

**THE METHODIST CHURCH
SOUTH-EAST DISTRICT**

**ACTIVITY HOLIDAY
FOR CHILDREN**

POLICY DOCUMENT 2008-9

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METHODIST CHURCH, SOUTH-EAST DISTRICT
ACTIVITY HOLIDAY FOR CHILDREN : POLICY DOCUMENT

1. MISSION STATEMENT and AIM

To provide, under the auspices of the Methodist Church, South-East District, a residential activity holiday for children in need (financial, emotional or social) – a holiday to remember, interacting in a healthy way with adults and other children in a loving, caring atmosphere.

The aim of the Holiday is to provide children who would not otherwise have a holiday with the opportunity to enjoy a time of refreshment away from home. The Holiday currently takes the form of a one week residential activity holiday for 24 children in the Carrot Wood Activity Centre, Tonbridge where there are sports, craft and personal developmental activities available.

2. EQUALITY STATEMENT

The Activity Holiday for Children is committed to providing equal opportunities for all children, irrespective of gender, ethnic origin or political beliefs, and to ensuring that all children have the best possible holiday experience. Children from any religious background or none are welcome.

3. ORGANISATIONAL and MANAGEMENT STRUCTURE

The Holiday Management Group is appointed by and is responsible to the Policy Committee of the Methodist Church, South-East District.

The Holiday Management Group is responsible for the policy, fund-raising, publicity and ensuring that sufficient suitable staff are recruited, specifically appointing the Holiday Leader and Chaplain.

The Management Group always contains at least a Chair (appointed by the South-East District Synod), a Secretary, a Finance Officer, a Child Protection Officer and a Nominations Secretary, and seeks to include some members of the Holiday staff and representation from the whole District. Quorum: minimum four members.

4. FINANCIAL MATTERS

4.1 Funding

The Management Group is very grateful for the financial support given by Methodist churches over the years. In recent years grants from the BBC Children in Need appeal and other bodies have also been received, which now provide about half the total cost, but the Holiday is only possible with continued Methodist giving.

4.2 Insurance

The Management Group ensures that the Activity Holiday for Children is covered by an appropriate level of insurance through Methodist Insurance plc, and that a copy of the Policy is available on request.

4.3 **Banking and Financial Accounts**

The bank account is held in the name of "Methodist Church South-East District Children's Holiday". Four signatories are appointed by the Holiday Management Group with any two required as cheque signatories. The Finance Officer handles income and expenditure throughout the year and during the Holiday week the finances are handled by a designated Holiday Bursar. Accounts are independently examined each year and a copy of the accounts is sent to the District Treasurer by 31 October for the annual return.

4.4 **Dissolution Clause**

In the event that the Children's Holiday Management Group recommends to the District Policy Committee that the Activity Holiday for Children be discontinued and the District Policy Committee agrees, then any unspent restricted funds shall be returned to the grant-making organisation(s) and any other funds transferred to the Methodist South-East District.

5. **ADVERTISING and COMMUNICATION**

The Secretary of the Management Group arranges for the printing and distribution of publicity leaflets. A full report is produced after the Holiday each year. Some Holiday staff and Management Group members may be invited to speak or make presentations on behalf of the Holiday. The Nominations Secretary contacts Methodist churches, schools and Social Services departments to publicise the work of the Holiday.

6. **MEDIA POLICY**

Only certain named individuals may deal with the media. This will normally be the Chair of the Management Group, the Chair of the District, or their representatives.

6.1 **Specific Instructions for Staff following an Incident:**

- 6.1.1 If members of staff at the Holiday are approached by the press following any incident that has become public, they should politely say that they have no information about any incident, but that they will ask the Chair of the Management Group to call them back as soon as possible.
- 6.1.2 The name of the interested media representative and their organisation and telephone number should be taken and passed on immediately to the Leader. They should also be asked what they are enquiring about.
- 6.1.3 If media comment at the scene of an incident is unavoidable, the Chair of the Management Group, after consultation with the Chair of the District and the Methodist Press Office if possible, will prepare a written statement, but not divulge any names. Caution is needed in preparing any statement as legal proceedings may follow an accident.
- 6.1.4 Please note that the press can be very pushy and resourceful. Staff should not make any comment or be drawn into conversation.
- 6.1.5 Be aware that members of the press may walk onto the Holiday site.
- 6.1.6 Staff should not divulge the names of members of staff or children or permit the photography of children.

