

Working With Young People at WRBC

This document gives guidance for working with young people and outlines the processes for planning projects and events. This guidance should be referred to and followed whenever you are planning a project or event with young people on behalf of Walsworth Road Baptist Church. This document also makes reference to relevant sections of other policies, with which you should also familiarise yourself.

For the purposes of this document, 'staff' or 'worker' refers to any adult leader working with young people – regardless of whether they are an employee or a volunteer. 'Line manager' refers to the person to whom you report – for volunteers this may be a Deacon, the Youth Worker or a Church Group Co-ordinator.

1 Best practice when working with young people

1.1 Equality

WRBC staff should be aware that young people may be additionally vulnerable due to their race, gender, disability, language, religion, sexual orientation or culture. WRBC does not discriminate on any of these grounds when working with young people. WRBC staff should treat all young people with equal respect and be especially sensitive to each young person's needs.

Any discriminatory incidents, offensive, violent or unacceptable behaviour or language by staff or young people will not be tolerated and complaints will be acted on promptly in accordance with WRBC's Behaviour Policy (available on the church website) and disciplinary procedures.

1.2 Safeguarding those with whom we work

You should aim to work with young people in as public a context as possible. Being alone with a young person in a building or a private place leaves both the worker and the young person vulnerable either to mistreatment or to accusations.

You should choose public areas where you are visible as much as possible or have other staff present. Suitable contexts might include a cafe or room where there are others nearby. Where you are meeting a young person alone in a room, you should ensure that there is some link to others nearby. Suitable provisions might include an open door or a window to another office.

Staff members should also be aware of the most suitable time of day to talk with young people. Late night meetings, except in extreme emergencies, are not appropriate.

Where possible, you should work with young people of the same gender, especially where there are staff members of both genders available to work with young people. Where this is not practicable, you should always make sure that there are other staff members present or that it is in a public area.

1.2.1 Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the workers.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream, etc), workers should encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.

You should never place yourself or another young person in danger. Your safety, and that of the young people you are working with, is paramount.

1.2.2 Children with Additional Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. Some children may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with additional needs and find out from them how best to assist the child or young person.

1.2.3 Visiting Children or Young People at Home

It is unlikely that workers will need to make pastoral visits to children and their families at home on behalf of the church. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Minister.

1.2.4 Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with safer recruitment procedures. It is accepted that groups aged 16+

may benefit from being led and run by peers. In this situation, adult leaders will contribute to programme planning and reviews and will always be present to oversee any peer-led activities taking place.

1.3 Showing respect and recognising boundaries

You should treat the young person with respect. In all work with young people, the young person's safety and well-being are the most important factors.

The role of WRBC staff is to help a young person make positive developments in their life: whether they are physical, social, emotional, mental or spiritual. With that in mind, staff should always treat the young people they work alongside with the utmost respect and care. For example, staff should never demand or insist that a young person tells them something or that they adopt a particular theological approach. The emphasis is always on listening to the young person without being judgmental and seeking to help them in whatever way possible.

Staff should also be aware of their own limitations. Wherever a staff member feels that they do not have the appropriate experience or are unsure of how to help a young person, they should always refer to their line manager or team leader.

2 Planning for a project or event

2.1 Purpose

The activity you are planning should have a clear purpose, which should be shared with your line manager and workers. You should think carefully about why you would like to run this event and what it will achieve, even if its purpose is simply to build relationships within the group.

2.2 Safety

You should ensure that another staff member is aware of where you are, who you are with, what you are doing and your planned timetable. This may be important in the event of an accident. When undertaking an activity that does not require a nominated home contact, another staff member (preferably your line manager) still needs to know where you are going with a young person and when you are due to return.

You should conduct a written risk assessment before beginning any new project or activity. This may involve several elements – for example you should consider the risks involved in each activity as well as the venue itself, and transport there and back.

For more information, please see section 6.1 of this document.

You should always be aware of potential sources of harm and danger and take appropriate steps to avoid them. You should never take a young person to a place where they are in danger of harm.

You should ensure that food is prepared in clean and hygienic surroundings and that at least one person preparing food has a current food and hygiene certificate.

You must consider how you would respond in an emergency. Please see section 7 of this document.

2.3 Staffing

Workers must have successfully completed an application process as outlined in section 2.2 of the WRBC Safeguarding Policy before they take part in any project or event.

