



**ST JOHN'S**  
DOWNSHIRE HILL

**Children's & Youth Handbook 2025:  
policies, procedures, and guidance for  
working with children and young people**

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## Introduction

1. We are committed to pursuing high standards in caring for children entrusted to us. This document sets out general principles and guidelines for all those involved in working with children and young people at St John's and is in line with: 'Promoting a Safer Church'; House of Bishop's Statement (2017), the Church of England's Safeguarding Policy 'Protecting All God's Children' (safeguarding policy for children and young people, 4<sup>th</sup> edition, 2010), and the *Diocese of London's Safeguarding Policy*.

2. This document will be reviewed and, if necessary, updated annually by the Church Safeguarding Officer (CSO), the Sunday Club Coordinator, and the Children's & Youth Task Team (CYTT) (see Annex C for more info on the CYTT).

## Part I: General Guidelines for Relating to Children

### General Attitude to Children

3. We want to treat the children in our care with respect and dignity. We will therefore:

- Avoid ridiculing, scapegoating or humiliating children
- Avoid showing favouritism to any particular children
- Be aware of speech, tone of voice, body language, and the effect that they may have on the children
- Treat each child as an individual and don't make comparisons between children (whether peers or siblings)
- Work hard to encourage the children, highlighting their strengths and where appropriate giving them responsibilities

### Physical Contact

4. Physical contact is a normal part of many relationships. There is no reason to avoid appropriate physical contact with children in our care. However, we need to ensure that such contact is neither inappropriate nor misunderstood. We will therefore:

- Remember that we are physically stronger than most children
- Avoid engaging in rough games or behaviour or in any activity that puts the child at unnecessary risk of injury
- Avoid physical contact in any place or context that isn't open and in sight of others
- Avoid engaging in any activity or game that could be considered sexually provocative
- Avoid touch which is inappropriate to the age of the child
- Respect the child – allow them to decide how much physical contact to have with others and, in most cases, allow them to initiate contact
- Encourage each other to avoid behaviour that might be perceived to be inappropriate. This will mean raising our concerns with fellow leaders either on the spot (if urgent) or after the event. Where we are concerned that behaviour is inappropriate, we may need to take further action (see *paras 8 & 9 below*).

### Toileting

#### Crèche

5. Nappies may need to be changed during crèche. If the parents have given you permission, and you are comfortable doing so, then please follow these guidelines:

- Tell another leader you're about to change a nappy
- Use the changing table in crèche (unless an older child expresses discomfort or unease about being changed in public)
- Tell parents after the service that you had to change their child's nappy during crèche

- Wash your hands afterwards using the sink in the disabled toilet

### **Scramblers/Starters**

6. Some of the children in our younger groups (Scramblers/Starters) may ask for help when it comes to toileting – in these instances it is best to get parents from upstairs, as a club leader it is not your responsibility to help the children use the toilet, that remains with their parents.

If a parent has asked you to help their child, and you are comfortable doing so, then that is acceptable but do observe the guidelines above and remember that if you are uncomfortable helping a child use the toilet then you don't have to.

**Parents are to be encouraged to take their children to the toilet before dropping them off at Sunday Club.**

### **Adults**

7. During SJDH Sunday and midweek clubs, adults are required to use the accessible toilet to avoid being alone in the toilets with children.

### **Discipline**

8. From time to time, children will engage in unacceptable behaviour and, as responsible leaders, we must be ready to discipline them. Our fundamental principle is to discipline out of a love and concern for the individual and group rather than just anger or irritation on our part.

