



EVANGELISM WITH CARE

The Safeguarding Policy of Child Evangelism Fellowship® of Ireland



Evangelism with Care

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Foreword

Child Evangelism Fellowship of Ireland (CEF®) is committed to reaching out to children and to teaching them the message of salvation as contained in the Bible, the Word of God. We also seek to promote the general welfare, health and full development of every child, recognising the privilege and responsibility this brings to all involved in our organisation.

In today's society child abuse and child abuse accusations are occurring frequently. This is a sad fact of life. It is also a fact that amongst Christian people, as in the wider society, children can be hurt. So in our various ministries we cannot be satisfied until we are sure we have done all in our power to protect them from harm of all kinds, and to protect our workers and volunteers from false accusations, hence the production of this Safeguarding Policy.

We in CEF realise that this publication is necessary, because in these days of social change and shifting moral values, parents entrust their children to us for nurture, safe care and wise leadership. It is imperative that there are guidelines and procedures in place that will provide peace of mind to parents, children and workers. This publication does not call into question the integrity of our children's and youth workers. It is produced in response to the recommendations of the Government and to our desire to provide **EVANGELISM WITH CARE**.

All workers and volunteers are required to read this Policy Statement and complete the enclosed Declaration Form and Confidential Questionnaire. Your Declaration Form and Confidential Questionnaire should be returned to the *Child Evangelism Fellowship* Local Worker from whom you received it. No person will be authorised to lead or help at any *Child Evangelism Fellowship* activity without completing and responding satisfactorily to these forms.

David + Rosemary Edwards

David & Rosemary Edwards

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Introduction

In the world in which we now live, the expression "suffer the little children" takes on a new, ominous meaning. In Northern Ireland there are approximately 90 cases of child abuse reported **every week**, and it is suspected that two-thirds of all abuse cases go unreported.

This is a worldwide problem and the United Nations issued a *Convention on the Rights of the Child*, which the UK Government signed in December 1991. In November 1996 the Children (NI) Order 1995 came into being, enshrining in law many of the principles of the convention.

UN Convention on the rights of the child

The UN Convention is "a set of minimum standards—the bottom line—in protecting children's rights. It is a binding international treaty, which the British Government signed at the United Nations, committing itself to give children the rights and protections written in the Convention" (Our Duty to Care Factsheet 1).

According to the convention, children have rights relating to:

- Reasonable standards of living
- Protection from violence, abuse, and exploitation
- Protection for those cared for away from home and for those with a disability
- Being able to use their own language, enjoy their own culture, and practice their own religion
- The protection of the environment in which they live

Children First Act 2015

This updates the Child Care Act 1991. The Key principles are as follows:

- The safety and welfare of children is everyone's responsibility
- The best interests of the child should be paramount
- The overall aim in all dealings with children and their families is to intervene proportionately to support families to keep children safe from harm
- Interventions by the State should build on existing strengths and protective factors in the family
- Early intervention is key to getting better outcomes. Where it is necessary for the State to intervene to keep children safe, the minimum intervention necessary should be used
- Children should only be separated from parents/guardians when alternative means of protecting them have been exhausted
- Children have a right to be heard, listened to and taken seriously. Taking account of their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives
- Parents/guardians have a right to respect, and should be consulted and involved in matters that concern their family
- A proper balance must be struck between protecting children and respecting the rights and needs of parents/guardians and families. Where there is conflict, the child's welfare must come first
- Child protection is a multiagency, multidisciplinary activity. Agencies and professionals must work together in the interests of children



Children (NI) Order 1995

The Children (NI) Order 1995 deals with the care, upbringing, and protection of children. It brings most of the public and private laws relating to children into one place. It has five underlying principles, which have clear implications for all involved in work with children and young people.

The key principles are:

Paramountcy—The welfare of the child **must always be** the paramount consideration in decisions taken about him or her.

Parental responsibility—Parents have responsibilities to their children rather than rights over them.

Prevention—This is about preventing situations arising where children are unnecessarily separated from their families. It is also about the state providing services to keep children safely within their families and to promote their health or welfare.

Partnership—This encourages us to work in partnership with parents and other agencies, as the most effective way of ensuring that a child's needs are met.

Protection—This places a 'duty of care' on all who work with children to report safeguarding concerns to the appropriate agencies.

In the light of this legislation, it is prudent of us as a Fellowship to be seen to be doing everything we can to ensure the protection of the children with whom we come into contact. In so doing, we will be giving parents confidence in our ministries, knowing that, if it is at all possible, their children will be protected from harm while in our care.

This document attempts to set out clear guidelines and procedures for all Local Workers and volunteers. It includes a Code of Behaviour that every worker and volunteer must follow, not only to protect the child, but also to protect themselves from allegations of abuse. God's word reminds us to be "wise as serpents, and harmless as doves" (Matt. 10:16). May we so be, for the sake of the children.

Definitions

- ▶ **Child**—any person under the age of **18** years old
- ▶ **Local Worker**—someone working with *CEF* in a full-time capacity
- ▶ **Volunteer**—*Good News Club* teacher, *5-Day Club*/Holiday Bible Club/Seasonal Club team member, Junior Youth Challenge leader or camp counsellor
- ▶ **Event**—Any of the ministries within the Fellowship. This may be any of the above or any other activity organised by the local *CEF* committee



Safeguarding Policy Statement

CEF of Ireland believes that all children and young people should enjoy *CEF* facilities, clubs and activities without fear of harm. *CEF*, with the assistance of all full-time and volunteer staff, will take every appropriate step to ensure the safety and well being of children and young people with whom we work, regardless of class, race or creed.

We will endeavour to safeguard children by:

- ▶ Adopting safeguarding guidelines through a Code of Behaviour for staff and volunteers
- ▶ Sharing information about safeguarding and good practice with children, parents, staff, and volunteers
- ▶ Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- ▶ Following carefully the procedures for recruitment and selection of staff and volunteers
- ▶ Providing effective management for staff and volunteers through supervision, support and training

We are also committed to reviewing our policy and good practice at regular intervals.



Code of Behaviour

This Code of Behaviour is to be put into practice at all times by our workers and volunteers and is to be remembered even at sensitive times e.g. when dealing with bullying, abuse or bereavement. The term *worker* for the remainder of this document will apply to both Local Workers and volunteers.

General principles

All children should be valued and respected as individuals and workers should be available to listen to the children whenever necessary.

Workers are encouraged to praise children for good behaviour and show consistency in their approach to each child. Workers should encourage, as far as possible, the children to participate in all the activities which are available, and their achievements should be recognised.

Workers should always work openly with children and take responsible precautions to ensure that they are not left alone with a child completely unobserved. Remember you cannot rely upon your good name to protect you.

All workers are expected to be good examples to the children and to work together with the Fellowship's leadership for the safety and benefit of the children. Workers should ensure that activities are carefully planned in advance and that children are adequately supervised at all times.

Child Evangelism Fellowship does not permit the consumption of alcohol, or the misuse of drugs/substances or the wilful destruction of property at any of its activities.

Guidelines for the protection of children and workers

In order to reduce likely situations for abuse of children and to help protect leaders/workers from false accusations it is necessary that all leaders/workers recognise that it does not make sense to...

- Spend large amounts of time alone with children away from others
- Take children alone in a car on journeys, however short. Where this is unavoidable, it should be with the full knowledge and consent of the parents or carer, and someone in charge of the event. When only one child is in the car with the driver they should be in the back seat at all times
- Take children to your home on their own

We should **never**...

