

Ballee Baptist Church

Safe and Sound

**Child Protection and Safe Practice Guidance
for Working with Children and Young People**

Revised Edition – June 2016

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Acknowledgements

Ballee Baptist Church, in preparing this Safe and Sound policy document, wishes to acknowledge the guidance and assistance provided in the following:

'Anti-Bullying Policy for Schools' (Kidscape, 2005)

'Our Duty to Care: Principles of Good Practice for the Protection of Children' (DHSSPSNI, 2000)

'Safe and Secure' (Churches' Child Protection Advisory Service, 2009)

'Taking Care: Child Protection Guidelines' (Presbyterian Church in Ireland, 2004)

1 Background and Introduction

The original **Safe and Sound** Guidelines and Policy Document for Working with Children and Young People in Ballee Baptist Church was introduced in 1996, in response to the Children (Northern Ireland) Order 1995, including the Protection of Children and Adults at risk (Northern Ireland) Order 2003 and the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007.

Ballee Baptist Church is a Registered Body with AccessNI, a government agency set up in April 2008 to carry out checks on the suitability of all persons who work with children and adults at risk (e.g. those who have a learning disability) across the province.

The Church has appointed a Designated Child Protection Officer and also a Deputy Child Protection Officer, who, on behalf of the Oversight, will ensure that all workers within the Church are vetted by AccessNI and suitably trained to work with children and young people.

A new 'Disclosure and Barring Service' was introduced in Northern Ireland in December 2012. This means that any individual who intends to work with children and/ or adults at risk will be required to register with the Disclosure and Barring Service, DBS. As far as the Church is concerned, applications for registration with DBS will continue to be made through AccessNI.

2 Policy Statement

It is the policy of Ballee Baptist Church to commit ourselves to safeguarding all aspects of the welfare of children and young people in our charge. Workers will at all times show respect and understanding for the children's and young people's spiritual, emotional and physical wellbeing and conduct themselves in a manner that reflects the Biblical principles of this Church.

3 Aims and Objectives

- To comply with legislation which requires the Church to have a Child Protection Policy.
- To outline the Church's responsibilities in relation to working with children and young people.
- To provide guidance to leaders and workers on practices that are safe and designed to protect children from harm, and on recognising the signs of possible abuse.
- To ensure that appropriate processes are in place for the appointment of workers.
- To safeguard workers from possible allegations of abuse.
- To provide parents and carers with appropriate information concerning the Church's work with children and young people.

4 Glossary of Terms

The terms **child**, **children**, **youth** and **young people** all refer to persons under the age of 18 years.

A **child with special needs** is someone under the age of 18 years whose physical and/or mental capacity is reduced as a result of a mental disorder (e.g. a learning disability) and/or a physical disability or illness.

Similarly, an **adult at risk** is a person aged 18 years or over whose physical and/or mental capacity is reduced as a result of a mental disorder (e.g. a learning disability) and/or a physical disability or illness.

The **Designated Child Protection Officer**, is the person appointed by the Church Oversight, they will be the person responsible for all aspects of child protection, including liaising with AccessNI.

The **Youth Coordinator** is the person appointed by the Church Oversight to liaise between the various children's and young people's departments. He/she will also act as the **Deputy Child Protection Officer**. They will assist with all aspects of child protection, including liaising with AccessNI.

A **department** is a specific area of children's work within the Church, e.g. the Crèche.

A **leader** is a person in charge of a department, e.g. the Sunday School Superintendent.

A **worker** is a person of at least 16 years of age who has been authorised by the Designated Child Protection Officer to work in a (voluntary) supervisory capacity within a department.

5 Responsibilities

This section details the responsibilities of the various individuals and bodies who are involved in children's and young people's work in Ballee Baptist Church:

5.1 Responsibilities of the Church Oversight

- To appoint a Designated Child Protection Officer
- To appoint a Youth Coordinator / Deputy Child Protection Officer.
- To ensure that the Church has an updated Child Protection Policy in place.
- To ensure that there is safe recruitment, supervision and training processes for all children's and young people's workers.
- To ensure that all church premises are suitable for their intended purposes, and maintained to a standard that meets all current health and safety requirements.
- To ensure that adequate insurance is in place to cover the building and all activities carried out within the various departments.
- To provide support to all those who work with children and young people within the Church, and to any child or young person who has suffered from abuse.

5.2 Responsibilities of the Designated Child Protection Officer & Deputy CPO

- To attend, as required, updated training in child protection, vetting procedures, etc.
- To ensure that criminal records checks are carried out (by AccessNI) on all new workers, and that a list of all leaders and workers who have had such a check conducted is maintained and stored both securely and confidentially.
- To ensure that all new workers undergo the Church's training programme for child protection as part of their induction, and to keep records of all training.
- To ensure that all leaders and workers are updated in a timely fashion in keeping with changes in legislation regarding child protection.
- To ensure that designated leaders and/or workers have training in fire regulations, first aid, food hygiene, etc. Our fire training will be refreshed every 2 years by the Health & Safety Officer.
- To ensure that there is a first aid kit on the church premises which is readily accessible.
- To review this Safe and Sound policy and guidance document annually, or sooner in the light of changes to the law regarding working with children and young people.
- To provide all children's and young people's departments with adequate supplies of the following: Registration Forms; Trips and Residentials Consent Forms; Trips and Residentials Notification Forms; Accident/Incident Report Forms; and Allegation or Suspicion of Abuse Report Forms.
- To undertake periodic visits to the various departments, and to meet regularly with leaders and workers to ensure that this Safe and Sound document is being implemented appropriately.
- To maintain accurate records relating to child protection concerns, ensuring that they are kept in a safe and secure location which is locked.
- To liaise with external organisations in relation to child protection issues, as necessary.
- To liaise between the various children's and young people's departments and the Church Oversight.
- To represent the viewpoint of children and young people to the Church Oversight.
- To liaise, in association with the leaders of the appropriate departments, with parents or carers about the specific needs of individual children or young people.
- To deal with any concerns or complaints about standards or practices within the departments, in liaison with the relevant leaders and/or Oversight, as appropriate.

