



ASSEMBLIES OF GOD CARDIFF POLICIES AND PROCEDURES HANDBOOK

AOG CARDIFF

WWW.ASEMBLIESOFGODCARDIFF.CO.UK [twitter@aog_cardiff](https://twitter.com/aog_cardiff)



POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

POLICIES AND PROCEDURES FOR ASSEMBLIES OF GOD BACK TO GOD CARDIFF CHURCH

Address: 45 Stacey Road

CF24 1DS Cardiff

Assemblies of God Back to God Vision

The vision of the Assemblies of God Church is to win souls for God, Nurture souls in God and prepare souls for an eternity with our Lord and Saviour Jesus Christ!

We value every man, woman and child and desire that they understand the genuine gospel of Jesus Christ and be provided with a church where they can grow in the Lord and fully exercise their God given abilities.

What is a Policies and Procedures Manual?

Assemblies of God back to God Cardiff Church Policies and Procedures Manual is a reference guide to the functions and operations of the church. It lists routine duties and answers questions that arise as duties are performed. The procedure section gives step by step instructions for performing each task. It should however be noted that The National Assemblies of God Committee (NAC) can override some of the local church policies should there be a justification to do so.

What Is a Policy?

A Policy is a statement that defines the authority required, boundaries set, responsibilities delegated, and guidelines, established to carry out a function of the church. In other words, policies tell who does the task, why it is done, and, under what conditions it is done. Policies answer questions that arise during unique circumstances.

Policies provide uniform treatment of a situation, thus achieving continuity of operation. Policies take personalities out of the picture. Decisions are based on the church policy not on the individual, and each situation is treated the same.

What Is a Procedure?

Procedures tell how a task is done. A detailed listing is made of each step taken to complete the process. A step by step description of the process is used to complete the job and no one has the authority to change this process unless it has been reviewed by the Assemblies of God Cardiff church board.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Church Calendar Scheduling

POLICY

The official church calendar is maintained by the Secretary. All requests and changes must be channelled through the secretary who will then liaise with the Pastor. No one else may enter, delete, or change information on the official calendar.

Church program activities (meetings, fellowships, recreation, musical programs) may be scheduled by department heads, and committee chairpersons as coordinated by the Church Pastor and or the Cardiff executive board.

The Pastor and the Church executive board will coordinate the scheduled events for the church calendar.

Program activities and committee meetings will not conflict with the regularly scheduled services of the church (morning and evening worship, Sunday school, Discipleship Training, midweek prayer service) etc.

Use of the building for other than church-sponsored activities are subject to the church policy on the use and space available. When a conflict arises, church activities take priority over sponsored activities on a first-come, first-served basis.

PROCEDURE

Scheduling:

- 1. Everyone wishing to schedule an activity or emphasis must complete a Calendar Scheduling Form or Hire of Building if it is a private function. Forms are kept in the church office.
- 2. The Schedule Request Form is submitted to the Secretary one week prior to the monthly Church Board meeting.
- 3. The Secretary shall check calendar for the availability of facilities and will make notation on form.
- 4. Pastor takes the request to Church Board meeting for approval.
- 5. Secretary enters the event on the church calendar in pencil.
- 6. Secretary notifies requesting person of approval.
- 7. Secretary distributes a weekly building use calendar to the person responsible for opening and closing the building.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

- The senior pastor of Cardiff may refer some of the requests to use the building to NAC. However, such a request will be reviewed by the Cardiff committee prior to a referral to NAC.

Cancellations or Changes: To change the date, time, or cancel the event please contact the Secretary as soon as possible to note cancellation in the bulletin or website.

[Calendar Scheduling Form](#)

Use this form to request a date be added to the master calendar. If there is a conflict on date or arrangements, you will be contacted.

Date:

Name of church program organization: _

Event: _

Event date: _____

Day of the week (circle): S M T W T F S

Beginning time: _____ Ending time: __ _ _ _

Facilities needed: _____

Number of anticipated participants: _____

Person in charge: _____

Phone: _____

Office Use Only:

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Date and space requested is available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Approved_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Event placed on Master Calendar by: _____ Date: _____		
Comments: _____		

Financial Policies and Procedures

1. All Assemblies of God Cardiff committees, staff, or individuals shall abide by these Policies and Procedures.
2. The Finance Committee shall administer the financial program of the church.
3. All budgeted expenditures shall be approved by the Pastor and/or Treasurer.
4. All budgeted expenditures over 100.00 must have Finance Committee approval before expenditures are made.
5. The Finance Committee will decide concerning all non-budget expenditures or will make recommendations about these expenditures to the church.
6. The church will have authority concerning non-budget expenditures.
7. The church will be responsible only for authorized expenditures. Authorized expenditures are those approved by Pastor and/or Finance Committee.
8. At the end of the financial year, the finance team should prepare end of term accounts and should be submitted to the relevant NAC official within the specified time frame.

Committee Policies and Procedures

The committees of the church exist to plan, coordinate, implement, and evaluate the work assigned to them by the church.

TYPES OF COMMITTEES:

All committees shall be classified as Standing or Special. A standing committee works throughout the year. A standing committee has a list of duties that require regular performance.

Standing Committees

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

- Main Church Committee (Executive Board)
- Finance Committee
- Trustees
- Youth Ministries Committee
- Church Ushers Committee
- Children's' Ministries
- Committee
- Music ministry Committee

Special Committees

Specific Assigned Planning Committee

Membership:

- No person shall serve on more than one (1) regular committee during a given year.
- Limit service to at most three persons per family on all major committees.
- All committee members shall be church members.

Rotation: Membership on all regular committees shall be on a rotation basis.

One third of the committee will rotate off each term.

Term of office: The committee membership year is from January through to December. A person is elected for two years.

Officers: Each committee shall have a chairperson, vice-chairperson, and secretary. The Executive Committee will recommend the chairperson. Each committee will select its vice-chairperson and secretary.

Meetings: All regular committees shall meet at least quarterly. Some committees will require monthly meetings. These will be spelt out in local committee protocols.

Minutes: Each committee shall maintain permanent minutes of all meetings. One copy of the minutes shall be submitted to the church office. The committee secretary will keep a copy.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Reports: All regular committees shall make a report to the Church Executive Board. The chairperson from each committee will make up the Church Executive Board.

Vacancies: The Executive Board shall recommend new members to fill vacancies that occur during the year.

Budgeting: All regular committees shall submit requests for budget monies to the Finance Committee.

Staff Advisors: The Pastor will serve as ex officio member of each committee. The Pastor will be responsible for assisting committees in fulfilling their responsibilities.

It shall be the duties of the Executive Board Committee to seek out and nominate suitable and well qualified persons to fill all elective offices, and standing, and special committees, and designate a chairperson for these committees.

Duties of a Committee Member

1. Know the purpose, duties, and members of the committee.
2. Be present and on time for meetings.
3. Participate in discussions.
4. Contribute to the planning and achievement of activities/projects.
5. Complete assignments as agreed upon.
6. Keep the committee chairperson informed about progress on assignments; report at committee meetings.

Duties of a Committee Chairperson

1. Know the purpose, duties, and members of the committee.
2. Request and administer committee budgeting.
3. Serve as a member of the AOG (BTG) Cardiff Church Executive Board.
4. Plan the agenda for each meeting of the committee.
5. Conduct meetings.
 - ☐ Each meeting should have a purpose.
 - ☐ Each meeting should have an agenda.
 - ☐ Each meeting needs resources.
 - ☐ Each meeting should plan for follow-up.
6. Supervise the work of the committee secretary.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

7. Assign responsibility to committee members for follow-ups actions.
8. Lead the committee to:
 - ☐ Identify and schedule some activities/projects.
 - ☐ Develop a sequence of actions.
 - ☐ Prepare a timetable.
 - ☐ Determine the resources needed.
 - ☐ Complete activities/projects.
9. Report committee action(s), as appropriate, to the Church Executive Board, and the church business meeting.
10. Collaborate, as necessary or desirable, with Church Executive Board, Deacon Council, Church Program Directors/Leads, and other committees.

New Ministry Structure and Process:

As the need arises for the development of new ministries, The Assemblies of God Back to God Cardiff Leadership Team may often identify a member to lead the efforts of the new ministry that fits within the vision of Assemblies of God Back to God Cardiff. The member will be responsible for creating a plan including an overview and the goals of the new ministry, expectations of the leader and team, and how the ministry plans to serve the congregation and community. In the case that a member would like to present an idea for a new ministry to the Senior Pastor, a plan should be drafted and presented to the Senior Pastor for review. Upon identifying that there is a need for the new ministry that is not yet provided by an active ministry, a meeting may be scheduled for the member to present their idea to the Senior Pastor and the Assemblies of God Back to God Cardiff Executive Committee. Due to the requirements of maintaining a ministry to align with the vision of Assemblies of God Back to God Cardiff, presented idea does not guarantee an approval of a new ministry.

Cultural Diversity and Guests Services:

The Assemblies of God Back to God Cardiff Church is a non-profit organization that assists with the needs of its members as we have an obligation and opportunity to make all feel welcome. The Ushering and Doorkeepers Ministry team will showcase sincere enthusiasm when welcoming and collecting information from visitors. Visitors come to Assemblies of God Back to God Cardiff through invitation, or because of meetings and media.

Expectations:

All our visitors, whether first time or those who have made multiple visits, should be greeted warmly. It is important to capture visitor information on the Visitor's Card in the following areas, to evaluate our programs and its effectiveness: how did they hear about Assemblies of God Back to God Cardiff, do they live in the area, do they have a home church, if they have visited before – what brings them back again. It is important to discern

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

whether the communication and conversation is engaging, but does not open the door to counselling.

Encourage guests to complete the information and submit it to the Ushering and Doorkeepers Ministry team member. Completed cards should be taken to the pastor's office immediately following service and placed in the appropriate area, until the information is uploaded into the Power on-line database.

The Ushering and Doorkeepers Ministry leader will escort the new members to meet with the pastoral team at the end of the service for introductions.

Individuals who wish to join the church should express interest during the membership" altar call. New members are encouraged to attend the different mid-week services to learn more about and express interest in the various ministries at Assemblies of God-Back to God Cardiff.

Serving:

The designated greeting/welcome area should be monitored frequently by the ushering and Gatekeepers team to ensure it remains clean and visitor cards are replenished and visitors gift (service CDs/packs) is readily available. Visitors will often have questions about Assemblies of God Back to God Cardiff, so it is important for the leader and team to be knowledgeable about the church and provide an overview of the various ministries. The Connections Ministry team is encouraged to connect with new members via phone on a monthly to quarterly basis to assist with helping them become a part of The Assemblies of God family. Connections team members are expected to become familiar with all areas of the Connections Ministry to connect with visitors and new members always. Some of the responsibilities include but are not limited to: monitor the greeting area, identify team members and other ministry partners to best assist the visitor (men, single parents, teenagers etc), maintain supplies, assist with developing the new members package, and provide back-up assistance.

Greeters and Ushers

Overview:

The greeters and usher's ministry is an important role at Assemblies of God-Back to God Cardiff, and the first to meet the congregation. The mission of the greeters and usher's ministry is modelled after Psalm 84:10. Team members are expected to adhere to the guidelines outlined in this manual.

Expectations:

Team members are asked to arrive approximately 15 to 30 minutes prior to the start of service to pray and gather the tithe and offering envelopes for the baskets. As a team, we share any special needs to pray for one another.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Team members will also conduct a “walk-through” the sanctuary before and after service to ensure the space is neat and clean. Doorkeepers are expected to inquire of guests whether they are first time guests and special guests. Special guests include but are not limited to those identified by the Assemblies of God, Cardiff Executive Pastoral Team as bishops, pastors, guest artists, and dignitaries. The doorkeeper will inform the appropriate team member and Executive Pastoral Team member of any special guests.

Serving:

Greeters generally serve at the entry to the sanctuary to greet the guests and inquire the number in their party/family to inform the usher of how many to seat. The ushers generally serve in the sanctuary in each aisle and seat guests as they are directed into the sanctuary by the greeter. Doorkeepers also serve on the greeters and ushers ministry, and stand at the entry to the church building to greet each guest. Team members are cross-trained to enable coverage at the entry doors and in the sanctuary. All members should be well equipped to serve as an usher, greeter or doorkeeper.

