

# **Couples for Christ (UK) Safeguarding Policy Document**

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## 1.0 INTRODUCTION

### 1.1 Mission and nature of Couples for Christ

Couples for Christ (CFC) traces its origin to [Manila](#), Philippines. It was established in 1981 by the charismatic community “Ang Ligaya ng Panginoon” (LNP; [Filipino](#) for "The Joy of the Lord") as its outreach to evangelize married couples.

The approach and strategy were to invite prospective couples to a private home and bring them to a personal relationship with Jesus Christ through a series of weekly informal discussions of the gospel in a social environment.

Beginning with the first 16 couples who joined the weekly gathering, CFC became a Christian family life renewal program which was later made available to parishes and groups of married couples who wished to live out their Christian life in an active, supportive relationship with one another.

The growth of CFC stemmed from its heart for mission and evangelization and its commitment to sharing God’s love with others, beginning from the basic unit—the family. It did not take long for CFC to realize that while couple renewal was essential, it would be incomplete without family restoration.

Since 1993, CFC established the family ministries, namely:

- [Kids for Christ](#)
- [Youth for Christ](#)
- [Singles for Christ](#)
- Handmaids of the Lord
- Servants of the Lord

In 1996, CFC was approved by the [Catholic Bishops' Conference of the Philippines](#) as a National Private Association of Lay Faithful and in 2000, was recognized by the Holy See (Vatican) as a private [international association of the lay faithful](#) of [Pontifical Right](#).

Through the years, CFC has blossomed worldwide. It is now present in dioceses across all 81 Philippine provinces and 163 countries. It has become a dominant force for the renewal of the Christian family life and the church, earning its special leadership seats as participants to the [Extraordinary Synod on the Family](#), an event organized by [Pope Francis](#) in 2014.<sup>[5][6]</sup>

### 1.2 Membership and Community Life

Any validly married Catholic couple can become members of CFC. Although a Catholic movement/organization, CFC remains open to having non-Catholic Christians as members.

### **1.2.1 Christian Life Program**

Those who want to join CFC will have to go through a weekly seminar series called the Christian Life Program (CLP), which usually spans 13 weeks or sessions. The CLP serves as the primary Evangelization approach, a core activity of CFC members.

At the end of the CLP, couple-participants are invited to dedicate themselves to the Lord as CFC members and to commit to participating actively in the life of the community and of the Church through regular prayer meetings, attendance in community assemblies and teachings, participation in parish life.

CLP graduates are then grouped into cell groups called "households," consisting of at least 4 and up to 7 couples under the pastoral care supervision of a family head. The CLP is also the point of entry for those who wish to join CFC's Family Ministries:

- Singles for Christ, for single young professionals
- Handmaids of the Lord and Servants of the Lord, for women and men who are widowed, single parents or those whose spouses choose not to join
- Youth for Christ (for teenagers) and Kids for Christ (for pre-teens) through attendance in a regular camp or similar activity.

### **1.2.2 Household Groups**

The household groups or simply 'households' (from Ephesians 2:19) are an essential feature of community life for the adults. Members of a household, led by a household leader, meet once a week or bi-weekly, to discuss the Gospel, share testimonies about their own struggles and triumphs to live according to Christ's examples, and to support one another in their spiritual journey. Worship and fellowship also play a key role in a typical household meeting. Each member of the household is encouraged to host meetings at their home, when not held in Church meeting spaces, where they will provide a meal and space for the worship and group discussion.

A household group operates as a 'family of families' and it is so important that a member-couple remains as 'active' in the organization only by belonging to a household and participating in the household activities. CFC members are expected to work actively for the renewal of their own families, on the premise that the family is the basic unit of society.

### 1.3 CFC Activities

It is envisaged by the CFC Council that the charism normally be expressed as follows;

#### 1.3.1 Youth for Christ (YFC) Activities

- i. Recurrent activities – these are activities held at the unit level.
  - General assembly
  - House hold fellowship
  - Upper house hold fellowship
- ii. Local activities – these are activities held at chapter / regional or national level, usually one-off or as required with National Councils' prior approval.
  - ANCOP events –
  - Discovery camp
  - Family day out / sports feast
  - Fund raising events
  - Mission travel –
  - National conference
  - Parents evening
  - SHOUT – Summer Household Leaders Training
  - Youth camp
- iii International activities – these are activities held outside the UK
  - International conference

### 1.4 Principles

The following general principles underpin CFC's policy to create a safe environment.

- Welfare and safety are paramount of each member / visitor
- Members / Volunteers shall have training appropriate to their particular involvement
- The welfare of the child is paramount, that is to say that the **INTERESTS OF THE CHILD COME FIRST**. However, the rights of natural justice of the accused and those involved will be respected.
- CFC in co-operation and partnership with agencies concerned with the safeguarding and welfare of children and vulnerable adults
- CFC abides by its Code of Practice as outlined in Appendix 1

## 1.5 Safeguarding Guidelines

For any CFC activity, it is essential to have a copy, and to implement the Safeguarding Policy of CFC. This document will form the basic guidelines for procedures for responding to any allegations and or concerns of abuse for adult members and volunteers. This includes a code of behaviour for all supervising and working with children and young people under 18 years of age.

## 1.6 Other relevant documents

These Policies and Procedures have been written to coincide with and complement the following documents:

- The 13 principles recommended in **Safe from Harm: A Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales**, Home Office, 1993
- **Safeguarding with Confidence: Keeping children and vulnerable adults safe in the Catholic Church** (The Cumberlege Commission Report, 2007)
- National Safeguarding Policies and Procedures of the Catholic Church in England and Wales [www.csasprocedures.uk.net](http://www.csasprocedures.uk.net)

## 2.0 MANAGEMENT STRUCTURE of CFC (U.K.)

The management structure of Couples for Christ in the United Kingdom comprises of (see Appendix 10 for details).

### 2.1 Role of the CFC Safeguarding Leader (SgL)

The Safeguarding Leader is the title given to the designated person appointed within CFC to deal with safeguarding concerns reported by members / volunteers / young people.

The CFC SgL must be:

- The Activity Coordinator/Chapter/Regional Head who manages the event / activity for the CFC
- Has DBS enhanced clearance valid for 3 years
- Completed their mandatory safeguarding training Levels 1, 2 & 3 or equivalent.