5.3 Responsibilities of Department Leaders

- To attend training and at least bi-annual updates on issues concerning child protection, as arranged by the Designated Child Protection Officer.
- To assist the Designated Child Protection Officer in implementing this Safe and Sound policy and guidance document.
- To maintain an accurate register of all children attending the department, ensuring that all necessary forms are completed and stored in a locked location as appropriate.
- To ensure that all workers within the department are informed of any relevant medical conditions or special needs of individual children or young people.
- To identify any lack of resources or risks within the department (e.g. in relation to supervision ratios) and to report these to the Designated Child Protection Officer.
- To respond appropriately to any accidents or incidents that may occur, completing the relevant form(s) and discussing any actions taken or required to prevent further such accidents or incidents with the Designated Child Protection Officer.
- To ensure that all equipment used within the department complies with British Safety Standards and is securely stored away when not in use.
- To be aware of, and ensure adherence to, all appropriate Health and Safety regulations, e.g. fire regulations and guidance on food hygiene.
- To try to ensure that at least one of the workers present is qualified in first aid when a relatively high-risk activity (e.g. football) is taking place.
- To assume responsibility for checking that the premises are clean and tidy and securely locked prior to leaving at the end of an activity/meeting.
- To plan carefully and submit in advance (on a Form D3: Trips and Residentials Notification Form) the details of all proposed trips or special activities to the Youth Coordinator, for discussion with the Oversight as appropriate.
- To check that all drivers transporting children and/or young people hold a full driving licence, are adequately insured and, if appropriate, have a valid MOT certificate (a copy of which should be provided to the Designated Child Protection Officer). To ensure that any restricted (R) drivers should not be designated to give lifts to any child or young person.
- To report any allegations raised by a child or young person, or any suspicions of abuse raised by a worker or helper, to the Designated Child Protection Officer or Deputy Child Protection Officer,

5.4 Responsibilities of Workers

- To read and adhere to all procedures and guidelines within this Safe and Sound policy document.
- To attend training bi-annually or sooner if required on issues concerning child protection, as arranged by the Designated Child Protection Officer.
- To maintain and leave the premises clean and tidy during and after activities, including storing all equipment as neatly and as safely as possible.
- To ensure that any damage to equipment or property is reported as soon as possible to the department leader.
- To ensure that any concerns about a child or another worker are reported to the Designated Child Protection Officer or Deputy Child Protection Officer as soon as possible.

5.5 Responsibilities of Children and Young People

- To respect the authority of the leaders, workers and helpers, and to behave appropriately at all times.
- To respect the rights of all other children and young people not to be injured or bullied.
- To exercise due care and responsibility for all equipment and property.
- To report any concerns (e.g. about faulty equipment) to a leader, worker or helper as quickly as possible.
- To inform a leader, worker or helper if they feel unwell or if they have concerns about any matter which they wish to discuss in further detail.

6 Department Forms

Where possible, the various children's and young people's departments within the Church will use common forms and recording procedures. These are as detailed below, and presented in Appendix 1 of this document.

All forms should be completed by a person who has parental responsibility for the child concerned.

Consent must be obtained from a person with parental responsibility before any child or young person is photographed or video-filmed. Where consent is not provided, leaders must ensure that no images of the children or young people concerned are authorised.

Form D1: Registration Form

Each department should have its own defined criteria for membership, e.g. that only children or young people within a certain age range can be members.

A Registration Form, confirming consent for the child's attendance, should be completed by a person with parental responsibility for every child.

A register should be kept of all the children or young people who attend each department, and this should be completed on each occasion the department meets.

The register should be updated and a new Registration Form received for every child or young person at the start of every season. For some departments (e.g. the Holiday Bible Club), it may be appropriate to issue Registration Forms at the same time as invitations are being given out.

Form D2: Trips and Residentials Consent Form

The details of all trips and residential events, including the main activities that are planned, must be specified in a Trips and Residentials Consent Form.

Leaders are responsible for ensuring that all main activities are listed on the Trips and Residentials Consent Form beforehand.

Only children and young people for whom a completed Trips and Residentials Consent Form has been returned to the leader concerned will be allowed to take part in the event.

Form D3: Trips and Residentials Notification Form

A summary of those taking part and of the main activities that are planned should be submitted on a Trips and Residentials Notification Form to the Youth Coordinator well in advance of the event, to ensure that appropriate insurance is in place.

This is especially important for residentials and events involving particularly high-risk activities, such as water-sports.

Form D4: Accident/Incident Report Form

An Accident/Incident Report Form should be completed for all accidents or incidents that occur in connection with any department.

Form D5: Allegation or Suspicion of Abuse Report Form

An Allegation or Suspicion of Abuse Report Form should be completed for all allegations or suspicions of any type of abuse that may be raised with any leader, worker or helper.

This form may also be used to record any significant allegations or suspicions in relation to bullying (see below, Section 11).

7 Supervision

All departments are expected to adhere to the following recommended minimum ratios of workers to children:

Age	<u>Indoor Activities</u>		<u>Outdoor Activities</u>	
	Workers	Children	Workers	Children
0–2 years	1	: 3	1	: 3
2–3 years	1	: 4	1	: 4
3–7 years	1	: 8	1	: 6
8 years +	1	: 10	1	: 8

Note also that these ratios may need to be increased for particularly high-risk activities or when children with special needs or adults at risk are involved. (The specific needs of individuals at risk should be discussed in advance with their parents and/or carers.)

Adequate numbers of both male and female workers should be available, particularly if working with a mixed-gender or an older group of children or young people.

Children should never be left unattended: workers should know at all times where the children for whom they are responsible are and what they are doing.

Dangerous behaviour should not be allowed at any time.

A child who is sick may need to have his/her parents contacted, or arrangements made for him/her to be taken home.

In the event of an medical emergency, medical assistance should be summoned immediately.

8 Transport

Children and young people may at times have to be transported to and from activities, either in the private cars of workers or in hired transport.

8.1 Private Cars / Self – Drive Buses

Drivers should hold a full driving licence, be properly insured and, if their vehicle requires it, have a valid MOT certificate.

It is a legal requirement for drivers to ensure that booster seats are fitted to cars in which children under the age of 12 years or below 135 cm in height are transported.

Seat belts should be worn by every passenger at all times during a journey, and drivers must never exceed the speed limit.

All drivers are deemed to be 'workers', and as such they should be checked and cleared by Access NI before undertaking any transport duties.

Restricted (R) drivers should not be designated to give lifts to any child or young person.

Drivers should under no circumstances transport a child or a young person on their own.

Parents/carers should be made aware of and agree to proposed transport arrangements for their children.

Ideally, the same driver should transport the same children to and from an event, to reduce the possibility of a child being left behind at the end of an activity.

