



Woodford Hall Child Protection Policy

Standards and Practices

Woodford Hall
43A Ballynahonemore Road
Ardmore
Armagh
Co Armagh
Northern Ireland
BT60 1JD



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Child Protection Policy

1. Introduction

- 1.1 Children mattered to the Lord Jesus. Throughout His ministry He placed a very high value and dignity on them. He also acknowledged the vulnerable position of children and because of this expressed God's love and grace towards them.
- 1.2 As children mattered to the Lord Jesus they must matter to His followers too.
- 1.3 The policy and practices outlined in this document aims to help the local Church at Woodford Hall protect children from all forms of harm and to provide them with the highest possible quality of care.
- 1.4 Alongside our moral and spiritual obligations to keep children safe we also have a legal obligation when we accept children into our care to keep them safe. The Children's (NI) Order 1995 was introduced to protect children from abuse. It affects all those who work and care for children, whether parents, paid carers or volunteers.
- 1.5 Local^{1,2} and national³ statutory guidance states churches, other places of worship and faith-based organisations need to have appropriate arrangements in place for safeguarding and promoting the welfare of children. In addition, the Charity Commission requires every organisation that works with children, including places of worship, to have a written safeguarding policy and charitable status will not be granted unless a policy is in place⁴.
- 1.6 Leaders and Workers are expected to read the booklet, to know the expected standards, and to follow practices therein.
- 1.7 This policy, standards and practice will be subject to annual review by the Child Safety Coordinator, with all changes agreed by the Elders and Trustees of Woodford Hall.

2. Definition of Terms in this Document

- 2.1 A **Child** is a person aged up to 18 years who attends any of the children's or youth activities.

¹ Co-operating to Safeguard Children, DHSSPS(NI), 2003

² Area Child Protection Committees' – Regional Policy and Procedures, DHSSPS(NI), 2005

³ Working Together to Safeguard Children, HM Government, 2013

⁴ Registering as a Charity in Northern Ireland, Charities Commission for Northern Ireland, 2014



- 2.2 A **Leader** is the Worker in charge of a children's or youth work. For the purpose of this policy one Worker from each children's/youth work will be appointed as Leader. See of list of Leaders at **Annex A**.
- 2.3 A **Worker** is a person aged 18 years or over who is involved in running a children's or youth work. See of list of Workers at **Annex A**.
- 2.4 The **Child Safety Coordinator** has the lead responsibility for this policy as defined in this document.
- 2.5 A **Children's or Youth** work is any form of service to or meeting with children, organised and provided by the local Church either in Woodford Hall premises; in an approved out centre; or at a location visited by one of the children's or youth works. This includes any overnight activities either in or away from the premises.
- 2.6 The **local Church** is constituted of all those Christians who meet as members of the corporate fellowship of Christian believers at Woodford Hall.
- 2.7 **Woodford Hall** is the building and grounds occupied by the local Church located at 43A Ballynahonemore Road, Ardmore, Armagh. Woodford Hall is the term used throughout this document for the local Church.
- 2.8 A **Member** of the local Church is any person who has been received into fellowship of the local Church to enjoy its privileges and accept its responsibilities and who is therefore subject to its scriptural discipline.
- 2.9 The **Elders** are those men, who as members of the local Church at Woodford Hall have been appointed in accordance with scriptural teaching to lead and have accountability for the spiritual well-being of all members and all activities organised by the local Church. Contact details are provided at **Annex B**.
- 2.10 The **Trustees** are the people responsible, under Woodford Hall's governing document, for controlling the management and administration of the organisation. The Elders are also Trustees.

3. Policy Statement

- 3.1 It is the policy of the local Church at Woodford Hall to provide the highest possible quality of care for children and to safeguard the welfare of children by protecting them from physical, sexual and emotional harm.