The SGL will:

- Operate within the Catholic Church and CFC Safeguarding Policy, Procedures and Guidelines concerning safeguarding and safeguarding allegations and or concerns.
- Report any suspicions, allegations or concerns of child abuse to the Statutory Authorities. See Appendix 5 for details.
- Liaise between CFC, young people and the Statutory Authorities where necessary
- Create and maintain links with the Statutory Authorities and other relevant agencies and resource groups
- Facilitate the provision of support to any person disclosing or reporting any abuse and to the person who is the subject of any allegation or concern.
- Inform the relevant people in CFC of the allegation or concern that has been reported within the limits of confidentiality.
- Advise on good practice
- Facilitate any training in Safeguarding to Leaders and Volunteers
- Maintain accurate and proper records on all safeguarding cases and ensure that they are stored and secured in a safe place
- Keep up to date on current developments regarding provision, practice, support services, legal obligations/requirements and policy. This will include attending mandatory safeguarding training.
- Attends (tbc: 2-3 yearly) refresher training on safeguarding
- The SgL should report to Activity Coordinator on a agreed regular basis. He / she should be kept informed of any safeguarding concerns.

## **2.2 Role of the designated person for Safeguarding (Des SG)**

As it may not be possible for the CFC Safeguarding Leader to be present on each activity, it is essential that during an activity, there should be one designated person who is responsible for any safeguarding concerns or issues. All matters relating to the safety of the children should be dealt with through this person. He/she may consult with one senior Leader present at the event (or person of highest authority) to aid discernment in particular cases.

He/she should be familiar with the CFC Safeguarding policy and procedures; pass on any referrals to the Safeguarding Leader who will report as appropriate to the statutory bodies. It is also the responsibility of the designated person to ensure that all adult leaders and volunteers helping on the gathering/activity are aware of the safeguarding policy and procedures to respond to any allegations and or concerns. Ideally this person should be the

Safeguarding Rep or Activity Coordinator, who should also completed their mandatory safeguarding and safeguarding training level 1 and 2 or equivalent (<http://www.csas.uk.net/resource-area/>).

The designated person for SG must be:

- An adult (21 y/o & above) coordinator who will deputise for the activity coordinator;
- Has DBS enhanced clearance valid for 3 years
- Completed their mandatory safeguarding training Levels 1 & 2 or equivalent.

### **2.3 Selection procedures for Activity Volunteers**

All volunteers assisting at CFC Activities are required to read and sign the following four forms before they are authorised to assist with the activity / gathering;

1. Job Description / Volunteer Commitment Form – See Appendix 2
2. Self-Declaration Form – See Appendix 3
3. References – See Appendix 2
4. Copy of their DBS enhanced disclosure
5. Face to face meeting to talk about motivation for volunteering with CFC activity and to check suitability for the role.

This must be done by all those in positions of authority, i.e. group leaders, security and all those who are in direct contact with the youth. Authorisation can only be given by the CFC Activity Coordinator or by the Safeguarding Leader or other named and allocated individuals. Authorisation will be recorded and held in the personnel file.

Information provided will be held on file and stored securely in a locked office. Only the activity organisers will have access to this confidential information. All members / volunteers are required to wear a name badge at all times which identifies them as a helper / assistant.

## **3.0 SAFEGUARDING AWARENESS AT CFC ACTIVITIES**

### **3.1 Guidelines for Good Practice**

3.1.1 Situations where one young person and one adult are alone together – e.g. in counselling, or in a car, should be avoided. Even priests hearing the confessions of under-18s should do so “safely,” in an open environment, with other responsible adults in the vicinity.

3.1.2 Healing services / prayer shall not involve the “laying on of hands”. As for some, physical contact of this kind may be seen to be inappropriate. It is good practice to ensure that you have asked for consent from the person before making any physical contact with them.

3.1.3 All young persons under 18 y/o at an event should have provided a consent form in advance, signed by parent(s) or guardian(s). All under 18s at any event and all participants (regardless of age) on a residential event should supply next-of-kin contact numbers. Anyone with allergies or other medical problems should register those and provide their GP’s telephone number.

3.1.4 CFC events are designed for almost all age groups. However, under 12s can attend, but should be accompanied and supervised by a named parentally appointed responsible adult at all times.

3.1.5 Visiting clergy must be in good standing with their ordinary or religious superior and if requested must be able to show their celebration to show their personal ID or personal Celebrate.

### **3.2 Parental Consent**

Anyone attending CFC activities under 18 years old must have a signed consent form confirming that their parents / guardian give full permission for the child to take part in the said event / activity (see Appendix 6 & 7). In the event of illness or accident the parent / guardian delegate to the organisers or their assistants the authority to authorise on their behalf any medical treatment that their child may require. The parent / guardian accepts that should their child break the activity rules, CFC will not be held responsible for their child’s action, and they agree to collect their child from the venue if asked to do so by a member of the CFC team.

### **3.3 Activity Guardians / Helpers for Under 18s**

Anyone attending the activity under 18 years old must be accompanied by an adult supervisor or parentally appointed responsible adult. There should be a guardian for (1:10) every ten young people under 18, as guardians should never be alone with under 18s (unless they are members of the same family). There should be 1 guardian for every three (1:3) 5-7 year olds and five (1:5) for every 8 – 11 year olds. Other group guardians will also be present in gender specific "Family" dormitories, as under 18s must never be on their own during the activity. The group guardian (activity helper) therefore must sleep at the venue overnight.

For the Kids camp event, parents will accompany their children all throughout the event including the overnight camp stay. Anyone under 12 years old must sleep together with their parents / guardians.

Young people under 18 will sleep in the family accommodation with their guardians. There will be a separate accommodation area for those aged between 15-17 and 12-14. Boys and girls will sleep separately, so there is a need for both male and female adult guardians to sleep at the venue. The name of the group guardians must be included on the booking form, so that the parents of the child who have signed in agreement will be aware that this adult will be responsible for their child during the activity.

It is important that the guardians are made to understand that they alone are responsible for those young people that they bring. It is highly inadvisable to offer leaders as guardians unless they are specifically designated to that task alone, and have the necessary skills and training to fulfil this responsibility (see Appendix 6).

The group guardian / activity helper must be:

- An adult CFC member who volunteers for the activity;
- Has DBS enhanced clearance valid for 3 years
- Completed their mandatory safeguarding training Level 1.

### **3.4 Medical Disclaimer**

The booking form also covers CFC should it be necessary to make a decision about emergency medical treatment for a young person. By signing the consent form, parents legally gives the organiser of the activity the authority to act on their behalf should the young person needs emergency treatment. The parent or legal guardian must sign this consent form before any major

medical procedure can be carried out. Booking forms ask for details of any allergies or special medical attention the participant requires, including medication and any significant previous problems such as asthma, diabetes and epilepsy. These must be noted on the form. However, we do ask that anyone who has any health issues that could affect them from participating in an event / activity or require any medical treatment or support, kindly discuss this with us.

### **3.5 Emergency Contact Details**

We obtain from every young person on the activity the name and telephone number of the person to contact in case of emergency. This would usually be the child's parent, or the legal guardian.

