

Dear Potential GALWAY KIDZ Ministry Team,

Welcome! We are excited that you have come to assist the Children's Ministry here at Galway City Baptist Church. This handbook will introduce you to the many opportunities available to you within our ministry. We are thorough with our new leader and assistant application and interview process and we work diligently to establish guidelines to ensure a safe, secure and loving environment for the children of Galway City Baptist Church. Together we will explore this handbook so that you can gain an understanding of our purpose, programs, and ministry policies.

You don't have to be an expert.

Each member of our GALWAY KIDZ team has one thing in common: a passion for Jesus and for children too. If you have come today with a heart to love God and a desire to work with children, then you have the two basic ingredients necessary to become a worker in children's ministry.

There are many different opportunities for you to serve within GALWAY KIDZ.

Whether you enjoy holding babies, telling Bible stories, singing songs, playing guitar, working with puppets or even assisting in administrative work, there is a place for you in GALWAY KIDZ. We will discuss these different opportunities with you and will work together towards finding a place where you can use your God-given gifts to invest in the lives of children.

You do not need all the time in the world.

You can successfully minister to children with a minimal time commitment. In just an hour and a half each week, you will be able to form relationships with children and their parents that will communicate love and value, not only from you, but also from God.

You are not alone.

You will be supported in your ministry through the GALWAY KIDZ leadership team. We plan different enrichments throughout the year, which are designed to encourage, equip, energize and empower you for ministry. You will not be alone in your ministry to children.

We look forward to getting to know you better and to ministering alongside you. It will be exciting to watch God at work in you and through you as you minister to the children of Galway City Baptist Church.

Serving with you,

Galway City Baptist Church Pastoral Leadership

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Orientation Process

Orientation

Attend an orientation meeting for GALWAY KIDZ
Fill out application forms

Application

Reference checks
Make an appointment for interview with leadership
Garda background check

Conversation

Short interview with GCBC Leadership

Observation

Observe in a class for a period of time

Invitation

Placement
6/6 rule
Schedule appointment for six-week follow up

Child/Leader Ratio Guideline

Age/Class	Leaders	Kids
Creche Ratio:	2 babies per 1 leader.	Max 12 per room
Crawlers Ratio:	3 crawlers per 1 leader.	Max 12 per room.
Toddlers Ratio:	5 toddlers per 1 leader.	Max 15 per room.
2's Ratios:	6 children per 1 leader.	Max 18 per room
3's Ratios:	7 children per 1 leader.	Max 21 per room.
4-6 years Ratios:	8 children per 1 leader.	Max 24 per room.
1st-6th Class/Youth Ratios:	10 children per 1 leader.	Max 30 per room.

GCBC Children's Ministry

General Safety Reminders

General Safety Reminders:

1. Never be alone with a child. A minimum of two care providers at all times. It is inappropriate to have sustained time with same or opposite sex without supervision or witness.
2. Physical contact that is appropriate are "high fives" or shaking hands; non-demanding, gentle touch of shoulders, hands, arms, head, back; sitting child on leg is only appropriate up to 6 years old. Physical contact that is inappropriate would be:
 - a. kissing,
 - b. demanding hugs and kisses,
 - c. touching chest, genital region, upper legs, buttocks, waist, stomach,
 - d. sitting child in center of your lap;
 - e. physical contact of any kind, which is done for the pleasure or satisfaction of care providers;
 - f. any touching used to express power or control over a child.
3. A married couple must serve with another adult leader in the room at all times.
4. The 6/6 Rule. You will serve for six months with a leader who has been in our ministry for six months. Male leaders may not change nappies.
5. Male leaders may not take any child into the bathroom, they may wait outside bathroom with door to bathroom slightly open if needing to check on child.
6. Female leaders must leave the stall door open if it is necessary to enter to help a child.
7. Make sure that the toilet is clear before allowing a child to enter. Ask adults who are entering the toilet to please wait until the children are finished.
8. For safety purposes we do not permit people to wander around the building unattended. We depend upon you to assist us in helping to make GALWAY KIDZ a safe environment for all of our children.
9. Discipline is to help children learn responsible behavior and to facilitate appropriate and positive social interactions. Appropriate discipline consists of: praising the specific behaviours you want to see in your group, using a firm gentle voice addressing and redirecting the behaviour, using age appropriate "time outs" or withdrawal from activity. Inappropriate discipline is corporal punishment of any kind.

Toilet Safety Reminders:

All children, two years old through class two, must be accompanied to the toilet by a female adult leader. The leader must take no less than two and no more than four children to the toilet at one time. Children in classes third through six may go to the toilet without an adult leader, however, they must always go in groups of two unless toilet is in the classroom.

Medical Procedures

Typically an injury (such as a scrape, small cut, headache, tummy ache) can be treated with a little tender loving care, a cool cloth and a sticky-plaster, but we need to be prepared for everything. We keep a well-stocked first aid kit at the book table. Please treat the child and complete an “Accident/ Incident Report”. Make a duplicate of the Accident/Incident Report and give one copy to the parent and the other to a member of Galway Children’s Ministry. Please talk with the parent upon their arrival and let them know what happened. A member of the Children’s Ministry will follow up with the parent, if necessary, the following week.

Keep in mind that we are not authorized to dispense any over the counter or prescription medications. In the event a child needs more attention than we can provide the parent will be notified.

