

Rora Christian Fellowship Trust

Caring for children in our care (Rora Christian Fellowship Trust's Safeguarding Policy Document)

November 2022 Edition

***A set of agreed policies and procedures
for ensuring a safe environment for
children and young people
within our care***

Registered Charity Number: 268681

Rora Christian Fellowship Trust's

Child Protection Policy Document

FOR THE PURPOSE OF THIS DOCUMENT THE TERM 'CHILDREN' REFERS TO ANYONE UNDER THE AGE OF 18 YEARS.

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INTRODUCTION

The vision statement of the trust is "To faithfully serve Jesus Christ and make disciples of all nations".

In fulfilling this vision we welcome children into the life of our community and make our premises available to organisations working with children

The trust recognises its responsibilities for the safeguarding of all young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in The Children Act 1989 and 2004, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010).

As members of this trust we commit ourselves to the nurturing, protection and safekeeping of all associated with the trust and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

Prevention and reporting of abuse

It is the duty of each everyone to prevent the physical, sexual and emotional abuse of children, and the duty of everyone to respond to concerns about the well-being of children and to report any child abuse disclosed, discovered or suspected. The trust will fully co-operate with any statutory investigation into any suspected abuse linked with the trust .

Safe recruitment, support and supervision of workers

The trust will exercise proper care in the selection and appointment of those working with children, whether paid or volunteer.

Safe working practices

The trust is committed to providing a safe environment for activities with children and will adopt ways of working with them that promote their safety and well-being.

A safe community

The trust is committed to the prevention of bullying of children. The trust will seek to ensure that the behaviour of any who may pose a risk to children and young people in the community is managed appropriately.

Policy and Procedures

A copy of the policy statement will be displayed permanently on the noticeboard in the entrance hall of the main meeting room and in the trust office.

Each worker with children will be given a full copy of the policy and procedures and will be asked to sign that they are willing to follow them.

A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the trust.

The policy and procedures will be monitored and reviewed annually.

Definitions of Abuse

Physical Abuse

Actual or likely physical injury to a child, or failure to prevent physical injury to a child.

Emotional Abuse

The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.

Sexual Abuse

Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes no-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Where adults fail to care for children and protect them from danger, seriously impairing health and development.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- *Unexplained injuries on areas of the body not usually prone to such injuries
- *An injury that has not been treated/received medical attention
- *An injury for which the explanation seems inconsistent
- *A child discloses behaviour that is harmful to them
- *Unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- *Inappropriate sexual awareness
- *Signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring.

Responding to Concerns

What do we do if abuse is suspected or disclosed?

Everyone has his or her part to play in ensuring the safeguarding of children within the trust .

If the behaviour of a child gives any cause for concern –

If an allegation is made in any context about a child being harmed –

If the behaviour of any adult (including colleagues and members of the public) towards children causes you concern –

Do not dismiss your concerns

Do not normally confront the adult about whose behaviour you have concerns

Do not take responsibility for deciding whether or not child abuse is actually taking place

Do not investigate allegations

Do not act alone

Do not take sole responsibility for what has been shared or any concerns you may have

Do follow the trusts procedures for responding to concerns.

STAGE 1

A worker/church attendee has a concern about the welfare of a child or the behaviour of an adult

The person who has the concern has a duty to

RECORD AND REPORT

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person within 24 hours.

Standard Incident Forms should be requested from the Designated Person

STAGE 2

The Designated Person receives the report of concern then has a duty to

REVIEW AND REFER

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Services should normally be made within 24 hours of receiving the report.

STAGE 3

After the decision has been made as to what action should be taken

The Designated Person and the Safeguarding Trustee, may have a duty to

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the local Association, the Independent Safeguarding Authority and the Charity Commission

If the Designated Person for Safeguarding is not available, any reports or concerns should be passed to another member of the Eldership or Trustees

<p>If a child is considered to be in imminent danger of harm a report should be made immediately to the police or Social Services (see page 17 for relevant numbers.)</p>
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Safe recruitment, support and supervision of workers

The trust will exercise proper care in the selection and appointment of those working with children, whether paid or volunteer. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children.

