

For Sunday School and Crèche Leaders and Helpers

The Vineyard Brussels church is committed to the safety and welfare of all the children for whom we care. The church has overall responsibility for our work with children and has agreed upon this policy relating to child protection. This requires those who work directly with children to follow these procedures.

1. Child Coordinators

Two Coordinators are appointed by the church:

- Crèche Coordinator
- Sunday School Coordinator

Each Coordinator is responsible for the implementation of this policy within their area of responsibility.

2. Appointment of Leaders and Helpers

All existing and new leaders and helpers must complete an application form supply a certificate of good conduct from their commune. These documents will be kept by the relevant Coordinator and are confidential to them, and the Pastor. References may be required for new applicants and will be followed up as necessary. In the case of any doubt about the suitability of a leader or helper, the matter may be discussed with the Eldership.

3. Training

The church encourages Sunday School, Crèche leaders to take advantage of any training opportunities available. Funding for the courses may be available. Please discuss with the relevant coordinator for further details.

4. Parental Consent Forms

Parents/Guardians of children are made aware of the church's policy on child protection. Parents/Guardians may be requested to complete Health and Consent forms on behalf of their children. These forms will be maintained in the Church Office by the relevant Coordinator.

5. Health and Safety

Leaders should take all reasonable steps to ensure the health and safety of our children.

In particular, take care that:

- You take a register of those present
- You know where the first aid kit is
- Younger children are safely handed back to their parents once the crèche or Sunday School has finished.
- Any accidents are recorded in the Accident Book and reported to the parents.

6. Supervision

Our work with children is under the overall supervision of the Sunday School and Crèche Coordinators. Please take care that:

- We do all that we can to avoid situations in which a lone adult is in the company of a lone child under 12.
- We discourage lone adults from being in the company of lone children of the opposite sex under 18.
- Wherever possible there should be at least two adults or helpers in the same room as the children. Where this is not possible we recommend that the door is left ajar.
- We are prepared to let colleagues know if their actions, speech or attitude is inappropriate or open to misinterpretation.

If any leaders or helpers have concerns about the safety of any of our children they should speak to the relevant Coordinator in the first instance. Importantly, please do not attempt to follow up child protection issues yourself.