Alternative arrangements should be made where it would be unwise for a child to be transported by a particular driver, e.g. where the child is believed to have developed a crush on the driver, or where there has been a disagreement between the two.

8.2 Hired Transport

Leaders should hire transport only from reputable companies.

Seat belts should always be worn.

A minimum of two workers should be present at all times during journeys, and children should be supervised when waiting for or leaving the bus and escorted across roads.

9 Appointment of Workers (and Worker Forms)

There are a number of steps to be followed when someone either approaches, or is approached by, one of the Pastors, the Youth Coordinator or a department leader with a view to becoming a children's or young people's worker within the Church. These are as detailed below, and copies of the required forms are provided in Appendix 2 of this document.

9.1 Requirements for Appointment

Every applicant for the position of children's or young people's worker must:

- Be at least 16 years of age and a committed, born-again Christian who is seeking to live his/her life in accordance with Biblical principles.
- Be either a member or a regular attender of Ballee Baptist Church.
- Have no criminal convictions for offences against children or adults at risk.

9.2 The Appointment Process (including Forms W1 to W3)

The appointment process will consist of the following steps:

- The applicant will meet with the leader of the department concerned, as well as the Youth Coordinator and/or one of the Pastors.
- The applicant will complete a **Form W1: Application for Position of Children's or Young People's Worker**, which includes providing details of two individuals prepared to act as independent referees.
- The Designated Child Protection Officer will write to each of the referees on a **Form W2: Letter Requesting Character Reference**, asking that each complete a **Form W3: Character Reference Form** in respect of the applicant.
- The applicant will complete an AccessNI Enhanced Application Form (a copy of which may be found on the AccessNI web-site – www.nidirect.gov.uk/accessni-application-forms) and pass it to the Designated Child Protection Officer for submission to that organisation.

If at any stage in this process an applicant is deemed not to be suitable for appointment, the reason(s) for that decision must be communicated to the individual as quickly as possible, with the utmost sensitivity and tact.

9.3 Confirmation of Appointment (including Form W4)

Once the necessary checks have been confirmed, the person may be appointed subject to the following:

- A **Form W4: Contract for Children's or Young People's Workers** being signed, to confirm the person's commitment to adhering to this Safe and Sound document.
- A programme of training in Child Protection being agreed and arranged.
- A short induction period within the appropriate department being arranged.
- The appointment being subject to confirmation after a 3-month probationary period.
- The worker agreeing to attend future training events on Child Protection issues, etc, as directed by the Designated Child Protection Officer / Youth Coordinator.

9.4 Applicants from Abroad

Applicants from abroad will generally be expected to apply for appointment as a worker in a department in exactly the same way as local applicants. However, the Designated Child Protection Officer may have to make enquiries additional to the usual AccessNI check to try to ensure that they are suitable to work with children and young people.

Certificates of good conduct can sometimes be obtained from the police or some other agency or institution where the person has come from. However, these need to be treated with caution since, as with criminal conviction certificates, a good conduct

certificate can only provide 'known' information. Also, some countries do not operate the same safeguarding standards when it comes to child protection issues, so non-UK checks may be far more basic than those in the United Kingdom.

The Disclosure and Barring Service (DBS) provides a limited service to assist with checks on individuals from overseas, and the Designated Child Protection Officer may check the overseas section of the DBS website for details of those countries which will carry out a criminal background check.

Until such checks have been completed, it is essential for leaders to ensure that applicants from abroad do not have unsupervised contact with children or adults at risk. They may, however, on the authorisation of the Designated Child Protection Officer, assist in the work of a department in the same way as a helper, i.e. under the supervision of a specific named worker.

10 Guidance for Workers

Workers should ensure that their language, tone of voice and any physical contact they have with children or young people are at all times reasonable and above reproach.

Physical contact between a worker and a child should take place only when it is both necessary and appropriate.

Workers should respect the privacy of children and young people and not do things of a personal nature for a child that he/she could do for him/herself.

When accompanying a child to the toilet, the worker should wait outside if the child can manage on his/her own or, if assistance is required, two workers should be present.

Workers should never engage in any form of intrusive touching, physical or sexually suggestive play, or make sexually suggestive comments to any child or young person.

Workers should not spend time alone with children away from others, nor should they invite individual children back to their own homes.

The Youth Coordinator should be informed of any additional meetings which are connected to the Church but which are organised outside the usual times and/or in other venues.

Workers should be aware of potential health or safety issues in relation to individual children, such as peanut allergies, asthma, epilepsy or diabetes.

Where it is appropriate to counsel and/or pray with a child, this should ideally be undertaken only by experienced workers and, if privacy is required, either in a quiet corner of the room or in an adjacent room **in which the door is left open and another worker is present.**

Workers should ensure that any communication (either to or from) children or young people via email or text is of an acceptable standard and is open to scrutiny.

10.1 Additional Guidance for Residential Events

All workers and young people should be made aware of the fire safety procedures of any premises they are visiting or in which they are staying, as well as any rules or regulations that may be in place and where help can be obtained if an accident or emergency occurs.

In case of emergency, leaders should ensure that completed consent forms and contact numbers are available for every child or young person, and that workers are aware of any medical conditions or special requirements for the children they will be supervising. A named person should be deemed in charge of medication during the course of the event.

A first aid kit should be taken on every trip.

There must be separate sleeping accommodation for males and females.

Individual leaders or workers should never share sleeping accommodation with either a single child or young person or a group of children or young people. Where necessary (i.e. for supervision purposes only), a minimum of 2 workers should be present.

10.2 Additional Guidance for the Crèche

When a parent leaves a child in the Crèche with a changing bag, this is taken as implied consent for the worker(s) to attend to the personal-care needs of that child, i.e. should they require a soiled nappy or their clothing to be changed. A changing mat is available in the Crèche for this procedure to be carried out safely.

Workers must ensure that the safety gates at the top of the stairs are kept closed at all times.

Children under the age of 3 years must always be accompanied up and down the stairs – as should other children for whom this level of supervision is deemed to be necessary for safety reasons.

In the event that the number of workers on duty in the Crèche does not meet the required supervision ratio (see above, Section 7), parents should be asked to remain with their children until arrangements can be made for additional workers to be asked to assist.

10.3 Guidance on Unexpected Attendances at Departments

Sometimes children, young people or adults at risk will attend a department and want to join in the activities without the usual formal registration process having been gone through - for example, where a child turns up in the company of a regular attender.

