



Child Safety Policy

Version: February 2021

Approved for use by the Trustees of the Antioch Community

Update from September 2020 Version:

Section 1.5 small change to remove inconsistency

7.6.4 Removed a paragraph on corporal discipline. This is illegal in the UK.

Removed a paragraph on "not share sleeping....". This is covered in section 7.4.1.7

7.8.2. Small amendment to text on "extra support should be called for"

Small amendment to text on physical restraint

Removed paragraph 7.8.4 that addressed pastoral matters that are addressed in other documents

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1. POLICY SUMMARY STATEMENT

The members of the Antioch Community value Children; they wish to ensure that their welfare is promoted and that they are protected from harm. These values are integral to the teachings of the Antioch Community, its covenant of membership and way of life. In obedience to the law of England, all charities must have a formal Child Safety Policy in place; this document, therefore, covers aspects that are already integral to its community life.

The Antioch Child Safety Policy covers the legal requirements for documentation of operational and safety procedures during Antioch activities (including Youthlink activities, as this is an outreach of the Antioch Community), the employment and training in this Policy of voluntary and paid Children's workers, and the courses of action that should be taken should there be allegations or discovery of abuse of children or adults. Underpinning these legal requirements, the Policy also reminds Antioch members of the behaviour expected of both old and young that encourages mutual dignity and respect. This policy will be reviewed annually.

Safeguarding is everyone's responsibility and all members of the Antioch Community, and visitors to the Antioch Community, are given access to this policy. The policy should always be openly accessible on the Antioch Community website. All members of the Antioch Community are annually invited to a training session on this policy. Parents and Children's Workers have a specific responsibility for Safeguarding. Safeguarding concerns physical safety due to the environment as well as interactions with others, and, as such, concerns child abuse. Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. Forms of child abuse are described in Appendix G.

1.1. Key Definitions

In this policy Children, Young People, or Youth are all those under the age of 18, as well as persons who are over 18 years of age, but are participants in Antioch Youth activities, irrespective of age.

See DEFINITIONS on page 5 for a full set of definitions.

1.2. Governance

The Antioch Community Trust Trustees, Antioch Community Leaders and the Children's Advocates are responsible for ensuring that this Policy is fit for purpose. The policy, its implementation and operation should be reviewed at least annually. This process will be initiated by the Community Leaders and signed-off by the Trustees.

See GOVERNANCE, REVIEW AND INFORMATION SHARING on page 6 for more details.

1.3. Scope

The scope of this policy is for:

- all members of the Antioch Community, including
 - children,
 - adults,
 - guests at our planned events
 - those who are not formal community members but who are living as a part of the Antioch Community for a period of time,

- all Children's Workers, whether they are members of the Antioch Community or not,
- all formal, planned events of the Antioch Community, including
 - community meetings and events
 - youth and children's activities
 - Youth:Link
- whilst informal events, by their nature, cannot be covered by this policy please see Principles on Page 17.

As such, this Policy should be understood by all members of the Antioch Community.

1.4. Reporting Concerns

It is the legal and moral responsibility of all Community Members to protect children and any instances of harm or potential harm should be reported promptly to the Antioch Children's Advocate(s).

Pastoral matters or confidentiality issues must never take priority over Child Protection.

A detailed escalation policy is shown in Section 4 and is summarised in brief here. If a Child has made a disclosure, or you are concerned about their safety, then:

- You should raise this with the Antioch Children's Advocate(s)
- If you're not satisfied with their response, then you should call a Whistleblowing Advice Line. The NSPCC Whistleblowing Advice Line is: 0800 028 0285.
- If you raise this with anyone else, a Group Leader, a Pastoral Leader or an Antioch Leader, then you must still additionally raise this with the Antioch Children's Advocate(s) and/or Senior Antioch Leader. Irrespective of the feedback from the leader involved.

If anyone thinks that Antioch is putting children at risk - something may have happened in the past, is happening now, or you believe may happen in the future, even if you're not certain, you should ensure that this concern is heard by the appropriate authorities. This does not have to relate to an Antioch event, but can be related to any situation.

All issues raised will be logged and dealt with; this includes referring to external authorities, where appropriate and necessary.

1.5. Recruitment and Training

All Children's Workers must receive training in Child Safety.

All Adult Members of the Antioch Community are invited annually to attend training in Child Safety, but must receive this at least every four years.

The Policy requires references and Disclosure and Barring checks for all Children's Workers.

1.6. Events and Staffing

Registers must be kept for all Antioch events and situations governed by this policy.

Accident Logs must be kept of any accidents and communicated promptly to the parents/guardians.

Authorisation and Consent must be given in writing by parents/guardians for: overnight trips away, and travel to, from, and during events.

Physical Safety of Children at events is the responsibility of the Supervisor.

Special events, such as overnight stays, remote meetings using media platforms and one to one meetings have additional policies, shown in Section 7.4

1.7. Children’s Workers, Youth Workers, and Adult Antioch Members’ Behaviour

Children’s Workers and Adults must

- treat all Children with the respect and dignity befitting their age.
- watch their own speech, tone of voice and body language.
- avoid sexually provocative language and activities at all times.
- ensure the level of personal care afforded to Children is appropriate to the age of the Children; this will include the toileting of infants.
- not touch inappropriately or intrusively, scapegoat, ridicule or reject a Child.
- not show favouritism to one Child
- not allow Children to involve you in excessive attention-seeking that is overtly physical or sexual in nature.
- not permit abusive peer activities: e.g. initiation ceremonies, ridiculing, bullying.
- not allow unknown Adults access to Children; a known person must accompany visitors.
- ask permission of the Child’s Parents if it is necessary to see a Child on his or her own.

2. DEFINITIONS

In this document

- 2.1.1. **Antioch** means the trustees, leaders and members of the Antioch Community.
- 2.1.2. **Children or Young People or Youth** mean all persons under 18 years of age and persons who are over 18 years of age, but are participants in Antioch Youth activities, irrespective of age. These may be children of Antioch Community Members, and may include others who attend official Antioch activities, include Youthlink, an outreach of the Antioch Community.
- 2.1.3. **Adult** means someone 18 years of age or over, unless they are a child (Section 2.1.2).
- 2.1.4. **Parent** means the parent, guardian, carer or person acting in locum parentis of a Child.
- 2.1.5. **Senior Antioch Leader** is the leader of the Antioch Community or their delegated representative (currently Dan Turner).
- 2.1.6. **Senior Antioch Trustee** is the Chair of Trustees of the Antioch Community (currently Jonathan Mead).
- 2.1.7. **Children’s Worker** means any Adult, whether paid staff or volunteer, who works with Children/Young People (Youth) in Children’s activities. This is sometimes termed **Youth Worker**.
- 2.1.8. **Children’s Advocate(s)**. A designated person or persons who has/have the responsibility to ensure that the procedures contained in this Child Safety Policy are implemented and to whom a Child/Young Person may talk with independently (see the Governance page of the Antioch website for details of the person(s)).