Music Ministry [Praise & Worship]

Overview:

The praise and worship team is responsible for leading the congregation into a corporate expression of praise and worship with the use of songs and praise. The singing ability is one element amongst many that helps to sustain one's position with the worship team. Leaders and members of the team should have a teachable spirit to be empowered with spiritual impartation of the songs, and minister in excellence. An individual may join the team by being asked by the music team, referral or through expression of interest. Once you have passed the process of becoming a member of the music team, you then become equipped for singing on the praise and worship team.

Expectations:

Leaders and members are expected to be a faithful member of the church in terms of visibility, participation in church programmes and financial commitment. The praise team members are expected to attend every scheduled rehearsal, and come prepared and knowledgeable of the parts and lyrics. Members are expected to respond to all events planned by the Music Ministry team, rehearsals and services. Members are expected to wear proper attire in accordance with the pre-arranged schedule. The praise and worship team should sit in a way that makes it easier to coordinate should they be asked to minister in a song. The Leader of praise and worship and or

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

the team should lead from the auditorium to effectively engage with the audience. Every praise team member is a leader of praise and worship as it pertains holistically to our expression of worship in service. Member's lifestyle matters, both inwardly and outwardly. The music department at Assemblies of God-Back to God Cardiff reserves the right to view any social media such as: Facebook, Twitter, etc, as it pertains to the team members. We also reserve the right to terminate your membership, in the unfortunate event of there being some personal content that is contrary to the depiction of what Assemblies of God Back to God Cardiff stands for.

Evaluations:

Evaluations in the music department occur on a quarterly basis. Upon your membership into the department there will be a formal one-on-one introduction. The quarterly evaluations offer an opportunity for personal assessment in the department, as well as a personal two-way dialogue with the leadership. Leadership of the department reserves the right at any time aside from the quarterly evaluations to meet with any member one-on-one to address issues and concerns.

Media Team Overview:

The Media Team films and photographs live services and special events to produce recordings for our Live Stream services, and for advertising. The Media Director is responsible for overseeing the Media team and directing the camera operators before service, during service, and after service.

Expectations:

Camera operators and media team members are expected to follow all instructions set by the media director, arrive at the set time prior to services and events to understand service role and expectations, limit side conversations during service, and understand media terminology. Camera operators are responsible for the following duties before service, which include: keeping the operators on task, ensure that all cameras and headsets work properly, make sure the operators have balanced their cameras using the appropriate resources and meet with the operators to discuss the type of shots and views.

During service, the operators:

notify the Media Director, Ushers, and Minister of Protocol (Deacon) of any hindrances of filming, keep an eye on the focus of all cameras, and manage the shot speed with the flow of service.

After the service, the Media Director and Minister of Protocol(Deacon) meets with the operators and video room team and other team members to debrief

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

what worked well and needs improvement or other issues prior to the next service, follow up on the breakdown and maintenance of all cameras, headsets, and cords and storing in appropriate locations, follow up with proper shut down/off all equipment. The Media Director will partner with the Minister of Protocol (Deacon) prior to service to review the following:

walk-through the sanctuary, monitor TV monitors, lights and placement of certain items in the sanctuary, and will work with the Usher and Greeter Ministry Leads regarding seating arrangements. During service, the Media Director will communicate with the Minister of Protocol (Deacon) to manage messages to the Executive Pastor, microphone transitions, and other areas where assistance is needed. The video room team is responsible for the following before service:

ensuring all equipment works properly prior to filming, clean all recording devices, check sound levels, and check space on hard drive. After service check that all DVD's are finalized and labelled, work with the pastoral team for appropriate title, work with the Minister of Protocol (Deacon) or Executive Pastor to approve uploading the video to the online database.

Serving:

The Media Director, operators and other Media team members provide visual aid during service and events as needed, including camera shots, virtual announcements, and video recordings.

Policy & Procedures for the Administration of Church Equipment

Equipment Use:

1. The philosophy underlying policies for equipment use is that all the church equipment shall be used to carry out the basic purpose and mission of the church.
2. Regularly scheduled church activities shall have priority on equipment use.
3. Everyone or group wishing to schedule the use of church equipment must complete the proper form. Forms are kept in the secretary's office.
4. The forms must be submitted to the Trustees\Deacon who will forward to the executive board for approval.
5. After approval, the Secretary schedules the use of the equipment.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

6. The equipment must be returned in good working order. If there are any broken or damaged items, it must be reported to the church office and noted on the form.

EQUIPMENT APPLICATION FORM

Today's Date: _

Name: --

Address: _

Organization Using Equipment: _

Work Phone: _____ Home Phone: _____

Date equipment is to be picked up: _

Date of event for which equipment is needed: _

Date equipment is to be returned: _

Location of event: _

List equipment:

It is agreed and understood that any equipment loaned will be returned in as good condition as when received and that any damages will be the responsibility of the borrower who will pay for required repairs or replacement.

It is understood that said loaned equipment will be returned no later than borrower certifies by signing below that the equipment received is in good condition (any exceptions are to be noted and signed on reverse side of form).

Signed: _

Date: _

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Equipment checked out by: _

Date: _

Equipment checked in by: _

Date: _

Policy and Procedures for Use of Church Property

Policies for the operation and use of the church facilities are under the following guidelines to avoid problems and to define responsibilities. For hiring of the church building, please refer to the "Hire of Building Policy".

Building Use:

1. The philosophy underlying policies for building use is that all church facilities shall be used to carry out the basic purpose and mission of the church. Policies should be kept in the spirit of bringing people to Christ.
2. Use of the church facilities shall be done in conformity with the church policies and procedures.
3. The party using the facilities is responsible for the clean-up of personal items and to rearrange the room(s) back in the order to which it was found.
4. Regularly scheduled church meetings shall have priority in building use. Other church related meetings shall have second priority. Outside organizations shall be eligible for building use when facilities are not being used by church groups and when their purpose is approved by the Pastor and the Trustees/ Executive Committee. Profit making enterprises shall not use the church facilities for any purpose.

Church Access

Assemblies of God Back to God Cardiff Church Access Form

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

*Please complete at least 1 month prior to requested event for review and approval.

*Please note, completion and submission of this form does not guarantee approval. *Security and/or Senior Pastor or Committee Member must be present for duration of event.

Ministry/Department:

Ministry Leader Name:

Requestor Name:

Phone Number: _____

E-mail: _____

Date Request Submitted: _____

Date of Event: _____

Purpose for Use of Church (briefly describe the event):

Duration/Date & Time frame of Event:

Number of Individuals who will be present:

*Person requesting access must be present throughout the duration and time frame of the event

Type of Event: Meeting | Event (Event Type: _____) Other: _____
(Training, Workshop, Seminar, Practice, etc)

To be completed by Senior Pastoral/Secretary.

Date Reviewed: _____

Date Approved: _____

Senior Pastor Approval Signature:

If not approved, Reason:

Policy & Procedures for the Administration Church Vehicles

Vehicle Use:

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

1. The philosophy underlying policies for van use is that all the church equipment shall be used to carry out the basic purpose and mission of the church.
2. Regularly scheduled church activities shall have priority on vehicle use.
3. Everyone or group wishing to schedule the use of the church vehicle must complete the proper form. Forms are kept in the Pastor's office.
4. The forms must be submitted to the Deacon or Secretary for approval.
5. After approval, the Deacon/Secretary schedules the use of the vehicle.
6. The vehicle must be returned in good working order. If there are any broken or damaged items, it must be reported to the church office and noted on the form.

Vehicle Driver Responsibilities

1. The driver(s) must be 25 years of age or above with a good driving record with no accidents or ticketed violation in the past three years. The driver(s) must present their driver's license to the church insurance carrier for approval before use.
2. The driver(s) must be in good health, not under a doctor's care or using any kind of medication that would impede proper judgment; that would jeopardize the safety of the passengers.
3. The driver will check engine oil before starting the trip and after each fill up.
4. Receipts must be turned in to the Church Secretary to be reimbursed for fuel or oil.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

5. The driver will see that the vehicle is clean after each use as possible.
6. The driver is responsible for staying within speed limits and obeying all traffic signs and signals. The driver is personally responsible for fines assessed for breaking traffic laws.
7. The driver will immediately report any damage to the vehicle that occurred while it was in his or her possession.
8. The driver will be courteous always, remembering that the vehicle and its occupants represent the church.
9. The vehicle will be used for approved church business only. Other use will have to be approved by the executive committee.

I have read and understand the above responsibilities and agree to abide by them.

Driver 1:

Date:

Driver 2:

Date:

In case of breakdown call:

Phone during work hours, or phone: after hours.

Insurance Agency:

Phone:

Group Requesting Use:

Person Responsible

Phone:

Destination:

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Reason for Use:

Fuel: Charge on: ☐

Amount:

Odometer Reading:

End of Trip:

Beginning of Trip:

Total Miles:

Check with office 24 hours before trip to obtain keys. The vehicle must be returned to the parking lot for security reasons. The vehicle must be returned clean. Problems with the vehicle must be reported to the office immediately.

Please return this form to the church office on the following day after the use of the church vehicle.

Church Officers Policies & Procedures

Deacon Chair

Purpose: As Deacon Chair you have full responsibility for all Deacon Ministries in the Assemblies of God Cardiff church while you serve as chair. You can achieve best results in your work only as you share responsibility with other Deacons and build them into an effective ministry team.

Duties:

- Lead the Deacons in planning, conducting, and evaluating all their work.
- Plan, conduct, and evaluate Deacons meetings.
- Provide Deacons with adequate training and resources for their work.
- Guide Deacons in organizing and conducting a ministry to families in the church.
- Serve as a member of the Church Executive committee.
- Interpret Deacon work to the church executive committee, provide Deacons with information about work of the church.
- Report regularly to the church on the work of the Deacons.
- Give guidance to the pastoral ministries of the church when it is without a Pastor.

Roles of Executive Church Secretary

Moderator

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Purpose: The moderator maintains the fellowship of the church. The role of the moderator is to facilitate the work of the church through the most harmonious route. In the absence of the church secretary, the chairperson of deacons is moderator of the church.

Duties:

1. Maintain the fellowship.
2. Conduct orderly church business.
3. Execute church business in a timely manner.
4. Clarify church business for later action.
5. Keep on course with the business meeting agenda.
6. Speak for the church in times of crisis.

The Secretary may appoint a Clerk to help with the following:

1. Record minutes.
2. Preserve records.
3. Correspond with other churches for membership changes.
4. Provide records for church history.
5. Prepare the Annual Church Profile.

Role of Executive Church Treasurer:

Purpose: The Church Treasurer is responsible for receiving, accounting, and dispensing money.

Duties:

1. Counsel with the Finance Committee.
2. Maintain records of funds received and used.
3. Maintain records of contributions.
4. Sign cheques in accordance with church policies and procedures.
5. Make reports to appropriate committees and to the church.

Role of the Church Trustees including at least one NAC Trustee

Purpose: The Trustees serve as legal representatives in all transactions related to the Assemblies of God Back to God, Cardiff church. They hold title to the church property and they sign all documents related to the purchase, sale, mortgaging, or rental of church property after approval by the church in regular business session. Trustees should act only on the authority of church approval. The Deacon Chair will always be part of the Trustees.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

NB. At least one NAC trustee will be involved in all the above-mentioned processes.

Duties:

- Hold legal title to all church property and act only as directed by the church in regular business session.
- Sign all legal documents involving church property, upon direction by the church in regular business session.
- Maintain an up-to-date inventory of all church property, mortgage loans, and insurance on church property and equipment. The purpose of inspecting and keeping an inventory is to plan for preventive maintenance work on all church property and equipment.
- Inspect all church properties periodically.
- Recommend changes in use of facilities, property, and equipment.
- Make recommendations concerning maintenance personnel, employment, training, and supervision needs.
- Develop and recommend policies and procedures related to church property, space, and equipment.
- See that the church facilities are open, unlocked, and securely locked after all church functions.
- Maintain a detailed list of holders of church keys and use.

Responsibilities:

- Relate to appropriate civil officials in all legal matters involving the church.
- Keep abreast of latest insurance and legal changes, report such changes to the appropriate church leaders, and advise the church staff and any committee concerning legal matters.
- Counsel with appropriate church officers and committees in matters related to church properties.
- Maintain all church legal documents in conjunction with the Church Secretary/Clerk.
- Stay in touch with the Church Executive Committee and Deacons to report on current plans and ideas as necessary.
- Report to the church as necessary.
- Serve as a member of the Church Executive Committee

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Sunday School Director (Children' Ministry)

Purpose: The Sunday School Director is responsible to the church for planning, conducting, and evaluating the work of the Sunday school. The Sunday school Director reports to the Senior Pastor and regularly attends all the executive board meetings to provide all the reports for Sunday school.