It is essential to ensure that adequate adult:child ratios are met, so that enough adults are present to run and supervise the event. This also ensures that, in the event of an emergency, there are enough adults to manage the situation whilst also caring for the young people.

When working with children the following recommended minimum ratios of workers to children apply:

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young leaders

who are under the age of 18 should be counted as one of the children, not one of the workers.

Where possible, you should seek to ensure that there are workers of each gender.

One person must be appointed activity leader and will take overall responsibility for the event.

All staff should have the purpose of the activity and their roles and responsibilities explained clearly to them. In addition, they should be fully aware of the emergency and fire procedures as well as any other relevant information. They should also be given a copy of the risk assessment and made aware of any measures they will be responsible for.

Where a volunteer is unwell or otherwise unable to attend at short notice, a replacement should be sought if possible. If this is not possible, the activity leader should assess whether the event is still adequately staffed to run well and be safe (including in an emergency). If it is, then the event may continue. If not, see section 6.5 of this document.

2.4 Procedure

WRBC is required to inform its insurers when specific activities are taking place that are outside of the regular day to day commitments: for example, day trips and residential.

You should arrange with your line manager for the details of the event to be sent to the insurance company at least two weeks before it is due to take place. The details must include:

- Where the activity is taking place.
- An outline of the programme, noting any activities that might be hazardous.
- Expected numbers attending

3 Checklists for planning a project, event or activity

The following checklists outline the process for planning activities with young people. Depending on your event, some of these steps may be unnecessary – or there may be further steps you need to take. For full information, see the relevant sections as referred to in the table. These are in this document unless otherwise specified.

SP refers to the Safeguarding Policy, **BP** to the Behaviour Policy, **PVP** to the Photo and Video Policy, and **SMECP** to the Social Media and Electronic Communications Policy.

Action	For detail, see	When	Complete
Decide upon the purpose and aims of the activity	2.1	Planning stage	
Check with the safeguarding team that any new workers have been safely recruited/update safeguarding team if an existing worker is involved with a new project	2.3	Planning stage	
Appoint an overall activity leader	2.3	Planning stage	
Ensure that the appropriate adult:child ratios have been met	2.3	Planning stage	
Seek to have workers of each gender in your team	2.3	Planning stage	
Seek permission from your line manager to run the activity	4.1	Planning stage	
Conduct a risk assessment for your chosen activities, venue(s) and transport arrangements	6.1	Planning stage	
Send information about the event/project to parents	4.2	At least one month before event	
Seek parental consent for every participant under the age of 18	4.2	At least one month before event	
Assign roles to each worker	2.3	At least one month before event	
Create an emergency plan and share it with your workers	7	At least one month before event	
Create a plan to safely register young people at the event and to manage any unexpected attendees	6.3	At least one month before event	

Action	For detail, see	When	Complete
Plan how you would notify workers and participants should you need to cancel the event	6.5	At least one month before event	
Check whether any of your participants have additional or medical needs, and plan how best to support them	6.6	At least one month before event	
Familiarise yourself with the WRBC Photo and Video Policy	PP	Before event	
Familiarise yourself and your workers, attendees and their parents with the WRBC Behaviour Policy	BP	Before event	
Take a register as soon as possible on arrival	6.3.1	At start of event	
Take roll calls regularly	6.3.1	During event	
If the activity will take place online, see 'online events' section of this table			
If you are planning a regular activity (rather than a one-off event), see the 'regular activities' section of this table			
If the event is residential, see 'residential events' section of this table			
If the activity is adventurous, see 'adventurous activities' section of this table			
If you are arranging transport to and from the activity (rather than parents making their own arrangements), see SP 3.3.9.	SP 3.3.9		
Online events			
Obtain parental consent for every young person to take part in online events	4.2, SMOCP 5	Before event	
Regular activities			
Obtain ongoing parental consent for the project/group, for example on a registration form	4.2	As soon as possible when attendee joins	
Residential events			
Visit the venue in advance	5.5	Planning stage	
Arrange separate sleeping accommodations for adults and young people, and for each gender	5.5	Planning stage	
Create a kit list of clothing, bedding, toiletries etc. that your participants will need, and share it with workers and parents	6.8	At least one month before event	

