



Policy – Children and Youth Work

Definition

The PCC of All Saints' Church hereby adopts the following policy for Children (0-11yrs) and Youth work (11-18yrs) in the Parish for the benefit and protection of Children, Young people, those working with them and this Church Council:

Requirements

- To maintain a register of Children & Youth Leaders / helpers authorised by the PCC. (RC7). Additions to this list must be approved by the PCC as soon as possible.
- To maintain personal disclosure records of all leaders/helpers who have access to Children / Young people (RC% & Protection of Children and Young people Confidential Declaration form and Appendix 5a for occasional helpers.)
- To ensure the careful appointment of leaders / helpers by involving the Children's worker / Youth worker and Incumbent in the selection process / appointment. Those responsible for selection / appointment must ensure both sexes are represented.
- To acknowledge that being convicted, cautioned or bound over for a criminal offence does not automatically prevent an individual from working with Children / Young people.
- To provide as safe and welcoming an environment as possible for Children and Young people involved in the Church Fellowship.
- To provide adequate insurance cover for leaders, participants and third parties for activities authorised by the PCC.
- To ensure safeguards are in place to protect both leaders / helpers and Children / Young people when being driven to and from venues authorised by All Saints' Church leadership / PCC. (Drivers Bank forms)
- To Maintain the following records for Children / Young people:
 - Personal information forms (RC11)
 - Consent forms (appendix 7 & form 12a)
 - Authorised Children / Youth programme for activities carried out on behalf of the Church Council (RC8)

RC5, RC7, RC8, RC11, form 12a, Appendix 5a, Appendix 7, Protection of children and young people confidential declaration forms and drivers bank forms can all be found in the "Safe & Secure" file and the Youth & Children's work files.

All new leaders / helpers / occasional helpers / members of driver's bank will be given a copy of the Parish Policy and a pocket guide to "Safe & Secure" prior to appointment.

Copies of All Saints' Parish Policy statement for Children's work / Youth work and "Safe & Secure" file – the Diocesan handbook giving guidelines etc. and also containing amended policies is available to view from the Church Office.

No	<i>Policy Document Change History</i>	<i>Date</i>	<i>Who</i>
N	Whole document re-typed in new format	23/05/07	RP