



ST PAUL'S
ST ALBANS

Guidelines for Children's and Youth Leaders

St Paul's, St Albans

June 2020



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1. Introduction

Thank you for volunteering to be part of the St Paul's Kids and/or St Paul's Youth teams.

As a church community, we value our children and young people highly, and these ministries are very important to us.

We are committed to supporting you as you give yourself to your role in children's/youth work.

These guidelines will hopefully help you to understand the basic frameworks and structures that these ministries work within. These guidelines will also cover:

- Staffing Ratios and Child Safeguarding
- Health and Safety, First Aid, Risk Assessment and Fire Precautions
- Training and Discipline
- Administration and Resources
- Insurance
- Residential Visits and off-site activities

Throughout these guidelines, the term 'leaders' refers to everyone (whatever their age) who has a regular responsibility of more than three times a term for looking after children/young people at St Paul's. Where the overall group leader is being referred to, this will be made clear. If you have any questions regarding anything in the guidelines, please speak to the Youth or Children's Minister or the Church Manager. Some issues of a sensitive nature may need to be referred to the Vicar or Parish Safeguarding Officers (PSO).

2. Vision and Values

We believe that children and young people are full members of the body of Christ with us and we are to mutually encourage, disciple and challenge each other as we journey together.

St Paul's Kids Leaders (Age 0—11) Our mission is to:

- 1) Listen to God, enjoy Him and do what He says and
- 2) To help the kids that we work with to do the same

St Paul's Youth Leaders (Age 11 –18) Our mission is to:

- 1) Love young people unconditionally, aiming to show them God's ultimate love.
- 2) Encourage, inspire and offer opportunities for them to grow in their personal faith in Jesus.

Our values are the things we think are really important to hold onto and do as we go about fulfilling the vision. They are 3 W's: To do everything WITH GOD, to WORK AS A TEAM and to be WHOLEHEARTED in all that we do.



LISTEN



ENJOY



DO

OUR VISION

What we're trying to do

To listen to God, enjoy Him and do what He says

OUR VALUES

How we're going about it

Three Ws: We do everything WITH GOD, we WORK AS A TEAM and we're WHOLEHEARTED in all that we do



WITH GOD



WORK AS A TEAM



WHOLEHEARTED

2. Your Responsibilities as a Leader

So, you're now a youth/children's leader at St Paul's Church. What does this mean? What do you do?

Your general role, time commitment, and responsibilities within a group, will have been made clear to you by the Children's / Youth Minister. These responsibilities will include leaders' meetings outside of the normal operating times of groups, for training and support.

Practically, leaders are reminded that they should not consume alcohol or smoke whilst they are responsible for supervising children/young people.

As leaders in the church, we need to be living as good role models for the people we are ministering to - this means our characters need to be Godly. This doesn't mean being perfect or even pretending to be, but does mean we need to be:

- Growing spiritually and passionate for God
- Working as a team and being accountable to the team leader
- Teachable
- Of Godly character—having integrity, reliable, responsible, in good relationship with others, not proud, not in wrong sexual relationships, not using illegal drugs
- Committed to using spiritual gifts
- Have a heart to see children/young people become Christians and grow
- Commit to pray for the leaders and children/young people

Commit to the role agreed and the leaders' meetings as well as being of Godly character, each leader is also expected to play a part in the overall life of the church, hopefully by attending the evening service, or joining a home group to provide them with support and to allow them to develop their own personal faith. This is also seen as an important aspect of encouraging the link between the adult and younger members of the congregation.

3. Staffing Ratios and Child Safeguarding

Child Safeguarding and good practice frameworks are in place both to protect children and young people from harm and for the benefit of you as a leader working with them. By adhering to the guidelines, you protect yourself by acting beyond reproach.

St Paul's Church takes child safeguarding very seriously. As a church, we aim to minister to young people and children as deeply as possible and grow good solid relationships with the children/young people we are working with, but ALWAYS within Child Safeguarding and Good Practice frameworks.

St Paul's has its own Child Safeguarding Policy, a copy of which is available in the Church office, in your group's register and online. This has been produced in line with statutory and diocesan guidelines. As part of this policy, all leaders over the age of 16 helping more than three times a term will have two references taken and a DBS check (police check).

