

**BELFAST CHINESE CHRISTIAN CHURCH**

貝爾法斯特華人基督教會



# CHILD PROTECTION POLICY & PROCEDURES

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## Revision History

Date	Version	Details
6/8/2004	1	Document drawn up by Paul Coulter. Approved by Church Council.
21/2/2015	1.1 – Draft 1	Updated by Wai Kuen Mo to be approved by Church Council

## 1. BACKGROUND

Belfast Chinese Christian Church (hereafter "BCCC") is an independent evangelical church situated in Belfast, Northern Ireland.

BCCC has a love for children and young people and seeks to minister to them through our Children's and Youth Ministries. The elders, deacons and members take seriously their responsibility to care for and to protect the welfare of the children and young people entrusted to the care of the church.

As part of our Children's and Youth Ministries, BCCC is committed to:

- Encouraging and supporting parents / guardians / carers.
- Listening to, valuing and relating effectively to children and young people, whilst ensuring their protection within church activities.
- Ensuring that our children's and youth workers are properly supported and trained.

This policy was drafted in early 2004 in response to the need for a clear policy and clear procedures for working with children. It is intended to safeguard both children and workers in BCCC's Children's and Youth Ministries.

## 2. POLICY STATEMENT

The leadership of BCCC recognises that some children and young people today are the victims of neglect, and physical, sexual and emotional abuse. Therefore, BCCC has adopted the following policy, which draws from a number of reference sources, and seeks to cover the following major areas:

- Responsibilities of church leadership and paid and volunteer workers.
- Procedures for appointment of children's / youth workers and practice in youth and children's ministry including supervision of activities.
- Recognising and responding to allegations of abuse or neglect.

A copy of this document will be given to all youth and children's workers. The leadership of BCCC is committed to ongoing training for all such workers and to the ongoing reviewing and updating of this policy.

### **BCCC's Commitment**

*Children attend BCCC activities for enjoyment, social contact and personal and spiritual development. They should not suffer from negligence or abuse under any circumstances.*

*Adults selected and appointed to work with children and young people should be able to enjoy providing this service, secure in the knowledge of clear guidelines. They should also have access to good support, advice and training.*

### **3. RESPONSIBILITIES**

It is the responsibility of all members of BCCC to care for and protect the welfare of the children and young people entrusted to the care of BCCC. The following groups within BCCC have specific responsibilities with regards to children and young people as detailed below.

#### **3.1 PASTORAL TEAM**

This body, consisting of elders and pastors, has the responsibility for discipline within BCCC and for overseeing all ministries within BCCC, as laid out in the BCCC constitution. In the context of care and protection for children and young people, they have the specific roles of:

- Appointment of paid workers, ensuring that this policy is applied in the process.
- Handling allegations of abuse against a member of BCCC.
- Handling cases of suspected abuse that have occurred outside BCCC to a child or young person involved in BCCC.

The Elder / Pastor responsible for Children's and Youth Ministries has the additional roles of:

- Interviewing prospective voluntary workers along with another member of the Church Council.
- Encouraging ministries within the church that work with young people to comply with the standards and practices outlined in this document.

**If there is no Pastoral Team, the Church Council, Section 3.2 below, shall also take on ALL the Pastoral Team responsibilities detailed in Section 3.1 above.**

#### **3.2 CHURCH COUNCIL**

The church council comprises of elders, pastors, and the church committee. This body has the responsibility for the administration of this Policy and overseeing its implementation. Specifically:

- Maintaining the Policy, ensuring that it is updated when necessary.
- Keeping a register of all leaders and helpers appointed by BCCC to work with children and young people.
- Ensuring that the appropriate parental consent forms are in place.
- Arranging training for leaders and helpers in the application of this Policy and raising awareness of the Procedures contained in it.
- Regularly checking that the Policy is being applied.

