

# Beeston Methodist Church

## Guidelines for those working in holiday clubs

*As the people of the Methodist Church we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community of all ages. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of children, young people and vulnerable adults.*

All workers should be aware of the Beeston Methodist Church's safeguarding policy on the welfare of children. (A copy of this policy can be found at [www.beestonmethodist.church](http://www.beestonmethodist.church) or by contacting BMC Safeguarding Officer at [safeguarding@beestonmethodist.church](mailto:safeguarding@beestonmethodist.church))

At least one leader must have a valid DBS check (approved by BMC Safeguarding Officer) and one leader must have attended the Creating Safer Space training.

- A register of both adults and children should be taken on arrival in case of the evacuation of the premises. All adults should be aware of the designated meeting place in case of evacuation.
- No adults should ever be left alone with a child.
- Always have at least two adults present with a group preferably one male and one female. These adults should not be related to or in a relationship with each other. This is particularly important when it is the only activity taking place on church premises. Correct adult:child ratios must be maintained at all times (0-2yrs 1:3, 2-3yrs 1:4, 4-8yrs 1:6, 9-12yrs 1:8, 13-18yrs 1:10).
- Children and young people should be supervised at all times.
- Workers need to be aware of any allergies that would affect the running of the activity.
- It is advisable that at least one helper has First Aid training.
- If meals are to be prepared at least one helper must have a current (less than 5years old) Basic food hygiene certificate.
- No children under the age of 11 should be allowed in areas where hot drinks or hot food is being prepared.
- Photographs should only be taken with the permission of both the child and their parent or carer. Photographs of individual children should not be used in any publications or posted on social media. Group photographs may be used with parental permission with no names attached. For more information refer to guidelines on photography.
- If members of the group are contacted via email it is good practice to use the blind (BCC) option. For more information refer to guidelines on email and text messaging.
- When taking the group on a trip, contact details of the people on the trip should be left with a responsible person not on the trip in case of any emergency. Where children or young people have to be transported by car or minibus arrange, as far as possible, there should be more than one passenger in the vehicle. Where this is not possible the remaining passenger should sit in a rear seat. Children should only be transported with the written permission of their parent or guardian. For more information refer to guidelines on transportation of children, young people and vulnerable adults.

## **What to do if...**

### **You have concerns about possible abuse, including allegations:**

1. In an emergency, respond immediately. Consult BMC safeguarding officer and decide together whether to seek advice or to make a referral.
2. Keep a record of what happened, your concerns and your actions.

### **A child or young person wishes to disclose that they have been abused:**

1. Keep listening. Do not question or investigate.
2. Do not promise confidentiality; tell them we need to share this.
3. Assure them they are not to blame.
4. Tell them what you are going to do and that they will be told what happens.
5. Make careful notes of what is said, record dates, times, events and when you are told.
6. Report to BMC Safeguarding officer email [safeguarding@beestonmethodist.church](mailto:safeguarding@beestonmethodist.church)
7. Only tell those who need to know.