Serious Injuries involving broken bones, sprain, convulsions, fainting, allergic reactions, unconsciousness or other serious bodily injury should be treated as follows:

1. Keep calm and keep children and the affected person as calm as possible. Speak reassuringly to the child.
2. Do not move the injured child and do not leave them alone. You may have to sit them down or they may need to lie down.
3. Send a fellow teacher to find a coordinator or staff member for assistance.
4. The director or staff member will call for medical assistance or, if necessary, they will call 999.
5. The coordinator or staff member will then contact the parent and advise them of the child’s situation.
6. The staff member will refer to the parents for details on doctor or hospital preferences.
7. If the child is to be transported to a hospital and the parent cannot be located in time, the staff member will accompany the child to the hospital.
8. The staff member will follow up with the parent as needed.
9. All volunteers and staff members involved in the emergency should write out a report of what happened immediately following the emergency. These witness statements along with the accident report will be kept on file.

Classroom Evacuations

1. Read and understand the evacuation route for your classroom, which are posted at the exit door of each room.
2. Before evacuating count the number of children in your class. Call roll again when you arrive safely in the area you are to evacuate to. Take your attendance sheet or book with you.
3. Once evacuated, please wait for further instructions from a member of the GCBC Leadership.
4. Please stay with your group at all times. Do not leave to go get your own children, to obtain first aid or for any other reason. First aid will be brought to you if needed.
5. Release children only to their parents (for ALL ages) and only after you have been given the okay to dismiss by a member of the GALWAY KIDZ Leadership. Do not dismiss any children, including elementary age, to go on their own. Do not allow parents to take their child from your care during the “process” of your evacuation. Remind the parents they can walk with you but you cannot release a child until you have arrived at your designated location.

Crèche
Newborn - 2 Years
&
3 Years - Sr. Infants

Set-Up and Check In:

Leaders are asked to arrive 20-30 minutes prior to the beginning of the service time. Upon your arrival you will need to set up a few things for the receiving of the little ones.

Please be mindful of these things:

1. Make sure your class door sign is properly displayed for parents to see.
2. Have GALWAY KIDZ nappy bags available for parents who do not have a nappy bag tag where and when needed.
3. Smile...all the time!

In the Crèche room the leaders are responsible for setting up the cribs with linens and for putting blankets and toys gathered from storage on the floor for the children to play with, turning up the heat in room, and checking if toilets are clean.

During the Time You are Helping:

Checking in children: Workers will receive the babies from parents.

Checking out children: When parents return to pick up a child, release the child only after verifying that the child under your care is released to their parent. DO NOT release the child into the care of anyone else. If there is a question about this call for a GCBC Leadership member and they will take the necessary steps to release the child to the parent.

Reasons for getting a parent:

1. If the child becomes ill.
2. If the child has been crying for more than 10 minutes.
3. If the child has been injured.

If a child becomes ill or injured, a worker must immediately contact a leadership member and the parents. A leadership member will then contact the medical team. An incident report will be filled out and a phone call will be made later in the week to see how the child is doing.

Well Baby Crèche:

If a child has a runny nose (with green or yellow discharge), persistent cough, fever, rash, or any other signs of illness we will ask the parent to keep their child with them. If the Crèche leader notices this during the service time please notify a leadership member and we will get the parent.

Sample Classroom Schedule:

Create a loving and caring environment for our young ones.

Welcome time (10 minutes)

Receive lovingly the children and toys

“I am glad you came to church today Liam!”

“Jesus loves you and so do I.”

Worship time (10 minutes)

Musical instruments and singing

“Let us sing our praises to God.”

Teaching time (10 minutes)

Curriculum and curriculum toys

“Let us learn about God’s love for us.”

Snack and Prayer Time (10 minutes)

“Thank you, God, for our food. Amen.”

Leaders are able to give the children either cheerios or graham crackers at this time.

Nappy changing time (10 minutes)**Free-play time** (10 minutes)**Bye-Bye time** (10 minutes)

Lovingly release the children and give out take home papers

“I am so glad you came today Liam. I hope you will come back to church next week.”

Other Procedures:**Nappy Changing Standards (suggested):**

1. For safety reasons a male leader may never change a child's nappy other than his own child.
2. For safety reasons only a female adult leader over 18 may change a nappy.
3. You may only change a nappy in the presence of another leader.
4. Never leave a child unattended on the changing table.
5. Get a clean nappy from the child's nappy bag. Put latex gloves on your hands.
6. Place a piece of parchment paper on the nappy changing pad.
7. Place child on nappy changing pad, making sure their bottom is on the parchment paper.
8. Change soiled nappy.
9. Discard soiled nappy and parchment paper in nappy pail.
10. Remove latex gloves and discard in nappy pail.
11. Wash hands thoroughly with soap.
12. Spray changing pad with disinfectant.

Adult Worker, 18 years old and older, responsibilities:

1. Supervise children in the classroom.
2. Supervise student/youth leaders.
3. Meet, greet and receive children with a smile and a kind tone in your voice. Move slowly communicating care non-verbally to the child and parent.
4. Teach crèche curriculum, "Say, Play, Pray, Take Away" throughout the hour.
5. Check and/or change nappies.
6. Address any parent questions/concerns.
7. Supervise cleaning and/or closing of classroom.
8. Report any questions/concerns to the Coach/Coordinator/staff member.
9. Pray with teaching team.
10. If you will not be able to serve at your expected time and room please call your staff coordinator to let them know of your absence.

