



For display on notice board

WINGS SOUTH WEST CHILD PROTECTION POLICY STATEMENT

Name of Charity **WINGS SOUTH WEST**

The following policy was reviewed and any changes agreed at the Trustees Meeting in October 2013.

- We are committed to supporting our parents and families
- As leaders of Wings South West we are committed to the nurturing, protection and safeguarding of all, especially the young and vulnerable
- We recognise that child protection is everybody's responsibility
- We are committed to following the agreed procedures and following statutory and specialist guidelines
- We formally review this policy every year, with interim amendments being approved at Trustees meetings

A copy of the full policy can be seen in the office.

Signed

Date 25th October 2013

Review Date: October 2014

WINGS SOUTH WEST CHILD PROTECTION POLICY

CONTENTS

Introduction	1
Definitions of Abuse	2-3
Recognising and Responding to Abuse	4
How to Respond to a Child Wanting to Talk About Abuse	5
What to do once a Child has talked to you About Abuse, or if Abuse is Suspected	6
Allegations or Suspicions of Physical Injury or Neglect	7
Allegations or Suspicions of Sexual Abuse	7
Allegations or Concerns of an Indeterminate Nature	8
Advocate/Deputy Advocate Action Report	8
Appointment of Workers	8
Arrangements for Supervision of Group/Young People's Activities	8
Use of Images of Children and Young People - Photographs, Videos and Webcams	9
Guidelines to Touching	9
Abuse of Trust	9
DBS (Disclosure & Barring Service) check for Staff and Volunteers	10

Appendices

1	Use of the Internet	11
2	Swimming Trips.....	12
3	Transporting Children	13
4	Children with Special Needs	14
5	Church based Young Persons' Peer Group Activities	15
6	Working with Disruptive Children	16
7	Talking and Listening to Young People/Children	17
8	Guidelines - Issues Relating to the Use of Consent Forms	18
9	Use of Media Room in the Wings Hall for Lone Working	19
10	Issues Relating to Camps and Other Residential Activities	20-21
11	Anti-Bullying Policy	22-25

Forms

1	Record of Allegations or Suspicions of Abuse	
2	Advocate/Deputy Advocate Action Report	
3	Consent Form for One-off Activities	
4	Health Information and Consent Form for Activities, Camps and Residential Holidays	
4b	Health Information and Consent Form for Activities, Camps and Residential Holidays for 18s	Over
5	Accident and Incident Form for use on Camps and Residential Activities	
6	Swimming Consent Form	
7	Self Declaration Form	

This Policy should be read in conjunction with the following documents: -

Whistleblowing Policy
Appointment of workers policy and code of conduct
Appointment of volunteer's policy and code of conduct
Trustee's code of conduct
Confidentiality policy
Data Protection Policy
Internet Safety Policy



WINGS SOUTH WEST CHILD PROTECTION POLICY

INTRODUCTION

Wings South West Details

Name of the charity	Wings South West (hereafter, "Wings")
Location	Wings Hall, Lower Meddon Street, Bideford, Devon. EX39 2BJ
Denominational (or other) details	Wings is a non-denominational organisation seeking to promote partnership between Christian groups and others.

Aim

Wings South West aims to give young people a future and a hope by encouraging positive relationships and offering creative learning opportunities that help develop skills, self esteem and confidence.



Wings South West Safeguarding Policy Statement

This Policy Statement relates also to the Child Protection Policy, Health and Safety, Internet Safety and Data Protection Policies

Introduction

Recognising our responsibilities and duties in relation to the Children's Act 2004 (revised 2007), Wings is fully committed to safeguarding the welfare of all children and young people, by working positively to protect them from neglect, physical, sexual or emotional harm. Staff and volunteers will, at all times show respect and understanding for the safety and welfare of our young people, and conduct themselves in a way that reflects the principles of the organisation.

Our aim is to give young people a future and a hope through encouraging positive relationships and offering creative learning opportunities that help develop skills, self-esteem and confidence. Opportunities will be provided by enjoyment and personal achievement. All members of staff, Trustees and other volunteers will take steps to promote the safeguarding of young people in all our activities at all locations, recognising that the welfare of young people is paramount.

Actions

In order to achieve this, Wings will:

- Recognise that all young people need safeguards whatever their background, race or culture, and that some may require special attention.
- Maintain a culture of care where all staff and volunteers recognise their responsibilities in keeping young people safe.
- Implement Child Protection Procedures (as outlined in the Child Protection Policy which is reviewed annually).
- Ensure that structures and systems are in place for safe recruitment of staff and volunteers.
- Insist that all staff undergo a DBS (Disclosure Barring Services) check.
- Ensure that all staff and adult volunteers receive regular training including policies and procedures at induction. Child Protection training if not covered in previous employment, and appropriate annual updates.
- Risk-asses all activities encountered by young people.
- Appoint a Child Advocate and Deputy Advocate who will maintain clear lines of accountability and maintain links with statutory safeguarding agencies.

Any queries or concerns regarding Safeguarding should be addressed to: -

Anne Bowser (Child Advocate) 01237 472000 or
Nicola Haswell (Deputy Child Advocate) 01237 472000
MASH (Multi Agency Safeguarding Hub) – 0345 155 1071 or 0845 6000 388 out of hours.
Police – 101 OR 999 in emergency
Childline – 0800 1111

DEFINITIONS OF ABUSE

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. It is also important to recognise that children may be abused by other children or young people.

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, "Working Together to Safeguard Children (2010, updated 2013)" are as follows:

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fictitious illness by proxy or Munchausen syndrome by proxy*.

* Munchausen's Syndrome by proxy

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: "*A form of child abuse in which the parents, or carers, give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children.*"

Emotional Abuse

Emotional abuse 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 feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person 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 (eg rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Organised Abuse

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

(A child may suffer more than one category of abuse.)

