



BALLYMENA
GOSPEL HALL

Safeguarding Policy and Documentation

*Children and
Young People's Work*

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Introduction

The Christians who meet at Ballymena Gospel Hall, Cambridge Avenue, Co. Antrim, (hence known as the Assembly) aim through various activities, to teach children and young people the Bible, the Holy Scriptures, holding to the belief that the Bible is the inspired, inerrant and infallible Word of God; see 2 Timothy 3:16; 2 Peter 1:19, 21 (The Bible).

This is based on the clear Biblical instruction to teach children and young people the Holy Scriptures for the purpose of securing their spiritual and moral welfare; see Deuteronomy 6:7; Proverbs 22:6; 2 Timothy 3:14,17. The Bible clearly teaches that children and young people are to be highly valued as gifts from God, that their human dignity should be recognised and promoted at all times, that their vulnerability be acknowledged and that their welfare and safety is paramount; see Genesis 33:5; Psalm 127:3, 5; Matthew 18:1-6 and 14.

Also, it is acknowledged that the government has introduced legislation; The Children (NI) Order 1995, The Protection of Children and Vulnerable Adults (NI) Order 2003 and the Safeguarding Vulnerable Groups (NI) Order 2007 in a bid to protect children from abuse.

In response to biblical teaching and in light of the legislation, the Assembly who meets at Ballymena Gospel Hall believe that it is imperative that they do all that is within their power to promote the welfare of, and protect from harm, all children and young people who at any time may be placed in their care and who engage or participate in activities planned and provided for children and young people by them.

The purpose of this document is to provide guidance for members of the Assembly who work with children and young people and to promote and reinforce good practice in the care, welfare and protection of children and young people.

“But Jesus called them unto him, and said, Suffer little children to come unto me, and forbid them not: for of such is the kingdom of God.

Luke Chapter 18 verse 16.”

Safeguarding Policy Statement

The Assembly that meets at Ballymena Gospel Hall is committed to practices that protect children and young people (hence known as children) from harm.

The Assembly accepts and recognises the responsibility to develop awareness of the issues that cause children harm and will endeavour to safeguard children by:

- Protecting them from harm, whether physical, sexual or emotional whilst in the care of the Assembly.
- Adopting child protection procedures, guidelines for good practice and a code of behaviour for members of the Assembly who work with children.
- Sharing information about child protection and good practice with children, Parent(s)/ Person(s) with Parental Responsibility and Assembly members.
- Sharing information about concerns with agencies who need to know and involving Parent(s)/ Person(s) with Parental Responsibility and children where it is appropriate.
- Carefully following the procedures for approving members of the Assembly to work with children.
- Providing effective supervision, support and training for members of the Assembly who work with children.
- Providing a safe environment in which to convene activities for children and appropriate transport when required.
- Reviewing our policy, procedures, guidance and code of behaviour for good practice at regular intervals.

The Assembly also recognises the need to safeguard those members who work with children from the consequences of unfounded accusations.

To further this policy the Assembly will provide guidance to, and a code of behaviour for, those members who work with children as part of the Assembly activities.

Definitions

A child or young person is any person under the age of 18 years old.

The Assembly is constituted of all those Christians who meet as members of the corporate fellowship of believers at Ballymena Gospel Hall.

A member of the Assembly is any person who has been received to the fellowship of the Assembly to enjoy its privileges and accept its responsibilities and who is therefore subject to its scriptural discipline.

An activity is any form of service or meeting with children, organised and provided by the Assembly.

A worker is usually a member of the Assembly who is involved regularly with activities and meetings for children – unless otherwise stated on the Workers Declaration Form (see Appendix 6)

Elders are those members of the assembly with the responsibility to oversee all matters relating to the function of and order in, all assembly activities.