6.1.7 Staff should not pass on personal telephone numbers to anybody for any reason.

6.1.8 Staff should not comment on Holiday policy, but remain pleasant to any enquirer.

7. **STAFF**

7.1 **Selection and Appointment**

The Holiday seeks to appoint suitable staff regardless of gender, sexual orientation, ethnic origin, political or religious beliefs, so long as a balance of male and female staff is ensured, and all staff support the aims of the Holiday and its Christian ethos.

While most of the staff are experienced in working with children, the Holiday aims to appoint and train suitable young people over the age of 16 as an opportunity for personal development.

The process outlined in Sections 2 (Appointments) and 3 (Disclosures) of the "Safeguarding" publication of the Methodist Church, April 2003, will be followed.

To appoint a person as a volunteer, sufficient time for the process must be allowed to ensure that:

- an information pack is sent to potential applicants
- an application form is completed
- an interview with the person to be appointed is arranged
- the references are obtained from the applicant's referees
- the post is offered subject to suitability and a satisfactory disclosure
- the applicant understands the process for obtaining a CRB Disclosure
- the applicant is supported through the process, and where possible helped in obtaining the CRB form.
- an enhanced level of CRB disclosure has been obtained within the general guidelines of the Methodist Church. If a disclosure has been applied for but not yet received, the matter should be referred to the Chair of the Management Committee AND the Chair of the District
- the appointment is confirmed.

7.2 **Job Descriptions and Responsibilities**

In accordance with best practice, the member of staff should receive a letter of appointment together with two copies of a job description, one of which is to be signed and returned.

There is no financial remuneration for Holiday staff, but out of pocket expenses may be reimbursed. All staff are expected to be in residence during the whole of the Holiday week.

There may be times when a staff member is not involved in an actual activity and when there is the opportunity to have some time of their own. By arrangement, staff will have either a morning, afternoon or evening free during the week. There is an expectation that if something needs to be done or a situation coped with, staff will act accordingly, regardless of whether they are personally responsible for it.

Job descriptions are available for all roles, in particular:

7.2.1 ***The Leader***

- The Leader of the Holiday is appointed by the Management Group. Staff should be aware of the authority of the role, which is also one of great responsibility. It demands not only skill in relation to ensuring the Holiday takes place but also great patience in dealing with the many and varied situations which can arise. There is an expectation that staff will do all they can to support the Leader in this role. Any concerns, queries or questions relating to the Holiday should be addressed to the Leader.
- The Leader selects and appoints Holiday staff in liaison with the Management Group
- The Leader chairs Staff Planning Meetings, ensuring that all necessary arrangements are in place for the Holiday.
- The Leader leads and oversees the Holiday throughout the week.

7.2.2 ***The Chaplain***

- The role of the Chaplain is to be spiritually responsible for all involved in the Holiday, both children and staff.
- To play a full part in the Holiday and participate in activities as fully as possible and to be personally available as required.
- To have overall responsibility for the daily epilogues
- To lead staff prayers for the evening meeting.

7.3 **Staff Meetings**

Prior to the Holiday, once staff are selected, they are encouraged to attend a series of Planning Meetings. They must attend a Training session.

During the Holiday, Staff Meetings are held at the end of every day.

7.4 **Training**

A Training session to cover all aspects of this policy document will be arranged shortly before the Holiday takes place. Staff will not be permitted to attend the Holiday unless they have attended a Training session. This Training session will also offer an opportunity to meet with fellow members of staff, renew friendships and to ask any questions.

7.5 **Staff Code of Conduct**

The Code of Conduct is meant to help staff in the safe running of the Activity Holiday for Children. If staff have any queries concerning any aspect of the Holiday they should refer to the Leader of the Holiday.

The Holiday is run under the auspices of the Methodist Church South-East District. As such it is expected that staff will be mindful of this and will support the ethos of the Methodist Church.

Staff on the Activity Holiday for Children are expected to act at all times with a duty of care towards the children in their charge. This means that the needs of the child must be paramount. However, staff members must be aware that in carrying out this duty of care they must not put themselves at risk. This Code of Conduct is meant to ensure that both

staff and children have the best possible experience whilst on the Holiday, in as safe an environment as possible.

