

# Roman Catholic Diocese of East Anglia



## Appendix 1

### GUIDANCE ON MANAGING CHILDREN'S BEHAVIOUR

#### WHAT IS DISCIPLINE?

It can be difficult to differentiate between discipline and punishment. It is important to understand these terms in order to appreciate that when a child is disciplined, this is in fact a positive measure. It is imposed to give guidance to a child and help him/her to achieve control and remain safe.

#### WHY CHILDREN NEED DISCIPLINE

Discipline is important so as to:

- Protect children e.g. removing a child from a broken window while providing an explanation.
- Support children to get along with others e.g. a child reminds another child of a group rule that helps both avoid conflict.
- Enable a child to understand limits e.g. a child learns to take their turn during an activity as the group has set rules for how to behave.

#### DISCIPLINE V PUNISHMENT

Discipline is not the same as punishment. Instead of using punishment to correct behaviour, children and young people need to learn what behaviour is allowed and why. Group leaders should stress DO's rather than DON'Ts. An example of positive discipline would be telling a child

"Please hang your coat up as someone might trip over it"

rather than

"Don't throw your coat on the floor"

#### SAMPLE DISCIPLINE CODE

- Set limits but be careful not to impose too many rules. Before making a rule ask yourself: Is it necessary? Does the rule protect a child's health and safety? Does it protect the rights or property of others? Too many rules are hard, if not impossible, to enforce.
- Keep rules simple and understandable.
- Involving children as much as possible in devising a written code of conduct for their behaviour. This will make the rules clear and easily understood and children are less likely to break rules that they have helped establish.
- Explain the rules to children and what may happen when they are broken. Be flexible. Some rules may work when a child is young, but as children get older, they need and want more independence. Remember, not all children respond in the same way.
- Act quickly when a child misbehaves. Do not let a problem build up over time.
- Be consistent. Agree with other leaders on sanctions.
- Praise a child for good behaviour and accomplishments. Let a child know you appreciate his or her efforts.
- Avoid power struggles with children – discipline is not a game in which there is a winner and a loser. Leaders expect co-operation from children and children expect adults to be fair.
- Offer positive suggestions and avoid criticism. Criticism can cause a child to become resentful or angry and develop low self-esteem.
- Encourage and promote independence and responsibility.
- Always reject the behaviour and not the child or young person.

#### SANCTIONS

##### KEY PRINCIPLES

- Sanctions must be the final resort – after instruction and problem solving. **Under no circumstances is physical chastisement acceptable.**
- The sanction must be clear and the reason for it explained without recrimination.

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## 1. NATURAL CONSEQUENCES

Many times, children learn as a result of natural consequences; e.g. arriving late may mean that they have limited choice about their role in any planned activity within the event.

## 2. REDIRECTION

Suggest an alternative activity or setting when a situation is about to get out of hand.

## 3. LOGICAL CONSEQUENCES

The consequences of behaviour should relate somehow to the behaviour, e.g. tidying up from one activity before commencing another.

## 4. TIME-OUT

The child is removed from the activity. NB When time-out is used, do so because the child needs it and not because you are angry. Also be sure the length of time is appropriate and is made clear to the child.

- The sanctions to be utilised by group leaders within the event/activity should be explored and agreed prior to the event/activity taking place.
- The sanction must be proportionate to the misbehaviour and only be about the issue in hand. Do not bring previous incidents to confuse the issue.
- The sanction must be for a short period of time rather than for several hours or weeks.
- The sanction needs to be backed up by learning so they are helped to abide by group rules in the future. No sanction is an end in itself.



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## Appendix 2

### GUIDANCE ON THE USE OF IMAGES OF CHILDREN AND YOUNG PEOPLE INVOLVED IN CHURCH ACTIVITIES

The Catholic Church is committed to providing a safe environment for children and young people. Implicit in this is the commitment to ensure that all published images represent participants appropriately, and with due respect, and are taken and displayed in accordance with the Data Protection Act.

The key concerns regarding the use of images of children and young people relate to:

- The possible identification of a child when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use in child pornography websites.
- The taking of inappropriate photographs or recorded images of children and young people.