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4. Child Safety Coordinator

- 4.1 Woodford Hall has appointed a child safety coordinator who is responsible for
- a) The review and maintenance of this document;
 - b) Maintaining a list of all current Leaders, Workers and others cleared by Access NI and approved by the Elders to participate in children's work.
 - c) Organising briefing and training associated with child protection policy, standards and practices;
 - d) Ensuring that these standards are complied with for all activities organised involving children;
 - e) Ensuring that Leaders of all activities involving children have plans in place that are agreed by the Elders;
 - f) Dealing with queries or concerns;
 - g) Reporting allegations or suspected incidents of child abuse in line with practice documented; and
 - h) Ensuring the elders of the local Church at Woodford Hall approve any changes to this document.
- 4.2 The Child Safety Coordinator is supported by two Assistant Child Safety Coordinators who also can act on behalf of the Child Safety Coordinator if not available.
- 4.3 A full list of contact details is included at **Annex C**.

5. Appointment of Individuals Suitable to Work with Children

Standards

- 5.1 Only individuals who are suitable to care for children shall be appointed as Leaders or Workers.
- 5.2 Suitability will include
- (a) Membership of Woodford Hall;



- (b) If not a member of Woodford Hall prepared to accept Woodford Hall's statement of doctrine;
- (c) A commitment to the application of the Gospel to children;
- (d) No criminal convictions for offences against children;
- (e) Aged 18 years or over;
- (f) Previous experience of working with children is desirable;
- (g) Ability to provide supportive and consistent care;
- (h) A commitment to treat all children as individuals and with equal concern;
- (i) Physical health, emotional stability, integrity and flexibility;
- (j) A commitment to adhering to Woodford Hall's Child Protection Policy, Standards and Practices;
- (k) Access NI clearance in place and updated as appropriate;
- (l) Commitment to attend the work they have volunteered to assist in; and
- (m) A commitment to undergo training.

Practice

- 5.3 All new Workers must complete the Workers Declaration Form at **Annex D**.
- 5.4 The Elders will consider and approve the Worker, subject to Access NI clearance. The Elders may meet with relevant Leader and/or the prospective Worker.
- 5.5 Having gained the Elders' approval the Leader and Child Safety Coordinator will meet with the new Worker and discuss the Woodford Hall Child Protection Policy, Standards and Practice. A note of this meeting will be made on the Workers Declaration Form (**Annex D**), which will be kept by the Child Safety Coordinator.
- 5.6 The Leader and Child Safety Coordinator must ensure that the new Worker is not engaged in activities with children until Access NI clearance is obtained.
- 5.7 The Child Safety Coordinator will maintain a register of all those in Woodford Hall who are cleared for working with children by Access NI.



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- 5.8 Access NI clearances may be reviewed at intervals as required.
- 5.9 After 3 months the Leader and Child Safety Coordinator will meet with the new Worker to review progress and discuss any problems. Additional training will be organised as required. A note of this meeting will be made on the Workers Declaration Form (**Annex D**), which will be kept by the Child Safety Coordinator.
- 5.10 All Leaders and Workers will be expected to undergo training on this policy, standards and on child protection issues on a regular basis.
- 5.11 In some circumstances children aged less than 18 years may provide assistance in working with children subject to agreement of the Leader and Child Safety Coordinator, having taken account of the criteria at 5.2 as appropriate. We encourage this to help them experience working with children and develop their skills for taking on future responsibility. They must be under the direct supervision of a Worker at all times; never left unaccompanied with children; and they do not count in the ratio of workers to children.
- 5.12 Any failure by a Leader or Worker to comply with this policy, standards and practice may result in suspension from the work and ongoing suitability to work with children reviewed by the Child Safety Coordinator and Elders.

6. Contact with Children

Standards

- 6.1 Workers and Leaders should not
- a) Spend excessive amounts of times alone with children away from others. Where a worker is alone with children this must only take place in the sight of others.
 - b) Take children alone in a car on journeys, however short. Where this does occur the child should sit in the back seat.
 - c) Take children to the Worker's home.
 - d) Use physical force to remove a child unless it is for the child's safety and/or you are concerned for the safety of persons or property.
- 6.2 When occasions arise where these things are unavoidable they should only occur with the full knowledge and consent of the Leader or the child's parents.



