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Outline of Child Protection Policy 2018/2019

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Policy Statement

At Lagan Valley Vineyard, we are committed to providing an environment that values our children by promoting their welfare and by protecting them from harm. We aim to provide and maintain a safe environment, characterised by love and trust, in which our children can grow spiritually, emotionally and relationally with God and with other people.

The staff and volunteers in Lagan Valley Vineyard recognise and accept our duty to promote awareness of issues that might detrimentally impact the lives of the children in our church community. We are committed to regularly reviewing our policy, procedures, practice, and updating it regularly in line with changing government policy. You can request a full copy of our Child Protection Policy by email to [hello@laganvalleyvineyard.com](mailto:hello@laganvalleyvineyard.com) or by phone to the Lagan Valley Vineyard office 02892671887.

To protect our children, we endeavour to adhere to the following:

* Full implementation of the child protection policy.
* Adopting church recommendations of good practice, based on the ‘Our Duty to Care’ document, published by the Volunteer Development Agency.
* Providing regular training for everyone involved in caring for our children. This will specifically relate to child protection information and promotion of good practice.
* Adhering to procedures for appointment of leaders and helpers involved in children’s ministry.
* Following church procedures for reporting of concerns involving parents, children and people working with them.
* Ensuring health and safety procedures are followed.

Code of Behaviour for Adults serving in Children and Youth ministry

In planning our code of behaviour towards children in LVV, we take our example from Jesus’ teaching and ministry to children. We read in the Bible that:

* He welcomed them and told us to do likewise.
* He rebuked anyone that might cause them to sin.
* He instructed us not to look down on them.
* He laid hands on them and prayed for them.
* He told us not to hinder them or stand in their way.

Based on these principles we expect anyone involved in Children’s ministry to fully adhere to the following guidelines for good practice:

* We will do our utmost to be positive role models for the children in our prayer, our commitment to reading the Bible, our worship and in how we serve them and other people.
* We will always praise good behaviour.
* Children will be encouraged, but not forced to participate fully in activities.
* We will value children by providing a high quality of teaching, worship and resources.
* Everyone involved in leadership within the 0-17 age range will attend the next available Lagan Valley Vineyard Child Protection Training course.
* We will always respect a child by listening to them when they come to us. We will not ask a child to wait until later if they wish to tell us something. They may not remember by later and it may be very important.
* We will treat all children fairly, equally and consistently.
* Physical punishment is strictly forbidden. All discipline will be based on love and will involve the children’s parents / guardians.
* Verbal abuse in the form of shouting at a child is strictly forbidden. We appreciate that a leader may on specific occasions need to shout, for example, to warn a child of danger, but shouting should never be used as a tool for managing challenging behaviour, as it can foster fear and anxiety rather than acceptance, security and value.
* An appropriate ratio of adults: children will be maintained at all times (see appendices for recommended figures). It is never appropriate for a child to be alone with an adult.
* Any personal information regarding children will be kept confidential, in line with data protection laws.
* Appropriate physical contact is always in direct response to a child’s need. It will always be ability and age appropriate.

Code of Behaviour for Children and Young People

* Positive behaviour will be encouraged, recognised and rewarded at all times.
* Children will be encouraged to respect other people at all times. This means behaving well towards friends and leaders, listening well to others and speaking words that build up rather than tear down.
* In light of this ethos, physical fighting is never acceptable. Children who intentionally harm another child physically (e.g. punching, kicking) will be taken back to their parents/guardians for the remainder of the service. Time will be set aside after the event for the Children’s Pastor (Jessica McConaghie) or a member of our LVV lead team and room leader to talk through what has happened with the child and their parents. The safety of children attending vineyard kids and youth ministry is paramount, and if the child repeats the offence, they will face a ban from attending kid’s/youth ministry. This will be for a length of time agreed with the parents/guardians of the child and the Children’s Pastor/Youth Pastor.
* Bullying is never acceptable. Physical and verbal bullying will not be tolerated and if persistent may also result in a ban. Again this will be based on discussion with the Children’s Pastor/ Youth Pastor, the child and their parents/guardian.