- 2.1.9. **Children's Activities** means all the work, recreation or other sessions with Children which are formally arranged by Antioch and Youthlink in a specified organised way and includes those activities in which Children's Workers come into contact with Young People.
- This includes Sunday activities, Friday evening activities, special trips, group outings, pastoral meetings, and social activities.
 - "Children's Activities" are not the personal interactions that individual Antioch members who are not Children's Workers may have with one another's Children as older brothers and sisters, uncles and aunts and friends; in these situations, Parents are responsible for whom their children have access to, yet ALL should be vigilant and be reminded that safeguarding is everyone's responsibility.
 - This policy relates to all Children in Antioch and all situations, all individuals, and all Children's Workers.
- 2.1.10. **Group Leader** means the person with overall responsibility for a group of Children.
- 2.1.11. **Supervisor** means the person responsible for a group of Children on a particular day for a particular activity.

3. GOVERNANCE, REVIEW AND INFORMATION SHARING

- 3.1.1. One or more persons are appointed to the designated post of Children's Advocate (see the Governance page of the Antioch website for details of this person(s)).
- 3.1.2. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children. No one should assume that someone else will pass on information which they think may be critical to keeping a child safe. If anyone has concerns about a child's welfare and believes they are suffering or likely to suffer harm, then they should share the information immediately with the Children's Advocates, who will follow the reporting and escalation process laid out in section 4.
- 3.1.3. The Children's Advocate(s) will maintain a record of all information relevant to this policy. They will share information, where appropriate, with:
- Local Authority Children's Social Care,
 - Antioch Community Leadership,
 - Trustees of the Antioch Community,
 - Group Leaders,
 - the members of the Antioch Community, and/or
 - visitors to the Antioch Community.
- 3.1.4. The Antioch Community Trust Trustees, Antioch Community Leaders and the Children's Advocates are responsible for ensuring that this Policy is fit for purpose. The policy, its implementation and operation should be reviewed at least annually. This process will be initiated by the Antioch Community Leaders, agreed by the Children's Advocates and signed-off by the Trustees.
- 3.1.5. The Antioch Community Leaders will, as a standing item in their regular scheduled meetings, review the following: "Have any significant Child Safety incidents been brought

to your attention?" and, "Has the Child Protection Policy been reviewed in the last 12 months?"

4. REPORTING, ESCALATION AND WHISTLEBLOWING

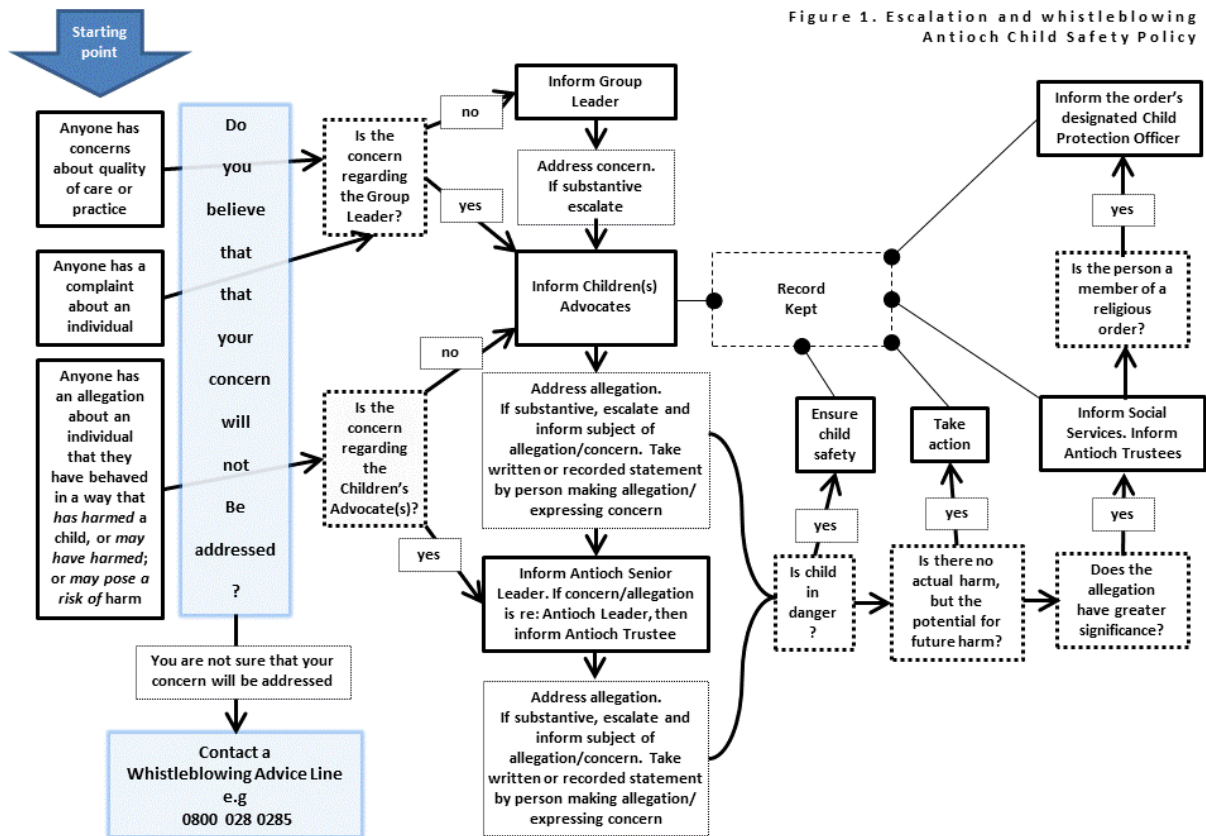
4.1. Whistleblowing

- 4.1.1. If anyone thinks that Antioch is putting children at risk - something may have happened in the past, is happening now, or you believe may happen in the future, even if you're not certain, you should ensure that this concern is heard by the appropriate authorities. This does not have to relate to an Antioch event, but can be related to any situation.
- 4.1.2. You should raise this with the Antioch Children's Advocate(s) in the first instance.
- 4.1.3. If you believe that Antioch doesn't have clear safeguarding procedures to follow and you think your concern won't be dealt with properly or may be covered-up or you've raised a concern previously, but it hasn't been acted upon or you're worried about being treated unfairly then you should call a Whistleblowing Advice Line.
- 4.1.4. The NSPCC Whistleblowing Advice Line is: 0800 028 0285.