Staff should at all times maintain the highest standards of their own personal behaviour appropriate to the Children's Holiday. It is helpful to set a good example to the children by not drinking alcohol or smoking during the Holiday. In addition it should be noted that the use of alcohol is prohibited by the Holiday site. The use of illegal drugs is most certainly incompatible with the role of Holiday staff members.

Staff should be aware that their example will be seen by the children and therefore taken as acceptable. For this reason it is important that inter-personal relationships between staff should be positive. If there are disagreements between staff these should be resolved at an appropriate time, not when children are present. Any issues which cannot be resolved in this way should be raised with the Leader of the Holiday as soon as possible.

This calls for a level of trust and co-operation between staff members. It does not mean that everyone will agree with everything at all times. It does mean that all staff should be sensitive not only to their own point of view but also to those of others. Staff should be willing to accept advice as well as give it. One of the signs of an effective staff team is how well this is done.

Staff are able to raise issues at the daily Staff Meeting. This is an opportunity for the whole staff to support each other so that the Holiday runs efficiently and effectively.

It cannot be over-emphasised that if staff have any concerns relating to any aspect of the Holiday they should refer them to the Leader at the earliest possible occasion so that they can be dealt with appropriately. During the holiday the Leader's decision is final.

The Code of Conduct offers a framework within which the Holiday can operate safely and in an atmosphere which is conducive to the development of sound relationships. It is not meant to be all-encompassing. It is hoped that staff will be able to use fully the gifts which they bring to the Holiday and to feel a sense of fulfilment in doing this. The District appreciates all that the staff bring, and values their commitment to the Holiday.

7.6 Confidentiality

Children may wish to share problems with members of staff. It therefore follows that individual members of staff may be approached by children who wish to discuss a personal problem. Whilst listening tactfully and without judging the child, it may occasionally be apparent that the child is divulging information which should definitely be passed on to the Leader, the police, or another agency. At this stage, the member of staff should warn the child that any further information divulged must be passed on in order better to help the child, and endeavour to gain the child's permission to do so. No promises of total confidentiality should be made when it is clearly inappropriate.

7.7 Feedback after the Event

Feedback should be given by the Leader throughout the Holiday period, but this will be reinforced in writing after the holiday. An invitation to take part in future holidays depends on satisfactory performance and potential for further development.

7.8 **Complaints Procedure**

It is hoped that any complaints by staff may be dealt with immediately and informally during the normal course of the Holiday. If this is not possible or the member of staff has a particular issue which they do not feel has been dealt with adequately by the procedures outlined in this document, they should inform the Leader and put their concerns in writing to the Leader, with appeal to the Chair of the Management Committee whose decision is final.

If the complaint is about the Leader, then the matter should be referred to the Chair of the Management Group, whose decision is final.

8. **CHILDREN**

The information in sections 8.1 and 8.2 should be included in the Nomination Pack and sent separately to the family upon receipt of an application.

8.1 **Selection Criteria and Procedure**

The Activity Holiday for Children is intended for children in years 5 or 6 who would benefit from a holiday for emotional, social or financial reasons, with or without a church connection.

It is committed to providing equal opportunities for all children, irrespective of gender, ethnic origin or political beliefs, and to ensuring that all children have the best possible holiday experience. Children from any religious background or none are welcome.

Applications are welcome from individuals, churches, social workers and schools on behalf of children living within and around the Methodist Church, South-East District. No financial contribution is sought from a referring body, but any contribution will be welcome.

The Holiday accepts children with specific but mild special needs or learning difficulties. The Management Group regrets that the facilities available on site and the lack of a resident Medical Officer dictate that it may not be possible to accept children with substantial medical need or disability unless accompanied by their own dedicated carer.

Similarly, the non-specialist nature of the voluntary staff and their number dictates that it may not be possible to accept children with substantial behavioural problems or emotional needs, nor may it be possible to accept a child who may possibly harm him/herself or other children.

If more nominations are received than places available on the Holiday, then the children will be accepted in order of receipt of their nomination, with preference being given to children in Year 6. Any application that has not been accepted for reasons of numbers is encouraged to resubmit an application for the following year.

Upon receipt of a completed nomination form, a provisional acceptance may be issued, to be confirmed following the Home Visit.

8.2 **Home Interview and Collection of Information**

Following the receipt of an application or nomination on behalf of a child, and prior to the Holiday, an experienced member of the Holiday staff will visit the child's home, by

arrangement, in order to meet the child and the parent/guardian/carer. This enables an opportunity for

- the child to meet at least one or two of the staff in advance
- both child and parent/guardian/carer to ask questions
- the staff to appreciate the home situation.