#### **3.3 PAID & VOLUNTARY WORKERS**

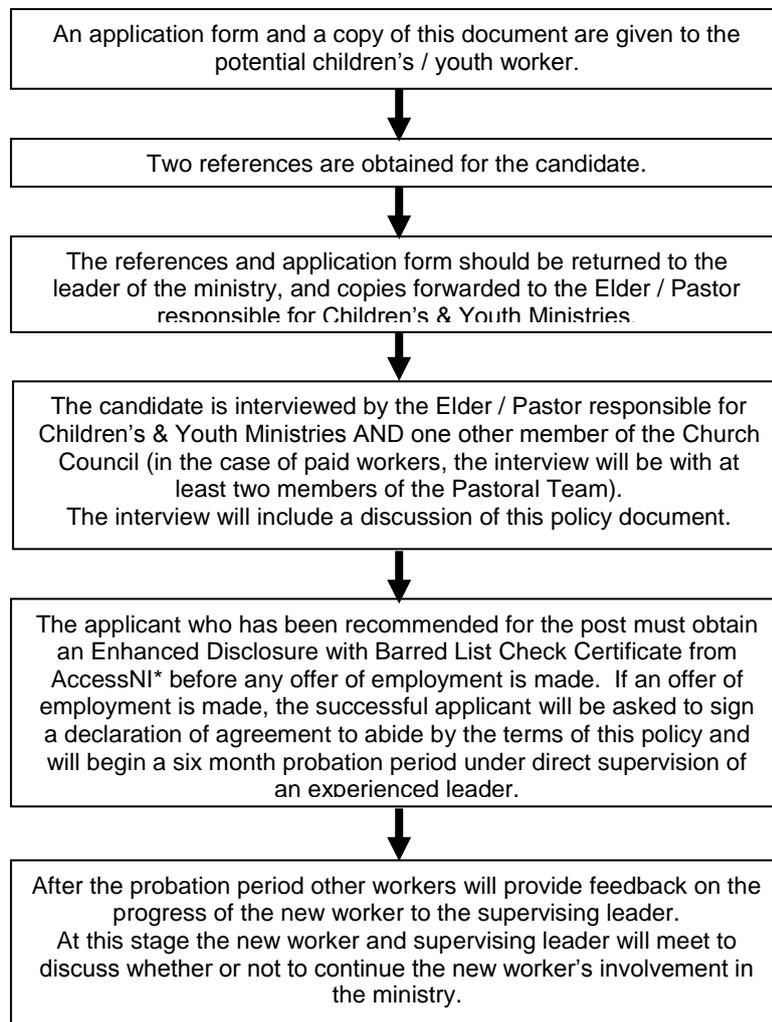
All paid and voluntary workers involved in the Children's and Youth Ministries are responsible for:

- Ensuring that adequate supervision complying with this Policy is in place for all activities where children or young people have been entrusted to our care.
- Promptly, reporting (not investigating) suspicions of abuse to a member of the Pastoral Team.
- Respecting a young person's right to personal privacy and maintaining appropriate boundaries.
- Behaving in a manner that reduces the likelihood of someone misinterpreting their actions, no matter how well intentioned.

Leaders of activities should, in addition, be fully acquainted with the procedures for reporting suspected child abuse or neglect.

## 4. APPOINTMENT OF WORKERS

The process for appointing children's and youth workers is outlined as follows:



The purpose of this **process** is to establish a person's previous experience of children's or youth work, to ascertain their suitability for the role and to establish if there have been any past convictions for Criminal Offences against children.

If there are reservations or concerns about the appointment of any individual, efforts will be made to find an alternative role where they can feel fulfilled in serving God. The safety of children is paramount, and in this instance people should NOT be given the benefit of the doubt.

### Individuals with a past record of Criminal Offences against children

Individuals who have a previous record of Offences against children will not necessarily be excluded from membership of the church, but will not be considered for involvement in the Children's or Youth Ministries. This is not intended to deny the possibility of true repentance and restoration, but as a safeguard against misunderstandings by the parents / carers of children and to protect the individual concerned from allegations or temptation.

#### \* AccessNI

Enhanced Disclosure with Barred List Check Certificate from AccessNI will be deemed necessary for all appointments of paid workers by BCCC and in other cases at the discretion of the Church Council.

## 5. REQUIREMENTS FOR SUPERVISION

The primary means by which BCCC will ensure the protection of children and young people entrusted to its care is through supervision appropriate to the activity. This section gives general rules for all activities followed by some specific rules for different age groups.

### General Rules:

1. A minimum of 50% of the workers at any activity will be aged 21 years or over.
2. Leaders of any activity must be aged at least 21 years.
3. Helpers in any activity must be aged at least 16 years.
4. Workers working directly with young people aged over 12 years must be aged at least 18 years.
5. A minimum of two workers must be present at all times in any activity involving persons under the age of 16 years.
6. The gender of workers present for activities must comply with the following:

Group Composition	Acceptable Supervision		
	All Male	Male & Female	All Female
Girls under 12 years	No	Yes	Yes
Boys & Girls under 12 years	No	Yes	Yes
Boys under 12 years	Yes	Yes	Yes
Girls over 12 years	No	Yes	Yes
Boys & Girls over 12 years	No	Yes	No
Boys over 12 years	Yes	Yes	No

7. If two members of one immediate family (e.g. husband & wife, parent & child) are leading a group then there must be at least one other leader present.
8. If at any time an adult is alone in a room with children, then the door of the room must be left open if there is no view through it.
9. If adequate supervision is not available for an activity it should not proceed.