Roles and Responsibilities

Elders with responsibility for approving the Safeguarding Policy are: -

- **John Parkinson**
- **John Gribben**
- **David Blair**
- **Thomas McKillen**

Elders with responsibility for implementing and reviewing the Safeguarding Policy are: -

- **John Gribben**
- **David Blair**
- **Thomas McKillen**

Worker appointed by the elders with responsibility for Sunday School is: -

- **(To be confirmed)**

Worker appointed by the elders with responsibility for Bible Explorers is: -

- **Thomas McKillen**

Safeguarding Officer is: -

- **Robert Moore**

Deputy Safeguarding Officer is: -

- **Helen Blair**

CHAPTER 1

Code of Behaviour

The Assembly recognises that it is vitally important to encourage good working relationships between the children they seek to serve and those workers who engage with those children and their Parent(s)/Person(s) with Parental Responsibility. It is important the children feel and know that they are safe when engaging in any activity provided for them. Such an atmosphere can help to identify those issues and behaviours, such as abuse and bullying etc., which need to be addressed.

It is also important for workers to get to know them and to value and respect each child as an individual and, if necessary, be available to listen to them.

Children in our care should be safe at any time from:

- Degrading physical behaviour.
- Violent behaviour.
- Threatening language or behaviour.

Behaviour of workers

- Each child arriving at an activity should be supervised by at least two adults; preferably one of the adults should be female.
- Workers should not spend time alone with children, away from the presence and sight of others, apart from in exceptional circumstances
- Meetings with individual children should take place as openly as possible. If privacy is needed in exceptional circumstances, the door of a room or enclosure should be left open. Other workers should be informed of the meeting prior to the meeting taking place.
- Workers should not make unnecessary physical contact with children and young people. However, there may be occasions when physical contact is unavoidable, such as providing comfort and reassurance for a distressed child, or physical support, for example, in group contact sports.
- Workers should not meet with children outside organised activities unless it is with the knowledge and consent of Parent(s)/Person(s) with Parental Responsibility.
- Workers should never:
 - Participate in rough physical games with children;
 - Use or threaten physical violence;
 - Make sexually suggestive comments about or to a child, even in fun;
 - Allow or be involved in inappropriate touching of any form;
 - Allow children to use inappropriate language unchallenged;

- o Do things of a personal nature for a child that the child can do for themselves;
 - o Use corporal punishment;
 - o Deem acceptable the wilful destruction or damage to property or equipment;
 - o Tolerate the verbal or physical abuse of any worker by any child;
 - o Permit smoking, the misuse of any substance or stimulant or the consumption of alcohol by children within the confines of the premises of Ballymena Gospel Hall, in premises used by Ballymena Gospel Hall, in the vehicles used for the transportation of children or when in the care of workers.
- Workers should always ensure that incidents involving children are reported to the worker responsible for convening the meeting or activity. They should be recorded by the person responsible for organising that activity in the Incident Report Form (See appendix 3A) and reported to the Safeguarding Coordinator.
 - Workers should ensure that their personal and/or working relationship with other workers does not affect their ability to abide by the code of behaviour.

Responding to and dealing with the behaviour of children

- In the event of a child behaving in a way that is neither physically aggressive nor destructive but yet is clearly unacceptable (e.g. swearing, interrupting or annoying others) he/she should first of all be asked to stop.
- If after repeated requests the child continues to behave unacceptably and refuses to co-operate, he/she should be warned that continued refusal will result in his/her Parent(s)/ Person(s) with Parental Responsibility being informed of the situation and that they may be refused participation in future activities.
- If the behaviour continues over time to be unacceptable it may result in the child being suspended. In this case the Parent(s)/ Person(s) with Parental Responsibility will be informed of the decision and reason why. This action will be recorded in the Incident Report Form (See Appendix 3A).
- Behaviour involving bullying, physical aggression or destructiveness will be recorded in the Incident Report Form (See Appendix 3A). The Parent(s)/Person(s) with Parental Responsibility will be informed and it may result in suspension from attending meetings or activities.
- If it is necessary for a child to use the toilet facilities, he/she will be expected to do so unattended. However, there may be circumstances, such as with a very young or disabled child, where it may be necessary for a worker to accompany that child. Where this arises a female worker with another female worker present or in the vicinity preferably should accompany the child.
- Children may be rewarded for answering questions, reciting Bible verses, participating in learning activities, attendance, good behaviour, etc. It will always be made clear why the reward is given. Confectionery may be used as a reward, along with other suitable gifts.

CHAPTER 2

Sharing Information about Child Protection and Good Practice with Children, Parent(s)/ Person(s) with Parental Responsibility and Workers

Good communication is vital and should individuals have concerns they need to be assured that they will be listened to and taken seriously.