6.3 Leaders and Workers should never

- a) engage in rough games with children;
- b) engage in sexually provocative games;
- c) allow or engage in inappropriate touching of any form;
- d) use corporal punishment;
- e) allow children to use inappropriate language unchallenged;
- f) make sexually suggestive comments about or to a child;
- g) allow allegations made by a child to go unchallenged or unrecorded;
- h) do things of a personal nature for children that they can do for themselves;
- i) sleep in a room with children without at least one other Worker being present;
- j) take and use photographic images of children at activities organised by Woodford Hall without the written consent of parents (**Annex E**).

6.4 Each Leader should keep a written record of the name, address, and telephone number, date of birth, special medical needs and contact person for each child. This record should include the parent/guardians permission for the child to attend the activity. The Parental Consent Form at **Annex E** should be used for this purpose.

6.5 Leaders must establish and maintain Worker/child ratios based on the following guidelines

Age Group	Number of Workers	Number of Children
0 – 2 years	1	3
2 – 3 years	1	4
3 – 7 years	1	6
7 – 18 years	1	8

6.6 While taking account of the Worker child/ratios these are only a guide and children should be supervised at all times by at least two adults. Whenever possible one of the adults should be female. One adult presence may take



place with a group of children (in a Sunday School Class) in compliance with the child Worker ratios.

- 6.7 Children under 18, who have been approved to assist in a Children's Work in accordance with Section 5, do not count in the ratio of workers to children.

Practice

- 6.8 The standards set out above should be followed at all times by Leaders and Workers.

- 6.9 Where maintaining Worker/child ratios becomes a problem Leaders should consult with the Child Safety Coordinator, who will agree the appropriate actions with the Elders.

7. Responding to Allegations or Suspicions of Child Abuse

Standards

- 7.1 A Worker who becomes aware of or is suspicious of child abuse must not investigate the incident but must immediately report the matter to the Child Safety Coordinator.

Practice

- 7.2 If a child/adult tells a Worker about child abuse, the Worker should listen carefully without over-reacting, allow the child/adult to speak freely, and clarify any points without interrogating the child/adult in an intimidating manner.
- 7.3 The Worker must make it clear what they will do and who they will have to tell. Do not promise confidentiality.
- 7.4 The Worker should immediately report the matter to their Leader and together they shall report the matter to the Child Safety Coordinator who will record all the details on the Church's standard incident form (**Annex F**).
- 7.5 The Worker should carefully document complete details of their conversation with the child and note any evidence given, providing this to the Child Safety Coordinator.
- 7.6 The Child Safety Coordinator will then contact the Elders (**Annex B**), then the appropriate agency (**Annex G**).



- 7.7 Neither paragraph 7.4 or 7.5 override the right of any of these persons to consider it necessary to report the concern to the appropriate agency having informed the others involved that they intend to so.
- 7.8 If it is inappropriate to contact any of the persons mentioned in the foregoing section or if persons mentioned are unavailable direct contact should be made with the appropriate agency.
- 7.9 This reporting procedure along with contact details is summarised at **Annex H**, which will be displayed on the Church Noticeboard along with a full copy of the Child Protection Policy, Standards & Practice so as parents know how to report concerns.

8. Bullying, Aggression and Causing Damage

Standards

- 8.1 Bullying is the wilful, conscious desire to hurt, threaten or frighten someone else. It can be expressed both physically and psychologically by one or more individuals towards another, and can result in distress and upset which is not conducive to a stable and safe working environment.
- 8.2 Woodford Hall sees the issue of bullying as a serious matter which if identified should not be allowed to continue unchecked.
- 8.3 Aggression and causing damage will not be tolerated.

