

## **CHILD PROTECTION PROTOCOLS FOR OVERNIGHT EVENTS**

1. **A Child Protection Officer** should be appointed to monitor potential risk areas and/ or behaviour during any event that has children staying overnight or off-site. You are accountable to this leader. Children, youth or team members may come to this leader with a complaint or concern.
2. **You must complete screening processes** including completing any volunteer application forms. You should complete any child protection training required for the event, and sign the Child Protection Agreement for overnight stays.
3. **You must have written parental permission** for any activity that involves overnight stays. Emergency contact details of parents or guardians must be readily available for all events that involve children.
4. **You are not allowed to be alone with a child at any time unless the child is your own family.** Always have another leader with you who is not related to you – i.e. not you brother, sister, spouse, son or daughter OR always have more than one child with you. If individual counselling or prayer ministry is required, do this in the view of others.
5. **You cannot take children to the toilet alone.** Again always have another unrelated adult with you or more than one child. Direct the child to the toilet, making sure there are no other adults inside first. If there are adults in the toilet, wait for them to leave or politely ask them to do so. Do not help a child with toileting (unless it is obviously necessary -in which case you must have 2 unrelated adults supervising children being assisted). Babies' nappies should be changed by parents. Toilet blocks should be monitored for team members or children loitering or following children to these areas. **Toilet and shower blocks should be separated according to age of participants involved in the overnight event.**

6. **Two unrelated leaders are required to monitor shower blocks.**
7. **You must never share a bed with a child** who is not your own and children should not share beds. No team member should share sleeping quarters with a child alone unless that child is their own. Pyjamas should be worn and need to be modest and not see-through and dressing gowns or track suits should be worn over pyjamas unless in bed.
8. **You should not leave children alone and unsupervised.** Younger children must be protected from possible abuse by older children.
9. **You should not assist children with dressing** unless obviously necessary. In such cases, children should be assisted with 2 unrelated adults supervising. Children should not be observed dressing.
10. **You should avoid any behaviour that could be wrongly perceived.** You may not actively seek touching or hugging or kiss children or ask them to sit on your lap. You should not initiate wrestling or tickling. Must keep your interactions to commonly accepted public expressions of friendship.
11. **You cannot take children on night hikes or off walking or participating in any activity where you are not in view of other team members.**
12. **Any swimming activity must be done as a group.** Swim wear needs to be modest
13. **You cannot hit or shout at a child.** Children should be given positive direction, not options to obey (or disobey). Your instructions should be clear and short. Should a discipline problem occur, children should be spoken to & removed from that problem, and if necessary, moved out of the group, but within sight of all team members and other children. Parents remain ultimately responsible for their children and the team leader should make a decision if a child needs to be returned to their parents. Parents should be called to collect a child - children should not be taken to parents.

14. **First Aid should be given by the designated First Aid Officer.** First Aid should be done in full view of others, or supervised by unrelated adults - one being the Child Protection Officer.
  
15. **You must have sufficient leaders** in order that children can be properly supervised according to their age.
  
16. **You should not transport children alone** unless that child is your own.
  
17. **Any accident or injury requires an Incident Report Form to be completed and witnessed.**

**I agree that:**

- I will ensure the well-being and safety of all children and young people in my capacity as a volunteer of Rivers Edge Church
- I will not be alone with a child at any time
- I will not be involved in toileting, dressing or showering with children alone
- I will not counsel or pray with children alone and out of sight of others
- I will not kiss, cuddle, wrestle or tickle a child in any way that could be interpreted as inappropriate. I will not ask children to sit on my lap
- I will not hit or shout at a child at any time
- I will not have sleeping arrangements that could be interpreted as inappropriate
- I will ensure my dress and sleeping attire are suitably modest
- I will notify the Child Protection Officer if I am concerned about the behaviour of any other person in relation to children