RECOGNISING AND RESPONDING TO ABUSE

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Physical Signs of Abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries which have not received medical attention
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

Indicators of Possible Sexual Abuse

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders – anorexia, bulimia

Emotional Signs of Abuse

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE

It is not easy to give precise guidance, but the following may help:

General Points

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information or ask leading questions. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

Helpful Things You May Say or Show

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

DON'T Say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where? (ie take care to avoid asking leading questions).
- Never make false promises, such as agreeing not to tell anyone else.
- Never make statements such as "I am shocked, don't tell anyone else"

Concluding

- Again reassure the child that they were right to tell you and show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens (see next 3 bullet points).
- Contact the Advocate or Deputy, ie the person in Wings responsible for co-ordinating child protection concerns.
- If the incident, allegation or suspicion takes place on school premises then an appropriate senior member of staff should be contacted immediately as well as the Advocate.
- If neither the Advocate or Deputy can be contacted, and you perceive the child is seriously at risk of further abuse you might have to consider referring to Social Services or the Police to prevent a child or young person returning home.
- Consider your own feelings and seek pastoral support if needed.

WHAT TO DO ONCE A CHILD HAS TALKED TO YOU ABOUT ABUSE, OR IF ABUSE IS SUSPECTED

The Procedure

- 1 Make handwritten notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (eg a description of the activity). Record dates and times of these events and when you made the record (use Form 1). Keep all pre-report handwritten notes, and staple to the record (Form 1). Such records will be kept safely by the Advocate in a locked safe at Bowood House for an indefinite period. Numbered copies of Form 1 will be kept in the office.
- 2 Follow the same procedure if abuse is suspected.
- 3 You must report concerns as soon as possible to Mrs Anne Bowser (hereafter the "Advocate") on 01237 472000 who is nominated by Wings to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. She may also be required by conditions of the Wings Insurance Policy to immediately inform the Insurance Company. In the absence of the Advocate the matter should be brought to the attention of the Deputy Advocate.
- 4 If the suspicions in any way involve the Advocate then the report should be made to Mrs Nicola Haswell (hereafter the "Deputy Advocate") on 01237 472000. If the suspicions in any way implicate both the Advocate and the Deputy Advocate, then the Multi-Agency Safeguarding Hub (MASH) on 0345 1551071. The out of hours Emergency Duty Team number is 0845 6000388.
- 5 Suspicions will not be discussed with anyone other than those nominated above, except when an occurrence has taken place on school premises (see previous page).
- 6 It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies, although Wings workers will be expected to use this procedure. If, however, you feel that the Advocate or Deputy has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of Wings to effective child protection.
- 7 Once a child has talked about abuse, or if abuse is suspected, the worker/Advocate should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact MASH and/or police to discuss putting into effect safety measures for the child so that they do not return home.
- 8 Should allegations of abuse be made against a member of staff or volunteer, the same procedure should be followed. Where a member of staff has concerns about a colleague or with the conduct of the organisation, these should be raised with the line manager in accordance with the Whistleblowing Policy (see section 7). This policy ensures full protection for a member of staff making a disclosure or allegation.

ALLEGATIONS OR SUSPICIONS OF PHYSICAL INJURY OR NEGLECT

If a child has a physical injury or symptom of neglect, the Advocate will:

- 1 Contact MASH for advice in cases of deliberate injury or where concerned about the child's safety. Wings should not inform the parents in these circumstances.
- 2 Where emergency medical attention is necessary it will be sought immediately. The Advocate will inform the doctor of any suspicions of abuse.
- 3 In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor, (or health visitor) will then initiate further action, if necessary.
- 4 If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
- 5 Where the parent/carer is unwilling to seek help, if appropriate, the Advocate will offer to go with them. If they still fail to act, the Advocate should, in cases of real concern, contact MASH for advice.
- 6 Where the Advocate is unsure whether or not to refer a case to the MASH, they should still be telephoned for advice.

ALLEGATIONS OR SUSPICIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Advocate will:

- 1 Contact MASH or the Police Child Protection Team (101) directly. The Advocate will **NOT** speak to the parent (or anyone else).
- 2 If, for any reason, the Advocate is unsure whether or not to follow the above, then MASH Team should still be telephoned for advice. Consultations are available on 0132 338 361/362/363/364
- 3 Under no circumstances will the Advocate attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Advocate is to collect and clarify the precise details of the allegation or suspicion and to provide this information to MASH, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- 4 Whilst allegations or suspicions of sexual abuse will normally be reported to the Advocate, the absence of the Advocate or Deputy should not delay referral to MASH.
- 5 Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Advocate or Deputy as to the appropriateness of a referral to MASH, that person retains a responsibility as a member of the public to report serious matters to MASH, and should do so without hesitation.
- 6 Wings will support the Advocate or Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

ALLEGATIONS OR CONCERNS OF AN INDETERMINATE NATURE

In some situations concerns may be raised directly or indirectly about or by a child that may not fit the definitions of physical injury, neglect or sexual abuse. This should also include any incidents/allegations of bullying. In all cases, the Youth Worker or volunteer should record their concerns on Form 1 and pass this on to the Advocate or Deputy Advocate for their immediate attention and action where appropriate. The Anti-bullying Policy of Wings is at Appendix 11 (page 24).

ADVOCATE/DEPUTY ADVOCATE ACTION REPORT

In all cases of allegations, suspicions or concerns the Advocate, or when relevant the Deputy Advocate, will use Form 2 to record the actions taken. Completed forms will be stapled to the relevant Form 1 and retained safely by the Advocate in a locked safe at Bowood House for an indefinite period.

ALLEGATIONS MADE AT AN EDUCATION ESTABLISHMENT

Where an allegation is made by a young person at a school or college, or relating to incidents at school or college, the Safeguarding Officer of the relevant establishment must be informed and involved in the decision making process.

APPOINTMENT OF WORKERS AND VOLUNTEERS

There are separate policies for the appointment of Wings Workers and Wings Volunteers, which can be found at the back of this document.

ARRANGEMENTS FOR SUPERVISION OF GROUP/YOUNG PEOPLE'S ACTIVITIES

Use of the Internet

Filtering software has been installed on all computers to prevent children and young people accessing inappropriate web sites. All users must complete an Internet permission form including parental permission. See Appendix 1 (page 10) for more details.

Swimming

The advice given in Appendix 2 (page 12) will be followed for all swimming trips.

Camping and Other Residential Activities

The designated Children's Advocate and Deputy Advocate will have responsibility to action all allegations or suspicions of abuse. If the suspicions in any way involve the Advocate then the matter should be reported to the Deputy Advocate. If the suspicions in any way implicate both these persons, then Social Services should be contacted. See Appendix 10 (page 19) or more details.