- Engage in sexually provocative or rough physical games, including horseplay—apart from structured sports activities
- Allow or engage in inappropriate touching of any form
- Make **unnecessary** physical contact with children
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments about, or to, a child—even in fun
- Let allegations made by a child go without being addressed and recorded
- Do things of a personal nature for children that they can do themselves
- Form a relationship with a child that is an abuse of trust
- Use physical punishment or discipline out of anger



Physical contact with children

- ▶ Be mindful of how and where you touch a child—the child must feel comfortable with the contact
- ▶ There may be contact during sports or games, but remember your size and strength, and so **restrict your involvement** for the safety of the children
- ▶ Physical contact of a comforting and reassuring nature is a valid way of expressing your concern and care. Side to side contact is best. However, *it is only appropriate if it is meeting the need of the child*
- ▶ Physical contact of a comforting nature should only ever take place with the consent of the child

Protecting children from harming themselves

- ▶ Sometimes restraint may need to be applied to a child in order to protect him/her from harming themselves or others, or seriously damaging property. It should never be used to inflict pain or as a general means of control
- ▶ The proper use of restraint requires skill and judgement. Only the minimum force necessary to prevent injury or damage should be applied. Workers should never try to restrain a child on their own. Another leader may act as an assistant or as a witness
- ▶ Remember that restraint should be an act of care and control, not punishment
- ▶ Following an incident when restraint has been used, a report should be inserted in the Accident/Incident Report book

Meeting with individual children for counselling/guidance

- ▶ Meeting with individual children should take place as openly as possible
- ▶ If privacy is needed, the door should be left open and other workers informed of the meeting
- ▶ Ensure there is another worker on the premises for the duration of the counselling/guidance session
- ▶ If counselling/guidance is taking place other than at a CEF event, then it may be advisable to not go alone. The worker should agree an appointment date, time and venue, confirm all details with the appropriate leader-in-charge and gain parental consent

Contact with children outside of CEF events

- ▶ Children can visit friends at the homes of workers with the parental consent of both sets of parents
- ▶ Informal contact with children/young people must only be with the full knowledge and consent of parents and Local Worker. It is the responsibility of the adults concerned to agree date, time and venue; to inform parents and gain their consent
- ▶ All other contact/informal meetings with children within the homes of workers should be discouraged at all times

Personal relationships

Workers involved in relationships with other workers should ensure that their personal relationships do not affect their role within the ministry or put children in a potentially harmful situation.



Guidelines for the supervision of children

- ▶ Children should **never** be left unsupervised while in our care
- ▶ Leaders-in-charge must be satisfied that those workers who supervise children are fully competent to do so
- ▶ Bus drivers should not be left to supervise children
- ▶ Children will always be safer when supervised by two or more adults
- ▶ Workers should know at all times where children are and what they are doing
- ▶ Any activity using potentially dangerous equipment and higher-risk activity including but not limited to mountaineering, hill-walking, rock-climbing, abseiling, swimming, all water sports, karting may require additional supervision and, in any event, should always have constant adult supervision
- ▶ Dangerous behaviour by children should not be allowed
- ▶ **Young people (those under 18 years of age)** who are helping leaders should not be left alone in a supervisory capacity with children
- ▶ A **minimum** ratio of 1 adult to 8 children is advised

The standard recommended adult/child ratios are:

0–2 years	1 adult to 3 children
2–3 years	1 adult to 4 children
3–7 years	1 adult to 8 children
8 years and over	2 adults for up to 20 children with one additional adult for every 10 extra children

The ratio of workers to children with disabilities is dependent upon the needs of the individual child.

Supervision of children on journeys/outings/trips

The organisers of journeys/visits should plan and prepare a detailed programme of activities for the children who are involved in the project which will include a risk assessment (see Appendices 1 – 3).

Organisers are responsible for the welfare and safety of the children for the **duration of the event**.

Children should not be left to their own devices, for example, in a town for the evening or on shopping expeditions. However, parental consent may be sought for older teens to have less direct supervision as long as they stay in groups of at least three.

All children should be adequately supervised and engaged in suitable activities at all times. In circumstances when planned activities are disrupted, e.g. due to weather conditions, then organisers should have a number of alternative activities planned.

Organisers should obtain, in writing, parental consent to children joining an organised trip. Parents/carers should be given full information about a trip, including details of the times and venue, the programme of events, and the activities in which the children will be engaged.



In public with children

- ▶ **Do not shout at or roughly handle a child**
- ▶ Think of how you appear in public when dealing with children
- ▶ The safety of the child is paramount at all times
- ▶ Do not go into the toilets alone with the children; if at all possible have another adult present
- ▶ Parental permission **must** be obtained from the person(s) who have parental responsibility, before taking a child to any place other than the usual venue
- ▶ When on swimming trips checks should be made that there is a changing room for each sex. The changing rooms should be supervised while children are in there by at least two leaders per changing room. They should be of the same gender as the children, but supervised in such a way that the leaders do not watch the children actually getting changed

Guidelines on bullying

We are committed to providing a caring, friendly and safe environment for all our children. Bullying of any kind is unacceptable at *CEF* events, whether it is emotional, physical, racist, sexual, verbal, or cyber.

If bullying does occur, all children should be able to tell the leader of the activity, and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the leader-in-charge. The needs of the victim of bullying are paramount.

Incidents of bullying must be investigated and recorded. Bullying must be stopped quickly. In serious cases parents or carers should be informed and suspension of the bully (bullies) will be considered. An attempt will be made to help bullies change their behaviour and genuinely apologise. If possible, the children will be reconciled.

After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not occur.

Guidelines about modern technology

A blanket ban on mobile phones is not necessary as mobiles may be useful in emergencies but their use should not be such that it compromises the leader/worker's ability to maintain a safe environment and give their full attention to the supervision of children.

Contacting children by phone, text or email should not be undertaken without parental consent. Workers should not normally make their mobile phone numbers or email addresses available to the children.

The use of obscene images or language on mobile phones is not tolerated at *CEF* activities and will result in confiscation of the mobile phone and parents being informed.

Caution should be used when using Social Media sites. Friend requests from young people under the age of 14 should not be accepted if your only contact with them is through the work you are involved in. Wisdom should be exercised in commenting on posts on such sites as they can be interpreted as the view of the Fellowship and not your own personal view. See Appendix 4 for the full Social Media policy.



Photographs, video or other images of children should not be taken by workers without the consent of the parents or carers and children. The purpose for which these images will be used should be made clear. *CEF* will take all steps to ensure that these images are used solely for the purposes they are intended. A warning about the taking of photographs should be given by the leader of camp/activity.

Photographs, videos and other images of children will not be displayed on the internet without parental consent. Group photographs should be used in preference to individual photographs and the naming of children avoided.

Guidelines on special needs

The Fellowship has a Christian duty to be inclusive and to provide opportunities for children of all abilities.

Workers need to be aware that children who have a disability can be at a greater risk of abuse. Also, the definition of what constitutes abuse is wider for children with disabilities.

Children with disabilities and learning difficulties are welcome at *CEF* activities. We will work in partnership with the child, parents and any professionals to establish how the child can be included. Workers should be made aware of the child's special needs and how to deal with them.

Higher worker ratios may be required if the child has additional needs or behavioural problems.

Expectations from children

- ▶ Respect the authority of the workers.
- ▶ Respect the views and feelings of other children at the meetings and activities.
- ▶ Respect the right that all children in attendance have to express their views and to be heard.
- ▶ The following behaviours are deemed unacceptable at any *CEF* meetings or activities:
 - ▶ The consumption of alcohol, smoking, or the misuse of drugs/substances
 - ▶ The wilful destruction of property
 - ▶ The physical or verbal abuse of any of the workers or other children

All workers should be given a copy of the *CEF* Code of Behaviour and it should be available upon request for parents. Leaders need to be consistent when implementing the Code of Behaviour.



Sharing Information

...with children and young people

Under the UN Convention on the Rights of the Child, children have a *Right to Information*, especially any information that would make life better and safer for them. At all *CEF* events, children/young people should be informed:

- ▶ Of the rules and regulations of the event they are attending, and of our expectations of them, including how they behave towards other individuals
- ▶ Of the fire safety procedures of the venue at which the event is held
- ▶ Of the facilities that are available for their use at the venue, e.g. toilets, tuck-shop
- ▶ About how, and with whom, they can share their concerns, complaints, and anxieties

This information will usually be given at the commencement of the event by the person in charge.

...with parents

Parents are responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible and caring organisation.

They should be aware of the nature of relationships with adults with whom their children form friendships.

To support this, we should:

- ▶ Publicise information about our events e.g. visit homes re *Good News Clubs/5-Day Clubs*; hold a parents information evening regarding camp; and consent forms distributed to be signed by the parents
- ▶ Make them aware of our Safeguarding Policy
- ▶ Make them aware of whom they should contact if they have concerns or complaints
- ▶ Inform them of the Code of Behaviour for Workers and volunteers involved in the ministry of the Fellowship

...with workers and volunteers

Good information will enable staff and volunteers to know how to deal with emergencies and safeguarding issues. It will also enable them to pass concerns to the appropriate person within the Fellowship.

Therefore, **all** workers will undergo training in Safeguarding Policy and procedures, and this training will be updated at regular intervals.

...with other bodies

When working with other church groups e.g. in Holiday Bible Clubs, and visits to the residential centres at Kilkeel and Rossnowlagh, discussions will decide whose Safeguarding Policy will be in operation. This should take place between the Local Workers, camp centre, and other bodies before the event takes place. If the church has a policy and *CEF* are assisting them with their HBC then *CEF* workers will operate under the church policy. In the absence of a church policy then the *CEF* policy will be operational and volunteers from the church concerned will complete the relevant safeguarding forms. The same principle applies to the residential centres. Copies of the Fellowship's Safeguarding Policy are available on request.