Adult Worker, 18-years-old and older ONLY, responsibilities:

1. Carry children
2. Change nappies
3. Meet, greet and receive children
4. Address parent questions/concerns

Closing procedures for classrooms:

1. Place all toys and supplies, books, Toddler Bibles and seasonal audio cassettes in curriculum tub.
2. Wipe down with disinfectant all furniture and toys. (Including tables, foam mats, swings, toys, etc.)
3. Disinfect cribs and changing area. Set crib and changing pad on side, identifying that it has been disinfected.
4. Empty trash and nappy pails. Replace liners. Place all trash inside large outside trash cans.
5. Make sure room is tidy (hoover, mop as necessary)
6. Leave knowing that you have been an instrument of God's love for our children.

1st - 6th Classes

Primary School

Primary Setup and Check-In:

Primary leaders are asked to arrive 20-30 minutes prior to the beginning service time. Upon your arrival you will need to set up a few things to check in each child.

Please be mindful of these things:

1. Make sure your class door sign is properly displayed for parents and children to see.
2. Smile...all the time!

Toilet Safety Reminders:

1. A female adult leader must accompany children in classes 1 through 2 to the toilet.
2. Children in classes 3 through 6 may go to the toilet without an adult leader, but must go two at a time.
3. Leaders are encouraged to watch from their classroom door until the students return to class.
4. Children must never go to the toilet by themselves unless the toilet is in the classroom.

Sign-in/Release:

1. Children go to their classrooms with their leaders. At the close of the service, children are dismissed if they know where to meet their parents. After sunset, children-regardless of age or Class-must remain in classrooms until a parent picks them up.

Medical:

1. The child's leader handles very minor injuries. A first aid kit is available in the main-hall storage closet.
2. The leader completes an "Accident/Incident Report" for every minor injury:
 - a. A copy of the "Accident/Incident Report" is given to the parent.
 - b. A copy is given to the staff coordinator for follow-up with a parent and then filed.
3. For more serious injuries, leadership and parents are notified immediately and 999 is called. A copy is made of the "Accident Report" and given to the Children's Ministry Staff for follow-up with a parent. The staff member will see that the parent is notified ASAP.

General:

1. Children are not allowed to roam the campus unsupervised. They must be in a classroom or attending the adult worship service with their parent.
2. Parents are asked to give their child's leader any special instructions or information about their child that will allow our leaders to minister more effectively to the child.
3. Most discipline opportunities are handled within the classroom. If an opportunity arises that requires special attention, an primary leadership person will remove the child from the class to resolve.

Youth Secondary School

Setup/Tear-Down:

1. Leaders are asked to arrive 20-30 minutes prior to the beginning of the service time to check set up of room, and prepare for the lesson.
2. Leaders and helpers are asked to tidy the room and return to the teachers classroom set up.

Toilet Safety:

1. Youth should use the toilets in the classroom as needed. Leaders/ helper should be aware that the youth member has left the group to use the toilet and watch for their return.

Sign-in/Release:

1. Youth should go to their classroom with the leader and should not be permitted to wander around the school unaccompanied. If they are not in the youth church or helping in a child's class, they should be in the worship service.

General:

1. Leaders should ensure they are not alone in a room with just one youth member. There should either be at least two leaders present or at least two youth.
2. Parents are asked to give the youth leaders any special instructions or information about their child that will allow the leaders to minister more effectively.
3. Most discipline issues should be handled within the classroom. If an incident occurs that requires special attention, the youth will be removed from the classroom, if necessary, and discussion with relevant people regarding appropriate action will be held.

CHILD PROTECTION POLICY STATEMENT

GALWAY CITY BAPTIST CHURCH AS AN ORGANISATION IS COMMITTED TO taking every step necessary to ensure the safety, protection and well being of the children and young people with whom we work, regardless of class, race or creed. All Galway City Baptist Church workers/volunteers have to be aware of and sign up to this policy as it will be their duty to guarantee its implementation at any events in which children and/or vulnerable people will be present, including Sunday creche and classes, Kids and youth Bible studies or clubs. This policy will be reviewed on an annual basis and altered as necessary.¹

We ensure the above by:

- Having a reporting procedure to respond to concerns around children's welfare and safety
- Having a confidentially statement
- Having a code of behaviour for staff and volunteers/students
- Having a safe recruitment procedure
- Having a procedure to respond to accidents
- Having a procedure to respond to complaints
- Developing a staff allegations procedure and disciplinary procedure

As part of the policy we will:

- Appoint a Designated Person and a Deputy Designated Person.
- Provide induction training around the group's child protection policy
- Ensure that staff attend child protection training as appropriate
- Provide supervision and support for staff and volunteers in contact with children
- Share information about child protection policy and good practices with families and children
- Review the groups' child protection policy and practices on a regular basis

REPORTING PROCEDURE

If there is a concern about the welfare or safety of a child in our work the following procedure will be followed:

The Worker / Volunteer will then:

- Discuss concerns with the Designated Person

The Designated Person:

- Will consider and record the concern
- They may ring the Duty Social Worker for informal advice, that is, discussing their concerns without identifying the persons concerned. However, after discussion with the duty social worker and when advised to do so, they will make a formal report on the **standard reporting form** and forward it to the **Social Work Department of the Western Health Board.**

EMERGENCY SITUATIONS OUTSIDE OF SOCIAL WORK DEPARTMENT HOURS

Designated persons and staff should contact An Garda Síochana in emergency situations. They should use the local Garda number in the area where they are working or ring 999.