This exchange of information will enable an informed decision to be made about the application and its acceptance, which will be made as soon as possible after the Home Visit.

However, a place on the Holiday is only **confirmed** upon receipt of the Holiday Medical Form and Parental Consent Form. It is essential that the Holiday is advised of any current medication and allergies, and any known medical conditions which might affect the child's suitability for being on the Holiday or be necessary for medical staff treating any emergency.

8.3 **Family Contact Protocol, Data Management and Protection**

- 8.3.1 Only the Nominations Secretary, the Leader and the Home Visitor(s) or, in an emergency, a Medical Officer, will contact the family before/during/after the holiday.
- 8.3.2 Any confidential information held on the child will be destroyed after the Holiday.
- 8.3.3 Before the Holiday: an information pack is sent to every family; this covers emergency contact details, living arrangements, the outline programme and a list of items necessary for the child to bring to the Holiday.
- 8.3.4 During the Holiday: children are encouraged to send a postcard home, and may telephone home upon request.
- 8.3.5 After the Holiday: children are sent a Holiday group photograph and the Holiday newspaper before Christmas.

8.4 **Accommodation and Security**

Carrotty Wood is an Adventure Centre covering many acres and caters for several holiday groups at any one time, although in their own separate areas. The Methodist District Activity Holiday for Children is accommodated in a large chalet-type building. The living area is downstairs and the sleeping accommodation is upstairs. Children's rooms have bunk beds for 2 to 5 people and each has its own toilet and shower. Adults sleep in adjacent rooms on the same floor. The site has a large playing field, an indoor swimming pool, woods and activity areas.

All staff should be alert to the possibility of strangers on site and of people from other groups. Children should be in sight of a staff member at all times when outside the building. From time to time unauthorised people appear on site. All Carrotty Wood staff have identification shirts or badges. Any suspicions should be reported to the site office.

Any visitors to the Holiday should report to Carrotty Wood Reception during office hours and to the Holiday Leader who will arrange for the issue of a visitor's badge.

8.5 **Children's Code of Conduct**

This Code is discussed with the children as a group and reinforced by their suggestions at the very beginning of the Holiday.

8.5.1 Children will be encouraged to show respect for:

- themselves
- each other
- staff members
- other people

8.5.2 Children will be discouraged from:

- hurting themselves or others
- using inappropriate language
- damaging equipment, games or buildings
- behaving in an anti-social manner

8.6 **Child Protection and Good Practice**

This Policy is a response to the Children Act (1989), the Children Act (2004) and the Home Office Code of Practice entitled *Safe from Harm* (1993), and is adapted from the Methodist Church's response entitled *Safeguarding* (April 2003), which gives guidelines for all those who work with children and young people.

8.6.1 The Management Group and Staff of the Activity Holiday for Children accept the responsibility upon everybody participating in the Holiday to prevent the physical, sexual or emotional abuse of children. This Policy will be brought to the attention of all Staff and explained to them before each Holiday. Duties during the Holiday should be carried out in conformity with this Policy.

8.6.2 Staff are recruited in accordance with the Selection and Appointment Policy in 7.1 above.

8.6.3 ***Minimising situations where abuse may occur***

8.6.3.1 Arrange that an adult is not left alone with a child where there is little or no opportunity of the activity being observed by others. This may mean, for instance, taking another adult with you, even at night, when everyone else is asleep, and leaving the bedroom door open when attending to a child. Children should never be allowed in or invited into adult bedrooms.

8.6.3.2 There will be four staff (2 male and 2 female) on duty on the bedroom level after lights out until the remainder of the staff retire.

8.6.3.3 Children should be supervised at all times including 'free time'.

8.6.3.4 Always know where the children are for whom you have responsibility.

8.6.3.5 When transporting children, have a second adult in the car.

8.6.3.6 Physical intervention should only be used when children are endangering themselves or others

8.6.3.7 Staff should enforce the controls set out in the Holiday Risk Assessment document.

8.6.3.8 During the normal course of the week, no adults should use the children's toilets on the ground floor. Any visitors should be invited to use staff toilets.