Practice

- 8.4 Workers and Leaders should be vigilant in identifying any form of bullying activity; aggression or wilful damage (child to child; Worker to child; or child to Worker).
- 8.5 The offender(s) should be isolated and spoken to by the Leader and one other Worker; the matter recorded on the standard incident form (**Annex F**) and the matter will be discussed initially with their parent(s)/guardian(s).
- 8.6 If the behaviour persists it may lead to them being suspended. Such action should be recorded on the standard incident form (**Annex F**).
- 8.7 If the offender is a Worker then the matter should be discussed initially with the Child Safety Coordinator.



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9. Behavioural Issues

Standards

9.1 Unacceptable behaviour by children will not be tolerated. This includes swearing, interrupting, annoying others, smoking etc.

Practices

9.2 In the event of unacceptable behaviour in the first instance the child will be asked to stop.

9.3 If following repeated requests the unacceptable behaviour persist the child will be asked to move beside a Worker or Worker asked to move beside the child.

9.4 When a child continues to behave unacceptably he/she will be warned that continual refusal will result in his/her parent(s)/guardian(s) being informed. At this point the incident must be recorded by the Worker on the standard incident form (**Annex F**).

9.5 If a child's behaviour continues to be unacceptable after their parent(s)/guardians(s) are informed, it may result in them being suspended. Such action should be recorded on the standard incident form (**Annex F**).

10. Insurance and Health & Safety

Standards

10.1 All activities organised on or off site must have adequate insurance cover including as appropriate Personal Accident; Public Liability; damage to property by fire, storm, flooding etc.

Practice

10.2 It is the responsibility of the Elders to ensure that adequate insurance is in place.

10.3 Leaders must ensure they comply with Woodford Hall's Health & Safety Policy and General Health & Safety Risk Assessment for use of the premises.



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- 10.4 Leaders organising a camp, weekend, trip, over-night stay in the premises or any risk associated activity⁵ must ensure there is
- a) A specific Health & Safety Risk Assessment.
 - b) Appropriate insurance cover.
 - c) Agreement with the Elders on arrangements put in place.
- 10.5 Leaders must not permit camp, weekend, trip, over-night stay in the premises or any risk associated activity to be undertaken until they have completed the actions at paragraph 10.4.

11. Responding when an Accident Occurs

Standards

- 11.1 When an accident occurs the danger must be removed immediately, the injured person treated and the accident recorded.

Practice

- 11.2 When a person has been injured consideration should be given to obtaining professional help.
- 11.3 The Leader should ensure immediately that the child's parents are informed of the accident.
- 11.4 The Leader should record details of the accident in the Accident Book. This is located in the marked drawer in the kitchen.
- 11.5 All accidents should be reported as soon as possible to the Child Safety Coordinator using the standard record form as set out in **Annex F**.

⁵ Risk activities include mountaineering, hill-walking, rock-climbing, abseiling, all water sports, karting and bouncy castles. If in doubt about whether or not an activity has risk associated contact the Child Safety Coordinator.



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12. Health

Standards

- 12.1 Medication should not be given to a child without the written consent of the parents or doctors.
- 12.2 In urgent medical situations the Worker must call for professional medical assistance as soon as possible.

Practice

- 12.3 All medicines should be clearly marked and directions given to the Worker in writing with the parents' or doctors' signature on the instructions.

13. Premises

Standards

- 13.1 The premises used for youth work should be suitable and safe. This includes
 - a) The provision of adequate toilet facilities.
 - b) Adequate lighting.
 - c) Adequate heating.
 - d) The safety of electrical sockets, heaters, windows, stairways and floors.
 - e) Adequate facilities in the event of fire.

Practice

- 13.2 It is the responsibility of the Elders and Trustees of Woodford Hall to maintain the premises in a suitable and safe condition.
- 13.3 Everyone working with children also has a role to play. Leaders and Workers must
 - a) Leave the premises in a clean and tidy condition;
 - b) Report any defects to the Child Safety Co-ordinator;
 - c) Report any damage caused immediately to the Child Safety Coordinator.



14. Equipment

Standards

- 14.1 Any equipment used by a youth organisation should be safe for children and conform to appropriate safety standards.