Manner of sharing information

When sharing information, we will be sensitive to the level of understanding, maturity, and responsibility of the people with whom we are sharing. For example, the sharing of policy and procedures with children will be done in a manner appropriate to their age. Our staff are aware that there are limits to the confidentiality issue e.g. if a child discloses abuse then we must pass that information on to the relevant authorities.

This information is secured safely at both local and national levels and only those who need to know have access to it.

Data protection

All information is stored securely at both a local and national level with only those who need to know having access to it. This information will only be retained for as long is necessary. Only accident/incident reports and Child Protection referrals will be retained indefinitely.



Procedures for Reporting Concerns

Designated person

The Designated Person (DP) is the individual within the Fellowship to whom all concerns and disclosures should be brought. The DP may be contacted at any time for advice/guidance.

The DP may then discuss the concern/suspicion/allegation with the local Tusla office / Social Services (Gateway), and, if appropriate, make a direct referral. It is not necessary for the DP to hear any disclosure first-hand. This eliminates the need for the child to recount a traumatic experience more than once.

What is child abuse?

The following are definitions of abuse as outlined in 'Co-operating to Safeguarding Children and Young People in Northern Ireland March 2016'

Physical Abuse: deliberately physically hurting a child including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Emotional Abuse: the persistent emotional maltreatment of a child including deliberately telling a child that they are worthless, or unloved and inadequate, not giving a child opportunities to express their views, deliberately silencing a child, or 'making fun' of what they say or how they communicate.

Sexual Abuse: when others use and exploit children sexually for their own gratification or gain or the gratification of others. It may involve contact and non-contact activities.

Neglect: the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development.

Exploitation: the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person, for personal gain. It includes child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It can be sexual in nature e.g. Child Sexual Exploitation.

Bullying: Is not in itself a form of abuse, but a child who is bullied may be suffering any of the types of abuse defined above. It takes many forms but the main types are:

- ▶ Physical (hitting, kicking, theft)
- ▶ Verbal (name calling, sarcasm, spreading rumours, teasing)
- ▶ Racist (racial taunts, graffiti, gestures)
- ▶ Sexual (unwanted physical contact or sexually abusive comments)
- ▶ Cyber (via mobile phones, email, websites)
- ▶ Emotional (excluding, being unfriendly)

The damage inflicted by bullying can frequently be underestimated.



Checking concerns

If something gives you cause for concern, there are some things you can do to check your concern:

- ▶ Ask the child—if the child has an injury you could ask, “What happened to you?” or if the child is upset, simply asking, “What’s wrong?” is enough to give the child an opportunity to open up
- ▶ Ask other workers—other workers may have insight into the situation that will immediately put your mind at ease. If not, they may have noticed something that will reinforce your concern
- ▶ Ask the parents or carers—when leaving the child home, or when the parent or carer comes to collect the child, it is possible to ask quite informally, “I noticed she wasn’t her usual bubbly self tonight. Is she alright?” Doing so will give the parent or carer an opportunity to put your mind at ease. The problem might simply be that the child’s pet hamster has died. The parent or carer’s response will guide you as to what to do next

Remember—**do not investigate**. Your responsibility lies in reporting concerns to the relevant person, who will then deal with the matter appropriately.

Reporting procedure for concerns

It is not appropriate to record details of alleged or suspected child abuse in the accident/incident report book, so if you have concerns about a child:

- ▶ Fill in a *Record of Allegations or Suspicions of Abuse* Form—try to include as much detail as possible—document the reasons for your concern, e.g. bruising, lethargy, sexual conversation inappropriate to the age of the child, etc. This form is available from the leader-in-charge or the DP
- ▶ Give the form to the DP who will contact you to clarify anything they do not understand
- ▶ Quietly monitor the situation and report any further developments to the DP, making sure these developments are recorded
- ▶ Do not discuss your concerns openly with other workers unless you think they may be able to shed some light on the situation. Be discreet!

Reporting procedure for disclosures

If a child comes to you and begins to disclose abuse, these are the guidelines, which should be followed:

Do

Stay calm

Listen and hear—give the child time to say what they want

Reassure them that they have done nothing wrong in reporting the abuse

Record in writing what was said as soon as possible (form available from Local Worker)

Report sent to DP

DON'T

Panic

Ask leading questions e.g. “Did your Dad...?”

Promise to keep secrets

Inquire into details of abuse

Make a child repeat the story unnecessarily

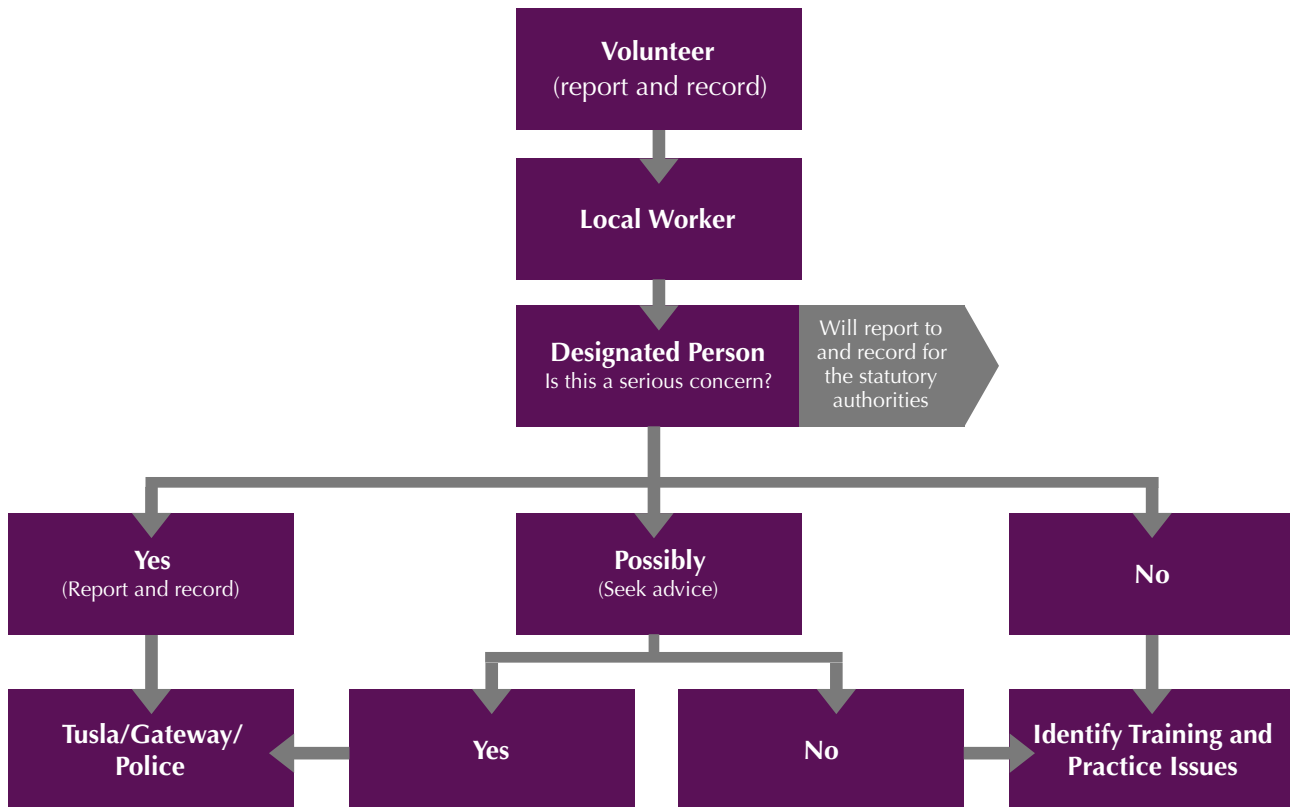


Some further help

- ▶ Record the discussion accurately, as soon as possible after it has taken place, even if it is information you do not understand fully, or like writing down. **It is important**—stick with it! (*Record of Allegations or Suspicions of Abuse Form*)
- ▶ Record any discussions or actions taken within 24 hours
- ▶ Remember information must only ever be passed on a "**need-to-know**" basis. All concerns and disclosures need to remain as confidential as possible
- ▶ If the DP is not available, please contact one of the others listed at the back (page 29)



Flowchart for reporting concerns about a child



Procedure for dealing with an allegation against a worker

In the event of an allegation against a leader or other worker the following procedures will be followed:

- ▶ Fill in a *Record of Allegations or Suspicions of Abuse* Form and give it to the DP as soon as possible. The DP will inform the leadership of the Fellowship
- ▶ The leadership should inform the worker of the nature of the allegation, provide him/her with opportunity to respond to the allegation and fully record his/her response
- ▶ To ensure that no child is exposed to unnecessary risk, the worker should be suspended from their position **after** consultation with the relevant statutory authorities
- ▶ Parents/carers should be informed immediately, after taking advice from statutory authorities as to how this might best be done
- ▶ Forward the report and worker's response to statutory authorities as soon as possible

The statutory authorities will decide whether the report indicates that significant harm has occurred and whether further action will be instigated.