Action	For detail, see	When	Complete
Arrange a home contact for the event	7.3	At least one month before event	
Obtain a medical form for each participant	5.5	At least one month before event	
Inform WRBC insurers that the event is residential	2.4	At least two weeks before event	
Designate a first aider for the event	7.1	Before event	
Designate a worker to be on call each night (or a rota if more than one night)	5.5	Before event	
Consider taking spare kit in case of forgotten/lost/damaged items	5.5	Before event	
Obtain contact numbers for the local hospital, doctor and dentist	7.1	Before event	
Send a list of emergency contact info to home contact	7.3	Before event	
Inform home contact that you have arrived and returned home safely	7.3	At beginning and end of event	
Adventurous activities			
If appropriate, create a kit list (for example appropriate clothing, water bottle, sun cream) and share it with workers and parents	6.8	At least one month before event	
Arrange a home contact for the event	7.3	At least one month before event	
Obtain a medical form for each participant	5.5	At least one month before event	
Check the qualifications of activity instructors	5.4	At least one month before event	
Inform the WRBC insurers of the adventurous activity	2.4	At least two weeks before event	
Designate a first aider for the event	7.1	Before event	
Inform home contact that you have arrived and returned home safely	7.3	At beginning and end of event	

4 Consent for activities

4.1 Permission to run an activity, event or project

You must seek permission from your line manager, in advance of the activity.

4.2 Parental permission

Parental permission is required for a young person under 18 to attend a WRBC activity, for example, a residential, day trip or a meeting with a member of the WRBC team. You should make sure that parents are fully aware of:

- The type of activity
- Details of what the activity will involve
- The start and finish times
- Transport arrangements
- A means of contacting their child in the event of an emergency
- Any special equipment or clothing required

Parental permission is also required for participation in online meetings and activities. For more information, see section 5.3 of this document.

Permission is not required for unintended meetings: e.g. meeting someone by accident in McDonalds and sitting down to talk.

Parental permission is not required for a young person to attend a therapeutic group if they are over 16.

When working with a young person regularly, it can be appropriate for a parent to give permission for ongoing activities and meetings.

Parents should give permission by using the relevant permission form (either paper or electronic). Depending on the activity this may be the generic WRBC consent form, one created for the group/project, or a group/project registration form. If unsure which form to use, please speak to your line manager.

5 Different types of activity

5.1 Regular activities

See section 4.2 of this document (parental permission) for information on how to seek consent for regular activities.

Regular activities should still be risk assessed, particularly before you run a new activity (such as cooking or energetic games). However, these risk assessments do not need to be repeated for each meeting. Once a risk assessment for the venue and activities have been created, they can be reused for each future meeting, and reviewed annually or if the activities change.

5.2 Mentoring

From time to time it may be appropriate for a worker to mentor a young person. Please see the WRBC Mentoring Policy (part of WRBC Safeguarding Policy - available on the church website) for further information.

5.3 Online meetings and events

In addition to in-person events, we may also run sessions on online platforms such as Zoom. For information on how to do this safely, please see section 5 of the WRBC Social Media and Electronic Communications Policy (part of WRBC Safeguarding Policy - available on the church website).

5.4 Adventurous activities

Adventurous activities are those which involve additional risk – for example rock climbing, hiking or kayaking.

In addition to parental consent, an Activity Form (part of WRBC Safeguarding Policy - available on the church website) should be obtained for each participant.

You should ensure that the person running the activity holds the relevant qualifications for the activity they are leading, if applicable. In most cases, this will be an instructor provided by the venue you are using, but you must still confirm that they are qualified. Information about the required qualifications can be found at <https://www.hse.gov.uk/aala/>.

You should inform the WRBC insurers about the activity in advance.

You should arrange for a home contact to be available for the duration of the activity. For more information, see section 7.3 of this document.

5.5 Residential activities

You should take particular precautions for residential activities. This should include a planning visit to the venue prior to the activity.

You should arrange for a home contact to be available for the duration of the event. For more information, see section 7.3 of this document.

Parents of any participant under 18 must provide a medical form for their child.

You should arrange for a worker to be on call throughout the night in case a participant is unwell or needs support. All other workers and young people must know who this worker is and how to find them. If an incident occurs overnight and the on-call worker is unable to rest, they should be given chance to catch up the next day where possible. If the event is taking place over multiple nights, you should

consider switching the on-call role between workers so that everyone has chance to rest – but you must ensure that all know who is on duty each night.

Workers and young people should have separate sleeping accommodation – for example workers should sleep in a different room or tent to young people. You should also arrange for separate accommodation for males and females. If either of these arrangements is not possible, you should think carefully about the most appropriate alternative arrangement and obtain specific parental permission.

