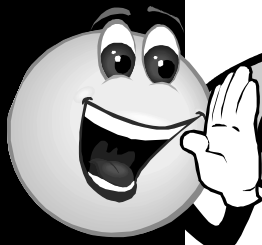
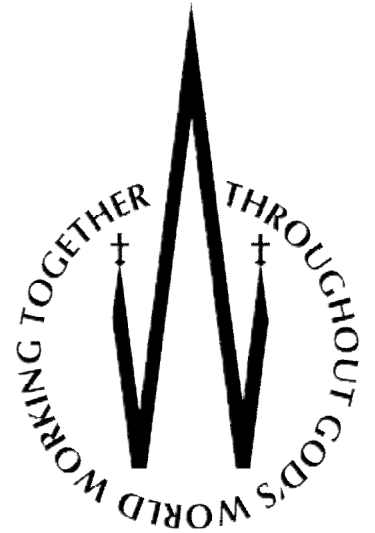


The Children & Youth Team



GOOD PRACTICE SPECIAL

Newsletter

MAY 2007





I hope you had a wonderful Easter—the weeks seem to be flying by as we now move towards Pentecost, remembering the amazing day when the disciples were filled with the Holy Spirit and began speaking in different languages to proclaim the Good News!

Sometimes it's very unnerving when things change—the disciples must have been surprised to suddenly speak and be understood in new languages—change can often make us feel nervous, or even defensive. The Children and Youth Leader Pathway is a new way of providing training and support for leaders and that has brought with it lots of new opportunities and topics to explore.

Just recently we have been looking at 'Good Practice' - the nuts and bolts of making sure the work we provide is safe and appropriate for the groups we work with. Working with the leaders who are taking the course, we have developed a list of policies that all groups working with children and young people should have in place to support the leaders and create a safe environment.

Included in this mailing is a checklist of policies that we would encourage you to use with your PCCs to consider the provision you have. For many parishes this exercise will confirm the work already undertaken and we hope it will encourage others to review what may be needed.

In the next few weeks this information will also be shared with clergy, PCC secretaries and child protection officers to highlight the importance of ensuring our work is of 'good practice'- we would like to thank all the leaders who have helped us in compiling the checklist!

If you would like more information about the Children and Youth Leader Pathway or any of the other training opportunities, please do contact us at Church House and please do 'book early' when you can!

With best wishes

Liz x





The Diocese of Wakefield Children & Youth Team

Creating a 'Safe Environment' for Children & Young People

You will all be aware of the need to ensure all our work with children and young people is of good quality and of the requirements specified in 'Protecting all God's Children, the House of Bishop's Policy on Child Protection. (Available from the Resource Centre at Church House priced £5.95).

As part of our ongoing work, the Children and Youth Team have produced a list (see below) of the areas which should be considered by parishes when reviewing their provision for children and young people. Many of them will already be in place for churches, however it is good practice to ensure they are up-to-date, accessible and followed by everyone. If parishes would like any assistance with any of the items mentioned, please do contact us at Church House as we do have resources available for reference and guidance.

Policies to support a Safe Environment Checklist

- **Child Protection**
- **Health & Safety**
- **Complaints & Grievance Policy**
- **Staff & Volunteer Policies**
- **Guidelines for dealing with Challenging Behaviour**
- **Procedures for emergencies &/or fire**
- **Insurance**
- **Data Protection**
- **Risk Assessment**
- **Equal Opportunities**
- **Record Keeping**

If you would like any further information about any of the above, please do contact us at Church House Tel 01924 371802 or e-mail ann.hall@wakefield.anglican.org

Thank you



ARE YOU REALLY INSURED FOR YOUR CHILDREN & YOUTH WORK?

All of our Children & Youth Work must be properly insured. Here are three things you need to do!

1. Does your Practice comply with your insurance?

Most parishes will be insured under the Ecclesiastical Insurance “Parishguard” policy. This will be adequate to cover the vast majority of children and youth work. There are four criteria which must be met:

- The PCC must specifically accept responsibility for the activities and minute such in its records
- Full reports of any future new activities must be given to the PCC in order that decisions can be made regarding the acceptance of responsibility for these activities and this must be minuted accordingly
- The PCC must elect all leaders and maintain records of such appointments
- The House of Bishops Child Protection and Safeguarding guidelines must be implemented

If your youth and children’s work cannot meet these criteria it may be that they can be insured under the diocesan group insurance scheme. Please contact Ann Hall (01924 371802) for further details.

2. Are you covered for transporting children & young people?

If you have leaders and volunteers who use their cars to transport children and young people to events such as a bowling night, then you must ask each driver to check under their motor insurance that they will be covered. Such transportation is NOT usually covered under your PCC insurance policy. Please also ensure that you are complying with good practice regarding child protection when transporting children and young people by car.



3. Make a note of this telephone number:

01452 528533



This is the telephone number for Ecclesiastical Insurance. They are happy to answer questions on all aspects of insurance and all calls are dealt with personally. If you have any questions regarding insurance and your cover, please do call them.

PLEASE MAKE SURE YOU ARE PROPERLY INSURED

Communication

The Children & Youth Team are:

Richard Burge: Co-ordinator and Children's Adviser 5-11

Ellie Wilson: Under 5's Adviser

Liz Morton: 11-18's Adviser

Ann Hall: Team Secretary

Keep in touch with what is going on:

www.wakefield.anglican.org/childrenandyouth






Find out all the up to date information!

Postal Address:
Church House
1 South Parade
Wakefield...
WF1 1LP

Telephone Number: (01924) 371802



IF....

-  **We've accidentally sent you two copies ...**
-  **We've got your details wrong ...**
-  **You're not the person who should be receiving this ...**
-  **You want to save on your post, we can send you e-mail notification that the mailing is on the web ...**
-  **Or if there is anything else we need to know ...**

... THEN PLEASE LET US KNOW

ann.hall@wakefield.anglican.org