8.6.4 ***Protecting staff from situations which could potentially lead to allegations of abuse***

8.6.4.1 Whilst recognising that staff might have to deal with abuse disclosed by a child, it is equally important to be aware that staff should not put themselves into situations where

their actions or behaviour might then lead to an accusation being made against them. In particular, staff should therefore not:

- be alone with a child
- enter a child's bedroom unless with another member of staff
- have a child sit on their lap
- engage in games and activities which call for physical contact
- show particular favouritism to one child
- arrange to meet or be in contact with a child after the Holiday
- give their address to a child.

8.6.4.2 This is not meant to preclude being able to show care and affection for a child. However, staff must always be aware of how their actions or behaviour might be interpreted by the child, other children and other staff members. There will be times when a child might need to be comforted or when a child might need to be dealt with individually. In such cases, staff members should ensure that their actions are as open as possible and that another member of staff is aware of the situation.

8.6.4.3 If a staff member is concerned that they might inadvertently have acted inappropriately or that their behaviour might be misconstrued, they should immediately report this to the Leader and a note be made of it in the Incident Book.

8.6.4.4 It is not always easy to raise a concern with another member of staff relating to their behaviour. If such a situation should arise, the Leader should be informed immediately.

8.6.4.5 Particular care should be taken when involved in swimming activities. Staff members should not initiate contact games and should be aware of how their behaviour might be interpreted.

8.6.5 ***Abuse, discovered or suspected***

The following may be signs of abuse:

8.6.5.1 Physical abuse – unexplained injuries or those which have received no medical attention, hidden injuries, signs of neglect.

8.6.5.2 Sexual abuse – allegations made by the child, preoccupation with sexual matters, sexual activity through words, play or drawings, severe sleep disturbances, being sexually provocative with adults.

8.6.5.3 Emotional abuse – regression in behaviour, nervousness, attention-seeking, running away, stealing, lying, looking uncared for.

8.6.5.4 If you suspect abuse discuss this immediately with the Holiday Leader who will, if necessary, contact the statutory service.

8.6.6 ***Children wishing to talk about abuse***

Staff should be particularly sensitive if approached by a child wishing to talk about abuse. It is vital that the agreed procedures are followed. If a child wishes to talk about abuse:

8.6.6.1 Bear in mind that you should not be alone

8.6.6.2 Accept what the child says

8.6.6.3 Allow them to talk at their own pace without interruption except for clarification

8.6.6.4 Let them know that you need to tell somebody else; do not promise confidentiality

8.6.6.5 Be aware that the child may have been threatened

8.6.6.6 Do not probe for information or ask leading questions

8.6.6.7 Reassure the child that they were right to tell you

- 8.6.6.8 Tell the child what you are going to do next and that you will let them know what happens
- 8.6.6.9 Make notes as soon as possible, writing down exactly what was said and when
- 8.6.6.10 Inform the Holiday Leader.

8.7 **Discipline Policy**

The children's Code of Conduct is discussed with the children (see 8.5 above) as a group and reinforced by their suggestions at the very beginning of the Holiday. It is important that staff and children are aware of the expectations for behaviour during the Holiday. However, it is important that staff work within a common framework which should include:

- 8.7.1 Staff will promote positive behaviour by praising children when they do good things or make good decisions.
- 8.7.2 Staff will not touch, slap, strike or use any form of physical punishment.
- 8.7.3 When maintaining discipline, staff will only refer to a child's action, not to them as persons or their sense of self-esteem.
- 8.7.4 Children will be encouraged to be caring, kind and helpful.
- 8.7.5 Children will be encouraged to show respect for:
 - themselves
 - each other
 - staff members
 - other people
- 8.7.6 Children will be discouraged from:
 - hurting themselves or others
 - using inappropriate language
 - damaging equipment, games or buildings
 - behaving in an anti-social manner.
- 8.7.7 If at any time a member of staff feels they are unable to cope with the behaviour of a child they should immediately seek the support of another member of staff. This is not a sign of weakness, it is a good example of a team working together. Any persistent problems of behaviour or behaviour which is a cause for concern should immediately be reported to the Leader. Following investigation, the Leader will decide on the appropriate response and course of action.
- 8.7.8 Staff should at all times be willing to share with the children why a particular decision has been made or a policy decided on. Thus they are respecting the rights of the child whilst maintaining agreed procedures. In this way they are acting as a positive role model.