Sharing and Storing Information

In LVV, we view our children’s spiritual development as a partnership between the church and the home. As such, it is imperative that there is good communication between children’s ministry leaders and parents. General information regarding children’s ministry will be available for circulation to parents, the children’s ministry team and those attending the church and through information sessions and training nights. Parents are always welcome to come and visit the group their child is attending.

* Information from parents

Any essential information will be gained by completion of annual parental consent forms for every child. These will include details regarding special needs, dietary information, medical conditions and toileting, (see appendices). Emergency contacts will also be obtained. Medical conditions that room leaders need to know about, e.g. nut allergies, asthma, etc, will be documented and stored in the back of the files for each of the rooms. These folders are available for reference by team leaders at the kids welcome table. The leader in charge of each room will check these for updates every week.

* Confidentiality

Information regarding children will only be shared on a need to know basis. Information and consent forms will be stored as confidential information in the church office. They are only to be accessed by the nominated officers, senior pastors and the parents of the child concerned. It is the responsibility of the parents to inform us of any changes regarding their child’s needs.

* Record Keeping

The children’s ministry team will be aware of record keeping procedures. All children aged 0-5 years in our Little Party room, being left in the care of our children’s ministry teams must be signed in when they arrive by an adult with parental responsibility, in accordance with Party People welcome procedures. At the end of the church service, they must be signed out, following which they are no longer the responsibility of the children’s ministry team. A register will be taken of children who have attended ‘Little Party’, ’Big Party’, ‘House Party’ and ‘Search Party’. Records of attendance of children and leaders will be maintained and stored in the church office. Accidents should always be documented no matter how minor, using an accident report form (see appendices). Parents should be informed as soon as possible.

* Annual Parental Consent Form

Parental consent forms will be completed annually for all children under the age of 18 in our ministries to ensure that we have current contact and medical information of all children in our care. These forms will be stored and shared in line with all data protection laws and procedures.

We may use photographs of children in our church for projects in our ministries. Consent for taking and sharing of photographs will be obtained on the annual consent forms. Occasionally, we may use these photos on Sunday mornings for announcements and for LVV publicity on the webpage and flyers. We will always gain additional consent and show these to parents for review before publishing.

Email addresses of the parents will also be obtained with permission to be shared with kid’s leaders. All children listed on our permanent registers will have completed the consent form. See appendices for form.

Visitors and guests should be registered on every visit, noting allergies or needs and for Fire evacuation. An adult signature is required for guests up to age 11. From age 11-18 without a parent present, please take a note of name, allergies or needs and 2 emergency contact numbers/names for use at that event.

An Annual Parental Consent form must be completed from their third attendance and parents must be spoken to in person or by phone (guidance on this contact with parents is available from Jessica McConaghie).

What is Child Abuse?

Child abuse occurs when the behaviour of someone in a position of greater power than a child causes them harm. Fundamentally, all forms of child abuse comes down to the misuse of adult power over children. The common denominator of all forms of child abuse is that it makes children feel bad and worthless.

Abusers can be from any background. While they are predominantly male, women and other children are also known to abuse. Abusers are generally known to the child and are frequently trusted adult figures. They are rarely strangers. Child abusers are often highly skilled, manipulative individuals, whose primary intention is to get close to children in order to gain their trust and co-operation. They might single out a child for special attention, or target vulnerable children and families. Since children don’t expect adults to harm them, especially those who take care of them, and are generally taught to be obedient and to believe adults, it is only too easy for abusers to persuade children that there is nothing wrong and that they shouldn’t tell. It is our responsibility to accept that both victims of abuse and child abusers may attend our church and we must therefore do our utmost to protect children by being aware of the types and signs of abuse.