¹ This policy applies to all children's and youth group activities run by Galway City Baptist Church.

When a child protection report is being made to the Social Welfare Officer good practice would indicate that a family should be informed about the report UNLESS DOING SO MAY PUT THE CHILD AT FURTHER RISK. The designated person should seek advice from the Social worker in relation to this.

In the unhappy event of allegations against one of our workers, the worker will be removed from all contact with children under Galway City Baptist Church's care until the matter has been fully investigated. This is merely precautionary and does not imply guilt.

ROLE OF THE DESIGNATED PERSON

- The Designated Person should have completed the Keeping Safe Training as a minimum.
- They should be in a position to have an ongoing role with the work.
- They should be in a senior position in Galway City Baptist Church.
- They should be open and comfortable with the topic of abuse.
- They should be available and committed to undergoing further training in the area of child protection and positive childcare practices.
- The Designated Person should link informally with the Health Board Duty Social Worker to discuss concerns around children in their service.
- Where appropriate and when advised by the Health Board Duty Social Worker the Designated Person will make a report without delay on a Standard Reporting Form to the local social work department. (*Standard Reporting Form* with social work numbers attached)

Dealing with a Disclosure:

If a child discloses that they are being abused or you suspect from what they are telling you that they are being abused you should:

- NEVER promise to keep a secret! You **must** record all allegations made and pass on information to the Designated Person (only).
- Stay calm - the child will look to you for support.
- Listen to the child, rather than questioning him/her directly.
- Offer the child reassurance without making promises.
- Believe that what the child is saying is **serious**. Take the child seriously and pass on information to the Designated Person.
- Never stop a child who is freely recalling significant events.
- Don't overreact.
- Explain what you have to do and whom you have to tell.
- Don't question or interrogate the child - **you are not qualified to investigate**. Only record what the child has told you in his or her own words and then talk to your Designated Person (only).
- Record the discussion accurately and inform the Designated Person (only) as soon as possible after it has taken place. Even if it is information you do not understand fully or like writing down, stick with it. It is important!

BEING AWARE OF ABUSE

We need to be aware of what "abuse" is and be aware of who might abuse children. It is good practice to ensure that we know how to recognise child abuse. This does not mean that we are responsible for deciding whether or not abuse has occurred, but that we do have a responsibility to be alert to behaviour by children or workers which suggests something may be wrong.

What is Child Abuse?

Child abuse is complicated and can take different forms, but usually consists of one or more of the following:

- **Neglect:** Where a child's needs for food, warmth, shelter, nurture and safety are not provided, to the extent that the child suffers significant harm.

- **Emotional Abuse:** Where child's needs for affection, approval and security are not being met and have not been met for some time by their parent(s) or carer(s).
- **Physical Abuse:** Where a child is assaulted or injured in some way that is deliberate.
- **Sexual Abuse:** Where a child is used for the sexual gratification of an adult.

Child abuse, therefore, takes many forms and may be the result of a direct act or of a failure on the part of another to act or to provide proper care.

Who Might Abuse Children?

You cannot tell by looking at persons whether or not they are abusers. They don't appear different from the rest of society. Abusers come from all classes in society, all professions and races. Generally the abuser is known to the child and is in a position of trust and/or authority; occasionally it is carried out by strangers. It is not only adults who abuse children; children may suffer abuse from other children and young people.

How suspicious should you be?

It may be hard to accept that harm may be intentionally inflicted by people whom children know and trust or that children may suffer as a result of the attitudes of those who are working with them. We need to raise the level of everyone's awareness without creating intense anxiety in which people are looking for a skeleton in every cupboard.

A Good Rule of Thumb

If you become aware of anything that causes you to feel uncomfortable, you should talk to your Leader or directly to the Designated Person about it. This means being aware of the attitudes of your fellow workers, and of interactions between them and the children, and with each other. You should be alert to any unusual incidents or activities that take place where a child may be at risk or where staff and volunteers are putting them in a vulnerable position.

A Note on Bullying

Because we endeavour to create an environment of mutual respect and love conducive to growth in good conduct, we will not tolerate bullying in any activity or event. All activity leaders and the Designated Person will take any instances of bullying very seriously and act to prevent and deal with any instances in which another child is being bullied.

CONFIDENTIALITY STATEMENT

- It is the policy of Galway City Baptist Church to keep confidential all personal information about the families, children and volunteers in our work.
- The only exception to this may be when child protection concerns arise in relation to a child. In this situation information will be shared on a need to know basis as determined by the Designated Person.
- Leaders, staff, volunteers in this work will be advised of our confidentiality policy and required to sign up to it.
- Where there are child protection issues, observations/reports should be kept by the Designated Person on an ongoing basis and information shared with social work departments as appropriate.
- Only staff involved with the child will have access to confidential files.

CODE OF BEHAVIOUR FOR WORKERS

While the children are in our care, it is our responsibility to minimise opportunities for children to suffer harm. There are a number of steps that we should take to provide a safe environment.

Planning:

This is essential for the smooth running of any programme. This will help in the event of an emergency. When planning the programme there are some obvious things to consider:

- **Know the children in your care.** Some criteria for attendance would be helpful e.g. a Registration Form for all members with emergency contact numbers of nearest relative.
- **Know your fellow workers.** Ensure good recruitment practice, and a record of any complaints about or incidents involving workers.
- **Keep records,** i.e. attendance roster, accident file.