4.2. Dealing with Allegations or Harm to a Child

- 4.2.1. The flowchart, Figure 1, explains the Antioch Child Safety Policy escalation procedure.
- 4.2.2. There are three related but different items that can be brought to the attention of those concerned with Child Safety: concerns about the quality of care or practice; complaints about an individual; or an allegation.
- 4.2.3. In all cases, any of the following can be contacted: the Group Leader, the Children's Advocate(s), or the Senior Antioch Leader.
- 4.2.4. Concerns about quality of care or practice should be brought to the Group Leader, or, if these concerns are about the Group Leader, then these should be brought directly to the Children's Advocate(s). The Group Leader will consider and address the concern and, if substantive, escalate to the Children's Advocate(s). The Children's Advocate(s) will consider and address the concern and, if substantive, escalate to the Antioch Leadership. The Antioch Leadership will provide a response to the Children's Advocate(s). A record of the concern and the response, where appropriate, will be kept by the Children's Advocate(s).
- 4.2.5. Complaints about an individual should be brought to the Group Leader, if the individual is a Children's Worker, or the Children's Advocate(s) if the individual is a Group Leader or another individual in the Antioch Community. The Children's Advocate(s) will consider the complaint and, if substantive, escalate to the Senior Antioch Leader who will provide a response. A record of the concern and the response, where appropriate, will be kept by the Children's Advocate(s). If the complaint is about the Children's Advocate(s), the Senior Antioch Leader will fulfil the Children's Advocate role.
- 4.2.6. Allegations may relate to a person who works with Children, or comes into contact with Children who has behaved in a way that has harmed a child, or may have harmed a child; possibly committed a criminal offence against or related to a child; or behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- 4.2.7. If an allegation is made, then this must be directly reported immediately to the Children's Advocate(s). If the complaint is about the Children's Advocate(s), the Senior Antioch Leader will fulfil the Children's Advocate role.

- 4.2.7.1. A record of this allegation will be kept. At the outset of the allegation, the subject of the allegation should on no account be informed of the concern or allegation.
- 4.2.7.2. The Children's Advocate(s) will assess if there has been actual harm or if there is a risk of harm at some point in the future.
- 4.2.7.3. If there has been no actual harm and there is no identifiable risk of harm, then this will be explained to the one alleging the harm. The record of the allegation and the outcome will still be recorded and held by the Children's Advocate(s).
- 4.2.7.4. If in the opinion of the Children's Advocate(s) further investigations are considered necessary, then the subject will be informed. No further questioning should take place by the Children's Advocate(s), or others, so as not to impede any other investigations by other authorities.
- 4.2.7.5. A written or recorded statement should be provided to the Children's Advocate(s) by the one(s) making the allegation.
- 4.2.7.6. The Senior Antioch Leader will be informed. If the Senior Antioch Leader is the subject of the allegation, then the Senior Antioch Trustee will be informed, who will fulfil this role.
- 4.2.7.7. If the Children's Advocates consider that a child is in current danger of harm, then they will take action to ensure the child's safety. The Senior Antioch Leader will be informed, and the subject of the allegation will not be permitted to come into contact with that child and, where relevant, any children under the care of the Antioch Community.
- 4.2.7.8. If both the Children's Advocate(s) and the Senior Antioch Leader agree that there has been no actual harm, but there is potential of future harm, either through the behaviour of the individual (that could, for example, become grooming behaviour), then the individual will be informed that this is the case and the Antioch Community will take action. This could take the form of, for example, removing the individual from regular contact with children, informing parents of children, and/or providing training and oversight.
- 4.2.7.9. If either the Children's Advocate(s) or the Senior Antioch Leader agree that the allegation has any significance beyond that in paragraph 4.2.7.8, then the Social Services should be contacted (within 24 hours of receiving the Statement, unless there is a risk, in which case the Local Authority/Social Services should be contacted immediately, including their emergency services, if the need is out of hours).
- 4.2.7.10. The Trustees of the Antioch Community should be informed.
- 4.2.7.11. If the individual is a member of a religious order or an ordained minister, then the designated Child Protection Officers of the organisations to which they belong should be informed.
- 4.2.7.12. The Social Services will be asked for advice as to whether: the Charity Commission should be informed, the police should be informed, and/or the Disclosure and Barring Service should be informed.



5. DEALING WITH INAPPROPRIATE ADVANCES

5.1.1. It is recognised that Children can sometimes make suggestive approaches to an Adult; they may have a crush on a person or they may act inappropriately. If anything like this happens, the Children’s Worker must:

- 5.1.1.1. tell the young person that their language or behaviour is unacceptable and also tell the Supervisor and Group Leader about the incident, however embarrassing this might be; and
- 5.1.1.2. after the incident, record immediately what was done and said; the Group Leader reports this to the Children’s Advocate(s) and gives the record to them for safe keeping. This is necessary to safeguard the Adult if accusations are made later. The Children’s Advocate(s) and the Group Leader involved will decide what further action is necessary.

5.1.2. Sometimes inappropriate physical contact can happen accidentally; if anything significant like this happens, then bullet point 5.1.1.2 should be followed.

6. STAFF RECRUITMENT AND TRAINING

- 6.1.1. The recruitment of Children’s Workers is the ultimate responsibility of the Senior Antioch Leader; this task is carried out in conjunction with those in charge of Children’s work.
- 6.1.2. All Children’s Workers whether employed on a full-time, part-time or voluntary basis must complete Safeguarding training prior to working with Children.
- 6.1.3. All Children’s Workers whether employed on a full-time, part-time or voluntary basis prior to working with Children must have a Reference Form for Children’s Workers (Appendix

C) completed by the Group Leader and by two other individuals who have knowledge of the volunteer's work, particularly work with Children or Young People. Where the Children's Worker is not known to the Group Leader, then two references will suffice. The references should be completed by an individual of sufficient standing; this could include, for example, designated child protection officers from a previous employer/organisation.