Practice

- 14.2 When purchasing new equipment it should conform to appropriate safety standards.
- 14.3 All defects must be reported to the Child Safety Coordinator.
- 14.4 All damage done to equipment should be reported to the Child Safety Coordinator and the damaged equipment removed until fixed or replaced.
- 14.5 Equipment should be properly assembled.
- 14.6 Paints, glue, felt tips; scissors and so on should be child safe.
- 14.7 Any equipment used must be stored away safely after use.

15. Transport

Standards

- 15.1 Transport should only be hired from a reputable company.
- 15.2 Where private cars are used they must not be overcrowded. All drivers must ensure they have suitable Insurance cover.
- 15.3 Where a Woodford Hall vehicle is used the policy in place for its use must be followed.
- 15.4 Restricted drivers must not transport children.
- 15.5 Great care should be shown by all drivers when transporting children.

Practices

- 15.6 The Child Safety Co-ordinator will advise on reputable transport companies.



- 15.7 Leaders should ask any Worker who will use their private vehicle to transport children to specific events to produce a copy of their insurance certificate, which should be forwarded to the Child Safety Coordinator.
- 15.8 Each year Leaders should ensure that written parental consent is obtained to allow Workers to transport their child in a car if the need arises (**Annex E and I**).

16. Trips, Camps and Over-night Events

Standards

- 16.1 All trips, camps and over-night events must be thoroughly planned and can only take place following agreement with the Elders, normally obtained at least three months in advance of the event.

Practice

- 16.2 A full written plan of the event must be provided to the Elders normally at least three months in advance of the event for their consideration and agreement. This should include the specific Health & Safety Risk Assessment for arrangements and appropriate insurance cover.
- 16.3 Parents must only be informed following agreement to proceed by the Elders and in writing of the full arrangements for the trip. A standard consent form is available at **Annex I**. This must be accompanied by an appropriate letter from the Leader responsible, detailing full details and arrangements for the trip including times; dates; transport arrangements; costs; location; supervision; contact details; and what participants need to bring.
- 16.4 Parents must provide their written consent to the child going on the trip. A child cannot attend without this consent.
- 16.5 A copy of the trip information form must be forwarded to the Child Safety Coordinator and any issues arising must be brought to the attention of the Child Safety Coordinator by the appropriate Leader.
- 16.6 Only in exceptional circumstances should the agreed programme be changed with the approval of the majority of Leaders and Workers present. The Leader responsible for the event must reassess the Risk Assessment in light of any changes.



Annex A: List of Leaders and Workers

Children's/Youth Work	Leaders	Workers
Every Boys Rally Sparrows	John Hall	Deirdre Ewart
Every Boys Rally Juniors	Robert Allen	Desmond Dougan Raymond Stewart Richard Miller Timothy Ewart
Every Boys Rally Seniors	Edwin Ewart	Jonathan Hall Phillip Hutchinson Daniel Ewart Andrew Hawthorne David Hughes Adam Hall
Every Girls Rally Sparrows	Lyn Hutchinson	Heather Jenkinson Laura Faloon Rebecca McConnell Judith Walker
Every Girls Rally Juniors	Janet Ewart	Jacky Kennedy Phyllis Dougan Lorraine Hawthorne Amy Dougan Anna George Rebecca Herron
Every Girls Rally Seniors	Wendie McNabb	Ashleigh Hewitt Inga Hutchinson Sharon Ewart
Youth Fellowship	John Hewitt Wendie McNabb	Sharon Ewart Richard Miller
Sunday School	Alan McCartney	Sarah Hewitt James Kirkland
Crèche	Carol McCartney	Ladies as per rota appointed as per Section 5
One off events such as Holiday Bible Club and Children's Clubs	Appointed as per Section 5	Appointed as per Section 5



Annex B: Elders Contact Details

Robert Allen

[REDACTED]

[REDACTED]

Armagh
Co Armagh

Tel: 028 3889 [REDACTED]

John Hall

[REDACTED]

Armagh
Co Armagh

[REDACTED]