It is therefore the responsibility of workers to ensure that information is available to, and exchanged between, all those involved in such work and its activities. Some information is confidential and should only be shared on a 'need to know' basis.

Parent(s)/Person(s) with Parental Responsibility

Parent(s)/Person(s) with Parental Responsibility are responsible for their children's welfare at all times, and they should be assured that their children are involved with a credible children's work. They should be aware of the interaction between workers and children and their right to observe.

The Assembly will therefore:

- Publicise information about our activities, our Safeguarding Policy and the name of the person(s) to contact in the event of any concern or complaint.
- Give in writing to Parent(s)/Person(s) with Parental Responsibility information on how to view the Safeguarding Policy Statement and associated documentation.
- Give in writing detailed information to Parent(s)/Person(s) with Parental Responsibility about any planned activities or events their children are invited to participate in or attend. (See Appendices 1 & 2)

Workers

Good information will enable workers to know how to deal with emergencies and child protection issues and will encourage them to pass concerns to the appropriate person.

Elders of the Assembly will therefore:

- Ensure that each member of the Assembly has the opportunity to access and familiarise themselves with the Ballymena Gospel Hall Safeguarding Policy Statement and associated documentation and can have access to a copy at any time

- Ensure that workers are:
 - (i) Given a personal copy of the Ballymena Gospel Hall Safeguarding Policy Statement and associated documentation.
 - (ii) Made familiar with its content and that the worker has signed a declaration of commitment to the Ballymena Gospel Hall Safeguarding Policy Statement and its guidance, procedures and code of practice. (See Appendix 6)

CHAPTER 3

Sharing information about concerns with Agencies that need to know and involving Parent(s)/Person(s) with Parental Responsibility and children appropriately

As workers at Ballymena Gospel Hall, connected in any way with Sunday School, Bible Explorers, or any other work involving children or young people, we recognise our responsibility and duty of care to act, to have in place, to understand, and to put into practice, procedures to follow when concerns arise. We accept that co-operation and communication between ourselves, the children and their families, and care professionals assist in protecting children from harm. The procedures below show how workers' concerns about matters relating to the children should be dealt with, while we leave identification and confirmation of alleged and actual abuse to the appropriate professionals.

Our procedures for dealing with physical, sexual or emotional abuse of children take account of the various ways in which we may become aware of the actual or likely occurrence of abuse including:

1. A child may tell an individual worker;
2. Someone else may tell an individual worker that a child has told him or her that they strongly believe a child has been or is being abused;
3. A child may show some signs of physical injury for which there appears to be no satisfactory explanation;
4. A child's behaviour may indicate to an individual worker that it is likely that he or she is being abused;
5. Awareness of, or suspicion about, abuse may come about as a result of something disclosed to an individual worker by a third party e.g. (Parent(s)/Person(s) with Parental Responsibility, friend, co-worker, who suspects or has been told of the abuse;
6. Something in the behaviour of one of the workers or in the way a worker relates to a child alerts an individual worker or makes them feel uncomfortable in some way; while it is difficult to express concerns about other workers, it is important that these concerns are communicated to the Safeguarding Coordinator.

Responsibilities of Elders and Workers

- The person(s) who has/have responsibility for reporting to the appropriate agencies concerns about matters relating to the children is/are the Safeguarding Coordinator/Deputy Safeguarding Coordinator.
- The persons who are named as Elders, and have overall responsibility for the practices of Ballymena Gospel Hall, must express confidence in the Safeguarding Coordinator/Deputy Safeguarding Coordinator to handle all procedures relating to concern of this type. They must also be briefed confidentially by the Safeguarding Coordinator/Deputy Safeguarding Coordinator on the outline of any case;
- Worker(s) is/are responsible to report all matters regarding concerns relating to the children directly to the Safeguarding Coordinator/Deputy Safeguarding Coordinator to maintain confidentiality;
- If the Safeguarding Coordinator/Deputy Safeguarding Coordinator is the alleged perpetrator or the suspected abuser, the worker(s) should inform the elders immediately or where the Safeguarding Coordinator is an elder; the other elders.
- The worker(s) is/are responsible to keep securely and confidentially a clear record of concerns or incidents including:
 - What happened
 - What was said
 - When and where an incident occurred
 - Who was present
 - Any resulting action taken
 - All other relevant information

by using the Concern, Allegation or Suspicion of Child Abuse Form (See Appendix 3B).