If that happens, it is important for the leader to be informed and for the following steps to be taken:

- Welcome the person, and establish his/her name and, if possible, age, address and telephone number.

- Ask if a parent or carer of the person is aware of where they are. If the answer is 'no', the leader will need to consider if it will be necessary for the parents or carers to be contacted.
- Find out as soon as possible if he/she has any special needs (e.g. medication), so that an appropriate response can be made if an emergency arises.
- Record their visit in the department's register, ensuring that a note of the information provided by the person is kept by the leader.
- Before the person leaves, give him/her a Registration Form and the leader's telephone number, and perhaps also a standard invitation to attend the department in the future.

10.4 Additional Guidance on Discipline and Disruptive Behaviour

Discipline – which includes the nurturing, teaching, encouraging and, where necessary, correcting of a child – is important in the development and education of a child's character. It is intended to bring a child a sense of security while at the same time helping him/her to appreciate the boundaries between acceptable and unacceptable behaviour.

All children's and young people's workers need to know how to apply discipline in a fair and consistent manner, as well as how to deal with disruptive behaviour should it occur.

10.4.1 General Discipline

All workers are expected to build healthy relationships with the children and young people they come into contact with, and to be good role models by setting a good example: you cannot expect a child to observe the rules if you break them yourself.

Each department should observe basic rules in relation to such things as swearing, racism, calling other people names and respect for property. The children should be made aware of these, and of the actions that will be taken if they are broken.

Workers should focus on the positive aspects of individual children, not comparing them but rather encouraging and affirming each one when at all possible, for example by giving them responsibility for carrying out simple tasks or activities.

Take care to give quieter and well-behaved children some of your attention, and do not allow more demanding or disruptive children to take up all of your time and energy.

Be consistent in what you say and make sure that other members of your team are aware of what you may have said earlier to a child or the group. (This avoids the possibility of children trying to play one worker off against another.)

NEVER smack or hit a child.

Also, shouting should not be used as a form of discipline - other than as an attempt to prevent a child from doing something dangerous (such as running out onto a busy

road, for example). Instead, try changing your tone of voice and, if necessary, seek the assistance of another worker or the department leader.

Children sometimes misbehave if they are bored, so it is good for a department's programme to be reviewed regularly to ensure that it remains appropriate.

10.4.2 Disruptive Behaviour

If a child is being deliberately disruptive, it is important that all workers respond in an entirely consistent manner. The following steps should be taken, in sequence, to help the child concerned to learn just as quickly as possible to distinguish between acceptable and unacceptable behaviour:

1. Ask the child to stop the particular behaviour, by saying something like 'I'd like you to stop that, please' or 'I'd like you to go and sit down'. (Have a disruptive child sit right in front of you, or get another worker to sit next to him/her.)
2. If the behaviour continues, the original request should be repeated – except that this time the child should be informed that if he/she continues to ignore the request, the leader of the department will be informed.
3. If the behaviour still does not stop, the leader should be informed and the disruptive child taken aside and challenged by the leader to change his/her behaviour, whilst at the same time highlighting his/her strengths in the meeting or activity concerned.
4. If the child continues to be disruptive, he/she should be 'warned' that his/her parents will be informed of his/her behaviour (– a warning that must then be carried out, if it does not prove to be effective very quickly).
5. As a last resort, the child should be sent outside the room (under supervision) or, as appropriate, returned to Church to rejoin his/her parents.
6. A child who repeatedly engages in disruptive behaviour may, after appropriate warning and prior consultation with the department leader and/or the Youth Coordinator, be banned from attending the department for a specified period of time. (If this is done, the child's parents should be notified accordingly.)

Behaviours that involve either aggression and/or the deliberate destruction of property or belongings are particularly serious. The department leader should be informed immediately if or when a child or young person engages in either of these types of behaviour.

10.4.3 Using Restraint to Prevent Harm

Sometimes it may be necessary to physically restrain a child – but only when it is necessary to prevent the child (i) causing harm to him/herself or to others, or (ii) seriously damaging property. Restraint should never be used to inflict pain on a child or as a general means of control, nor should it be viewed as punishment.

Restraint should be used only as a last resort (i.e. when all the other measures just mentioned have already been tried and found not to be effective). It should be used with the least amount of force, and for the least amount of time, that is necessary.

Workers should preferably never restrain a child or young person on their own – another worker should act as an assistant or as a witness to events.

A report should be made on an Accident/Incident Report Form every time restraint is used, and this should be shared with the Designated Child Protection Officer.

11 Recognising and Dealing with Signs or Allegations of Abuse (including Bullying)

Abuse is a violation of an individual's human and civil rights by any other person or persons.

Child abuse occurs when a child is neglected or harmed, or when he/she is not provided with proper care.

Children may be abused in any setting: within a family, in an institutional setting, by those who know them or, more rarely, by a stranger.

Bullying may be seen as a particular form of abuse. Many of their signs and symptoms are similar, and so too are the ways in which they should be responded to. For these reasons, they will be considered together within this section of the policy document.

11.1 Abuse

It is important that all leaders and workers are aware of the various signs and indications of abuse, and of what to do in the event of an allegation or suspicion of abuse arising.

11.1.1 Definitions and Types of Abuse

There are a number of different types of abuse, and a child may suffer more than one of them. The four main types are listed below:

- **Physical Abuse**

Physical abuse is the deliberate infliction of physical injury on a child, or the wilful or neglectful failure to prevent a child's injury or suffering.

This may include hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating a child, confinement to a room or cot, or the inappropriate administration of drugs for the purpose of controlling a child's behaviour.

- **Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child, causing severe and continuous adverse effects on the child's emotional development.

It may involve conveying to a child that he/she is worthless, unloved or inadequate, or valued only insofar as he/she meet the needs of another person.

It may also involve causing children to feel frightened or in danger, or the exploitation or corruption of children.

Children can be exposed to emotional abuse through domestic violence, adult mental health problems or parental substance misuse.

Some level of emotional abuse is involved in all types of ill-treatment of a child, although it may also occur on its own.

- **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activity.

Such activities may involve physical contact, including penetrative or non-penetrative acts, but they may also involve non-contact activities such as involving children in watching sexual activities or either looking at and/or producing pornographic material, or encouraging them to behave in sexually inappropriate ways.

- **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, with the likely result that he/she will suffer significant harm.

It may involve failing to provide a child with adequate food, shelter or clothing, failing to protect a child from physical harm or danger, or failing to ensure that a child has access to appropriate medical care or treatment.