## Dealing with unacceptable behaviour

- Act sooner rather than later – be observant and don't let situations get out of control
- Ensure that you understand the situation as fully as possible – give the children involved an opportunity to explain
- Pinpoint the behaviour that you find unacceptable
- If appropriate, mention positive behaviour and encourage them to extend it
- Avoid raising past (and possibly unrelated) behaviour in general terms e.g. 'What's wrong with you?' or 'You're always so selfish'
- Explain to the child the implications of their behaviour for other individuals and the group as a whole
- Ask them to respect other individuals and the group
- If they refuse, lay down clear and specific rules and explain what will happen if these rules are not kept
- Ensure that you carry out the action that you have indicated - don't make empty threats
- Judge your response accordingly and escalate your sanction if children continue to misbehave – for example:
  - General request to behave acceptably
  - Specific rules e.g. 'please don't climb on the table'
  - Separate child from others
  - Have the child sit in a particular place e.g. in front of you or next to another leader
  - Speak to their parents later
  - Send them out / take them to their parents now

## After the Event

- Reflect on why the child may be behaving in this way
- Reflect on whether there is something that can be changed in the structure of the club that would help remove the opportunity or temptation for unacceptable behaviour e.g. are the children bored?
- Discuss persistent unacceptable behaviour with other leaders and decide on a consistent course of action
- Reflect on whether you should alert the child's parents and ask their advice

## General Guidelines

- As leaders, take a collective approach to discipline – don't side with a child against another leader or allow children to play leaders off against each other
- If you have concerns about the approach taken by a leader do raise your concerns but don't do it in front of the children – either take them aside there and then (if urgent) or speak to them afterwards
- Be wise in deciding whether to discipline a child in front of others or whether to take them to one side
- Don't use physical punishment e.g. smacking
- Try to avoid shouting - use a change in tone instead
- Stop abusive peer activities e.g. ridiculing, bullying, name-calling, at the earliest opportunity, and make it clear that they will not be tolerated

## What to do if a child misbehaves or engages in inappropriate behaviour

- Tell the child that their language or behaviour is unacceptable, even if this is embarrassing for you or for them
- Report the incident to the Sunday Club Co-ordinator - however embarrassing the incident
- Agree with the Sunday Club Co-ordinator what action should be taken to help the child and to minimise the chance of a recurrence
- The Sunday Club Co-ordinator should file a brief written record of the incident, using the *Incident Record Form* (see paras 19 & 20 below) in case the matter is raised in the future

## Health & Safety

9. We must be careful to ensure the safety of the children in our care. To that end:

- Ensure that you have access to a telephone and first aid kit in the place where you are meeting
- Take special care with children when:
  - crossing the road
  - ascending and descending stairs
  - where hot liquids are present e.g. the kitchen
- Ensure that, after the group has finished, the children are supervised until they are picked up by their parents or adult carer *only i.e. do not sign them out to an older sibling who is under 18yrs*
- Ensure that you have an up to date copy of the parent's contact details
- Ensure that you are familiar with any specific medical requirements of the children in your care – these are detailed on the Parent's Declaration Forms (PDFs) stored in the Church Office (this information is also available on ChurchBuilder)
- Do not allow children with infectious illnesses to attend the group
- Ensure that you know where the escape route is in event of a fire
- Ensure basic hygiene in the preparation of food and drink
- Should any injury occur (to child or adult) an incident record form should be completed as soon as possible by those involved or responsible

## Part II: General Precautions for the Care of Children

10. We must take reasonable precautions to ensure the safety and comfort of the children who are entrusted to our care. Although the process can seem a little excessive it is designed for the benefit of all concerned.

### Recruitment of Leaders & Helpers

11. All those who will come into contact with children at St John's will be asked to complete a *Confidential Declaration Form* and *Job Application Form* before so doing. These forms ask for information regarding both past experience in working with children and any potential cause for concern e.g. past convictions, allegations. The forms also ask for the names of two referees who must satisfy certain conditions. The information collected will be used to assess an individual's suitability for work with children.

12. All individuals will need to complete such a form before being involved in working with children at St John's. They may be asked to fill in a form again in subsequent academic years whilst they continue to be involved.

At least one reference will be taken up, with the referee being asked to complete and return a standard 'Referee's Declaration'.