All the Sunday school sessions will take place during the ministry of the word in the main church. Children will be grouped according to their ages and will be taught of the word that is relevant to their ages. On the first week of entry to secondary education, the child will transfer to the main church services. (N.B This will be reviewed periodically as the church grows numerical). The Assemblies of God Cardiff will provide a syllabus to the Sunday School Director as recommended by the executive committee.

Duties:

1. Lead in determining the Sunday school resources needed to reach and teach effectively.
2. Give direction to the enlisting of teachers for the Sunday school.
3. Give support and guidance to other children teachers in accomplishing their work.
4. Help all children teachers to see the importance of involving children in effective Bible study.
5. Determine training needs of the workers and develop a comprehensive training plan.
6. Give direction to planning and conducting Bible teaching projects.
7. Lead Children's teachers in setting challenging but reachable goals.
8. Give direction to the selection and proper use of all curriculum materials.
9. Determine financial and physical resources needed for the Sunday School and recommend these needs to the church executive committee.
10. Maintain and use records for the Sunday school.
11. Keep the Sunday school teachers informed concerning the work of the church.
12. Report periodically to the church Board and the church on the progress of the Sunday School.
13. Lead in evaluating the work of the children's ministry.

Evangelism/Discipleship & Leadership development Director

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Purpose: The Discipleship Training Director is responsible to the church for planning, conducting, and evaluating the work of the Discipleship Training. The Director is also responsible for organising a yearly programme of evangelism that will be in line with the vision of Assemblies of God back to God Cardiff. The evangelism team will have to report all their planned programmes to the senior pastor and if approved then, the leader of the evangelism will be asked to present their proposed strategy of evangelism to the executive committee. No programme will be implemented without the knowledge of the senior pastor.

Duties:

- Assist the Pastor in the planning, conducting, and evaluation of the Church Discipleship.
- Direct the recruitment, training, and assignment of volunteer workers in the Church Discipleship Training program.
- Coordinate disciple making activities - small group, large group, individual studies, mentoring, and retreats.
- Schedule and conduct periodic new member/new Christian training, member training, and leadership training.
- Provide evangelism training.
- Supervise and evaluate Discipleship Training groups programs.
- Recommend budget requirements for training programs.
- Help in leading all workers to become effective witnesses to lost persons.
- Develop and support the outreach program of the Sunday school.

Qualification for Teachers-Leaders

We have asserted that persons are the most important educational force in the church. There are two qualifications without which individuals should not be entrusted with the faith-lives of growing disciples.

The first of these is that the teacher must be a person of real faith. So many of the unstructured teaching events will be dominated by those who have halted in their life of faith. The structured teaching events must not be surrendered to those who are not working at their own faith. If teachers are to lead others in growth in discipleship, then they must be persons who are seeking to mature in their own expressions of belief.

The qualification is not that all teachers must be fully mature in their faith; it is that they have a measure of maturity and the commitment to grow toward more wholeness. The teacher must not, however, teach with the desire to influence everyone to believe exactly how he or she does. Such position is contrary to the teaching of Scripture (we are

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

each priest unto God) and to the affirmation that the Holy Spirit may work uniquely among different persons. But the teacher must be a person of conviction and willing to express those convictions and make them available to the students.

A second qualification for those who teach in the intentional program of instruction is that they be persons who love and who are willing to develop skill in sharing that love. Much of the educating that is part of faith is helping persons understand how persons should love the Lord with all their minds, hearts, and souls, and to love their neighbours as themselves (Matt. 22:34-40). Those who are afraid of love being overemphasized in the teaching ministry of the church would probably be offended by the ministry of Jesus. When Jesus was asked to reduce the law to its most important dimensions, he affirmed the need to love God and other human beings.

One simply cannot teach the faith of the gospel of Jesus Christ apart from some first-hand experience with loving and caring. Long after students will have forgotten the point of the Sunday school lesson, they will clearly remember the teachers who cared for them, who rejoiced and cried with them, and who encouraged and chided them. As persons are taught by individuals who are on the growing side of faith and love, the gospel becomes, in its own miraculous way, incarnate once again. Only to talk about such things as faith and love is like trying to learn about a symphony by only studying the musical score. One may be able to understand what the music would sound like, but the lesson becomes real when the symphony is heard.

Scripture speaks of those whose gift is teaching. Teaching is a skill, and skills require training and development. Teachers who are willing to develop skills should be selected.

Men's ministry

Purpose: The [Church] Men's Chair is to lead in providing organization, leadership, and resources to carry out Men's Mission work.

Duties:

- Leads total Men's Mission planning, coordination, and evaluation.
- Leads in establishing age-division units.
- Works with leadership in discovering mission needs.
- Leads men and boys to participate in mission learning experiences and mission activities in age-division units and church wide activities.
- Leads in coordinating the selection of mission areas to be taught and the ordering of Brotherhood curriculum materials and supplies.
- Reports the progress of Men's work to the church and church executive committee regularly.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Children's Choir Master

Purpose: A Children's choir master is responsible to the Minister of Youth and Music and Youth Committee and they report to the Children's Sunday School Director

Duties:

1. Plan and direct the work of the choir.
 - Lead in planning the curriculum units and in the evaluation of the teaching done in each session.
 - Give overall supervision to the rehearsal sessions.
 - Provide and direct appropriate sharing and/or performance opportunities for the choir.
 - Maintain adequate communication with parents to inform them of the various activities of the choir.
 - Be responsible for a plan to discover and enlist new members.
 - Encourage the use of music in the home.
 - See that appropriate social and recreational activities are provided.

Prayer Ministry Coordinator

Purpose: The purpose is to mobilize every church member to become active in a prayer ministry, through planning, conducting and evaluating the work of the ministry.

Duties:

1. The prayer Coordinator should have a great interest in prayer, be able to work with the pastor, and other church leaders to organize an effective prayer ministry.
2. Educating the church body concerning different prayer ministries.
3.
 - ☐ Schedule specific times of prayer for the church
 - ☐ Plan special prayer events for the church
 - ☐ Plan and implement prayer ministries for the church
 - ☐ Promote use of Prayer Room to the church

Volunteer Acknowledgement Receipt

Attestation:

The content, requirements, and expectations within the attached Assemblies of God Back to God Cardiff and Procedure Manual have been verbally presented to me. Additionally, I have read the manual carefully and in its entirety, and agree to abide by all guidelines established therein. Additional

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

policies and information may be implemented by Assemblies of God Back to God Cardiff at any given time. The Manual does not serve as an "employment" agreement or guarantee, as my service is voluntary unless outlined in a separate Contractor

Service Agreement. Contractors must sign the Employee

Acknowledgment Form. I recognize that I am an "at-will" volunteer and I or Assemblies of God Back to God Cardiff terminate my service at any time for any reason with or without notice, regardless of my length of service. The status of my "at-will" service can only be changed through written agreement of me and the Senior Pastor. No employee, minister, leader, volunteer or other representative of Assemblies of God Back to God Cardiff can make any promises, oral agreements or statements, or representations that are inconsistent with this Acknowledgment.

I understand that should I have any question(s), to consult my immediate pastoral leader.

Signature of this form shall validate the above attestation regarding Assemblies of God Back to God Cardiff Church Policy and Procedure Manual.

Upon signature, please submit to Executive Pastoral Leader.

Name of Ministry: _____

(Please Print Clearly) Volunteer

Signature:

Printed Name: _____

(Please Print Clearly)

Date: _____

Volunteer - Please Do Not Complete Below This Line

I hereby attest that Assemblies of God Back to God Cardiff policy and Procedure Manual has been distributed and discussed with the above Ministry Leader and/or Assistant Ministry Leader. This

Acknowledgement Receipt has been received by me for inclusion with Assemblies of God Cardiff Church Master Organizational Policies and Procedures Manual.

Ministry Leader Signature: _____ Ministry

Leader Printed Name:

(Please Print Clearly)

Senior/Executive Pastoral Signature:

_____ Printed

Name:

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Leader Declaration

Assemblies of God Back to God Cardiff

Policies and Procedures Manual

Minister and Ministry Co-/Leader Acknowledgement Receipt

Attestation:

The content, requirements, and expectations within the attached Assemblies of God Back to God Cardiff Policy and Procedure Manual have been verbally presented to me. Additionally, I have read the manual carefully and in its entirety, and agree to abide by all guidelines established therein. Additional policies and information may be implemented by Assemblies of God Back to God Cardiff at any given time. The Manual does not serve as an "employment" agreement or guarantee, as my service is voluntary unless outlined in a separate Contractor Service Agreement.

Contractors must sign the Employee

Acknowledgment Form. I recognize that I am an "at-will" minister or leader and I or Assemblies of God Back to God Cardiff terminate my service at any time for any reason with or without notice, regardless of my length of service. The status of my "at-will" service can only be changed through written agreement of me and the Senior Pastor. No employee, minister, leader, volunteer or other representative of Assemblies of God Back to God Cardiff can make any promises, oral agreements or statements, or representations that are inconsistent with this Acknowledgment.

I understand that should I have any question(s), to consult my immediate pastoral leader.

Signature of this form shall validate the above attestation regarding The Assemblies of God Back to God Cardiff Policy and Procedure Manual. Upon signature, please submit to Executive Pastoral Leader.

Name of Ministry: _____

(Please Print Clearly)

Ministry Co-/Leader or Minister Signature: _____

Printed Name: _____

(Please Print Clearly)

Date: _____

Designation (Please Check One): ☐ Ministry Leader ☐ Ministry Co-Leader
☐ Minister

Minister, Ministry Leader/ Ministry Co-Leader - Please Do Not Complete Below This Line

I hereby attest that Assemblies of God Back to God Cardiff Policy and

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Procedure Manual has been distributed and discussed with the above Ministry Leader and/or Assistant Ministry Leader.

This acknowledgement Receipt has been received by me for inclusion with The Assemblies of God Cardiff Master Organizational Policies and Procedures Manual.

Senior/Executive Pastoral Signature:

Printed Name: _____

Safeguarding Policy

Introduction to the model safeguarding policy

Writing a safeguarding policy can seem daunting. We hope that in providing a model which can be easily adapted to reflect your work with children, young people and adults in need of protection, you will find this easier.

The model includes guidance notes which explain the reasons for each element of the policy. No two organisations are the same and each place of worship is likely to provide different services and activities for children and adults in need of protection. For example, one church may have a traditional Sunday School and a mid-week children's club, whilst a neighbouring church may provide a children's bus ministry, have a skate park for young people, work with the police and council in providing services to vulnerable people over a weekend, have an outreach service for homeless people and provide a luncheon club for older people during the week. Some organisations may work overseas.

It is due to this variety that the policy also includes good practice safeguarding guidelines, both general ones applicable to all, and specific guidelines for activities.

The policy and procedures have been divided into five sections covering all 10 CCPAS safeguarding standards. Along with details of the organisation and a statement of intent and commitment to safeguarding, the policy covers the following sections:

Section 1. Place of worship / organisation details

Safe and Secure – Standard 1

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse

Safe and Secure – Standards 2 and 7

Section 3. Prevention

Safe and Secure – Standards 3 and 4

Section 4. Pastoral care

Safe and Secure – Standards 8 and 9

Section 5. Practice guidelines

Safe and Secure – Standards 5, 6 and 10

Appendix 1. Leadership safeguarding statement

Appendix 2. Safeguarding Poster

Cardiff Assemblies of God Back to God Safeguarding Policy
--

SECTION 1

Details of the place of worship / organisation

Name of Organisation: Cardiff Assemblies of God Back to God Church

Address: 45 Stacey Road, Cardiff, CF24 1DS

Tel No: _____

Email address: _____

Charity Number: 1108833

Insurance Company: Ansvar Insurance, Ansvar House, St Leonard's Road, Eastbourne, BN21 3UR

The following is a brief description of our organisation and the type of activities we undertake with children / vulnerable adults:

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

The Cardiff Assembly of God Church is part of the Assemblies of God Back to God Church. We are registered with the Charity Commission and are also members of the Churches Child Protection Advisory Service (CCPAS).