The recognition of child abuse is never a black and white issue. As a church community we have a responsibility for the protection of our children. There are different types of abuse and a child may suffer more than one type of abuse. As children can be abused in a number of ways, the harm caused cannot always be easily categorised, but we can identify four broad definitions of abuse (“Co-operating to Protect Children”, volume 6 of the Children (NI) Order Regulations and Guidance):

Physical Abuse

This is the deliberate physical injury of a child or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. For children with disabilities it may include confinement to a room or cot, or incorrectly given drugs to control behaviour.

Signs of physical abuse may include unexplained recurrent injuries or burns, unlikely explanations for injuries or refusal to explain, self-destructive tendencies, fear of physical contact, or shrinking back if touched.

Emotional Abuse

This is 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 to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Over protection can also be a form of abuse. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

Signs of emotional abuse may include delayed physical, emotional and social development, extreme fear of new situations, poor self esteem and sense of own worth, over reaction to mistakes, inappropriate response to pain, or neurotic behaviour.

Sexual Abuse

This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Signs of sexual abuse may include sexual knowledge that is inappropriate for the child’s age and level of understanding, sexualised behaviour towards self or others, regression to younger behaviour patterns such as thumb sucking, self-mutilation, suicide attempts, running away, overdoses, anorexia, or sudden loss of appetite/overeating.

Neglect

Neglect is the persistent failure to meet a child’s physical and/or psychological needs, likely to result in significant harm. It may involve a parent or a 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 or unresponsiveness to a child’s basic emotional needs.

Signs of neglect may include constant hunger, inadequate clothing, constant tiredness, pale and generally unkempt appearance, or poor personal hygiene.

Bullying

Bullying in itself is not a form of abuse, but a child who is bullied may suffer any of the four types of abuse defined above. It may take many forms, but the main types are:

* Physical (e.g. hitting, kicking, theft);
* Verbal (e.g. sectarian/racist remarks, name calling, telling someone they are worthless);
* Indirect (e.g. spreading rumours)

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, causes them significant harm. In these circumstances bullying should be considered as child abuse and treated as such.

What might constitute a concern?

The Volunteer Development Agency (2003) defines a concern as that which “relates to the possibility of a child suffering harm.” A basic rule of thumb is that if you become aware of anything which causes you to feel uncomfortable, you should talk about it with someone else. This means being aware of the attitudes of church staff, leaders and volunteers, and of interactions between them and the children and between each other. You should be alert to any unusual incidents or activities which take place where you felt that staff and volunteers are putting themselves or others in a vulnerable position. All concerns, whether related to activities within LVV or not, should be reported to the nominated officer. This includes concerns relating to a child’s family or school situation. Concerns include sudden unexplained or worrying changes in behaviour, physical signs or symptoms that may be indicative of abuse, worrying remarks made by a child.

Incidents

An incident is “a situation where a child or young person, staff or volunteer is affected by a breach of the Code of Behaviour during organisational activities”, e.g. verbal abuse, deliberate harm of another person, etc. (V.D.A 2003). All incidents must be recorded and reported to a nominated officer.

Disclosures

A disclosure is “when a child or young person tells a staff member/volunteer that they have been or are being harmed or abused in some way,” (V.D.A 2003). This may be physical, sexual or emotional abuse, neglect or bullying. It is important that the person who has made the disclosure is supported and that a report is made immediately.

Concerns/Allegations about Behaviour of Leaders

Inappropriate or unacceptable behaviour, favouritism or negligence regarding conduct of an adult working with children, may lead you to feel concerned. If you are concerned you should report your concern to the leader in charge of the room or the Children’s Primary Leader (Jessica Teague). All concerns will be logged in the ‘pastoral diary,’ and if necessary the Children’s Primary Leader will follow the concern up with a conversation. Guidance will be taken from the other nominated officers and senior pastors.

