

# **Swords Baptist Church**

## Youth and Child Policy



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## 1. Policy Statement

Swords Baptist Church (SBC) is fully committed, at all times, to safeguarding the well being of children and youth. We will show respect and understanding for their rights, safety and welfare, and conduct ourselves in a way that protects them from neglect, physical, emotional and sexual harm.

We will do this by:

- ***Carefully selecting, training and supervising our youth/child workers.***
- ***Informing parents and youth/children on our policies and procedures.***
- ***Recognising that our work with children and young people is the responsibility of the whole church.***
- ***Committing to regularly reviewing our policies against established legislation regarding youth/child safety in the State.***
- ***Ensuring that safety standards and procedures are adhered to.***

As part of our commitment to children and young people, the church has appointed **Joyce Northcutt** to be their Designated Liaison Person (DLP) and **Emina Pejakovic** as the Assistant Designated Liaison Person deputising in her absence

## 2. Recruitment and Selection

It is the intention of Swords Baptist Church to operate appropriate recruitment and selection procedures for all who apply to work with youth/children in any church related activities. This will help screen out those who are not suitable.

The recruitment and selection procedures are as follows:

- Application form.** This should be supplied with a copy of the church's youth/child policy. The form will allow applicants to provide all the relevant details and should include a written assurance that all information received will be dealt with in confidence. This is a once-off requirement.
- Job Description.** Along with the application form the prospective worker will be given a description of the role he/she will be expected to fulfill. This is a once-off requirement.
- Declaration** This is included at the bottom of the application form. This is a once-off requirement.
- Interview.** An informal interview will be done by the team leader. This is a once-off requirement.
- Identification.** The applicant will be asked to provide some evidence that they are the person they claim to be. (i.e. Copy of driver's license, passport or other form of identification with full name, current address and photograph) before going forward. This is a once-off requirement.
- References.** Volunteer reference forms should be completed in writing by at least two people who are not family members and ideally, one of whom should have first-hand knowledge of the applicant's previous work or contact with youth/children. These may be followed up orally for clarification. This is a once-off requirement.
- Selection.** The team leader will decide on the most suitable of the applicants for the role using all of the relevant information. This is a once-off requirement.
- Probation.** The successful applicant will commence the specified ministry with the church on a six-month, supervised probationary period after which the situation will be reviewed.

- i. **Garda Vetting.** Garda Vetting forms will be required of all volunteers aged 16 and over. This must be renewed every five years.
- j. **Training.** All child and youth workers should attend formal child protection training within a year of starting the role. Informal internal refresher training should be carried out for all workers each year.

**Note:** Short term workers from overseas organisations must bring an equivalent Garda vetting certificate, two reference forms/letters and Identification with a photograph. Long term (over two years) workers should additionally undergo Garda vetting in this jurisdiction

### **3. Management**

Volunteering to work with youth/children in SBC will be worthwhile, fulfilling and challenging. Good management of staff and volunteers will contribute to safe activities for youth/children. Good management will also create an atmosphere where staff and volunteers feel valued, are listened to and where issues can be dealt with quickly by systems already in place.

Once recruited, all staff and volunteers must be informed about SBC policies, procedures and guidelines and be provided with appropriate training, support and supervision. This is intended to minimize unintentional harm of youth/children through lack of knowledge or skills and should pick up on possible intentional harm of youth/children.

SBC will ensure that training and resources are available to enable the development of staff and volunteers. This process will include -

#### **Induction**

Besides the introduction to normal activities and processes in their particular role with youth/children, they will become familiar with SBC's youth/child policy and code of behaviour, as well as other relevant policies such as Health & Safety.