- 6.1.4. All Children's Workers whether employed on a full-time, part-time or voluntary basis must before working with Children complete an Antioch "Disclosure of Criminal Records" form (Appendix B) to be kept in a confidential file by the Children's Advocate(s).
- 6.1.5. All Children's Workers whether employed on a full-time, part-time or voluntary basis must have a Disclosure and Barring Service (DBS) check submitted no later than one month after starting to work with Children. The cost of this Registration will be met by Antioch. The Applications for this check will be processed through the Children's Advocate(s). The check does not have to be returned prior to working with Children.
- 6.1.6. If a criminal offence is signalled in either the Disclosure of Criminal Records form, or the DBS check, the Children's Advocate(s) should determine whether or not it has compromised the suitability of the person concerned to work with Children; a note of the conclusion should be made on the "Disclosure of Criminal Records" form.
- 6.1.7. The Group Leaders are responsible for overseeing Children's Workers.
- 6.1.8. All Children's Workers are given clear roles.
- 6.1.9. All Children's Workers are to take personal responsibility for maintaining their levels of expertise and training. Training to supplement the experience and natural giftings of Children's Workers in their service is given 'on the job' by more experienced Children's Workers.
- 6.1.10. The work of Children's Workers is reviewed after their first three months of service; if it is unsatisfactory they are either given further training or they will no longer serve as Children's Workers.
- 6.1.11. It is recommended that Group Leaders meet at least once each year to share experiences, and so be able to further advise and train their support staff.

7. CHILDREN AND YOUTH ACTIVITIES: OPERATIONAL PROCEDURES

7.1. Record Keeping

- 7.1.1. A Register of Children's Activities (Appendix E) is kept by the Group Leader. These are kept for all official Antioch children's activities.
- 7.1.2. An Accident Log (Appendix E) must be kept of any accidents (for example, a Child or Youth fell over and grazed his/her knee) that occurred during a Children's Activity.
- 7.1.3. An Authorisation and Consent Form (Appendix D) is required from Parents for overnight trips away.
- 7.1.4. At the end of each school year the Group Leaders must give the Register of Children's Activities, Accident Log and Authorisation and Consent forms to the Children's Advocate(s) for long-term storage (13 years).

7.2. Approaches to Physical Safety

- 7.2.1. To ensure no area of the responsibility for supervising any Children's Activity is neglected, a single Children's Worker should be in charge overall for each activity. This person is called the Supervisor. Where the Children's Activity is a pastoral meeting, or social activity, for example, where only one Children's Worker is present, then that worker is the Supervisor.
- 7.2.2. The Supervisor is responsible for ensuring that the physical environment is secure. This includes entrance/exits of the venue and equipment used.
- 7.2.3. Dangerous situations (e.g. possible hazards in a venue) must be reported to the Supervisor. The Supervisor is responsible for ensuring that the situation is dealt with.
- 7.2.4. Any accident happening during the Children's Activities must be reported to the Parents after the activity, by the Supervisor.
- 7.2.5. Supervisors must complete a Register of Children's Activities Form (Section 7.1) for any organised event with multiple children. This comprises an attendance record and a simple Accident Log.
- 7.2.6. Supervisors must ensure that they have access to a first aid kit and the Accident Log for any organised event with multiple children.
- 7.2.7. Supervisors must ensure that Children do not leave any event without being returned to an appropriate adult in charge, unless there is a prior, documented agreement with the parent/adult in charge that the Child can leave the event on their own. This agreement takes the form of a permission slip (Appendix H).
- 7.2.8. For activities of more than four hours' duration away Supervisors must ensure that they have access to emergency numbers for all the Parents of the Children and Youth attending. Parents similarly must be given access to one emergency phone number to ring the Supervisor (Appendix D).

7.3. Travel to and from events

- 7.3.1. Travel to and from events is a special part of the considerations of Physical Safety. For driving in cars or a minibus the Law regarding use of seatbelts must be adhered to, noting that the driver has responsibility.
- 7.3.2. Currently, in minibuses (driver + 8 passengers) or coaches, all passengers must wear seatbelts, when fitted.
- 7.3.3. Currently it is the law that all children younger than 12 years and less than 4'5" (135 cm) high should be provided with booster seats, which should be used in conjunction with the seatbelts.
- 7.3.4. In minibuses, there must normally be a second Adult in the back to keep control. This may be modified if Children are being dropped off at home at the end of an activity and the number of Children is relatively small.
- 7.3.5. The Supervisor must have conducted or reviewed a previously conducted Risk Analysis prior to any walking activity; this might include walking to and from the park or from one meeting location to another. The Supervisor will ensure that the mitigation steps in the Risk Analysis are adhered to; this might include having additional workers, having children hold hands, having one worker at the front and one at the rear of the group.

- 7.3.6. Supervisors must ensure that no travel takes place, unless there is a prior, documented agreement with the parent/adult in charge that the Child can travel. This agreement takes the form of a permission slip (Appendix H).

7.4. Special Activities

7.4.1. Those Involving One or More Nights Away

7.4.1.1. It is recognised that going away e.g. on a trip involving one or more nights away from home changes the normal routines and creates new situations which Children's Workers need to anticipate in order to operate safely. All procedures above must be followed and, in addition:

7.4.1.2. Emergency Procedures: The team must know how to handle emergency situations (e.g. where and from whom to get first aid care, location of phones, names and phone numbers of who to contact – a doctor in community or emergency health care, procedures for contacting Parents if needed).

7.4.1.3. Staff ratios: the agreed ratio of Children's Workers to Children must be adhered to (Section 7.5).

7.4.1.4. Public security of venue: The team must know the level of supervision needed at the site, for example, can the Children go to toilet facilities unattended or not.

7.4.1.5. Health concerns of the Children: The Group Leader, the Supervisor and the rest of the team if necessary must be briefed on any allergies, health concerns or other personal issues regarding the Children in their care before the Activity begins.

7.4.1.6. Parental Consent and Authorisation Forms (Appendix D) must be completed and collected before the activity begins.

7.4.1.7. Children's Workers should not sleep in the same room as Children or Youth.

7.4.1.8. The Supervisor should clarify who is responsible for providing snacks and drinks for the Children; he/she should clarify when the snacks will be made available and that the snacks provided are appropriate for Children with food allergies or other health concerns.