3.1 Staffing Ratios

Staffing levels (following NSPCC guidelines) are::

Children Age	Adult	:	Children
0-2 years	1	:	3
2-3 years	1	:	4
4-8 years	1	:	6
9-12 years	1	:	8
13-18 years	1	:	10

If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible. For legal reasons, the term 'adults' refers to leaders who are at least eighteen years old. In each case, at least two adults should be present.

These ratios are considered to be the minimum required to provide a safe environment. Although this is the minimum adult to child ratio needed to get by, there may be times or specific activities where more cover is needed or in exceptional circumstances, where these ratios cannot be met, there will be at least two adults with a DBS in line of sight, with appropriate support. When planning with your group, you will need to think carefully about:

- the location of, and demands of particular activities that are being run
- site security and access to toilets
- the ages and abilities of children (especially those with special needs)
- the experience of the leaders involved. Any of these factors or a combination of factors may require a higher ratio of adults. These ratios apply to all meetings of children and young people, including weekly groups, residential events, group socials, and any other one-off events. It is the responsibility of the overall group leaders to ensure that these ratios are maintained. If this becomes, or is likely to become a difficulty, the Children's / Youth Minister should be informed.

3.2 Child Safeguarding

Once we have the right number of leaders in a room, we then need to look at how as leaders we are acting as individuals, and how we are supporting each other as a team.

Child Safeguarding as a Team

When we are running an activity or group, we always need to be aware of our surroundings, things such as: Who else other than the immediate leaders are in the building, or if the event is run outside, the locality.

How many young people/children are involved in the activity, and where they all are (a register should be kept to aid this)

Where other leaders are, and what they are doing. We need to be able to provide accountability and support for each other, and never leave any one in a position that could be misconstrued.

If a leader is seen to be acting outside of the team and in a way that could be misconstrued, don't challenge them personally. Inform the Children's / Youth Minister, who has responsibility to deal with the situation appropriately and ensure the Vicar is aware if deemed necessary to the circumstances.

The Team Leader has the authority to ask any additional adult to leave the room if they are not on team. Where parents/carers are staying in groups to support their child they must follow the directions of the Team Leader.

Child Safeguarding as Individuals

Now on to how we can apply Child Safeguarding as individuals. The whole area of Child Safeguarding may be something that seems like a big deal with lots of rules, but the basis of Child Safeguarding is quite simple. Use your common sense, and never put yourself into a situation with no accountability, or where actions may be misconstrued.

Some simple guidelines that you can follow are:

- Don't put yourself in a situation where your actions or intentions might be misunderstood
- If a child needs to speak to you alone, make sure someone else is aware of the meeting and that someone else is nearby on the premises and can see the meeting taking place. (Physical contact, e.g. cuddling is not recommended)
- Babies' nappies should ideally be changed by parents
- Leaders under the age of 18 years should not be left in charge of a group
- Doors between groups should be left open if you find you are the only leader in the room with a child
- Do not encourage individual young people to come to your home when you might be on your own
- If it is necessary to meet a young person away from an organised activity, this should be done with the knowledge of the parent and the Children's/ Youth Minister.
- Do not invade a child's privacy whilst washing or toileting and ensure another adult is around if you need to help a child with this
- Do not play rough physical or sexually provocative games
- Do not make sexually suggestive comments to a child
- If transporting a young person on your own, it is wise to ask them to sit in the rear seat
- Adults should not share bedrooms with young people on residential visits.
- If you suspect a child / young person is getting too attached to you, tell the Children's / Youth Minister. If as a team we provide each other with accountability and support, and as individuals we are using our common sense and applying these simple guidelines, then we should be able to keep the environment safe for us and for the children and young people we work with. If there are any further questions or concerns, please speak to the Children's / Youth Minister.

Suspected Abuse

If in the course of ministering to children/young people it is suspected that a child is being abused, or a disclosure is made by a child, the leader should complete a "Safeguarding Action Sheet" and speak to one of the Parish Safeguarding Officers, who will inform all necessary parties. It is important that we are creating an atmosphere where young people / children feel able to talk to leaders about any issues that are troubling them. But do remember, no matter how strong your relationship with the involved parties:

Where cases of abuse are suspected, it is the leader's responsibility to observe and refer, not to investigate.