#### **Supervision and Support**

All activities relating to youth/children will have a Leader who will provide supervision. This provides an opportunity for staff/volunteers to share concerns, anxieties about their work or the environment and gives Leaders opportunity to share concerns and acknowledge any good work, which has been carried out. This in the main will be at regular team meetings but may at times be on an individual basis. This will provide an opportunity for both parties to communicate issues of importance and identify training needs. It will be standard practice to keep an agreed note of any action points. Once a year staff and volunteers will be given an opportunity to recognise and review their work with youth/children within SBC.

The Leaders in turn will meet on a routine basis with the Designated Liaison Person following the same supervising process as above.

#### **Accountability**

Every person involved in the Youth/children's work of SBC is accountable to their immediate Leader for the protection of the Youth/children under their care, ensuring all policies and procedures are applied.

## Training

It is the responsibility of SBC Leadership, with the assistance of the Deputy Designated Liaison Person, to identify both individual and common training needs of staff and volunteers. Training is a continual process, which begins at induction, and will include -

- raising awareness in youth/child protection matters
- health and safety
- particular skills training.

The training programs will be reviewed periodically by the Leadership to bring them up to date with any changes in Legislation etc.

## 4. Good Practice Guidelines

### Good practice in managing children and young people.

Young people and children have a right to respect and dignity.

Each adult in contact with them should:

- Treat all children and people (under 18) with respect and dignity befitting their age, taking care to control language, tone of voice, and body language
- Not engage in or tolerate any
  - invasion of a youth/child's privacy when they are showering/toileting.
  - rough, physical or sexually provocative games.
  - sexually suggestive comments being made about, or to, a young person, even in "fun".
  - inappropriate or intrusive touching.
- Learn to control and discipline youth/children without using physical punishment.
- Not let children or youth involve themselves in excessive attention-seeking that is physical or overtly sexual.
- Not invite a child or young person to their home alone; but invite a group, or ensure that someone else is in the house. Make sure that the parent/guardian knows where the youth/child is.
- Obtain parental or guardian consent for any activity that is to take place away from the usual venue for the activity.
- Always seek prior permission from a parent/guardian to contact children or young people outside of official church activities, in particular direct contact by mobile phone or email.
- Ensure that they are not alone with a youth/child where they cannot be seen. On church premises, this may mean leaving doors open, or two groups working in the same room. Where privacy and confidentiality is important, ensure a) that another adult knows the conversation is taking place and with whom, and b) that another adult is in the building, and the young person knows that they are there.
- Where possible, not give lifts to children or young people on their own. If they are alone, ask them to sit in the rear of the car. It is good practice to arrange for a different youth/child to be the last dropped home on each occasion.
- Not share sleeping accommodation with children or young people if the group is taken away. If this is unavoidable, make sure that there are at least two leaders in any one room/tent.
- Never tolerate abusive youth activities (e.g. initiation ceremonies, bullying etc.)
- Avoid showing favouritism to any individual.

## Discipline

- Be insistent, consistent and persistent.
- Lay down ground rules, consulting the children/ young people where appropriate.

- Keep the rules clear and simple, ensure the youth/child understands what procedures will be taken if they are not kept.
- Discipline out of love and never anger (call on support from other leaders if you feel you may deal with the situation unwisely in your anger).
- Avoid shouting in anger or putting down a youth/child.
- Never smack or hit a youth/child.
- Never reject the youth/child, rather address the behaviour.

### **Good practice with colleagues:**

- If you see a leader or worker acting in ways which may be misconstrued, be prepared to speak to them or to your supervisor about your concerns
- Always encourage an environment of mutual care and support that promotes openness for the discussion of inappropriate attitudes and behaviours.

## **5. Communication of Youth and Child Policy**

### **Children and young people**

Children/young people should be made aware:

- 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 and 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.

The person in charge will ensure this information is communicated.

### **Parents or Carers**

We will:

- Publicise information about our events e.g. meet, visit; hold a parent's information evening regarding clubs/events;
- Make them aware of our youth/child policy;
- Make them aware of whom they should contact if they have concerns or complaints.