We are a community church that meets in a local authority hall. All our church services are open to the public. We regularly hold Sunday school sessions for children within the main Sunday worship services. Children also attend our Bible study sessions and prayer meetings. In addition, supervised youth meetings and outings may also be arranged from time to time.

Our commitment

As a Leadership, we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the United Nations Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." As a Leadership, we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

(CCPAS) and prepared in consultation with Assemblies of God Back to God National Assembly Committee (NAC)

The Leadership undertakes to:

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator(s) in their work and in any action, they may need to take to protect children and vulnerable adults.
- File a copy of the policy and practice guidelines with CCPAS and the Essex County Council Social Services and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.

SECTION 2

Recognising and responding appropriately to an allegation or suspicion of abuse

Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with reference to Article 5 which states:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

Definitions of abuse:

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

What is abuse and neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Signs and symptoms of abuse:

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

Physical

Injuries not consistent with the explanation given for them
Injuries that occur in places not normally exposed to falls, rough games, etc
Injuries that have not received medical attention
Reluctance to change for, or participate in, games or swimming
Repeated urinary infections or unexplained tummy pains
Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation*
Cuts/scratches/substance abuse*

Sexual

Any allegations made concerning sexual abuse
Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
Age-inappropriate sexual activity through words, play or drawing
Child who is sexually provocative or seductive with adults
Inappropriate bed-sharing arrangements at home
Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
Eating disorders - anorexia, bulimia*

Emotional

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
Depression, aggression, extreme anxiety.
Nervousness, frozen watchfulness
Obsessions or phobias
Sudden under-achievement or lack of concentration
Inappropriate relationships with peers and/or adults
Attention-seeking behaviour
Persistent tiredness
Running away/stealing/lying

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Neglect

Under nourishment, failure to grow, constant hunger, stealing or gorging food, Untreated illnesses, Inadequate care, etc

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

How to respond to a child wishing to disclose abuse:

Effective Listening

Ensure the physical environment is welcoming, giving opportunity for the child or vulnerable adult to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above everything else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen.
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc.

HELPFUL RESPONSES

- You have done the right thing in telling
- I am glad you have told me
- I will try to help you

DON'T SAY

- Why didn't you tell anyone before?

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked, don't tell anyone else

Safeguarding awareness

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. **All our workers will receive induction training and undertake recognised safeguarding training on a regular basis through in house workshops; attending CCPAS run Facing the Unthinkable seminars and any inter agency training provided by a Local Safeguarding Children's board.**

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to _____ (hereafter the "Local Assembly Safeguarding Co-ordinator") tel no: _____ who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Local Assembly Safeguarding Co-ordinator or, if the suspicions in any way involve the Local Safeguarding Co-ordinator, then the report should be made to: _____ (hereafter the "Deputy ") tel no: _____. If the suspicions implicate both the Local Safeguarding Co-

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.

- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from CCPAS as above.

The local Children's Social Services office telephone number (office hours) is _____. The out of hours emergency number is _____.

The local Adult Social Services office telephone number (office hours) is _____. The out of hours emergency number is _____.

The Police Child Protection Team telephone number is _____.

- Where required the Local Safeguarding Co-ordinator should then immediately inform the National Assembly Committee Child Protection Co-ordinator:
Pastor M.C.Dube,
Telephone no: 07940379090/01268 461961
Email: pastormcdube@aol.com within 24 hours of any reported allegations. The National Assembly Child Protection Co-ordinator is required by conditions of the Church Insurance Policy to immediately inform the Insurance Company.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Local Safeguarding Co-ordinator, the absence of the Local Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

- The Leadership will support the Local Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the Basildon Assembly of God Church will use this procedure. If, however, the individual with the concern feels that the Local Assembly Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Local Assembly Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the Local Safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

The following procedure will be followed where there is a concern that an adult is in need of protection:

SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively, CCPAS can be contacted for advice.

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Local Assembly Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regard to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

SECTION 3

Prevention

Safe recruitment

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

- Written references have been obtained, and followed up where appropriate
- A criminal records disclosure has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Management of Workers – Codes of Conduct

As a Leadership, we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

SECTION 4

Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship. In addition to the provision of bible based pastoral counselling and support, referrals to other agencies will be made.

Working with offenders

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

When someone attending the place of worship is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

SECTION 5

Practice Guidelines

As a church working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these will be developed.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines regarding our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS' safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

This policy will be reviewed annually on: 03rd March 2017

Signed _____
Print Name: Mandlenkosi C. Dube

Date: 03rd March 2016

Appointment: National Assembly Committee Chairman

Signed: _____ **Date:** 03rd March 2016

Print Name: Norman Maphosa

Appointment: National Assembly Committee Secretary

APPENDIX 1

Leadership Safeguarding Statement

The National Assembly Committee, (hereafter referred to as Leadership) recognises the importance of its ministry /work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the leadership/organisation on: 03rd March 2015. This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being. Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation regarding people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding co-ordinator/s in their work and in any action, they may need to take to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting parents and families

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all in the place of worship/organisation affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this place of worship/organisation.

Child Safeguarding Coordinator

Deputy Child Safeguarding Coordinator

Adult Safeguarding Coordinator

Deputy Adult Safeguarding Coordinator

A copy of the full policy and procedures is available from the church administration office.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

A copy of our safeguarding policy has been lodged with the CCPAS

Signed by leadership/organisation

Signed _____

Date: 03rd June 2017

Safeguarding is a priority here

We are committed to following government and CCPAS guidelines on safeguarding children and vulnerable adults and good working practice, including safe recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:

If you have any concerns regarding the safety or welfare of a child you can speak to:

_____ or _____

If you have any concerns regarding the safety or welfare of a vulnerable adult you can speak to:

_____ or _____

They have been appointed by the leadership in this place of worship/organisation to respond to any safeguarding concerns.

Signed _____ Date _____

Leadership of place of worship/organisation



The Churches' Child Protection Advisory Service is an independent Christian charity providing child protection advice and support throughout the UK.

You can contact CCPAS' 24 hour helpline on:

0845 120 45 50

Useful Contacts

CCPAS
0845 120 45 50

Childline (for children)
0800 1111

NSPCC
0808 800 5000

Kidscape
0845 120 5204

Stop it Now
0808 1000 900

MindinfoLine
0845 766 0163

Through the Roof
01732 737041

Action on Elder Abuse
0808 808 8141



POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

POLICY AND PROCEDURES FOR SAFEGUARDING
THE WELFARE OF CHILDREN AND YOUNG PEOPLE

ASSEMBLIES OF GOD- BACK TO GOD-
CARDIFF CHURCH

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

INTRODUCTION

The children and young people associated with our church form a valuable but vulnerable part of the fellowship. We have been given a responsibility to welcome them (Luke 9 v 48), to allow them unhindered access to Jesus (Mark 10 v 13-16) and to protect them (Matthew 18 v 6-10).

The Home Office has published a set of guidelines which provide a framework to promote Child welfare and prevent abuse. The document 'Safe from Harm' (1993) outlines the procedures that are recommended to safeguard those under 18. We, as a church and as individuals, hold a position of trust in the community for the welfare of the young people and children that we meet and work with.

The recommendations of 'Safe from Harm' are not yet a legal requirement upon the church but we have an obligation to adopt the best available practice for the safety of our children and young people.

There are many different forms of abuse and ways to define it. For simplicity, it can be considered under four categories

Physical abuse- where a child's or young person's body is hurt or injured.

Emotional abuse- where a child's or young person is harmed by a constant lack of love and affection, or by threats and taunting.

Sexual abuse- when adults or young people or other children use children or young people to satisfy their sexual desires.

Neglect- where adults fail to care for young people to the extent that their health and development is impaired.

This document is intended to provide guidance on how to follow the Home Office guidelines to achieve 3 main objectives.

To protect young people from abuse

To help workers to act in a responsible way if abuse is discovered.

To prevent situations arising where workers could be falsely accused of abuse.

Summary of the Guidelines

The guidelines can be summarised as follows:

1. Adopt a policy statement on safeguarding the welfare of children and young people
2. Plan the work of the organisation to minimise situations where abuse of children or young people may occur
3. Introduce a system whereby children or young people may talk with an independent person.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

4. Apply agreed procedures for protecting children or young people to all paid staff and volunteers.
5. Give all paid staff and volunteers clear roles.
6. Use supervision as a means of protecting children or young people
7. Treat all paid staff and volunteers as job applicants for any position involving contact with children or young people.
8. Gain at least one reference from a person who has experience of the applicants paid work or volunteering with children or young people.
9. Explore all applicants experience of working or contact with children or young people in an interview before an appointment.
10. Find out if applicants have any convictions for criminal offences against children or young people
11. Make paid and voluntary appointment conditional on the successful completion of a probationally period
12. Issue guidelines on how to deal with the disclose and discovery of abuse.
13. Train paid staff and volunteers, church leaders and policy, makers in the prevention of child abuse.

(From 'Safe from Harm: summary of recommendations' Pub: Home Office, London 1992 ISBN 0 93-X)

The guidelines can be grouped into five

AREA ONE- organise and manage the church to protect children or young people

G1) Adopt a policy statement on safeguarding the welfare of children or young people

A statement is included as Appendix one at the back of the document. It should be agreed by the church board and recommended to a general church meeting and adopted. The statement should be reviewed annually. Each leader and worker should have a copy of the statement.

G2) Plan the work of the church to minimise the situations where abuse may occur

The work of the church in every department should be planned to minimise situations where abuse of children or young people may occur. Some of the obvious things are located below but this is a starting point not a complete list.

- A) A worker should not be on their own with a child or young person in a location where they cannot be seen by other people. This may mean working in rooms with the doors left open. If counselling a child or young person and privacy and confidentiality are necessary, ensure that another adult knows where the worker is and with whom. The child or young person must also be told where other adults are.
- B) A worker should not meet a child or young person off church premises on their own, nor should a child or young person be invited to the worker's home alone. Ensure that the parents know where the child or young person is and other adults are present always.
- C) The following are recommended MINIMUM numbers of leaders to children

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

0-2 years of age 1 leader to every 3 children

2-3 years of age 1 leader to every 4 children

3-8 years of age 1 leader to every 8 children

Over 8's 1 leader for the first 8 children and 1 for every 12 subsequent

In addition to this never have less than 2 leaders with a group and if the group is mixed try and have one male and one female leader.

- D) Never leave children or young people unsupervised in a room
- E) Keep a register of the children or young people with addresses, emergency contact numbers and any relevant health information (asthma, allergies, fits, etc.)
- F) If taking children or young people on a trip for any reason make sure that parents are aware and have given written permission. This can be done by sending a note that requires parental signatures of permission for the trip and permission to obtain medical care if required. Ensure that the church has adequate insurance cover for the trip and any planned activities.
- G) If camping or away overnight make sure that separate washing and toilet facilities fit for male and female, that dormitories are single sex and that there is no sharing of sleeping bags or beds. A worker should not share a room with only one or two children or young people.
- H) Workers should
 - Treat all children or young people with respect and dignity benefitting their age. Watch language, tone of voice and where you put your body
 - Not invade the privacy of children or young people when they are showering or toileting
 - Not engage in rough or physical or sexually provocative games or activities
 - Not make suggestive comments about or to children or young people even in 'Fun'
 - Not let children or young people involve in excessive attention seeking that is overly sexual or physical in nature
 - Avoid inappropriate or intrusive touching of any kind
 - Avoid scapegoating or ridiculing any children or young people
 - Learn to control and discipline without physical punishment.
 - Make sure another adult is present if for example a child has soiled in their underclothes and needs to be thoroughly washed
- I) Every worker should know where the nearest telephone is in case of an emergency
- J) Conduct a fire drill with the children or young people several times a year in and away from the normal church building
- K) No adult should be alone with children or young people in a vehicle. Seat belts must be worn and no more passengers carried than the proper seats. Vehicles used for church work must be fully insured and driven with experienced drivers. For a church minibus, a small bus permit must be obtained from the local traffic commissioner.

G3) Introduce a system where a child or young person may talk with someone who is independent

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Arrange for someone to be available for children or young people to contact should they want to talk about an incident in their group or if they feel they have been abused. The person should be someone to whom they can relate but who is not a part of the children's/youth work. It may be possible to 'share' this person with a neighbouring church.

Contact should be by telephone and the number should be displayed with a simple message where children and young people will see it.