Supervision of children:

Making arrangements for the proper supervision of children is one of the most effective ways of minimising the risk of harm. Some practical considerations for organising any activity are:

- The number of children participating in the activity
- The age of the participants and the age range
- The type of activity
- The environment in which the activity is taking place

Basic principles that we must take into account when supervising children:

- Children should not be left unattended.
- Workers should know at all times where the children are and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Children will be safer if supervised by two or more adults.
- Dangerous behaviour by children should not be allowed.

Supervision of children on journeys/outings/trips:

- The organisers of journeys/outings should plan and prepare a detailed programme of activities for the children who are involved in the project.
- Organisers are responsible for the welfare and safety of the children for the **whole time** they are away from home.
- Young people should not be left to their own devices in, for example, a town for the evening or shopping expeditions.
- All children should be adequately supervised and engaged in suitable activities at all times.
- Organisers should obtain, in writing, parental consent for children joining an organised trip or event (see Appendix).
- Parents should be given full information about an event or trip, including details of the programme of events and the activities that the children will be engaged in.

In public with children:

- The safety of the child is paramount at all times.
- Think of how you appear in public when dealing with children.
- Do not go into the toilets alone with a child. If at all possible have another adult present.
- Do not shout at or roughly handle a child.
- Parental permission **must** be obtained before taking a child to any place other than the usual venue.

Some Guidelines for Self-protection:

- Don't spend excessive amounts of time alone with children away from others, unless you are helping them spiritually, in which case always inform another leader what you are doing and always keep doors open so that other leaders may observe at a distance.
- Don't take one child alone in a car on journeys, however short. Try to have other children on the journey and alternate whom you leave home first.

If on occasion these things are unavoidable, they should only occur with the full knowledge and consent of someone in charge of your group or the child's parents.

We should NEVER:

- Engage in rough, physical or sexually provocative games, including horseplay;
- Allow or engage in inappropriate touching of any form;
- Allow children to use inappropriate language unchallenged;
- Make sexually suggestive comments about or to a child, even in fun;
- Let allegations a child makes go unrecorded;
- Do things of a personal nature for children that they can do for themselves.

Sometimes it may be necessary to do things of a personal nature for children, particularly if they are very young or have disabilities. These tasks should only be carried out with the full understanding and consent of parents. If you have to carry out such a task for a child in an emergency you should fully inform the parents.

In keeping children safe we have a responsibility to protect them from bullying, prejudice and corporal punishment while in our care. The children must feel safe in the environment where we have them. Let us not be guilty in failing in our duty to care for the children whom God has given us to teach.

THE RIGHTS OF A CHILD

- **To be safe:** we should tell the children that we will do all we can to keep them safe.
- **To the provision of Health Care:** if a child becomes ill in our care, he/she should be referred for proper medical attention. If he/she becomes ill at any of our clubs or events we should make every attempt to contact the child's parents who are then responsible.
- **Protection from violence, abuse, and exploitation:** a child has the right to be protected from violence and harmful treatment, (this includes bullying). They must be kept safe from all harm. They must be given proper care by those looking after them.
- **Cultural, Religious, and Linguistic Rights:** a child has the right to enjoy his or her own culture, to profess and practice his or her own religion, or to use his or her own language as long as it is not disruptive or disrespectful.
- **To rest and leisure:** every child is entitled to rest and play and to have the chance to join in the full range of activities.
- **To the right to information:** children should be able to get a wide range of information, especially any which could help them to better enjoy our activities and events.
- **To express opinions:** the child has the right to express views freely in all matters affecting the child. Those views should be given due weight in accordance with the age and maturity of the child.

Children Have Responsibilities as well as Rights:

Rules and forms of discipline should be explained to the children. Leaders should not feel that they have to accept bad behaviour without redress.

To implement these rights we will have to:

- Have a set of rules outlining the type of behaviour that is, and is not acceptable in our activities.
- Have a positive and non-violent approach to discipline.
- Make it clear that we will not tolerate prejudice and will help children to understand and respect differences.
- Be available and approachable so that children can share their opinions.

Children must be told of their rights:

Children must be told of their rights in relation to their involvement with Galway City Baptist Church. The following are the rights that we should share with our children:

- You have the right to be safe and so we ask you to obey the rules that are there for your safety.
- You have the right to be protected from any harm. Please tell me if you feel 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 the leaders on the Registration and Parental Consent Forms.
- You have the right to enjoy and practice your own religion, but as you know during our club or event you are expected to listen to Christian views. You have the right afterwards to discuss what you have heard with your teacher without fear or prejudice.
- You have the right to be treated with dignity, but you are expected to behave in a respectful and honourable manner and to treat others in the same way with dignity and respect.
- You have the right to express your opinions. We encourage you to do so at a time that is suitable to all involved. Your leader/teacher will tell you when he/she is free to listen to you.

RECRUITMENT AND TRAINING

Volunteering and working with children is both worthwhile and fulfilling, but also challenging. Once recruited all staff and volunteers 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.

The following procedure should be followed when recruiting for GCBC:

- **Requesting candidates** to supply information on **an agreed application form**, which should include information regarding personal details, past and current work/volunteering experience, qualifications or skills relevant to the post.
- **A declaration form** should be submitted in relation to criminal convictions.
- Two forms of **identification** including a photo ID such as passport/drivers licence will be required.
- Two **written references** will be required (one of which will be from a pastor or spiritual leader). These must be followed up with a phone call to verify that they are bone fide (This is also an opportunity to ascertain if there have been any concerns that have not been outlined in the written reference).
- Seek **Garda clearance** (if available) in relation to all candidates, staff or volunteers
- **Interviews** should be conducted by more than one person. It is the responsibility of the group and not one individual in it to appoint staff/volunteers. All processes should be consistent and transparent.
- During interviews check out candidates attitudes i.e., child-centred ethos, discipline, child protection, race or culture.
- Have a **probationary period** which is written into a contract.
- Unvetted persons will not be left unsupervised at any time.