### **3.6 Discussion / Group Meetings**

At the first group meeting, the group leader should remind all members that what is shared in the group is shared in confidence and is not to be shared outside of the group. CFC guidelines also recommend that the Activity Coordinator should mention at the beginning of the session that is not the appropriate place to talk about or disclose any personal safeguarding matters such as abuse. However, any of these matters can be discussed with the Safeguarding Leader (Activity Coordinator) or designated Safeguarding Representative (Team Leader).

If a young person starts to share an account of abuse during a group meeting, it is important not to stop them as they might see that as a rejection and not disclose again. They should be listened to and the situation managed in a sensitive way to allow them to leave the group for further support.

At the end of the meeting, the leader should then remind the other members of the group of the need for confidentiality. The incident should be reported to the Safeguarding Leader (Activity Coordinator) or designated Safeguarding Representative (team Leader), who will then decide on appropriate further action.

### **3.7 Testimonies**

During the activity there is an opportunity during which the young people are encouraged to share with those present about their journey in faith; they give a testimony. However, sometimes young people can begin to share

things which are inappropriate, for example, a disclosure of a highly personal experience such as an episode of abuse. This is always inappropriate, regardless of the age of the person giving the testimony, both for the person and those listening. The CFC volunteer leading the session should again sensitively take the person away to a place where they can continue to talk, and direct him/her to the Safeguarding Leader (Activity Coordinator) or designated Safeguarding Rep (Team Leader), who will then decide on appropriate action the assistance of the Area / Regional Manager.

### **3.8 Leaving the Activity Premises**

Young people under the age of 18 can only leave site with their guardian, and it is the responsibility of the guardian to ensure that they know of their whereabouts and arrangements to return. It is not advised that anyone can leave the site during the activity as CFC are unable to monitor their return to site or offer any care to them while off site.

### **3.9 On-site Security**

3.9.1 All participants must wear (colour coded) name badges, and all leaders/security personnel should be aware of the colours worn by those aged under 18 years.

3.9.2 Every young person aged under 18 years should have a named adult who has full responsibility for them. A record of all young people and their Guardians is to be kept at the site office or at reception.

3.9.3 No adult should have responsibility for more than 10 young people, unless they are the parent(s) of all the young people in their care.

3.9.4 No person aged under 18 years should be off site unless with adult supervision and with the specified authority of the named adult responsible for them.

3.9.5 If it is suspected that a young person is not present, security and reception should be informed and the named adult identified. The named adult should then be located and asked if they are aware of the location of the suspected missing person.

3.9.6 If anyone should notice persons under the age of 18 off site without adult supervision, they should be spoken to and encouraged to make

their way back to the site. However, this should be done with care and sensitivity and the presence of a site name badge would help in this. The parent / guardian should be approached and made aware of the reason for concern.

3.9.7 Participants agree that they will abide by the safety guidelines. The organisers reserve the right to ask individuals to leave the prayer activity if it is deemed by the organisers that behaviour has contravened the site guidelines or is considered to be inappropriate.

3.9.8 In the event of illness or accident Parents / Guardians delegate to the organisers or their assistants the authority to authorise in their name any medical treatment that their son/daughter may require.

3.9.9 Parents / Guardians accept that should their child break the activity rules, CFC will not be held responsible for the child's action, and there is agreement that the parent / guardian will remove the child from the venue if asked to do so by a member of the CFC team.

3.9.10 Common sense and sensitivity should prevail at all times.

### **3.10 Code of Discipline**

This Code of Discipline is inspired by the gospel understanding of fraternal correction and has compassion and understanding as the bedrock of any disciplinary actions or processes. In addition, CFC will always strive to uphold the good name of each individual involved in any disciplinary processes and the rights of each person to be heard and to appeal any decisions will be fully respected.

3.10.1 CFC Activity Participants shall be required to abide by all of the rules of the activity.

3.10.2 In the event of serious concern arising in connection with the conduct of a Activity Participant, a CFC Leader shall privately approach the individual concerned and explain to them why their behaviour is unacceptable on a CFC Activity.

3.10.3 If such informal and private intervention fails to successfully resolve the matter then the Activity Coordinator / Leader, with another

member of the Activity Team, shall formally meet with the individual concerned.

- 3.10.4 Adequate time shall be given to discuss the matter and provision shall be made for the individual concerned to respond and defend him/herself. The dignity and rights of the Activity participant shall at all times be strictly upheld.
- 3.10.5 A period of private discussion shall then take place. If both the Activity Team leader and the other members of the Team feel it would be better for the overall good of the activity if the individual concerned left, then he or she shall be asked to leave.
- 3.10.6 In the event of the Activity Participant being less than eighteen years of age the parents or legal guardians of the child will be notified and the reasons for the disciplinary action will be explained. The parents or legal guardians will then be requested to collect the child from the activity venue.
- 3.10.7 If the parents or legal guardians are unable or unwilling to collect their child and the decision is made by the Activity Team Leaders that the child should go home then this should be further discussed with the parents or the legal guardians and appropriate arrangements agreed in the best interest of the child. If necessary, two members of the team will ensure that the child is accompanied and taken home.
- 3.10.8 The Activity Team Leader shall record any disciplinary action taken and any misconduct resulting in such a dismissal from the activity. They will then report this at the next meeting of the CFC National Council.

## **4.0 CHILD ABUSE AWARENESS AND DEFINITIONS**

### **4.1 What is child abuse?**

There are different forms of abuse, a number of which are interrelated: neglect, physical abuse, sexual abuse, and emotional abuse. The following are brief descriptions of Child Abuse.

- 4.1.2 **Neglect** - persistent or significant neglect of a child, or failure to protect a child from exposure to any kind of danger including cold or starvation or persistent failure to carry out important aspects of care resulting in the significant impairment of the child's health or development including non-organic failure to thrive.
- 4.1.3 **Physical Abuse** - deliberate physical injury to a child, or wilful or neglectful failure to prevent physical injury or suffering to a child.
- 4.1.4 **Sexual Abuse** - sexual exploitation of a child. This refers to the involvement of children and adolescents in sexual activities which they do not truly comprehend, to which they are unable to give consent or that violate the social taboos of family roles.
- 4.1.5 **Emotional Abuse** - persistent or significant emotional ill treatment or rejection, resulting in severe adverse effects of the emotional, physical and /or behavioural development of a child. All abuse involves some emotional ill treatment. This is where it is the main or only form of abuse.

## 4.2 Responding to Concerns and or Allegations

In the matter of allegations, disclosures or suspicions the role of CFC is to report not to investigate any of the above including disclosures and suspicions. Outlined below are some useful guidelines for CFC leaders to be considered when responding to an allegation.