13. All those who will be leading or helping with children's clubs will also be asked to complete an enhanced DBS disclosure *specifically* for children's work at St John's. While an application for a DBS disclosure is being processed, a new helper may join in with a children's club but only if they are under the supervision of an experienced, DBS checked leader.

14. Only once the CSO is satisfied that suitable scrutiny has taken place will the individual be able to take up a position involving work with children. In addition, it is our general practice not to have a single individual alone with a group of children for a prolonged period of time.

15. Occasional helpers with the crèche, including mothers of the children in the crèche, will not be expected to produce a DBS disclosure, but there will always be a Supervisor in the Crèche who has satisfied the CSO in this way. Occasional helpers will never be left in sole charge of a child or group of children.

Examples of those who will need to satisfy the CSO:

- Sunday Club Leaders and Helpers

- Crèche Supervisors
- Holiday Club Helpers
- Helpers with children's programme at occasional events such as the Weekend Away

16. The rota for each of these activities will take these principles into account. This therefore has a bearing on which individuals are available to cover for a leader who is unable to make a particular club. The Sunday Club Co-ordinator should therefore be informed of all such swaps *in advance* where possible.

### **Information on Parents and Children**

17. Prior to a child being involved in a Children's Club, we will ask those responsible for the child to complete a 'Parent's Declaration Form' (PDF). This form asks for information about the child e.g. name, age, medical conditions, and about the parent e.g. contact information. The form also requests the parent's consent for their child's involvement in the club. This form may need to be completed on a Sunday at the beginning of the club.

### **Attendance Registers**

18. We need to keep accurate records of the attendance of all children and adults. Registers will be provided for this purpose.

### **Incident Record Forms**

19. Should any out of the ordinary incident occur e.g. accident, injury, allegation of abuse, an *Incident Record form* should be completed by those either involved or responsible for taking action. This form asks for information regarding the incident and what action was taken. Incident Report Forms can be found in the children's club folder and in each of the children's group boxes.

20. After completing an incident record form, please return it to the Church Administrator Loredana Costea [loredana@jdh.org](mailto:loredana@jdh.org) so it can be kept in the children's club folder in the church office.

21. The CYTT will send quarterly reports on incidents to the CSO, and the CSO will complete an annual review to determine where there are trends of incidents occurring.

### **Record-keeping**

22. Any information collected as detailed above will need to be carefully stored for possible future reference.

23. Information stored securely in the Church Office includes:

- Completed Leader's Declaration forms
- Completed Referee's Declaration forms
- Completed Registers
- Completed Incident Record forms

24. Information stored in the Children's Folder includes:

- Completed Parent's Declaration forms - with the emergency contact details
- Registers currently in use
- A copy of this policy and guidelines

**These records will be kept in accordance with the relevant Church of England's Record Management guide that can be found [here](#).**

### **Training**

25. We want to be able offer children the best possible care and we are committed to improving the leadership we offer to them. We are therefore committed to a continued pattern of training in teaching and looking after children, including the areas described in this document.

**Note: as a minimum, all volunteers will be required to complete the Diocese of London's online 'Safeguarding Basic Awareness' course every three years.**

### **Part III: Abuse and Neglect**

26. Sadly, abuse and neglect do occur. Without being paranoid, we need to recognise this and be alert to the possibility of abuse or neglect by either those within or without St John's. An explanation of abuse and neglect and some signs that might be associated with them are given at the back of this document (see paras 31-34 below). The following sections detail what action should be taken if abuse is alleged or suspected.

#### **What to do if a child begins a conversation regarding inappropriate behaviour**

27. The aim is to ensure that the child is given the opportunity to make the statement they want to make, as clearly and as fully as possible. This is **not** the time to investigate or to judge the matter. If possible, try to have another adult present whilst the child speaks (perhaps by delaying the conversation). However, don't prevent the child from speaking if this is not possible or if it would unduly inhibit the child.