USE OF IMAGES OF CHILDREN AND YOUNG PEOPLE – PHOTOGRAPHS, VIDEOS AND WEBCAMS

Obtaining, storing, sharing and publishing images of young people will be carried out in accordance with the Wings Data Protection Policy and Internet Safety Policy.

GUIDELINES REGARDING TOUCHING

- Keep everything public. A hug in the context of the group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity which is, or could be construed as, sexually stimulating to the child.
- Children are entitled to privacy to ensure personal dignity.
- Children are entitled to determine the degree of physical contact with others except in exceptional circumstances ie when they need medical attention.
- Team members should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary. Concerns about possible abuse should always be reported to the Advocate or Deputy.

ABUSE OF TRUST

We undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office. It will therefore be unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

This policy is based on a model child protection policy supplied by the Churches' Advisory Service. This policy must not be copied by other churches/organisations without the written agreement of the Churches' Child Protection Advisory Service (CCPAS).



DBS (Disclosure and Barring Service)CHECKS FOR STAFF AND VOLUNTEERS

In line with ongoing changes to DBS checks, the following outlines the procedure adopted by Wings.

1. All new staff will be required to submit to an enhanced DBS check as normal, or a Status Check if registered for such.
2. Existing staff will not be required to renew DBS checks as previously unless there is cause for concern.
3. A risk assessment will be completed for new adult volunteers who will be DBS checked if they are to have regular or 1:1 contact with young people, or a Status Check carried out.
4. DBS check for existing volunteers (including Trustees) will not be updated unless there is cause for concern.
5. Sessional staff and tutors will be required to show evidence of a DBS check, and a Status Check may be carried out.

Safe Recruitment and stringent Safeguarding practices will continue to be in place throughout the organisation. Volunteers will continue to be supervised by staff members in all activities.

Policies and Procedures will be updated as they are reviewed.

APPENDIX 1

USE OF THE INTERNET – CHILD PROTECTION GUIDELINES

For guidance please see the Internet Safety Policy.

APPENDIX 2

ADVICE - SWIMMING TRIPS

The following guidelines are intended to supplement Wings' Child Protection Policy and those participating must, of course, at all times act in accordance with the terms of the policy.

Swimming in the Sea or other Natural Waters

Swimming in the sea or other natural waters are potentially dangerous activities.

This should only be allowed as formal and supervised activities (where it is organised by or on behalf of Wings) in recognised bathing areas which have official surveillance eg where there is a qualified life guard present.

Even with lifeguard cover, all children and young people should always be in the sight of the group leader and team.

One person should always stay out of the water for better surveillance.

Ideally the group leader should hold a relevant life saving award, even where there is lifeguard cover.

Swimming Pools

Ascertain before any visit to a swimming pool:

The level of supervision provided by the pool staff: are they qualified in life saving? Is there constant pool supervision?

Are there signs indicating the depth – eg shallow end? (Depending on the age of the group you are taking is the shallow end shallow enough?)

Does the pool cater for children with disabilities?

Does the deep end allow for safe diving? (If the depth is less than 1.5 metres diving should not be permitted)

Is there a poolside telephone? Is there a poolside alarm?

Are there resuscitator and other pieces of first aid and rescue equipment, and is there someone trained to use them?

Is there a changing room for each sex?

Are the changing and showering facilities safe and hygienic?

Have the children and young people been instructed on how to behave in and around water?

Ensure that children and young people have not eaten (at least half an hour) before swimming.

Consent Form

The Consent Form (Form 6) should be completed before any swimming activity where being able to swim is essential occurs. Completed forms will be kept for a period of 5 years.

APPENDIX 3

TRANSPORTING CHILDREN

The following guidelines are intended to supplement Wings' Child Protection Policy and those participating must, of course, at all times act in accordance with the terms of the policy.

These guidelines apply to all drivers involved in the transportation of children and young people which is organised by or on behalf of Wings, with the latter's organisation, knowledge and agreement. **Private arrangements for transport made directly, including those made between individuals with parental responsibility and others, are not covered by these guidelines.** This will be made clear on consent forms.

- Only those Youth Workers and volunteers deemed responsible who have gone through the Wings recruitment procedures will be able to transport young people on behalf of Wings.
- Such Youth Workers/volunteers will have read the child protection policy of Wings and have agreed to abide by this.
- Seat belts should be worn, the driver will have relevant including business insurance and the vehicle will be roadworthy.
- Avoid giving lifts to children or young people on their own. If they are alone, ask them to sit in the rear of the car. When giving lifts to 2 or 3 young people, as far as possible arrange lifts so that the person in front is dropped off first.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Look at instances where it may be unwise for a particular driver to transport a child eg where they have had a disagreement that evening, where a child/young person has a 'crush' on a driver etc, and arrange for someone else to transport the child/young person.
- If travelling in several small groups, it is good practice to insist that the same group travel on both the outgoing and return journeys with the same adult/s.
- Parental consent should be given and all journeys should be carried out with the knowledge of the leadership.

Arrangements when using mini buses

In addition to the above:

- Ensure full compliance with mini bus regulations
- Ensure that you have adequate supervision. As well as a driver, another responsible adult sitting with the children/young people will be needed.
- Ensure the responsible adult has also undergone appropriate recruitment and selection in accordance with the Wings' procedures.

When using coaches; ensure that the company has full insurance cover. Check on the limit of passenger numbers and do not exceed this number. Children should remain seated and wear the safety belts provided.

APPENDIX 4

CHILDREN WITH SPECIAL NEEDS

The following guidelines are intended to supplement Wings' Child Protection Policy and those participating must, of course, at all times act in accordance with the terms of the policy.

Introduction – why the need to consider child protection?

Children with special needs are particularly vulnerable to abuse. They will often require more help with personal care needs such as washing, dressing, toileting, feeding, mobility etc and may have limited understanding and communication abilities. For example, a young person of 17 might behave in a manner more akin to a 2-3 year old, particularly in demanding cuddles or sitting on a carer's lap. Others might be more vulnerable because they are blind or deaf/blind and can be reliant on physical contact for communication.