You should consider taking a small supply of spare essential kit, for example toiletries and sleeping kit, in case anything is forgotten or becomes wet/dirty/damaged during the trip.

6 Other considerations

6.1 Risk assessments

Risk assessments (RAs) are an essential part of keeping our activities safe, but they need not be difficult. In many cases, they are simply a written representation of the common sense approach that most of us would take to running our activities. They enable us to share our thinking with the rest of the leadership team of an event, demonstrate adequate planning to our insurers and, in the case of an accident, enable us to reflect on what happened and how we could prevent it in future.

Every activity we do, and every venue we use, should be risk assessed but that does not mean that we must write it from scratch every time. It is perfectly sufficient to review an existing risk assessment and ensure that it meets the needs of the event in question. You may wish to consider:

- Seeking the venue risk assessment for the venue you will hold the event at (most recognised venues should have them)
- Asking your line manager or the Deacons for any existing WRBC risk assessments which you could adapt
- Creating separate venue and activity risk assessments so that they can be put together to suit your event – for example a craft risk assessment paired with the WRBC venue risk assessment would cover a craft activity at church

Regardless of whether you write it from scratch or source it from elsewhere, you must:

- Read the risk assessment(s) thoroughly both in advance (when planning your event) and shortly before the event itself
- Think critically about whether the RA still addresses all the likely risks
- Share the RA with the leadership team of the event so that all understand their role in keeping everyone safe
- In the case of frequently used RAs, or those for regular projects, review the RA at least once a year.

WRBC has a template which can be used for writing risk assessments. However, you complete it, the following points must be covered for each identified risk:

- What is the risk?
- Who does it affect, and what is the danger?
- How likely is it to occur?

- How serious would the impact be if it did occur?
- What measures will you take to make it safe?

For specific guidance on creating risk assessments for online activities, see section 5 of the WRBC Social Media and Online Communications Policy.

6.2 Transport to and from activities

Please see section **3.3.9 of the WRBC Safeguarding Policy.**

6.3 Registration and attendance

6.3.1 Registering attendance

Each project/event should have a process in place for registering attendees. Different groups may create their own method for doing so (for example a register or sign-in sheet), provided that it serves the purpose of effectively registering attendance. This is important for several reasons:

- In the case of fire or other emergency, workers know who is present and can check that all are safe.
- Workers can check that all those expected to attend are present and follow up with anyone who has stopped attending to check that they are OK.
- Should an incident (first aid, behaviour, safeguarding etc.) occur at a session, there is an accurate record of who was present. These individuals may need follow up or pastoral care or, in extreme cases, may need to give an account of what happened.

Registers should be stored securely, although they should only contain the participants' names and the dates they have attended, so that personal information is not stored once an individual has left a group or project.

Adults' attendance should also be recorded for the same reasons.

Registration of attendees should take place as soon as possible at the start of the project or event. If an attendee leaves early, this should also be recorded on the register/sign-in sheet.

You should hold roll calls regularly during an activity and especially after outside activities. For this purpose, you should always have a written list of staff members and young people attending an activity. It is also important for an activity leader to have access to a telephone during an activity.

6.3.2 Registration forms

It is important to collect registration forms for each participant as soon as possible. These registration forms may be electronic or on paper and may vary between groups, but they should contain the following information:

- Attendee's name, date of birth and contact details
- Parents'/emergency contacts' contact details

- Any medical or additional needs which may impact the attendee during the session, including any medication needed
- Parental permission to attend physical and/or online sessions (as applicable)
- Permission to take and share photos and video of the attendee (if applicable)
- Any other information necessary for the project/event
- Signature of parent/carer and date completed

For regular groups, or events which take place as part of a larger project (such as Jam Club), this information may be obtained on an annual registration form which should be completed again at the start of the next academic year. For one-off events, a consent form may be more appropriate provided that the information is obtained.

If the information on the registration form changes (such as change of address or new medical needs), the form should be completed again or updated.

6.3.3 Registering unexpected attendees

From time to time, young people who you were not expecting may attend your sessions and events. In many cases, this is to be encouraged. However, there may be some occasions where you are unable to accept them.

Ideally, the young person will arrive with their parents. In this case, you should give the parent a registration form and ask them to complete it before leaving their child so that you have the information you need to look after their child effectively. If the parent is unable to do so (for example if they have somewhere else to be), you should at least ask them for emergency contact details and any medical or additional needs (for example allergies). They should then return the registration form to you as soon as possible, for example when collecting their child or at the next session.