### Adult / Child Ratios:

#### Age 0-3 years

1. Collection of children from activities will be by a named person agreed with their parent / carer.
2. In addition to a minimum of 2 workers irrespective of the number of children, a **minimum ratio of 1 worker to 3 children** must be maintained.

#### Age 4-11 years (Children's Ministry)

1. Children must be collected from activities by a named person.
2. In addition to a minimum of 2 workers irrespective of the number of children, a **minimum ratio of 1 worker to 8 children** must be maintained.

#### Age 12-18 years (Youth Ministry)

1. In addition to a minimum of 2 workers irrespective of the number of young people, a **minimum ratio of 1 worker aged over 18 years to 12 young people** must be maintained.
2. It is recommended that for larger events the ratio of workers to young people is increased.

## **6. GUIDELINES FOR GOOD PRACTICE**

### **6.1 PREMISES & EQUIPMENT**

#### **Premises:**

The premises used for children's and youth work must be suitable and safe.

This includes: -

- Adequate toilet facilities
- Adequate lighting
- Adequate heating
- The safety of electrical sockets, heaters, windows and floors
- Adequate facilities / procedures in the event of a fire.

It is the responsibility of the Church Secretary and Warden to ensure that BCCC's premises are in a suitable and safe condition. However youth leaders have a role to play too:

- Workers must leave the premises in a clean and tidy condition
- Any defects noted by workers, or damage caused by the activity, should be reported immediately to the leader of the activity and details forwarded to the Church Secretary or Warden.

#### **Equipment:**

All equipment used by a Children's or Youth activity must bear the CE mark, and must be safe and suitable for children of the age group in question, recognising that materials suitable for an older child might pose a risk to younger children.

All defects/damage to equipment should be reported to the leader of the activity.

- Play equipment must be properly assembled.
- Paints, glue, felt tips, scissors etc. should be child safe.

All equipment used must be stored away safely after use

### **6.2 CONSENT & RECORD-KEEPING**

1. Written consent from a parent / carer is required for all children aged less than 18 years attending any activity occurring on or off BCCC's premises when the parent / carer of the child is not present in the same building.
2. In addition parental consent is required for:
  - Children aged 0-3 years to be given a drink and food.
  - Children aged 4-12 years to play games.
  - First aid to be administered to children.
  - Transport in private vehicles.
  - Photographs / video footage to be made by BCCC workers or other parents.Consent may be obtained on a single form to cover the duration of regular activities at the time of enrolment in that activity, and will be renewed on a yearly basis. Consent for trips and special events will be obtained on a separate form.
3. The leader of each activity is responsible for record keeping for that activity. The leader's name and telephone number should be given to parents / carers.
4. Records for each activity must include:
  - A register of children or young people including the name, address, telephone number, date of birth, special medical needs and emergency contact person.
  - A record of every individual child's attendance at all activities.
  - A record of each individual worker's attendance at every activity.
  - A written record of any incidents / complaints / accidents.
  - Application and Reference forms for every worker.
5. All records will be held indefinitely in the church building under the supervision of the Church Secretary and the Elder / Pastor responsible for Children's and Youth Ministry.

### 6.3 DAY TRIPS & TRIPS INVOLVING OVERNIGHT STAYS

- The residential centre used for the trip must comply with the following requirements:
  - it must have adequate insurance for the group and activities planned
  - it should inform the trip organiser of its rules and regulations
  - it must provide access to first aid / GP in the event of an emergency
  - it must provide separate sleeping accommodation for males and females
- Parents must be informed in writing of arrangements for the trip (see sample trip information / consent form below), including:
  - arrangements for transport to and during the trip
  - the programme & activities their child is expected to participate in
  - the name & number of a designated worker accompanying the group
  - the telephone number & address of the residential centre for the trip
  - what clothes & other items children / young people might be expected to need
  - how much pocket money might be sufficient
- Parents must provide their written consent to the child going on the trip.
- Details of names, date of birth, addresses, emergency contacts and health / dietary requirements must be obtained for each child and a record kept by the worker overseeing the trip and, where the trip involves an overnight stay, also by a designated adult who is not going on the trip.
- A copy of the trip information form must be forwarded to the Elder responsible for Children's & Youth Ministries.
- Children / young people should never be forced / coerced into any activity with which they feel uncomfortable.