#### **Things to Do:**

- **Provide an environment in which the child can explain clearly and fully the nature of their complaint**
  - Give the child time to talk freely and without fear of being overheard
  - Give the child your full attention
  - Be sympathetic and reassure the child that it is right to speak with you e.g. 'Thank you for telling me'
  - Stay with the child until you feel they have said everything they want to say
- **Explain:**
  - Explain to the child what you will do next in a way that they can understand and assure them that you will let them know what happens
  - Find out whether they would be happy to speak to another adult about what they have said
  - Try not to leave them in a distressed state
- **Follow Up the Incident**
  - Write down as fully as possible the content of the conversation - include what you said and any observations of how the child appeared. Do this as soon as possible and ideally within an hour
  - Speak as soon as possible to a 'responsible person' as explained in the next section
  - Don't speak to anyone else about the matter at this stage
  - If the child needs urgent medical attention, ensure that they receive it as soon as possible
  - Ensure that the child is kept informed of what is happening
  - Until further action is taken, where there is continued contact with the child, try to ensure that this is as normal possible. Only discuss the issue further if the child raises it.

☐ **Remember:**

- that the child may want the abuse to stop but still love the abuser
- that the child may think that you are able to stop the abuse without anything else happening
- that the child may have been bribed or threatened not to talk

● **Pray**

### Things to Avoid

- **Promising secrecy or confidentiality:** If pressed, explain that you will need to tell other responsible adults for the benefit of the child.
- **Investigating:** Be very careful not to put words into the child's mouth and don't press for information. Avoid asking questions except where it is absolutely necessary to clarify a point of detail.
- **Judging the situation:** Don't pass judgment on the child or the matter being presented. Rather just collect information. Even if they appear to you to have acted unwisely or to have broken a rule, at this stage avoid anything in your words or manner that is reproachful towards the child – e.g. 'Why didn't you tell me earlier?'
- **Embellishing details:** When making a disclosure to a Responsible Person (see para 28 below) try to recount only the facts the child confirmed to you, not what you suspect to be the case, this is important for the report to be accurate.
- **Panic or shock:** Try to retain your composure. Avoid appearing shocked or saying anything that might make the child feel more embarrassed about talking to you – e.g. 'I can't believe it!' or 'Are you sure that this is true?'

### What to do if you receive an allegation of, or suspect abuse of any kind

28. If you suspect, or any allegation is made to you (by a child or an adult), that some form of abuse has taken place (whether in the context of a St John's activity or elsewhere), please contact one of the 'responsible persons' listed below as soon as possible.

In normal circumstances those nearer the top of the list should be approached first. However, if one or more of the individuals is implicated in the suspicion or allegation, please contact one of the other 'responsible persons'. If all are implicated, you will need to contact a responsible external agency e.g. The Diocese of London Child Protection Office, Social Services, or the NSPCC (see Annex A for more details).

- Church Safeguarding Officer (CSO): **Grace Fenton**
- The Senior Minister: **Tom Watts**
- The Sunday Club Co-ordinator: **David Rue (Associate Minister for Families)**
- The Children's Champion: **Fiona Kennedy**
- A member of the Trustee body: **Gareth Burns**  
**Abi Naidu**  
**Christopher Onaka**  
**Daniel Barlow**  
**James Lee**

29. The action the 'responsible person' will take depends on the exact nature of the suspicion or allegation. In all cases they will:

- Ascertain from you the precise details of the allegation or suspicion and investigate appropriately (they may ask you to fill out an 'incident report' form)
- Inform the other 'responsible persons' listed above
- Keep a written record of information collected and decisions made using the 'incident report' form

30. In addition, they will take the following action:

#### **In the case of a suspicion or allegation of sexual abuse:**

- Limit their investigation to clarifying specific details
- Contact the Social Services Duty Worker, Police Child Protection Team or London Diocesan Child Protection Officer for advice

**In the case of a suspicion or allegation of other serious forms of abuse:**

- Contact the Social Services Duty Worker, Police Child Protection Team or London Diocesan Child Protection Officer for advice on the appropriate action to take

**In the case of physical assault:**

- Ensure that medical attention has been received
- Ensure that the police have been alerted

If, at any stage, you feel that the child is in imminent danger, you should contact the police or Social Services *immediately*.