11.1.2 Recognising Possible Signs of Abuse

The following list of possible signs may or may not be indicators that abuse has taken place but, if observed, that possibility should always be considered:

- **Physical Indicators of Possible Abuse**

- Injuries not consistent with the explanations that are given for them.
- Bruises, bites, burns, fractures, cuts or scratches which cannot be adequately explained.
- Injuries to parts of the body not normally exposed to falls, rough games, etc.
- Injuries that have not received the necessary medical attention.
- Signs of neglect: under-nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- A reluctance to get changed for, or to take part in, games or swimming.
- Repeated urinary infections or unexplained tummy pains.

- **Emotional and Behavioural Indicators of Possible Abuse**

- Changes or regression in a child's mood or behaviour – especially becoming withdrawn or clingy.

- Signs of depression, extreme anxiety or nervousness.
 - Persistent tiredness.
 - Obsessions or phobias.
 - Sudden under-achievement or lack of concentration.
 - Inappropriate relationships with peers and/or adults.
 - Increased aggression.
 - Attention-seeking behaviour.
 - Running away, stealing, lying.
 - Eating disorders, i.e. anorexia and/or bulimia.
- **Indicators of Possible Sexual Abuse**
 - Any allegations made by a child concerning sexual abuse.
 - An excessive preoccupation with sexual matters, a detailed knowledge of adult sexual behaviour, and/or regularly engaging in age-inappropriate sexual play.
 - Sexual activity expressed through words, play or drawings.
 - Sexually provocative or seductive behaviour 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.

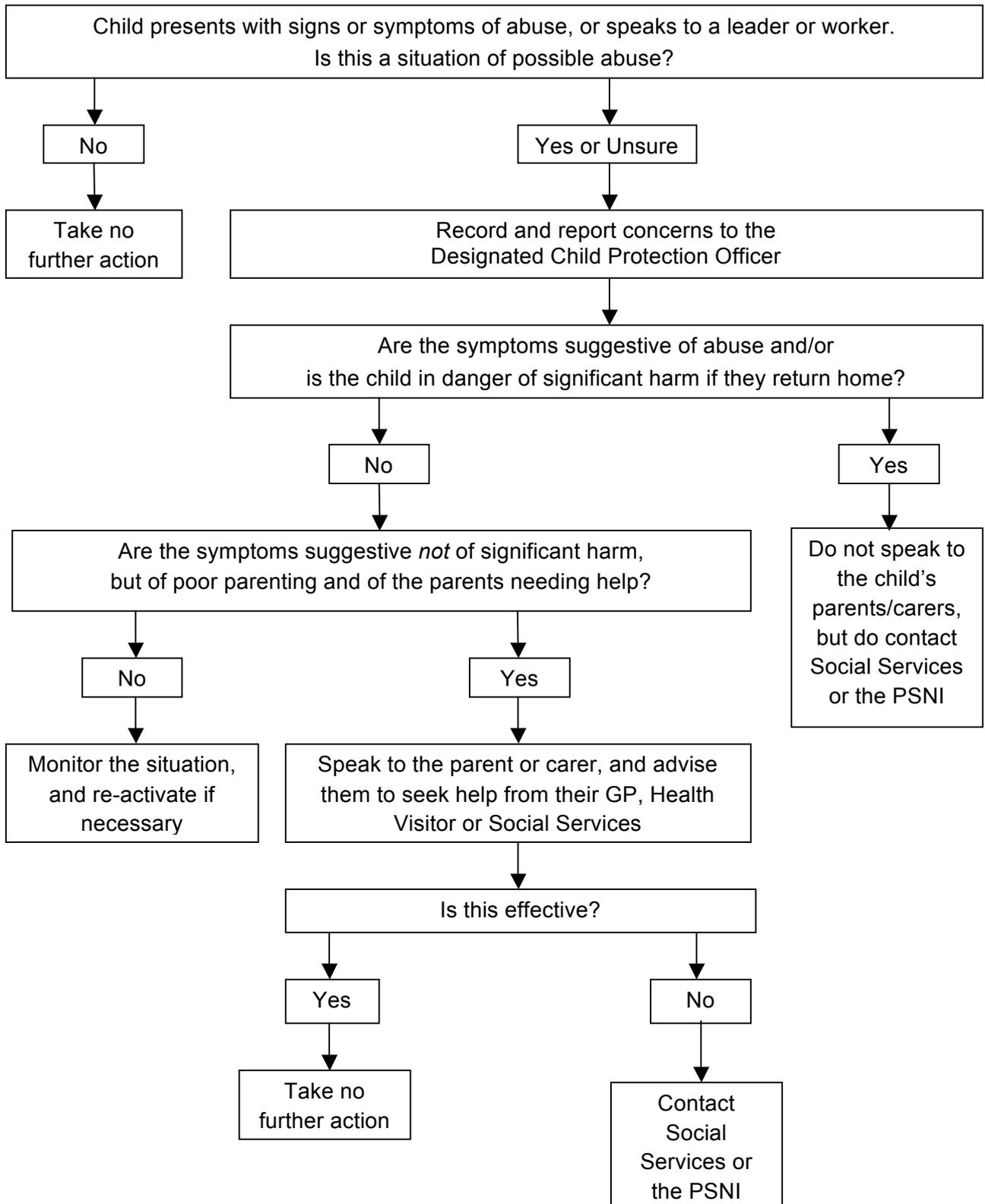
11.1.3 Abuse in Children with Special Needs and Adults at risk

Both children and adults with disabilities may require relatively higher levels of personal care and may therefore have more physical contact with a whole range of individuals, both from inside and from outside their families, including care workers, therapists, etc.

There is therefore a need for extra vigilance as far as children with special needs and adults at risk are concerned, as they can be at greater risk of abuse and they may not be able to communicate any problems they may be experiencing in a way that is readily understood by others.

For children with special needs and adults at risk, the definition of what constitutes abuse is wider, and can include force-feeding, over-medication, segregation and financial abuse.

11.1.4 Flowchart for Responding to an Allegation or Suspicion of Abuse



11.2 Bullying

Bullying is the use, or threatened use, of aggression with the intention of either physically or psychologically hurting another person. It can be carried out by an individual or by a group, and it results in pain and distress to the victim.

Any child affected by bullying should feel able to tell a responsible adult (e.g. a leader or worker) and know that any incidents of bullying will be dealt with promptly and effectively.