Guidelines for the Appointment of Children's Leaders and Helpers

The trust should ensure that the following selection procedures have been followed:

- A written role description for each post

- All volunteers (both current and new) should complete an application form

- Two references will be taken up

- Enhanced DBS will be applied for

- The volunteer should sign an undertaking to work within the agreed safeguarding policy and procedures

- Induction into the relevant procedures and ways of working will be undertaken

Administration of this process will ideally be overseen by the Designated Person or Safeguarding Lead, but may be carried out by others.

Until this procedure is completed workers must be supervised.

All leaders and helpers should have a calling to work with children, who should, in turn, be recognised by the Church Leadership Team and Trustees and have the agreement of existing children's leaders and helpers.

The first priority of leaders and helpers should be their own spiritual welfare, and, therefore, they should receive teaching and be part of a worship service or life group regularly.

All leaders and helpers should set a good example for Christ in their personal lifestyle.

However anyone may raise any concerns or suggestions regarding the ministry amongst children with any of the Eldership or Trustees at any time.

Young leaders under 18 years of age

In law young leaders under the age of 18 are children and cannot be treated as adult members of a team.

A young leader must be closely supervised by an adult leader at all times, and never given sole responsibility for a group of children.

When considering ratios of staff to children the young leader needs to be counted as a child, not a leader.

The Safeguarding Children Policy applies to a young leader just as it does to any other person.

The permission of parents or carers needs to be sought for the young leader just as you would for any other person less than 18 years of age

Young Leaders should not be given leadership responsibility for a group immediately below their own age. There should be a gap of at least two years in this respect.

When concerns are expressed about the Designated Person

Any safeguarding concerns involving the Designated Person for Safeguarding, the concern should be raised with the Safeguarding Trustee.

Respecting children and young people

Respecting children

The following are guidelines for a code of behaviour.

Leaders and Helpers should:

Treat all children with respect and dignity. Use age appropriate language and tone of voice. Be aware of your own body language and invading a person's personal space.

Use age appropriate language and tone of voice. Be aware of your own body language and the effect you are having on the individual child.

Listen well to children. Be careful not to assume you know what a child is thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said.

Do not engage in any of the following:

- invading the privacy of children when they are using the toilet or showering
- rough games involving physical contact between a leader and a child
- sexually provocative games
- making sexually suggestive comments about or to a child, even in 'fun '
- scapegoating, belittling, ridiculing, or rejecting a child.

When it is necessary to control and discipline children, this should be done without using physical punishment. (A situation may, however, arise where a child needs to be restrained in order to protect them or a third person.)

Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible, the child's own parent or carer should be called in to carry out such a task.

Do not respond to or encourage excessive attention-seeking that is overtly sexual or physical in nature.

Workers should not normally plan to be alone with children. On church premises this may mean leaving doors open, or two groups working in the same room.

On occasions when one to one work with a child is required this should take place with appropriate supervision and accountability structures in place.

Leaders and Helpers should:

If possible, not give lifts to young people on their own, other than for short journeys. Ensure that if transporting children that you have the correct insurance cover for passengers. When possible, ensure you have parental permission.

Be aware of any physical contact they may have with young people and record it when necessary. For instance, if they need to stop a fight, administer First Aid, give a hug to a child who is distressed, remove a child from danger, or protect themselves or others from attack.

Not use physical punishment when controlling or disciplining children.

Keep a log book; if any significant incidents take place a record should be kept in the Trust Safe Guarding Incident Book. Enter the names of both children and adults present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made by young people, incidences where a child is asked to leave. All workers who witnessed, heard or responded in any way should record details, and sign and date the entry.

Abuse of Trust

Relationships between children and their leaders/helpers can be described as 'relationships of trust'. The leader is someone in whom the child has placed a degree of trust, this may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend.

It is also not acceptable for a leader/helper to form a romantic relationship with a child with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

Electronic Communication

Electronic communication has become enormously important and popular over the past ten years. It is an easy way to communicate with young people in particular. However, there are dangers associated with electronic communication that call for vigilance:

- electronic communication is often an extremely informal mode of communication which can create the potential for communication to be misunderstood
- because of the informal style of electronic communication workers can easily cross appropriate boundaries in their relationships with young people
- some adults who are intent on harming children and young people choose to use electronic communication as a way to meet and 'groom' children

These are guidelines are written to try to maintain healthy and safe relationships between adults and children.