**If you are not satisfied with the action that has been taken, then you retain a responsibility as a member of the public to report serious matters to the Social Services Department and should do so without hesitation.**

**What is abuse and neglect?**

**Abuse**

31. Abuse involves potentially or actually causing harm to a child. It can take a number of forms, including the following:

- i. **Emotional Abuse:** Persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless, unloved or inadequate. It may also involve frequently frightening a child or making them feel in danger or persistent rejection or humiliation.
- ii. **Physical Abuse:** Causing physical harm to a child.
- iii. **Sexual Abuse:** Actual or potential involvement of a child in sexual activity or sexually inappropriate behaviour (including the production or use of pornographic material), whether or not the child is aware of what is happening. This includes deliberately causing a child to look at such material or activity.
- iv. **Domestic abuse:** Domestic abuse is any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of their gender or sexuality. Domestic abuse has an impact on children because: they are at an increased risk of physical injury (by accident or because they attempt to intervene); they are greatly distressed by witnessing the physical and emotional suffering of a parent; exposure to parental conflict can lead to serious anxiety and distress; children in violent households are more likely to be exposed to other forms of abuse.
- v. **Spiritual abuse:** Within faith communities harm can be caused by the inappropriate use of religious belief or practice, including the misuse of leadership authority or discipline, oppressive teaching, obtrusive/healing and deliverance ministries (including abuse linked to belief in spiritual possession) or rituals, any of which may result in children experiencing physical, emotional or sexual harm.
- vi. **Sunday club leaders should also be aware that other forms of abuse can occur:**
  - Stranger abuse
  - By electronic communication, including internet abuse, or texting
  - Bullying – including by electronic communication
  - Fabricated or induced illness
  - Abuse of disabled children
  - Deliberate self-harm
  - Allegations of possession by evil spirits
  - Child trafficking

- Sexual exploitation
- Forced marriage
- Peer abuse

## Neglect

32. Neglect involves a persistent failure to meet a child's basic needs. This includes failure to provide adequate food, shelter, clothing or appropriate medical care. It also includes failure to take reasonable steps to protect a child from potential or actual harm.

## General Observations

- Abuse may be spontaneous or organised. Organised abuse involves one or more abusers and a number of abused children.
- Most cases of abuse or neglect involve those already known to the child rather than complete strangers.
- Abuse may be inflicted by other children
- Children with special needs are especially vulnerable to abuse

## What signs are there of abuse?

33. Abuse and neglect of children can be difficult to spot. However, any of the following observations may be a sign of abuse or neglect (although, in many cases, there may well be another explanation).

## General Indicators/Indicators of Emotional Abuse

34. In general, **changes** in a child's behaviour or mood, either suddenly or over a period of time, may be significant. Such changes may be particularly important where a child becomes more **withdrawn** or more **aggressive**. Examples of such changes are listed below.

- **Mood**
  - Anxiety or depression
  - 'Frozen watchfulness'
  - Loss of ability to learn or concentrate
  - Obsessions, phobias or fears
  - Loss of self-esteem
- **Behaviour towards others**
  - Excessive attention seeking
  - Truancy, running away or withdrawal
  - Aggression
  - Stealing or Lying
  - 'Clinginess'
- **Lifestyle**
  - Loss of appetite
  - Eating disorders
  - Severe sleep disturbances and persistent tiredness
- **Indicators of Physical Abuse**
  - Reluctance to reveal parts of the body (e.g. remove a jumper when hot)
  - Repeated urinary infections or tummy pains
  - Marks of injury, especially injuries which:
    - have not received medical attention
    - are not consistent with the explanation provided.
    - occur to the body in places not usually exposed to falls and other accidents.

