

LAGAN VALLEY  
VINEYARD

# CHILD PROTECTION POLICY

2025/26

# OUTLINE OF CHILD PROTECTION POLICY

2025/26

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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 annually reviewing our policy, procedures, and practice, updating regularly in line with changing Government Policy. You can request a full copy of our Child Protection Policy by emailing [office@laganvalleyvineyard.com](mailto:office@laganvalleyvineyard.com) or by calling the Lagan Valley Vineyard office on 02892671887.

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

- Fully implementing our 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 the appointment of leaders and helpers involved in youth and children's ministry.
- Following church procedures for reporting 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 best 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 how we serve them and other people.
- We will praise good behaviour.
- Children will be encouraged, but not forced, to fully participate in activities.
- We will value children by providing a high quality of teaching, worship, and resources.
- Everyone involved in leadership within the 'Generations' environments will be encouraged to attend the next available Lagan Valley Vineyard Child Protection Training session.
- We will 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 then, and it may be very important.
- We will do all we can to treat all children fairly, equally, and consistently.
- Physical punishment is strictly forbidden. Any 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 to children will be maintained at all times (see *Appendices*).
- Any personal information regarding children will be kept confidential, in line with data protection laws.

# CODE OF BEHAVIOUR FOR CHILDREN AND YOUNG PEOPLE

While we will always be understanding and forgiving of individual circumstances, we expect all children and young people who attend our programmes to adhere to the following guidelines for best practice:

- Positive behaviour will be encouraged and recognised.
- 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.
- Physical fighting is never acceptable. Children who intentionally harm another child physically (e.g. punching, kicking) will be taken back to their parents/guardians. A member of our LVV Senior Leadership Team and/or Generations Coordinator and room leader will then talk through what has happened with the child and their parents. The safety of children attending Vineyard Kids and Youth Ministry is paramount. If the child repeats the offence, they will face a ban from attending LVV Kids and/or Youth for a period of time, as agreed with the parents/guardians of the child and the Ministry Coordinator.
- Bullying is never acceptable. Physical and verbal bullying will not be tolerated and, if persistent, may result in a ban. This will be based on a discussion with the Ministry Coordinator, the child, and their parents/guardians.

# SHARING AND STORING INFORMATION

At 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 and Youth Ministry leaders and parents. General information regarding children's ministry will be available on our website.

- **Information from parents**

Any essential information will be gained by completion of online parental consent forms for every child. These will include details regarding special needs, dietary information, medical conditions, and toileting (where appropriate - see *Appendices*). Emergency contacts and any medical conditions, such as nut allergies, asthma, etc. will also be obtained.

- **Confidentiality & Record keeping**

Information regarding children will only be shared on a need-to-know basis. Information and consent forms will be stored confidentially and in line with our Privacy Policy. They are only to be accessed by the Designated or 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.

- **Online annual Parental Consent Form**

Online Parental Consent Forms will be completed annually for all children under the age of 18 in our ministries, to ensure we have the most current contact and medical information of all children in our care. These forms will be stored and shared in line with our Privacy Policy. All parents/guardians of children listed on our permanent registers will have completed the consent form annually (see *Appendices* for form).

We may use photographs of children in our church for projects within our ministries. Consent for taking and sharing of photographs will be obtained on the Online annual Parental Consent Forms. Occasionally, we may use these photos on Sunday mornings for announcements and for LVV publicity on our website, social media, and/or posters. Consent is collected annually by parents/guardians. Consent for photographs is broken down into internal and external use to specify what can be used for socials/visuals/advertising, etc.

For visitors & guests, please see '*Appendices - Welcome & Sign in Procedure*'.

# 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 come down to the misuse of adult power over children.

Abusers can be from any background. 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 to gain their trust and cooperation. 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 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. 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 broad definitions of abuse (taken from "*Co-operating to Protect Children*", the Children (NI) Order Regulations and Guidance):

## **Physical Abuse**

This is the deliberate physical injury of a child or the willful/neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning, scalding, drowning, or suffocating. For children with disabilities, it may include confinement to a room or cot, or being 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, causing 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. Overprotection 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, overreaction to mistakes, an 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, 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/or generally unkempt appearance, or poor personal hygiene.

*(section continues on the next page)*

### ***Bullying***

Bullying in itself is not a form of abuse, but a child who is bullied may also suffer any of the four types of abuse as defined above. It can 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 is frequently 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 be treated as such.

### ***Exploitation***

Exploitation is the intentional ill-treatment, manipulation, or abuse of power and control over a child or young person, and/or to take selfish or unfair advantage of a child or young person or situation for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud, or child trafficking. It extends to the recruitment, transportation, transfer, harbouring, or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

# 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 this: if you become aware of anything which causes you to feel uncomfortable, you should talk about it with one of the Designated Officers for Child Protection (see *page 12*). This means being aware of the attitudes of church staff, leaders, and volunteers, and of interactions between them and children, and between each other.