A telephone number for Childline (0800 111 1) the NSPCC Child Protection Helpline (0800 800 500) and other similar organisations could also be displayed.

The contact person should be given clear guidelines in what action to take if abuse is disclosed.

AREA TWO - Support the Workers

The way that the church supports its workers will help to protect the children and young people.

G4) Apply the same standard procedures to All leaders and workers.

No one can automatically be excluded from being a potential abuser. Applying the same rules to everyone who works with children or young people gives everyone the same protection.

G5) Give all workers a clear role.

Abuse can be more easily concealed or go unnoticed if there is confusion over responsibilities and duties. Each worker should be given a brief written job description. It should be clear what they are expected to do and to whom they are accountable. It should also include a statement regarding the church policy and procedures for safeguarding the welfare of children and young people. The job description should be signed by the worker and by the person responsible on behalf of the Church. One copy will be retained by the worker and one by the Church. A draft job description is included as Appendix Three.

G6) Use supervision as a means of protecting children and young people

Supervise and train. Do not just leave people to 'get on with it'. The workers should meet at regular intervals with leaders to discuss and plan work and the children and young people. Leaders should make the time at regular intervals to 'drop in' and watch how things are going in classes, caravan etc. Particular attention should be paid to any children or young people who are apparently either harshly treated or highly favoured as this may be indicative of abuse.

Leaders should meet annually with each worker individually to review their job description, the Policy and Procedures for Safeguarding the Welfare of Children and Young People, and development and training requirements.

AREA THREE - CHOOSING STAFF

In the past many areas of children's and young people's work may have been so short staffed that a new volunteer to help would have been accepted almost without question. There may even have been a definite reluctance to ask questions in case it 'put the new worker off'.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Alternatively, the church leadership may have known the people involved so well that it was felt unnecessary or even slightly offensive to put them through any form of selection procedure. However, we have a duty to prevent unsuitable people from working with our children and young people and a rigorous selection procedure will help to achieve this.

G7) Treat all would be workers as job applicants

Everyone wishing to work with children or young people should be asked to complete an application form. This should also be done initially by all existing workers. A draft application form is included as Appendix Four

G8) Gain at least two references from people who have first-hand knowledge of the applicants work with children or young people.

A draft letter and form for this purpose is included as Appendix Five. Any vague or ambiguous replies should be followed up. It is important to ask about a person's character particularly if they have no previous experience of working with children or young people. If there are doubts expressed then the applicant's offer to work should be channelled into other areas of church work. Confidentiality is important. A referee may state that a person is unsuitable to work with children or young people but be unwilling to disclose the details.

G9) Explore the applicants experience of contact or working with children or young people in an interview.

One or two experienced workers should have an extended conversation with the applicant about any previous work with children or young people. The conversation should cover training needs, the applicant's willingness to be trained, and the church policy on Child Safety.

G10) Ask if the applicant has any convictions for criminal offences

Children's work is exempt from the provisions of the Rehabilitation of Offenders Act 1974. All convictions, however old, which relate to children/young people must be disclosed. Other information about criminal convictions should also be given as it may be relevant to the applicant's suitability.

If a volunteer has moved from another church it is advisable to find out why.

Police checks are not normally available for church work, a convicted abuser may lie, and only a percentage of abusers are ever convicted. Therefore, the uptake of references in G9 above is important.

G11) Appointments should be made conditional subject to a satisfactory 6-month probation period.

During this period, the new worker should meet regularly with their 'supervisor', receive training and be observed working with children and/or young people. At the end of the period the worker should meet with the person to whom they are responsible to review their performance and confirm or terminate the appointment.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

AREA FOUR - Action if abuse is suspected or disclosed.

G12) Agree and issue guidelines for procedure for dealing with abuse that is disclosed or discovered

See the guidelines included as appendix TWO

The Church must agree a procedure of consultation and referral. Each church should complete these guidelines by the addition of contact names and numbers for their area and any specific procedures required by their Social Services.

Each worker must have a copy of these guidelines, setting out the actions they should take.

IT IS NOT THE TASK OF AN INDIVIDUAL OR CHURCH TO INVESTIGATE.

AREA FIVE - TRAINING

G13) Train volunteers, supervisors and church leaders in the prevention of child abuse.

It is not enough to give workers guidelines without equipping them with the skills to carry them out.

Training in the prevention of abuse and the actions to take if abuse occurs should be included as part of all workers training. A worker's willingness to receive training should be investigated during their initial interview. Specific training needs should be considered at the annual review of a worker's job description.

Appendix One

POLICY STATEMENT ON SAFEGUARDING THE WELFARE OF CHILDREN AND YOUNG PEOPLE IN THE CHURCH

As members of this church we recognise that our work with children and young people is the responsibility of the whole church and we commit ourselves to their nurture and protection.

It is the responsibility of each of us to ensure that our children and young people are not abused in any way.

The church is committed to supporting, resourcing and training those who work with children and young people, and to provide supervision.

Each worker with children and young people will know and undertake to observe the recommendations of the churches policy and procedures for safeguarding the welfare of children and young people.

We commit ourselves to cooperate fully with the appropriate Statutory Authorities when they are investigating the abuse of children or young people.

This statement was agreed at the church meeting held on the _____ by
the members of the _____ Assemblies of God- Back to God- Cardiff.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Appendix 2

GUIDELINES for procedures if abuse is disclosed or discovered

Types of abuse

Physical

Where a child's or young person's body has been hurt or injured.

Emotional -

Where a child or young person does not receive love and affection or is frightened by threats and taunts.

Sexual -

Where adults, young people or other children use children or young people to satisfy their sexual needs.

Neglect -

Where adults fail to care for children or young people to the extent that their health and development is impaired.

Signs of abuse

The following may be indicators of abuse - but do not jump to automatic conclusions. There could be other explanations

Physical -

Unexplained, hidden or repeated injuries, lack of medical care.

Emotional -

Reversion to younger behaviour, nervousness, sudden under-achievement, attention seeking.

Sexual -

Pre-occupation with sexual matters evidenced in words, play, drawings, being sexually provocative with adults, disturbed sleep, secretive relationships with adults, tummy pains with no apparent cause

Neglect -

Looking ill cared for, withdrawn or aggressive, having lingering injuries or health problems.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

If you suspect abuse

- Do not delay
- Do not act alone - consult whoever you are responsible to or another appropriate person
- Do not start to investigate
- If appropriate contact _____ at phone at _____
- If the child is in immediate danger contact the police. This is at _____

If a child or young person wishes to talk about abuse

- Make notes as soon as possible of what was said with dates and times.
- Do NOT promise confidentiality. Tell the child or young person that you will must tell someone else.
- Do NOT push for information or ask leading questions e.g. 'It was X wasn't it.'
- Accept what the child or young person says, keeping calm and looking at them directly.
- Tell the child or young person they are not to blame
- Be aware the child or young person may have been threatened
- Reassure the child or young person that they have done the right thing to tell you and that you believe them.
- Let them know what you are going to do next and what will happen next.

What will happen next

The process of professional involvement will usually follow this course

1) A strategy meeting with Social Services, the person suspecting abuse, possibly the Police Child Protection Team and other professionals.

2) A decision will be taken as to whether an investigation is warranted.

3) Such an investigation may include

An informal talk with the child or young person
A formal videotaped interview
Medical examination
Preliminary Family Assessment

4) If there is sufficient concern a child protection conference will be set up to decide the best course of action to protect the child and help the family.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Appendix Three **Job Description**

ASSEMBLIES OF GOD BACK TO GOD CARDIFF

Name of Worker _____

Name of Group working with _____

Age range of Group _____

Work to be undertaken

Person to whom responsible _____

To be completed by the worker

I have understood the nature of the work I am to do with children / young people. I have read the church policy and procedures for safeguarding the welfare of children and young people. I understand that it is my duty to protect the children / young people with whom I come into contact. I know what actions to take if abuse is discovered or disclosed.

Signed _____

Date _____

To be completed by the Pastor or Church secretary

On behalf of the members of this church, we undertake to support you and your work, by prayer and by providing resources and training.

Signed _____ Title _____ Date _____

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Appendix Five - **Reference Letter and form**

Assemblies of God - Back to God -Cardiff

Dear _____

_____ has offered to help with our children's / young people's work.

_____ has given us your name as someone who can give us a character reference. I would be grateful if you could complete the enclosed form and return it to me. All information will be treated in confidence.

_____ will mainly be working with _____ year olds as _____

In commenting please bear in mind that it is the church's duty to protect children from harm of a physical, emotional or sexual nature, and all volunteers are required to sign an undertaking to this end.

With thanks

Yours Sincerely

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

REFERENCE FORM

PRIVATE AND CONFIDENTIAL

Name of Volunteer

What is your relationship with the volunteer?

How long have you known the volunteer?

From your knowledge and experience please comment on the suitability of the volunteer to work with children / young people. Please include comments upon their honesty, reliability, health and experience of working with children / young people.

(Please continue a separate sheet if required.)

Are there any other comments you wish to make?

Signed _____

Date _____

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Hire of Building Policy

Assemblies of God Back to God Cardiff

CHURCH HALL HIRE AGREEMENT

Purpose of hiring.....
(Maximum number of 80 guests admitted)

Period of hiring

Date.....

Hours.....

Hiring Fee.....hrs @per hr

Full amount due.....

Refundable damage deposit is (must be cash or cheque) £50 and must be paid before the date of hire.

Payable on or before.....

Cheques should be made payable to
Assemblies of God

Our church authorised contacts for hiring the hall are

1. Deacon T Nyathi
2. Treasurer E Ngongoma
3. Secretary Z Nkomo

Church address is as follows:
Assemblies of God Back to God Cardiff
45 Stacey Rd
Cardiff
CF24 1DS

Telephone 07428622958
E-mail nickdube@assembliesofgodcardiff.co.uk

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Details of Hirer

Name.....

Address.....
.....

Post Code

Telephone.....

E-mail.....

PLEASE RETURN THE COMPLETED FORMS TO:

The Church Secretary

Assemblies of God Back to God Cardiff

45 Stacey Road, Cardiff, CF24 1DS

PLEASE COMPLETE AND SIGN THE DECLARATION

The individual and/or organisation detailed below accept the definitions, terms and conditions of hire as set out in this document.

Signed by or on behalf of the Hirer

Date

Print Name

Group (If applicable).....

SIGNED on behalf of Assemblies of God Back to God Cardiff

.....

Date:

Print Name:

Church Title:

.....

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

FOR BOOKINGS INVOLVING CHILDREN, YOUNG PEOPLE UNDER 18 AND VULNERABLE ADULTS

Refer to Assemblies of God Back to God Cardiff Safeguarding Policy.

CHILD PROTECTION STATEMENT

The Hirer accepts full responsibility for ensuring that an appropriate Child Protection Procedure is in place and is observed by all persons on the premises involved with children and young persons under the age of 18 during the event for which the premises have been hired.

SIGNED on behalf of the Hirer

Date

Print Name:

Group (if applicable)

BOOKING: All booking applications must be in writing on the booking form provided. The person signing this form will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs this form.

KEYS: Keys may be collected from the church Deacon by arrangement in advance of the booking date. The keys must be returned immediately after the end of the hiring. Please contact the mobile number 07428622958 or send an email to nickdube@assembliesofgodcardiff.co.uk to make arrangements.

DEPOSIT: The Hirer will pay a deposit of £50.00 at the time of booking. This will be returned within 7 days of the event, subject to any sums withheld to meet part of the hire fees or the cost of rectifying damage arising during the hiring.

SUPERVISION AND RESPONSIBILITY: The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric, equipment and the behaviour of all persons using the premises whatever their capacity including proper supervision of car-parking arrangements to avoid obstruction of the public roads.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

COMPLETION OF HIRE: At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless directed otherwise by authorised representatives of Assemblies of God Back to God Cardiff and any contents temporarily removed from their usual positions properly replaced. Should this not be complied with Assemblies of God Back to God Cardiff reserves the right to make an additional charge, which may be deducted from the deposit paid.

CHILD PROTECTION: In the event that the hiring involves the attendance of children and young persons under the age of 18 at the premises, the Hirer confirms that there will be in place an appropriate Child Protection Procedure. The Hirer agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it.

EXCLUSIONS: The Hirer shall not use the premises for any purposes other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.

ALCOHOL: These are not licensed premises and no alcohol can be stored, sold or consumed within the entire church premises.