Electronic communication must never become a substitute for face to face contact with young people.

Parents or carers and children and young people themselves have the right to decide if a worker is to have email addresses or mobile phone numbers etc.

Workers should only use electronic means of communication with those children and young people from whom appropriate consent has been given.

Direct electronic communication with children of primary school age is inappropriate and should be avoided

Only workers who have been appointed under the trusts agreed procedures should use any electronic means of communication to contact children or young people on behalf of the church or one of the church's organisations

Contact with children and young people by electronic communication should generally be for information-giving purposes only and not for general chatter

Workers should not share any personal information with children and young people, and should not request or respond to any personal information from the child or young person other than that which is necessary and appropriate as part of their role

Workers should be careful in their communications with children and young people so as to avoid any possible misinterpretation of their motives, clear, unambiguous language should be used and the use of unnecessary abbreviations should be avoided

Any photos or video taken on personal mobile phones should not be uploaded to social networking sites without parental permission

Workers should not retain images of children and young people on their mobile phone.

Good Practice Guidelines for Discipline

A policy based upon the following guidelines should be agreed upon by each different section of youth work if and when necessary. It should reflect the age group and general activities of the children.

Children should be disciplined without the use of physical punishment, shouting or name calling. Discipline is about our relationship with children not our mastery of them.

Good discipline is built on respect between leaders and children. (This does not imply equality but does have an implication for leaders' attitudes towards children).

Minor incidents/offences should be dealt with immediately on the spot. This prevents escalation and enables major offences to be seen as major.

Ways of dealing with discipline:

- Chastise the individual/group – criticise the behaviour not the person
- Move the offender to a less volatile situation - change the group activity
- Remove the child to a calm space away from others. Stay with them until they have cooled down, but keep the time out short.

If the above mentioned procedures fail to bring about the desired result, refer the issue to the Designated Person or Safeguarding Trustee

Bullying: "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally

Allegations and incidents of bullying should be reported to Designated Person or Safeguarding Trustee

Good Practice Guidelines with Colleagues

If you see another member of staff acting in ways, which might be misconstrued, be prepared to speak to them or to one of the Elders or Trustees about your concerns. Leaders & helpers should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

Ratio's

When working with young people the following recommended minimum ratios 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 any special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratio.

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 leaders/helpers.

Good Practice Guidelines Regarding Health & Safety

All leaders and helpers are responsible for being observant for any health and safety issues which may affect their group, for example:

- Access to the building should be safe and well lit.
- There should be adequate heating and lighting in the venue.
- Ensure there is enough space and appropriate activities for all children.
- Have a First Aid kit and phone available.
- Check the premises for hazards (e.g. piles of chairs etc).
- Check equipment for sharp edges or missing parts.
- No smoking should be permitted.
- Fire drills should be carried out at least annually.
- Any food should be prepared carefully and hygienically.

A safe community

Safe Premises

The trust takes seriously its responsibility to ensure that the premises are safe for all who use them. The following checklist identifies guidelines to ensure the safety of all, especially, children and young people.

- All doorways and passages to be kept clear at all times
- Emergency Exits to be clearly shown at all times
- The kitchen is out of bounds to children and young people unless supervised by a parent or carer
- A First Aid Kit will be kept in the kitchen with a Report Book for all usage.
- Special care with safety will be taken when the baptistery is open
- Any hazards noticed should be notified to the trustees for action to be taken

When a known offender is present

Rora should be a community that is welcoming and open to all. It is a place for people who have failed and for people in need. Those who have abused children in the past are to be included in this welcome. However, the gospel imperative to welcome the sinner needs to be set alongside the gospel imperative that the protection of children must be paramount.

Where someone attending the church or Rora premises is known to have abused children, then whilst extending friendship to the individual, the church in its commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep.