## **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, bullying, or exploitation. 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 one of the Designated Child Protection Officers (see page 12). If your concern regards a member of the LVV staff team, please see the Nominated Child Protection Officer or one of the Safeguarding Governance Child Protection Officers.*

*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 Designated or Nominated Child Protection Officers (see page 12). Should a Designated or Nominated officer be the subject of allegation, report any concerns to one of the Safeguarding Governance officers.*

# 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 he/she is being abused.
- Your awareness of or suspicion about abuse may come as a result of something disclosed by a third party (e.g. parent, friend, co-worker) who suspects or has been told of the abuse.
- Something in the behaviour of one of the adults, or in the way an adult 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 you communicate any concerns to a Designated Officer (see page 12). You must not attempt to deal with this alone. You will be fully supported throughout the reporting process. It is your primary responsibility to report actual or likely abuse.

The Child Protection Officers take these issues incredibly seriously and will do all they can to create environments and atmospheres where concerns can be raised as safely and as accessibly as possible.

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, all parents, children, and those on the children's and youth ministry teams are always welcome to schedule a meeting with the Generations Coordinators and/or a Senior Pastor. 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 appropriately report any concerns regarding a child's safety or well-being. If you do have knowledge or a suspicion that a child is at risk or is being ill-treated, you should immediately inform one of the Designated 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 child abuse. This is the role of the statutory agencies, Social Services, and PSNI.

The role of the Designated Officers, Nominated Officer, and/or Governance Team is to make contact with the relevant agencies to report any allegations, incidents, disclosures, or concerns as appropriate.

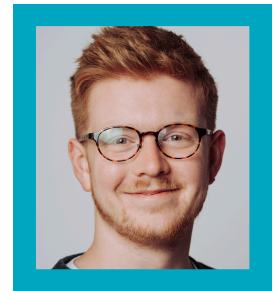
LVV will endeavour to fully support anyone through the reporting process.

# CHILD PROTECTION OFFICERS

## DESIGNATED CHILD PROTECTION OFFICERS



AMY WOODS



JAMIE HAWTHORNE

## NOMINATED CHILD PROTECTION OFFICER



CHRIS MCNAUGHT

## SAFEGUARDING GOVERNANCE CHILD PROTECTION OFFICERS



HELEN LEWIS



RUTH MAJOR

## ADDITIONAL CONTACTS

Social Services (Gateway Service)  
028 9050 7000 (weekdays)  
028 9056 5444 (late nights, weekends, and 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 concerns, it is imperative that you take action. You can ask your team leader or a Generations Coordinator for advice or assistance if you need support.

If a child comes to you and discloses an incident of abuse, try to remain calm and listen carefully to the child. Reassure them, but under no circumstances should you make promises not to tell anyone what they have shared with you. Don't ask any follow up questions or attempt to investigate. Afterwards, write down everything the child has told you to ensure as much clarity as possible. Then contact a Designated Officer ***without delay***. Record your report on an incident/accident report form, which you can pick up from a member of staff or in any of the children's ministry rooms at the LVV Venue.

Once you have spoken to the Designated Officer, you do not need to do anything else (unless requested by the Designated Officer).

# LVV REFERRAL PROCEDURE

In an instant where you are concerned about the wellbeing of a child/young person or the behaviour of a volunteer/staff member; or where a child/young person has disclosed an incident of abuse to you, it is important to remember the correct procedure - and your role within in.

- It is your responsibility to report any concern directly and immediately to a Designated Officer.
- It is the responsibility of the Designated Officer to decide on the appropriate action. If unsure, they will consult with the Nominated Officer and/or the Safeguarding Governance Team and/or Gateway Services for advice. A Designated or Nominated Officer can make appropriate onward referrals but must also inform a Safeguarding Governance Officer that an onward referral has been made.
- A meeting may be organised to give feedback to the person who reported the concern, if appropriate.

# GETTING INVOLVED IN YOUTH AND CHILDREN'S MINISTRY

At LVV, we believe 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 our volunteers who are willing to serve our children and their parents/carers.

It is our responsibility to look after and support all those who are involved, as well as maintaining a safe and nurturing child-centered environment. In order to facilitate this, LVV will ensure:

- 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.
- Anyone wishing to serve in Children's or Youth ministry must complete a Children's/Youth ministry application form, requested by contacting the Generations Coordinators. Applicants (in Youth, or room leaders in Kids) will be vetted by 'Access NI.'
- For irregular volunteers, as part of the application process, two references will be gathered and stored confidentially by the Designated Officers. An informal meeting may be held with the Generations Coordinators and the applicant, depending on their chosen area of children's and/or youth ministry.
- To encourage good practice, leaders of Children's and Youth environments will have access to Child Protection Training, which will occur annually.
- Copies of the Child Protection Policy will be made available to staff, volunteers, and parents/carers at their request. This can be done by emailing [office@laganvalleyvineyard.com](mailto:office@laganvalleyvineyard.com)

# HEALTH AND SAFETY

Prior to entering our programmed environments (Big Party, Little Party, and After Party) on a Sunday morning, children must be signed in using the sign in system in the foyer.