#### RECORDING IMAGES OF CHILDREN/YOUNG PEOPLE

- When planning community celebrations etc, e.g. First Holy Communion, at which many parents will wish to take photographs and/or professional photographers may be present, those attending should be advised of this in advance, and of the existence of this policy. If they decide to participate in the event, their consent to photographs being taken will be assumed. They will be advised of their responsibility for deciding how their children are photographed/videoed, and for removing them from the immediate area if they are concerned about any aspects of the recording.
- The consent of parents and children (who are of an age to give informed consent) will always be sought in writing for the display of images, and they should not be retained. **(See Form Photo 1)**.
- A general consent to group & activity photos is contained within the Parental Consent Form for activities **(Form Photo 1)**.
- Recording of images will take place within the context of the group/activity/event and those employed to record images of children and young people will not have unsupervised contact with children or young people.
- All children and young people featured in recordings must be appropriately dressed.
- The photograph/recording should focus on the activity. Wherever possible images of children and young people will be recorded in small groups.
- Any instances of the use of inappropriate images should be reported to the Safeguarding Co-ordinator/Officer/Adviser who will consider contacting the Internet Watch Foundation and/or the Police.
- Children, young people and parents will be informed that if they have concerns about inappropriate or intrusive photography, these should be reported to the event leader and recorded and managed in the same manner as other child protection concerns.
- All concerns regarding inappropriate or intrusive photography should be reported to the appropriate individual within the Church and any relevant external agency.

#### GUIDELINES FOR PUBLISHING IMAGES

- Always ask for parental/carer permission to use an image of a child/young person. This ensures that parents/carers are aware of the way the image of their child is representing the Church. A Parent/Carer and Child Permission Form is the best way of achieving this and can be done at the beginning of the session.
- Ask for the child/young person's permission to use their image, where they are of an age to give informed consent. This ensures that they are aware of the way the image is to be used to represent the Church. A Parent/Carer and Child Permission Form is the best way of achieving this and can be done when the child first becomes involved in the event/activity group. **A general consent to group & activity photos is contained within the Parental Consent Form for activities**

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- Think about the level of consideration you give to the use of images of children and young people, for example, the processes involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children and young people used on websites.
- If a child/young person is named, avoid using their photograph.
- If a photograph is used, avoid naming the person. Personal details should never be revealed.
- The event leader must ensure that delayed streaming of images onto a website takes place. This provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing).

## GUIDELINES FOR COMMISSIONING A PROFESSIONAL PHOTOGRAPHER FOR CHURCH EVENTS

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which must be worn at all times.  
Inform children, young people and parents/carers that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to children and young people or one-to-one photo sessions at events.
- Do not approve/allow photo sessions outside the event or at a child or young person's home.



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## Appendix 3

### ANTI-BULLYING POLICY FOR CHILDREN AND YOUNG PEOPLE INVOLVED IN CHURCH ACTIVITIES

#### STATEMENT OF INTENT

We are committed to providing a caring, friendly and safe environment for all our children and young people so they can develop in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our \_\_\_\_\_ parish/group (name activity). If bullying does occur, all children and young people should be able to tell and be confident that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the group leaders.

#### WHAT IS BULLYING?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: (being unfriendly).
- Physical: (pushing, kicking, hitting, punching or any use of violence including via emails or text messaging).
- Racist: (racial taunts, graffiti, gestures).
- Sexual: (unwanted physical contact or sexually abusive comments).
- Homophobic (because of, or focusing on the issue of sexual orientation).
- Verbal (name-calling, sarcasm, spreading rumours, teasing).
- Related to a child's impairment or disability may include name calling or ridiculing.

#### WHY IS IT IMPORTANT TO RESPOND TO BULLYING?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Children and young people need to learn different ways of behaving. We have a responsibility to respond promptly and effectively to issues of bullying.

#### OBJECTIVES OF THIS POLICY

- Bullying will not be tolerated.
- All adults involved in the activity/event as well as children and young people should have an understanding of what bullying is.
- All adults involved in the activity/event must know what the policy is on bullying, and follow it when bullying is reported.
- All children/young people and parents should know what the policy is on bullying, and what they should do if bullying arises.
- Children, young people and parents should be assured that they will be supported when bullying is reported.

#### SIGNS AND SYMPTOMS

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should consider the possibility that the child may be bullied. Further information can be obtained from Kidscape. (Contact details overleaf).

#### PREVENTION

Strategies can be adopted to prevent bullying. As and when appropriate, these may include:

- Writing a set of group rules.
- Signing a behaviour agreement.
- Writing stories or poems or drawing pictures about bullying.
- Reading stories about bullying or having them read to the group.
- Making up role-plays.
- Having discussions about bullying and why it matters.

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## PROCEDURES

1. Report bullying to staff.
2. In cases of serious or persistent bullying, the incidents will be recorded by staff.
3. In serious or persistent cases parents will be informed and asked to come in to a meeting to discuss the problem.
4. If it is thought that an offence has been committed, contact the police.
5. The bullying behaviour or threats of bullying must be investigated and all bullying stopped quickly.
6. An attempt will be made to help the bullies change their behaviour.