Statutory Agencies

- Should those involved in the situation decide that there are sufficient grounds to seek advice/discuss their concerns with a statutory child protection agency, an approach should be made to one of the following:

Social Services Gateway Team
The PSNI
The NSPCC

(See Appendix 4)

Workers will be made aware that statutory child procedures are child centred and that the statutory child protection agencies cannot give an undertaking that information provided to them will remain confidential. However, we expect their official policy to be followed, that is, those receiving such information 'should only disclose it where the welfare of the child requires it and then only to those with a legitimate need to know' (i.e. those within these agencies whose task it is to decide what action to take).

Confidentiality

- Workers will respect the right that individuals, families, etc. have to confidentiality in all matters of a personal or sensitive nature and will ensure that these will not be communicated to others without their consent;
- However, notwithstanding the above, the legal principle that 'the welfare of the child is paramount' means that workers will not allow considerations of confidentiality to override the right of children to be protected from harm. In these circumstances case information of a confidential nature will only be communicated on a 'need to know' basis.

Child Abuse

In the case of a child disclosing abuse, workers will:

- Listen to the child;
- Offer him/her reassurance without making promises (e.g. confidentiality);
- Never stop a child who is freely recalling significant events;
- Not overact;
- Explain what they have to do and who they will have to tell;
- Not question or interrogate a child except to clarify what has been said;
- Record the discussion accurately, as soon as possible after the event, even if it is information they do not understand fully, or like writing down in the Concern, Allegation or Suspicion of Child Abuse Form (See appendix 3B)
- The worker shall not seek to investigate matters himself/herself;

- Contact the Safeguarding Coordinator/Deputy Safeguarding Coordinator immediately so that he/she may make a direct referral to the appropriate agency (See Appendix 4). This will not override the right of any worker(s) to consider it necessary to report the concern to the appropriate agency having informed the others involved that they intend to do so.
- Make direct contact with the appropriate agency if the Safeguarding Coordinator/Deputy Coordinator is/are not available, or it is inappropriate to approach them. They will record any discussions or actions taken within 24 hours.

The Assembly will offer support and counsel to any worker who has to deal with or is involved in reporting any abuse, by appointing a suitable senior worker or a professional person for confidential debriefing and discussion on an ongoing basis for as long as necessary.

When it has been legally proven that a worker has harmed a child or placed a child at risk, that worker will be barred from working with children and the Safeguarding Coordinator/Deputy Safeguarding Coordinator will make a referral to the Disclosure and Barring Service.

CHAPTER 4

Procedures for Selection of Workers

The vast majority of people who want to work with children and young people are of good intentions and purely motivated. Nevertheless, good selection procedures will help identify those who are suitable for working with children.

Selection

Consideration will only be given to those who are believers in the Lord Jesus Christ and who are members of the Assembly meeting in Ballymena Gospel Hall unless otherwise stated on the Workers Declaration Form (see Appendix 6). Those who have expressed an interest must have an aptitude for working with children and young people.

Defining the role and tasks

The roles and tasks that workers are required to perform are set out in Appendix 5.

Declaration

All who seek to be appointed workers must complete the Worker Information and Declaration Form (See Appendix 6)

Under the Safeguarding Vulnerable Groups (NI) Order 2007, all workers will be required to complete an Enhanced Disclosure Access NI check. In an emergency, if someone is drafted in to help at short notice, an Enhanced Disclosure Access NI check will be completed as soon as possible after the event

Appointment

The appointment of a new worker will be ratified by the Elders and the date of appointment recorded. (See Appendix 6)

CHAPTER 5

Transport

Transportation using buses

Transport hired for work with children or young people will only be hired from reputable companies or organisations that can provide evidence that vehicles are legally insured.

The wearing of seat belts must comply with current legislation.