It may be that you need to make an allegation about the behaviour of a leader in children/ youth ministry. An allegation occurs when a child, parent or person involved in children or youth ministry reports specific unacceptable behaviour, where a child has been abused or harmed in some way. All allegations should be reported to one of the nominated officers. Should a nominated officer be the subject of allegation, report any concerns to the Senior Pastors. A nominated officer will complete a form for ‘Allegation of abuse,’ and provide you with feedback. (see appendices for form).

Becoming Aware Of Abuse

There are a number of ways in which you may become aware of abuse:

* A child may tell you.
* Someone else may tell you that a child has told them or that they strongly believe a child has been or is being abused.
* A child may show some signs of physical injury for which there appears to be no satisfactory explanation.
* A child’s behaviour may indicate to you that it is likely that he/she is being abused.
* Your awareness of, or suspicion about abuse may come about as a result of something disclosed by a third party (parent, friend, co-worker) who suspects or has been told of the abuse.
* Something in the behaviour of one of the workers or in the way a worker relates to a child alerts you or makes you feel uncomfortable in some way.

While it is difficult to accept that abuse may happen within our church community, and equally difficult to express our concerns, it is important that you communicate your concerns to the nominated officer. You must not attempt to deal with this alone and you will be fully supported throughout the reporting process. It is your primary responsibility to report actual or likely abuse and to ensure that your concern is taken seriously. You are not responsible for deciding whether or not abuse has occurred. That is a task for the professional agencies following a referral to them of concern about a child.

Sharing Significant Information

Due to our ethos of partnership, parents, children and those on the children’s ministry team are always welcome to schedule a meeting with the Children’s Pastor/Youth Pastor or with the Senior Pastors. If you wish to discuss anything, you may schedule an appointment with the relevant leader. It is our aim to foster positive relationships, which should encourage a swift and loving response when dealing with any problems.

It is the statutory responsibility of the church as a community to report any concerns regarding a child’s safety or well being. It is essential that all members of the church remain informed and alert to circumstances in which a child may be ill-treated. If you do have knowledge or a suspicion that a child is at risk, you should immediately inform one of the nominated officers within LVV, who will then consider appropriate action. It is not the responsibility of anyone attending LVV to identify and investigate possible instances of abuse of children. This is the role of the statutory agencies, Social services, PSNI and the NSPCC. The role of the nominated officers is to make contact with the relevant agencies to report any allegations against staff, incidents, disclosures or concerns, as appropriate. LVV will endeavour to fully support anyone through the reporting process.

* Nominated Officers

|  |  |  |
| --- | --- | --- |
| **Lead signatory** | **Counter signatory** | **Counter signatory** |
| Yvette Wilkinson | Andrew Masters | LVV Trustee |
| Tel: 07847053358 | Tel: 07545018261 |  |

* Additional Contacts

|  |  |
| --- | --- |
| **Social Services (Gateway Service)** | 028 9050 7000 (daytime M - F)  028 9056 5444 (all through the night, at weekends and over Bank Holidays) |
| **NSPCC Helpline** | 0808 800 5000 |

Responding To Accidents and Complaints or To Alleged or Suspected Incidents of Child Abuse

If you have any concern, it is imperative that you take action. Always ask God for wisdom when working with children. Try to remain calm and listen carefully to the child. Reassure them, but under no circumstances should you make promises not to tell. Write down everything the child has told you afterwards. Contact the nominated officer. Record your report on an incident/accident report form.

LVV Referral Procedure

* Report your concern directly to one of the nominated officers.
* Document your concern on the appropriate record form, with a nominated officer.
* It is the responsibility of the nominated officer to decide on the appropriate action. If unsure they will consult with Gateway Services for advice.
* A meeting will be organised to give feedback to the person who reported the concern. A record of the decision will be attached to the concern report form and stored as confidential information in the church office.

It is your legal responsibility to report any concern you have about a child and to ensure that your concern is taken seriously. If you are not happy with the decision made, you can approach Social services yourself in an independent capacity.