## Guide to Injuries

- **Bruises**, especially:

- those in or around the mouth
- those of different colours (indicates injuries of different ages)
- those from fingertips, especially on arms, chest or face indicating tight gripping or shaking
- those from belt, implement, hand
- those around ear lobes (also signs of tears)
- those to head or soft tissue areas of the body
- **Bite-marks**
- **Burns and scalds**, especially:
  - those with a clear outline – in particular circular (e.g. cigarette burn) or linear (e.g. from hot metal rod)
  - those of a uniform depth over a large area
  - those caused by friction (e.g. from being pulled across a carpet)
  - those surrounded by a clear water line (e.g. from immersion or pouring of hot water)
  - those surrounded by splash marks (e.g. where hot liquid has been thrown)
  - those that have caused scars (indicating previous burns)
- **Fractures**, especially:
  - Any fracture on a child under one year
  - Any skull fracture on a child under four years
- **Cuts, scratches**

### **Indicators of Sexual Abuse**

- Level of sexual knowledge inappropriate to the child's age
- Indication of sexual activity through words, stories, drawing, games or behaviour
- Inappropriate sexual behaviour towards adults or other children, especially where surprising given the age of the child
- Pre-occupation with sexual matters and requests for sexual advice
- Allusions to unusual practices (e.g. unusual bed-sharing arrangements at home)

### **Indicators of Neglect**

- Under-nourishment
- Failure to grow
- Constant hunger
- Stealing food
- Untreated illness

## Annex A: List of Responsible Persons & Useful Contacts

**Church Safeguarding Officer (CSO):** Grace Fenton ([safeguarding@sjdh.org](mailto:safeguarding@sjdh.org))  
**The Senior Minister:** Tom Watts ([tom@sjdh.org](mailto:tom@sjdh.org))  
**The Sunday Club Co-ordinator:** David Rue - Associate Minister for Families  
([davidr@sjdh.org](mailto:davidr@sjdh.org))

**The Children’s Champion  
(and SEN Champion):** Fiona Kennedy ([childrenchampion@sjdh.org](mailto:childrenchampion@sjdh.org))

**A member of the Trustee body:** Daniel Barlow ([trustees@sjdh.org](mailto:trustees@sjdh.org))  
Gareth Burns ([trustees@sjdh.org](mailto:trustees@sjdh.org))  
James Lee ([trustees@sjdh.org](mailto:trustees@sjdh.org))  
Abi Naidu ([trustees@sjdh.org](mailto:trustees@sjdh.org))  
Christopher Onaka ([trustees@sjdh.org](mailto:trustees@sjdh.org))

**The Diocese of London Safeguarding Team** **Safeguarding Helpline phone:** 020 7932 1224;  
**email:** [safeguarding@london.anglican.org](mailto:safeguarding@london.anglican.org)

**Camden Social Services** **website:** <https://www.camden.gov.uk/safeguarding-children>;  
**phone:** 020 7974 3317  
(out of hours: 020 7974 4444).

**NSPCC** **website:** <https://www.nspcc.org.uk/>;  
**helpline:** 0808 800 5000

### Other useful numbers:

- **Police (all non-emergency enquiries)** 101
- **CCPAS 24-hour helpline** 0303 003 1111 (mention you’re from the Diocese of London)
- **Family Lives** 0808 800 222
- **Childline** 0800 1111
- **Action on Elder Abuse helpline** 0808 808 8141
- **24-hour National Domestic Violence helpline** 0808 2000 247 (for females)  
01823 334244 (for males)
- **NAPAC offers support and advice for adult survivors of sexual abuse** 0808 8010331
- **MACAS for people who have been abused by church officers** 0808 801 0340
- **Stop It Now! (Lucy Faithfull Foundation)** 0808 1000 900