7.4.2. Those Involving Remote Contact due to Physical Isolation

7.4.2.1. It is recognised that there are occasions when special circumstances dictate that Children's/Youth Workers and Children/Youth cannot follow normal patterns of activity due to physical isolation such as severe illness, or imposed strategies for disease containment such as during the 2020 COVID-19 pandemic. In these situations, the following special measures are enacted with the approval of the Children's Advocates, for a limited period of time only.

7.4.2.2. Approval: The Children's/Youth workers must request permission to enact these special measures that will be approved for a limited period of time only.

7.4.2.3. Social Media Platforms and Accounts: All must respect the minimum age requirements for video chat enabled platforms. The Children's/Youth workers should avoid using personal accounts to enable video chats and should establish and use organisational profiles. Digital recording of interactions on these platforms is not permitted.

7.4.2.4. Virtual groups: Youth group activities will be permitted as 'virtual groups'. This is permitted with the following constraints: the groups must be private and not be

visible to anyone not a 'member'; this is not currently permitted for those Youth in outreaches and is only permitted for Antioch Youth. Only Youth Workers may function as administrators for the group. Parents must be informed that the virtual group exists and how it will be monitored. There should be more than one Youth Worker with access to the account and the account should be monitored by more than one Youth Worker and quickly raise any issues that arise, if there are any, from the posts from the Youth. The Youth Worker should not use a personal account.

- 7.4.2.5. Small Groups: Remote small groups are permitted. Two adults must be present at all times. All meetings must be logged. This needn't be a verbatim record, but must simply state who was present (Youth and Youth Workers), and if any issues arose.
- 7.4.2.6. Remote one-to-one meetings. The main details for this can be found in Section 7.6.5. These need to be arranged with the parents having full knowledge that this is taking place and with parental agreement. They need to take place in specific agreed time slots. These times must be agreed with the parents. The youth worker should inform their co-workers of the times that they have arranged and should keep to these. A log should be kept as per the Small Groups above.
- 7.4.3. Those involving a visiting team of Children or Youth Workers
 - 7.4.3.1. Prior to the activity, the Antioch Children's Advocate(s) must obtain written confirmation that all members of the visiting team have been vetted as suitable for working with Children/Young People by the organisation sending the team. In addition, the sending organisation's Child Safety Policy, or equivalent, should have been assessed by the Antioch Community Children's Advocate(s) and deemed adequate. Where this is not known or is assessed as not adequate then two Reference Forms for Children's Workers (Appendix C) must be completed in respect of each Children's Worker by two separate individuals who have knowledge of the volunteer's work, particularly work with Children or Young People.
 - 7.4.3.2. A completed Antioch 'Disclosure of Criminal Record Form' (Appendix B) must be completed for each member of the intended visiting team and sent to the Antioch Children's Advocate(s) prior the activity.
 - 7.4.3.3. An Antioch Children's Worker must be assigned to a support role for a visiting team; this Children's Worker does not need to be present at the programme, but must be in regular contact with the visiting team to ensure that all is progressing well.
 - 7.4.3.4. An Antioch Children's Worker must at least be present to open the first session, introduce the visiting team to the Children and stay on for at least part of the first session.
 - 7.4.3.5. Each member of the visiting team should be given a copy of Appendix F by the leader of the visiting team for study prior to the event; this should be supplemented by any further instruction that the leader sees fit to give.
- 7.4.4. Aside from practical matters particular to the location, Appendix F also covers guidelines for staff conduct, managing misbehaviour, and staff/children ratios discussed elsewhere in this Child Safety Policy.

- 7.4.5. The Children's Worker responsible for overseeing the work of the visiting team should review Appendix F before the activity to ensure that it covers the situation for the location involved.

7.5. Staff Types and Numbers

- 7.5.1. Normal practice for Antioch activities requires the following levels of Children's Workers:

- a minimum of one Children's Worker for every **four** children in age groups 0 to 2 years.
- a minimum of one Children's Worker for every **seven** children in age group 3 to 5 years.
- a minimum of one Children's Worker for every **eight** children in age group 6 to 15 years
- where Groups span the ranges above, the ratio of Children's Workers is normally set as for the younger age range.
- where 16- to 17-year-old young persons are assisting in a supervised activity, they cannot act as Leaders, and also they *do not* add to the Children to Workers ratio requirement.

- 7.5.2. The approximate ages of children found in the Antioch Groups are:

- Childcare, 0-3 years;
- Runners, 3-6 years;
- Young Disciples, 7-10 years;
- Antioch Youth, 11-14 years;
- Antioch Older Youth, typically 14-18 years. However, this is defined as those involved in youth activities as participants irrespective of age.

- 7.5.3. Supervisors should be at least 18 years old.

- 7.5.4. On occasion and by exception, a Group might need help to cope with a special situation; the Supervisor should then contact one of the Children's Advocates by telephone.

- 7.5.5. Only registered Children's Workers may normally attend Children's activities. At activities attended by guest speakers or parents of children not registered as Children's Workers, the Supervisor must be present.

- 7.5.6. Where Children's Activities involve single sex groups, it is acceptable to have only Workers of the same sex, while normal practice requires there to be both male and female Children's Workers for mixed sex activities. However, for activities of mixed sex activities:

- if Children's Workers of both sexes are not available on that day, as an exception Children's Workers of only one sex may lead the group;
- For children's groups with children aged up to 6 years, a women-only team of Children's Workers is routinely allowed; and
- When a group of, say, Antioch Youth breaks down during a session into smaller groups for other activities such as shopping expeditions and football or for sharing/discussion, only one adult is needed to supervise one of the small groups.

7.6. Personal Conduct of Staff and Adults in Antioch

- 7.6.1. All adult members of Antioch must have received training on this Children's Safety Policy.