This means:

- Not asking leading questions or pushing information out of children/ young people.
- Not speaking to the alleged/possible 'abuser' to try to get to the bottom of the situation
- Not asking friends/relatives for their opinions

Refer the matter to one of the Parish Safeguarding Officers as soon as possible and you will be kept in the loop as the investigation proceeds.

3.3 Electronic Communication

Electronic communication refers to contact made directly with children/young people in the form of emails, texts, social networking and other forms of communication taking place over the internet. We recognise that

electronic communication plays a huge role in the lives of young people, but we must take steps to protect them from significant harm or risk when it comes to staying in touch.

- Parents must indicate that they consent to their children being contacted by our leaders electronically on the group registration forms required for attending weekly activities at church.
- It is not appropriate to have non-work-related contact with children and young people that you work with in the form of electronic communication.
- Whilst it will sometimes be necessary to use electronic communication, you are encouraged to use face-to-face contact over replying via online methods of communication where possible.
- Leaders/volunteers should make their line manager (children's or youth group leader) aware when they are using electronic communication to talk to children/youth.
- When communicating with children/youth electronically, a history should be kept and dated.
- You must not use chat/instant messaging facilities to communicate to young people. Live chat/messaging services cannot be kept on record and are therefore an unsuitable form of communication between leaders/volunteers and children/young people.
- One-to-one video calls are to be avoided if meeting in person is a viable option however they may be appropriate under certain circumstances such as:
 - Where organised in conjunction with the parent/carer of the child/young person.
 - Where a mentoring relationship is already established and meeting in person is not possible.
 - Where St Paul's Mentoring Guidelines (see document 18) are adhered to, clear records are kept by a PSO, the adult leader is preferably in an open/public environment and the parent/carer have also given their permission.
- Where possible leaders and volunteers are encouraged to use the established St Paul's communication groups to communicate with children/young people. Emails and direct messages are also acceptable when needed, but records of all conversations must be kept and line managers informed.
- Leaders and volunteers must establish that parental permission has been given for electronic communication before exchanging mobile numbers or engaging in other forms of electronic communication with children and young people.
- Electronic communication leaders and volunteers instigate to young people should be kept between the hours of 3.30pm-9.00pm, Monday to Friday, with exceptions of:
 - school holidays (as can reasonably be known by the leader)
 - group WhatsApp chats (where youth may be in team chats with other adult leaders)
 - Years 12-13 youth (provided the young person instigates the communication and a response is deemed appropriate at that time).
- Communications after 9pm and before 8am are generally not deemed appropriate, barring an emergency / safeguarding / other justifiable situation, but the leader should remain sensitive to these boundaries and keep accountable to another leader where necessary.
- Where possible, private messaging should be instigated by a child.

4. Health and Safety, Risk Assessment, First Aid, and Fire Precautions

As we have already looked at making sure our children and young people are in safe in regards to people and leaders, we now turn our attention to making sure our facilities, activities, and the way we run our groups are safe as well!

4.1 Health and Safety and Risk Assessment

As leaders we should regularly be assessing the environment our activities take place in and activities we run, for risk, that is anything that could cause physical injury, or illness to children/young people.

Areas to think through when looking at a venue/running a particular activity may be:

- Is the space adequate/suitable for the group or activity that is being run?
- Is there anything young people/ children could trip over/run into during activities?
- Could children/young people have access to anything they shouldn't? i.e. dangerous equipment, cleaning fluids
- Is there anything that could fall on to someone and cause physical injury? Basically the idea is to look at what could go wrong and take away that risk, leaving an environment that is safe to be used. All leaders should be doing this regularly to ensure the safest possible provision in this massively important ministry.

Other things that we should be taking into account in assessing risk are:

- Children should not be allowed in any kitchen unless they are being properly supervised for an activity.
- Leaders need to be aware of any children with allergies who may be adversely affected by certain equipment (e.g. solvents and glue) or foodstuffs. (This information should be provided by parents on their child's consent form).
- Hot and cold water should be available to ensure children wash hands properly before and after food handling and using the toilet.
- Children should have access to drinking water, especially after physical exercise.
- For all groups below the age of Pathfinders, leaders must ensure that the children are supervised properly by an appropriate number of adults when returning to church.
- If after reading this section you have any questions, or if you are ever unsure about anything, then either speak to the Children's / Youth Minister, or to the Church Manager, who is the Church's Health and Safety representative.