### 4.2.1 Do

- If a child makes an allegation of abuse, **listen sensitively**
- Be sensitive to the child's experience **without making judgements**
- Act and speak in a **reassuring** way
- Make it very clear that the information they have disclosed is taken seriously and let the child know you will **need to notify relevant people in the Statutory Services and the Designated Safeguarding person for CFC.**

### 4.2.2 Don't

- Do not ask probing questions – avoid finding out more details about the incident, this is not your role
- Do not make any promises that you will not be able to keep, like "I will not tell anyone"

- Do not under any circumstances confront, question or inform the alleged abuser
- Do not delay in passing on suspicions or allegations of abuse to CPO or Designated Person for safeguarding

### **4.3 Appropriate Action Following a Disclosure of Abuse by a Child or Young Person.**

In the event of a young person sharing an account of abuse the following process should be followed according to the Safeguarding Policy and Procedure:

- 4.3.1 When a young person shares about abuse in a small group, testimony session or other environment the discussion should be sensitively stopped and the young person taken aside and should be **informed that any information given may need to be shared with the appropriate authority e.g. local Social Services Department.** They should also be informed that the person named as responsible for them might need to be informed.
- 4.3.2 The person should be **actively encouraged not to say any more but to speak instead with the appropriate person** at the event, however, **sensitivity** must be shown. It is important to give **re-assurance that he / she has done the right thing in speaking up.**
- 4.3.3 **No questions** should be asked of the young person, they should be allowed to share only what they choose to share and **should not be encouraged in any way to share more.**
- 4.3.4 If the person alleging abuse is **under 18**, or if the account of abuse suggests that any young person under 18 is still at risk, **there is a legal duty upon us to share this with social services / and or police within 24hrs** (The Children Act 1989). The young person must be made aware of this duty, but ultimately, social services and/or police **MUST** be told.
- 4.3.5 **All information regarding alleged abuse, be it past or present, should be shared with the person responsible for safeguarding,** who will determine what action, should be taken.

4.3.6 The young person should be advised that accounts of abuse are **not normally appropriate** to be shared in the context of “**Testimonies**” at prayer groups or on activities.

4.3.7 Allegations of abuse should not be repeated to other activity leaders except on a need-to-know basis, and if agreed by Police and Social Services. If the allegations made concerning abuse on the activity itself or a person present at the event, the alleged abuser should not be confronted. This is the role of the Social Services Department, or police authorities.

4.3.8 A complete and **signed record** should be kept of **all** reported incidents. **See Appendix 4.**

#### **4.4 Safeguarding Procedure to report allegations to the Statutory Services**

These are guidelines, which may need to be adapted to incorporate local parish / activity centre guidelines. But at all times there is a need to act in the best interest of the children/young people. In most instances, “well informed common sense” will usually be sufficient to deal with situations sensitively and appropriately.

In the event of a disclosure of an alleged incident it is important that the Statutory Authorities should be brought in straight away, without any process of filtering, to take the lead in investigating and assessing the situation. The following procedure should be followed. It is important that all actions are recorded appropriately - **See Appendix 5.**

4.4.1 Reporting is to be undertaken by the Safeguarding Leader or designated Safeguarding Representative.

4.4.2 When there is or was only a suspicion, the SGL should arrange for an initial assessment to be made to discern simply whether there are concerns that should be acted upon. If there are any such concerns, then the Statutory Authorities should be brought in.

4.4.3 Contact the Diocesan Safeguarding Co-ordinator to discuss report.

4.4.4 Contact the local Social Services Department and ask to speak to the Duty Social Worker (childcare).

4.4.5 Contact the police (unless Social Services agree to action).

4.4.6 Contact the parents of the young person, if this is appropriate.

4.4.7 Complete incident at each stage of the process. **See Appendix 5.**

4.4.8 In the event that the allegation is against a activity volunteer or other activity worker, where judged necessary by the police, social services, or the SGL, volunteers should be required to withdraw from any situation involving children until investigations are complete

4.4.9 In the event that the allegation is against the safeguarding leader, the allegation should be reported to the Area / Regional Leader, who will then follow the procedures from 4.4.2 onwards.

#### **4.5 Suspicions which arise without any specific allegation or disclosure**

Any reasonable suspicion of abuse or disclosure of abuse by a child must be responded to. This includes concerns that may arise where there has not been a specific disclosure or allegation by the individual, including allegations about persons or events not directly linked to CFC. The following examples would constitute reasonable grounds for concern:

- Specific indications from the child that he/she was abused;
- An account by a person who saw the child being abused;
- Evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused another way;
- An injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse; an example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
- Consistent indication over a period of time that a child is suffering from emotional or physical neglect

Where it is unsure if the concern constitutes a matter for reporting it should be discussed informally with the CFC Safeguarding Leader and then if necessary someone with the diocesan youth office, social services (Customer Services centre / Access Team).

Where reasonable grounds for concern exist follow the normal reporting procedure outlined in Section 4.4. In cases where the alleged abuser is also a child the procedures will be adhered to for both the victim and the alleged abuser.

In cases of emergency, where it appears that a child is at immediate and serious risk and contact with the Social Services is not possible, the Police should be contacted. Under no circumstances should a child be left in a dangerous situation pending discussion with social services.

#### **4.6 Retrospective disclosure by adults**

When an adult makes a disclosure of abuse which took place during his/her childhood it is essential to consider the current risk to any child who may have contact with the alleged offender. If the alleged offender has contact with children then the person making the disclosure should be encouraged and empowered to make a report. If they are unwilling then CFC has a duty and a moral obligation to report this abuse, even if the abused is over ten (10) years as other children may be at risk. In this situation, the reporting procedures outlined in Section 4.4 should be adhered to. The adult should also be notified that a referral is being made and the reasons why.

#### **4.7 Allegations or suspicions involving a volunteer/event attendee of CFC**

Any allegation of abuse should be dealt with sensitively and according to the principles of natural justice. The primary goal is to protect the child while taking care to treat the volunteer/event attendee fairly. In the event of suspicion or disclosure of abuse involving a volunteer/event attendee the following procedures will be followed:

The person who becomes aware of the suspicion or allegation will notify the Safeguarding Leader (or Designated Safeguarding rep) who will assess the situation promptly and carefully.

Where there are grounds for concern the Safeguarding Leader will:

- Follow the procedures outlined in Section 4.0-5.0
- Consult with the Police and Social Services *before* meeting with the accused and giving them any details about the allegation; this is to avoid jeopardising any investigation by the statutory authorities. If a meeting

with the accused goes ahead, two CFC leaders (ideally including the SGL or designated SG Rep) should meet privately with the accused individual to inform them of the following:

- The fact that an allegation has been made
- The nature of the allegation
- The fact that he/she cannot have direct contact with children while an investigation is being carried out
- This meeting should be minuted and a copy of the minutes kept with the record of action for the incident.

- The accused person will be offered emotional support and encouragement pending an investigation, based on an understanding of their right to natural justice and fair treatment.
- In cases of suspicions/allegations against a volunteer/event attendee of CFC the Activity Coordinator/ Trustees should also be informed.