SMOKING: The entire premises and grounds are a No Smoking Zone. For safety reasons individuals, should not smoke in the car park.

MUSIC: The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to inform Assemblies of God Back to God in writing at the time of booking.

The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the church premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises at 10.00pm.

PUBLIC SAFETY: The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, etc.

The Hirer shall not cause or allow the maximum number of guests admitted to exceed the number specified on the application form.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

EMERGENCIES: In anticipation of an emergency it is the Hirer's responsibility to ensure that he knows the location of first aid kits, the nearest hospital etc.

DAMAGE: The Hirer shall indemnify Assemblies of God Back to God the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring.

The Hirer shall not interfere in any way with the sound system, electricity or gas fittings, meter fittings or fixtures on the premises.

It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets or other equipment.

INSURANCE: The Hirer acknowledges that the loss of any items left unattended is not covered by Assemblies of God Back to God insurance cover.

Assemblies of God Back to God Cardiff reserves the right to cancel this hiring in the event of the premises being required for use as a polling station, for a parliamentary or local government election or bye-election in which case the Hirer shall be entitled to a refund of any deposit already paid.

In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired Assemblies of God Back to God shall not be liable to the Hirer for any resulting loss or damage whatsoever.

ACCESS: The Hirer shall allow any duly authorised officer of Assemblies of God Back to God Cardiff access to the premises or any part thereof at all times during the hiring.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Assemblies of God Back to God Cardiff Hire Rates (2017):

	General Hire for more than 8 hours	General Hire for the first 2 hours. 50% per hour thereafter	Regular daily/ weekly hire for 2 hours. 50% per hour thereafter	Private hire by AOG Church members
Large church hall	£100.00	£18.25 per hour	£16.00	50% off General Hire Rates
Small church hall	£60.00	£14.00 per hour	£11.50	50% off General Hire Rates
Sunday School room	£40.00	£10.00 per hour	£9.00	50% off General Hire Rates

The above rates include the use of the church kitchen and the listed kitchen items. If you use the kitchen, could you please ensure that you follow the food handling policy for Assemblies of God Back to God Cardiff.

HEALTH AND SAFETY HANDBOOK

CONTENTS

INTRODUCTION

HEALTH & SAFETY POLICY STATEMENT

ROLES AND RESPONSIBILITIES

PROCEDURES

ASSEMBLIES OF GOD – BACK TO GOD - CARDIFF

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

INTRODUCTION

The Health and Safety at Work Act 1974 (and regulations made under it), as its name suggests, focuses primarily upon the work place. We probably do not think of church premises as the work place, although many churches employ at least one full time employee. Health and Safety regulations do have an application to churches on two counts, first where they employ people and secondly to protect persons entering Church premises.

Under the Health and Safety at Work Act 1974 all owners of premises have a responsibility for people entering their facilities and people working for them in a voluntary or paid capacity. Therefore, churches will generally find that the Health and Safety Act applies. The extent of formalities to comply with the Act and regulations increases significantly when five or more persons are employed by the Church or organisation. An example of this is that a full written statement of policy on Health and Safety must be prepared and acted upon. With less than five people employed it is sufficient to demonstrate that adequate precautions have been taken.

The church executive board would commend to the trustees of the local churches who are responsible for management of the Church that a policy should be adopted regardless of the number of staff and volunteers. A good Safety Policy not only provides proof of the Church's attitudes and actions about Health and Safety, but gives valuable support for a defence in the event of criminal or civil litigation. Equally it is important to show that all that is reasonably practicable is being done to prevent accidents or ill health at the Church.

The Safety Policy should therefore be regarded as a working document, to be regularly referred to, added to, and amended, not filed away and forgotten.

The document, is to be effective, details safety procedures, responsibilities, risk management, loss of control and takes the form of: -

- a) "Statement of Policy"
- b) "Statement of Organisation"
- c) "Statement of Arrangements"

The position adopted should be one of good Christian witness and best practice and therefore, a Health and Safety Policy should be prepared and displayed.

This handbook has been produced to assist the local Trustees of the Assemblies- Back to God- Cardiff Church in complying with its legal and moral duties under Health and Safety legislation.

This handbook forms part of the Church's overall Health and Safety Policy and its aim is to help ensure that the Church demonstrates a positive compliance and will assist them in fulfilling their legal responsibilities and obligations.

The language used in this handbook is considered 'user-friendly' and should assist the layperson, thus requiring no knowledge of Health and Safety legislation to implement its requirements.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

The handbook consists of three main parts as follows: -

1. Health and Safety Policy Statement
Official Version
Easy Reading Version

2. Roles and responsibilities
3. Procedures
4. Forms

NB The term "at work" includes all those persons who enter church premises or are involved in Church organised activities irrespective of place, and carry out work either as a direct employee of the Church or as a direct employee of another organisation, e.g. Contractor.

The term "duty of care" includes/covers all persons who enter Church premises or are involved in Church organised activities irrespective of place.

The term employer means those who are Trustees of the local Church of Assemblies of God.

The term employee can mean anyone including volunteers, who is in role of leadership in the Church, and has been authorised by the Trustees of the Church to be in such a role.

HEALTH & SAFETY POLICY STATEMENT

Two versions of the Health and Safety policy statement are included to assist the Church in understanding their responsibilities.

The Church must display in a prominent place a copy of the "easy reading" version of the signed policy statement on their premises.

The official policy statement details the Church's position overall on Health and Safety matters.

The Statement of Policy

The statement of policy acknowledges the duties and responsibilities placed upon management, in this case Trustees of the local Church of the Assemblies of God Cardiff, for ensuring a safe place of work and a safe system of work for employees and others. The statement also describes Trustees commitments to implementing and achieving the policy. The Statement should be formally agreed by the local Church Board, signed and dated by at least two Trustees, and then drawn to the attention of all staff and volunteers.

Although the Statement of Policy can be largely the same as other church's statements, the Statement of Organisation will be unique to the individual church because of different numbers of staff and volunteers, different duties, different Church layouts, different approaches to safety. This can be arranged by job title/designation with their various duties or physical areas of the Church for which they will be responsible about Health and Safety "arrangements".

The statement of "arrangements" is made to ensure that there is written information, and advice available to all about specific activities which could foreseeably present hazards and risks to Health and Safety. The "Arrangements" should be written to reflect a positive attitude towards setting objectives, identifying hazards, assessing risks, as well as implementing and monitoring

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

standards for premises, plant, substances, procedures and people. In many instances, a well thought out statement about "Arrangement" will form the basis of a risk assessment as well as giving advice on how to conduct the activity safely.

HEALTH AND SAFETY POLICY STATEMENT

This policy is issued in accordance with section 2(3) of the Health and safety at Work etc. Act 1974 (the Act).

The **CARDIFF** Assemblies of God – Back to God Church recognises that it, as an employer, and its employees, including volunteers, have duties placed upon them by the Act. The Church will conduct its activities in such a manner as to comply with relevant statutory Legislation, Approved Codes of Practice and General Guidance.

It is the policy of Cardiff Assemblies of God – Back to God to:

- Conduct its activities to comply fully with relevant Statutory Legislation, Approved Codes of Practice and General Guidance.
- Make safety an integral part of the management of the Church.
- Provide a place of work that is safe and without risk to the health and welfare of all its employees, volunteers, visiting workers and members of the public, so far as is reasonably practicable.
- Provide training for all members of the leadership team (where applicable) to enable them to meet the requirements of this statement.
- Monitor the performance of the local Church activities against this policy statement.
- Continually seek to improve its Safety, Health and Welfare performance.
- Consult with employees, including volunteers, to ascertain what measures should be taken to increase awareness of Health and Safety and to ensure that all necessary measures are taken to make this policy effective.
- All employees, including volunteers, are reminded that they, as individuals, have responsibilities under Sections 7 and 8 of the Act and must ensure that their own safety and health and that of other persons who may be affected by their actions, is maintained.

NB This Policy Statement should be displayed in a prominent position at Church premises after appropriate consultation.

Signature _____

Name _____

On behalf of the Trustees, _____ Assemblies of God- Back to God

Date _____

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

HEALTH AND SAFETY POLICY STATEMENT (easy reading version for use by the church)

As an employer, the Trustees of the _____ Assemblies of God- Back to God Church have a legal duty to provide a safe place of work and to ensure the safety of its employees, volunteers, visitors and the public.

To achieve this, the _____ Assemblies of God- Back to God Church has implemented a Health and Safety Policy and provided the church with a user-friendly handbook.

It is the policy of the _____ Assemblies of God- Back to God Church to:

- Comply fully with relevant legislation.
- Ensure safety is an integral part of the management of the Church.
- Provide a place of work and worship that is safe.
- Provide employees, including volunteers, with appropriate training.
- Monitor the Church Health and Safety performance.
- Consult with its employees to ensure that the Health and Safety Policy is being complied with.

All employees, including volunteers, are reminded that they have responsibilities under sections 7 and 8 of the Health and Safety at Work Act 1974 to ensure that their own safety and that of other persons who may be affected by their actions, is maintained.

Signature _____

Name _____

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

ROLES AND RESPONSIBILITIES

LOCAL ELECTED TRUSTEES

shall: -

Implement this Health and Safety Policy and ensure that they are fully aware of their responsibilities for the health, safety welfare of employees and others who may be affected by church's activities.

Administer the safety policy and ensure that sufficient resources are available to achieve the standards laid down in current legislation.

Understand the Health and Safety at Work Act 1974 and associated legislation.

Establish a suitable structure for health and safety within their local Church and ensure that its activities are being carried out in line with current legislation through all levels of the Church Management.

Ensure that employees, including volunteers, receive suitable and sufficient training (where applicable) in line with their occupation, including training in Health and Safety practices and the systems contained within this policy.

Ensure that "competent" persons are available to compile risk assessments and safe systems of work where appropriate.

Institute monitoring of Health and Safety standards and ensure that implementation or upgrading of systems as appropriate.

Initiate education and awareness programmes for any members of staff who fails to discharge their allocated responsibility.

Be prepared to listen to any views put forward by employees, volunteers, and visitors which may benefit the health and safety of anyone at work.

Set a personal example.

CHAIRMAN OF LOCAL TRUSTEES AND/OR ANOTHER NOMINATED PERSON

shall: -

Be aware of the policy statement and guidance contained within this document and other rules and procedures.

Ensure everyone is aware of the Fire/Emergency procedures for the premises.

Organise the workplace to ensure that work is carried out to the required standards with the minimum risk to personnel, equipment and fabric.

Ensure that job-specific method statements and risk assessments if not already compiled, are produced for any hazardous activities.

Ensure that all statutory notices are posted in areas where all personnel can see them.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Ensure that those operating equipment, such as floor cleaners, are made fully aware of how to use them.

Ensure that all statutory registers, records and reports are made available and completed in line with legislation (e.g. register of people trained to use certain equipment).

Maintain good housekeeping in the workplace. Wherever possible, arrange delivery and stacking of materials and equipment to avoid excessive manual handling and fire hazards.

Ensure that suitable personal protective equipment is available and worn where appropriate.

Investigate accidents and incidents and compile reports as appropriate. Ensure that details are brought to the attention of Trustees as soon as possible.

Ensure adequate welfare facilities are provided including first aid.

Set a personal example.

EMPLOYEES (FULL-TIME OR PART-TIME) AND VOLUNTEERS

shall: -

Work safely by following the ~~the~~ **CARDIFF** Assemblies of God- Back to God rules designed to ensure a safe place of work. Use the correct tools and equipment for the job together with safety equipment and protective clothing as required. Shall not improvise. Shall not endanger others.

If responsible for equipment and tools shall keep them in good order and not misuse or abuse them. Report any defects to management.

Attend any Health and Safety training sessions as instructed by the Trustees of the Church.

Keep the workplace tidy. Develop a personal concern for others and in particular newcomers and young people. Shall not take unnecessary risks, refrain from horseplay and warn anyone else of potential hazards.

Report any accidents or incidents to the Chairman of Trustees or nominated person.

Comply with all instructions contained within the Church rules, procedures and other relevant documentation.

Co-operate with the local Church Trustees to help them to fulfil their obligation under the relevant legislation to provide a safe place of work.

Know the fire/emergency procedures.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

PROCEDURES

Introduction

This section contains procedures that will assist the Church in complying with its legal and moral duties regarding Health and Safety.