Tel: 0283752 [REDACTED]

Robert Hewitt

[REDACTED]

Portadown
Co Armagh

[REDACTED]

Tel: 0283839 [REDACTED]

Willmer Hutchinson

[REDACTED]

Caledon
Co Armagh

[REDACTED]

Tel: 0283756 [REDACTED]



Annex C: Child Safety Coordinator and Deputies Contact Details

Child Safety Coordinator

Wendy Hall

[REDACTED]

Armagh

Co Armagh

[REDACTED]

Tel: 02837

Deputy Child Safety Coordinators

Deirdre Ewart

[REDACTED]

Killylea

Armagh

Co Armagh

[REDACTED]

Tel: 02837 [REDACTED]

Edwin Ewart

[REDACTED]

Killylea

Armagh

Co Armagh

[REDACTED]

Tel: 02837 [REDACTED]



Annex D: Workers Declaration Form

1/4

Please complete this form fully and submit to the Child Safety Coordinator.

Name:

Address:

Postcode:

Tel Number: Mobile Number:

Date of Birth:

Provide details of the work(s) you are volunteering for below

Every Boys Rally Sparrows	<input type="checkbox"/>	Youth Fellowship	<input type="checkbox"/>
Every Boys Rally Juniors	<input type="checkbox"/>	Sunday School	<input type="checkbox"/>
Every Boys Rally Seniors	<input type="checkbox"/>	Crèche	<input type="checkbox"/>
Every Girls Rally Sparrows	<input type="checkbox"/>	Holiday Bible Club	<input type="checkbox"/>
Every Girls Rally Juniors	<input type="checkbox"/>	Children's Clubs	<input type="checkbox"/>
Every Girls Rally Seniors	<input type="checkbox"/>	Other (state below)	<input type="checkbox"/>



2/4

Have you ever been convicted of a criminal offence, been subject to a Formal Caution or a Binding Over Order?

Yes/No (delete as appropriate)

If yes please state below the nature and date(s) of the offence(s)

(You are advised that under the provisions of the Rehabilitation of Offenders (exceptions) Order (NI) 1979 as amended by the Rehabilitation of Offenders (Exceptions) (Amendment) Order (NI) 1987 you should declare all convictions, including "spent" convictions.)

Are you prepared to allow your details to be submitted to Access NI for appropriate clearance?

Yes/No (delete as appropriate)

Are you committed to adhering to Woodford Hall's Child Protection Policy, Standards and Practices?

Yes/No (delete as appropriate)

If not a member of the local Church at Woodford Hall are you in agreement with and accept Woodford Hall's statement of doctrine.

Yes/No (delete as appropriate)

Are you committed to the application of the Gospel to children?

Yes/No (delete as appropriate)

Are you committed to attend the work you have volunteered to assist in?

Yes/No (delete as appropriate)

Are you committed to undergo training?

Yes/No (delete as appropriate)



3/4

Have you previously been involved in working with children and young people?

Yes/No (delete as appropriate)

If yes please provide details and dates

[Redacted area for details and dates]

Signature:

[Redacted signature area]

Date:

[Redacted date area]

Completed Workers Declaration Forms will be held by the Child Safety Coordinator. Woodford Hall takes care to ensure that any personal information supplied to it is dealt with in a way which complies with the requirements of the Data Protection Act 1998. This means that any personal information you supply will be processed principally for the purpose for which it has been provided.

For completion by Child Safety Coordinator

Identity verified

Yes/No (delete as appropriate)

Means of identification

Driving License / Passport / Birth Certificate (delete as appropriate)



For completion by Elders

Worker's Declaration Approved

Yes/No (delete as appropriate)

Date of any meeting with prospective worker

Signature 1:

Date:

Signature 2:

Date:

For completion by Child Safety Coordinator

Access NI Clearance in place

Yes/No (delete as appropriate)

Date:

Date of Initial Meeting with new worker:

(Attach note of meeting and those in attendance to this form)

Date of 3 Month Meeting with new worker:

(Attach note of meeting and those in attendance to this form)



Annex E: Parental Consent to Attend Children's/Youth Work

1/2

Parents/Guardians are requested to complete and return this consent form as soon as possible.