## OUTCOMES

1. In serious cases, suspension or even exclusion will be considered.
2. If possible, the children/young people will be reconciled.
3. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
4. After the incident/incidents have been investigated parents/carers should be informed of the action taken.

## HELP ORGANISATIONS

Advisory Centre for Education (ACE)	0808 800 5793
Children's Legal Centre	0800 783 2187 (Young People's freephone) 0845 120 2948 (Child law advice line)
KIDSCAPE (Parent Helpline, Mon-Fri 10-4)	08451 205 204
Parentline Plus	08088 002222
Youth Access	020 8772 9900

For a copy of Kidscape's free booklets "Stop Bullying", "Preventing Bullying" and "You can beat Bullying", send a large (A4) self-addressed envelope with two 1st class stamps to:

**Kidscape**  
**2 Grosvenor Gardens**  
**London**  
**SW1W 0DH**

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## Appendix 4

### GUIDANCE ON MANAGING DRUGS RELATED INCIDENTS

#### INTRODUCTION

It is vital that the Church sends a clear message to children and young people that the possession or use of illegal/unauthorised drugs during Church activities is unacceptable and will be dealt with firmly, promptly and fairly. Also, that legal drugs such as medicines need to be managed appropriately and unauthorised possession of a legal drug is not permitted.

#### DEFINITIONS

Drugs refers to **ALL DRUGS** including medicines, volatile substances, alcohol and tobacco.

Drugs incidents in Church activities are far more likely to involve tobacco, alcohol or volatile substances than illegal drugs.

#### BEHAVIOURAL GUIDELINES

Information about acceptable behaviour with regard to drugs should be provided to children and young people when behavioural guidelines are being drawn up for the event/activity. Children and young people should be given information about possible responses to drug related incidents. Parents and carers will be informed of any such incident.

Parents and carers should also be aware of this information and a written agreement entered into with them prior to the event that if their child is involved in a drugs incident and it is deemed necessary to send the child or young person home then the associated costs will need to be met by the parent/carer.

#### AUTHORISED DRUGS

Medicines or legal drugs such as tobacco are only legitimate in Church activities when they have been authorised by the event leader. Medicines should be managed systematically and be carefully stored/managed.

#### DEFINING DRUG INCIDENTS

An incident is likely to involve suspicions, observations, disclosures or discoveries of situations involving unauthorised drugs. It could fit into the following categories:

- Drugs or associated paraphernalia are found on Church premises/during Church activities.
- A child or young person is found in possession of drugs or associated paraphernalia.
- A child or young person is found to be a recognised source of supply of drugs on Church premises/during Church activities.
- A child or young person is thought to be under the influence of drugs.
- A leader has information that the illegitimate sale or supply of drugs is taking place in the local area.
- A child or young person discloses that they are misusing drugs.

#### DEALING WITH MEDICAL EMERGENCIES

In every case of an incident involving drugs, the Church must place the utmost priority on safety, meeting any medical emergencies with first aid and summoning medical help before addressing further issues. If the event leader is in doubt they should seek medical assistance immediately.

Unless they are unconscious, a child or young person may be intoxicated but no medical emergency may exist. Children and young people should be continually observed in case of changes in their condition. It is recommended that arrangements are made with a parent/carer for the child or young person to be collected or escorted home.

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## CONFISCATION AND DISPOSAL OF ILLEGAL DRUGS

It is an offence under Section 8 of the Misuse of Drugs Act 1971 for the management of establishments to knowingly permit the supply and production of any illegal drugs on their premises.

The event leader should take temporary possession of any substance suspected of being an illegal drug for the purposes of protecting a child or young person from harm and to prevent an offence being committed in relation to that drug. The substance should be stored securely and arrangements made for its disposal without delay. An adult witness should be present when confiscations occur and a record should be kept of their details.

The event leader should not attempt to analyse or taste unknown or confiscated substances. If requested the police can advise on analysis, formal identification and disposal of illegal drugs.

## CONFISCATION OF OTHER UNAUTHORISED DRUGS

Parents and carers should always be informed of any incident where unauthorised drugs such as alcohol, tobacco, volatile substances and medicines have been confiscated.

They may be given the opportunity to collect any alcohol, tobacco or medicines that have been confiscated.

However, because of the level of danger posed by volatile substances, such as lighter fuel, glue or aerosols, the event leader may arrange for their safe disposal.