**Remember: if you think a child is in immediate danger you should call the police on 999**

## Annex B: Recruitment of Volunteers – a practical guide for what happens at St John’s

Action needed:	Person responsible:
1. <b>Draft Job/Role Description, incl a person specification</b>	Associate Minister for Families (David Rue) – see model volunteer job role document`
2. <b>Identify/recruit volunteer leaders &amp; helpers, including:</b>	Associate Minister for Families (David Rue)

<ul style="list-style-type: none"> <li>- volunteer completes the <i>application form</i>, which must include names and contact details of two referees</li> <li>- volunteer completes <i>Confidential Declaration Form</i></li> <li>- interview the candidate(s) i.e. have a chat about the JD/what the role involves, time commitment, training etc</li> <li>- all volunteers should also receive/be directed to our <i>Safeguarding Policy</i></li> </ul>	<p>Church Administrator to obtain references from referees</p> <p>Church Administrator checks and files form</p> <p>Associate Minister for Families interviews candidate(s) either one-to-one or with another person Church Safeguarding Officer (Ruth McIlmoyle) is responsible for reviewing &amp; updating the SJDH Safeguarding Policy annually</p>
<p><b>3. Carry out DBS application process:</b></p> <ul style="list-style-type: none"> <li>- volunteer completes <i>online Safeguarding Basic Awareness course</i> and provides evidence that this has been completed to church administrator</li> <li>- volunteer completes <i>online DBS application</i></li> <li>- volunteer provides <i>original ID documents</i> to evidence checker</li> <li>- evidence checker inputs ID info into online DBS system</li> </ul>	<p>Church Administrator (Kerry Jones) – sends volunteer the link to online training plus info re DBS application</p> <p>Lead recruiter &amp; evidence checker (Kerry Jones) (or second evidence checker - Ruth Westwood)</p>
<p><b>4. Complete &amp; Issue Volunteer Agreement &amp; Code of Conduct</b></p>	<p>Associate Minister for Families (David Rue) who passes signed docs to Church Administrator (Kerry Jones)</p>
<p><b>5. Ensure records (paper &amp; online) are updated</b></p>	<p>Church Administrator (Kerry Jones)</p>

Model forms & templates can be found [here](#).

<https://www.london.anglican.org/church-and-parish-support/safeguarding/safeguarding-policies/>

## **Annex C: Terms of Reference for Children's & Youth Task Team**

The children's and youth work in St. John's is large in size and growing. The pattern of ministry in the New Testament is always a shared work – beginning with the Lord Jesus and the Apostles and multiplying out to the church as it grew. It is therefore right that we have a group to provide input and practical help to the staff team so that this Biblical principle is reflected in the reality of our work.

### **Criteria for members**

The criteria for a role on the children's and youth team are as follows:

- Love for God
- Love for His people
- Love for children and teenagers
- A desire to see the kingdom grow through age-appropriate ministry and Bible teaching
- A stake and/or involvement in the children's & youth work in St. John's Downshire Hill

Team members are selected by the chair of the task team and approved by the minister. The team will be headed by the children's and youth worker. The children's champion should be a member of the team. The task team will report to the minister of St. Johns, with copies of minutes also sent to the trustees.

### **Meetings**

The team would aim to meet at least once a term to discuss progress in the ministry and areas which require attention, and also to pray for the children, parents, and leaders involved in the work.

### **Areas of service**

Areas of service for the CYTT would include:

- Partnering with the children's and youth worker as a critical friend in setting a vision and direction for the ministry.
- Practical help in overseeing the ministry – specifically in the areas of recruiting leaders, setting up teams, and ensuring rotas are in place.
- Input on matters of safeguarding.
- Liaising with parents about clubs and events.
- Participating in the work of ministry by leading or helping at one or more of our clubs.
- Any other matters pertaining to the growth of the children's and youth work.

**Current members:**

**David Rue – Chair (Associate Minister for Families)**

**Siobhan Burns**

**Fiona Kennedy**

**Christopher Onaka**

**Kerry Jones**

**Edie Rajguru**