Workers will ensure that when children are being collected or left home using transport that they will be escorted across roads as appropriate and delivered into the care of a responsible Parent/Person(s) with Parental Responsibility

Transportation using cars

- Drivers must have appropriate insurance,
- Children aged between 3 and 12 years will use the correct child seat/booster seat when travelling in a car until they reach the height of 135cms (4'5").
- All children under 3 years old will use the correct child seat when travelling in any car (except in the rear of a taxi if a child seat is not available).
- Children taller than 135cms (4' 5") and those aged 12 and over will use adult seat belts.
- Those over 14 years old are personally responsible, however, appropriate advice should be given.
- There are some specific practical exemptions e.g., for taxis, emergency vehicles, and (for children aged 3 and over) journeys over a short distance in an unexpected necessity.
- Children should whenever possible sit in the rear seats of a car.
- The number of passengers in a vehicle must not exceed the number of seat belts provided.

The latest information published by NI Direct Government Service: Child Car Seats, Restraints and Seat Belts is available and should be consulted

It is not good practice for the driver to travel with one child in a vehicle. Where this is unavoidable, the child will travel in the rear seat and this should be with the full knowledge and consent of the Parent(s)/Person(s) with Parental Responsibility and responsible workers.

Any incidents or accidents occurring during transport should be reported and recorded on a Incident Report Form (See Appendix 3a), and all relevant parties should be informed.

Supervision

Until children and young people are picked up by the arranged transport, they will remain the responsibility of their Parent(s)/Person(s) with Parental Responsibility – even if that transport is late. Workers will seek to ensure that children are supervised while waiting transport from a meeting or activity. In the case of a meeting or activity taking place in a building they may be required to remain inside the building until the transport arrives.

Behavioural issues

Unacceptable behaviour

In the event of a child or young person behaving in a way that is neither aggressive nor destructive but yet is clearly unacceptable e.g. swearing, interrupting, annoying others, then he/she will in the first instance be asked to stop.

If after repeated requests the child or young person continues to behave unacceptably, he/she will be asked to move to be beside a worker or a worker will be requested to move to be beside the child or young person.

When a child or young person continues to refuse to co-operate, he/she will be warned that continued refusal will result in his/her Parent(s)/Person(s) with Parental Responsibility being informed of their behaviour. At this point the incident will be recorded on an Incident Report Form (See Appendix 3A).

If a child or young person's behaviour continues to be unacceptable after their Parent(s)/Person(s) with Parental Responsibility have been informed, it may result in them being suspended. This action will be recorded in the Incident Report Form (See Appendix 3).

Bullying, physical aggression or destructive behaviour

Behaviour involving bullying, physical aggression or destructiveness will be recorded in the Incident Report Form (See Appendix 3A). The Parent(s)/Person(s) with Parental Responsibility will be informed and it may result in suspension from attending meetings or activities.

Accidents

Any accidents or incidents should be reported and recorded in the Incident Report Form (See Appendix 3A) and all relevant parties should be informed.

CHAPTER 6

Safe Environment

A Parent/Person with Parental Responsibility of a child or young person will be required to complete and return the appropriate Parental/Person with Parental Responsibility Consent Form (See Appendices 1 and 2) as soon as their child or young person commences to attend a meeting or activity organised by Ballymena Gospel Hall.

A copy of the completed and signed Parental/Person with Parental Responsibility Consent Form will be kept on file by the person responsible for the meeting or activity.

Up-to-date records will be kept of the name and address of children, young people and workers and their attendance at meetings and activities, e.g. a Sunday School Attendance Register.

Parent(s)/Person(s) with Parental Responsibility will be asked to provide details of special needs or medical conditions and special dietary needs.

The Elders and the person responsible for the work or activity will ensure that the premises used will be appropriate for the intended purpose and adequate insurance cover is provided.

Blank copies of the Incident Report Form (See Appendix 3A) and Concern, Allegation or Suspicion of Child Abuse Form (See Appendix 3B) will be available during meetings or activities to record in detail any concerns/incidents or accidents that may occur. It will be the responsibility of the person responsible for organising the meeting or activity to have the forms available. They will also be carried on the buses transporting children.

An appropriate First Aid Kit will be available for use during a meeting or activity and its contents will be kept up to date.

In the case of a child taking ill or being injured it may be necessary to take him/her home. Should this occur, two adults, including at least one female, will accompany the child home. In certain emergency circumstances it may be necessary to call for medical assistance. In every case the Parent(s)/Person(s) with Parental Responsibility will be notified immediately.