8.8 **Bullying Policy**

Bullying of a child by any other person will not be tolerated. Staff should be aware that bullying may be mental or physical, and should be alert to the signs of bullying in a child. The victim and the offender should be supported at all stages, and steps should be taken to prevent the child being exposed to ill-treatment. All staff should be aware that, once exposed as a problem, bullying may still continue.

8.9 **Cause for Concern Policy**

If there is cause for concern in the behaviour or reaction of any child, that child may be discussed during the daily staff meeting, or earlier. It may then be felt appropriate to allocate a named member of staff to the child for a period of time. In severe cases the Leader may wish to discuss the matter with the parent/guardian/carer. As a last resort, a child may be accompanied home.

8.10 **Welfare and Support**

The welfare of the children is paramount during the Activity Holiday for Children, and is emphasised by the high ratio of adults to children. Children are given every opportunity and support to grow as individuals and to appreciate the needs of others. The Team Leader is particularly close to the child and should be the first adult to whom the child turns if there is a problem.

8.11 **Medical Matters**

It is vital that the parent/guardian/carer has supplied a full and up-to-date medical history for the child. No child will be accepted without the Holiday Medical Form being completed. Similarly, a form of Parental Consent must be supplied for each child.

Holiday staff can expect not to know full medical details for each child. All information must be treated in the strictest confidence and will be disseminated on a need-to-know basis to certain members of staff.

The Holiday Team includes those who have relevant first-aid qualifications. In situations other than emergencies, first-aid should only be administered by those qualified to do so. It is the Holiday Policy only to administer basic first-aid, except in cases of dire emergency. A standard first-aid kit will be available at all times.

The Holiday staff will only take responsibility for the administration of drugs with explicit parental consent, and no member of staff will administer any other medication to a child. In case of illness, the parent/guardian/carer will be informed and children may be taken to a local GP or hospital for advice.

There is little risk of infection to a first-aider, member of staff or other child if normal hygiene procedures are followed. Single-use disposable gloves should be worn when treating open wounds or when dealing with blood or other body fluids, and when disposing of dressings. Sports which are likely to involve injury (wounds, cuts, scratches) may present some risk of transmission of blood-borne infection. The Holiday does not include activities where there is a high risk of bloodshed.

Good practice should be followed at all times in relation to first-aid and also by ensuring that children do not share soap, towels or a toothbrush.

8.12 **Food and Diet**

The Holiday undertakes to provide a full, balanced, varied and more than adequate diet for all members, including those with special requirements.

8.13 **Complaints**

If a child has a complaint about any aspect of the Holiday, this should be shared as soon as possible with any member of staff, although the child may care to talk first to the

Team Leader or Chaplain. Access to the parent/guardian/carer is always available by telephone, and the child may wish to talk anonymously to an outside agency such as ChildLine whose contact number is displayed in the Holiday premises. Complaints whilst on holiday should be raised with the Leader. If this does not have a satisfactory outcome the complaint can be raised with the Chair of the Management Committee whose decision is final.

8.14 **Money**

There is little opportunity to spend pocket money during the Holiday. No child should bring more than £5, which is held for safety by the Holiday Bursar until needed, and any balance is returned.

The Holiday ensures that every child has £5 to spend, even if they arrive with nothing.

8.15 **Liaison with Social Services**

Social Services are made aware of the Holiday

9. **HEALTH and SAFETY**

9.1 **Policy Statement**

The Activity Holiday for Children endorses the right of all staff and children to live and work in a safe and healthy environment. The Management Group recognises a duty to ensure, so far as is possible, the health, safety and welfare of all those who take part in the Holiday, whether as staff, children or visitors.

The Leader of the Holiday, with the help of all the Staff, will strive to provide and maintain a healthy and safe environment, and to ensure that all that is reasonable and practicable is done to prevent personal injury.

The Management Group reminds all concerned that they also have a duty to take reasonable care for their own health and safety, and for that of others affected by their work.

Whilst exercising a duty of care towards the children, staff are expected to follow any health and safety guidelines issued by the residential centre where the holiday is being held, as well as those issued by the Leader.

Staff are expected to be aware of any risks to themselves, the children in their care or other members of Staff. Staff are expected to report any hazard they may discover as soon as possible.

Incidents or accidents of any kind must be reported immediately to the Leader and the appropriate incident record completed in the Incident Book.

9.2 **Risk Assessment**

An overall Holiday Risk Assessment has been undertaken and is provided for the Leader, which should be checked on arrival for any changes, and expanded as necessary to include any activity undertaken with the children.