Workers too might feel more vulnerable to accusations of abuse as a result of meeting an individual's needs.

Balanced alongside other guidelines there is the issue too of ensuring personal dignity, particularly for those who are dependent on others for their personal care needs.

Some guidelines to consider

Touch

- Keep everything public. A hug in the context of the group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity which is, or could be construed as, sexually stimulating to the child.
- Children are entitled to privacy to ensure personal dignity.
- Children are entitled to determine the degree of physical contact with others except in exceptional circumstances ie when they need medical attention.
- Team members should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary. Concerns about possible abuse should always be reported to the Advocate or Deputy.

Personal dignity

- Make enquiries of the individual/their parent/carers about expectations re meeting personal care needs; ensure that these are known by all workers involved with the individual including how many workers might be needed to meet that need in order to prevent injury to child/young person or the helper.
- Ensure that if one person is needed to assist a child/young person, that another worker is informed of your absence and why.
- If a child needs help with toileting, ensure that a worker of the same gender assists.

APPENDIX 5

ADVICE – CHURCH-BASED YOUNG PERSONS' PEER GROUP ACTIVITIES

The following guidelines are intended to supplement Wings' Child Protection Policy and those participating must, of course, at all times act in accordance with the terms of the policy.

Introduction – Why the need to consider child protection?

Many people are of the opinion that Child Protection issues relate to younger children. Yet the Children Act 1989 and the notes of guidance relating to child protection matters relate to children and young people up to the age of 18. The latter group may or may not have been victims of abuse and sadly some younger people are perpetrators.

The need for adult leaders

All youth activities should be overseen by named adults who have been selected in accordance with the agreed recruitment procedures. Whilst there may be strong arguments raised for peer groups of age 16+ to be led and run by youth members, adult leaders should be **readily** available, ie in the same building. In addition they should contribute to any planning and review of events.

Some guidelines to consider

- If there are children/young people aged under 16 at an activity, adults should be present or within earshot
- No person under the age of 18 should be left with the sole responsibility of caring for or supervising other children
- Young people who work with children/young people should be subject to the Recruitment of Volunteers Policy.

APPENDIX 6

ADVICE – WORKING WITH DISRUPTIVE CHILDREN

The following guidelines are intended to supplement Wings' Child Protection Policy and those participating must, of course, at all times act in accordance with the terms of the policy.

Introduction

Sometimes children and young people can become very upset and disruptive and occasionally their behaviour may be assessed as possibly dangerous to themselves or others.

Some guidelines to consider

- If a young person has disruptive behaviour, an attempt should be made to speak to the individual to:
 1. Request that the behaviour stops;
 2. Speak with the young person to find out the cause(s) of upset;
 3. Warn the young person that they will be asked to leave if the behaviour continues;
 4. Warn the young person that continued disruptive behaviour might result in longer term exclusion from the activity.
- If a young person is harming him/herself or another person or property other young people should be escorted to vacate the place/area where the disruption is occurring. **At the same time**, and with a second worker present, request the young person to STOP.
- If your request is ignored, you might need to warn that you might have to call for additional help, eg Police.
- **In exceptional circumstances and with the help of another, whilst Police help is awaited**, you might need to prevent the young person from harming themselves by restraining them using techniques as approved by the Police and Social Services.

In all circumstances, workers involved should record the event and email to the Advocate as soon as possible, ie once the situation is resolved/or immediately after the activity, details of:

- What activity was taking place;
- What might have caused the disruptive behaviour;
- The child's/young person's behaviour;
- What you said/how you responded
- Others present who might have witnessed the event.

A copy of the email and action is sent to the Administrator for filing.

APPENDIX 7

GUIDELINES – TALKING AND LISTENING TO YOUNG PEOPLE

The following guidelines are intended to supplement Wings' Child Protection Policy and those participating must, of course, at all times act in accordance with the terms of the policy.

Introduction

Many organisations have appointed adults to listen and talk with young people. Whilst some policies expect this, it must be remembered that young people will often decide with whom they will talk and share. They might test someone out beforehand. Because of this, all workers and adults in the organisation need to understand the importance of listening to young people and responding appropriately.

Some things to ponder

- A young person may not be talking about an abusive situation;
- Remember not to promise confidentiality;
- Offer the young person privacy but remain in sight of other workers;
- Be aware of how to respond if a young person does disclose abuse (see Child Protection Policy).

APPENDIX 8

GUIDELINES – ISSUES RELATING TO THE USE OF CONSENT FORMS

The following guidelines are intended to supplement Wings' Child Protection Policy and those participating must, of course, at all times act in accordance with the terms of the policy.