### **To other Groups**

When working with other groups e.g. visits to other clubs or to residential centres, agreement on whose youth/child policy will operate is to be decided prior to the event.

## **6. General Safety**

The churches Health and Safety policy will be adhered to during all church activities. In addition to this the church leaders and activity leaders will comply with the following.

### **Insurance**

This will be up to date and adequate to cover our activities, transport and public liability.

## Transport

- Vehicles used in connection with events organised by SBC must be roadworthy and adequate for the purpose.
- Insist that seatbelts are worn at all times.
- When using coaches, ensure that the company has full insurance cover. Check the limit of passenger numbers and do not exceed this number. Ensure youth/children remain seated through out the journey.
- Vehicles must not be overloaded.

## Supervision

- Youth/children should not be left unattended.
- Leaders should know at all times where youth/children are and what they are doing.
- Potentially hazardous behaviour should not be allowed.
- On trips an adult should be allocated a set of youth/children for which they have responsibility, even if the whole group is to remain together.
- Adequate numbers of volunteers should be present to supervise activities and where necessary volunteers of both sexes.
- Recommended ratios are as follows:
  - Indoor activities

Age	0-2years	1:3
	2-3years	1:4
	3-8years	1:8
	8 and over	2:20 plus 1 extra adult for every 10 youth/children.
  - Outdoor activities

Age	0-2years	1:3
	2-3years	1:4
	3-8years	1:6
	8-13years	2:15 plus 1 extra adult for every 8 youth/children.
	13 and over	2:20 plus 1 extra adult for every 10 young people.
- It is best practice that at least 2 volunteers are on duty with children in SBC at a time. All leaders should ensure there is ALWAYS a 2<sup>nd</sup> person available to assist every Sunday. The leaders involved should announce for an 'extra hand' during service and in a situation where there is no volunteer, then the parents should be asked to keep their children with them for the duration of the service.

Where possible volunteers should be adults but on occasions youth may also be deemed suitable. On no occasion should youth supervise alone.

## Records

Records of attendance and any medical problems any youth/children have will be kept. Any incidents or accidents occurring during the activity time will also be recorded on the Incident/Accident Report Form (see Appendices).

A roll of attendance (including leaders) should be kept for all formal youth events.

## 7. Role and responsibility of Designated Liaison Person

### Role

The role of the Designated Liaison Person is to:

- Provide information and advice on youth/child protection within SBC and to keep the Church up to date with changes in the law, advising all volunteers;
- Establish contact with the senior member of Social Services' staff responsible for youth/child protection;
- Ensure that the SBC's youth/child policy and procedures are followed, particularly to inform Social Services of relevant concerns about individual youth/children;
- Ensure that appropriate information is available at the time of any referral and that the referral is confirmed in writing, under confidential cover;
- Liaise with Social Services, Gardai and other agencies, as appropriate;
- Keep relevant people within SBC, particularly the pastor or relevant staff member(s), informed about any action taken and any further action required;
- Ensure that an individual case record is maintained of the action taken by the Church, the liaison with other agencies and the outcome;
- Advise the SBC of youth/child protection training needs and ensure training is provided for all volunteers/staff.

## Responsibility

The Youth/child Liaison Representative is responsible for acting as:

- A source of advice on youth/child protection matters.
- For coordinating action within the SBC.
- For liaising with Health and Social Services and other agencies about suspected or actual cases of youth/child abuse.

## 8. Reporting Procedures

The **Designated Liaison Person (DLP)** is the individual within the Church to whom all concerns, disclosures or allegations should be referred.

**Concerns:** A Leader or Volunteer may have a cause for concern regarding a youth or child from their behaviour, a visible injury or a statement made by them.

**Disclosures:** could at any time be made to SBC volunteers, by children or youth under their care, relating to the youth/child event they are involved in OR a completely external situation (NB both are very relevant).