All personal information relating to workers, children and young people will be kept securely under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018

Reviewed and Updated: October 2022

APPENDICES

- Appendix 1: Parental/Person(s) with Parental Responsibility Consent Form for Bible Explorers and Sunday School.**
- Appendix 2: Parental/Person(s) with Parental Responsibility Consent Form for Outings/Day Trips**
- Appendix 3A: Incident Report Form**
- Appendix 3B: Concern, Allegation and Suspicion of Child Abuse Form**
- Appendix 4: Reporting Allegations or Suspicions of Abuse and Contacts List**
- Appendix 5: Children/Young People's Worker General Task List**
- Appendix 6: Worker Information and Declaration Form**

Ballymena Gospel Hall, Cambridge Avenue, Ballymena Consent Form

Sunday School Bible Explorers

Please give below the required information for all children/young people attending any of these groups.

Child or Young Person	FULL NAME	DATE OF BIRTH	DETAILS OF ANY MEDICAL PROBLEMS OR DISABILITIES, and ANY MEDICATION WHICH MAY NEED TO BE TAKEN DURING ACTIVITY <i>(e.g. asthma, epilepsy, diabetes, allergies, etc.)</i>
1			
2			
3			
4			
5			

Name of Parent/Person with Parental Responsibility: _____

Address of Parent/ Person with Parental Responsibility: _____

Tel. No.: Day: _____ Evening: _____ Mobile: _____

Additional Contact (e.g. grandparent or other holding parental responsibility):

Name: _____ Tel. No.: _____

Address: _____

- I give permission for my child/children to attend Sunday School/Bible Explorers as organised by Ballymena Gospel Hall
- In the event of illness or an accident, I, having parental responsibility for the above child/children, give permission for the application of first aid or medical treatment by appropriate persons. **YES / NO**
- I give permission for my child/children to be transported to and from Sunday School/Bible Explorers in a bus/car supplied by Ballymena Gospel Hall. This transportation will follow the guidelines as set out in the Safeguarding Policy of Ballymena Gospel Hall. If your child/children do not require transport provided by Ballymena Gospel Hall, please provide the name of the person responsible for transporting your child/children.

Name: _____

- I am aware that as Parent/Person with Parental Responsibility, I am welcome to attend any of the activities listed, inspect the Safeguarding Policy or speak to either of the workers in charge of Safeguarding, to satisfy myself concerning all the arrangements.

- **Robert Moore Tel: 07742 956411**
- **Helen Blair Tel: 07752 578013**

Signed: _____ Date: _____
(Parent/Person with parental responsibility)

**Ballymena Gospel Hall
Cambridge Avenue
Ballymena, Co. Antrim**

Parental/Person with Parental Responsibility Consent Form: Outings/Day Trips

Child or Young Person	FULL NAME	DATE OF BIRTH	DETAILS OF ANY MEDICAL PROBLEMS OR DISABILITIES, and ANY MEDICATION WHICH MAY NEED TO BE TAKEN DURING ACTIVITY (e.g. asthma, epilepsy, diabetes, allergies, etc.)
1			
2			
3			
4			
5			

Address _____

Home Tel. No. _____

Mobile Tel. No. _____

- I consent to my child/children attending the Outing/Trip as detailed below.
(Please insert below the type of Outing/Trip, the venue, dates and times)

Date/s of the outing: _____

Leaving time: _____ Return time: _____

I am aware of and consent to my child/children participating in all planned activities as outlined above and to appropriate photo and/or video images being taken of my child/children.

I am aware that as Parent/Person with Parental responsibility I am welcome to inspect the Child Protection Policy Document and/or to contact the person responsible for organising the outing:

(To be confirmed)

in order to satisfy myself with all the arrangements.

- I agree to my child/children being transported by private bus and/or cars as provided by Ballymena Gospel Hall
- I declare that the information given above is correct and complete and that I will notify the person responsible for organising the outing/trip of any changes.

Name of Parent/Person with Parental Responsibility (please print): _____

Signature of Parent/Person with Parental Responsibility: _____ Date: _____

INCIDENT REPORT FORM

This form should be completed immediately after any incident, such as child being sick, feeling unwell, misbehaviour or occurrence on the bus. The worker should report the incident to the worker responsible for the meeting/activity and the Safeguarding Coordinator/Deputy Safeguarding Coordinator. If needed please continue the information onto another sheet.

