

# Reformed Baptist Church, Alloa

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## WORKING WITH CHILDREN

### Leader's Duties in Relation to Discipline and Child Protection

#### Document History

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### Leaders' Duties in Relation to Discipline and Child Protection

*Department leaders should receive a copy of this document before taking up their post.*

1. To be fully conversant with the 'Discipline and Child Protection Rules' given to all staff, and to ensure their full implementation in their department.
2. To ensure that registers are being accurately kept at every meeting, and that full home address and telephone details for every child are recorded and available.
3. To do everything in their power to prevent behaviour problems leading to children being physically handled. If a child is behaving in such a way as to provoke a disturbance, the department leader must withdraw the child and arrange for immediate home return if possible. The leader should inform the parents of the problem and ask them not to send the child for a few weeks, until it is clear his or her behaviour will improve.
4. To record details of any accident or other incident in the site logbook (see below).
5. To carefully note details of any concerns reported by a member of staff that a child may be suffering from the effects of some form of abuse, and to pass these details to the Sunday School coordinator on the same day. The leader is not to question the child or report the matter to the parents.
6. If any incident occurs during which any member of staff appears to have lost their self-control in connection with the children, or involving any form of corporal discipline, the leader is to take immediate action to restore a harmonious atmosphere and the safety of all the children. The details of the incident are to be recorded in the logbook and reported, on the same day, to the Sunday School coordinator, or a Church elder.
7. To ensure that any child removed from a lesson for bad behaviour or ill health is cared for by a responsible adult until he/she can be taken home.
8. To ensure that every meeting begins and ends on time so that parents' expectations for the collection and return of their children are met.
9. To maintain order without frightening words, threats or physical intervention, except to separate fighting children, or to restrain a child from potential harm.
10. To ensure that every child is kept safely on the premises until taken home by Sunday School staff or collected by their parents.
11. To liaise closely with other leaders to ensure consistent treatment of difficult children.
12. To ensure that first-aid facilities are available, and that team members with first-aid skills are known to all staff.
13. To report to the coordinator when the running of a meeting would involve failure to keep these rules, eg: through insufficient helpers or staff for transport.

### **The Logbook**

In order to provide a record for future reference a logbook will be available for each site. The purpose of the logbook is to record details of:

1. Any accidents involving the children.
2. Any incidents resulting in the physical restraint of children.
3. Any incidents resulting in the suspension of a member of staff.
4. Children leaving the premises early.
5. Children usually collected by a parent, who does not appear.
6. The need to communicate with parents concerning behaviour problems.
7. The need to report suspicions of child abuse to the Sunday School coordinator.

Note: Entries must be made in the logbook on the same day as any incident. Only incidents such as these should be recorded in the logbook.

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