A contract would consider the following:

- will identify the meetings the person will attend
- will specify that they will always sit apart from children
- may ask that they are always accompanied by a befriender on church premises
- will require the person not to attend small group meetings where children are present
- will require that the person declines hospitality where there are children
- will state that the person will never be alone with children while attending church functions
- will require the person to stay away from areas of the building where children meet

Guidance will be sought on whom within the church can and should be notified if an offender joins the congregation.

It is impossible in a policy such as this to cover every scenario and 'what if'.

Further guidance will be taken by the Eldership or Trustees for anyone to read if they so desire.

The Eldership and Trustees will take further advice and guidance from 31:8, and other agencies if and when necessary.

BOYS CAMP AND GIRLS HOUSE PARTIES

The Boys Camp and Girls House Party are annual events held each July or August and last for 1 week respectively.

For both the Boys' Camp and Girls' House Party, there are consent forms issued for parents/ guardians to sign which allows for detailed information about the particular needs of each child which may include dietary or healthcare needs and any other relevant information. A sample consent form is shown in Appendix B.

EXTERNAL GROUPS

As well as activities organised by the Trust, various groups from other churches and organisations use the facilities at Rora for their own activities. These groups are required to operate under their own church or organisation's Safeguarding Policy. This is clearly stated in our 'Terms & Conditions of Booking' (Appendix E)

Helpful Numbers

ThirtyOne:Eight 0303 003 1111 info@thirtyoneeight.org
POLICE Emergency 999 Non Emergency 101
SOCIAL SERVICES Teignbridge (MASH) 01392 383000 Mon- Fri 9 – 5 pm,
EMERGENCY DUTY SERVICE OUTSIDE OFFICE HOURS 0345 600 0388.
NHS DIRECT 111 24hrs
NSPCC 0808 800 5000 24hrs

Rora Elder Malcolm Ford 01626 821746

Rora Trustees Julian Harrison (chair) 07421 005780
Ruth Krolik 07401 228469
Peter Elks 07507 675728
Ben Khan 07832 297557

Designated Person Anna Ovens 07973 916966
SafeGuarding Trustee Ruth Krolik 07401 228469

Application Form for Working with Children and Young People

We ask all prospective workers with children and young people on Rora camp activities to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the Rora Administration team and Child Protection Officer, unless requested by an appropriate authority.

Role applied for: _____

Personal Details:

Full Name: _____

Maiden / All former names: _____

Date of Birth: _____ Place of Birth: _____

Address: _____

Postal Code: _____

Telephone No. Day: _____ Evening: _____

Email Address: _____

How long have you lived at the above address? _____ years

If less than 3 years, please give previous address(es) with dates

From _____ to _____ From _____ to _____

Previous Address

Previous Address

Please tell us about your Christian experience (i.e. how long have you been a Christian, which Church(es) have you attended and dates, name of minister/leader, any activities undertaken.) Use separate sheet if necessary.

Please give details of previous experience of looking after or working with children Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children people declined?

YES / NO (Please circle). If yes, please give details:

References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference, preferably one a church reference and one a personal reference (not to be family members). In addition we reserve the right to take up character references from any other individuals deemed necessary.

Name & Address

Name & Address

Tel No: _____

Tel No: _____

Email: _____

Email: _____

Capacity in how they know you

Capacity in how they know you

Self Declaration

Have you ever been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations? (NB: The disclosure of an offence may not prohibit your appointment.)

Yes / No (please circle). If yes, please give details including the nature of the offence(s) & dates.

Have you ever been involved in court proceedings concerning a child for whom you have had parental responsibility?

Yes / No (please circle). If yes, please give details and dates.

Has there ever been any cause for concern regarding your conduct with children?

Yes / No (please circle). If yes, please give details.

To your knowledge have you ever had any allegation made against you that has been reported to, and investigated by, Social Services and/or the Police?

Yes / No (please circle). If yes, we will need to discuss this with you.

I have a current Enhanced Disclosure & Barring Service check (DBS) with The Rora Christian Fellowship Trust:
Yes / No

If NO, you will require an Enhanced Disclosure & Baring Service check (DBS) to be completed by Rora, attend the camp as a leader / helper. You will be sent information on how to apply.