If the young person is dropped off by a friend's parents, you should try to ascertain their emergency contact and medical information from the friend's parent if possible. You should then send a registration form home with them and ask them to return it as soon as possible, for example at the next session.

Should a young person arrive alone, for example because they have walked to the venue by themselves or their parent has dropped them off and already left, you should try to ascertain the same information from them and send them home with a registration form to be returned at the next session.

New attendees should be greeted warmly and, if possible, allowed to attend the session. However, there may be some cases where this is not possible. For example, if the event is residential or adventurous and you have not been able to communicate the relevant information to their parents and seek consent. Alternatively, the numbers for the event may be limited, or you may already be at capacity for the number of adult workers present. In these cases, the attendee should be politely turned away but given a warm invitation to a future group or event.

If the attendee has arrived alone and you do not have contact details for their parents, you should contact your line manager to ask how to proceed.

6.3.4 Missed sessions and leaving early

In some cases, it will be appropriate to follow up with a young person if they do not arrive at an event. For example, it is to be expected that attendees will miss some sessions of youth group, but if they have missed several weeks running then you should check that everything is okay.

If a young person does not arrive at an event such as a residential or day trip for which they have booked, you should certainly follow up to find out what has happened.

Where a young person wishes to leave your care, for example by running off, insisting that they go somewhere or leaving an activity early, your duty will depend on the age and maturity of the young person. There is a higher duty of care for young people who are younger in age or maturity. In general, you should do all you can to persuade them to stay with you until the end of the activity. Where this is impossible and the young person does actually leave your care, you should contact your line manager immediately and discuss what action should be taken, including whether to contact those responsible for them. You should also make a record of the incident using the WRBC Incident Form.

You cannot use force or restraint to prevent a young person from leaving an activity early.

6.4 Venue security

You should be aware of the security of the place where you are holding an activity. Where possible there should be a system for controlling who has access to the premises and a means of identifying other adults present. You should always err on the side of caution and challenge anyone of whom you are suspicious to explain what they are doing.

If you are unable to control who has access to the venue, for example in a public place or at an attraction such as a swimming pool or theme park, it is even more important to carefully supervise your attendees. You should ensure that you know where they are and are always close enough to be aware of what they are doing and

who they are talking to. At larger events it may be appropriate to divide the attendees into smaller groups allocated to one or two workers each, so that it is more manageable to supervise them effectively.

With older groups at events, such as festivals or theme park trips, it may be appropriate to allow them to explore without leaders. This should be planned carefully and discussed in advance with your line manager, and parents should be informed that this will happen. The following points should be observed:

- Consideration should be given to the safety and security of the venue before allowing young people to explore unsupervised.

- The young people should be in pairs or small groups, never alone.
- They should be briefed on expectations and keeping safe, and what to do if they need help.
- They should be expected to check in with leaders at set intervals, for example at mealtimes and every hour or two in between.
- They should know how and where to find a leader at all times, which may mean workers taking turns waiting at a meeting point.
- They should exchange phone numbers with their leader(s). This should be included on the consent form and, unless there is existing permission in place for a worker to contact a young person directly, these should be deleted after the event.

6.5 Cancelling a meeting or event

There are some circumstances in which cancelling an event is unavoidable – for example illness of workers or unexpected closure of the venue.

You should take appropriate action if an activity is cancelled. Where a planned activity is cancelled, you should contact each young person and their parents to inform them with as much notice as possible. Where an activity is suddenly cancelled, you may need to make provision for someone to meet the young person at the arranged departure point and ensure they are able to return home safely. You should not normally entrust spreading information about a cancellation to other young people.

The home contact, if applicable, should be notified that the event is cancelled.

6.6 Medical and additional needs

If any of your attendees have specific medical or additional needs which may impact them during the event, you should discuss their needs with their parents as soon as possible. You should work with the parents to ascertain what the impact may be, whether there are any particular triggers and how best to support them. It may be helpful, where relevant, to get a copy of their care plan which will outline this information - they may already have one which they use for school or other clubs.

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You should make arrangements for the safe keeping and dispensing of any medication during the activity. You should have written instructions from parents/carers regarding dose and reason for medication – on a longer activity, this will be on the Activity Form.