9.3 **Fire and Emergency Procedure and Training**

All involved in the planning, organisation and approval of the Holiday should recognise the risks involved. The safety of all participants will be maximised if due attention is paid to planning, preparation, supervision and implementation of the Holiday Risk Assessment. Inevitably, there may be accidents and emergencies which require an on-the-spot response by the leaders. Leaders should be prepared for any emergency.

Staff and children are made aware of emergency procedures by site staff at the earliest opportunity in the Holiday.

The following guidance is provided to help plan procedures for managing accidents and emergencies:

9.3.1 ***Control and supervision of the group***

9.3.1.1 Share the problem; advise all leaders that the emergency procedure is in operation

9.3.1.2 Make sure ALL the group are accounted for and safe from further danger

9.3.1.3 Immediately establish the names of the injured and the extent of the injuries

9.3.1.4 Render first-aid. Call the rescue services and/or the Police if appropriate

9.3.1.5 Decide if this is a CRISIS which requires the procedures explained in 9.6 below to be followed

9.3.1.6 Ensure that injured young people are accompanied to hospital (preferably by an adult they know)

9.3.1.7 Ensure that the rest of the group is adequately supervised and has understood what has happened and the implications for the rest of the programme

9.3.1.8 It is probable that both staff and children will be in a state of shock, therefore:

- remove the remainder of the group to some secure accommodation and place under the care of a member of staff able to protect them from the attention of the press/media, and if necessary request Police assistance
- be calm and comfort young persons and arrange for their evacuation
- restrict access to telephones until the Leader has made contact with the Carrotty Wood Emergency Contact (if the incident is on site).

9.3.2 ***Control of information and Communication***

9.3.2.1 The Leader should immediately make contact with the Carrotty Wood Emergency Contact (if the incident is on site). Give details of the accident/emergency and provide a telephone number on which he or she can be contacted later, if necessary.

9.3.2.2 If the incident is serious, contact the Chair of the Children's Holiday Management Group.

9.3.2.3 See Section 6 above on media policy.

9.3.2.4 The Leader should prepare a written record of the emergency at the earliest opportunity, noting the names, addresses and telephone numbers of any independent witnesses.

9.4 **Medical Emergency**

Do not administer any medication without the advice of a doctor. The Holiday Team includes those who have relevant first-aid qualifications. In situations other than emergencies, first-aid should only be administered by those qualified to do so. It is the Holiday Policy only to administer basic first-aid, except in cases of dire emergency.

In any event, call for support and help, preferably from a member of Staff. One person should remain with the casualty to reassure him/her that help is on its way and the other should use the telephone.

Full details of the nearest GP and hospital are included in the Leader's folder which is provided by the site.

9.5 **Incident Record Book**

It is important that any incidents are properly recorded in the Incident Book. This is held by the Leader. Examples of incidents include accidents, whether physical or otherwise, and situations which might later need to be referred to, for example behavioural incidents.

9.6 **Crisis Communication**

Immediately following a crisis of any nature in or around the Holiday, it will be necessary to take certain steps in a logical and considered fashion, to assist communication and to retain the integrity of the Holiday, its staff and children.

9.6.1 A crisis may comprise any of the following:

- outbreak of war
- bomb alert
- accident involving staff and/or children
- death of staff and/or children
- kidnap of a child
- fire, flood or natural disaster
- incident involving staff and/or children
- police intervention

9.6.2 Any of the above should be dealt with quickly and efficiently by the Leader, taking advice from the Chair of the Management Group, who may also wish to consult with the Chair of the District, bearing in mind the following:

- consider the immediate needs, safety and protection of the people involved
- contact the parent/guardian/carer and invite to the Holiday
- maintain good working relationships with any external agencies, staying within the law at all times.
- take every step to preserve the dignity of those involved
- prepare as soon as possible a statement for the Press, if necessary - to be issued only by the Chair of the Management Group or the Chair of District or their representative.
- inform all staff and children how to deal with approaches from the Media
- keep control of all dealings with the Media
- make notes on the incident as soon as possible for the record.

9.6.3 If a child is bereaved whilst attending the Holiday and away from home, the Leader and Chaplain, in consultation with the Chair of the Management Group, is responsible for informing the child and undertaking any special arrangements that need to be made. All possible help will be extended to the grieving child. Arrangements for a speedy return home may be made at the family's request.