Induction:

- As newcomers, staff and volunteers will be made aware of the tasks they will be performing, and the limits that will apply to them, especially as regards supervision. They will be given induction training in child protection policy and procedures. They will be required to sign up to this child protection policy.

Supervision and support:

- The person in charge is responsible for overseeing the performance of all the workers, designated tasks, keeping all workers up-to-date with child protection issues and with other policies as they arise. He/she is to be a source of encouragement to the workers, acknowledging good work when it is done, and keeping the workers' focus on the Lord, on His work, and on the children and their needs.
- 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.
- This support will take the form of regular "workers meetings" and informal discussions as the need arises.
- At these meetings/discussions important issues will 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.

ACCIDENTS PROCEDURE

Procedures for dealing with accidents and complaints should ensure that:

- Emergency numbers are readily accessible.
- Everyone knows where the nearest phone is or a suitable ready mobile phone is at hand.
- Someone has knowledge and /or training to deal with foreseeable medical and accidental incidents.
- Keeping a first aid box where it is easy to find.
- Having incident book or report forms upon which the incident is recorded.
- Parents are to be informed as early as possible.

COMPLAINTS PROCEDURE

- We undertake to ensure all complaints are taken seriously and dealt with fairly and confidentially.
- We will endeavour to quickly and informally resolve complaints through discussion with the parents and members of staff as appropriate.
- Parents will be made aware that there is a complaints procedure in operation.

If parent or guardian has a complaint:

If a parent/guardian is not satisfied with any aspect of our work they should first of all seek to resolve the issue informally by:

- Discussion with the club or event leader.
- If the issue is unresolved or reoccurs, parents should put their complaint in writing to Galway City Baptist Church's Designated Person.
- The church may then nominate a person to meet with the parents and the club or event leader (as appropriate) to try and resolve the issue.
- Written records of discussion and agreements made will be kept of this meeting and copies made available to parents, club leader, or other involved staff (as appropriate).

Depending on the nature of the complaint further procedures may also be followed.

ALLEGATIONS OF ABUSE AGAINST A WORKER

- If there is a complaint alleging abuse of a child by any staff/volunteer etc. in the church, the reporting procedure to the Social Work Department of the Health Service Executive will be followed. (HSE West- Brid Burke Officer- Child First- 091548440).
- The worker/volunteer will be given the right to respond to the allegation.
- While the matter is being investigated the worker will be withdrawn from all contact with children in our care. Again, this is precautionary and does not imply or suggest guilt.
- The church will co-operate fully with any investigation being undertaken by the Health Service Executive or the Gardai.
- Workers will be required to annually affirm their commitment to this document and operate at all times in accordance with it. Any breach of the procedures may result in disciplinary procedures by the church.

We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service. This Child Safeguarding Statement will be reviewed in January 2020, or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: GCBC

For queries, please contact Amanda Post on 087-139-0064 (Relevant Person under the Children First Act 2015).

Forms

MINISTRY APPLICATION FORM

Form APP-1

CONFIDENTIAL

Surname _____ Forename _____

Previous Names Used _____

Address _____

How long at this address? _____ If less than 2 years please give previous address

Tel No. _____ E-Mail _____

Date of Birth _____ Place of Birth _____

Name of church you currently attend: _____

Church attended previously, if applicable: _____

Do you have a personal faith in Jesus Christ? _____ Briefly describe _____

Are you (please tick) Employed Unemployed Student Homemaker Other

Do you have any illnesses or medical conditions that could affect your ability to work with children or youth? Yes No

If yes please give details: _____

Do you have any relevant childcare/ youth work or related qualifications?

Please indicate:

When completed _____

When completed _____

Work experience:

(please indicate most recent employer, and dates and duration of all employment in the past 5 years)

Employer 1 _____

Position _____ Dates _____

Employer 2 _____

Position _____ Dates _____

(Please attach additional sheets for further information if required)

Have you been involved in voluntary work previously? Yes ___ No ___

If yes, give details

Do you have any spare time hobbies, interests or activities?

In what areas are you interested in serving (Crèche, Children, Youth, other)?

If voluntary work has been undertaken previously please include the name of the last group and contact person you volunteered with.

Organisation _____

Contact Name _____

Address _____

Tel No _____ E-Mail _____

Please provide names and addresses of two people not related to you whom we could contact for a reference (one from a former pastor or spiritual leader).

**STAFF/VOLUNTEER
BACKGROUND AND SIGNATURE**

Form APP-2

(Page 3 of 3)

CONFIDENTIAL

Surname: _____ Forename: _____

Date of Birth: _____ Place of Birth _____

1. Have you ever been convicted of a criminal offence (in this or any other country) or been the subject of a Caution or of a Bound Over Order? Yes ___ No ___

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

Nature of Offence

Date & Location

Garda vetting will be sought for any applicants. Do you give your consent? Yes ___ No ___

If no, please explain _____

I hereby authorise Galway City Baptist Church to verify any and all information contained in this application deemed necessary by their leadership. I confirm that nothing in my personal or professional background renders me unsuitable for a post which involves working with children/youth. I also confirm that the above information is true and accurate. I understand that this information will be held confidential by the Church.