I confirm that the submitted information is correct and complete and that I am willing for a police check to be submitted (if one not already held).

Signed: _____ Date: _____

Please return form to in confidence to Anna Ovens.

Rora Christian Fellowship Trust

Rora House, Halford, Liverton, Newton Abbot, Devon, TQ12 6HZ

Telephone: (01626) 821746 (9am - 5pm)

Email: info@rorahouse.org.uk

Parental Consent Form for Young People under 18 (as required by Law)

Camp Activity: _____ Dates: _____

Young Persons Surname _____ Christian Name _____

Date of Birth _____ NHS Number _____

Address _____

(incl. Post Code) _____

Email Address: _____

Home Telephone Number (with code) _____

Emergency Telephone Number (with code) _____

Doctors Name _____

Doctors Address _____

Doctors Telephone Number (with code) _____

Allergies _____

She has / has not (delete as appropriate) been immunised against tetanus in the last 10 years.

Medicine Instructions _____

Special Diet _____

Does your child have any additional needs that the leaders should be aware of?

-
- I agree to the leaders of the above named charity camp activity taking any action necessary in the case of accident / emergency / hospitalisation involving my young person during his / her camp / activity for that period.
 - I give permission for my young person to take part in all planned and supervised activities and spending time on visits to local towns and resorts, including swimming.
 - Ages 10 - 14 to be in groups of not less than 3. Ages 14 - 15 to be in pairs. Group leaders being available at all times at pre-arranged meeting / first aid points.
 - During the camp, a photographic record is kept of camp teams and events. These photos may be used in our Rora albums & brochures.

Signed _____ Date _____

Relationship _____

The Rora Christian Fellowship is a registered charity No. 268681

The charity makes every effort to ensure the safety of its visitors but cannot be held responsible for them.

Any issues with the girls or leaders please report any problems, questions/queries or medical situations to **Anna Ovens, Grace Steed or Heidi White**, these are the Girls Houseparty co-ordinators. Please do not make decisions without their knowledge as they are responsible for the Rora Girls Houseparty. Anna, Grace & Heidi will always have their mobiles on if needed to be contacted in an emergency (Anna - 07973 916966, Grace – 07913 401576, Heidi – 07985 949663).

If there are any child protection issues then please see **Anna Ovens** (Rora's Child Protection Officer). A copy of the Rora Child Policy Document is available on request. Key points to note are listed at the end of this document.

Admin & first aid and information will be held in the **Dining Room** – if you need anything please go to this meeting point.

Girls are not allowed outside of the boundaries of Rora House without supervision. If a fire happens, we will meet outside Rora House on the front lawn and team leaders will check their team members – you will be responsible for them when they meet outside.

We have split you into small groups for Bible Studies and for Team activities. You will be given a list of their names and any medical needs etc. This information is not to be shared with anyone other than Rora GHP leaders and helpers.

If any girl does not have a Bible please let Anna or Grace know.

Whenever you are acting as a volunteer you must;

1) Wear the appropriate clothing.

2) Make sure you are aware of the layout of Rora House so that you will be able to tell girls where to locate the following:

a) Toilets

b) Meeting Room(s)

c) Waste bins for rubbish

d) Emergency exits/fire extinguishers in your area

e) First aid point

f) Normal exits

Also ensure you are able to advise on areas that are out of bounds (woods, lane boundary etc) and know where the nearest fire alarm is.

3) Make sure you know who the first aiders are and how to get in touch with them.

4) Make sure you know where the nearest firefighting equipment is.

5) Report any accidents/incidents immediately and call for the first aider on duty. Make sure Anna is aware as the accident/incident book will need to be completed.

6) If a situation is causing you concern, call for Anna Ovens, Grace Steed or Heidi White and wait for support.

7) Please be aware of the potential for misunderstanding in physical contact. Where possible, initiating physical contact with young people is to be avoided. Although physical contact should not be initiated by you, it is important that young people if they initiate or choose to have any contact are responded to appropriately

OTHER NOTES

Health & Safety & Signage

1) Directional signage to entry, exits, toilets & first aid.