On Sundays, children are the responsibility of LVV from when they enter our programmed environments until they have left the programme environment with their parent/guardian. Outside of these times, children in the venue are the responsibility of their parents/guardians.

Children of Primary school age and below cannot leave their programme room without their parent/guardian collecting them in person. Leaders in the room must be notified by parents/guardians if another designated adult is collecting their child.

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 the Generations Coordinators, Little Party, Big Party, and After Party leaders ensure the room they are using is a safe environment for children to come into. Fire exits are to be kept clear at all times. Sanitation facilities should be kept clean at all times. A First Aid box is kept in Little Party and Bru, out of the reach of children. Parents/guardians should be made aware of any injuries as soon as they happen and be told about the administration of the appropriate first aid. A room leader is required to complete an accident report form (located in the Big Party store and attached to the wall in Little Party), which must also be countersigned by parents. Once complete, these report forms will be given to one of the Generations Coordinators and will be kept in a locked cabinet in the office.

- **Safety rules for activities**

*(See Individual Risk Assessments)*

Pre Party is a parent-led space and therefore, parents are responsible for their children in these spaces.

Those attending LVV Youth are not signed in by parents, but a register will be taken for use in case of emergency, such as a fire in the building.

# TOILETING/NAPPY CHANGING PROCEDURES

Children who are wearing nappies and are attending 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 who has been Access NI verified, providing permission has been obtained and recorded on the appropriate form by their parent/carer.

During Little Party, Big Party, and After Party, children will not use the main toilets. Children in Little Party will use the toilet located within the Little Party room, and children attending Big Party and After Party will use the accessible toilet beside their room upstairs. A leader will stand in the doorway to the room to ensure the child goes safely into the toilet and returns immediately to their programme room.

Older children and young people with special needs may be assisted when going to the bathroom, following guidance and written permission from a parent/guardian (see *Toileting Form* at the end of this document).

If a leader is required to assist a child with toileting, they must notify another leader at the time. While 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.

# FIRE ALARM PROCEDURES

Leaders should be well acquainted with procedures for evacuating the building in the event of a fire. As the LVV Venue is located in Altona Business Park, Little Party and Big Party should evacuate the building via the fire door in their rooms, or the main entrance if it is more accessible, and make their way with their leaders to the designated assembly area. This is at the side of *Campbells Carpets*, where leaders should do a roll call using their sign-in system.

Young people attending LVV Youth will leave the building via the main entrance or the fire door at the side of the building. Their leaders will walk them to *Cathcarts*, where a register will be taken.

During a Sunday service, adults will leave the building and gather at *Cathcarts* in the car park. It is important to keep all the children in their designated location, so they can all be easily accounted for. Leaders and children should wait there until the building is declared safe, or further instructions are given.

# RISK ASSESSMENT

An annual 'facilities risk assessment' will be carried out by the board of trustees.

A risk assessment should also be carried out by the leader running the event when planning activities in order to maximise the safety of children.

Designated Officers will ensure risk assessments for activities are written and these will be signed off by the Nominated Officer.

We would encourage leaders of each group to help us with risk assessment by carefully considering the nature of any activities they are planning. This includes the number of children expected, age-range, supervision, potential danger of any equipment being used, and the individual needs of the children in the group.

# ACCIDENTS

All accidents that occur within our Venue or during an LVV event at an outer location involving children and/or leaders, no matter how minor, must be reported to one of the Generations Coordinators and recorded on an accident report form.

These can be found in the Big Party store and attached to the wall in Little Party.

Completed forms will be stored in the church office. Parents/carers should be informed as quickly as possible of any accident involving their children or young people and a countersignature is required by parents/carers on the accident report form.

Emergency telephone numbers should be carried by the Leader in charge when on an outing.

# SOCIAL NETWORKING POLICY

The use of social networking sites and apps now form a significant part of everyday life, particularly among children and young people.

Staff of LVV will not 'follow' or be friends with anyone on social media who is under the age of 18 and attends our church (unless they are family members). It is also our policy that our Children & Youth Leaders will not 'follow' or be friends with any child or young person under the age of 18 (unless they are family members) on social media.