11.2.1 Types of Bullying

There are a number of different types of bullying:

- Emotional – e.g. being unfriendly, excluding, tormenting.
- Physical – e.g. pushing, kicking, hitting, punching.
- Racial – e.g. using racial taunts, inappropriate gestures, graffiti.
- Sexual – e.g. unwanted physical contact or sexually abusive comments.
- Verbal – e.g. name-calling, spreading rumours, teasing.
- Electronic – e.g. misuse of the internet (email, chat rooms), mobile phones (texts, calls) or video/camera technology.

11.2.2 Signs and Symptoms of Bullying

There are a number of signs or behaviours that might indicate that bullying is occurring, such as if a child:

- becomes uncharacteristically withdrawn, anxious or lacking in confidence.
- attempts or threatens suicide.
- runs away.
- has clothes torn or possessions which are damaged or go missing inexplicably.
- starts to steal money (i.e. possibly to 'pay off' a bully).
- has unexplained cuts or bruises.
- becomes uncharacteristically aggressive, disruptive or unreasonable.
- starts to bully other children.
- goes off his/her food.
- appears frightened to say that something is bothering him/her.
- seems afraid to use the internet or mobile phone.
- appears nervous and 'jumpy' when a text message is received.
- is unable to give a plausible explanation for any of the above.

11.2.3 Responding to an Allegation or Suspicion of Bullying

Bullying is a form of abuse, so it is likely that when a child or young person is suspected of being bullied, or where an allegation of bullying is made, a response in line with that outlined above (in the Flowchart for Responding to an Allegation or Suspicion of Abuse – Section 11.1.4) will generally be appropriate. It is unlikely that Social Services will be involved in a case of bullying, although, depending upon the particular circumstances, the PSNI may be.

The following additional factors about bullying should be borne in mind:

- Bullying behaviour or threats must be investigated and dealt with quickly, including assessing the degree of risk to the child or young person who is suspected of being bullied and the support required.
- If the bully (or bullies) attend the children's or young people's department concerned, they should be informed that their behaviour is unacceptable.
- Bullies should be asked to genuinely apologise for their behaviour and, if possible, the two sides reconciled.
- In serious cases, the bully's parents should be informed and suspension or even exclusion from the department considered. The Police may also have to be involved.
- After an incident has been investigated and dealt with in whatever way is necessary, the situation should continue to be monitored to ensure that repeated bullying does not take place.

11.3 Responding to a Child or Young Person Who Wants to Talk (about Abuse or Bullying)

There are several points to bear in mind if a child or young person should ever approach you and say that he/she 'would like to tell you something'. These are outlined below.

11.3.1 General Points to Remember

- Above everything else, listen to the child.
- Show acceptance of what the child has to say (no matter how unlikely the story might sound).
- Keep calm, and look at the child directly.
- Tell the child that you may need to let somebody else know of the conversation – do not promise confidentiality.
- Be aware that the child may have been threatened or bribed not to tell.
- Never press a child for information; if he/she decides not to tell you after all, accept that decision but let the child know you will be available to listen later on, should he/she change his/her mind again.

- As soon as possible, write down what has been said – since any information disclosed may have to be passed to others. (If this happens, it should be on a ‘need to know’ basis only.)
- In summary – **Receive, Reassure, React, Record and Reflect.**

11.3.2 Some Responses Likely to Be Helpful

- You have done the right thing in telling me.
- That must have been really hard for you.
- I’m glad you have told me.
- It’s not your fault.
- I will do all that I can to help you.

11.3.3 Some Things *Not* to Say

- Why didn't you tell anyone before?
- I can't believe it!
- I’m shocked!
- Are you sure this is true?
- Don’t tell anybody else.
- Why? How? When? Who? Where? (***Your task is to listen, not investigate.***)
- Never make promises to a child that you may not be able to keep.

11.3.4 Finishing Up

- Show acceptance and reassure the child that he/she was right to tell you.
- Let the child know what you are going to do next and that you will keep him/her informed. (You might have to refer the child to Social Services or the Police to stop him/her returning home if you believe there would be a significant risk of further harm.)
- Contact the Church’s Designated Child Protection Officer to report the allegation and to seek further advice.
- Consider your own feelings about the matter, and seek pastoral support if necessary.

11.3.5 Making and Recording Notes

- Make notes and complete an Allegation or Suspicion of Abuse Form as soon as possible, preferably within one hour of having spoken to the child.
- Write down exactly *what* the child said and *when* he/she said it, as well as what you said in reply. Also write down what was happening immediately before the

(alleged) incident or disclosure (i.e. a description of the activity taking place at the time).

- Record the dates and times of these events, as well as of when you made the record.
- Keep all hand-written notes, even if they are subsequently typed onto the Allegation of Abuse Report Form. Such records should be kept securely for an indefinite period.

11.4 Dealing with a Suspicion or Allegation of Abuse or Bullying Against a Worker

- If an allegation of an incident involving any form of abuse, including bullying, is made against a leader, worker or helper, it must be recorded and reported to the Designated Child Protection Officer as soon as possible.
- The leader or worker who reports the allegation should inform the person about whom the allegation is being made that he/she is doing so – although making sure that, at this stage, only general details about the allegation are given.
- The Designated Child Protection Officer will arrange to speak to the individual concerned about the allegation, and he/she will be able to give a formal response to the allegation.
- If the outcome of the investigation concludes that it is a case of bad practice rather than abuse, the individual concerned may be asked to undergo retraining in relation to the particular issue, or perhaps be moved to a different role within the department in order to avoid the possibility of it happening again.
- If the allegation is of a potentially serious nature, however, and involves abusive behavior against a child, the Designated Child Protection Officer must inform the statutory agencies (i.e. Social Services and/or the PSNI) and the worker must be suspended until the allegation is fully investigated by them.
- In the event that the allegation is substantiated and it is proven that abuse has taken place, the worker's contract within the children's and young people's departments of the Church will be terminated. (This is in addition to the consequences of any criminal investigation that may be carried out by the PSNI.)

11.5 Confidentiality and the Role of the Designated Child Protection Officer & Deputy CPO

Whilst confidentiality is paramount at all times and must be respected, if a child makes a disclosure (or a significant concern is raised, about a matter of abuse) the Designated Child Protection Officer is legally obliged to inform the statutory authorities (i.e. Social Services and/or the PSNI) and to provide them with any information held.

Failure to do so could lead to the Designated Child Protection Officer being prosecuted under the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007.