It is very important to maintain close links with the statutory authorities in order to ensure that no actions taken by the Fellowship might undermine any formal investigations.

While the safety of the children is of paramount importance, the alleged perpetrator should be shown appropriate Christian love and support. Support needs to be provided appropriately in consultation with statutory services.



If the leadership of the Fellowship dismiss a worker as unsuitable to work with children, they should inform the Disclosure and Barring Service so that the person's name can be considered for the Barring List from Working with Children or Vulnerable Adults.

There may be circumstances when the leadership need to inform the trustees of serious concerns or action taken.

Allegations against the designated person

If an allegation is made against the Designated Person, the leadership should be informed. The *Record of Allegations or Suspicions of Abuse* Form should be **given directly to the leadership** as soon as possible. The leadership will deal with the allegation according to the procedure outlined above.

Allegations against the national director

If an allegation is made against the National Director, the Board of Trustees should be informed. The *Record of Allegations or Suspicions of Abuse* Form should be given directly to the Board of Trustees as soon as possible. The Board of Trustees will deal with the allegation according to the procedure outlined above.



Recruitment and Selection

It is the intention of the Fellowship to operate proper recruitment and selection procedures for all who apply to work in a full-time or voluntary capacity. This will help in trying to eliminate the risk of an unsuitable individual having access to children within the Fellowship. Sample forms referred to can be found at the back of this document. *Child Evangelism Fellowship* of Ireland is a registered body with AccessNI reference no. 8000003304. All staff and volunteers, who are engaged in regulated activity, are vetted and confirm their identity using AccessNI checks.

The recruitment and selection procedures are as follows:

Local workers

- a. Job Description. The prospective Local Worker will be given a description of the role he/she will be expected to fulfil.
- b. Confidential Questionnaire. The applicant will complete this form along with a signed statement of faith (Forms A and C).
- c. Declaration Form. The applicant will sign this form (Form B) confirming that there is no reason why they should not work in "Regulated Activity"¹ with children. The names and addresses of two referees must be provided.
- d. Interview. An interviewing committee will interview the applicant and will outline the Fellowship's safeguarding procedures.
- e. Identification. The applicant will be asked to provide some evidence that he is who he claims to be. A list of suitable documents can be found on the Access NI Pin ID validation form.
- f. References. Written and oral references will be taken.
- g. An AccessNI check will be carried out on the preferred applicant to ensure that there is no reason why the individual selected should not work with children. This can be completed using the AccessNI online system.*

After successfully completing this process the applicant may be accepted as a candidate and subject to satisfactory reports he may be offered a position within the Fellowship.

Volunteers

The following steps will be followed in recruiting volunteers:

- a. Job Description. The prospective volunteer will be given a description of the role he is expected to fulfil.
- b. Forms Completion. The applicant will complete the Confidential Questionnaire, the Declaration Form and the Statement of Faith (Forms A, B and C).
- c. Interview. The Local Worker or Committee members will meet with the applicant. Discussion should be based on the job description and safeguarding procedures.
- d. The applicant's identification will be checked and references will be taken.
- e. An AccessNI check will be carried out on the preferred applicant to ensure that there is no reason why the individual selected should not work with children.*
- f. The Local Worker and the Local Committee will decide on the suitability of the applicant to the role.

¹ Regulated activity is defined as teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being, or driving a vehicle only for children. This activity must take place regularly (once per week or more, or four or more days in a 30 day period or overnight).



- g. The successful applicant will commence the specified ministry with the Fellowship on a six-month probationary period after which the situation will be reviewed.

NB: ALL VOLUNTEERS GOING TO WORK WITH CEF MISSIONARIES NEED TO GO THROUGH THE SAME PROCEDURE. IT IS THE RESPONSIBILITY OF THE MISSIONARY TO CONTACT THE NATIONAL/ASSISTANT NATIONAL DIRECTOR WITH THE DETAILS OF THIS VOLUNTEER AND THE DESIGNATED PERSON WILL ENSURE THE NECESSARY CHECKS ARE COMPLETED.

Child Evangelism Fellowship has separate policies not covered in this document on (1) Handling, Use, Storage, Retention and Disposal of Disclosure Information; (2) Security; and (3) Recruitment of Ex-offenders in accordance with AccessNI's requirements, copies of which are available upon request.

***The Republic of Ireland**

For workers and volunteers in the Republic of Ireland, they will have a Garda Vetting check rather than an AccessNI carried out. The Methodist Church in Ireland are the agency through which CEF carry out these checks.

A vetting invitation form (NVB1), parental consent form (NVB3) for those aged between 16 and 18, and a Garda ID Validation Form and supporting documents are to be sent to the Safeguarding Co-ordinator. The Safeguarding Co-ordinator will forward these to the Methodist Youth Department for processing. They will email to the applicant the necessary link to the applicant to complete the process. The Methodist Youth Department will inform CEF of the outcome of the vetting check.

These forms can be found in Appendix 6.



Supervision, Support and Training

Working with children is both worthwhile and fulfilling, but also challenging.

Once appointed, workers will be well informed, trained, supervised, and supported, so that they are less likely to become involved in actions which can lead to harm, or can be misunderstood.

Training

As newcomers, all workers will be made aware of the tasks they will be performing. They will be given training with regard to teaching children and induction training in the Safeguarding Policy and procedures and Code of Behaviour. For *Good News Club* Teachers and *JYC™* Leaders this could take place at the *GNC™* workshop or Training Teacher Class at the beginning of the year by either the Local Worker or the Safeguarding Co-ordinator.

Training is a continual process for all leaders/workers and will include:

- ▶ Raising awareness in protection of children
- ▶ Health and safety
- ▶ Particular skills training with regards teaching children e.g. teaching children with special needs

Safeguarding training should be undertaken at least every three years.

Supervision and support of workers

It is the Local Worker's responsibility to supervise and support all the volunteers in their area and to keep them up-to-date with safeguarding issues and other policies as they arise. The DP will keep the Local Workers briefed on current safeguarding issues.

Workers should feel free to approach the person in charge in order to share anxieties, concerns, or worries, especially about the work in which they are involved. This includes any concerns of a practical nature—transport, health and safety, programme, etc.

Supervision and support will take the form of regular visits, e.g. to the volunteer's *Good News Club* and other informal discussions as the need arises.

At these visits important issues can be addressed and training needs identified. Training needs will include the development of a worker's particular gift either "on-the-job" or through organised training.

It is the responsibility of the leadership in conjunction with the Board of Trustees and the DP to supervise and support the Local Workers. The leadership will meet with the Local Workers on a regular basis to discuss important matters with them and to evaluate the work in the Local Worker's area. Any safeguarding issues will be discussed with the Safeguarding Co-ordinator who will advise the Local Worker in respect to these matters or make the necessary referral to the statutory authorities.



Principles of Good Practice

Ministry guidelines

The following are some practical guidelines for each of our ministries:

Good News Club and Junior Youth Challenge

Local Workers

They should carefully follow the selection procedure. They should visit each of the *Good News Clubs* at least once in six months, and be in contact with the teacher of the *GNC/JYC* throughout the year. With church-based *GNCs/JYCs* it should be determined under whose policy the event is operating. The regular teacher training class can be used to inform teachers about any safeguarding matters.

Teacher

The Local Worker is available to help you. If you are bringing an outside speaker to the club, or bringing new helpers to the club you should consult the Local Worker first.

The teacher is to make the children aware that they are available to help them, and how the children and leaders are to behave in club, and what the children are to do in event of a fire.

The teacher and helpers are expected to follow the *CEF* Code of Behaviour. This is in place to protect both you and the children.

When transporting children to a club or other event, the teacher/helpers should check their motor insurance cover, avoid overcrowding a car, and try to avoid being alone with a child in a car.