Procedures

1. Fire
2. First Aid
3. Manual Handling
4. Control of Substances Hazardous to Health (COSHH)
5. Risk Assessment
6. Accident Reporting/investigation (including Reporting of injuries, Diseases and Dangerous Occurrence's (RIDDOR))
7. Welfare Facilities
8. Visitors and the Public
9. Personal Protective Equipment
10. Appointing/Using Contractors
11. Signage
12. Violence
13. Working in Kitchens
14. Minibus Safety
15. Key Holders
16. Security Issues
17. Health & Safety Inspections
18. Waste Disposal
19. Gas Cylinders/Flammable Substances
20. Activities conducted outside the Church Premises

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

PROCEDURE 1 -FIRE

Means of Escape

A basic requirement for the safety of staff, volunteers and members of the public in the event of a fire is that adequate means of escape, by which all occupants can reach a place of safety without being overcome by smoke, toxic gases, heat or flames, are provided.

- Routes and exits which are means of escape must be available for use and kept clear of obstructions always.
- Wherever possible, doors used for means of escape will be kept unfastened when people are in the building, and no door will be so fastened that it cannot be easily and immediately opened from the inside.
- Where doors are provided to safeguard against the spread of smoke or fire, a regular check will be made of all self-closing devices fitted to such doors to ensure that they function correctly.
- The use of wedges or any other device to hold open fire doors, even as a temporary feature, is strictly not allowed.

Fire Warning Systems

The primary purpose of giving warning in case of fire, is to provide the occupants of the workplace with sufficient time to reach a place of safety before the escape routes become impassable due to heat and smoke.

Fire Instruction Notices

Printed notices (pictographic) must be displayed in conspicuous positions in all parts of the premises. They will highlight the action to be taken by all staff, volunteers and pupils upon discovering a fire. The instruction notices will be sealed to prevent defacement and be permanently fixed in position.

Means of Fighting Fire

An adequate supply of appropriate types of extinguishers will be supplied and maintained to deal with different fire risks. The method for use will be clearly indicated. Staff and volunteers will make themselves aware of the siting of the extinguishers, and will be trained in the correct method of operation and which equipment is appropriate to a fire.

Fire Prevention

Fires do not just happen, there is always a cause:

Method

- keep all areas clear of rubbish and waste, particularly storerooms, lofts and other rooms and under staircases.
- check electrical equipment.
- When work stops - switch off all equipment; check that all equipment for use overnight is safe.
- close all fire doors.
- Fire extinguishers are available throughout the premises so ensure you know how to use them and what fires it is safe to use them on.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

- Familiarise yourself with the best escape route from your workplace so that in the event of a fire you can lead yourself and pupils to safety.

METHOD

- All persons who are using the property should be made aware of the appropriate fire exits.
- There should be a recognised warning in case of fire (e.g. bell or whistle) If fire extinguishers are going to be used, they should only be operated by people who have had the required training.
- An assembly point should be located outside the premises to which all people within the premises should report, if an emergency arises. Roll call should be taken.

Instruction and Training

Selected staff and volunteers will be given appropriate instruction and training as is necessary to ensure that they are familiar with the fire precautions to be taken and observed in the workplace, including:

- the means of escape from it in case of fire;
- the action to be taken in the case of fire;
- the location of, and method of operating, equipment for fighting fire; and
- the location and use of the means of giving warning of fire.

Every person identified in the emergency plan as a person responsible for supervising and controlling, the putting into effect of the plan and the conduct of fire drills shall be given access to assessments and to the emergency plan and be given additional instruction.

Persons who are Disabled or Sensory Impaired

The Trustees will:

(a) Identify the needs of all personnel with a disability when planning access to and from the premise. The fire routine will be developed in conjunction with the persons involved, taking their disabilities into account.

Assisting People with Disabilities

(b) Ensure that anyone with a disability is adequately supervised and reassured in the event of fire and accompanied to a place of safety. It may be appropriate that the person is accompanied throughout the incident.

Fire Equipment Maintenance/Fire Drills

Arrangements will be made by the establishment to have the firefighting equipment checked regularly, properly maintained, and kept to a standard so that persons would be able to extinguish a small fire.

All fire escape routes and fire exit doors will be kept free from obstructions at all time. To this end no random storage will be allowed in any common parts, i.e. corridors etc.

An assessment of the risks of fire will be carried out at the beginning of every six months by the person allocated for this duty. If, because of the assessment, any shortfalls in arrangements are identified, the church will treat them with high priority and rectify them accordingly.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Information

Where appropriate, comprehensive fire action information sheets will be issued to individuals for personal reference.

Where any staff, volunteers and public have doubts as to fire safety or procedures they are to raise the matter with the Trustees and the person allocated to dealing with fire arrangements.

Inspections

There should be regular inspections of access/exit routes.

Typical items, which should be checked and recorded, during an audit inspection, include:

- suitability and condition of flooring
- presence of obstructions in walkways
- items stored on top of cabinets in walkways
- encroachment of random storage, furniture and equipment
- ease of passage through security doors during emergency evacuation
- presence and condition of emergency lighting (where relevant)
- suitability of lighting
- handrails on stairways and guard-rails on the edges of ledges, etc
- facilities for personnel with limited mobility
- condition and ease of use of doors
- presence of any blockages in walkways which could prevent access/egress
- suitability of access to electrical equipment details, duration and condition of any temporary access arrangements.

PROCEDURE 2 - FIRST AID

All volunteers are to be made aware of the locations of the first aid box(es) and the name and location of the First Aider (where appointed).

What Should Be Done?

If any person sustains an injury and requires treatment, he / she should: -

- call assistance as required
- use the nearest first aid box to treat the injury
- if working away from the main Church premises, seek medical attention from the nearest hospital or doctor.
- ensure that all details are entered in the accident book. Inform the Chairman of Trustees or nominated person.
- if likely to be absent from work for more than three days, inform the Chairman of Trustees or nominated person at the earliest opportunity.

A notice should inform people of the location of the First Aid Box and name of the First Aider where available.

N.B A TRAINED FIRST AIDER SHOULD BE PRESENT AT ANY "COMMERCIAL/MAJOR" EVENT AS DEFINED BY THE LOCAL AUTHORITY

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

PROCEDURE 3 - MANUAL HANDLING

What is Manual Handling?

Manual handling is not just lifting, it is all those operations that require physical effort to move an object from A to B.

What Should Be Done?

The Chairman of Trustees or nominated person should identify those activities which require a manual handling assessment, e.g.:

- moving of furniture
- moving large boxes/bulky items
- moving of IT Equipment
- repetitive actions involving small items
- physical works
- moving objects over a long distance

These are only a guide, however. If there is a risk of personal injury from manual handling, then an assessment should be carried out and the remedial actions implemented.

All assessments should be recorded and communicated to all relevant individuals.

NB- Mechanical aids should be used whenever possible e.g. don't carry something when you can use a trolley.

Always try to work in teams. It is easier for two people to lift something rather than one person alone

Do not over-stretch or stand on a chair to reach objects.

Take care when your hands are wet.

PROCEDURE 4 - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The COSHH Regulations are designed to protect people against risk to their health, whether immediate or delayed, from substances hazardous to health arising from an activity being carried out.

Substances hazardous to health are classified as: -

- very toxic / harmful / corrosive / irritant.

Exceptions

The following have their own sets of regulations and are exempt from the COSHH Regulations: -

- control of Asbestos / control of Lead at Work / ionising Radiation

What Should Be Done?

If the substance is to be used the following procedure must be followed: -

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

- Identify the substance to be used.
- Refer to the Material Safety Data Sheet
- Carry out a COSHH Assessment.
- Ensure the information and COSHH Assessment are communicated to the person using the substance.
- A register of a product must be set up at the local Church (i.e., a register of products used at the Church).

Sub-Contractors

Sub-Contractors must produce COSHH Assessments for all substances that they intend to use.

These must be produced, reviewed and accepted by the church before any work commences on site. Copies are to be retained.

The assessment must be communicated to both the person(s) using the substance and to all other parties who may be effected.

These assessments must be available for inspection at any time by internal or external auditors.

PROCEDURE 5 - RISK ASSESSMENT

A risk assessment is a procedure that should: -

- identify hazards
- assess the level of risk which those hazards present
- select suitable and sufficient control measures

A Hazard is a condition or practice which has the potential to cause harm.

A Risk is the likelihood that harm or damage may occur.

What Should Be Done?

The procedure to be followed is in five stages: -

Stage 1

Identify all hazards i.e. those conditions or practices which have the potential to cause harm or damage.

Stage 2

Identify who may be harmed or what may be damaged.

Stage 3

Calculate the risk rating level.

Stage 4

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Identify which control measures should be implemented to minimise the risk.

Stage 5

Implement the control measure and recalculate and a reduction should be evident.

All the above stages should be recorded on Risk Assessment Documentation and kept in a suitable place for viewing at any time.

A risk assessment should be done by a competent person using recognised pro forma and methods.

PROCEDURE 6 - ACCIDENT INVESTIGATION/REPORTING (INCLUDING RIDDOR)

It is important to understand the definition of an accident: -

'an unplanned event which causes injury or damage or which has the potential to cause injury or damage'

It must be appreciated that there can be, in effect, several types of accident: -

- i) the near miss, where no actual damage or injury occurs
- ii) the damage accident, where physical damage to plant property or equipment occurs
- iii) the injury accident, where physical injury to person(s) occurs and it is essential that all types of accident are recorded and reported.

What Should Be Done?

Near Miss

This type of accident does not cause any actual damage or injury but must be reported to the Chairman of Trustees or nominated person as soon as all the relevant facts are available, and always within 72 hours of the event occurring, using a Near Miss Report Form.

Damage

This type of accident involves damage to plant, equipment or property and must be reported to the Chairman of Trustees or nominated person within 72 hours of the event occurring.

(iii) Injuries

This type of accident occurs all too frequently without the correct reporting and notification procedures being followed.

The procedures are: -

- always ensure that the injured person has received first aid or medical treatment appropriate for the injury sustained.
- ensure that details of all injuries, regardless of how minor, are entered in the accident book.
- contact the Chairman of Trustees or nominated person.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

- if required, contact the nearest HSE area office, by the quickest possible means (phone or fax).
- complete a copy of the Accident Report Form with as much information as possible. Send a copy of this to the Church Secretary.
- carry out an accident investigation to determine the cause of the accident and what measures need to be implemented to prevent a recurrence.
- complete a copy of HSE Form F2508 (if so advised) and forward to HSE Area Office within five working days of the accident occurring with a copy to the Church Secretary.

Accident Investigation

Serious accidents will normally be investigated by both the HSE and competent person (nominated by the church).

Initial investigation by the Chairman of Trustees or nominated person can be invaluable when establishing cause.

Following a reportable, serious or fatal accident, or a dangerous occurrence, a knowledgeable and experienced person should if possible begin an investigation to establish answers to the following questions: -

- (i) What happened?
- (ii) Why did it happen/ (not always possible to ascertain)
- (iii) When did it happen?
- (iv) Where did it happen?
- (v) Who is injured, who are the witnesses?

DO NOT ALTER OR CHANGE ANYTHING AT THE SCENE UNLESS IT IS A RISK TO LIFE OR UNTIL INSTRUCTED TO BY THE HSE OR SAFETY ADVISOR.

Ensure that you: -

- Take photographs
- Keep damaged plant and equipment on site
- Take statements from witnesses, obtain their names and addresses
- Interview the injured party if possible
- Take a statement from the supervisor (Church employee or contractor etc)
- Make any notes or sketches which may help to establish the cause
- Do not speculate as to who is to blame
- Do not talk to the press

If you have an emergency or an urgent inquiry please do not hesitate to contact the following:

Chairman of Trustees —

Nominated Person —

Church Secretary —

Procedure- 7 - WELFARE FACILITIES

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

At every place of work the employer must provide suitable and sufficient welfare facilities.

What Should Be Done?

In compliance with the Workplace (Health, Safety and Welfare) Regulations 1992, the Trustees should make the necessary arrangements to ensure the facilities provided are up to the standard expected by those using them, viz: -

- Place to rest and take meals away from the workplace
- Toilet facilities
- Washing facilities, with hot water.
- Accommodation to store personal clothing where required
- Facilities for storing protective clothing
- All accommodation should be kept clean and tidy.

