is required for photographs put on a website
- Do not insist a child must participate
- It is preferable to use group photographs
- Do not identify a child by name or personal details
- Do not share photographs with other groups
- Only use the photograph for the purpose for which it was taken