However, because we recognise that social media is an important means of communication for young people within our church, we welcome contact through our church profiles, and other individual ministry profiles such as LVV Youth profiles, as these are organisational profiles rather than personal ones (as referenced in *Youthlink Scotland's Social Networking Guidance*). Our Generations Coordinators and Youth Alpha Coordinator have access to LVV Youth's Social Media Platforms for posting updates.

## **WhatsApp groups**

In many volunteer groups throughout LVV, WhatsApp is the preferred method of communication. However, young people under the age of 16 are not to be included in WhatsApp groups. Communication in these groups will be through their parent/guardian. This applies both to Youth settings, but also throughout other areas of ministry (e.g. worship, welcome, compassion).

# OUTINGS AND TRANSPORT

As outings will encompass different activities and environments than those usually experienced, it is paramount that adequate preparation takes place in advance. 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 they are supervising.

It is the recommendation of LVV that leaders do not give lifts to children or young people, and volunteers should never be alone in a vehicle with one child.

Parents/guardians will receive information outlining details of the proposed activities and written consent obtained. Medical and health details will 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 LEADERS' HOMES

When holding meetings in the homes of leaders, such as Tribes, recommended ratios of adults to young people apply.

All leaders must arrive in advance of the young people to ensure no leader is ever alone with a young person.

# APPENDICES

## VINEYARD (LVV) WELCOME & SIGN-IN PROCEDURES

When a family arrives on a Sunday morning, they will be directed to the sign-in table located in the foyer for their child's age group. New families will be directed to sign their children in by completing the online check-in.

All parents and guardians signing children in will receive a printed label with a numerical identification number. This printed label will facilitate the sign-in and sign-out process of children into their respective rooms. During the course of the session, if a child requires their parent or guardian for any reason, a member of the Kids Team will ask for the child's specific number to be displayed on the screen in the Main Space. Parents & guardians are required to make their way to the kids room to support their child as appropriate.

The age groups in Vineyard Kids & Youth\* are as follows:

**0 until the start of Nursery School:** Family Space/Pre-Party

**Nursery School & P1:** Little Party

**P2 - P5:** Big Party (during 9:30AM services, this may also include children in P6 & P7 who are unable to attend After Party at 11:30AM)

**P6 & P7:** After Party

**Year 8 - Year 14:** LVV Youth\*\*

*\*At the discretion of leadership, children may remain in the space below their age bracket for a period of transition.*

*\*\*In summer months, pupils in P7 may be invited to join youth to aid transition.*

When children up to age 11 enter our children's rooms, they are the responsibility of the Children & Youth Leaders (who are adults aged 18+). Once a child leaves the programmed space with their parent/guardian, they become their responsibility.

A copy of our *Child Protection Policy* is available online on our website <https://www.laganvalleyvineyard.com/policies/> for parents/carers to reference. Anyone wishing to obtain a personal copy can request one by emailing [office@laganvalleyvineyard.com](mailto:office@laganvalleyvineyard.com)

## SUPERVISION FOR VOLUNTEER LED SPACES

Levels of supervision must be adequate at all times.

There should be no less than two adult leaders at all times, whether the group activity is outdoors or indoors. Leaders should not be alone with a child at any time.

Based on the standard recommended ratios, we have are outlined our leader requirements for each room below. 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 must be 18 years or older.

**Little Party:** *1 adult to 4 children*

**Big Party:** *1 adult to 8 children*

**After Party:** *1 adult to 8 children*

**LVV Youth:** *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 DESIGNATED OFFICERS

- To provide information and advice on child protection within the context of Lagan Valley Vineyard.
- To ensure staff and volunteer training happens annually.
- To inform Social Services of any concerns regarding individual children.
- To ensure appropriate information is available at the time of referral, and that the referral is confirmed in writing.
- To ensure 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 ensure individual case records are maintained of any action taken by Lagan Valley Vineyard in liaison with external agencies, and the outcome.

The Nominated Officer and Governing 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.

# 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/YOUNG PERSON: \_\_\_\_\_ AGE/DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TEL. NO: \_\_\_\_\_

NAME OF PARENT/CARER: \_\_\_\_\_

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, behavioural, 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: \_\_\_\_\_



# ACCIDENT REPORT FORM

*This form should be completed for any accidents or incidents involving children, young people, and/or their leaders.*

NAME OF CHILD/YOUNG PERSON: \_\_\_\_\_ AGE/DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TEL. NO: \_\_\_\_\_

NAME OF PARENT/CARER: \_\_\_\_\_

NAME OF PERSON REPORTING ACCIDENT: \_\_\_\_\_

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/CARER OR ACCOMPANYING ADULT TODAY)

SIGNED: \_\_\_\_\_ (PERSON REPORTING ACCIDENT)

SIGNED: \_\_\_\_\_ (NOMINATED OFFICER)    DATE: \_\_\_\_\_