**Allegations:** of abuse may be made against volunteers or employees that work with children and young people at SBC.

## Forms of Abuse

- **Emotional Abuse:** It occurs where a child's needs for affection, approval, consistency and security are not met. It includes persistent criticism or blaming, unresponsiveness or inappropriate expectations of a child etc.
- **Physical Abuse:** Is any form of non accidental injury that causes significant harm to a child, including shaking, use of excessive force in handling, allowing or creating a substantial risk of significant harm to a child.
- **Sexual Abuse:** Occurs when a child is used by another person for his/her sexual gratification or arousal, or for that of others including intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification.
- **Neglect:** Is defined in terms of OMISSION, where a child suffers significant harm or impairment by being deprived food, warmth, hygiene, supervision and safety, attachment to and affection from adults or medical care

## Confidentiality

- Information must only be passed on a "**need-to-know**" basis. Concerns must not be discussed with other workers or volunteers. All concerns and disclosures need to remain as confidential as possible and information gathered for one purpose must not be used for another without consulting the person who provided the information

## Reporting:

In the case of a concern, a disclosure or an allegation the following process will be followed:

- The particular situation should be notified to the Designated Liaison Person (DLP).
- The person receiving the disclosure etc. should record any discussion accurately, as soon as possible after it has taken place; even if it is information they do not understand fully, or like writing down. Record any discussions or actions taken within 24 hours of it taking place. A "Record of concerns, disclosures or allegations" form will be completed as soon as possible, including as much detail as possible. The form is to be sent to the DLP. If the DLP is not available then one of the others listed at the back of the document is to be contacted.
- The situation should be monitored and any further developments reported to the DLP.
- Action taken in reporting concerns, disclosures or allegations, should always be based upon an opinion formed reasonably and in good faith. The DLP will assess the situation promptly and carefully and decide whether a formal report should be made to the relevant authority (Health Board or Gardai - based on reasonable grounds for concern).
- The Designated Liaison Person will decide if the situation warrants reporting.
- If it is decided to report the following procedure should be followed without delay:
  - The relevant authority should be informed followed up in writing
  - The Church Leader should be informed as soon as possible
  - The first priority is to ensure that the youth/child is not exposed to any unnecessary risk; therefore the DLP should take any protective actions as a matter of urgency. These measures should be proportionate to the level of risk. In the case of an allegation the volunteer should be removed from any position of responsibility for either children or young people for the duration of the process **FOR BOTH THE YOUTH/CHILD'S AND VOLUNTEERS PROTECTION\***.
  - A person has a right to know if an allegation has been made against them, and the nature of the allegation but not the details, (unless it would put the child at risk.)
  - The follow up on any disclosure or allegation should be made following consultation with the relevant authority (Health Board or the Gardai).
  - the DLP should try to ensure that any actions do not frustrate or undermine any investigations carried out by the authorities.
  - The DLP should maintain a close liaison with the authorities.
  - In the case of an allegation, concern or disclosure against a SBC volunteer or employee, they must be given the opportunity to respond, and this response should be noted and subsequently passed on within the formal report to the Health Board.
  - The final decision(s) on next steps, corrective actions or disciplines is totally with the relevant authorities and not the DLP or SBC Leadership.
- Where the DLP decides that the situation does not warrant reporting to any external authority, he/she will advise on the next steps to be taken e.g. continue to monitor the situation and keep them informed.
- **IMPORTANT** – It is not the responsibility of anyone in SBC to investigate any concern, disclosure or allegation.

## Allegations of Sexual Abuse

- In the case of sexual abuse, deliberate injury or where there are concerns for a child's safety, the DLP should contact the HSE or the Garda for advice as they are highly trained to respond sensitively and appropriately to such allegations.

## Pastoral Care and Support for those Affected by Abuse

- The pastoral team should be available to sensitively show care and compassion and to listen and offer support to respond to needs of individuals, families and friends who been affected by abuse. It is also important that people who will need professional help are recognised and encouraged to seek such.