Children's / Youth Work

Child's name

Home Address

Postcode

Emergency contact

Name 1

Relationship

Telephone

Mobile

Name 2

Relationship

Telephone

Mobile



Declaration

I hereby give permission for (name) _____ to

- a) take part in activities associated with this children's/youth work.

Yes/No (delete as appropriate)

- b) to be transported in the private vehicles of the leaders/workers where required.

Yes/No (delete as appropriate)

- c) for photos to be taken in association with the children's/youth work and used in promotional material, including the Woodford Hall Website.

Yes/No (delete as appropriate)

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

A copy of the "Keeping Children Safe": The Standards & Practice of Woodford Hall is available on request.

Completed Parental Consent Forms will be held by the Children's/Youth work Leader. Woodford Hall takes care to ensure that any personal information supplied to it is dealt with in a way which complies with the requirements of the Data Protection Act 1998. This means that any personal information you supply will be processed principally for the purpose for which it has been provided.



Annex F: Woodford Hall Standard Record Form

1/2

Leaders/Workers must complete this form fully as soon as possible after the incident and forward to the Child Safety Coordinator without delay.

Children's / Youth Work

Child's name

Home Address

Postcode

Date of Incident

Reported by

Reported to

Date Reported

Witnesses

Nature of Incident

Allegation of abuse / Accident / Bullying / Aggression / Damage / Behavioural / Other – specify (circle as appropriate)*

Date Received by Child Safety Coordinator

*** details of all accidents must also be recorded in the Accident Book.**



Full details of incident (as reported)

2/2

[Large greyed-out area for incident details]

Name [Redacted]

Signature [Redacted]

Date [Redacted]



Annex G: Statutory Agencies

Social Services

The Gateway Service for Children's Social Work
Armagh and Dungannon Team
'E' Floor
South Tyrone Hospital
Carland Road
Dungannon
BT71 4AU

Tel: 028 8771 3506

National Society for the Prevention of Cruelty to Children

NSPCC 24 Hour Help Line – 0800 800500

Northern Ireland office:

First Floor, Unit 7
The Lanyon Building
Jennymount Business Park
North Derby Street
Belfast
BT15 3HN

Tel: 028 9035 1135

Police Service of Northern Ireland

1-2 Newry Road
Armagh
BT60 1EP

Tel: 101



Annex H: Contact & Reporting Details if you have Concerns for a Child's Welfare

If you have an issue or are concerned about a child attending activities organised by Woodford Hall please speak to one of the designated Leaders listed below

Children's/Youth Work	Leaders
Every Boys Rally Sparrows	John Hall
Every Boys Rally Juniors	Robert Allen
Every Boys Rally Seniors	Edwin Ewart
Every Girls Rally Sparrows	Lyn Hutchinson
Every Girls Rally Juniors	Janet Ewart
Every Girls Rally Seniors	Wendie McNabb
Youth Fellowship	John Hewitt Wendie McNabb
Sunday School	Alan McCartney
Crèche	Carol McCartney
One off events such as Holiday Bible Club and Children's Clubs	Details to be notified and placed on noticeboard