Getting Involved In Children’s and Youth Ministry

In LVV, we believe that God equips and calls us to serve within our church community. We could not run our youth and children’s ministries without the help and commitment of those willing to serve our children and parents. It is our responsibility to look after and support all those who are involved, as well as maintaining a safe and nurturing child-centred environment. In order to facilitate this, the church will ensure that:

* All those who serve in Children and Youth ministry adhere to the child protection policy. Our children and young people deserve the very best in teaching and care. In following the policy, we wish to maintain standards of care and eliminate risk.
* To encourage good practice, leaders of Children’s and Youth Ministry will have access to child protection training, which will occur regularly. Leaders will also be offered any other necessary special skills training.
* Copies of the Child Protection Policy will be made widely available to staff, volunteers and parents.

Health and Safety

On Sunday mornings, children are in our care from when they are signed into Little Party and Big Party, until they are signed out again at the end of their programme. Those attending House Party and Search Party are not signed in, but a register will be taken for use in case of emergency, such as fire in the building. Children of a primary school age cannot leave without their parent collecting them in person. In order to ensure the safety of children in LVV, it is essential that all members of the children’s ministry team are aware of the following:

* General Safety

It is important that children’s ministry leaders ensure that the room they are using is a safe environment for children to come in to. Fire exits are to be kept clear at all times. Sanitation facilities should be kept clean at all times. A first aid box will be kept in each of the children’s ministry rooms. Plug socket covers should be used in rooms where there are any small children under the age of 4.

* Toileting / Nappy Changing Procedures

Children who are wearing nappies and are attending the Little Party or Big Party programmes will be changed by their parents. Children who are being potty trained and who need assistance with the toileting routine, may be supervised and helped by a leader, providing permission has been obtained and recorded on the appropriate form by their parent / guardian. Older children and young people with special needs may also be assisted when going to the bathroom, following guidance and written permission from a parent / guardian. Whilst it is important that children are never alone with an adult, leaders must also do their utmost to protect the dignity of children, when providing care of a personal nature. Primary age children, whilst in the care of LVV leaders cannot use the main toilets, they are only allowed to use the toilet located within our Party People Rooms.

* Safety rules for activities

No adult is to be alone with a child. An acceptable staff: children ratio should be maintained. This will vary depending on the age and ability of the children in the group, and also on the nature of the activity. Additional adult supervision may be necessary for activities such as painting or outdoor games (we cannot use outside at Altona)

* Fire alarm procedures

Leaders should be well acquainted with procedures for evacuating the building in the event of a fire. In LVV at Altona Business Park, ‘Little Party’ and ‘Big Party’ should evacuate the building via the fire door in their rooms or if the main entrance is more accessible and make their way with their leaders to the designated assembly area, which is at the side of “Cathcarts” where leaders should do a roll call using the registration books and sheets.

Young people attending ‘House Party,’ will leave the building either via the main entrance, or the fire door at the rear. Their leaders will walk them to “Cathcarts” where a register will be taken. Adults will be gathering in the car park, but it is important to keep all the children in their designated location for the time being, so that they can all be easily accounted for. Leaders and children should wait there until the building is declared safe.

* Risk Assessment

An annual ‘facilities risk assessment’ will be carried out by the board of directors. A risk assessment should also be carried out when planning activities in order to maximise the safety of children. This will be overseen by the nominated officers, who take responsibility for health and safety overall. We would however encourage leaders of each group to help us with risk assessment by carefully considering the nature of any the activities they are planning, number of children, age-range, supervision, potential danger of any equipment being used, and the individual needs of the children in the group.

* Accidents: All accidents (children and leaders), no matter how minor, must be reported to one of the nominated officers, and recorded on an accident report form. These can be found in the Big Party room. Completed forms will be stored in the church office. Parents should be informed as quickly as possible. Emergency telephone numbers should be carried by the Leader in charge when on an outing.
* Facebook and Social networking policy.