### 6.4 BOUNDARIES

The rights, feelings, privacy and dignity of children should be maintained at all times. Workers should treat all children and young people with respect in their attitude, language and actions.

#### Physical Boundaries:

- Questionable activities (e.g. rough / sexually provocative games) should be avoided. Children should be discouraged from initiating such activities amongst themselves.
- Physical contact between adults and children **can** be healthy and **may** be appropriate in public places, but should be discouraged where an adult and child are on their own. If a child wants to sit on an adult's lap or cuddle them within the group, this is acceptable. Adults should not, however, initiate such contact, except when a child is hurt or upset (in this case physical comfort **may** be offered).
- Physical contact must be appropriate to the age of the child concerned. For example, it is inappropriate for an adult to "kiss a teenager better" or let them sit on their lap, or for an adult to embrace a teenager, except in public if the teenager is distressed.
- Corporal punishment (e.g. smacking) must **never** be used by any worker.
- Physical restraint may only be used to remove a child if it is for the child's own safety or the leader is concerned for the safety of other persons or property. In such cases the minimum possible physical force should be used and the child's parent or guardian should be informed of the incident.
- Workers should avoid inviting a child into their home, particularly if they will be alone with them.
- Workers must **never** sleep in a room with children without at least one other worker (who is not their immediate family member) being present.

#### Communication Boundaries:

- It is advisable that workers keep a record of all contact with children outside official Church activities (e.g. phone calls / letters / emails / online conversations), preferably including dates, times and a summary of the content of the conversation.
- Workers should not initiate contact outside official activities with children aged under 12 years.

## 6.5 HEALTH & SAFETY GUIDELINES

1. Before allowing children into a room, consider if there is anything that might prove dangerous to them, and remove it or ensure it is made as safe as possible.
2. Potentially dangerous equipment should be kept away from children when not in use (e.g. do not put scissors out on tables ready for children).
3. Parents or designated people should collect young children (aged under 12 years) from the workers, or they should be taken to the parents. They should not be allowed to leave the group on their own.
4. Any accidents or incidents should be recorded in the incident book, which the parents should be shown and asked to sign when they collect their children.
5. A first aid kit is available to treat minor cuts etc. This should be checked regularly for out of date items. Sterile items must be kept sterile. Every worker should know where the first aid box is kept, and how to administer basic first aid. They should not treat injuries that they feel unable to treat adequately.
6. As often as possible a fully qualified first-aider should be present.
7. Workers will not walk about carrying hot drinks in a room with children, or place them within reach of children.
8. Fire drills will be held regularly, and a register of both adults and children will be completed as they arrive to facilitate the fire procedures.
9. There will be no smoking in the presence of children.
10. Nuts will not be allowed in any food given to children at Children's activities. Workers who provide biscuits etc. are asked to check the ingredients list.
11. Workers must always wash their hands thoroughly in running water before handling food. Fruit and vegetables must always be washed before use.
12. If children have an infection, parents will be asked not to bring them to the group. Any child who has been vomiting or has had diarrhoea should not attend until at least 24 hours has elapsed since the last attack. Any child who seems unwell should be carefully observed, and the parents informed.
13. Medication must not be given to children without the written consent and instructions of a parent or doctor. It must be clearly marked and stored out of reach of children.

## 6.6 TRANSPORT

### Hired Transport:

- Transport hired for Children's or Youth activities must be from a reputable company.
- Minibuses must be fitted with seatbelts.
- Each occupant must have one seat.
- Vehicles with over 16 seats must not be driven by anyone without a PCV licence.
- Workers accompanying children / young people in minibuses should, where possible, sit amongst them. Preferably, a worker should sit near the exit points of the vehicle.

### Private Cars:

- Great care must be taken when transporting children
- Cars must not be overcrowded so that insurance is invalidated.
- Seat belts must be worn.
- All drivers must ensure that they have valid insurance cover. Drivers should be aware of the limitations of third party insurance for transporting young people.
- Cars should not be used to transport children under 12 without written parental consent.
- Restricted drivers must not transport children under 12 years of age.
- If possible, workers should avoid transporting only one child aged under 18 in their car. If this is unavoidable the child should sit in the back seat and other workers should be aware of the situation.