5-Day Club

The area should be visited beforehand, informing parents of your intentions. Always hold the meeting and counsel children in the open where parents can see you. Children should be made aware of the availability of the leaders to help them and the behaviour expected of them. Always hold the club in a place where leaders and children will be safe. If this is a church organised outreach, determine whose policy and insurance will be in operation.

Holiday Bible Club

Invitations with consent forms should be distributed, explaining the time and place of the HBC. It is important that the programme is well organised and that the children are well supervised. Adequate helpers are required. A ratio of 1 adult to 8 children is reasonable but it would be better to have a lower ratio e.g. 1:6.

The leaders are to make the children aware that they are available to help them, and how the children and leaders are to behave in club. If children come to be counselled this should be done as openly as possible.

An attendance register and an accident/incident book should be kept. It would be advisable to have a first aid kit available and fire safety precautions should be drawn to the attention of the children at the beginning of the club.

Teaching Children Effectively Training Courses/JYC Leaders Courses

We want to avoid anyone using this qualification to gain access to children. This qualification is declaring the students' *ability* to teach but not their *suitability* to teach. It is recommended that all students complete the declaration form and the two references be followed up before the commencement of the course.



Seasonal Clubs

The recruitment procedure for volunteers should be followed and the host/hostess should be visited soon after the event to discover how the club went.

Residentials

Wherever possible, a parents' meeting should be held to discuss all aspects of the residential programme, including sleeping arrangements, and medical/consent forms should be given out.

The recruitment procedures for all counsellors should be closely followed.

All counsellors should endeavour to attend a preparation meeting when individual responsibilities will be allocated and training in safeguarding procedures will be given.

When running a residential, it is important that:

- ▶ Supervision is adequate at **all** times, including any free time children may have, and that all activities have been well planned
- ▶ Children and counsellors are aware of the fire safety procedures and a fire drill is carried out
- ▶ The children are aware of their rights and the behaviour expected of them
- ▶ If a child is being counselled individually this should be done as openly as possible
- ▶ An incident/accident book should be kept at the residential and returned to the National Office as soon as the residential is over
- ▶ A first aid kit should be carried at all times
- ▶ Risk Assessments should be carried out on all activities where there is a risk element to the activity. A template is included in the appendices. This should be kept within the local area.

Transport

All youth work will involve transporting children at some stage, whether this is to and from a meeting, other activity or residential.

Leaders-in-charge must exercise discretion as to who is permitted to drive cars or mini-buses. The following should be considered at all times:

- ▶ Insurance cover must be adequate and up to date. Be aware of the limitations of third party insurance
- ▶ The driver needs to be sufficiently aware of his/her responsibility towards the passengers
- ▶ Speed limits should never be exceeded
- ▶ The driver needs to know what to do in the event of breakdown or accident

In addition, workers should observe the guidelines below which will help ensure protection for both them and the children.

Private cars

- ▶ Seat belts should be worn by each passenger in a private car at all times and booster seats used for children in accordance with statutory requirements
- ▶ Avoid transporting a child or young person on your own. Try to ensure that another worker or other children are with you. If a situation occurs when you have to transport a child alone, ensure other workers know this is happening, and the child should be in the rear seat



Mini-buses/buses/coaches

- ▶ There should only be one child per seat on all mini-buses, buses and coaches
- ▶ Only buses with seat belts should be used and every effort should be made to ensure the children wear the seat belts. Workers should ensure children are wearing seat belts at the beginning of each journey. A single seat belt must not be used by more than one child, nor should a belt be placed around a child who is on an adult's lap
- ▶ There should be at least two adults supervising children on the bus, preferably of mixed gender and not relatives

Children must be told their rights

Children must be told of their rights, especially in relation to their involvement with *CEF*. The following are the rights, which we should share in our clubs:

- ▶ You have the right to be safe and so we ask you to obey the rules, which are there for your safety
- ▶ You have the right to be protected from any harm. Please tell me if you feel, or have been, threatened or abused. I will listen and try to do something about it
- ▶ You have the right to healthcare; therefore we need to know if you suffer from any illnesses. Parents should inform leaders on the relevant information form
- ▶ You have the right to enjoy and practice your own religion, but as you know during our club/camp you are expected to listen to Christian views. You have the right afterwards to discuss what you have heard with your teacher without fear of prejudice
- ▶ You have the right to be treated with dignity but you are expected to behave in a respectful way and to treat others in the same way with dignity and respect
- ▶ You have the right to express your opinions. We would encourage you to do so at a time, which is suitable to all involved. This can easily be arranged with your teacher/leader



Procedure for dealing with an allegation against a local worker or volunteer

In the event of an allegation against a Local Worker or volunteer the following procedures will be followed:

Suspension

The first priority must be to ensure that no child is exposed to unnecessary risk. After consultation with Tusla / Gateway (Social Services) or the police, the worker/volunteer should be informed of the nature of the allegation and should be suspended from their position. They will have the opportunity to respond to the allegation and their response should be recorded along with the record of the incident. The Designated Person or the National/Assistant National Director may carry out this action. The statutory authorities will decide whether the report indicates that significant harm has occurred and whether further legal action will be instigated.

Report to statutory authorities

A report will be forwarded to Tusla / Gateway (Social Services) or the police, including the worker's response to the allegation, according to the standard procedures.

Inform parents/carers

Parents/carers should be informed immediately, after taking advice from statutory authorities as to how this might best be done. It is very important to maintain close links with the statutory authorities in order to ensure that no actions taken by the organisation might undermine any formal investigations.

Support for worker

While recognising that the safety of children and young people is of paramount importance, it is equally important to support workers against whom allegations have been made. Support needs to be provided appropriately in consultation with statutory services.

Internal disciplinary procedures

CEF will also carry out its own disciplinary procedures. The Fellowship will have to make decisions and take appropriate action based on facts as presented. If the outcome of these procedures is dismissal from the position:

NI — The Disclosure and Barring Service (DBS) must be informed so that the person's name can be considered for the DBS list of people who should be barred from working with children.

ROI — Consultation would take place with Tusla to see if any further action is needed.



Making children aware of self protection

We can advise children on how to protect themselves. The Kidscape programme as quoted on Factsheet 4 of “Our Duty to Care” gives a list of things which children can be taught without making them fearful or mistrustful of normal everyday affection.

The training involves teaching children how:

- | | |
|----------------------|--|
| To be safe | that no one should ever try to take away this basic right. |
| To say NO | if anyone, even someone they know, tries to touch them in a way, which frightens or confuses them. |
| To cope with bullies | to ignore them if possible, to get help and to always tell an adult. |
| To tell | that adults will believe them and need to know about problems to be able to help. |
| To not keep secrets | that some secrets should never be kept and that no one, even someone they know, should ever ask them to keep a kiss, hug or touch of any kind a secret. |
| To yell | that it is okay to yell even in quiet places if they think they are in danger from someone who might harm them. Also they are taught how to yell—really loudly in case of emergency. |
| To run and get away | whenever they think they are in danger—how to recognise and deal with approaches from strangers including tricks and bribes. |
| To have a code | a word or sign with parents, which will always be a signal, in an emergency, that means they can trust what they are being told and the person telling them. |



Contacts

CEF contacts

If you have any queries regarding the policy, or if you are in any way unsure as to what action to take in a given situation, please contact one of the following people:

CEF Safeguarding Co-ordinator: Mr David Jackson 0044 2890 730902
0044 7770 531114

Alternatively: Mrs Anne Parsons 00353 1452 0374

Mr David Edwards 0044 2890 732263
0044 7736 975146

Mr Mark Conroy 0044 7407518019

If you are unable to contact any of these, please telephone the National Office on 0289073 2263, to obtain help in contacting one of the above.

These people will endeavour to clarify the policy or advise which professional/external agency should be contacted.

Useful contacts

Volunteer Now

Our Duty to Care

34 Shaftesbury Square
Belfast, BT2 7DB
Tel: 028 9023 2020

ISPCC

Child Protection Helpline
01 6767960

NSPCC

Child Protection Helpline
24 hours, call free
Tel: 0808 800 5000

Childline (NI)

Freephone: 0800 1111

CEF does not necessarily agree with all the activities of the above organisations.



Child Evangelism Fellowship® of Ireland
Confidential Questionnaire

Volunteer Application Form

Please complete this form using **BLOCK CAPITALS**. Thank you.

Personal details

Name

Address

.....