2) An Accident / Incident book will be provided and kept by Anna Ovens. The Incident book needs to include:

First Aid administered, articles confiscated, Police, Council or Fire Brigade visits, security checks, calls for police, disturbances, etc.

3) If you are given a sheet with names and address on of the children, you are not permitted to take this information off site with you at the end of the camps. Please leave all consent forms, booking lists, medical information etc with Paul & Anna Ovens at the end of the camps. You are also not permitted to share personal information regarding the children with anyone not associated with the camps.

4) If you have taken photos on your personal phones these are only for Rora to use to give the children a photo to take home or to make a memory album for the week, or use in Rora publications for future years. You are not permitted to share any photos or put on social media. One used for their purpose, please delete all photos from your phones or devices.

Code of Behaviour for those working with children and young people

TRIPS, CAMPS AND HOUSE PARTIES

On each trip, camp or house party:

- There must be separate sleeping accommodation for males and females
- Those of the opposite sex should not go into one another's sleeping accommodation
- All activities must be adequately supervised
- The group should be formally made aware of fire regulations and matters pertaining to health and hygiene
- The insurance cover must be adequate
- There should be clearly laid down rules of behaviour. The consequences of breaking the rules should be explained e.g. being sent back home in an extreme case

Responding to Concerns

What do we do if abuse is suspected or disclosed?

Everyone has his or her part to play in ensuring the safeguarding of children within the Trust.

If the behaviour of a child gives any cause for concern –

If an allegation is made in any context about a child being harmed –

If the behaviour of any adult (including colleagues and members of the public) towards children causes you concern –

Do not dismiss your concerns

Do not normally confront the adult about whose behaviour you have concerns

Do not take responsibility for deciding whether or not child abuse is actually taking place

Do not investigate allegations

Do not act alone

Do not take sole responsibility for what has been shared or any concerns you may have

Do follow the Trusts procedures for responding to concerns.

- Inform the Designated Person (Anna Ovens) who will take what action they consider to be appropriate to the circumstances. (This may involve informing an independent person *, the police or social services etc.).
- Complete an Incident Report Form

(* The Independent Person could be a doctor or teacher).

Rora Christian Fellowship Child Protection Policy

Incident Report Form

This report form is for the purpose of keeping a record of reports made to the Safeguarding Officer and Trustees. As well as this report you should make a full factual written record of your observations and any conversations, which should be signed and dated.

Name of Worker _____

Name of Organisation _____

Name of Child _____

Date and Time of Incident _____

Nature of Concern _____

Have you made a full written record of the incident / concern? YES/NO

Who have you spoken to about your concerns: (please delete as appropriate)

Child	YES/NO	
Carer	YES/NO	
Organisation Leader	YES/NO	Name _____
Other	YES/NO	Name _____
Social Services	YES/NO	Name _____

What feedback have you received? _____

How have your concerns been followed up? _____

Signature of Worker _____ Date and Time _____

Signature of Safeguarding Officer _____ Date and Time _____

Terms & Conditions of Booking to stay at Rora House

How to book

Phone us direct: 01626 821746 (9am-5pm Mon-Fri) or email: info@rorahouse.org.uk & then fill in the booking form (found in 'Information for Visitors' leaflet)

Costs

No fixed charge is made for any accommodation or meals at Rora, or for the use of the facilities. We do trust however, that each person/group will be faithful in their giving and thus enable the work to continue.

Payment

For Group Bookings, we require a non-refundable deposit of £5.00 per adult & £1 per child at the time of booking. Balance payment required at time of visit.

Youth and Children

All young people under 18 are the responsibility of parents or group leaders at all times. Recommended ratios are (source NSPCC):

- Aged 0 - 2 years: 1 adult to 3 children
- Aged 2 - 3 years: 1 adult to 4 children
- Aged 4 - 8 years: 1 adult to 6 children
- Aged 9 - 12 years: 1 adult to 8 children
- Aged 13 - 18 years: 1 adult to 10 children

Each group visiting with children under the age of 18 are responsible for carrying out their own DBS checks on adults who are responsible for the group.