The usage of social networking sites now form a significant part of everyday life, particularly among young people, with many people organising their social life through this medium. However, there is an uncertainty about the use of these sites to engage with young people, therefore Lagan Valley Vineyard has adopted the following procedure: Staff of LVV will not be ‘facebook friends’ with anyone under the age of 18 who attends our church. It is also our policy that our ‘Party Hosts’ will not be friends on social networking sites with any of the young people in the group that they lead.

However, because we recognise that social networking sites are an important means of communication for young people within our church, we welcome contact through our church profile, and other individual ministry profiles such as Search Party or Youth group profiles, as these are organisational profiles, rather than personal ones. (Reference: Youthlink Scotland’s Social Networking Guidance).

* Outings and transport

As outings will encompass different activities and environments than those usually experienced, it is paramount that adequate preparation takes place. A risk assessment should be carried out, and adequate adult supervision should be in place for all outings in relation to gender, age and activities. Leaders / instructors should be qualified for the activities that they are supervising.

Transport should be assessed and road worthiness should be checked e.g. MOT, tax and insurance up to date. The vehicle should be suitable for the purpose, e.g. seat belts fitted in cars and coaches, and car seats / booster seats should be used if necessary. The driver should hold a valid licence and should not be alone in a car with a child. It is the recommendation of BCV that leaders do not give lifts to children or young people. LVV insurance does not cover transport of children in cars belonging to leaders. It is therefore the responsibility of the leaders to amend their own insurance to cover passengers under the age of 18, if you choose to take them as passengers in your car. If you do give a lift to a child or young person, never travel alone with them. We suggest that you also phone one of the nominated officers / LVV Lead Team at the start and finish of your journey, for the sake of accountability.

Parents will receive information outlining details of the proposed activities and written consent obtained. Medical and health details should also be obtained along with emergency contact numbers for each child or young person. A First Aid box should be taken and a leader should always have a mobile phone with them on outings.

* Meetings in Leader’s homes

When holding meetings in the homes of leaders, such as home groups or parties, children should be dropped of and collected by their parents at a pre-arranged time. Recommended ratios of adults: children apply. Leaders must arrive in advance of the children / young people to ensure that no-one is ever alone with them.

Appendices

Vineyard (LVV) Welcome Procedures

When a family arrives on a Sunday morning, they will be directed to the welcome table for their child’s age group. New families will be directed to sign their children in by completing their details on a visitor’s sign in sheet. They will be given an annual parental consent form to complete, should they wish their child’s name to be added to our register. They will also be offered an LVV Welcome Pack.

All parents signing children into “Little Party” will be given a numbered disk for every child they sign into our care. For their protection, a child can only be signed out by an adult with parental responsibility, and who has the disk that corresponds with their name on the register.

The age groups in Vineyard Kids are as follows:

0-30 months old: Family Space

2.5-5 year olds: Little Party

5-11 year olds: Big Party

11-14 year olds: House Party (School years 8-10)

15+ year olds: Search Party (School years 11+)

When children up to age 11 enter our Party People rooms they are the responsibility of the Party Hosts adults age 18 plus. Once a child is handed back to their parent or guardian, they become the responsibility of their parents. Parents should know where their children are at all times, and keep them with them in the reception area/Foyer. This is because there are many areas in LVV Venue, that are not safe for children e.g. Kitchen, Stage, Carpark.

A copy of this Child Protection Policy will be kept at all times in the Big Party room for parents to reference. Any parents wishing to obtain a personal copy can request one by asking one of the Party People Leaders.

Supervision

Levels of supervision must be adequate at all times. When deciding how many adults should be present, practical matters should be taken into consideration and a risk assessment carried out, before the leader in charge makes a professional judgement, taking into account policy guidelines.

There should be no less than two adult leaders at all times, whether the group activity is outdoors or indoors. Based on the standard recommended ratios we have are outlined our leader requirements for each room below. Always begin with two leaders, even for an individual child. The ratio of adults to children with special needs will be dependent on the needs of the child, and will be decided on an individual basis. Leaders may be 16 years or over, however, at all times there must be a leader present who is over 18.