Child Safety Coordinator

Wendy Hall

Deputy Child Safety Coordinators

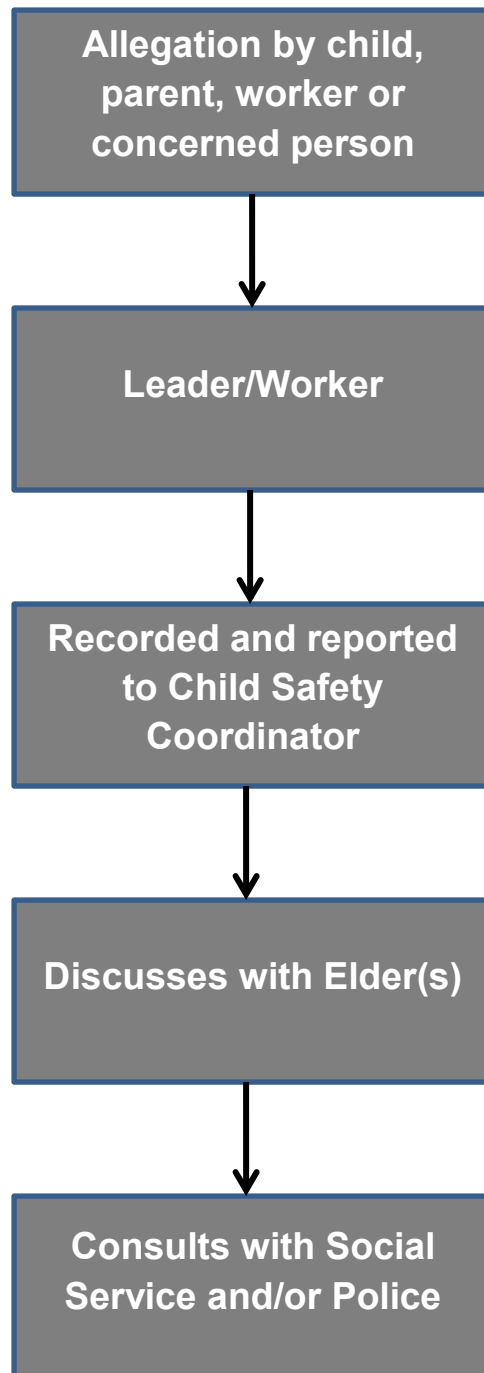
Deirdre Ewart

Edwin Ewart



Normal Reporting Procedure

(see Section 7 of Child Protection Policy, Standards & Practices)





Annex I: Transport Consent for Trips/Overnight Stays

1/2

Parents/Guardians are requested to complete and return this consent form as soon as possible.

Children's / Youth Work

Details of Trip

Leaving from

<input type="text"/>	Time	<input type="text"/>	Date	<input type="text"/>
----------------------	-------------	----------------------	-------------	----------------------

Returning to

<input type="text"/>	Time	<input type="text"/>	Date	<input type="text"/>
----------------------	-------------	----------------------	-------------	----------------------

Child's name

Home Address

Postcode

Emergency contact

Name 1

Relationship

Telephone

<input type="text"/>	Mobile	<input type="text"/>
----------------------	---------------	----------------------

Name 2

Relationship

Telephone

<input type="text"/>	Mobile	<input type="text"/>
----------------------	---------------	----------------------



Provide Details below of

Medical
Conditions

[Redacted area for Medical Conditions]

(Medication with details of administration should be provided to the Leader)

Allergies

[Redacted area for Allergies]

Special
Dietary Needs

[Redacted area for Special Dietary Needs]

Declaration

I hereby give permission for (name) [Redacted] to

a) attend this trip.

Yes/No (delete as appropriate)

b) to be transported in the private vehicles of the leaders/workers where required.

Yes/No (delete as appropriate)

c) for photos to be taken in association with the children's/youth work and used in promotional material, including the Woodford Hall Website.

Yes/No (delete as appropriate)

d) for basic first aid and medication (painkillers) to be administered where required.

Yes/No (delete as appropriate)

Name of Parent/Guardian:

[Redacted area for Name of Parent/Guardian]

Signature of Parent/Guardian:

[Redacted area for Signature of Parent/Guardian]

Date:

[Redacted area for Date]

Full details of the trip; contacts numbers and what to bring are included on the accompanying letter.

A copy of the "Keeping Children Safe": The Standards & Practice of Woodford Hall is available on request.

Completed Transport Consent Forms will be held by the Children's/Youth work Leader. Woodford Hall takes care to ensure that any personal information supplied to it is dealt with in a way which complies with the requirements of the Data Protection Act 1998. This means that any personal information you supply will be processed principally for the purpose for which it has been provided.