4.2 Fire Precautions

As part of making sure the physical environment is safe for our groups, we need to make sure we know what to do in the event of a fire. St Paul's Church has done a Fire Risk Assessment as required by law which is reviewed regularly. In each of the rooms used by the church, there is a copy of the Fire Precaution regulations displayed on the wall, including information on the location and types of extinguishers, fire exits, and assembly points. To avoid any problems in case of fire, all leaders and groups are required to:

- Familiarise themselves with the fire precautions information, including escape routes and assembly points
- Familiarise themselves with the plan for evacuating young people/ children from their particular area of the building with the minimum amount of fuss
- Regularly remind children/young people what to do in case of fire, so that in case of fire everyone knows what to do

It is essential that each group keeps an accurate register of attendance, so that in case of fire we have an accurate record of who was in the building. Leaders should also be aware of where the young people/children under their charge are at all times.

There will be an annual Fire Drill to ensure that we are all up to scratch on how to evacuate the Church Buildings. If you ever have any questions/concerns, please speak to either the Children's/ Youth Minister, or the Church Manager.

4.3 First Aid

Although we will all endeavour to do our best to minimise the risk of injury to the children/young people under our care, it is likely that at some point, someone will get hurt.

This being the case, we may find ourselves in a situation where a child/young person requires First Aid.

There are several First Aid Kits around the Church and Halls. First Aid Boxes are located in:

- The Servedy (downstairs)
- The Upstairs Servedy (on the balcony)
- The Youth Kitchen

It is important that these First Aid kits are kept up to date, so if anything is used please notify the Church Administrator. There is a list of people qualified to administer First Aid behind the servedy.

Rules for Administering First Aid

If you're a First Aider and are contacted following an incident, please follow your training and do what you need to in order to sort the incident out. Whilst you are treating any injury, whether big or small, please try to follow these rules:

- Don't give pain medication of any kind to children/ young people - including paracetamol or ibuprofen
- In an emergency, where prescribed medication is needed and has been confirmed by a parent on the emergency information form, medication should only be administered by someone with correct training (e.g. EpiPen)
- Parents need informing as soon as possible of any incident, and in case of emergency, immediately.

In the case of any First Aid that has been required, or any bang to the head even if it didn't require treatment, a detailed report should be taken, and kept with the register. Please complete an accident/incident form (available in all registers) and hand to the Youth or Children's Ministers or write it directly into the incident book kept in the office.

5. Training and Discipline

5.1 Training

St Paul's are committed to training their leaders. It is important that all leaders have the opportunity to develop their skills in working with children and young people. Those new to leadership, and particularly young leaders (those under 18 years of age), will be given clear guidance and help by the overall leader of their group. A lot of the training will take place whilst leading groups, but there will also be opportunities for more formal training from both inside St Paul's, and external sources. In the case of the latter where costs are involved, the PCC will provide a level of subsidy. Leaders are actively encouraged to make the most of these training opportunities wherever possible.

5.2 Discipline

Disciplining a group of unruly children/teenagers sounds like a hard job, but there is good news! Firstly, the majority of young people/ children are not as unruly as the world makes out, and secondly you will receive training in this area, in case you come across problems.

For Now Though, A Quick Overview

It is important that everyone concerned—leaders, parents and children, know and understand the boundaries, beyond which behaviour becomes unacceptable. These boundaries are set by the group leaders and not by the parents.

The reason these boundaries are important are because we want to create a place of safety, a place where children can learn and grow, and champion respect for others. Misbehaviour can result in accidents, other people feeling uncomfortable or hurt, and relationships being damaged. Within Children's Groups the 3 Golden Rules are:

- 1. Listen to others
- 2. Use Kind Words and Actions
- 3. Have Fun

So, once the boundaries are set, and everyone knows them, it is important to keep reinforcing them so that everyone involved has the best experience.

In dealing with misbehaviour, it is important to note that physical punishment should NEVER be used. There may be times where physical restraint is appropriate, but only in extreme cases.

In line with St Paul's Kids Behaviour Policy, positive reinforcement should be used as much as possible such as a points system to reward positive behaviour. However where behaviour is becoming disruptive children should be given 3 warnings before being removed from the situation for a period of time. This is at the discretion of the leaders and the age and stage of the child must be taken into account. Children can either be given a time out away from the rest of the group (in order to reflect and collect themselves), can be put in another Children's Group or in extreme cases taken back to their parents.