Should my application be accepted, I agree to follow the policies of Galway City Baptist Church and to refrain from unbiblical conduct in the performance of my services on behalf of the church.

Signed: _____ Date: _____

Name in block letters: _____

Staff/Volunteer Application Interview/Review Form

Form APP-Rev

(to be completed by church leadership)

CONFIDENTIAL

To be completed by interviewers and Designated Person

___ Reference forms checked and confirmed?

Observations/Concerns? _____

___ Interviewed on _____

By _____

Interview notes _____

___ Possible area of service _____

___ Orientation attended _____ Date _____

___ Gardai clearance _____

Declaration:

We, the undersigned, hereby approve the above applicant for ministry to children and youth at Galway City Baptist Church.

Interviewer _____ Date _____

Interviewer _____ Date _____

Designated Person _____ Date _____

Ministry Focus/Supervisor _____

End Date _____ Reason for leaving _____

APPLICANT REFERENCE FORM

Form APP-Ref

CONFIDENTIAL

_____ Has applied for a position with Galway City Baptist Church and has given your name as a referee.

This post/volunteer work involves substantial access to children and 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 ___

Once we receive your completed reference form we will contact you to confirm. If you have answered yes above, this will also give an opportunity for us to discuss any concerns you may have regarding the applicant. Please be assured this conversation will be held in confidence.

If you are happy to complete this reference, all information contained on the form will remain confidential and will only be shared with the applicant's immediate supervisor, should they be offered a position. We would appreciate you being candid in your evaluation of this person.

How long have you known this person? _____

In what capacity? _____

What attributes does this person possess which you would consider makes them suitable for working with children?

How would you describe their personality?

Is there any additional information you feel we should know before coming to a decision?

Please rate this person on the following (please tick)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Ability to work positively with children					
Ability to work with colleagues					
Energy					
Trustworthiness					
Reliability					

Signed: _____

Printed Name: _____

Date: _____

Occupation: _____

Address: _____

Phone: _____

E-Mail: _____

Please do not return this completed form to the applicant.
Please post directly to Galway City Baptist Church at the following address.

Galway City Baptist Church
Attn: Jason Post
Boleybeg East
Barna
Co. Galway
Ireland
+353-87-138-6077
jason@galwaycitychurch.com

Volunteer Declaration Form

Form DEC

Declaration

I hereby declare that I have attended a training event, which has introduced me to the standards of Galway City Baptist Church for good practice in ministry to children/youth, and that the recommended procedures to be followed when working with children/youth have been explained to me.

I acknowledge that I have received the *Galway City Baptist Church Child Protection Policy* and *Volunteer Handbook*, and I declare that I will practice the procedures and security measures which have been put into place. I will exercise my ministry to children and youth with care, leading by example and striving to grow in my own spiritual maturity. I will continue to support and pray for the children, youth, and leaders of Galway City Baptist Church.

Name (BLOCK CAPITALS) _____

Signed _____ Date _____

Volunteer Declaration Renewal Form

Form REN

Since your last training, have you suffered any illness, disability, or medical condition which might at times affect your ability to work with children or youth? ___ Yes ___ No

If yes, please give details _____

Declaration

I hereby declare that I have attended a training event, which has reintroduced me to the standards of Galway City Baptist Church for good practice in ministry to children/youth, and that the recommended procedures to be followed when working with children/youth have been explained to me.

I confirm that nothing in my personal or professional background renders me unsuitable for a post which involves working with children or youth.

I acknowledge that I have received the *Galway City Baptist Church Child Protection Policy* and *Volunteer Handbook*, and I declare that I will practice the procedures and security measures which have been put into place. I will exercise my ministry to children and youth with care, leading by example and striving to grow in my own spiritual maturity. I will continue to support and pray for the children, youth, and leaders of Galway City Baptist Church.

Name (BLOCK CAPITALS) _____

Signed _____ Date _____

APPENDICES

Contents:

- 1. Designated Person's and Deputy Designated Person's Contact Details**
- 2. Form PC-Gen: Parental Consent Form**
- 3. Form PC-Toilet: Toilet Release Form**
- 4. Form PC-SE: Special Event Consent Form**
- 5. Form ACC: Accident/Incident Report Form**
- 6. No Blame Approach to Bullying**

Galway City Baptist Church's Designated Person and Deputy Designated Person

Designated Person

Name:

Address:

Phone:

Email:

Deputy Designated Person

Name:

Address:

Phone:

Email:

Parental Consent Form

Form PC-Gen

To be completed by parent/guardian in block letters

Galway City Baptist Church is committed to safeguarding the well being of all children who attend our children's activities. To enable us to do this there is some information we need to know about your child. Please complete the form below and return it to the leader.

Name of Child/Youth _____ Date of Birth _____

Name of Parent/Guardian _____

Home Address _____

Home Tel Number _____ Parent's/Guardian's Mobile No _____

Name and Phone (if known) of child's GP

Please indicate below if the child/youth suffers from any medical condition, and specify any medication s/he may be taking, any special dietary requirements, and/or any allergies about which our leaders/workers should be informed.

I hereby give permission for my child (insert name) _____ to participate in the Galway City Baptist Church activity(ies) indicated below, and I know of no medical reason why s/he should not do so. I also hereby give my consent for a children's ministry leader to refer my child to a doctor in the event of an emergency. It is my understanding that my specific consent will be sought for any additional activities outside of the days and times listed.