9.6.4 In the case of the death of a child whilst attending the Holiday, an appropriate member of staff, together with a Minister, in consultation with the Chair of the Management Group, will visit the family.

APPENDIX A

**METHODIST CHURCH, SOUTH-EAST DISTRICT
ACTIVITY HOLIDAY FOR CHILDREN**

POLICY DOCUMENT 2008-9

STAFF DECLARATION

I confirm that I have read and accept the Policy document for the Methodist Church, South-East District Activity Holiday for Children

Signed:

Name:

Training received on:

APPENDIX B

**METHODIST CHURCH, SOUTH-EAST DISTRICT
ACTIVITY HOLIDAY FOR CHILDREN**

**POLICY DOCUMENT
DATE OF ADOPTION AND SUBSEQUENT REVISIONS**

This Policy Document relating to the Methodist Church, South-East District, Activity Holiday for Children was first adopted on 7 October 2006. It has been subsequently reviewed, and revised where necessary in order to reflect contemporary needs, on:

First Revision	8 September 2007
Second Revision	25 October 2008

APPENDIX C

METHODIST CHURCH, SOUTH-EAST DISTRICT ACTIVITY HOLIDAY FOR CHILDREN

Extract from the District Policy & Guidelines 2007 "SAFEGUARDING CHILDREN, YOUNG PEOPLE and VULNERABLE ADULTS"

DISTRICT POLICY

As the people of the Methodist Church, we are concerned with the wholeness of each individual within God's purpose for everyone.

We seek to safeguard people of all ages involved in District events and to encourage Circuits and Churches actively to promote policies, to ensure that all are safeguarded in the day-to-day life of the church.

It is the responsibility of each one of us to prevent physical, sexual or emotional abuse and neglect of children, young people and vulnerable adults and to affirm, encourage and support those working with them. Vulnerable adults must also be protected from emotional and financial abuse.

DISTRICT GUIDELINES

The District adopts the Guidelines set out in 'Safeguarding' published by The Methodist Church, with particular reference to the following check list:

1. Those organizing District events should pay particular attention to staffing levels and transport arrangements. (See Safeguarding, Guideline 2, on page 32, for detailed advice.)
2. Take suitable measures to protect children, young people and vulnerable adults when choosing staff or volunteers. (See Safeguarding, Guidelines 4 - 11, on pages 33-34.)
3. All leaders and helpers should complete the Registration and Job description forms contained in Safeguarding (adapted as necessary). They should obtain Enhanced CRB Disclosures, if they have not already done so, for their own Church.
4. Guidelines on how to deal with a disclosure or discovery of abuse should be issued to organizers, leaders of, and helpers at District events where children, young people and vulnerable adults are present. An adult responsible for Safeguarding should be nominated for each event, known to all staff and volunteers, and have participated in an approved training course.
5. This Policy is to be monitored and evaluated annually by the District Policy Committee.

GUIDELINES FOR THE DISTRICT, CIRCUIT AND LOCAL CHURCHES

The District, Circuits and local Churches must be aware of the decision of the 1998 Methodist Conference that states that:

'No person who has been convicted of or has received a formal caution from the police concerning an offence against children as mentioned in the First Schedule to the Children and Young Persons Act 1933 shall undertake work with children and young people [or vulnerable adults] in the life of the Church.'

'No person who has been convicted of or has received a formal caution from the police concerning sexual offences against children, [young people or vulnerable adults] shall be appointed to any offices [within the life of the church].'

Local Churches and Circuits must develop their own policies, guidelines and procedures for Safeguarding, which involves work with children, young people and vulnerable adults. This District Policy cannot act as a substitute for Church or Circuit Safeguarding Policies.

All workers with children, young people and vulnerable adults should undertake suitable training, which is appropriate to the role and level of responsibility, as facilitated or provided by the District or the Connexion.

DISTRICT SAFEGUARDING ADVISORY GROUP

Purpose and function

to respond to requests for help, advice and information;

- to implement the Connexional and District Policy;
- to initiate programmes of awareness and good practice; and
- to work with other agencies on child protection.

Contact with the District Safeguarding Group can be made through the District Safeguarding Co-ordinator, Helen Richardson, Tel: 01732 453839; email: danemore@msn.com

or other members of the Advisory Group, details of which are set out in the District Directory (all ministers have a copy).

Approved by the District Policy Committee on 21 March 2007