Some other appropriate ways of dealing with misbehaviour may be:

- Removal of privileges
- Sanctions/rewards
- One to one work with a young person/child

If as a group you are having problems with certain individuals, or in specific areas, please speak to the Children's / Youth Minister, who will work out a strategy with you.

In some cases, it might be appropriate to mention behavioural problems to the parent, but this should be done by the Children's/ Youth Minister, or Vicar. This could be helpful in terms of engaging the parental support in addressing an issue, but it may also give the parent the opportunity of discussing with the leader any situation they are aware of which may have some bearing on the behaviour.

Relationship Helps

Another thing that we can keep in mind whilst dealing with discipline, is that young people/children will listen to someone who they have a strong relationship with. Sometimes this may mean bringing another leader into a situation with a particular individual, due to their relationship with them.

It is important that they do not show favouritism to or reject any particular child and also that they do not allow or encourage any form of bullying or making fun from peers. Care should be taken not to allow any child to involve you in excessive attention seeking that is overtly physical or sexual in nature. The Children's / Youth Minister should be made aware of any persistent or serious issues relating to this behaviour. They will also inform the Vicar.

Comments and Complaints From Parents

Any issues raised by parents or children should be notified to the Children's / Youth Minister and they will inform the Vicar where appropriate.

6. Administration and Resources

6.1 Administration

Consent Forms

At the start of the school year (September) a parental consent form should be completed for each of the children/young people in your groups. These forms are available from the Children's / Youth Minister, Church Manager, and give us vital information about the child/young person in case of emergency. Any children new to the church joining later in the year, also need to complete one of these forms.

Registers

Health and Safety and Child Safeguarding require that a register is kept of all children/young people/leaders attending a group/activity. It is important that this is kept up-to-date. The register is also helpful for church planning regarding future group sizes, special events and pastoral care (noticing who is absent and raising with the relevant Children's / Youth Minister who will decide if a visit/telephone call is appropriate).

Group Expenses

The PCC allocates an annual budget for youth and children's work. This is used to fund special events/activities, purchase equipment and training as well as ongoing supplies. Leaders are expected to claim back any expenses they may incur, but it is helpful if any requests for expenditure are discussed with the Children's / Youth Minister who will also discuss major items with the Vicar. This allows time to research the best price and quality of equipment and allows the PCC to discuss whether the item(s) might be useful for other groups within the church. The PCC will try to support requests, wherever possible.

Hall Bookings

The weekly use of the hall by Sunday groups is a regular booking in the hall diary. Dates for any special one-off events/activities (parties/concerts etc.) need to be checked with the Manager who will check with the Caretaker, who is in charge of hall lettings, before the activity is confirmed.

Housekeeping

When using the church/hall facilities, it is important that the premises are left clean and tidy as you would wish to find them. This provides an important witness to non-church users of our premises as well as showing respect to others. If leaders detect problems with the premises, please have a word with the Caretaker or the Manager.

Notice Sheet

Should you wish to include a notice in the weekly notice sheet, please ensure you inform the Children's / Youth Minister. It is printed on Thursday mornings.

Website

We have a website www.stpauls-stalbans.org If you want to put anything on it please contact the Children's / Youth Minister.

6.2 Resources

The repro room is a good source of stationery, although special items may need to be ordered. Please speak to the Children's / Youth Minister before purchasing supplies as these may be available in stock or at a discount from a number of suppliers with whom St Paul's has an account. Leaders are welcome to use the photocopier and laminator.

Each group has its own cupboard to store equipment and it is the responsibility of the leaders to keep this tidy and up-to-date.

There are TVs, DVD, video and CD players, projectors and flipcharts which are available but need to be booked and returned after use. Contact the Children's / Youth Minister in the first instance.

7. Insurance

St Paul's PCC has insurance policies that cover all leaders for personal accident, and for damage to the premises.

For events to qualify under the PCC's insurance, permission must be obtained from parents for each individual child/young person, prior to the event. The annual Parental Consent Form covers all regular activities of groups on Church premises.

In regards to off-site activities, it can be quite impractical to get written consent for short visits to local venues (e.g. Clarence Park) that are considered part of the regular activities of a group. In this case a letter should be sent out at least 2-3 weeks before the activity, giving full details of the activity taking place. The Annual Parental Consent Forms can then be used for these events.