## **5.0 CONCLUSION**

This safeguarding policy is in keeping with the current guidelines adopted by the Catholic Church in England and Wales as outlined in Section 4.4 of this document. It should be noted that CFC will co-operate at all times with the relevant Statutory Authorities to address allegations of safeguarding and protect the best interest of a child. The procedures contained herein do not preclude anyone in his/her capacity as a private citizen, from making a report to the Police and Social Services in relation to any suspicions or information they may have in relation to possible child abuse. The above procedures will be reviewed annually.

## **Appendix 1: Code of Practice**

In our behaviour and by our attitude towards people, respect the rights, dignity and worth of every human being.

Ensure that appropriate supervision is in place before an event or activity takes place.

Ensure that parental 'written' consent has been obtained from parents or guardians before children attend an event/activity and enter our care. Enquire for special medical information and/or dietary requirements.

Keep a record or have access to a record of the names, addresses and contact numbers of parents or guardians of the young people in our care.

Be sensitive to the possibility of becoming over-involved in spending a disproportionate amount of time with any particular individual.

Maintain appropriate boundaries when dealing with young people entrusted to our care.

There must be adequate and gender based supervision for males and females. Ensure roles and boundaries are made known to boys and girls attending the event/activity.

Volunteers should not be alone in dorms/bedrooms in which children are sleeping.

Comments or jokes of a sexual nature which may give offence or which could be interpreted as inappropriate are to be avoided.

Follow an agreed Code of Discipline when dealing with disruptive behaviour. Children and young people benefit from appropriate correction and clearly understood code of discipline; however, corporal punishment of children is not permitted in any circumstances.

Avail of opportunities for further youth work training.

When a meeting with a child takes place care should be taken to ensure that there is visible access to the room. Wherever possible, two responsible adults of the opposite sex should be present at such a meeting.

### Volunteers must:

Treat all children and young people with respect

- Provide an example of good conduct you wish others to follow
- Ensure that whenever possible there is more than one adult present during activities
- Respect a young person's right to personal privacy
- Encourage young people and adults to feel comfortable
- Care enough to point out attitudes or behaviour that is inappropriate
- Remember that someone else might misinterpret their actions, no matter how well intentioned
- Be aware that even physical contact with a child or young person may be misinterpreted
- Recognise that special caution is required in moments when you are discussing sensitive issues
- Operate within the Church's safeguarding principles and guidance
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse
- Provide access for young people to talk to others about any concerns
- Operate within the job description agreed and signed by all volunteers (see appendix 2)

### Volunteers must not:

- Have inappropriate physical or verbal contact with children or young people
- Allow themselves to be drawn into inappropriate attention-seeking behaviour
- Make suggestive or derogatory remarks or gestures in front of children or young people
- Jump to conclusions about others without checking facts
- Either exaggerate or trivialise child abuse issues
- Show favouritism to any individual
- Rely on your good name or that of the Church to protect them
- Believe 'it could never happen to me'
- Take a chance when common sense, policy or practice suggests another more prudent approach
- Be drawn into secrecy 'pacts' or private meetings with individual activity participants
- Act outside the limits of their experience, competence or ability
- Guidance and support should be given to inexperienced helpers

## Appendix 2: Job Description / Volunteer Commitment Form

### JOB DESCRIPTION

#### Activity Team Leader

1. **Name:** ..... **DOB** .....
2. **Accountability:** Activity Coordinator
3. **Location:** Site
4. **Description:** To facilitate discussion during timetabled group discussion periods at this activity .....(date)
5. **Duties:**
  - To attend daily briefings as per programme
  - To know how to deal with safeguarding issues
  - To work with your group leader partner
  - To brief the group on group etiquette
  - To facilitate inclusive group discussion as per briefing
6. **Hours of Work:** As briefed by supervisor
7. **Rates of Pay:** Volunteer **DBS** Yes / No
8. **References:**

**Reference 1:**  
**Address:**

**Reference 2:**  
**Address:**

**Tel:**

**Tel:**

- I understand the nature of the work I am to do as a youth worker at this CFC Activity.
- I understand that it is my duty to protect the children and young people with whom I come into contact.
- I know what action is to be taken in the case of suspected or alleged abuse.

- I have read / been briefed on both the CFC Safeguarding policy and procedures; agree to serve their objectives to protect the children within their care.
- I have signed the Event Declaration Form in accordance with the Rehabilitation of Offenders Act 1974.
- I understand that this agreement is lasting for a full calendar year and will be renewed annually.
- I commit to observing the following statement:

As Roman Catholics we believe that human life is sacred because from its beginning it involves the creative act of God and it remains forever in a special relationship with Him. Accordingly we recognise that each human being, irrespective of age or circumstance, should be accorded the dignity and respect due to a child of God. In particular we recognise the personal dignity and rights of children towards whom we have a special responsibility and a duty of care. As individuals we undertake to do all in our power to prevent physical, sexual or emotional abuse of children and young people. Moreover if we have reason to suspect that abuse is being or has been perpetrated we undertake to report our concerns to the appropriate authorities.

**Signed:** .....

**Name:**.....

**Date:** .....

## **Appendix 3: Self-declaration form**

### **DECLARATION**

**CFC Activity:** *(state specific name of the activity / event here)*  
**REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975  
AND (EXCEPTIONS) (AMENDMENT) ORDER 1986**

As you will be working with children at a CFC event we request that you abide by the CFC Safeguarding Policy and Procedure, which is in force for such activities. We are required to ask for disclosure of information about convictions, which for other purposes are considered "spent" under the provisions of the above act. Any failure to disclose such convictions will result in action being taken.

Therefore, please answer the following questions. If you answer yes to any of the first three questions, please give details, which may, if you wish, be enclosed, in a separate envelope. Any information given will be regarded as strictly confidential and will be seen only by the event organizer, the designated safeguarding officer, and the appointed contact at CFC national head office. It will be regarded as relevant only to this application and will not necessarily debar you from consideration. The object of this clause is not intended in any way to reflect upon your integrity but is necessary to provide a system to protect the young people in our care.

Have you ever been charged or convicted of a criminal offence, or placed on probation or discharged absolutely or conditionally for a criminal offence? **Yes / No**

Are you at present the subject of criminal investigation? **Yes / No**

Under the disqualification for caring for Children Regulations 1991, have you ever had a child removed from you or placed under supervision by the local authority?  
**Yes / No**

Have you ever had an offer of work with children or young people declined or has there ever been any cause for concern regarding your conduct with children or young people? **Yes / No**

To your knowledge have you ever had any allegation made against you that has been reported to, and investigated by, Social Services and/or the Police, or been involved in Court Proceedings concerning a child for whom you have parental responsibility?  
**Yes / No**

Do you consent to undertake an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and for a copy of the reply to be sent directly to the Safeguarding Officer? **Yes / No**

Do you suffer, or have you suffered from any physical/mental conditions, which may affect your work with young people or children? **Yes / No**

I confirm my intent to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS) and agree to send a copy of the results to the Safeguarding Officer at the CFC National Office.