___ **Creche:** Sunday mornings during the worship services

___ **Sunday School:** Sunday morning during the worship services

___ **Kids' Club:** Alternate Friday evenings 6-7:30pm

___ **Youth Club:** Alternate Friday evenings 6-7:30pm. Other events as authorised and scheduled.

Name of Parent/Guardian (BLOCK LETTERS) _____

Signature _____ Date _____

Please note that Galway City Baptist Church operates under a comprehensive child protection policy which is in line with Department of Health & Children's guidelines - "Our Duty to Care" within which a complaints procedure is available.

Toilet Supervision Consent Form

Form PC-Toilet

To be completed by parent/guardian in block letters

I, the Parent/Guardian of (name of child) _____
give consent to the leaders and workers at Galway City Baptist Church to escort and supervise the
above named child at the toilet while in the crèche or children's ministry area during worship
services or other activities of the church.

I understand that while a child is escorted/supervised by a crèche leader or worker to the toilet, or
while a parent is being called out of the church service for this purpose, a temporary situation occurs
in which only one leader or worker is present with the other children in crèche.

Name of Parent/Guardian (BLOCK LETTERS) _____

Signature _____ Date _____

Parental Consent Form

Special Events

Form PC-SE

To be completed by parent/guardian in block letters

Name of Child/Youth _____ Date of Birth _____

Name of Parent/Guardian _____

Home Address _____

Home Tel Number _____ Parent's/Guardian's Mobile No _____

Name/Address/Phone of child's/youth's GP _____

Allergies (if any) _____

Special Diet (if any) _____

Medications (if any) _____

Medical Conditions (if any) _____

Other helpful Information

I hereby give permission for my child (insert name) _____

to attend (insert event) Summer Holiday Bible Camp _____

on (insert date) 17-21 July, 2017 _____.

In the event my son/daughter is taken ill or injured during the duration of this event/activity, so that surgical operation or serum injection becomes necessary, I hereby authorise the leader in charge to sign on my behalf any written forms of consent required, should the delay necessitated to obtain my signature endanger my son's/daughter's health or safety.

During the time your child will spend with us, photographs may be taken for general church purposes (Publicity & Church website) and for this we need your permission. Names of children will not be included in any publicity photos. I give permission for my child's photograph to be taken and used for publicity purposes unless otherwise informed.

Name of Parent/Guardian (BLOCK LETTERS) _____

Signature _____ Date _____

Accident/Incident Report Form

Form ACC

(Use this form to report any accidents, incidents, injuries, illnesses, near misses and/or dangerous occurrences such as fire, property damage etc.)

Person Injured _____

Person reporting _____ **Phone No** _____

Signature of person reporting _____

Date, hour and location of the accident or incident:
By whom was the accident/incident reported?
To whom was the accident/incident reported?
Give full details of the accident/incident:
Did the accident/incident occur during a Galway City Baptist Church event? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, state event:
List any witnesses: (Witness statements may be attached.)
Describe measures taken to investigate and/or corrective action proposed:

Supervisor Signature _____ **Date:** _____

Designated Person Signature _____ **Date:** _____

The "No Blame" Approach

(From *Our Duty to Care*, Fact Sheet 2: Anti-Bullying Policy)

WHAT IS THE "NO BLAME" APPROACH?

Step 1 - Interview with the victim

If you find out that there has been an incident of bullying, first talk to the victim. At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:

- Was it verbal, physical, intimidation?
- How hurt is the victim?
- Was it within his/her own peer group?
- Ensure the victim that his/her name will not come out in the investigation.
- Actively listen.

Step 2 - Meet with all involved

Arrange to meet with all those involved. This should include some bystanders, those who may have colluded, those who joined in and those who initiated the bullying.

- Just have maximum of six to eight in the group - keep the number controllable
- Make a point of calling a "special" meeting.
- Ensure the severity of the topic is understood by all.
- Speak only of the hurt caused in general terms with no reference to the victim.
- Play on the conscience of all - ask questions like: How would you feel? Would you like it done to you?

Step 3 - Explain the problem

The distress being suffered as a result of the bullying incident is explained. At this stage the details of the incident or the allocation of the blame/initiators is not discussed. Explain the feelings of loneliness, feeling left out, rejected, laughed at. Try asking these questions:

- Would they like it if it happened to them?
- 'Someone here in this group was "bullied" by someone within the group. What can we do to see it does not happen again?'
- Listen; watch out for reactions. Pick up on any without isolating anyone.

Step 4 - Share the responsibility

Explain what steps/controls may have to be introduced to prevent further incidents and how everyone will lose out as a result.

Step 5 - Ask the group for their ideas

At this stage the group is encouraged to suggest ways which would make the victim feel happier. All positive responses are noted. Use phrases "if it were you" to encourage a response. Listen to all suggestions and note them.

Step 6 - Leave it to them

Now the problem has been identified, solutions suggested, the problem is now handed over to the group to solve. Arrange to meet again in a week's time. Pass responsibility over to the group and give a time frame within which something must be done.

Step 7 - Meet them again

With each member of the group, including the bully, discuss how things are going, who is doing what and if there have been other incidents. This allows for continual monitoring and also keeps all involved in the process. Again enforce the idea of the "team" looking after each other at regular intervals to ensure it is known the bullying or intimidating behaviour will not be tolerated.