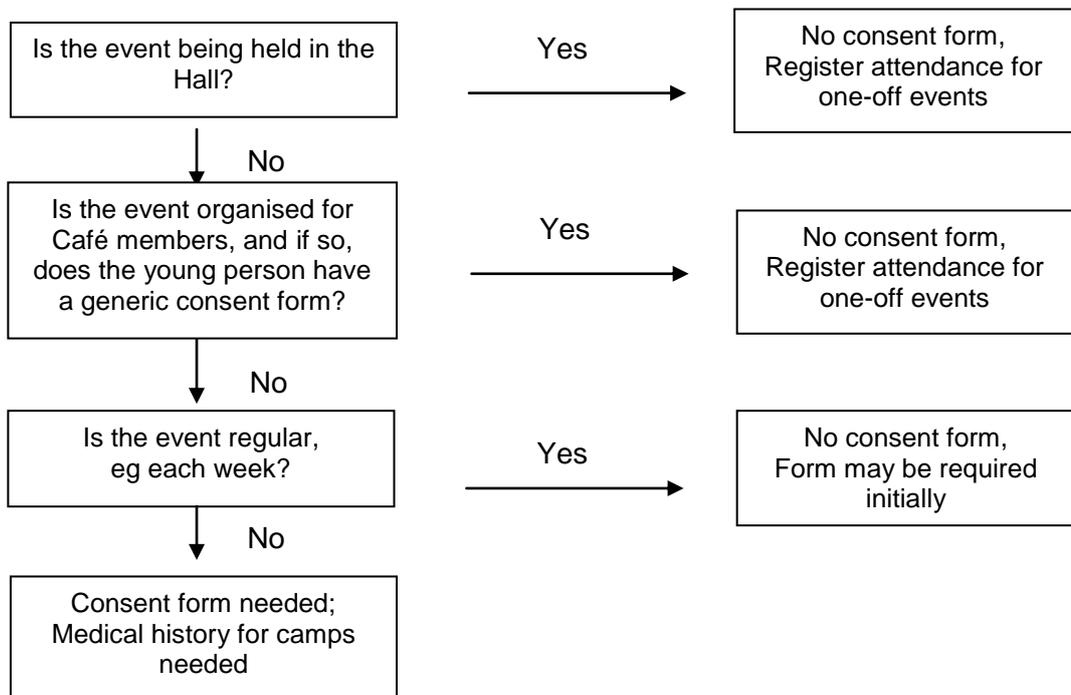
General

Wings operate a number of regular activities for which we do not ask parents to sign consent forms, such as Café. Parents of Café members are asked to sign a generic consent form for one-off events which take place in a 20 mile radius of Bideford for activities which may range from barbeques in the Park to trips to the cinema, ie they will not involve dangerous activities such as swimming or rock climbing. This form is re-issued every 5 years.

It is essential that at any Wings Youth Work activity two or more Youth Workers or approved adults are present. To do otherwise in any circumstances except those outlined in Appendix 9 is a disciplinary matter.

The Use of Consent Forms

- 1 Consent forms must be used for any events which do not take place at the Wings Hall, other than those events mentioned above. Such forms should include the nature of the event, transport arrangements, date, time and place, and if any of this change; new forms should be issued. An example for non-residential activities is illustrated at Consent Form 3; and Form 4, which includes medical and dietary requirements, should be used for residential activities. Completed consent forms will be kept for 5 years.
- 2 Events taking place at the Wings Hall (eg DVD nights) do not need parental consent forms. In these cases, all participants including Youth Workers should sign a register. Young people who as a matter of course ask parents' permission to go out should be encouraged to do so. Events should finish by 9.30 pm and Youth Workers should sign the register to indicate when young people have left.



THE USE OF THE UPPER ROOM IN THE WINGS HALL FOR LONE WORKING

The following guidelines are intended to supplement Wings' Child Protection Policy and those participating must, of course, at all times act in accordance with the terms of the policy.

The Upper Room is covered by CCTV which is activated automatically by movement in the room. Images can be viewed live or played back through the office computers.

The Upper Room may therefore be used where a Youth Worker has arranged to work one to one with a young person or alone with a group of young people on an activity such as music or graphics.

As far as possible, lone working should take place when another group or adult is present in the building.

The Youth Worker should carry a mobile phone, or if there is no signal, should use the office phone.

At least one adult in the building should be first aid trained.

A register should be kept of young people attending in this way - this will be kept in the top drawer of the main computer table in the Upper Room, and a new page is needed for working in the back rooms.

APPENDIX 10

GUIDELINES – ISSUES RELATING TO CAMPS AND OTHER RESIDENTIAL ACTIVITIES RUN BY WINGS

The following guidelines are intended to supplement Wings' Child Protection Policy and those participating must, of course, at all times act in accordance with the terms of the policy.

Risk Assessment

A risk assessment must be carried out at the location as soon as possible on arrival.

Responsibility at Camp

A Camp Child Protection Advocate and deputy will be nominated for the duration of the camp.

The Camp Child Protection Advocate has responsibility to action all allegations or suspicions of abuse and will contact MASH where necessary.

If the suspicions in any way involve the Advocate then the matter should be reported to the Deputy Advocate. If the suspicions in any way implicate both the Advocate and the Deputy Advocate, then Social Services should be contacted in accordance with the child protection policy.

All allegations and/or suspicions will be dealt with on a *need to know* basis.

Appointment of Workers

Camp workers will be recognised Wings workers supplemented by volunteers.

Supervision of Group/Children's Activities at Camp

It is recognised that taking care of children who are away from home involves taking responsibility for their well-being at all times, being prepared for every eventuality, and anticipating situations where there is harm and taking steps to minimise the risks.

Camp Safety

It is the responsibility of all workers to know the whereabouts of all children and young people who are on Camp.

We will aim to provide a supervision ratio of workers to young people per age range as follows:

8-13 yrs	2 : 15 (male and female) + 1 extra for every 8 children
13yrs +	2 : 20 (male and female) + 1 extra for every 10 young people

Health Information and Parental Consent Form

No young person will be allowed to participate in any camp or other residential activity without the written consent of the parent/guardian (see Form 4), and having completed the appropriate paperwork and consent form. Completed forms will be kept for a period of 5 years.

Fire Hazard

Everyone on camp should be warned of the danger of fire. If the camp is in a building then everyone will be made aware of the fire exits and assembly points.

First Aid

Best practice dictates that there should be at least one worker qualified in first aid (through a course run by St John Ambulance or similar). A First Aid box should be available and its location known. The First Aider should record all accidents and injuries, and have the location and telephone numbers of the nearest doctor and hospital readily available. (See Form 5 for Accident and Incident Form for Use on Camps and Residential Activities.)

Camp Site

The safety of the building, chalets or tents will be considered and rules applied as appropriate (ie no running round tents due to the risk of injury from tripping over guy lines). The condition of fires and electrical appliances will be inspected.

Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must follow the regulations. As technically food is being sold (if food is included and a charge is made for the camp) then best practice dictates that those with responsibility for food should possess the Basic Food Safety Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

Adventurous Activities

No adventurous activities will be engaged in without the written consent of the parent/guardian. The Camp Organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. If use is made of an activity centre or organisation whose own staff undertake all instructions then the Camp Organisers will ensure that the premises are licensed, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996.

Activities can be checked as to which are covered under the Adventure Activities Licensing Regulations by contacting the Adventure Activities Licensing Authority at Tourism Quality Services Ltd, 17 Lambourne Crescent, Cardiff Business Park, Llanishen, Cardiff CF14 5GF. Telephone 02920 755715.

Transportation

See Appendix 3.

Insurance

Wings has the correct type of insurance for camp visits. If staying at a centre, it will be checked beforehand to see if they have Public Liability Insurance.