**Signed:**

**Date:**

**Name:** *(please print)*

**Appendix 4: Form for Reporting Safeguarding Allegations and or Concerns**

Information received at (time)..... On (date).....

By (Name).....

(Role)..... (Contact Number).....

Information received (delete as necessary) by telephone / by letter / in person / by email

**Any related documentation should be retained securely and forwarded to the relevant Diocesan Safeguarding Coordinator with this form as soon as possible.**

Nature of Complaint.....

Name and age of complainant.....

Name and age of victim.....

Names and ages of witnesses.....

Allegation against (full name, age and description)

.....  
.....  
.....

**INCIDENT DETAILS**

Nature of incident/ concern: physical / sexual / emotional / neglect

Time.....

Date.....

Place.....

Please record all details of complaint/ concern as given by complainant/ witness

Signature of complainant.....

Signature of witness.....

Signature of person receiving complaint.....

Time and date of completion of this form.....

**Please attach any written statements / evidence**

**Appendix 5: Form for Recording Action Taken by the Safeguarding Leader/ Designated SG Representative**

***RECORD OF ACTION TAKEN BY SGL***

**1. Allegation assessment**

Brief description of how the allegation came to light.....  
.....  
.....  
.....  
.....

**2. Risk assessment - Is alleged abuse current or historic (please provide explanation)?**

.....  
.....  
.....  
.....

NB. If the person alleging abuse is under 18, or if the account of abuse suggests that any young person under 18 is still at risk, there is a legal duty to share this information with the social services / and or police within 24hours (The Children Act 1989). The young person must be made aware of this duty, but ultimately, social services and/or police MUST be told.

**3. Procedure for reporting alleged abuse to competent authority**

This is to be undertaken by the Leader or the person designated by the Leader to do so.

**a. Contact the Safeguarding Coordinator for the diocese**

Date..... Time.....  
Description.....  
.....  
.....  
.....

**b. Contact the local Social Services Department speak to the Duty Social Worker** Date..... Time.....

Description.....  
.....  
.....

.....  
.....  
**c. Contact the police (unless Social Services agree to action)**

Date..... Time.....

Description.....  
.....  
.....  
.....

.....  
**d. Contact the parents / guardian of the young person, if appropriate**

Date..... Time.....

Description.....  
.....  
.....  
.....

**4. Summary of action**

.....  
.....  
.....  
.....

**Signed**..... **Dated**.....

**5 Emergency Contact Numbers**

CFC National Safeguarding  
Co-ordinator  
**0207 798 7950**

ChildLine  
**0800 1111**

CSAS  
**0121 237 3740**

NSPCC Safeguarding Hotline  
**0808 800 5000**

**Appendix 6: Parental consent form for under 12s**

**UNDER 12 YEAR OLDS**

**NAME OF ACTIVITY:**

**ADDRESS:**

**DATE OR ACTIVITY:**

**Full Name of Young Person**

---

**Name of Group Guardians:** \_\_\_\_\_ and

---

**Guardian 1 Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_ (As on *start date of activity*) **Diocese:** \_\_\_\_\_

**Guardian 2 Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_ (As on *start date of activity*) **Diocese:** \_\_\_\_\_

**Email Addresses:**

---

---

**Contact Numbers:**

\_\_\_\_\_ and \_\_\_\_\_

**Is this your 1st time at a YFC activity?** Yes / No

**Where did you hear about YFC?** Friend / Youth leader / Priest / Parish speaker / Online / Poster

**Do you have any dietary requirements or medical conditions?** Yes / No  
**If yes, please give full details with GPs phone number:**

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---

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---

---

**Each place at this activity costs £xx.xx. We would ask you, according to your means, to be as generous as you can. N.B.**

**SUGGESTED DONATIONS: £xx.00**

I ENCLOSED A DONATION OF £ .....

(CHEQUES MADE PAYABLE TO "CFC CHARITABLE TRUST" PLEASE.)

I ENCLOSED A DONATION OF £..... TO HELP ANOTHER YOUNG PERSON TO ATTEND

If you are a tax payer, please complete a **gift-aid form upon arrival.**

- **In accordance with government child safeguarding guidelines, we can only allow a maximum of three (3) 5-7 y/o and five (5) 8-11 y/o per 1 guardian.**

**Dear Parent / Legal Guardian - PLEASE NOTE:**

In order for your child to take part in this event they must be accompanied by yourself or you must make arrangements to personally appoint two guardians who are over 18 and whom you deem responsible and trustworthy. We would ask that both you and the guardians you appoint read the condition below and then sign to agree with these guidelines. CFC cannot accept any responsibility or offer supervision for minors at the event. As you will appreciate, we need to do our utmost to keep all the people joining us for the event safe at all times. On behalf of CFC we thank you for arranging for your children to attend our event and pray it is a real blessing for them.

Please also read our ***Entry & Accommodation Guidelines & Safety Guidelines*** found on our website.

**In the case of GROUPS who are not a family:**

- Minors cannot be left unsupervised at any time.
- CFC adheres to government recommendations that all groups containing persons under the age of 18 taking part in our activity are accompanied by responsible guardians at a ratio of 1 x guardian per 3 children for 5-7 y/o and 1 guardian per 5 children 8-11 y/o.

- All guardians must be over 18 years of age.
- For groups who are sleeping on site all under 12's must be accompanied by at **least** 1 x guardian per 3 children for 5-7 y/o and 1 guardian per 5 children 8-11 y/o. **RESPONSIBLE GUARDIANS OF THE SAME GENDER** since guardians are asked to sleep in the same shared dorm rooms as those in their care and all accommodation is either male or female.
- **GUARDIANS must stay together with their group at all times in the sleeping area (overnight), so no guardian is alone with their group.**
- For groups who are sleeping on site PARENTS and GUARDIANS should be aware that **groups will be sharing dorm rooms with other under 12 groups & their accompanying guardians** of the same gender and it is the responsibility of the guardians to make sure that the young people in their care are never left unaccompanied.
- Both guardians are fully responsible for their group, and need to be available at all times to act in the event of an emergency.
- **CFC cannot accept any responsibility or offer supervision for minors at the activity.**

### **In the case of FAMILIES:**

- Minors cannot be left unsupervised at any time.
- Parents must supervise their children under 12 at all times on the activity and must sleep in the same accommodation. (If a Father and daughter or a mother and son wish to attend the activity please contact the office in advance so as to arrange a separate classroom.)
- CFC cannot accept any responsibility or offer supervision for minors at the activity.