## Working with Offenders in SBC

- Where a known offender joins the church it will be important to extend love and friendship to the individual, but at the same time the leadership will need to ensure that a frank discussion takes place with the person concerned and efforts are made to sustain open communication.
- The leadership will need to consider if the church can provide what is needed by having a risk assessment. If the church feel they can provide appropriate and at the same time ensure the safety of children then they can:
  - Establish and maintain close links with any agencies involved with the offender e.g. Garda, probation etc.
  - Be open with offender and prepare contract setting out support and care to be offered
  - Establish clear boundaries for both the protection of young people and to lessen the possibility of the adult being accused of abuse
  - Prepare a **contract** that includes:
    - Attending designated meetings only
    - Sitting apart from children
    - Staying away from areas of the building where children meet
    - Attending a home group where there are no children
    - Declining hospitality where there are children
    - Never being alone with children
    - Never working with children (CCPAS, 2009)

## Enforcing the Contract

- Get the offender to sign the contract
- Ensure compliance-do not allow the offender to manipulate you
- Provide close support/ pastoral care
- Ensure key leaders know the situation
- Ban the offender from church if the contract is broken and advise local church leaders to contact the probation office or Garda

\* Note that within the State immunity from civil liability may be availed of under the "Protections for Persons Reporting Child Abuse Act, 1998", provided that the report was made "reasonably and in good faith" to the appropriate authorities. Section 3(1) of the Act states:

*'3(1) A person who, apart from this section, would be so liable should not be liable in damages in respect of the communication, whether in writing or otherwise, by him or her to an appropriate person of his or her opinion that:*

*(a) a child has been or is being assaulted, ill-treated, neglected or sexually abused, or*

*(b) a child's health, development or welfare has been or is being avoidably impaired or neglected,*

*unless it is proved that he or she has not acted reasonably and in good faith in forming that opinion and communicating it to the appropriate person.'*

## **Helplines**

HSE- 01- 816 4200 / 44

Garda- 01- 666 4700

CCPAS- 0845 120 45 50

## **Important Phone Numbers**

Designated Liaison Person- **Joyce Northcutt** 01 8402141

Deputy Designated Liaison Person- **Emina Pejakovic** (089 239 6396)

## **References**

- Churches Child Protection Advisory Service (2009) Facing the Unthinkable: Child Abuse and the Church (8th Edition).Kent
- Churches Child Protection Advisory Service (2009) Safe and Secure: Key Facts. Kent.

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**SBC YOUTH/CHILD ACTIVITIES  
VOLUNTEER APPLICATION FORM**

*CONFIDENTIAL*

1. Name (Mr / Mrs / Ms) \_\_\_\_\_

2. Address \_\_\_\_\_

\_\_\_\_\_

E-Mail \_\_\_\_\_

Tel No. (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

3. Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of Birth \_\_\_\_\_

4. Occupation \_\_\_\_\_

5. Please outline why you wish to become a Youth/children's worker:

\_\_\_\_\_

\_\_\_\_\_

6. Please give details of youth/children's training / any previous experience / involvement in youth/children's activities / clubs.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Do you suffer from any illness / disability / medical condition which may at times affect your ability to work with young people? If so please give details.

\_\_\_\_\_

\_\_\_\_\_

8. Please supply the name, address, telephone numbers and position of two people (non-relative), who know you well and can provide us with a reference:

8.1 \_\_\_\_\_

\_\_\_\_\_ Tel No. \_\_\_\_\_

8.2. \_\_\_\_\_

\_\_\_\_\_ Tel No. \_\_\_\_\_

9. Declaration:

9.1 I confirm that nothing within my personal or professional background deems me unsuitable for a post, which involves working with children.

9.2 I declare that the above information is true and agree that I will abide and accept the terms and conditions of membership / participation.