11.6 Policy of Recruitment of Ex-Offenders

Ballee Baptist Church actively promotes the equality of opportunity for all and welcomes applications as workers as defined by our policy statement, (9.1) including those with criminal records.

The selection of candidates will be based upon their repentance of sin and personal Faith in the Lord, their spiritual gifts, experience and testimony within our church fellowship.

Having a criminal record will not necessarily debar an applicant from working within our youth departments in Ballee Baptist Church. This will depend on the nature of the position, together with the circumstances and background of offences and/or other information contained on an enhanced disclosure certificate.

Failure to do so could lead to the Designated Child Protection Officer being prosecuted under the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007.

11.7 Secure Handling of Information

All material relating to AccessNI disclosures and applications for positions within the churches Children/s and Youth Departments is held in a locked and secure environment which only the Child Protection Officer and Deputy Child Protection Officer has access to.

Information disclosed by applicants on their application forms will not be shared by the Child Protection Officer or their counter signatory with others.

Information from applicants will be destroyed after a stipulated period of time in accordance with the AccessNI code of practice, e.g. it should not be held for longer period than six months after the date on which the applicant was recruited to work in a Children's or Youth department.

Appendix 1 – Department Forms

Form D1: Registration Form

Form D2: Trips and Residentials Consent Form

Form D3: Trips and Residentials Notification Form

Form D4: Accident/Incident Report Form

Form D5: Allegation or Suspicion of Abuse Report Form

Registration Form

Department: _____

Name of Child: _____

Age (years): _____ Class/form in school: _____

Address (with postcode): _____

Name of person with parental responsibility: _____

Contact telephone numbers: Home: _____ Work: _____

Mobile: _____

Additional contact name: _____ Tel number: _____

Details of any regular medication, medical problems (e.g. asthma, diabetes, epilepsy, allergies, special dietary needs, etc) or disabilities which the child has which may affect normal activity:

In order to try to ensure the safety of your child while under our care we require your agreement/consent for the following:

I give permission for my child to take part in the normal activities of this department.

In the event of illness or accident, I, having parental responsibility for the above child, give permission for the application of first aid or medical treatment by appropriate persons.

In the event of my child requiring emergency hospital treatment and I cannot be contacted, I authorise an adult worker to sign any consent form required by the hospital on my behalf.

I take responsibility for transporting my child to and from the church (or, if he/she travels by bus, to and from the agreed pick-up and set-down locations) at the appropriate times.

Name of person with parental responsibility: _____

Signature: _____ Date: ____ / ____ / ____

I also **give / do not give** (*delete as appropriate*) permission for photographs and/or videos of my child to be taken within the department for the purpose of publicity or the church website.

Signature: _____ Date: ____ / ____ / ____

Please return this form to the department with your child as soon as possible. Thank you.

Trips and Residentials Consent Form

Department: _____ Trip Organiser: _____

Contact phone number of Trip Organiser (in case of emergency): _____

Date of trip or journey: ____ / ____ / ____ Trip/residential to: _____

Departing from: _____ Time of departure: _____

Travel arrangements: _____

Items to be brought: _____

Outline of programme (including main activities): _____

_____ Cost: _____

Estimated date/time of return: _____ Returning to: _____

-----**Cut here and complete and return the lower part of this form to the Trip Organiser**-----

Name of Child: _____ Age (years): _____

Address (with postcode): _____

Trip/residential to: _____ Date: : ____ / ____ / ____

I confirm that I have received and read the information concerning this event and I give permission for my child to attend and take part in the planned/supervised activities.

Please list two individuals whom we should try to contact in the event of an emergency:

Name	Home Telephone	Mobile Telephone
_____	_____	_____
_____	_____	_____

Details of any regular medication, medical problems (e.g. asthma, diabetes, epilepsy, allergies, special dietary needs, etc) or disabilities which the child has which may affect normal activity:

In the event of illness or accident, I, having parental responsibility for the above child, give permission for the application of first aid or medical treatment by appropriate persons.

In the event of my child requiring emergency hospital treatment and I cannot be contacted, I authorise an adult worker to sign any consent form required by the hospital on my behalf.

I **give / do not give** (*delete as appropriate*) permission for photographs and/or videos of my child to be taken within the department for the purpose of publicity or the church website.

Name of person with parental responsibility: _____

Signature: _____ Date: ____ / ____ / ____

Please return this part of the form to the Trip Organiser by _____ at the latest.

Trips and Residentials Notification Form

(Form to be completed and given to the Youth Coordinator well in advance of the event including any risk assessment documentation)

Department: _____ Leader: _____

Name of main organiser of the event: _____

Address (with postcode): _____

Home telephone number: _____ Mobile: _____

Names of other leaders/workers/helpers taking part: _____

Nature of event: _____

Location: _____ Date(s): _____

Main activities planned: _____

Number of children / young people: <16 yrs: _____ 16-17 yrs: _____ 18+ yrs _____

Age range of children / young people: _____ Number of workers: _____

Details of coach/bus company: _____

Private Drivers: Name	Car Registration Number	Insurance Company	Policy Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Details of any additional drivers should be included on the reverse of this form)

Other important details: _____

Signature of department leader: _____ Date: ____ / ____ / ____

Accident/Incident Report Form

*(Form to be completed as soon as possible after any accident or significant incident.
The worker completing the form should then discuss with the department leader
and/or the Youth Coordinator if any follow-up action is required.)*

Department: _____

Leader: _____ Contact number: _____

Date and time of the accident or incident: _____

Where the accident/incident occurred: _____

Details of each child or young person involved in the accident or incident:

Name	Age	Address	Tel Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Details of any others involved should be included on a separate sheet and attached to this form)

Person responsible for the group at time of the accident/incident: _____

Contact number and address: _____

Names of workers/helpers supervising the group at the time of the accident/incident:

Name of witness to the accident/incident: _____

Address: _____ Contact number: _____

Name of any other witness to the accident/incident: _____

Address: _____ Contact number: _____

(Details of any other witnesses should be included on a separate sheet and attached to this form)

Describe the accident/incident (including any injuries and any first aid or medical treatment given):

Was there any equipment involved? Yes / No Was it defective? Yes / No / N/A

Any defective equipment must be retained. Where is it now being stored, and by whom?

Are the premises safe to use now? Yes / No / N/A Is the equipment safe now? Yes / No / N/A

What in your opinion could be done to minimise the risk of a similar accident/incident in the future?