Sleeping Arrangements

Sleeping arrangements will be specified, age-appropriate and will provide security for the child and which will be deemed safe for the children and workers. (It would be unwise for workers to share accommodation with one or two children. A worker in a larger dormitory might be acceptable.)

Guidelines on touching

See page 9. Camps offer a great opportunity to teach children personal safety skills and to encourage them to be assertive and learn how to say no to physical contact they may feel uncomfortable with.

APPENDIX 11

GUIDELINES – ISSUES RELATING TO BULLYING

ANTI-BULLYING POLICY

The following guidelines are intended to supplement Wings' Child Protection Policy and those participating must, of course, at all times act in accordance with the terms of the policy.

1 INTRODUCTION

Bullying is presented in many forms. It can be verbal, physical, emotional, racist and/or sexist. The bully is someone who unfairly uses his or her size, strength or intellect to **persistently** hurt or frighten others. A bully intentionally targets another in order to exercise power over them.

Unfortunately bullying is something that happens in all walks of life. In spite of our best efforts bullying does still happen in all organisations including ours.

Bullying is an emotive word, and can be misused by individuals seeking attention.

Bullying can be undetected by adults, and we rely on good communication between Wings' workers, young people and parents.

While we accept that bullying cannot be eradicated, it will not be tolerated.

We encourage young people to report to an adult immediately any threatening behaviour towards them, and all incidents investigated thoroughly using Form 1 (Record of Concerns, Allegations or Suspicion of Abuse), which are kept with the child protection forms in the office.

We work with both bully and victim to modify behaviour after an incident, and aim to foster a caring environment that engenders mutual respect. We are aware that an individual can be both a bully and a victim, and believe that working with young people to improve self-esteem can help to improve relationships. We will treat reports of bullying with respect, and encourage young people always to tell an adult about any inappropriate behaviour.

2 WHAT BULLYING IS NOT, AND WHAT IT IS

Young people face many pressures in today's society. One area in which they often have much to discover is how to get along with others. In this, as in all areas of learning, they will not always get it right first time and it is from the mistakes they make that they will learn and become more mature in their relationships. It is important that young people should have the freedom to explore these issues and that their less successful attempts should not be misinterpreted as bullying.

Bullying is not ...

- *Falling out with friends.* This happens all the time and is a normal part of life.
- *When a young person gets frightened or injured as a result of playing too roughly.*
- *Calling others names when upset.* Often in these circumstances people say things without thinking about the effect they will have. We would deal with this kind of behaviour but it is not bullying if it is a one-off or occasional incident.
- *Fighting.* Again this is a kind of behaviour that would have to be resolved, but would not usually be an incident of bullying.

Bullying is ...

When one or more people **deliberately** and **repeatedly** pick on someone with the **intention** of making them unhappy.

This could involve:

- Intimidating or threatening behaviour
- Name-calling
- Hitting/kicking repeatedly
- Removing, hiding or damaging property
- Spreading rumours
- Using social media to intimidate or upset (see Internet safety Policy)

3 WHAT WINGS WILL DO ABOUT BULLYING INCIDENTS

When incidents do take place, we will aim to deal with them in a sensitive way, ensuring we listen to the young people's views. Those who have reported being bullied will be reassured of the steps being taken to ensure that they will not be on the receiving end of any further incidents. It may be necessary to liaise with School or College to help resolve a situation.

The events will be discussed with the perpetrator(s):

- a. To try to establish why the behaviour is being exhibited, and whether there are issues which need our help.
- b. To enable the bully to understand the effect of his/her behaviour on others.
- c. To clearly explain that bullying behaviour will not be tolerated.

If the Youth Worker(s) involved are not satisfied that the perpetrator has given a genuine undertaking to stop immediately, further sanctions will be used. These could include talking to the parents where appropriate, and temporary or permanent exclusion from the youth group or Cyber Café.

Further information and help for young people can be found on the ChildLine web site at www.childline.org.uk. Some information from ChildLine is included below.

CHILDLINE INFORMATION

0800 1111

Why do bullies do it?

- They have their own problems - they may feel upset or angry or feel that they don't fit in - perhaps they have problems at home?
- Maybe they get bullied themselves, perhaps by someone in their own family or other adults?
- They're scared of getting picked on so they do it first
- They want to show off and seem tough
- Many don't like themselves and so take it out on someone else

Are you a bully?

If you are bullying, or have bullied someone, it is a good idea to get some help. Who could you speak to? A teacher? Your parents? ChildLine?

Sometimes adults bully too

Adults can and do bully children - mums and dads, other family members, and teachers, for example. They may do it by making you feel bad in front of other people, by shouting and scaring you, by teasing or making fun of you.

It can be very difficult to do something about it, especially if the adult is the one you would normally go to about being bullied. Don't give up - find a sympathetic adult, perhaps a teacher, and talk to them about the problem.

HOW TO STOP THE BULLYING

If you are being bullied, you can do something about it. You can make a difference!

- **TELL, TELL, TELL**
- Practise what you want to say
- Keep a note or diary of what is happening
- Don't give up
- Ask your parents to visit the school
- Talk over what to do with a friend, a teacher, your mum or dad or someone you trust

Remember that teachers have to listen carefully when a child tells them about being bullied.

Remember - it's right to tell an adult that you are being bullied and to ask for their help. But you don't have to let them take over. You can talk with them about what you would like to happen.

HELPING A FRIEND

Maybe you're not being bullied, but you know someone who is - perhaps that person is not even a good friend, but a class-mate or someone from another class? Have you ever stood around and noticed that someone was being bullied, but you weren't sure what, if anything, you could do? Or thought that nothing you could do would make a difference?

Don't ignore bullying. You can help. Don't let the bullies get away with thinking that no-one will do anything. Here are a few things you can do, and a couple that you can't:

- Don't rush over and take them on - it might not be safe and you don't want other people to think you are a bully
- Let a teacher or other adult know what's happening
- Try to be a friend to the person being bullied
- Refuse to join in
- Try to be friendly to the bully, but even if you can't be friends, being kind can sometimes help the bully stop bullying
- Sometimes you can't sort it out yourself. Ask an adult for help.