- 7.6.2. All Children’s Workers and Adult Community Members must be prepared for one of their colleagues to remind them of the following recommendations/guidelines if they forget them; each Children’s Worker must be prepared to help a colleague follow them.
- 7.6.3. The following recommendations provide a framework for all in Antioch and Youthlink within which Children should be safe from harm, and Adults protected from false allegations or temptation.
- 7.6.4. In the exercise of their duties, and in their interaction with Children, Children’s Workers and Adults must
- treat all Children with the respect and dignity befitting their age;
 - watch their own speech, tone of voice and body language;
 - avoid sexually provocative language and activities at all times; although games that can be regarded as “rough” are not disallowed, such activities must be undertaken in a way that reasonably protects the safety, modesty, and privacy of the Children involved;
 - ensure the level of personal care afforded to Children is appropriate to the age of the Children; this will include the toileting of infants. For older Children for whom it is accepted that some will/may have special needs, their modesty and privacy must be protected. Ensure another Adult is supervising the Children’s Activity, when a Child needs your help to wash or use the toilet;
 - not touch inappropriately or intrusively. Particular note should be taken of activities that require physical contact such as the administration of first aid. Guiding principles include having another adult present, where possible, and always notifying parents and logging the incident that required first aid;
 - not scapegoat, ridicule or reject a Child;
 - not show favouritism to one Child. Adults should treat all Children in a group in the same way, even if a Child is a relative of the Adult;
 - not allow Children to involve you in excessive attention seeking that is overtly physical or sexual in nature;
 - not permit abusive peer activities: e.g. initiation ceremonies, ridiculing, bullying; and
 - not allow unknown Adults access to Children; a known person must accompany visitors.
- 7.6.5. One-to-one contacts. Although developing healthy relationships with the Children of the Community is encouraged, Children’s Workers and Adults must:
- ask permission of the Child’s Parents if it is necessary to see a Child on his or her own;
 - not enter a Child’s home when no parent is present;
 - not invite a Child to their home alone without other adults being present; they must invite a group and make sure that the Parents are aware where the Children are;
 - not maintain regular contact (say, more than once a week) by electronic means such as telephone, email or social media without permission of the Parents; and
 - not give lifts to Children on their own unless the lifts are very short (under fifteen minutes), and only with permission from the Parents of the Child.

- if the any one-to-one contacts take place between a child and someone who is assigned a Children's Worker role, then all such contacts must be logged by the Children's Worker.

7.7. Guiding Principles for Youth Work, including Youthlink

7.7.1. In addition to the section on Personal Conduct of Staff and Adults in Antioch (Section 7.6), the following guiding principles for working with Youth are to be upheld:

7.7.2. At all times Youth Workers must remember that they are serving the youth and trying to bring them to a fuller relationship with Christ.

7.7.3. Ethical Principles. Youth Workers should have a commitment to:

7.7.3.1. Treat Young People with respect. Practice principles should include:

- valuing each young person and acting in a way that does not exploit or negatively discriminate against any young person;
- promoting Young People's rights to make their own decisions and choices;
- explaining the nature and limits of confidentiality within the context of the Antioch Child Safety Policy guidelines; and
- avoiding any form of physical, mental or verbal abuse towards Young People.

7.7.3.2. Promote and ensure the welfare and safety of Young People. Practice principles should include:

- taking responsibility for assessing risk and managing the safety of work and activities involving Young People, with reference to and operating at all times within the Antioch Child Safety Policy.

7.7.4. Professional Principles. Youth Workers should have a commitment to:

7.7.4.1. Recognise the boundaries between personal and professional life. Practice principles should include:

- recognising the tensions between developing supportive and caring relationships with Young People and the need to maintain an appropriate professional distance; and
- taking care not to develop relationships that could be sexual or intimate relationships with the Young People they are working with as this may be against the law, exploitative or result in preferential treatment. If such a relationship does develop, the youth worker concerned should report this to the Antioch Youth Leader, or Youthlink Director, whichever is relevant, to decide on appropriate action.

7.7.4.2. Recognise the need to be accountable to Young People, their parents or guardians, employers, funders, and other people with a relevant interest in the work. Practice principles should include:

- recognising that accountabilities to different groups may conflict and taking responsibility for seeking appropriate advice and making decisions in cases of conflict;

- being open and honest in all dealings with Young People enabling them to access information to make choices and decisions in their lives generally and in relation to participation in Youth and Youthlink activities;
- ensuring that actions as a youth worker are in accordance with the law, as well as all National policies and guidelines including: consent, staffing ratios, fire, discipline, accident, The Children's Act etc;
- ensuring that resources are distributed fairly, to Young People, and that work undertaken is as effective as possible; and
- record any incident or accident on the appropriate form.

7.7.4.3. Develop and maintain your skills and competence to do the job. Practice principles should include:

- evaluating practice, knowledge and skills through reflection and supervision; and
- recognising when new skills and knowledge are required and seek out/attend appropriate training opportunities.

7.8. Managing Behavioural Difficulties

7.8.1. To ensure good order is maintained during Children's activities, the following guidelines have been developed for Children's Workers as to how to handle different situations.

7.8.2. Recognising that each Child is unique and will respond in different ways to different forms of discipline, each Child should be dealt with on an individual basis. If a child becomes seriously disobedient or disruptive during Children's activities some or all of the following steps should be taken:

- the Child should be asked to stop the behaviour, after which, if the behaviour does not stop, the Child should be taken to one side;
- the Child should be challenged to change, whilst his/her strengths are encouraged;
- the disruptive Child should be made to sit beside the Supervisor or next to a second Children's Worker;
- the Child should be warned that if the misbehaviour continues he/she will have to leave the activity and be taken to his/her Parents;
- take the Child to his/her Parents, or phone them to have the Child collected. This might result in longer term exclusion from the group;
- extra support should be called for, if the Child's behaviour is unmanageable; and
- physical restraint may on occasion have to be exercised if the child is a danger to themselves or others.

7.8.3. Child Workers and Youth Workers must be given latitude to exercise their common sense, knowledge of the Child and judgement.

7.9. Informal Events

7.9.1. There are a number of organised events for adults and youth in the community, but a significant part of the life of the community consists of natural, day to day, informal events

and relationships. These are encouraged. However, as these are not organised by the Antioch Community and its leadership has no visibility of them the specifics of our Child Safety Policy cannot be applied. An informal Antioch event is one that is not in the Community's calendar.

- 7.9.2. Instead, adults leading or involved in these informal activities and events will retain overall responsibility, should have a good understanding of the Child Safety Policy and be proactive in ensuring that the environments they create are safe and children within them do not come to harm.
- 7.9.3. Parents play a key role in ensuring safety for their children.
- 7.9.4. However, in spite of this
 - The Antioch Community and its members value children and wish to ensure that their welfare is promoted and that they are protected from harm. These values are integral to the teachings of the Antioch Community, its covenant of membership and way of life.
 - Any instances of harm or potential harm to Children or Youth must be reported promptly to the Antioch Children's Advocate(s).
 - The Antioch Children's Advocate(s) are there for all contexts and situations Antioch's Children and Youth may find themselves in and will provide support and guidance to anyone raising a concern.
 - The raising and handling of concerns or allegations will take priority over the Antioch Community's pastoral care and confidentiality processes.
 - Antioch Children's Workers will continue to be subject to the full requirements of the policy as set out in this section, even in informal settings.