I understand that filming and photography may take place during the activity, and give consent for any footage which includes my son/daughter to be used by CFC.

**Agreement of Parents / Legal Guardians**

In the case of the group guardian not being the parent(s) or legal guardian(s) of the named child, parents / legal guardians should name appointed guardians and must sign below:

I agree to \_\_\_\_\_ & \_\_\_\_\_ to be guardians for my son / daughter.

I agree to all the rules outlined above. Parents/Legal Guardians Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Agreement of Group Guardians**

I agree to take full responsibility for the young person named on this form and I agree to all the rules outlined above.

Group Guardian Signature (1) \_\_\_\_\_  
Date \_\_\_\_\_

Group Guardian Signature (2) \_\_\_\_\_  
Date \_\_\_\_\_

If booking is made in advance the receipt of your payment & reservation will be acknowledged by email. CFC reserves the right to cancel the activity. Please post your completed form (and donation) to CFC, *insert address here*

## Appendix 7: Parental consent form for 12 to 17 year olds

Parental / Guardian Consent Form

12 to 17 YEAR OLDS

**NAME OF ACTIVITY:**

**ADDRESS:**

**DATE OF ACTIVITY:**

**ONE FORM PER PERSON - PLEASE COMPLETE CLEARLY**

**Full Name of Young Person**

\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_ (As on *start date of activity*) **Diocese:** \_\_\_\_\_

**Email Address:**

\_\_\_\_\_

**Emergency Contact (name & number):**

\_\_\_\_\_

**Is this your 1st time at a CFC activity?** Yes / No

**Where did you hear about CFC?** Friend / Youth leader / Priest / Parish speaker / Online / Poster

**Do you have any dietary requirements or medical conditions?** Yes / No  
**If yes, please give full details with GPs phone number:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Each place at the festival costs CFC £xx. We would ask you, according to your means, to be as generous as you can. N.B.**

**SUGGESTED DONATIONS: £xx...**

I ENCLOSE A DONATION OF £ .....  
(CHEQUES MADE PAYABLE TO "CFC CHARITABLE TRUST" PLEASE.)

I ENCLOSE A DONATION OF £..... TO HELP ANOTHER  
YOUNG PERSON TO ATTEND

**If you are a tax payer, please complete a gift-aid form upon arrival.**

**In accordance with government child safeguarding guidelines, we can only allow a maximum of ten (10) 12 to 17 y/o per 1 guardian.**

**Dear Parent / Legal Guardian - PLEASE NOTE:**

With your consent, 12 to 17 year olds are able to attend this activity with a guardian on site. They must sign below to state that they agree to our **Entry & Accommodation Guidelines** & **Safety Guidelines** found on our website and available at registration. They will sleep in single gender dorms for their age range, 15-17 and 12-14, with adult supervision overnight. CFC will only be responsible for their care in the event of an accident or illness and will notify you of this at the first opportunity. On behalf of CFC we thank your support and pray this event is a real blessing for those attending.

Please read the following statements and sign:

I give full permission for the person named above to take part in this CFC event.

In the event of illness or accident I delegate the organizers or their assistants the authority to authorize in my name any medical treatment that my son/daughter may require.

I accept that should my child break the activity rules, CFC will not be held responsible for my child's action, and I agree to collect my child from the venue if asked to do so by a member of the CFC team.

I understand that filming and photography may take place during the activity, and give consent for any footage which includes my son/daughter to be used by CFC.

I understand that should my child choose to leave the site CFC can offer any care to them.

I understand that .....(participant's name) must agree to the 'Safety Guidelines', and the 'Entry & Accommodation Requirements' which is available to read on the website and at registration. This agreement is confirmed by ticking the box on the booking form.

We thank you for your cooperation and ask that you sign below to accept the terms and conditions of attending the activity.

Parent/Guardian Signature.....

Printed Name.....Date.....

**PARTICIPANT:**

DISCLAIMER: CFC activities are events that may be held in a public space. Photographers may be present taking pictures and footage at the event. These images may be used, without further notification, at a later date to market this event, within the following printed materials: brochures, newsletters, marketing material, videos, and / or as digital images such as those on the CFC website and CFC Facebook; Flickr; Instagram pages. If you have any issues with this please notify the National Office.

- I have read, understood and agree to abide by the Safety Guidelines (available on website & at registration)**
- I have read, understood and accept the Entry and Accommodation Requirements Policy (available on website & at registration)**

SIGNED .....DATE .....

If booking is made in advance the receipt of your payment & reservation will be acknowledged by email. CFC reserves the right to cancel the activity. Please post your completed form (and donation) to CFC, *insert postal address here*

**St Mary of the Angels, Moorhouse Road, London W2 5DJ**  
**Telephone 020 7221 2124, E-mail [info@CFC.org](mailto:info@CFC.org), Website [www.CFC.org](http://www.CFC.org),**  
**Registered Charity No 1099118**

## **Appendix 8: Safety Guidelines**

### **SAFETY GUIDELINES**

To ensure this activity is a joyful and happy experience for everyone we need to keep the site safe. The following guidelines are to ensure this happens and so must be adhered to at all times.

CFC reserve the right to ask people to leave and to ask parents / guardians of minors to collect them to take them home if it is deemed that behaviour has contravened these guidelines or is considered inappropriate in any way.

We are grateful for your co-operation.

### **THE ABSOLUTELY NO WAYS**

- **No Alcohol** – any found on site will be confiscated.
- **No Drugs** – anyone using, dealing or possessing drugs will be immediately reported to the Police.
- **Couples** – please observe modesty in dress and in relating to one another.
- **No foul language** – including taking the Lord's name in vain.
- **No entry** – to opposite sex accommodation or sleeping areas.

### **SAFETY**

- EVERY PERSON MUST REGISTER
- NAME BADGES must be worn at all times.
- NO SMOKING in the building. Ensure butt ends are placed in bins.
- BE STREETWISE – do not go off with or accept lifts from people you do not know. If you are under 16 you may only leave the site with your Guardian. We do not encourage participants to leave site as we are not able to monitor exit & return, or offer any care while off site.
- GUARDIANS must be aware of the whereabouts of the young people in their care at all times and are responsible for their conduct.
- EMERGENCIES report to a member of the stewarding team or site manager.
- MEDICAL EMERGENCY – report to a member of the stewarding team or the site manager and call an ambulance if necessary.

- If you feel concerned for the safety or wellbeing of a young person, or for your own safety or wellbeing, at any time during the activity please speak to the site manager or activity leader.
- Should you require any assistance during the activity please see your small group leader through the day or the stewards through the night.