Postcode Phone

Name and address of the church you attend

Church

Address

If you have changed church within the past two years, please give details of previous church below

Church

Address

Are you divorced and remarried, or are you married to someone who has been divorced? YES / NO

Have you any illness, which might affect your work with young people? YES / NO

If so, give details

Give a brief account of your testimony on a separate page.

Ministry

Do you believe that children can be converted?

Why do you want to work with children or young people?

.....

.....

.....

.....

.....



Describe any experience you have had working with children or young people

.....

.....

.....

.....

Describe any other voluntary work experience you have had

.....

.....

What training have you had?

.....

Are you willing to attend training? Yes / No

Are you willing to complete Report Forms when required? Yes / No

Do you agree not to bring in a team-member without consultation with the Local Worker? Yes / No

I understand that Child Evangelism Fellowship is an interdenominational organisation and all workers, full-time and voluntary, must agree never to teach or propagate controversial doctrines in the course of their work with the Fellowship.

I am in agreement with this policy and am willing to keep to basic doctrine as outlined in the Statement of Faith.

Signed Date



Child Evangelism Fellowship® of Ireland

Declaration Form

Please complete this form using **BLOCK CAPITALS**. Thank you.

You will understand the great responsibility involved in working with children and young people, and the need to ensure their safety. We therefore ask you to sign the following declaration.

I declare that I have not been involved in any activity, which would abuse a child, either physically, emotionally or sexually.

I will not neglect my duty to care for the children or young people.

Signed

You are required to give personal disclosure of any criminal offence or any pending offence and you will be asked to provide information to allow disclosures to be made by Access NI. The disclosure below and in any Access NI disclosure check will not necessarily bar you from involvement with *Child Evangelism Fellowship*. Access NI have a Code of Practice which can be accessed at the bottom of the following linked page: www.cefireland.com/accessnicode. Alternatively, please advise if you would like a hard copy to be made available. If your application is successful then *Child Evangelism Fellowship* will require you to complete an Access NI Enhanced Disclosure with Barred List Check.

Have you ever been convicted of a criminal offence or been the subject of a caution or a Bound Over Order? YES / NO

If yes, please give details

.....
.....

Is there any reason why you cannot work in regulated activity?² YES / NO

If yes, please give details

.....

Signed Date

***Child Evangelism Fellowship* has a policy with regards the recruitment of offenders which is available on request.**

All convictions must be disclosed, as the provision of the Rehabilitation of Offenders (Northern Ireland) Order 1978 and the Exceptions (Northern Ireland) Order 1979 do not apply.

Please give two names of referees, who have known you for at least two years and are not related to you.

Name	Name
Address	Address

Postcode	Postcode
Telephone	Telephone

² 'Regulated and controlled activity' is set out in the Safeguarding Vulnerable Groups (NI) Order 1997, as amended by the Protection of Freedoms Act 2012. Examples of regulated activity is work that involves contact with children or vulnerable adults and is of a specified nature e.g. teaching, training, care, supervision, advice, treatment or transport.



Child Evangelism Fellowship® of Ireland
Statement of Faith

We believe:

- a) **That “All Scripture is given by inspiration of God,”** by which we understand the whole book called the Bible: that it is inerrant in the original writing and that its teaching and authority are absolute, supreme and final. That the Holy Spirit guided the holy men of old in all that they wrote. 2 Timothy 3:16, Deuteronomy 4:2, 2 Peter 1:21.
- b) **The Godhead eternally exists in three persons—the Father, the Son and the Holy Spirit.** These three are one God, having the same nature, attributes and perfection. Romans 1:20, Matthew 28:19, Deuteronomy 4:35, John 17:5.
- c) **In the Personality and Deity of the Lord Jesus Christ,** begotten of the Holy Spirit, born of the virgin Mary, truly God and truly man. John 1:1, John 1:14, John 10:30, Matthew 1:20, Luke 1:30-31, Philippians 2:5-7, 1 Timothy 3:16, Colossians 1:19.
- d) **In the Personality and Deity of the Holy Spirit,** the source and power of all acceptable worship and service, the infallible interpreter of the infallible Word, who indwells every true believer, and is ever present to testify of Christ, seeking to occupy us with Him and not with ourselves or our experiences. John 15:26, Acts 5:3-4, Acts 1:8, Romans 8:26-27, 1 Corinthians 2:12,14, Romans 8:9, 1 Corinthians 3:16, 1 Corinthians 12:13, John 16:13-14.
- e) **That man was created in the image of God, after His likeness, as stated in the Word of God, but the whole human race fell in the fall of the first Adam.** Not only was his moral nature grievously injured by the fall but he totally lost all spiritual life, becoming dead in trespasses and sins, and subject to the power of the devil. “The carnal mind is enmity against God; for it is not subject to the law of God, neither indeed can be. So then, they that are in the flesh cannot please God” (Romans 8:7-8). Therefore, he cannot see nor enter the kingdom of God until he is born again by the Holy Spirit. That no degree of reformation however great, no attainment in morality however high, no culture however attractive, no humanitarian and philanthropic schemes and societies however useful, no baptism or other ordinance however administered can help the sinner to take even one step toward Heaven; but a new nature imparted from above, a new life implanted by the Holy Spirit through the Word is absolutely essential to salvation. Genesis 1:26-27, Romans 5:12, Ephesians 2:1-3, John 3:3,6-7, Titus 3:5.
- f) **That Jesus Christ became the sinner’s substitute before God, and died as a propitiatory sacrifice for the sins of the whole world.** That He was made a curse for the sinner, dying for his sins according to the Scriptures that no repentance, no feeling, no faith, no good resolutions, no sincere efforts, no submission to the rules and regulations of any church can add in the very least to the value of the precious blood or to the merit of that finished work wrought for us by Him, who tasted death for every man. Romans 5:8, 1 John 2:2, Hebrews 2:9, Galatians 3:13, Romans 4:4-5, Romans 3:25, Colossians 1:13-14,20-21.
- g) **In the resurrection of the crucified body of Jesus Christ;** that His body was raised from the dead according to the Scriptures, and that He ascended into Heaven and sits on the right hand of God as the believer’s high priest and advocate. Luke 24:39, Acts 1:10-11, Ephesians 4:10, Hebrews 1:3, 1 John 2:1.
- h) **That Christ in the fullness of the blessings He has secured by His death and resurrection is received by faith alone,** and that the moment we trust in Him as our Saviour we pass out of death into everlasting life, justified from all things, accepted before the Father according to the measure of His acceptance, loved as He is loved and made one with Him. At the time of acceptance of Christ as Saviour, He comes to dwell within the believer and to live out His life of holiness and power through him. Hebrews 9:15, John 5:24, Romans 3:28, Romans 4:3,23-25, Ephesians 1:3, John 17:23, Galatians 2:20, Galatians 4:6-7, Galatians 5:16, Acts 1:8.



- i) **That the Church is composed of all those who truly believe on the Lord Jesus Christ as Saviour.** It is the body and bride of Christ. That every believer, whether Jew or Gentile, is baptised into the body of Christ by the Holy Spirit, and having thus become members of one another we are responsible to keep the unity of the Spirit in the bond of peace, rising above all sectarian prejudices and denominational bigotry and loving one another with a pure heart fervently. Ephesians 2:19-22, Ephesians 1:22-23, Ephesians 5:25-27,31-32, 1 Corinthians 12:13, Romans 12:4-5, Ephesians 4:1-3, 1 Corinthians 1:10.
- j) **That all believers in our Lord Jesus Christ are called into a life of separation from worldly and sinful practices,** and should abstain from such amusements and habits as will cause others to stumble, or bring reproach upon the cross of Christ. Believers are created in Christ Jesus unto good works.“As we have therefore opportunity, let us do good unto all men, especially unto them who are of the household of faith”(Galatians 6:10). 1 John 2:15-16, Romans 14:13, Romans 13:14, 1 Corinthians 10:31, Ephesians 2:10.
- k) **In the evangelisation of the world,** that the supreme mission of the people of God in this age is to preach the Gospel to every creature. That special emphasis should be placed upon the evangelisation of children. Mark 16:15, 2 Corinthians 5:18-19, Matthew 18:14.
- l) **In the personal return of our Lord and Saviour Jesus Christ,** that the coming again of Jesus Christ is the “Blessed Hope” set before us, for which we should be constantly looking. Our citizenship is in Heaven from whence we look for the Saviour, the Lord Jesus Christ (Philippians 3:20). Acts 1:11, 1 Thessalonians 4:16,17, John 14:1-3, Titus 2:13, Philippians 3:20-21.
- m) **That the souls of those who have trusted in the Lord Jesus Christ for salvation do at death immediately pass into His presence,** and there remain in conscious bliss until the resurrection of the body at His coming, when soul and body re-united shall be with Him forever in glory. Luke 23:43, 2 Corinthians 5:8, Luke 16:22, 25, Philippians 1:23, 1 Thessalonians 4:15-18.
- n) **That the souls of the lost remain after death in misery until the final judgement of the great white throne,** when soul and body re-united at the resurrection shall be cast “into the lake of fire” which is“the second death,”to be“punished with everlasting destruction from the presence of the Lord, and from the glory of His power” (2 Thessalonians 1:8-9). Luke 16:22-23, 27-28, Hebrews 9:27, Revelation 20:5, 11-15, 2 Thessalonians 1:7-9.
- o) **In the reality and personality of Satan, “that old serpent, called the Devil, and Satan, which deceives the whole world”** (Revelation 12:9). Ephesians 6:11-12, 1 Peter 5:8, Revelation 20:10.