Date and Time of Incident

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.....

Name, age and address of child involved in the incident

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.....

Where the incident took place

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.....

Activity child was involved in (Please circle) Bible Explorers Sunday School

Description of the incident (What happened)

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Details of witnesses to the incident (Names, addresses, telephone numbers and ages)

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The action that was taken and by whom

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Who was informed, or needs to be informed

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Signature of worker responsible for organising Meeting/Activity: **Date:**
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Signature of Safeguarding Coordinator:.....
Date:.....

APPENDIX 3B

CONCERN, ALLEGATION ANSD SUSPICION OF CHILD ABUSE FORM

This form should be completed following any concern, allegation or suspicion of child abuse. The worker should report the incident to the worker responsible for the meeting/activity and the Safeguarding Coordinator/Deputy Safeguarding Coordinator. If needed, please continue the information onto another sheet.

Date and Time of Allegation or Concern

.....

Name, Age and Address of child

.....
.....
.....

Name of Parent(s)/Person(s) with Parental Responsibility

.....

Activity child was involved in (Please circle) Bible Explorers Sunday School

Nature of the Allegation or Concern (What happened)

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What was observed.

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The action that was taken and by whom

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Who was informed, or needs to be informed

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.....

Signature of worker responsible for organising Meeting/Activity:Date:
.....

Signature of Safeguarding Coordinator:
Date:.....

APPENDIX 4

**Ballymena Gospel Hall,
Cambridge Avenue,
Ballymena,
Co. Antrim**

Reporting Allegations or Suspicions of Abuse and Contacts List

Nominated Persons

Names and contact details of persons connected with Ballymena Gospel Hall, to be informed of any concern, allegation or suspicion about a child being abused, who will be responsible for making a report to one of the agencies listed below.

Safeguarding Coordinator

Deputy Safeguarding Coordinator

Robert Moore

Helen Blair

TEL No.: 07742 956411

TEL No: 07754 578013

External Agencies Contact Information

Social Services

Gateway Team: 0300 1234 333
Central Gateway Team (Toome for Ballymena): 028 7965 1020
Out of Hours Emergency Team: 028 9504 9999

National Society for the Prevention of Cruelty to Children

NSPCC Help Line Free Phone 0808 800 5000 (24 hours)

Police Service of Northern Ireland (PSNI)

NORTHERN PPU 101

Ballymena Gospel Hall, Cambridge Avenue, Ballymena, Co. Antrim

Children/Young People's Worker General Task List

This list is not exhaustive. It can be added to over time and does not exclude other possible legitimate tasks that may be required in the service and care of children and young people.

Teaching Sunday school

Presenting a Bible message

Leading community singing

Teaching Bible verse

Leading quiz

Distributing prizes

Training workers

Marking attendance register

Leading public prayers

Supervising children during meetings and activities

Escorting pre-school children to toilets

Supervising the transport of children by private bus

Preparing and serving food and soft drinks

Organising and supervising games

Visiting parent(s)/person(s) with parental responsibility

Ushering children and adults during meetings and events

Organising events, e.g. erecting tent for outdoor meetings, arranging seating

Driving buses hired from vehicle hire companies, transport organisations and privately owned vehicles

Supervising children and young people on day trip

**Ballymena Gospel Hall
Cambridge Avenue, Ballymena, Co. Antrim**

Worker Information and Declaration Form
This information will be kept confidential

Full Name: _____

Daytime Tel No: _____

Mobile Tel No: _____

Address: _____

I confirm that I am over 18 years of age and I have received a copy of the Ballymena Gospel Hall Safeguarding Policy and Documentation and that I have read and understood it and give my commitment to its principles.

I also confirm that I will follow the guidance, and practise the procedures to implement the policy.

Worker's signature: _____ **Date:** _____

Name of person responsible for the work and/or activity (please print):

Signature: _____ **Date:** _____

Ratification of Declaration

Name of Elder (please print): _____

Signature: _____

Date: _____

Name of Elder (please print): _____

Signature: _____

Date: _____