## **FINALLY**

- Please observe great reverence and respect before the Blessed Sacrament in the Church / main marquee when you enter and leave.
- Please dress modestly at all times.
- No noise in accommodation areas after 11pm.
- No pets on site (except for guide dogs).
- Help keep the place tidy – use the bins provided and respect that we are in a building belonging to someone else.

## Appendix 9: Entry & Accommodation Requirements

### ENTRY AND ACCOMMODATION REQUIREMENTS

- CFC will offer accommodation on site to all participants (dependent on the activity). Unless they are parents / guardians or volunteers, they may have to arrange their own accommodation for the duration of the activity.
- All registered participants **MUST** have a name badge given to them at registration & it must be worn at all times onsite for the duration of the activity.

### UNDER 18'S

- Separate Male & Female Accommodation for under 16's accompanied by 2 guardians appointed by their parents.
- Document that needs to be filled in: Booking Registration Form & Parental Consent Form for 12 – 17s
- If you are a parent/guardian and are bringing under 18s to the activity please note that all under 18's must be accompanied by a responsible guardian, at a ratio of 1 adult to every 10 teens (12-17 y/o).
- If you are bringing a group of under 18s with both boys and girls and you are staying overnight: the group must be accompanied by the correct number of male and female guardians who must sleep in the respective accommodation areas.
- Minors **cannot be left unsupervised at any time** & must be accompanied by a parent/guardian on site.
- All under 18's should be identified by a name badge.
- All registered participants **MUST** have a name badge given to them at registration and it must be worn at all times onsite for the duration of the activity.

### AGE 12s – 17s

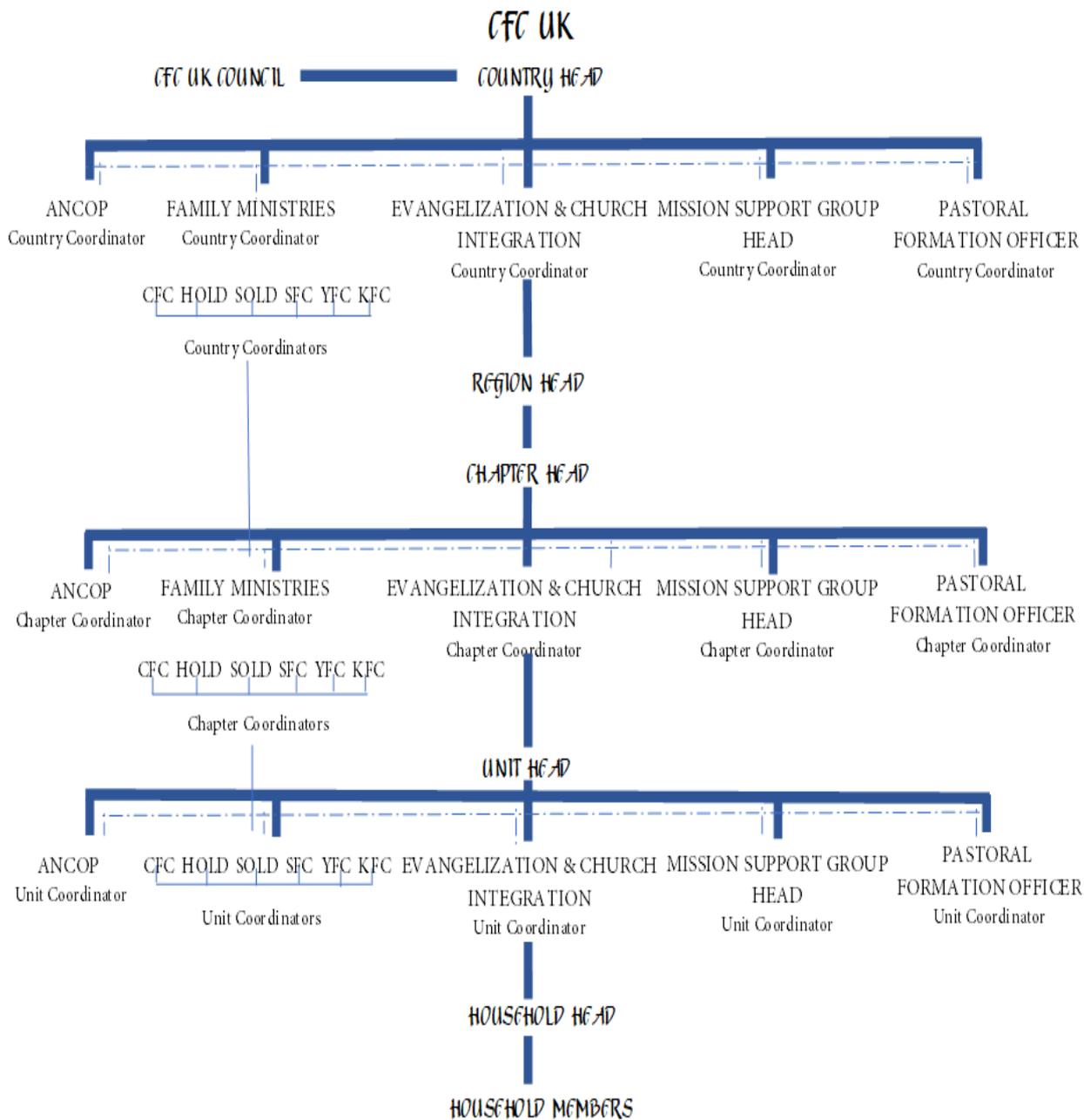
- Separate male & female accommodation.
- Minors **cannot be left unsupervised at any time** & must be accompanied by a parent/guardian on site.
- All participants should be identified by their name badge.
- Document that needs to be filled in: Booking Registration Form & Parental Consent Form for 12 – 17s
- All registered participants **MUST** have a name badge given to them at registration & it must be worn at all times onsite for the duration of the activity

## **AGE 5s – 11s**

- Must sleep overnight with their parents / guardians.
- Minors **cannot be left unsupervised at any time** & must be accompanied by a parent/guardian on site.
- All participants should be identified by their name badge.
- Document that needs to be filled in: Booking Registration Form & Parental Consent Form for under 12s
- All registered participants **MUST** have a name badge given to them at registration & it must be worn at all times onsite for the duration of the activity

**If you have any questions, please contact the National CFC Office on: 0044  
7805 172279**

# Appendix 10. Management Structure of CfC UK



## UNDERSTANDING CfC UK ORGANIZATIONAL FRAMEWORK:

1. Straight lines delineate direct authority and accountability for all structures under each line or staff function (vertical or horizontal).
2. Broken lines delineate coordinating functions with all structures either line of staff (vertical or horizontal).
3. The heavy vertical and horizontal lines are used to delineate territorial lines of authority (CFC Pastoral & Governance). While the slim vertical line used in the Family Ministries define pastoral relationships down the line. All ministries at each level are under the territorial governance of CfC.