## 6.7 TOILETING

- Children of different ages have different needs, and those of the same age differ in their abilities. Children should be asked what help they want, and this should be provided. Unwanted assistance should NOT be given.
- Children should not be made to stay in wet / soiled clothing. Workers may only assist children to change with parental consent. This should be done within sight of another adult. The parent / carer should be informed of the incident upon collecting the child.
- Workers may only change nappies or assist children to the toilet or to change clothes with parental consent.
- When children go to the toilet in groups or individually, care should be taken to ensure that they return to the group without delay and do not run off elsewhere.
- All children should be encouraged to wash their hands after using the toilet.
- Any waste should be disposed of properly in sealed bags and out of the reach of children (e.g. nappies should not be disposed of in waste paper baskets).

## 6.8 COUNSELLING

There are times, such as when counselling a young person, when confidentiality is important. The adult should ensure that other workers are aware that the interview is taking place, and that someone else is present in the building, preferably within sight though not within earshot.

## 6.9 RELATING TO CHILDREN IN GROUPS

In the group setting it is important that workers consider at all times the impact of their words and behaviour, and remain aware of how they may be interpreted by others. In this respect there are a few important do's and don'ts for workers:

### **DO:**

- Provide a positive example and Christian witness in word and action

### **DON'T:**

- Allow yourself to be drawn into inappropriate attention seeking behaviour
- Make any remarks or be involved in any conversation that may be regarded as sexual in nature or suggestive
- Make any derogatory remarks or gestures to, about, or in the hearing of a child
- Show or be seen to show favouritism to any individual
- Permit any bullying or initiation ceremonies
- Agree to keep any secrets between you and a child

## 7. FEEDBACK ON & REVIEW OF THIS POLICY

- Anyone seeing another worker acting in a way that could be misinterpreted should speak to the individual or the team leader about the concern.
- Regular meetings for children's workers will be held to review procedures, to ensure a common approach, to share concerns and to identify other matters that may need clarification or guidance.
- If departure from these guidelines becomes necessary, this should be reported back to the team meeting or the team leader. This provides protection to the worker and draws the attention of the leader to shortcomings and problem areas.
- A written record of issues / decisions discussed at the meetings should be kept.
- The accident book will be inspected regularly to highlight any recurring causes of problems.
- A working group including representatives from each Children's / Youth ministry will meet yearly to review this policy and to address any staffing or safety issues.

## 8. RECOGNISING AND RESPONDING TO POSSIBLE ABUSE OR NEGLECT

Whilst the primary responsibility for the care of children rests with their parents / carers, as an organisation working with children, BCCC has a general responsibility to act if abuse comes to light.

Workers need to be prepared for the fact that a child might disclose abuse. If a child discloses abuse to a worker, they should remember the following points:

- Remain calm.
- Listen carefully, allowing the child to have time to say what they want to say.
- Do not make them repeat the story unnecessarily.
- Reassure the child that they have done the right thing in reporting.
- Make it clear that someone else must be told. ***Do NOT promise confidentiality.***

### 8.1 RECOGNISING SIGNS OF ABUSE

- BCCC children's and youth workers may be well placed to observe symptoms of abuse and neglect, for example changes in appearance, behaviour or demeanour, which **may** be due to child abuse or neglect.
- The *Appendix* contains details of categories of abuse and related symptoms.
- It is important to remember that such symptoms may be due to other reasons, e.g. medical, social or psychological. However, the best interests of children require that ***concerns about the possibility of abuse or neglect should not go unreported.***

### 8.2 RESPONDING TO A CONCERN OR ALLEGATION OF ABUSE

In all cases where an allegation of abuse has been made or a worker suspects that abuse may have occurred, either within or outside BCCC activities, the following course of action should be taken:

1. The matter must be reported to the Elder / Pastor responsible for Children's and Youth Ministries, or another member of the Pastoral Team. The worker making the report is advised to keep their own record of the details of their report including the date and time and the name of the individual the report was made to.

**NOTE:** There are exceptions in which the matter should be reported **directly** by the worker to the relevant authorities [see section 6.3 for these exceptions].