Appendix A – Children’s Advocates

Date: February 2021

The Antioch Community Child Safety Policy
Children’s Advocates

As at the date above the Children’s Advocate(s) for the Antioch Community is:

Anthony Bull

Julie Bull

Details of our Children’s Advocates are also available on the [Governance and Leadership page](#) of the Antioch website.

The Children’s Advocate(s) can be contacted via the email address safeguarding@antioch.org.uk.

Appendix B – Disclosure of Criminal Records Form

<i>The Antioch Community Child Safety Policy</i> <i>Disclosure of Criminal Records Form</i>	
Name:	
Address:	
Home Phone Number:	Mobile Phone Number:
E-mail:	
If visiting or working in the United Kingdom temporarily please advise:	
Nationality:	
Passport Number	
Passport Date of Issue	
Passport Country of Issue	
Home Address:	
Answer Yes or No to the following questions. If Yes, please provide full details. (Use a continuation page if necessary)	Yes / No
1	Have you ever been convicted of a criminal offence, or placed on probation or discharged absolutely or conditionally for a criminal offence?
2	By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, you are required to disclose any convictions which would otherwise be regarded as “spent” under the Act. Have you had any such convictions?
3	You should also disclose any pending prosecutions. Is there any prosecution against you pending?
4	Under the Disqualification for Caring for Children Regulations 1991, have you ever had a Child removed from you or placed under supervision by the local authority?
Signed: _____ Date: _____ .	

Appendix C – Volunteer Children’s Worker: Reference Form

<i>The Antioch Community Child Safety Policy</i> <i>Reference Form for volunteer Children’s Worker</i>	
Volunteers’ Details	Name of Volunteer: Address in the UK: Phone Number: Mobile Phone Number: E-mail:
	If visiting or working in the United Kingdom temporarily: Volunteer’s Nationality: Volunteer’s Home Country address:
Reference The above person has volunteered to work with the Children and/or Young People of the Antioch Community, we should be obliged if, with your knowledge of the individual concerned, you could give some information in regard to his/her suitability for such work.	
1	What is your relationship to the individual concerned?
2	How long have you known the individual?
3	What experience, if any, has the Volunteer had in working with Children/Young People?
4	Do you think they would be suitable for working with Children and Young People?
5	Do you have any comments on their reliability, honesty, or health, which might impact on their work with Children and Young People?
6	Do you know of any matters, suspicions, reports or allegations which might make their working with Children or Young People inadvisable?
Signed: _____ Date: _____ Print name: _____ Address: Position: (e.g. Volunteer Children’s Worker’s Community Leader – must be someone known to the Antioch Community)	

Appendix D – Parental Authorisation for Trip Away

The invitation to attend a trip away (4 hours or more, and/or overnight) should contain the following minimum information

- Activity:
- Date(s):
- Location:
- Phone Number at Location:
- Supervisor's name:
- Supervisor's Phone Number:

Included in the invitation, either as a separate page or tear off slip, the following information should be returned to the organiser before the trip takes place.

<p><i>The Antioch Community Child Safety Policy</i></p> <p><i>Parental Authorisation and Consent Form</i></p>
Name of Child
Address:
Name of Person to contact in an emergency:
Phone Number:
Details of any allergies, dietary requirements, or special needs.
<i>I consent to the above named Child participation in the activity detailed above.</i>
<i>Signed:</i> _____ <i>Date:</i> _____ <i>Print name:</i> _____:

Appendix E – Register of Children’s Activity and Accident Log

Group (e.g. Runners, Antioch Youth) : _____ Date: _____

Group and Team Leaders: Fill in names below of those present.

Names of Children attending the event: Fill in names below

Signature of Supervisor: _____

Were there any reported: Accidents YES; NO or Incidents YES NO ?

If “Yes” write brief accident report below, or submit incident report to:

- *Group leader for Inappropriate Advance*
- *Children’s Advocate for allegation or concern of abuse*

Name of Child: _____

Time of accident/incident: _____

Nature of any injuries: _____

Treatment given/received: _____

Further action undertaken: _____

Reported to Parents: YES; Time: _____

Name of Child: _____

Time of accident/incident: _____

Nature of any injuries: _____

Treatment given/received: _____

Further action undertaken: _____

Reported to Parents: YES; Time: _____

Appendix F – Visiting Service Team Support for Under 18-year-olds at an Antioch Community or Youthlink Event

Upon arrival of a visiting service team, there should be an orientation session with the leading Antioch Children’s Worker or Youth Worker before the event begins to clarify the following guidelines.

<i>12 STEPS TO SUCCESS</i>

1. **The Support Team:** The age limit of the support team depends on the maturity of the person being considered. However, those intended to lead groups should be adults – defined for this purpose as being 18 years or over.
2. **Activity Group Leaders:** Each age group/gender group should have at least 1 experienced adult leader present – either in a Supervisory role or in a training/support role, but those having overall responsibility for a group should be at least 18.
3. **Leader/Child ratio:** There should usually be at least two adults with each group and normally gender balance if the group is mixed boys and girls; the latter is not an absolute requirement and one adult of 18 or older may be left in charge of a small group. For a large group there should normally be a leader for every 8 children.
4. **Emergency Procedures:** The team should know how to handle emergency situations. For this event where all activities happen on site with parents present, the primary route is to contact the parents immediately. However, the team should have access to a first aid kit in the event that the parent cannot be found.
5. **Public security of venue:** The team should know the level of supervision needed at the site, e.g. can the children go to toilet facilities unattended or not (see point 7). The venue boundaries for the children should be defined.
6. **Health concerns of the children:** The Team Leader – and the rest of the team if necessary – should be briefed on any allergies, health concerns, special medical or other personal issues regarding the children in their care before the event begins. All parents will have completed a simple form ahead of the event; this could also include toilet assistance requirements, and whether plasters can be administered in the event of minor cuts, grazes etc.
7. **Toilet Procedures:** Children under the age of 6 (assumes 6+ do not normally need assistance), should be accompanied to the toilet by a youth (12+) or adult of the same sex.
8. **Snacks and Drinks:** The service team will provide snacks at appropriate times during the day. The snacks provided will be suitable for the children with food allergies and other health concerns.
9. **Handing back children to their parents:** At the end of a session children under the age of 8 should be handed back to their parents. If the return of children happens at the end of an adult session, the children may walk the last distance to their parents, but in all cases the Supervisor of the children’s group must ensure that the children are back in their parents’ care.
10. **Responsibility for children:** The responsibility for children’s safety and well-being lies primarily with the parents. The times the children are the responsibility of the children’s support team, and the times the responsibility lies with parents, will be made clear at the beginning of the event.