Signed Date

Address

Church Affiliation



Child Evangelism Fellowship® of Ireland
199 Templemore Avenue, Belfast, BT5 4FR // 028 9073 2263

Volunteer Reference Form

Please complete this form using **BLOCK CAPITALS**. Thank you.

..... has expressed an interest in becoming a volunteer, and has given your name as a referee. This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or young people.

YES / NO

If you have answered 'YES' we will contact you in confidence.
All the information contained on the form will remain absolutely confidential, and will only be shared with the applicant's immediate supervisor should he/she be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person?

In what capacity?

What attributes does this person have that would make him/her a suitable volunteer?

How would you describe their personality?

Please rate this person on the following: (Please tick one for each row)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-Motivation					
Christian Conduct					
Commitment					
Teachability					
Trustworthiness					
Reliability					

Name of referee

Signed

Date



Child Evangelism Fellowship® of Ireland

Teaching Children Effectively™ Training Course

Please complete this form using **BLOCK CAPITALS**. Thank you.

Child Evangelism Fellowship is the largest children's mission in the world. The *TCE™* Training Course is an internationally recognised qualification for working in a children's ministry. As an organisation committed to the welfare and protection of children we would be concerned that somebody could use this qualification to obtain access to children. Therefore we ask all students to provide two referees before commencing the course. The person named below has given your name as a referee and we would be grateful if you could complete this form. All information will remain strictly confidential.

Name of student

Address

How long have you known this person?

In what capacity?

How would you describe their personality?

How would you describe his/her Christian conduct?

Has he/she a teachable attitude?

How does he/she interact with children?

Have you any reason at all to be concerned about this applicant being in contact with children or young people? YES / NO

If you have answered 'YES' we will contact you in confidence.

Name of referee

Address

Postcode

Signed

Date



Child Evangelism Fellowship® of Ireland

Children's Information Form

Please complete this form using **BLOCK CAPITALS**. Thank you.

Child Evangelism Fellowship is fully committed to safeguarding the well-being of all children who attend their clubs. To enable us to do this, there is some information we need to know about your child. We would be grateful if you could complete the tear-off slip below and return it to the teacher. Please retain the top part of this form for your own information.

Name of club Teacher's name

Address

..... Telephone

If you or your child have any concerns at all about how the club is organised, or are unhappy about any aspect of your child's safety and well-being, please contact the Local Worker/s of CEF®.



Name of child Age

Home address

Telephone Other emergency no.

Relationship of contact to child

Has your child any health problem, which you feel the teacher should know about? If so, please give details

.....

.....

During the club the children may be reading and singing. The children usually enjoy these activities, but we are aware that some children may have learning difficulties or poor eyesight/hearing. As we want to make every effort to avoid embarrassment to the children and make the club enjoyable, please tell the teacher if this is the case with your child.

Name of person who will normally collect the child

Relationship to the child

Please sign this form granting permission for your child to attend—

..... Club

Name of person(s) with parental responsibility

Signature Date

I also authorise the leader in charge to give, on my behalf, consent for any urgent medical treatment.



Risk Assessment

Name of organisation/event:Date undertaken:Undertaken by:

Hazards identified and risk arising	Persons at risk	How is the risk controlled? What further controls are needed?	Person responsible for control	Review date and revisions made?

Signed:



Risk Assessment Example 1

Name of organisation/event:	Date undertaken:	Undertaken by:
5-Day Club	21 July 2016	John Smith

Hazards identified and risk arising	Persons at risk	How is the risk controlled? What further controls are needed?	Person responsible for control	Review date and revisions made?
Dog faeces.	Child and staff attending the club.	The leaders will check the location where the club will be held and make sure the area is clear.	The leaders and helpers at the club.	This is to be reviewed every day of the club.
Abusive person walks by and interrupts the club.	Child and staff attending the club.	Ignore the person and allow them to keep walking by. If they stop, explain that we have permission to be there. If situation cannot be resolved peaceably call the authorities.	Leader of the club.	This is to be reviewed every day of the club.
Traffic on the road.	Children during the time of the club.	The club will be situated away from any main roads, with leaders and helpers being vigilant at all times. Children should also be made aware of the dangers.	The leaders and helpers at the club.	This is to be reviewed every day of the club.

Signed:



Risk Assessment Example 2

Name of organisation/event:	Date undertaken:	Undertaken by:
Sunday School	21 August 2016	Jane Roe

Hazards identified and risk arising	Persons at risk	How is the risk controlled? What further controls are needed?	Person responsible for control	Review date and revisions made?
Spare chairs which are stacked at the back of the hall.	Children who sit on them while waiting for their parents to collect them.	There is no existing control in place.	Sunday School leader.	I am going to speak to the caretaker to see if the spare chairs can be stored in the cupboard or else set out separately around the hall before Sunday School.
One of the fire exit doors (hallway between main hall and minor hall) is always blocked by cleaning materials.	Children, leaders and helpers if there was a fire and we could not use the nearest exit.	There is no existing control in place.	Sunday School leader.	I am going to speak to the property committee convenor about this tomorrow as this issue is of upmost importance and a risk not just to Sunday School but to every organisation using the hall.

Signed:



Record of Allegations or Suspicions of Abuse

Please complete this form using **BLOCK CAPITALS**. Thank you.

Personal details of child

Name of child

Address of child

Any special factors

.....

Parent's name(s)

Home address

Home telephone Work telephone

Person making the report

Name of staff member/volunteer

I am reporting own concerns / I am passing on someone else's concerns (delete as appropriate).
Please record details of specific incidents, which have prompted your concern (include any physical, behavioural or indirect signs with dates and times etc)

.....

.....

Has the child received any medical attention? If so, give details

.....

Has the child been spoken to? If so, what was said?

.....

Have person(s) with parental responsibility been contacted? Yes / No

Give details of information given

.....

Record any details of person(s) against whom the allegation has been made

.....

Who else has been consulted? Record who and when

.....

Signed Date



Social Media Policy

1. Introduction

This policy for the use of social media for workers and volunteers has been drawn up and agreed by the Board of Trustees of Child Evangelism Fellowship® of Ireland. The policy is in response to the expanding use of a variety of social media, such as Facebook, LinkedIn, Twitter, blogs and wikis.

Whilst social media provides the Fellowship with an opportunity to deliver benefits through enhanced communication and publicity, stringent guidelines are required to protect the reputation of the Fellowship and its workers.

2. Purpose

This policy has been designed to assist the Fellowship and its Board of Trustees in ensuring that when using social media, workers and volunteers understand their responsibility and maintain acceptable standards in their own behaviour and uphold public trust in the Fellowship.

It applies to the use of social media for both Fellowship and personal purposes.

Workers and volunteers who breach this policy may be subject to disciplinary action. Disciplinary action may be taken regardless of whether the breach is committed during working or personal hours, and regardless of whether Fellowship or personal equipment has been used when committing the breach.

Workers and volunteers may be required to remove comments from social media which are deemed to constitute a breach of the policy.

3. Compliance with related policies and agreements

Social media should never be used in a way that breaches any of the Fellowship's principles and practices. If a social media post would breach any of the Fellowship's principles and practices in another forum, it will also breach them in an online forum.

3.1. Workers and volunteers are prohibited from using social media to:

- a) Breach any of the Fellowship's Safeguarding policies in relation to the use of electronic information and communications systems, the use of the Internet, the use of Social Media, and E-safety.
- b) Breach the Fellowship's obligations with respect to the rules of relevant regulatory bodies.
- c) Breach any obligations they may have relating to confidentiality.
- d) Contravene disciplinary rules.
- e) Defame or disparage the Fellowship, the workers, volunteers, or children and parents.
- f) Harass or bully other staff, volunteers or children in any way, or breach any of the Fellowship's Principles and Practices.