2. The worker making the report should NOT speak directly to the person against whom an allegation has been made or enquire further into details of the abuse.
3. The member of the Pastoral Team who has been informed must ensure that no-one is placed in a position that could cause further compromise.
4. The Pastoral Team must decide on an appropriate course of action and appoint one of their members to handle the case. The allegation and planned course of action must be documented. This plan will take into account the procedural points that are detailed below, which depend on the type of abuse alleged / suspected. Where there is any doubt or uncertainty, it is strongly recommended that the concerns should be discussed with the Child Protection Agencies
5. The designated member of the Pastoral Team must try to establish what has happened, but not investigate the matter. This includes keeping a record of the details of the child (name, address, date of birth), and of any person making the allegation (name, address, telephone number etc.).
6. Any advice given or received (from the authorities) by the designated member of the Pastoral Team should be recorded in writing and retained for future reference.

**NOTE:** If, after consultation, it is not agreed that a concern should be referred to the Child Protection Agencies, an individual as a concerned citizen can still make a referral.

### 8.3 PROCEDURAL GUIDELINES

Please note that there are different courses of action to be pursued in cases of alleged or suspected physical or sexual abuse; therefore, these procedures should be read carefully.

#### **Physical Injury or Neglect:**

If a child has a physical injury or symptoms of neglect (see Appendix), the following procedural guidelines apply:

- 1. Where emergency medical attention is necessary this should be sought IMMEDIATELY.** The worker will inform the doctor of any suspicions of abuse.
2. The worker and the designated member of the Pastoral Team should jointly arrange to speak to the child's parent / carer and suggest that medical attention is sought for the child. If appropriate, the parent / carer should be encouraged to seek help from the Social Work Department.
3. If the parent / carer is unwilling to seek help, even if an offer is made to go with them, the worker and designated member of the Pastoral Team should contact the Social Work Department or Police C.A.R.E Unit.

#### **Sexual Abuse:**

In the event of allegations or suspicions of sexual abuse, the following procedural guidelines apply:

- 1. In the event that a child is discovered soon after an alleged incident of rape or sexual intercourse, then an IMMEDIATE referral to the Social Work Department or Police C.A.R.E. Unit must be made by the worker.** Remember that the Police may want to try and obtain forensic evidence, so that it would NOT be helpful for the child to change clothing or have a shower etc.
2. In other cases, the Elder / Pastor responsible for the Children's and Youth Ministries should be informed, and then the Social Work Department or Police C.A.R.E. Unit should be contacted for advice. The worker should NOT speak to the parents or anyone else who may be involved.
3. Investigations into the matter are the responsibility of the Police or Social Worker. The role of the worker is to collect and clarify all information concerning the allegation or suspicion of abuse.
4. The Pastoral Team will support the worker in their role and accept that any information will only be shared on a need to know basis.

### 8.4 ALLEGATIONS FROM ADULTS ABUSED AS CHILDREN

- Where these are made it is for the victim to decide whether or not to report the matter unless the perpetrator is still involved in working with children.
- If the alleged perpetrator is still working with children, the allegation should be reported to the Social Work Department or the Police C.A.R.E. Unit so that children who may now be at risk can be protected.
- Counsellors need to take memories of sexual abuse seriously. Care should be taken not to impose your own conclusions, even if you suspect child sexual abuse may have occurred. Distressed people are in a vulnerable state, and may be susceptible to suggestion.

## 9. DEFINITIONS

### CHILDREN

For the purposes of this document a child is defined as any person aged less than 18 years.

### CHILDREN'S / YOUTH ACTIVITIES

Any activity organised by BCCC specifically for children aged under 18 years. Examples include Chinese School, Sunday Schools, Youth Ministry activities.

### WORKERS

#### Elder / Pastor responsible for Children's / Youth Ministries

- an individual is appointed by Pastoral Team to oversee all Children's / Youth activities in BCCC.

**Leader** – a person aged over 21 years appointed by the BCCC leadership to have overall responsibility for a particular children's or youth activity.

**Helper** – a person aged over 16 years appointed by the BCCC to work in a children's or youth activity under the supervision of a leader.

**Worker** – either a leader or helper in a Children's / Youth activity. The term includes both voluntary and paid workers.

### CHILD PROTECTION AGENCIES

The official agencies with the legal responsibility for investigation of allegations of child abuse (i.e. Social Services and Police).