10. Have you ever been convicted of a criminal offence or been the subject of a Caution or of a bound over order? Yes  No

11. I confirm that I have received and read the SBC Youth and Child Policy

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR CHURCH / OFFICE USE ONLY**

Checked by phone \_\_\_\_\_ Visit \_\_\_\_\_ Letter \_\_\_\_\_

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

# SBC YOUTH/CHILD ACTIVITIES VOLUNTEER REFERENCE FORM

Mr / Ms \_\_\_\_\_ has expressed an interest in becoming a volunteer and has given your name as a referee. This post involves substantial access to young people/children.

As a Church committed to the welfare of young people/children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with young people.

Yes  No

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

If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential and will only be shared with the applicants immediate supervisor should they be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person and thank you in advance for completing this form.

1. How long have you known this person? \_\_\_\_\_

2. In what capacity? \_\_\_\_\_

3. What attributes does this person have that would make them suitable for youth or children's work?

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4. What attributes does this person have that would make them unsuitable for youth or children's work?

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# SBC YOUTH/CHILD ACTIVITIES INCIDENT/ ACCIDENT REPORT FORM

This form is to be completed by anyone who witnesses an incident or accident at an SBC activity or who is first on the scene.

**1. Which Activity:** \_\_\_\_\_

**2. Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**3. Time of incident/accident** \_\_\_\_\_

**4. Name of Youth/Child** \_\_\_\_\_

**5. Date of birth** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**6. Describe the incident/accident:**

Where did it occur? \_\_\_\_\_

Who was present? \_\_\_\_\_

What happened? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. Were there any injuries sustained? (Please Describe)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. Was it reported to the Activity Leader? Yes  No**

Name of Leader: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signed:** \_\_\_\_\_

**Please Print Name** \_\_\_\_\_

**Activity Leader Signature** \_\_\_\_\_

**Please Print Name** \_\_\_\_\_

***NOTE: Parents will always be notified in the event of any incident***

**FOR CHURCH / OFFICE USE ONLY**

Checked by phone \_\_\_\_\_ Visit \_\_\_\_\_ Letter \_\_\_\_\_

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

**SBC YOUTH/CHILD ACTIVITIES**  
**RECORD OF CONCERNS, DISCLOSURES OR**  
**ALLEGATIONS FORM**

If a youth or child discloses information to a leader or volunteer that causes concern that they are experiencing, or are at risk of experiencing abuse, the disclosures by the youth or child, or details of any incident witnessed by the worker must be recorded on this form and submitted to the SBC Youth/Child Liaison Representative (only). Please confine your report to recording what the child actually said or what you saw. Please record times and dates and youth/child's full name and date of birth.

**Date of Report:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**1. Name of Child:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**2. Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Any other Agencies involved?** *(Check if the youth/child has received help already)*  
\_\_\_\_\_

**4. Family details known:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Details of concern(s), allegation(s) or incident(s):**

- Please record when the youth/child spoke to you and who was present
- Record exactly what the child said including dates of alleged incidents
- Record any observed injuries
- If you witnessed an incident, record factually what you saw
- Record any details of person allegedly causing concern and relationship to the youth/child (if any)
- Use further separate pages if necessary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Details of person completing this form:**

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**7. Name of Liaison Representative to whom this report is being submitted to:**

\_\_\_\_\_ Tel No. \_\_\_\_\_

## **Profile for Impact Ministry Leader and Helper Role**

### **Scope:**

The Impact Ministry leader/helper serves the age group that covers second level education age, i.e. 12-18 year olds. The activities involved take place at The Riase Centre, Feltrim Road, Swords, private houses of members of SBC and various local and non-local amenities. Most groups concentrate around a weekly activity which presents the main focus of the group, but contact with the young people extends into other times during the week.

A typical week will involve a social hang-out time at the Riase from 8pm to 10:30pm. On Sundays there is some spiritual teaching during the morning service and occasionally there is a discipling group that meets in the evening during the week.