Date and time the parents/carers were informed: _____

Date and time the Youth Coordinator was informed: _____

Additional information: _____

Name and position of person completing report: _____

Signature: _____ Date and time: _____

Signature of leader: _____ Date and time: _____

Date and time form reviewed by the Youth Coordinator: _____

Actions taken by Youth Coordinator: _____

Signature of Youth Coordinator: _____ Date/time: _____

Date and time the department leader was informed: _____

Date and time the Designated Child Protection Officer was informed: _____

Name of leader/worker completing this form: _____

Address (with postcode): _____

Home telephone number: _____ Mobile: _____

Signature: _____ Date and time: _____

Date and time form received by the Designated Child Protection Officer: _____

Signature of Designated Child Protection Officer: _____

Important Local and Statutory Agencies – Contact Details

Northern HSC Trust Social Services Gateway Team: 7965 1020

Northern HSC Trust Out-of-Hours Social Work Team: 9504 9999

Ballymena PSNI: 2565 3355

NSPCC Child Protection Helpline: 0808 800 5000

Churches Child Protection Advisory Service (CCPAS): 0845 120 4550

Dalriada Urgent Care: 2566 3500

Antrim Area Hospital: 9442 4000

Royal Victoria Hospital: 9024 0503

Appendix 2 – Worker Forms

Form W1: Application for Position of Children's or Young People's Worker

Form W2: Letter Requesting Character Reference

Form W3: Character Reference Form

Form W4: Contract for Children's or Young People's Workers

Application for Position of Children's or Young People's Worker

The Church welcomes your interest in working in our children's and young people's department(s). All prospective workers must complete a copy of this form, which will be retained in confidence by the Church’s Designated Child Protection Officer and shared with outside agencies only if requested by an appropriate statutory authority.

Please list all children’s and young people’s departments for which you wish to apply:

Your name: _____

Previous name(s): _____

Current address (with postcode): _____

Telephone Numbers: Home: _____ Mobile _____

Date of birth: ___ / ___ / _____ Place of birth: _____

You will understand the great responsibility involved in working with children and young people and the need for the Church to ensure their safety.

All applicants for our children’s and young people’s positions will be required to have an AccessNI enhanced disclosure criminal records check carried out and, if successful, to undertake regular Child Protection training for as long as they remain in post.

The following questions are necessary to help us process your application:

1. Please tell us when you became a Christian and what church(es) you have attended:

2. Describe any experience you have of working with children or young people, including any youth training you may have undertaken:

3. Have you ever been dismissed from any work with children or young people? **Yes / No**

If yes, please give details: _____

4. Have you any disabilities or special requirements which may affect your ability to carry out the duties within the department(s) for which you have applied? **Yes / No**

If yes, please give details: _____

Please identify **two persons** (not related to you) who may be contacted for the purpose of providing a character reference for you. Please ensure you obtain their permission first.

Name of person: _____

Home address: _____

Telephone number: _____

Relationship to you: _____

How long have you known the person?: _____

I confirm that the information provided in this application form is true and complete, and that I consent to a criminal records check (AccessNI) should my application be successful.

Signature: _____ Date: ____ / ____ / ____

(Please return the completed form to the Church's Designated Child Protection Officer)

Letter Requesting Character Reference

The Designated Child Protection Officer
Ballee Baptist Church
166 Toome Road
Ballymena
BT42 2HX

Dear

The above-named has applied to help in our children’s and young people’s work.

Before we can accept any new applicants we are obliged to ensure that they are suitable for this work. The above-named has provided your name as someone who can provide them with a character reference.

I would be grateful if you would complete the enclosed questionnaire, indicating your opinion of the person’s suitability. Please bear in mind when completing this that it is the Church’s duty to protect children and young people from harm of any kind.

Your comments will be treated in the strictest confidence and will not automatically be shared with the applicant. However, you should be aware that he/she may have a right under current legislation to see it upon request.

Once completed, please return the form to me in the envelope enclosed.

Thank you for your assistance in this matter.

Yours sincerely

Designated Child Protection Officer

Character Reference Form

Private and Confidential

Name of applicant: _____

Your name: _____

In what capacity do you know the person (e.g. work, church, friend)?

How long have you known the person? _____

How would you rate his/her suitability for working with children and young people?

5 = Excellent 4 = Good 3 = Satisfactory 2 = Poor 1 = Unknown

	5	4	3	2	1
Relationships with children and young people					
Experience of working with children and young people					
Ability to relate to other workers					
Ability to work as part of a team					
Commitment/reliability					
Honesty and integrity					

Any additional information which you feel may be relevant to this application:

Signed: _____ Date: _____

Contract for Children's and Young People's Workers

Name of worker/helper: _____

Statement on behalf of the Church

We welcome you as a children's and young people's worker/helper within the church. You are joining with the Oversight and others who are committed to the care and nurture of children and young people and, on behalf of the Church, we undertake to support you in your work through our prayers, our interest and by providing you with appropriate training.

Working with children and young people is a responsibility, but it also brings great rewards. We pray that you will know God’s blessing upon your work and life.

The person who will be directly responsible for providing you with support is the leader of the department to which you have been appointed:

Department: _____ Leader: _____

Signature of Leader: _____ Date: ____ / ____ / ____

Name of Designated Child Protection Officer: _____

Signature of Child Protection Officer: _____ Date: ____ / ____ / ____

Declaration from the Worker/Helper

I understand the nature of the work in the department to which I have been appointed and that the leader of that department, to whom I will be immediately responsible, is: _____

I have read the Church guidelines for safeguarding children (Safe and Sound) and I understand that it is my duty to do all that I can to protect the children and young people with whom I come into contact. I know what action to take if abuse is disclosed or discovered to or by me.

Signature of Worker/Helper: _____ Date: ____ / ____ / ____

Appendix 3 – Contact Details:

Designated Child Protection Officer, Deputy Child Protection Officer and Department Leaders

June 2016

Designated Child Protection Officer	David Cameron	07858 508050
Youth Coordinator / Deputy CPO	Trevor Gillan	07715 539594
Crèche and Children's Church	Charlotte Anderson Pamela Christie	028 2564 9898 07989 764248
Sunday School and Bible Classes	Noel Bell	028 2564 1143
Good News Club	Brian and Yolanda Moore	028 2587 8157
Holiday Bible Club	Brian and Yolanda Moore	028 2587 8157
SALT	Noel Bell	028 2564 1143
SNYC (Youth Club)	Tom and Ruth Sampson	028 9447 9434
Little Sunbeams	Jayne Kernohan	028 2563 2941