Whilst this list is not an exhaustive list, workers and volunteers should ensure that they are conversant with the policies and conditions that are applicable to the Fellowship and their role as workers and volunteers.



4. Business use of social media

- 4.1. If a worker's duties require them to speak on behalf of the Fellowship in a social media environment, they should seek approval for such communication from the National Director. This will require workers to undertake regular, appropriate training with regard to social media.
- 4.2. If a worker is contacted to provide comment on social media, permission should be sought from the National Director. A response should not be provided without written approval from the National Director. Workers should not provide professional references for other individuals on social or professional networking sites which could be attributed to the Fellowship and create a legal liability for both the author of the reference and the Fellowship.
- 4.3. Care should be taken if making use of social media for teaching and learning. Social media technology can offer much to the Fellowship, but can bring its own unique issues and concerns. Each social media technology that is to be utilised should be risk assessed in the context of each Fellowship situation.

5. Responsible use of social media

- 5.1. The following recommendations provide guidelines to protect Workers when using social media responsibly and safely.
 - a) Workers and volunteers must not post disparaging or defamatory statements about the Fellowship, colleagues, volunteers, children or parents. Social media communications that may be misconstrued in a way that could damage the Fellowship's reputation, even indirectly, should be avoided.
 - b) Workers and volunteers are personally responsible for what they communicate in social media. Therefore give careful consideration before making posts, status updates or having any discussions – even if your account is private.
 - c) Caution should be exercised when accepting 'Friend' requests. Such requests should not be accepted from children, (those under the age of 14) nor should requests to follow children be made. The purpose for accepting friend requests over 14 years old is solely for the purpose of promoting events e.g. camps/weekends/conferences and not for conversation purposes. A worker and volunteer can be placed in a vulnerable position by having, sharing or having access to personal information regarding children. **The key here is to use social media as 'communication, not conversation'.**
 - d) Privacy settings should be regularly reviewed and monitored. A worker should thoroughly consider what they post, as 'friends' settings do not guarantee privacy.
 - e) Strong passwords should be used and changed regularly. A strong password should follow this advice. It should contain a minimum of 12 characters, it should include numbers, symbols, upper and lower-case letters, and it isn't a dictionary word or combination of dictionary words.
 - f) Ensure that settings prohibit others from tagging photos or updates without permission. Requests should be made for undesirable content to be removed.
 - g) Workers should be mindful of how they are presented when selecting profiles. When joining groups or 'liking' pages it should be considered what these choices may convey.
 - h) A formal, courteous and professional tone should always be maintained and professional boundaries should not be overstepped.
 - i) If a worker and volunteer is the victim of cyberbullying e.g. inappropriate comments by children, posts, images etc, then advice and support should be sought through the appropriate procedures implemented in the Fellowship, as appropriate to the case.



6. Responsibility towards the children

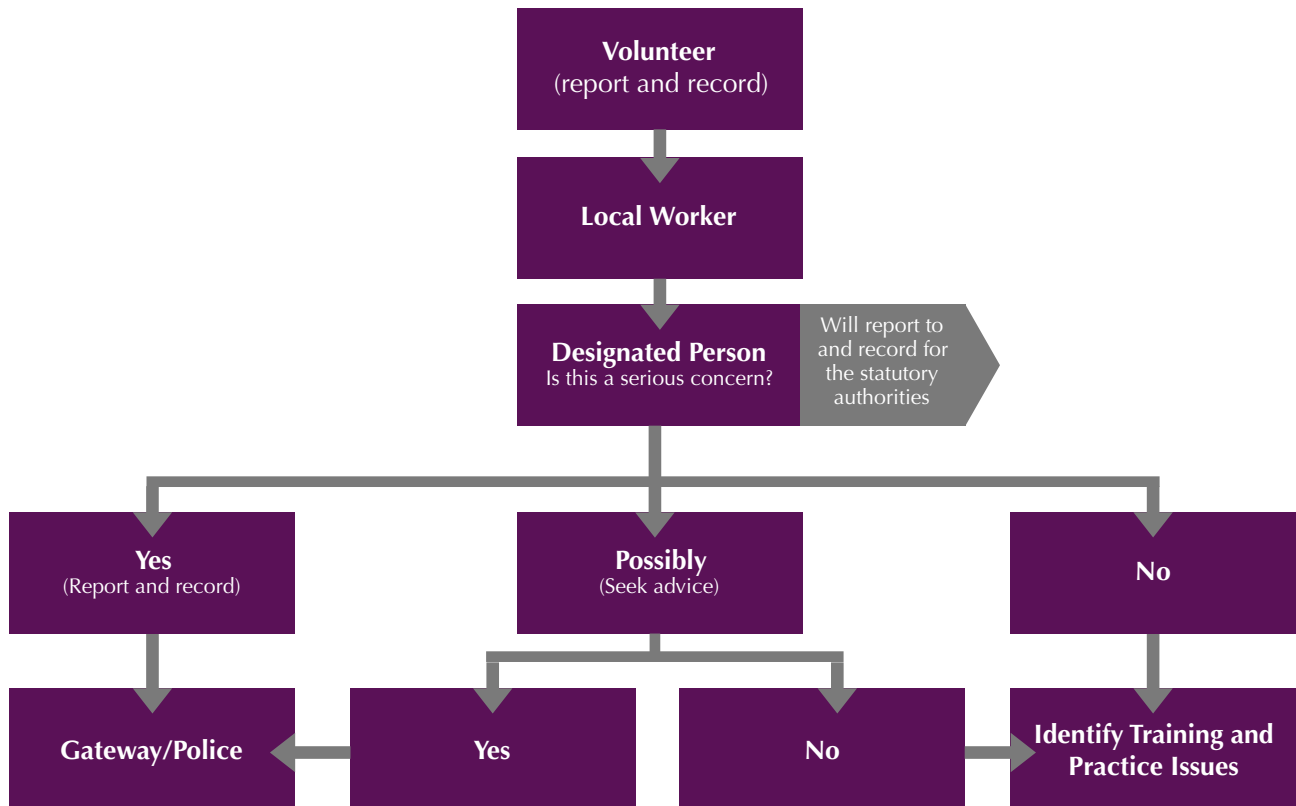
- 6.1. If a worker becomes aware through social media that a colleague or a child is in danger (e.g. a threat of harm on Facebook), this should be reported to the Designated Person within the Fellowship who will take necessary reporting steps. A photograph/screenshot should be taken of the post for the Designated Person to pass on to the appropriate authorities.

7. Notes on photographs

- ▶ Workers/volunteers should not post photographs of young people on their social networking site without permission.
- ▶ Avoid using photographs of individual children which can be easily copied onto other sites, in preference use a group photograph.
- ▶ Names, addresses, email address and other contact details should not be given.



CEF Reporting Flowchart



Republic of Ireland Garda Vetting

Garda ID Validation Form



Identity Validation: TO BE COMPLETED BY DESIGNATED PERSON / MINISTER

Documents should be produced in the name of the applicant as listed on the 100point scheme attached. Enough documents need to be seen to add up to 100 points or more. At least one of these documents should be photographic identification. PLEASE TICK WHICH HAVE BEEN SEEN.

Applicant details as they appear on the ID documentation provided:

Full name

Date of Birth

:

		/			/				
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I confirm I have seen the original ID documentation as indicated on the attached sheet.

Date of ID check

:

		/			/				
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Signed

:

.....

Name (Capitals)

:

.....

Church/Organisation name.....

Position applied for within Organisation.....



Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format)	40	
Employment ID		
• ID card issued by employer (with name and address)	35	
• ID card issued by employer (name only)	25	
Letter from employer (within last two years)		
• Confirming name and address	35	
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Public services card/social services card/medical card	25	
• With photograph	40	
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Siochana)	25	
Membership card		
• Club, union or trade, professional bodies	25	
• Educational institution	25	
Correspondence		
• From an educational institution/SUSI/CAO	20	
• From an insurance company regarding an active policy	20	
• From a bank/credit union or government body or state agency	20	





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Section 1- Personal Information

Under Sec 6 (b) of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

[illegible][illegible][illegible]

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

[illegible][illegible][illegible][illegible]

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D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

I have provided documentation to validate my identity as required *and* I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016. Please tick box ☐





PARENT/GUARDIAN CONSENT FORM (NVB 3)

[illegible][illegible][illegible]

D D / M M / Y Y Y Y



