

# St. Paul's Kuwait Chaplaincy Policy for Child Protection

St Paul's Chaplaincy takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to its care.

Each of us has a responsibility to prevent the physical, sexual and emotional abuse of children and young people. We must also report any abuse or suspected abuse if discovered.

**This policy will be reviewed annually, accepted and written in the minutes of the Chaplaincy council.**

Church leaders and all who work with children and young people will be required to work within the guidelines recommended in this policy. Each Leader must read, know about, and undertake to observe them.

## The Golden Rule

**'Keep all relationships with children and young people open, observable, readily understood and shared with more than one responsible adult. All work with children and young people must be well supervised and the people doing it carefully selected, well trained and advised of their child protection duties.'**

## Objectives:

- a) To keep all children and young people, and those who work with them safe from harm.
- b) To try to ensure that every child entrusted in our care is never subjected to any form of abuse by church members.
- c) To know the procedures to follow, in the event of any concern about a child's welfare, or, if there are complaints/allegations of abuse made within or without the church organisation.

## Working policy

### **1) Recruitment Procedure**

- a) All leaders will be required to complete and sign a Diocesan declaration that they have read and understood the child protection policy.
- b) Leaders will be expected to be interviewed by the chaplain

### **2) Leader Child Ratio**

- (a) At least one adult (18+) and one helper to be present with a child or group of children.
- (b) Children must be adequately supervised.
- (c) The following ratio of children to leaders provides a useful guide.
  - 0-2yrs 1 adult to 3 children
  - 2-3yrs 1 adult to 4 children
  - 3-8yrs 1 adult to 8 children
  - 8-18yrs 1 adult to 10children
- (d) No adult should be expected to work with children alone.

### **3 Prevention - health and safety**

- (a) Make sure the premises are safe for the age of children. Furniture and equipment that may be dangerous needs to be made secure or fenced off.
- (b) A register of attendance for each group is recommended including the names of leaders and helpers.
- (c) Fire exits marked where possible.
- (d) A first aid kit should be available in the church building or at the venue of the children's activity and clearly marked and first aid training is recommended
- (e) An accident/incident report book should be kept in the church office.
- (f) Leaders must be made aware of any allergies or health issues that affect individual children.

### **4) Parental Consent**

- (a) Parental consent for a child or young person to attend a particular activity is needed.
- (b) A contact number is required (in case of emergency).
- (c) Further parental consent is needed if children are taken off the premises.

- (d) If driving a child/children alone in a car. It is better they occupy the rear seats. Parents must be informed of the journey and place and times of arrival and return.

#### **5) Reporting**

A Child Protection Co-ordinator should be appointed in each chaplaincy at the first meeting of the Chaplaincy council following each AGM.

- (a) The well-being of the child is paramount at all times
- (b) If there is a concern of abuse by another child within the group, it must be reported immediately to the Leader of Children's Work, the Child Protection Officer and the Chaplain.
- (c) If there is a complaint of abuse by a leader within the church community, it must be reported immediately to the Child Protection officer and the Chaplain.
- (d) If there is a complaint of abuse by the vicar or a member of the clergy team, it must be reported immediately to the Child Protection officer and the Bishop.
- (e) If there is obvious concern about a child's wellbeing or if a child complains of abuse outside the church organisation it must be reported immediately to the Child Protection Coordinator and the Chaplain.

#### **6) Training**

St Paul's Chaplaincy will make every effort to train leaders and volunteers to the level of their responsibility. The diocese has an obligation to provide resources to train clergy, licensed workers and leaders. An opportune time for this would be the Diocesan Synod. DVD and other resources could also be provided for Chaplaincies.