CHILDLINE CAN HELP - 0800 1111

ChildLine is the free telephone helpline for children and young people. ***You can ring any time of day, any day of the year.*** It's free and it's confidential - that means that no-one else will know about the conversation unless you decide to tell them. The call will not show up on the phone bill, although it may if you use a mobile or cable phone. Sometimes it's hard to get through, because the lines are all busy. But keep trying and you will get through.

Many children call ChildLine to talk about bullying. Last year, over 22,000 children called. If you want to talk to someone, you can speak to one of our counsellors.

RECORD OF CONCERNS, ALLEGATIONS OR SUSPICIONS OF ABUSE

Name of Child/Young Person _____

Address _____

Date of Birth ____/____/____

Name of Person Reporting Event _____

Date ____/____/____ Time _____

Sequence of Events/Actual Words Used/Observations - *Report overleaf, use body chart below where appropriate but do not undress the child!*

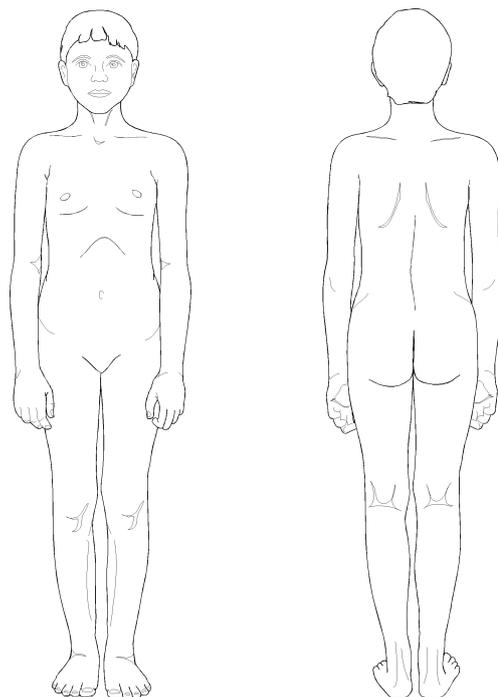
Action Taken

Name of Person Contacted _____

Date ____/____/____ Time _____ Signature (of person making record) _____

Notes:

BODY CHART



FACTUAL REPORT OF EVENT OR CONCERN

(Once completed, please rule off and sign and date directly below the line.)

ADVOCATE/DEPUTY ADVOCATE ACTION REPORT

Name of Child/Young Person _____

Address _____

Date of Birth ____/____/____

Name of Person who Reported Event to Advocate/Deputy _____

Date ____/____/____ Time _____

Action Taken by Advocate/Deputy (inc name of any persons/organisations contacted)

(Please use reverse side of the form if necessary. Once completed, please rule off and sign and date directly below the line.)

FORM 4

HEALTH INFORMATION AND CONSENT FORM FOR CAMPS AND RESIDENTIAL HOLIDAYS

Proposed Visit or Residential Activity _____

Location _____ Dates _____

Full Name of young person _____

Address _____

Telephone No _____ Date of Birth _____

Name of Doctor _____ Doctor's Tel No _____

National Health No _____

Address where I (the parent) can be contacted, including phone no _____

Details of any illness about which the leaders should be aware _____

Details of any medication required during the camp (all medication to be labelled correctly and clearly with name and dose needed each day) or disability which may affect any activity:

Details of any allergies or special diet _____

Signed _____

PARENTAL CONSENT

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic.

YES NO (Please tick)

I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the Wings leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Signed (parent/or adult with parental responsibility) _____

NB The information part can be completed by a carer. Only those with parental responsibility (eg this does not include a foster carer) can sign the consent.

Name (in caps) **and relationship** _____

Date _____

I agree that images (photos etc) of my child may be taken and that they may be used in printed or electronic formats by Wings for promotional purposes: YES NO

(Please tick)

Please note it is the parents'/carer's responsibility for transporting their child to and from the event.

**This consent form or a copy should be taken by the organiser/leader on the activity or visit.
A copy should be retained by the Wings contact person, then kept for 5 years.**

FORM 4b

**HEALTH INFORMATION AND CONSENT FORM FOR ACTIVITIES,
CAMPS AND RESIDENTIAL HOLIDAYS
FOR OVER 18s**

Proposed Visit or Residential Activity _____

Location _____ Dates _____

Full Name _____

Address _____

Telephone No _____ Date of Birth _____

Name of Doctor _____ Doctor's Tel No _____

National Health No _____

Name of Next of Kin (in case of emergency) _____

Tel No and/or Mobile No of Next of Kin _____

Details of any illness about which the leaders should be aware _____

Details of any medication required during the camp about which the leaders should be aware, or disability which may affect any activity:

Details of any allergies or special diet _____

Signed _____

CONSENT

In an emergency and if I am not conscious, I am willing to receive necessary hospital or dental treatment including an anaesthetic.

YES NO (Please tick)

I understand that while involved I will be under the control and care of the group leader and/or other adults approved by the Wings leadership and that, while the staff in charge of the group will take all reasonable care of people, they cannot necessarily be held responsible for any loss, damage or injury suffered during, or as a result of, the activity.

Signed _____ Date _____

I agree that images (photos etc) of myself may be taken and that they may be used in printed or electronic formats by Wings for promotional purposes: YES NO
(Please tick)

Please note it is your responsibility for transporting yourself to and from the event.

**This form or a copy should be taken by the organiser/leader on the activity or visit.
A copy should be retained by the Wings contact person, then kept for 5 years.**

FORM 5

ACCIDENT AND INCIDENT FORM FOR USE ON CAMPS AND RESIDENTIAL ACTIVITIES

This form should be completed immediately after any accident or significant incident, and as soon as practical a Trustee should be contacted.

Day, date and time of the incident _____

What are the names, addresses and ages of those involved in the incident?

Where did this incident take place? _____

Who is normally responsible for group? (name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

Who witnessed the incident? (names, addresses, telephone numbers, plus ages if under 16)
Normally only two witnesses would be needed.

1 _____

2 _____

Describe the accident/incident (injuries received, any first aid or medical treatment given)

Have you retained any defective equipment? YES NO none involved (Please tick)

If so, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use YES NO (Please tick)

Is the equipment still safe for your group to use? YES NO (Please tick)

Who else do you need to inform? _____

Have they been informed? YES NO (Please tick)

If so, when and by whom? _____

Signature of person in charge of group at time of accident/incident _____

Print Name _____ Date ____/____/____

Form seen by Trustee: Signature _____ Date ____/____/____

The completed form will be kept by Wings for 5 years.