The police will not normally need to be involved in incidents involving legal drugs, but the event leader may wish to inform Trading Standards or the police about the inappropriate sale or supply of alcohol, tobacco or volatile substances to children and young people in the locality.

## ESTABLISHING THE NATURE OF AN INCIDENT

The event leader should conduct a careful evaluation to judge the nature and seriousness of each incident. **This may involve informing and consulting others as necessary e.g. the Police.**

A range of factors may be relevant and need exploration to determine the seriousness and needs of those involved and an appropriate response. For example:

- Is the Drug legal or illegal?
- Is this a first or subsequent incident?
- What quantity of the drug was involved?
- Does the child or young person admit or deny allegations?

## RESPONSES

A range of options is available to the event leader when responding to the needs of those involved in a drugs related incident. Although not an exhaustive list possible responses include:

- Re-emphasis on behavioural guidelines.
- Drug education.
- Closer supervision.
- Referral to an external agency (in conjunction with parent/carer).
- Removal from a part of the event/activity.
- Permanent exclusion.

Responses should always aim to provide children and young people with the opportunity to learn from their mistakes and to develop as individuals. Any sanctions should always be justified in terms of:

- The seriousness of the incident.
- The identified need of the child or young person, other children and young people and the Church community.
- Consulting with agreed codes of behaviour and disciplinary action for breaches of other rules.

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## CONFIDENTIALITY

The event leader and other leaders cannot and should not promise total confidentiality to a child or young person who discloses drug use. They should seek advice from the Diocesan Safeguarding Co-ordinator/Officer/Adviser in such cases.

The child or young person might be directed to sources of confidential information and advice external to the event/activity.

## RECORDING AN INCIDENT

The event leader should make a full record of every drugs related incident using the Incident Report Form (**Form CaSE 6**).

## INFORMING PARENTS/CARERS

In any incident involving drugs, the event leader must involve the child or young person's parent/carer and explain how the incident was managed and agree a way forward.

## OVERSEAS TRIPS

For overseas trips, it is important to bear in mind that the law on drugs will differ from country to country. It is advisable that the event leader is aware of these regulations prior to departure.

Parents and carers should be advised, and their written agreement be sought, if the law of the country to be visited permits drug use which would otherwise be illegal in England and Wales. If drug use is permitted in the country to be visited, boundaries around the use of the drug e.g. alcohol, must be set with the children and young people within the behavioural guidelines established for that event.





## Appendix 5

### RISK ASSESSMENT – GENERAL GUIDANCE

Risk assessments should be completed well before the event/activity and should be approved by the event leader or, if completed by the event leader, by a suitably qualified individual. If in doubt, seek advice from your Diocesan Safeguarding Coordinator/Officer/Adviser.

A risk assessment for an event/activity need not be complex but it should be comprehensive.

A formal assessment of the risks that might be met during an event/activity should have the aim of identifying the potential hazards and then reducing them. Children and young people must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be managed safely then the event/activity must not take place.

The risk assessment should be based on the following considerations.

- a. What are the hazards?
- b. Who might be affected by them?
- c. What safety measures need to be in place to reduce risks to an acceptable level?
- d. Can the event leader put the safety measures in place?
- e. What steps will be taken in an emergency?

The following factors should be taken into consideration when assessing the risks.

- a. The type of event/activity and the level at which it is being undertaken.
- b. The location, routes and modes of transport.
- c. The competence, experience and qualifications of adult helpers.
- d. The ratio and gender of adults to children.
- e. The group members' ages, competence, fitness and temperament and the suitability of the activity. **(Check consent form for this information)**.
- f. The specific or medical needs of children/young people. **(Check consent form for this information)**
- g. Seasonal conditions, weather and timing of event or activity.
- h. How to cope when a child/young person becomes unable or unwilling to continue.
- i. The need to monitor the risks throughout the event/activity.

The person carrying out the risk assessment should record and give copies to all leaders prior to the event/activity, with details of the measures they should take to avoid or reduce the risks. Parish priests or leaders of the organisation should also be given a copy so that approval, as necessary, can be given with a clear understanding that effective planning has taken place.

Frequent visits to local venues such as a leisure centre may not need a risk assessment every time. Nevertheless, it is essential not to become complacent. A generic assessment of the risks of such visits should be made at regular intervals and careful monitoring should take place.

The event leader and other leaders should monitor the risks throughout the event and take appropriate action as necessary.