### **Reporting:**

Initial reporting is into the Impact Ministry Leader. The Impact Ministry leader reports to the Impact Overseer. Beyond this, they will report into the church leadership and/or the church pastor(s) where appropriate.

### **Role:**

The Impact Ministry leader/helper supports the broader church vision of helping young people meet Jesus and become more like him. .

He/she has a key role in nurturing, encouraging and discipling the young people under his/her care in their journey of faith, and will be responsible for identifying specific areas of need for individuals and the group. There will always be a strong emphasis on relationships and relationship building within the role.

He/she will develop and implement an activity/teaching programme to support these aims.

He/she will seek to identify potential leaders for future groups from existing ones, and support their development into this position.

The Impact Ministry leader is responsible for the week to week running of the Impact Ministry. S/he is responsible for the schedule and calling of meetings to discuss the running of the ministry.

The Impact Overseer is a representative from the Overseers team and is responsible for ensuring that the ministry takes place and is adequately resourced. He will meet periodically with the Impact Ministry leader and helpers to ensure their needs are met in terms of running the ministry.

The Impact Ministry Leader and Overseers will collectively have responsibility for selecting appropriate content for spiritual input.

### **Characteristics of an Impact Ministry Leader or Helper:**

- Must be willing to operate under the church's statement of faith and our values.

- Must be willing to show love to the children in line with criteria laid out in the Child Protection Policy.
- Must be willing to teach, model and communicate scriptural principles to culturally diverse teenagers in a relevant way.
- Resilient, flexible, creative and adaptive.
- Must be able to work with/within a small team.

Must have a working knowledge of SBC's Child Protection Policy and must fulfil all the criteria laid out in the choice and selection of volunteers working with children and young people.

**On-Boarding process for new Impact helpers:**

A team of helpers is needed to service the Impact aged young people and support the Impact Ministry Leader. This team needs to be grown and developed from time to time. Below is the process for making a person an Impact Ministry volunteer.

1. Identify the need or gap in the provision of ministry service
2. Prayerfully identify a person who can fill the gap. This person must be known to the church for no less than three months. The overseer team must be consulted as to the suitability from a spiritual maturity point of view
3. The individual is approached and asked if s/he would volunteer.
4. The
5. If the volunteer is willing, s/he is interviewed by the Impact Ministry leader and/or overseer
6. S/he is sent a copy of the current SBC Youth and Child Policy, they are Garda vetted and must provide two suitable references.
7. They must attend the next scheduled child protection training but in the interim may sign a declaration that they have read and have familiarised themselves with the current SBC Youth and Child Policy
8. When s/he is vetted and references are checked, the new leader starts by attending some Impact events as an observer
9. After a few weeks s/he is given some responsibilities
10. Three months after starting, a review of the new helper is conducted by the leader or overseers and a decision is made as to whether they will proceed

## **Profile of Worker for Interact Children's Club Role**

### **Scope:**

Swords Baptist Church runs an event for National School children who are in 2<sup>nd</sup> to 6<sup>th</sup> class on Friday evenings. This event is called Interact. It takes place weekly at The Riase Centre, Feltrim Road, Swords.

### **Reporting:**

The Interact volunteer will report into the Interact leader(s). Beyond this, they will report into the church leadership and/or a church team leader where appropriate.

### **Role:**

Interact supports the broader church vision of developing people that are engaged, either directly or indirectly, with Swords Baptist Church and any of its community related activities.

An Interact volunteer will assist with running the programme which includes teaching Bible stories, leading singing, assisting children with crafts, teaching memory verses and running games.

A volunteer will assist and participate in a weekly meeting, teaching Bible truths to National school age children. This may include teaching lessons, leading singing, organising quizzes, assisting children with tasks etc.

He/she has a key role in nurturing and encouraging spiritual awareness in the children involved in the club.