## 10. CONTACT DETAILS

### Designated Persons Responsible for Children and Youth Ministry:

<p>Mrs Lai Chu (Julie) Chiang c/o Belfast Chinese Christian Church Lorne Street BELFAST BT9 7DU Northern Ireland U.K.</p> <p>Mobile: 07752010085 Email: <a href="mailto:childprotection@bcc.co.uk">childprotection@bcc.co.uk</a></p>	<p>Mr Simon Au c/o Belfast Chinese Christian Church Lorne Street BELFAST BT9 7DU Northern Ireland U.K.</p> <p>Mobile: 07803005736 Email: <a href="mailto:childprotection@bcc.co.uk">childprotection@bcc.co.uk</a></p>
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### Other Contacts:

#### Belfast Health & Social Care Trust

Speak to Duty Social Worker at:

Gateway Services  
110 Saintfield Road  
BELFAST  
BT8 6HD  
Tel: 028 9050 7000

#### PSNI Child Abuse Investigation Units

PSNI District B  
277 Woodstock Road  
Belfast  
BT6 8PR  
Tel: 028 9025 9832

## 11. APPENDIX – RECOGNISING ABUSE

Abuse and neglect is defined as, “inflicting harm or failing to provide proper care.” Proper care includes respect, physical care (warmth, adequate clothing, food, safety from hazards), praise, attention, trust and love. There are several types of abuse, and a child may suffer more than one of these:

**Physical Abuse** The deliberate physical injury to a child or wilful or neglectful failure to prevent physical injury or suffering. It may include hitting, shaking, throwing, poisoning, burning, drowning or suffocating.

**Emotional Abuse** The persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying a sense of worthlessness, inadequacy or fear.

**Sexual Abuse** Forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Activities include physical contact or may be non-contact (e.g. involving children in looking at, or producing, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways).

**Neglect** The persistent failure to meet a child’s physical and / or psychological needs, likely to result in significant harm. It may involve a parent / carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include neglect of a child’s basic emotional needs.

The following lists contain some possible signs of physical and sexual abuse. It is important to remember that these signs may be due to other reasons, and suspicion of abuse will depend on a combination of signs.

### SEXUAL ABUSE: Possible Signs

- Chronic Depression
- Excessive use of drugs or drink
- Suicidal thoughts, self-mutilation, self-hatred
- Anorexia or bulimia
- Frequent attempts to run away from home
- Fear of certain people like relatives or friends
- Not being allowed to go out on dates or have friends round
- Finding excuses not to go home or to a particular place
- Inability to concentrate or seeming to be in a world of their own
- Talking about a “friend” who “has a problem” or is being abused
- Chronic ailments such as stomach pains or headaches
- Sudden changes in habits
- Being withdrawn, isolated or excessively worried
- Outbursts of anger or irritability
- Repeating obscene words or phrases
- Talking or writing about sexual matters
- Acting in a sexually inappropriate way towards adults

### PHYSICAL ABUSE: Possible Signs

- Unexplained injuries or burns, especially if recurrent
- Improbable excuses given to explain injuries or refusal to discuss injuries
- Untreated injuries, fear of medical help
- Admission of punishment that appears excessive
- Fear of parents being contacted
- Bald patches
- Withdrawal from physical contact
- Arms and legs kept covered in hot weather
- Fear of returning home / repeated attempts to run away
- Aggression towards others

Belfast Chinese Christian Church, Children's & Youth Ministry

## APPLICATION FORM

*for paid / voluntary work with children & young people*



We ask all prospective helpers with children and young people (aged under 18 years) to complete this form. BCCC will treat this information as confidential, unless requested by an appropriate authority.

**Activity to be involved in:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **POSTCODE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**Any name(s) previously known by:** \_\_\_\_\_

**How long have you lived at this address?** \_\_\_\_\_ years

*If less than 3 years, please give all previous addresses during the past 3 years with dates:*

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

Please tell us about your previous Christian experience (how long have you been a Christian, which churches you have attended with name of Pastor or leader):

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

Please tell us about your previous experience of children and / or young people:

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

Have you any relevant qualifications and / or appropriate training?

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

Have you ever had an application to work with children / young people declined? **YES / NO**  
*If YES, please give details:*

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

Do you suffer from, or have you suffered from, any illness (physical or mental) that may directly affect your work with children / young people? **YES / NO**

*If YES, please give details:*

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**REFERENCES:**

Please give the name, address, telephone number and role or relationship to you of 2 people who have known you for more than 1 year and would be able to give a personal reference to support this application (not immediate relatives):

<b>1. Name:</b>	<b>2. Name:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Address:</b>	<b>Address:</b>
<b>Role / Relationship:</b>	<b>Role / Relationship:</b>

**DECLARATION:**

Have you ever been charged with or convicted of a criminal offence, or are you at present the subject of criminal investigations? **YES / NO**

*If YES, please give details, including the nature of the offence(s) and dates:*

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**I confirm that the above information is correct and complete,**