Risk Assessments

We have our own Risk Assessments for all areas of activity at Rora, pertaining to the residents & all activities we are responsible for. We recommend that all visiting groups produce their own Risk Assessments relevant to their group and activities when using the facilities at Rora.

Safeguarding Policy

We have our own Safeguarding Policy for all areas of activities at Rora with children, pertaining to the residents & all activities we are responsible for. We recommend that all visiting groups work under their own church or organisation's Safeguarding Policy relevant to their group and activities when using the facilities at Rora.

Disability access and special needs

We will always take all reasonably practical steps to accommodate people with a disability. We provide:

- A fully equipped toilet & shower room suitable for people with a disability
- Ramps for access to the Dining Room, Meeting Hall and Bedroom Wing (ground floor).
- Stair Lift up to Upper Room (games room).

However, the layout & age of the main house makes wheelchair access to some areas difficult. If you cannot climb stairs, please tell us at the time of booking. We are unable to offer care ourselves, so it is essential that you bring your own carer if you will need this attention. At Rora we aim to ensure the health and wellbeing of all our guests during their stay and will endeavour to do all that is reasonably practicable and within our control to achieve that aim. To that end we would respectfully request that any guest that has any need for assistance or action on our part due to allergies, mobility, hearing or sight impairment to make their needs known in writing (email is fine), at least 30 days prior to their visit. All such information will be treated in confidence. With regard to allergies, whilst every effort will be made to meet the individual needs of guests we cannot guarantee that Rora will be allergy free as there are too many variables over which we have no control. Sadly, we are not able to guarantee 1 to 1 support in any circumstances.

Meals and special diets

Our Kitchen Team works hard to produce high quality 'home cooked' meals, including provision for special diets. Guests and Community eat together in the Dining Room. We cater for vegetarians and we also cater for any medically essential diets. Please indicate your needs at the time of booking.

Things to know before you come

- Towels are not provided
- Smoking or Alcohol is not allowed anywhere on the premises
- We cannot allow pets anywhere on the premises. If you need to bring a guide or assistance dog, please tell us in advance.
- We do not offer wireless Internet access, however there is a public computer to check emails.
- Please bring a portable baby alarm if you need one
- Please remember that Rora House is also a home, we would request no late night antics / messing around or keeping folks awake, and please respect the property

Other things to note

Rora Christian Fellowship Trust is a Christian charity to which the exemption for religious organisations in paragraph 2 of Schedule 23 to the Equality Act 2010 applies; so please note, when booking accommodation, that restrictions on the sharing of bedrooms apply.

We may occasionally take photographs/video during your stay, to be used for our publicity, both in print and on our website.

Name: _____ Date of Booking: _____

I accept these terms & conditions of booking to stay at Rora Christian Fellowship Trust, Rora House, Liverton, Newton Abbot, Devon, TQ12 6HZ – Registered Charity: 268681

Signed: _____ Date: _____

Please return this form with the booking form. Thank you

P.T.O.

RORA CHRISTIAN FELLOWSHIP TRUST
PRINCIPLES OF FAITH

We believe:

1. The full inspiration of the Holy Scriptures, their authority and sufficiency as not only containing, but being in themselves, the Word of God.
2. There is one God, Eternally existent in three persons, Father, Son and Holy Spirit.
3. The utter depravity of human nature as the consequence of the fall and necessity of regeneration.
4. The Deity of our Lord Jesus Christ; His virgin birth, His sinless life, and the infallibility of all His utterances.
5. The justification of the sinner solely by faith, through the atoning merits of our Lord Jesus Christ.
6. The necessity of the work of the Holy Spirit in regeneration, conversion and sanctification, also in ministry and worship and in the exercising of spirit gifts through the body of believers.
7. The resurrection of the body; the judgement of the world by our Lord Jesus Christ and His personal return for His Church and reign on earth in glory.
8. The observation of Baptism by immersion of believers, and the Lords' Supper as a commemoration of our Lords' death.

Rora Christian Fellowship Trust, Rora House, Liverton, Newton Abbot, Devon, TQ12 6HZ – Registered Charity: 268681

I have read and respect the above Principles of Faith.

Name: _____ Date of Booking: _____

Signed: _____ Date: _____

