DIOCESE OF GLOUCESTER

Fact sheet for churches setting up great Holiday Clubs!

When setting up a holiday club there are key things to remember:

- An activity in the name of the Church is a PCC `sponsored' activity so there is clear legal governance responsibility and accountability.
- That there are overlapping concerns with Health and Safety arrangements.
- There are clear safeguarding policies and practices in place.
- That there are good numbers of appropriate adults, in staff roles or as volunteers.
- That there is a clear overarching project leader who has the day to day responsibility of things working out as well as they can.

The activity is happening in the name of the church so all DBS checks and general safer recruitment need to be done by the church as if anything should happen it's a church insurance issue – however it will depend on the frequency and timing of the club to work out who would need a DBS check and who wouldn't (mostly all the leaders will need a DBS) but do check with us with what sort of sessions they will support if you want further information. We have written a short document on safely recruiting volunteers which will help you.
http://www.gloucester.anglican.org/content/pages/documents/1432819761.pdf

To make your event a great event this checklist works through the things you need to have done and to have in place;

1. A master event folder that has in it a copy of your Public Liability Insurance certificate as well as;

2. A copy of your activity Risk Assessment and any plans for anything in particular (in particular how children will be kept safe, and information about behaviour such as fighting or bullying etc.)

3. A list of events and their timings, and a list of who is employed or volunteering against each one.

4. If children are being dropped off and picked up you need a sign up and consent sheet for every child that the parent keeps a copy of and that needs emergency contact details, any health issues etc. and these should all be in the master file.

5. If the parents are staying they need a sign up sheet to agree to staying and taking responsibility for their children – that can be a really simple welcome fact sheet.

6. You need a named leader for each session with some sort of identifiable - badge, sash etc.' your first aid lead needs the same. And all leaders need a list of emergency services and other helpful information (e.g. if the event is indoors security codes, etc.).

7. You will need to think about the amount of people that you need to lead and help at the event. There is guidance in our safeguarding children policy about the ratios of adult to children that you need.

8. If your activity is a joint churches locally/church and school etc. activity, then it may be that the PCC will decide that they will have a joint policy with the other churches involved that they will accept DBS's from each other's churches. If this is the case you'll just need a policy in place so that you can ask to see the original of each DBS and a piece of original identification before you let the volunteer begin with you – and double check its date for validity and keep a note of what you have seen. (Then you are covered if anything happens and you have a complete audit trail and each church etc. involved has co-ordinated records).

9. Ensure all leaders have a health and safety and safeguarding briefing, and have safeguarding pocket guides for all volunteers (we have lots let us know how many you need) and that all volunteers know what to do if there is a first aid need, safeguarding issue, or any other emergency.

10. Under 16-18s are fine to help out but they should never be in charge of a group of children, there should always be adults present – you don't normally need a DBS for them, but if you are using teenage volunteers you should have parental consent on file and emergency/health details again all on file/in the folder.

11. Ensure that the activity/activities are listed in the PCC child protection policy and update this if you are having an event for the first time.

12. Ensure that at the end of the event there is a general meeting and report to the PCC covering all that went well and any challenges, so Trustees can build on these for any further events.

13. Make sure you keep all your records safe and secure. Always keep copies of the Risk Assessments carried out. These will help when planning future events, but if an accident or other issue happens there will need to be a completed audit trail of preparation and assessment and this may need to be shared with any appropriate authority.

Useful links:

http://www.outofschoolalliance.co.uk/holidayclub-only

http://www.outofschoolalliance.co.uk/holiday-club-tips

http://www.ecclesiastical.com/churchmatters/churchguidance/churchhealthandsafety/planning-church-events/index.aspx