### **Characteristics:**

- Must be willing to operate under the church's statement of faith and our values.
- Must be willing to show love to the children in line with criteria laid out in the Youth & Child Policy.
- No formal qualifications necessary but must demonstrate a heartfelt love for the spiritual welfare of the children.
- Must show willingness to work under instruction and be prepared to attend training.
- Must be punctual in terms of arriving for scheduled events where they are helping

Must have a working knowledge of SBC's Youth & Child Policy and must fulfil all the criteria laid out in the choice and selection of volunteers working with children and young people.

## **Profile of Kidzone Teacher Role**

### **Scope:**

Swords Baptist Church runs several activities for children and young people between the ages of 0-18 years old. The Sunday Class Volunteer serves the age group that covers primary level education age, i.e. 4-12 year olds. The activities involved take place at The Riase Centre in Swords; private houses of members of SBC and various local and non-local amenities. Most groups concentrate around a weekly activity which presents the main focus of the group, but contact with the young people could extend into other times during the week.

### **Reporting:**

Initial reporting is into the Sunday Class Ministry Leader. Beyond this, they will report into the church leadership and/or the church team leader where appropriate.

### **Role:**

The Sunday Class Volunteer supports the broader church vision of developing people that are engaged, either directly or indirectly, with Swords Baptist Church and any of its community related activities.

He/she has a key role in nurturing, encouraging and discipling the young people under his/her care in their journey of faith, and will be responsible for identifying specific areas of need for individuals and the group. There will always be a strong emphasis on relationships and relationship building within the role.

He/she will develop and implement an activity/teaching programme to support these aims.

He/she will seek to identify potential leaders for future groups from existing ones, and support their development into this position...

### **Characteristics:**

- Must be willing to operate under the church's statement of faith and our values.
- Must be willing to show love to the children in line with criteria laid out in the Child Protection Policy.
- Must be willing to teach, model and communicate scriptural principles to culturally diverse teenagers in a relevant way.
- Resilient, flexible, creative and adaptable.
- Must be able to work with/within a small team.

Must have a working knowledge of SBC's Child Protection Policy and must fulfil all the criteria laid out in the choice and selection of volunteers working with children and young people.

## **Profile of Crèche Worker Role**

### **Scope:**

Swords Baptist Church runs several activities for children and young people between the ages of 0-18 years old. The Nursery (crèche) Worker serves the age group that covers infants, aged 0 – 2 years old. The Nursery operates during the morning service of Swords Baptist Church and on occasions where special meetings of the Church are held.

### **Reporting:**

Initial reporting is to the Nursery (crèche) Leader. Beyond this, they will report to the Children's Ministry Leader, church leadership and/or the church team leader where appropriate.

### **Role:**

The crèche worker/leader serves the parents/guardians of infants attending the Church meetings by caring for them during the meetings.

Care involves holding, reading, playing with toys and feeding (where necessary). The Crèche worker can assist children if they require help in the crèche room toilet (door should be not locked) - changing nappies is available upon Parents' request  
He/she has a key role in endeavouring to show God's love to even the smallest members of the Church.

### **Characteristics:**

Must be willing to operate under the church's statement of faith and our values.

Must be willing to show love to the children in line with criteria laid out in the Child Protection Policy.

Must have a working knowledge of SBC's Youth & Child Policy and must fulfil all the criteria laid out in the choice and selection of volunteers working with children and young people.

## Policy on Transportation of children and young people

1. All vehicles must have a valid NCT certificate where applicable and be in road worthy condition.
2. Vehicles must not be overloaded.
3. Seatbelts must be used.
4. Drivers must drive within the law at all times ie. obey signals, keep within the speed limit etc.
5. All drivers must be insured.
6. All drivers must hold a valid full E.U. driving licence

I the undersigned, agree to abide by the Swords Baptist Church policy on transporting children/young people. I confirm that I have a valid full EU Driving licence. I am insured to drive the vehicle I will be using, and it has a valid NCT (where applicable) and it is in a road worthy condition.

Print Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_