FORM 6

**CONSENT FORM FOR SWIMMING ACTIVITIES OR ACTIVITIES
WHERE BEING ABLE TO SWIM IS ESSENTIAL**

Consent does not remove the need for Wings to ascertain for themselves the level of the child's/young person's swimming ability:

Full name of child/young person _____

Date of Birth ____/____/____

Address _____

Details of any regular medication, medical problem (eg asthma, epilepsy, diabetes, allergies, dietary needs, etc) or disability which may affect the swimming activity and/or activity where being able to swim is essential:

Please state date of last anti-tetanus injection if known ____/____/____

With whom does your child live? _____

Telephone number Day: _____ Evening: _____

Name of additional contact (grandparent etc or other holding parental responsibility)
_____ Telephone number _____

If you do not have parental responsibility (eg you are a foster carer/grandparent etc) please give details of those with parental responsibility

Names _____

Address(es) _____

Telephone number(s) _____

SWIMMING ABILITY

Is your child able to swim 50 metres?	YES/NO
Is your child water-confident in a pool?	YES/NO
Is your child confident in the sea or in open inland water?	YES/NO
Is your child safety conscious in water?	YES/NO

I give permission for _____ to take in the specified visit and, having read the information provided, agree to him/her taking part in the activities described. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the Wings leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic
 YES NO
(Please tick)

I confirm that my child is in good health and I consider him/her fit to participate.

Signed (parent/or adult with parental responsibility) _____

NB The information part can be completed by a carer. Only those with parental responsibility (eg this does not include a foster carer) can sign the consent.

Name (in caps) **and relationship** _____

Date _____

Please note it is the parents'/carer's responsibility for transporting their child to and from the event.

This form or a copy should be taken by the group leader on the visit.

A copy should be retained by the Wings contact person, then kept for 5 years.

SELF DECLARATION FORM

STRICTLY PRIVATE AND CONFIDENTIAL

PERSONAL DETAILS

Surname Forename

Address Email

..... Home Tel No

..... Mobile

Post Code *Work Telephone

Date of Birth * If necessary may we contact you at work? Yes/No

Wings South West aims to promote equality of opportunity for all persons and welcome participation from a wide range of individuals, including those with prior criminal records. The voluntary position for which you have applied is an exempted occupation for the purposes of the Rehabilitation of Offenders Act 1974 (as amended by the Rehabilitation of Offenders Act 1975). All 'spent' and 'unspent' convictions must be declared. Having an 'unspent' conviction will not necessarily impede your involvement with Wings: this will depend on the circumstances and background to your offence. If you fail to disclose an offence and we are later informed of any undisclosed criminal matter, you may be subject to disciplinary action. Evaluation of information is based on strict confidentiality and discretion.

1. Have you ever been convicted of any criminal offences or accepted any reprimands or cautions or Police warnings? Yes [] No [] If yes, please supply details of any criminal convictions/cautions/reprimands:

2. Are you a person known to any Social Services department as being an actual or potential risk to Children or Young People? Yes [] No [] If yes, please supply details of incident(s) and social services department involved:

3. Have you ever had a disciplinary sanction (from any organisation) relating to child welfare: Yes [] No [] If yes, please supply details of the incident:

I declare that the information given herein is correct to the best of my knowledge. I understand that it is necessary for me to declare any information requested and that the position for which I have applied may involve access to Children, Young People and/or Vulnerable Adults. I hereby give my consent for Wings to conduct a Criminal Records Bureau (CRB) check if so required. I agree to notify Wings of any pending prosecutions/cautions/warnings/reprimands or convictions whilst I remain in post.

Full Name

Signature Date

Please return this form to the Wings Administrator in an envelope marked 'Private and Confidential - SDF', The Wings Hall, Lower Meddon Street, Bideford. EX39 2BJ

[] Please tick the box if you have used additional sheets of paper to provide further information.

CONSENT FORM MUST COVER THE FOLLOWING WHERE RELEVANT:

WHAT:
(specify all activities for that day/evening)

WHEN:

WHERE:

TIME:

TRANSPORT DETAILS: (especially drop off)

COST:

CONTACT NUMBER:

You need parental permission to come with us, so please ask them to fill out the slip below and return to (specify which youth worker) as soon as possible, or bring it with you.

Wings Child Safeguarding Officers are Anne Bowser and Nicola Haswell. If you have any concerns about Child protection they can be contacted on 01237 472000.

----- ✂ -----
I _____ (parent/guardian)

give permission for _____

to go to **(ACTIVITY AND WHERE)** on **(DATE)** with **(GROUP)** and to travel with the Wings group (if applicable).

Emergency contact No: _____

Is there any other important information about your child we need to be aware of? _____

Signed _____ Date _____

I agree that images (photos, etc) of my child/myself may be taken and used in printed or electronic formats by Wings for promotional purposes:

(please tick) YES NO

The completed form will be kept by Wings for 5 years.

EXAMPLE

VOLUNTEERS' THANK YOU MEAL

Sunday 28 February 2008

Meet at Pizza Hut, Barnstaple at 6 pm (make your own way there)

No cost for the meal - pay for drinks only

For more info contact the Youth Workers at Wings/The Source (01237 472000)

You need parental permission to come with us, so please ask them to fill out the slip below and return to Kerry Tudor as soon as possible, or bring it with you.

Wings Child Safeguarding Officers are Anne Bowser and Nicola Haswell. If you have any concerns about Child protection they can be contacted on 01237 472000.

----- ✂ -----
I _____ (parent/guardian)

give permission for _____

to go to the Thank You Meal at the Pizza Hut, Barnstaple on Sunday 28 February 2008 with The Source volunteers ~~and to travel with the Wings group.~~

Emergency contact No: _____

Is there any other important information about your child we need to be aware of? _____

Signed _____ Date _____

(please tick) YES NO

I agree that images (photos, etc) of my child/myself may be taken and used in printed or electronic formats by Wings for promotional purposes:

(please tick) YES NO

The completed form will be kept by Wings for 5 years.