Little Party: 1 adult to 4 children

Big Party: 1 adult to 8 children

House and Search Party: 2 adults (preferably one of each gender) for up to 20 children. There should be one additional adult for every extra 10 children or young people.

Role of the Nominated Officers

* To provide information and advice on child protection within the context of Lagan Valley Vineyard.
* To provide information and advice on child protection within the context of Lagan Valley Vineyard and to ensure that training happens annually.
* To inform Social Services of any concerns regarding individual children.
* To ensure that appropriate information is available at the time of referral, and that the referral is confirmed in writing.
* To ensure that confidentiality is maintained at all times regarding information stored and any referrals being made.
* To liaise with Social Services and other agencies as appropriate.
* To forward any individual applications to Access NI.
* To advise the church of any training needs in the area of child protection.
* To ensure that individual case records are maintained of any action taken by Lagan Valley Vineyard in liaison with external agencies, and the outcome.
* The Lead signatory will attend the Faith Based Child Protection Group, which meets bi-annually.

The nominated officers are responsible for serving as a source of advice on child protection issues, for co-ordination of action within the church, and for liaising with Health and Social Services and other agencies about suspected or actual cases of child abuse. Before Social Services are contacted, the child’s parents will be informed unless the parent(s) is the subject of the allegation.

#### C:\Users\Administrator\Downloads\PARTY PEOPLE LOGO.png

#### **Accident Report Form**

#### **Name of child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age/DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### **Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### **Name of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### **Name of person reporting the incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### What was the child doing at the time of the accident? Include dates/times).

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Did the child sustain any injuries? If so, please record.

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Did the child receive First Aid at the time of the accident? If so, please record.

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Did the child require professional medical treatment as result of this accident? If so, please record details.

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Was anyone else injured as result of this accident? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Have the child’s parents been informed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent or Accompanying Adult today)

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Person reporting concern)

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Nominated Officer)

#### **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Parent’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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#### **Form for recording allegation or suspicions of abuse.**

#### This form should be completed for any allegations or suspicions of abuse that are reported to the nominated officers.

#### **Name of child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age/DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### **Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### **Name of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### **Name of person reporting Concern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### Is the person making the report expressing their own concerns or passing on those of someone else?

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### What has prompted the concerns? (Include dates, times etc. of any specific incidents).

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Were there any signs that have been noted relating to the concern, such as physical, behavioral or indirect signs?

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Have the parents been contacted? If so, record what was said.

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Has anyone been alleged to be the abuser? If so, record details.

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Has anyone else been consulted? If so, record details.

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Has any other action been taken?

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Is there any other additional information that you think needs to be recorded in this report?

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Person reporting concern)

#### **Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Nominated Officer)

#### **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **LVV Annual Parental Consent Form 2018/19**

#### **C:\Users\Administrator\Downloads\PARTY PEOPLE LOGO.png**

#### Information written on this form is held in confidence. Leaders need these details in order to meet the specific needs of your children. Please include all of your children age 0-18 who be at LVV activities this year 2018/2019.

#### **\*To be completed by an adult with legal responsibility for the child\***

#### If details differ for each child please fill out as many forms as you need to.

#### **Child’s Name:**

#### **DOB:**

#### 

#### **Address: Postcode:**

#### **Town/City:**

#### **Name of Parent/Guardian:**

#### **Relationship to Child:**

#### **Is the address the same as above?** Yes - No -

#### *If “No”, please fill in the following information:*

#### **Address: Postcode:**

#### **Town/City:**

#### **Contact Information:-** Mobile Home

#### **Occupation:**

#### **Name of Parent/Guardian:**

#### **Relationship to Child:**

#### **Is the address the same as above?** Yes - No -

#### *If “No”, please fill in the following information:*

#### **Address: Postcode:**

#### **Town/City:**

#### **Contact Information:-** Mobile Home

#### **Occupation:**

#### 

#### **As we are adding this child’s information into our system, would you also like to be added to our system and receive the following?**