11. **Code of Behaviour** All Children’s Workers must allow colleagues to remind them of the following guidelines and be prepared to help a colleague follow them. They provide a framework within which Children should be safe from harm, and Adults protected from false allegations or temptation.

Children’s Workers must

- treat all Children with the respect and dignity befitting their age.
- watch their own speech, tone of voice and body language.
- avoid sexually provocative language and activities at all times. Although games that can be regarded as “rough” are not disallowed, they must be undertaken in a way that reasonably protects the safety, modesty, and privacy of the Children.
- ensure the level of personal care afforded to Children is appropriate to the age of the Children; this will include the toileting of infants. For older Children for whom it is accepted that some will/may have special needs, their modesty and privacy must be protected. Ensure another Adult is supervising the Children’s Activity, when a Child needs your help to wash or use the toilet.
- not touch inappropriately or intrusively, scapegoat, ridicule or reject a Child.
- not show favouritism to one Child
- not allow Children to involve you in excessive attention-seeking that is overtly physical or sexual in nature.
- not permit abusive peer activities: e.g. initiation ceremonies, ridiculing, bullying.
- not allow unknown Adults access to Children; a known person must accompany visitors.
- ask permission of the Child’s Parents if it is necessary to see a Child on his or her own.

12. **Managing Behavioural Difficulties** To ensure good order is maintained during Children’s activities, but recognising that each Child is unique and will respond differently to discipline, each Child should be dealt with on an individual basis. If a Child becomes seriously disobedient or disruptive during Children’s Activities some or all of the following steps should be taken.

- The Child should be asked to stop the behaviour, after which, if the behaviour does not stop, the Child should be taken to one side.
- The Child should be challenged to change, whilst his/her strengths are encouraged.
- The disruptive Child should be made to sit beside the Supervisor or next to a second Children’s Worker.
- The Child should be warned that if the misbehaviour continues he/she will have to leave the activity and be taken to his/her Parents.
- Take the Child to his/her Parents, or arrange for them to have the Child collected. This might result in longer term exclusion from the group.
- Extra support should be called for, if the Child’s behaviour becomes unmanageable.
- Physical restraint may on occasion have to be exercised if the child is a danger to themselves or others.
- Children’s Workers must be given latitude to exercise their common sense, knowledge of the Child and judgement.

I _____ have read the '*12 STEPS TO SUCCESS*'.

Signed: _____ Date: _____

Appendix G – Forms of Child Abuse

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. It can happen online.

These are the main forms of Child Abuse (taken from: <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/> accessed Nov 2017, Department of Education, 2016, *Keeping children safe in education* GOV.UK p11-12; and <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/> accessed Nov 2018 and Nov 2019):

Physical abuse

is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts and can be induced by hitting, shaking, throwing, burning or scalding, poisoning, drowning, suffocating, inducing or fabricating the symptoms of illness.

Sexual abuse

A child is sexually abused when they are forced or persuaded to take part in sexual activities. This can involve physical contact such as penetrative abuse or non-penetrative acts including touching outside of clothing, as well as non-contact activities such as watching sexual activities or images, being involved in the production of these, encouraging a child to engage in a sexually inappropriate way, or grooming. This can happen online. **Child sexual exploitation** is a type of sexual abuse in which children are sexually exploited for money, power or status. **Grooming** is the building of an emotional connection with a child for the purposes of sexual abuse, sexual exploitation or trafficking. Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

Neglect

is the ongoing failure to meet a child's basic needs. It is dangerous and children can suffer serious and long-term harm. It may involve a carer failing to provide adequate food, clothing and shelter, failing to protect a child from danger, failure to ensure adequate supervision, failure to ensure access to appropriate medical care, failure to meet or respond to a child's basic emotional needs.

Emotional abuse

Children who are emotionally abused suffer emotional maltreatment or neglect. It's sometimes called psychological abuse and can cause children serious harm. This may include: conveying to a child that they are worthless or unloved; limiting their learning or social interaction; online abuse or bullying. **Online abuse** is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. **Bullying and cyberbullying**: bullying can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally. **Domestic abuse** is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse. Witnessing domestic abuse is also child abuse.

There are other forms of child abuse that cut across these four main heading, including:

Harmful sexual behaviour: children and young people who develop harmful sexual behaviour harm themselves and others.

Gender based violence, including female genital mutilation (FGM) which is the partial or total removal of external female genitalia for non-medical reasons.

Child trafficking is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.

Non-recent abuse: or called historical abuse, is when an adult was abused as a child or young person under the age of 18. Sometimes adults who were abused in childhood blame themselves or are made to feel it's their fault. If someone has been abused as a child, it's more likely that they'll suffer abuse again.

Appendix H – Parental Authorisation for Travel during an event and/or Leaving Antioch Activities Unaccompanied or with a Non-Parental Adult

This permission slip should be kept for the duration of the permission by the relevant Children's Worker(s) and then returned to the Children's Advocate(s) when it expires.

Where parental authorisation has not been given and the parent/guardian is not contactable, then the Children's Worker should record that on this form and confirm with the Supervisor the course of action to be taken.

The Antioch Community Child Safety Policy

Parental Authorisation for Travel during an Activity and/or for a Child to Leave Antioch Activities Unaccompanied or with a Non-Parental Adult

Name of Child: _____

Name of Parent/Guardian: _____

I give permission for my Child to travel during

state the event(s), e.g. "Walking to the park and back during Youthlink":

cross out the relevant box

YES. They CAN travel during the event (walking, minibus, car)

NO. They CAN'T travel during the event (walking minibus, car)

I give permission for my Child to leave

state the event(s), e.g. "Youthlink at Acton Baptist Church":

cross out the relevant box

YES. They CAN leave on their own

NO. They CAN'T leave on their own

cross out the relevant box

YES. They CAN leave with another adult

NO. They CAN'T leave with another adult

if the above is YES, then name the adult(s), e.g. "Any community member, or any family member, or a specific name(s)":

state the duration for the permission, e.g. "for the academic year 2012-2013", "for the picnic on the 12th July 2010"

Signature of parent: _____

Parent/Guardian's Mobile Phone Number _____

Date: _____