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

***For Official BCCC Use only [not to be completed by applicant]:***  
PECS process: Necessary? Yes / No  
Date applied for: \_\_\_\_\_ Date approved: \_\_\_\_\_  
Date of interview: \_\_\_\_\_  
References received: No. 1  No. 2   
Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Decision to appoint worker: Approved? Yes / No  
Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

***For completion by applicant after approval of appointment:***  
I have received a copy of the BCCC Child Protection Policy, and am aware of the guidelines for practice contained in it. I agree to abide by these guidelines and to work under the supervision of the leader(s) appointed by BCCC and the Pastoral Team.  
**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Belfast Chinese Christian Church, Children's & Youth Ministry  
**REFERENCE FORM**  
*for paid / voluntary work with children & young people*



**\* PRIVATE & CONFIDENTIAL \***

**NAME OF REFEREE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **POSTCODE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

What is your relationship with the applicant?

**RELATIVE / FRIEND / EMPLOYER / OTHER**

Please give a brief description of the nature of this relationship:

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

How long have you known the applicant? \_\_\_\_\_ years

Are you aware of any reason why this person would NOT be suitable to work with children or young people (e.g. previous criminal convictions or allegations of inappropriate behaviour towards children)?

**YES / NO**

*If YES, please give details:*

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

Based on your knowledge & experience of the applicant, please comment on his / her suitability to work with children or young people. Please include statements about his or her HONESTY, HEALTH and EXPERIENCE of working with children and young people, and also working with others in a team:

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

Are there any additional comments you would like to make about the applicant and his / her application for this position in the church?

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

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

Please return completed form to: \_\_\_\_\_

# GENERAL CONSENT FORM

for enrolment in all regular BCCC Children's / Youth Activities



Name of BCCC Activity \_\_\_\_\_

Name of Child: \_\_\_\_\_

## DETAILS OF ACTIVITY:

## CONSENT DETAILS:

1. I consent to my child being involved in games.
2. I consent to my child being given food / drinks at BCCC activities   
Please specify if your child has any special dietary requirements (including allergies):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. I consent to my child being transported in a vehicle accompanied by a *BCCC worker*\* provided that appropriate restraints are used and appropriate insurance cover is in place.
4. I consent to my child's clothes being changed by a *BCCC worker*\* when necessary. I would expect to be informed of the nature of the incident.
5. I consent to my child receiving appropriate assistance with toileting from *BCCC workers*\*.
6. I consent to a photograph / video being taken of my child by *BCCC workers*.
7. Please specify if your child has any special health needs / problems:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. I consent to my child receiving the following medication / medical attention if required:
  - a. Hypo-allergenic plasters
  - b. Sunblock
  - c. Waspeze
  - d. Urgent medical attention at hospital
  - e. Paracetamol
  - f. Other medication (please state name and reason for this):  
\_\_\_\_\_  
\_\_\_\_\_

\* A "BCCC worker" is defined as a person aged over 16 years approved by BCCC to work with children / young people. Workers may be paid or voluntary. All activities are led by a person aged over 21 years.

## PARENT / CARER CONTACT DETAILS:

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

Address: \_\_\_\_\_

Evening telephone: \_\_\_\_\_ Daytime telephone: \_\_\_\_\_

## SIGNATURE:

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

# SAMPLE TRIP INFORMATION / CONSENT FORM

*for any day-trip or trip involving an overnight stay*



Name of BCCC Activity \_\_\_\_\_

Date(s) of Trip \_\_\_\_\_

Venue for Trip \_\_\_\_\_

## DETAILS OF TRIP

Description of travel arrangements:

Description of overnight accommodation:

Time and Place of Departure \_\_\_\_\_

Time and Place of Return \_\_\_\_\_

Brief outline of programme:

## CONTACT DETAILS DURING TRIP

**Venue:** Address – \_\_\_\_\_

Telephone No – \_\_\_\_\_

**Leader:** Name – \_\_\_\_\_

Telephone No – \_\_\_\_\_

The Consent Form attached to this form should be signed and returned to:

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

## PARENT/CARER CONSENT FORM

I confirm that I have received and read the details concerning the trip organised by:

\_\_\_\_\_

I give my permission for my child \_\_\_\_\_ (print name) to attend and take part in whatever activities are organised and to be given emergency medical attention if necessary.

Special dietary / health needs of child: \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Parent/ Guardian. Date \_\_\_\_\_

Printed Name: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_