#### Subscribe to our weekly emails

#### Information about Tribes

#### Contact you to inform and update you about upcoming LVV events

#### Lagan Valley Vineyard is committed to storing and processing your data safely. The information provided by you on this card will be held on our database and used to keep you informed of upcoming events, updates, financial support and information, and any other information regarding the LVV community. We recommend you familiarise yourself with our full Privacy Policy which can be found on our website. If you consent to us storing and using your data as described please sign here:

Name: Date:

#### During the time your child spends in Lagan Valley Vineyard Party People activities, photographs may be take for general church and promotional purposes to include internal and external publication, including the LVV website - [www.laganvalleyvineyard.com](http://www.laganvalleyvineyard.com)

#### Do we have your permission for photographs to be taken and used as indicated by the leaders?

#### **Yes - No -**

#### 

#### **Medical –**

#### **Name of Children’s GP**:

#### **Name of GP’s Practice: j**

#### **Contact Number:**

#### Does your child have any known conditions that our Leaders need to be aware of i.e. Epilepsy, Asthma, Autism etc. or, does your child have any specific needs, requirements or directions that would be helpful for our Leaders to know?

#### **Yes - No -**

#### If **Yes** please state name of child and details here Inc. any medication being administrated:

#### 

#### Does your child have any special dietary requirements i.e. Allergies or Intolerances?

#### **Yes - No -**

#### If **Yes** please state name of child and details here:

#### 

#### **IMPORTANT - PLEASE READ CAREFULLY**

#### I give permission for my child to attend this event with Lagan Valley Vineyard Party People and to participate in all its activities. In the event of illness or accident, having parental responsibility for the above named child, I give permission for first aid to be administered where considered necessary by a trained first aider if available or medical treatment to be administered by a suitably qualified medical personnel. If I cannot be contacted and my child should require emergency hospital treatment, I authorise an adult leader to sign on my behalf any written form of consent required by the hospital. However, I understand that every effort will be made to contact me as soon as possible.

#### I confirm that the above details are correct to the best of my knowledge.

#### **Signed:** **Date:**

#### **Name printed in full:**

#### **Nappies and ToiletC:\Users\Administrator\Downloads\PARTY PEOPLE LOGO.png Assistance Policy**

#### **Dear Parents and Guardians,**

#### Children who are wearing nappies and are attending the Little Party or Big Party programs will be changed by their Parent/Guardian. Children who need assistance with the toileting routine, may be supervised and helped by a leader, providing permission has been obtained and recorded on this form by their Parent/Guardian. Older children and young people with special needs may also be assisted when going to the bathroom, following guidance and written permission from a parent / guardian. Whilst it is important that children are never alone with an adult, leaders must also do their utmost to protect the dignity of children, when providing care of a personal nature and this may mean an adult leader is alone in the toilet area with a child.

#### Many of our children are toilet training. It is our policy not to embarrass a child. Each Parent/Guardian of a child in our “Party People” rooms who requires assistance will be asked to complete this form and choose from the following options:

#### **Please complete Box A or Box B.**

#### A) I hereby give permission to LVV “Party People” Leaders to assist my child on the toilet. I *DO NOT* require them to call me to come into the room when my child uses the toilet.

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Parent Name (Legally Responsible)** **Signature** **Date**

#### **If you choose to toilet your child yourself, then you will need to complete Box B.**

#### B) I ***DO NOT*** give permission to LVV “Party People” Leaders to assist my child on the toilet*. I would prefer a leader asked me to come in to “Party People” rooms so that I can assist my child.*

#### I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to remain at the LVV Venue and keep my mobile phone on me so that I may be reached to assist my child. Please use these numbers to contact me in the event my child needs assistance from me.

#### **Mob:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Other:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### **Parent Name (Legally Responsible)** **Signature** **Date**