Any visit/activity which is not part of the normal programme requires separate parental consent. The consent form must give full details of all planned activities and it includes a medical consent form which must be completed by parents. These events also need to be notified to PCC so they come under the PCC's insurance.

8. Residential and Off-site activities

In general, all the principles of leaders' responsibilities, Child Protection and staffing, Health and Safety, and the rest remain the same. Leaders should visit off site venues prior to events to assess for any risk and look at the fire precautions.

Although the principles remain the same, there are some subtle differences, and things that you will need to be aware of in running either a residential or off-site activity. These are:

- Leaders should carry a complete first aid kit and incident book and ensure that a trained first aider is on the team.
- Off-site activities and residential require separate consent forms which should be carried with the group at all times.
- Medical information forms should be carried with a group leader at all times, as well as a mobile phone in case of emergencies.
- Group leaders should be contactable by parents for the duration of any off-site activity or residential.
- Whilst on Residential, leaders should not share bedrooms with young people, even in dormitory type set ups.
- Yet again, most of the subtle differences are a case of common sense and thinking through the differences between on-site and off-site activities.
- The Children's/ Youth Minister, and the Vicar, should always be involved in the planning of any off-site activity or residential from an early stage. Between them and the Church Manager, they will be able to answer any questions in regards to extra safe-guards needed.
- If you have any questions or concerns, please speak to the Church Manager.

9. Transport

The children's/youth ministry of St Paul's involves a full range of activities including some events or residential trips that do not take place at a regular weekly venue including the church building itself and any of the various small group meeting locations in St Albans. These activities are said to take place 'off-site'. Whenever St Paul's hosts or promotes an off-site activity, the activity will typically be advertised as having transportation provided or having no transportation provided for children/young people. The requirements for drivers giving lifts to young people differs depending on whether or not St Paul's has decided and advertised to provide transportation for an activity/event.

Transportation Provided

When an activity is advertised as having transport provided, St Paul's Church will take all reasonable care to ensure the safety of all children/young people during transportation to and from that activity. Therefore, any persons undertaking driving for any part of the trip must:

- Have had a full UK driving license for at least 12 months
- Check with their insurance company that they are covered for transporting children/young people as a part of their role at St Paul's (i.e. paid staff, volunteer or church intern)
- If driving a minibus, have a valid minibus license
- Satisfactorily complete a Volunteer Drivers Declaration Form

No Transportation Provided

When an activity is advertised as having no transportation provided, or if transportation is not expressly advertised as being provided for an activity (as is the case with all regular/weekly children's/youth activities), then it becomes the responsibility of the parent/carer to arrange safe and appropriate transportation for their child to and from the activity.

While it's the parent's responsibility to arrange transportation for their child/young person in this case, you may wish to help. As a leader, you must check with the parent/carer of the child/young person before driving/transporting them anywhere. You should also make the Children's or Youth minister aware of any transportation arrangements you have made.

10. Conclusion

Working with children and young people at St Paul's is a very important ministry and one which is valued highly by the church. These guidelines have been produced to help you minister effectively and to provide effective safeguarding for you and the children/young people for whom you are responsible. No leader works in isolation and teams are encouraged to support each other as they work together. At St Paul's we recognise the need to provide a secure and safe environment for all children and young people to grow into and within God's Kingdom and for leaders to develop their own gifts. Should you have any queries at all, feel free to speak to the Children's / Youth Minister.

Thank you for being willing to serve in this way.

Review

This document will be reviewed annually by the PCC and when any significant changes in legislation or recommendations of good practice are advised.

Date	Who	What
2002	Admin	Initial version
2016 June	Anna Hawken (Children Minister)	Reviewed; no significant updates
2017 June	Michael Reynolds (Youth Minister), Jenny McKnight (Children's Minister)	Reviewed; no significant updates
2018 June	Michael Reynolds (Youth Minister), Jenny McKnight (Children's Minister)	Reviewed; no significant updates
2019 June	Tori Redding (Children's and Families minister) Michael Reynolds (Youth Minister) Sarah Wynne (Parish Safeguarding Officer)	Reviewed; no significant changes
2020 June	Tori Redding (Children's and Families minister) Michael Reynolds (Youth Minister) Sarah Wynne (Parish Safeguarding Officer)	Reviewed; no significant changes