6.7 Behaviour

You should familiarise yourself with the WRBC Code of Conduct (available on the church website) and the WRBC Behaviour Policy (part of the WRBC Safeguarding Policy) and follow it when managing challenging behaviour.

You should also share it with parents, other workers and young people so that expectations are clear to all.

6.8 Personal kit and possessions

Where events require specific kit, such as bedding, washing kit or specific clothing, parents should be given a kit list in advance.

The kit list should also specify any possessions which should not be brought to the event, for example sentimental or valuable items. Participants should be encouraged not to bring valuable or sentimental items unless absolutely necessary, because they could be lost or damaged. Additionally, some items (such as devices and handheld consoles) could create a distraction from the programme.

Consideration should be given to whether it is appropriate for participants to bring mobile phones. See section 4 of the WRBC Social Media and Electronic Communications policy (available on the church website).

In some circumstances it may be appropriate to make arrangements for the safe keeping of any valuables or money during the activity.

7 Preparing for emergencies

You should consider in advance how you would respond to emergencies and share these plans with the other workers. This will help you to manage the emergency effectively and safeguard those in your care.

7.1 First aid and medical emergencies

You should ideally appoint a first aider for all projects, and certainly for residential and adventurous activities and those over 6 hours in duration.

You should have a first aid kit with you for activities where there is no other first aid kit readily available.

Medical information about participants should be kept confidential, however relevant information should be shared with the leadership team in order to keep participants safe. For example, if a young person has a serious allergy, the whole team should be told about it and how to respond in an emergency.

You should have the contact telephone numbers for the nearest doctor, emergency department of a hospital and dentist. This is particularly important for day trips, residential and adventurous activities where you may be too far from home to access local services.

You should take appropriate action if a young person has an accident during an activity. Where a young person is injured whilst in your care, and requires medical attention, you should take whatever action is necessary to provide them with that

medical attention as soon as possible. This may include providing first aid or, in more serious situations, taking them to the emergency department of a hospital or calling the emergency services to the scene.

In more serious situations, and certainly if medical attention is required, you should contact the young person's parents and your line manager as soon as possible to tell them what has happened. You should also make a record of the incident using the WRBC Accident Book, which is located in the kitchen.

7.2 Fire

You should make sure you are aware of the fire safety systems and have communicated any necessary information to the staff and young people at the beginning of the activity. This may involve a test fire evacuation drill. You should always have a list of staff and young people attending the activity for use as a fire list.

It is very good practice to discuss with your workers what you would do in case of a fire, and to allocate roles to your workers. This ensures that the whole team is able to respond quickly and effectively. In doing this, you should make sure that all know:

- The location of the muster point
- The address of the venue including post code
- The list of attendees (including adults), or where the register is kept
- The name and contact details of the home contact (if applicable)

The suggested roles you may wish to assign are:

- Calling the emergency services and meeting them at the gate/entrance to the venue. This person must have the address to the venue quickly to hand.
- Going straight to the muster point to register attendees, and potentially to play a game to distract scared young people. This person should be responsible for collecting the register on the way out.
- Checking the venue for anyone who has not been able to get out. If the venue is large, you may wish to divide it between two or more workers.
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- Informing the home contact (if the situation is serious or the event cannot continue).

All participants, including workers and young people, should be briefed about what to do in case of a fire and where the muster point is. For regular events, this may mean running regular fire drills. For one-off events, you should brief participants at the start of the event, and it may be appropriate to carry out a fire drill.

The WRBC Fire Evacuation procedure is available on the church website.

7.3 Home contacts

For most events that do not take place at WRBC, and certainly for day trips, adventurous activities and residential events, you should appoint a home contact.

This person's role is to contact parents in case of an emergency. This means that the event organiser needs only call the home contact and then can focus on keeping the participants safe and calm, and the home contact can then be responsible for contacting each individual family. It also gives the parents an extra point of contact should they be unable to contact the activity leaders.

Home contacts should be available throughout the event. They should not be related to anyone at the event, so that they are able to focus on contacting participants' family members rather than worrying about their own relative. They should be provided in advance with a list of each participant's emergency contacts, including the leadership team.

The activity leader should inform the home contact when the group has safely arrived at and returned from the planned activity. They should also contact the home contact in the event of an emergency, or should the event need to be cancelled part way through, so that the home contact can pass that information on to parents.

7.4 Photographs and video

You should familiarise yourself with and abide by the WRBC Photo and Video Policy (see WRBC Safeguarding Policy) in order to safeguard the young people with whom we work.