Before booking a day/residential trip the event leader should obtain a written or documentary assurance that providers such as retreat centres or tour operators have assessed the risks and have appropriate safety measures in place, including:

- Safe recruitment procedures.
- Adequate public liability insurance.
- A license to operate (where required).
- Clearly defined roles and responsibilities for its staff.
- Safeguarding policy.



## Appendix 6

### RISK ASSESSMENT GUIDANCE – SWIMMING

#### LEISURE CENTRE AND SWIMMING POOLS WITH AN ATTENDANT LIFEGUARD

- The pool's lifeguard will be on duty to supervise all swimmers. This does not reduce the duty of care the event leader and leaders have for the children and young people. All the leaders must constantly be able to account for the children and young people and should monitor the behaviour of the children and young people.
- Where possible leaders should consider using Leisure Watch facilities\* or other approved activities.

#### PRIVATE SWIMMING POOLS

A private swimming pool may only be used under the supervision of a qualified lifeguard, and in the presence of at least one other adult, both of whom should stay out of the water unless there is an emergency. Supervision ratios must accommodate the needs of the children and young people and be increased as necessary.

#### OPEN WATER SWIMMING

Swimming or paddling in the sea or other natural waters should be allowed as formal and supervised activities, preferably in recognised bathing areas which have official surveillance i.e. qualified lifeguard cover. Nonetheless, children and young people should always be in sight of their leaders. One leader should always stay out of the water for better surveillance.

The event leader, or another leader in the group, should hold a relevant life saving award, especially where lifeguard cover may not be available. For further advice contact:

**The Royal Life Saving Society, River House,  
High Street, Broom, Warwickshire, B50 4HN  
Telephone No. 01789 773 994  
[www.lifesavers.org.uk](http://www.lifesavers.org.uk)**

When swimming takes place in a river, lake or the sea, the event leader will need to:

- Consider the suitability of the water including the temperature.
- Define the limits of the swimming area.
- Brief the children and young people on any matters specific to the location e.g. limits to the area in use, other water users and hazards before they enter the water.
- Adopt and explain the signals of distress and recall.
- Contact the local coastguard, harbour master, lifeguard or tourist information to obtain details of the nature and location of hazards.
- Establish a base to which members of the group may return if separated.
- Look out for hazards such as glass, barbed wire and sewage overflows etc.
- Ascertain for themselves the level of the pupils' swimming ability and ensure adequate supervision rotas for the particular group.

\*Leisure Watch is an initiative that is founded upon the premise that people in the community can play a part in reducing the risks posed to children by adults in the community who may harm them. Where the Leisure Watch sign is displayed, staff will have been trained to be observant and aware of the safety of children and young people and know what to do if they see behaviour which causes any concern.



## Appendix 7

### RISK ASSESSMENT GUIDANCE – SPECIALISED ACTIVITIES

#### ADVENTURE ACTIVITIES USING LICENSED PROVIDERS

Certain activities when undertaken by children or young people under 18 years unaccompanied by a parent need a license when commercial companies sell them, or when local authorities provide them without a charge. Caving, climbing, trekking and water sports (except rowing) are such activities.

The Adventure Activities Licensing Service can advise about licensable activities. Their address is;

**Adventure Activities Licensing Service, 44, Lambourne Crescent,  
Cardiff Business Park, Llanishen, Cardiff CF14 5GG.**

**Tel: 02920 755 715 Fax: 02920 755 757**

**website: <http://www.aala.org>**

The event leader must check:

- Whether the provider is legally required to hold a license for the activities it offers and if so, that the provider actually holds a license.

#### ADVENTURE ACTIVITIES USING NON-LICENSABLE PROVIDERS

Not all providers are required to hold a license. Commercial bodies and local authorities are exempt if their activities fall outside the scope of the regulations. Not holding a license does not imply a lack of safety. It might simply mean the provider or the activity is not licensable.

If proposing to use a non-licensable provider, the event leader should obtain assurances in writing from the provider that:

- Risks have been assessed and that the provider's staff are competent to instruct and lead children and young people of the groups age range on the activity. Competence could be demonstrated by holding the relevant National Governing Body (NGB) award where it exists or through successful participation in an NGB approved in-house scheme.
- The equipment is appropriate and that its safe condition is checked before each use.
- Operating procedures conform to the guidelines of the National Governing Body for the activity where this is appropriate.
- Clear management of safety systems in place.
- There is appropriate provision for first aid.
- There are emergency procedures (including arrangements for informing next of kin and alerting the group leader); that the provider's staff are competent in the procedures and will hold emergency phone numbers and addresses of group members; that the group will have a fire drill as soon as possible on arrival at the provider's base.