Arrangements should also be made to provide and maintain: -

- Suitable lighting
- Adequate ventilation
- Acceptable temperatures
- Adequate workspace
- Safety features to doors and windows

HOT WATER TEMPERATURE

The Trustees will ensure water temperatures are maintained to minimise the risk of scalding and burning to staff, volunteers and visitors.

Water temperatures within the range of 20-45 degrees Celsius favour the growth of legionella bacteria.

Therefore, because the temperature of hot water at source should be above 60 degrees Celsius, mixing devices are to be installed to prevent scalding.

Any outlets where it is necessary for the water temperature to be more than the maximum temperatures, e.g. for use by dishwashers etc, are only to be accessible to staff and are to be clearly labelled "Very Hot Water"

Mixing devices must not be relied upon and it is vital for staff to check the temperature before body immersion.

All temperature settings of mixing devices are to be checked for correct delivery temperature every 6 months and a record of this check is to be maintained.

In teaching accommodation used by a nursery class, the surface temperature of any radiator, or exposed pipework, which is in a position where it may be touched is not to exceed 43 degrees Celsius.

Any person detecting any problem with temperature control must report it to the Trustees

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

HOUSEKEEPING

The Church will adopt policies and practices which lead to a safe working environment. Some samples include

- All spillages will be immediately cleaned up with safe disposal of the waste.
- All rubbish and waste paper will be disposed of every day to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The church premise will be cleaned to an acceptable standard on a daily basis.
- Hygiene standards will be of the highest attainable by all kitchen staff.
- No articles are to be left in walkways, on the floor or in any place likely to obstruct emergency routes or access to safety equipment.

PROCEDURE 8 - VISITORS AND THE PUBLIC

What Should Be Done?

Assemblies of God back to God Cardiff recognises and accepts its responsibilities to safeguard visitors during any activity and to ensure the health and safety of the public whilst they are on the premises.

The following arrangements should be implemented: -

- Appropriate signage will be displayed telling visitors what to do in a fire or other emergency.
- During any construction/work activities adequate supervision will be maintained always.
- Physical barriers (e.g. locked doors) will be already established.
- Under no circumstances will visitors be permitted to walk around unaccompanied (without prior arrangements).
- Staff should be warned to pay note when children are on the premises in case they are inadequately supervised.

PROCEDURE 9 - PERSONAL PROTECTIVE EQUIPMENT

Under the Personal Protective Equipment Regulations 1992, every employer shall ensure that suitable PPE is provided for employees who may be exposed to a risk to their health whilst at work, except where and to the extent that such risk has been adequately controlled by other means which are as or more effective.

NB. PPE SHOULD ONLY BE USED AS A LAST RESORT.

What should be done?

Complete the Personal Protective Equipment Assessment Form.

The purpose of the Assessment is to ensure that an employer who needs to provide PPE, chooses PPE which is correct for the hazards involved and for the circumstances of its use.

Record all assessments.

Forward a copy of PPE Assessments to the Chairman of Trustees or nominated person Issue and record the required PPE, ensuring the recipient signs for it.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Review PPE Assessments if there is reason to suspect they are no longer valid, there has been a significant change in the matters to which they relate.

Review the PPE Assessment annually.

PROCEDURE 10 - APPOINTING/USING CONTRACTORS

All outside organisations will be expected to abide by the Church rules regarding Health and Safety.

What Should Be Done?

All contractors must comply with the requirements of Health and Safety legislation and shall be provided with a copy of their responsibilities as defined below. Further they shall be advised of any specific hazards of which they need to be aware to ensure their safety.

All personnel responsible for selecting outside contracts shall ensure that any contractor chosen is competent and will abide by the Church rules. A signed and dated acknowledgement of receipt of rules, information etc is required before commencement of work or entry approval.

Prior to using any contractor for the first time a Statement of Competence & Resource will be obtained and checked to ensure that the prospective contractor has sufficient and suitable arrangements in place to be able to complete work without creating an unacceptable threat to the Contractors own health and safety or that of others. Where necessary clarification should be sought before work commences. In the event of major legislative changes relevant contractors should be re-appraised.

Employees will be advised in advance where practicable when contractors will be working in their areas.

Contractor's Responsibilities

All contractors to the Church will ensure that the following rules are observed.

The Church will be provided with a copy of the contractor's Safety Policy Statement and, where applicable a description of their work(s).

The contractor will ensure that all persons under his/her control or instruction act responsibly and in a manner which ensures that no avoidable and unacceptable risk is created.

Where processes are to be carried out which have an unacceptable risk attached to them the following shall apply: -

The Contractor will inform the Church sufficiently in advance to allow steps to be planned and executed to reduce the risk.

The contractor shall ensure that any risk is minimised.

A permit to work will be required in any high-risk areas.

Where the Church becomes aware of any infringement of the above it shall have the right, at no financial risk, immediately to suspend activity and, where appropriate, order off the premises any person present at the instruction of the contractor.

The contractor will sign for and acknowledge these rules before starting work.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

All contractors will supply all their own equipment etc for completing their works.

PROCEDURE 11 -SIGNAGE

The use of correct safety signs is an important part of a safe system of work. Signage comes in a variety of types and should conform to the Safety Signs Regulations.

What Should Be Done?

The Church will ensure that only proprietary signs conforming to the regulations will be used in any building. To this end, all employees must comply with this statement and ensure they do not accidentally interfere with or damage any safety signs.

The following are some signs which may be required.

- Emergency procedures
- Fire Exits/Fire points
- Electrical installations/Panels
- Unauthorised persons (to prevent person entering certain areas)
 - Water Temperatures/Scalding
 - First Aid
 - Chemicals

Modern signs are colour coded to highlight the specific category to which they refer in e.g.

Red/White Prohibition - means that something must not be done.

Blue/White Mandatory - this must be done.

Green/White Emergency - safe conditions e.g. first aid post.

Yellow/Black Hazard (e.g.,, warns of electricity.)

PROCEDURE 12 - VIOLENCE

Violence is defined as:

Behaviour which produces damaging or hurtful effects, physical or emotional, in other people. This can include:

physical attack, threats, verbal abuse, harassment in any form, the use of innuendo, theft or vandalism of property and personal effects and the use of a third party or separate agency to cause hurt or distress. Risk of violence and injury needs to be considered in an assessment

Any injury suffered by an employee through violence at work is now reportable to the relevant authorities. This has been brought about by the increasing number of violent attacks on people whilst they are at work.

Although we would be reluctant to consider the possibility of a violent attack on a member of our staff, we must not be complacent and believe it could never happen. There is the possibility that changes in mood can be brought on by drugs, administered for other ailments. Visitors could become violent. We don't know them and the signs are seldom apparent.

Action

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

It is vitally important that all staff are encouraged to report to the Chairman of Trustees/Deacon or nominated person and the Church Secretary any act or incident which they consider, even remotely, to be violent or abusive.

The Church Secretary will record this and discuss it with the individual and other members of management. The matter can thus be handled in the correct way to ensure it does not escalate.

All incidents of assault must be reported using the appropriate form where possible within 24 hours of the event. Where actual bodily harm has been incurred, a medical examination and statement of injury should be obtained as soon as possible after the event.

If an assault has taken place, persons have the right to make a complaint to the police. If the person chooses to do this, the police should be informed immediately following the assault.

The Trustees will complete the Violent Incident Form as they are informed of the

However, if confidentiality is requested, then the victim may complete the form.

PROCEDURE 13- WORKING IN THE KITCHEN

KITCHEN SAFETY

Where church manage their own kitchen, Trustees will so far as is reasonably practicable, ensure the health, safety and welfare of those working in or visiting the kitchen areas.

To achieve compliance with current legislation:

A risk assessment is to be carried out to identify hazards, which may be present in the kitchen areas, and any significant risk will be dealt with.

A good layout of all kitchen and food preparation areas, allowing adequate space for safe working, including the safe movement of people, equipment and hot food.

Safe manual handling techniques are to be employed in kitchen area, paying particular attention where floors may be wet and load, and or surfaces hot. The floors are to be in good condition and any spillages are to be cleaned immediately.

All catering equipment is to be on a level and secure base. Where casters are fitted the brakes are to be regularly checked for serviceability.

Set cleaning programmes for all cleaning tasks will be strictly followed, and persons will only engage in cleaning operations which they have been authorised to undertake, eg some machines must not be cleaned by young persons.

A COSHH assessment will be carried out, prior to the usage of any hazardous substance for cleaning purposes and any significant risks controlled.

Provision will be made for the accommodation of staff's outdoor clothing outside of the kitchen areas.

Kitchen safety notes should be held by the local Chairman of Trustees or nominated person.

The control and handling of food must be carried out in line with the procedures set out in current legislation and guidance.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Always use the correct knife for the job being done. Always carry knives point down. Never leave knives in sinks, but clean them and put them away after use. Never attempt to catch a dropped knife.

Do not stand directly in front of an oven door when opening it. Where possible, stand to one side. Beware of the initial outrush of hot air and fumes when opening the door.

Fat oil - extra care must be taken when dealing with a deep fat fryer. Never allow water to come to contact with hot fat or oil.

Always ensure that hands are dry when handling electrical appliances. Make sure that the switched off before plugging in or removing any plug. Special care must be taken when using microwave ovens and these should always be fully serviced and maintained in accordance with the instructions.

Always use steps to reach anything at a height.

Glass - dispose of any chipped or cracked glassware immediately.

Emergency - ensure that you know where the means of isolation for main supplies of water, electricity are located so they can be turned off quickly in the case of an emergency. Ensure that the fire extinguisher and fire blanket are available at all times.

A clean apron and kitchen overall is to be worn at all times in the kitchen area, and is to be changed as it becomes soiled.

Kitchen overalls and aprons must not be worn outside of the church premises.

There must be adequate water supplies, wash basins, soap and scrubbing brushes provided where food handlers have ready access.

Any outer cover of any first aid dressing must be of a waterproof material.

All personnel involved in the preparation of food must hold a certificate in Basic Hygiene.

Training is to be given to all kitchen staff to include hygiene regulations and what to do in the case of fire in the kitchen areas eg, how to deal with a burning fat fire etc.

Records must be maintained of all significant training and information given to kitchen staff.

A RESPONSIBLE PERSON IS TO BE APPOINTED TO CO-ORDINATE THE KITCHEN AREA(S).

NB Public events will require their own arrangements via the Local Chairman of Trustees or allocated person.

PROCEDURE 14 - MINIBUS SAFETY

Trustees recognise the need to ensure that staff, children, members of the public and volunteers are protected by the adoption of proper arrangements for motor vehicle transport, in accordance with its commitment to provide a safe place of work and a safe system of work

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

It is important, both from a general safety viewpoint and to avoid accidents, that transportation is controlled and local rules and procedures are produced by each Church to combat the risks.

Trustees will need to bring such rules and procedures to the attention of all persons involved in transportation together with a copy of relevant risk assessment with them.

The Church must ensure that the vehicles they use are suitable for the purpose. Where the Church can purchase or receive a vehicle from an organisation, a person competent in road vehicle construction and maintenance must be consulted with a view to inspecting and advising on the suitability of the vehicle before acquisition and use.

A senior member of staff will be designated to have 'local' responsibility for the vehicles. The responsibilities will include.

- ensuring that vehicle weekly checks are carried out by the drivers
- having the authority to keep vehicles off the road when necessary (ie when defects require this, etc)
- co-ordinating and scheduled maintenance
- ensuring that risk assessments are carried out
- maintaining vehicle log book records.

Before starting any journey, the relevant vehicle checks are to be undertaken in accordance with the church policy.

Details of the checks are to be entered the Vehicle Log Book. All defects are to be brought to the attention of the Church Bus Manager/Deacon, who will ensure that appropriate action is taken.

- Scheduled servicing dates are to be adhered to.

Hiring of vehicles and drivers will be from an approved company.

Seat Belts

All vehicles must be fitted with seat belts, and they must be worn by driver and passengers. Only one person may use each seat belt. This means that the old "three-for-two" rule can no longer be applied to children in minibuses. Belts must comply with appropriate British Standards.

When service users travel in wheelchairs, the chair is to be clamped to floor rails or similar, or secured with webbing straps, and passenger safety belts are to be used in addition.

Vehicle Equipment

All vehicles should be equipped with a suitable Fire Extinguisher, Warning Triangle and Travelling First-Aid Kit.

PROCEDURE 15 - KEY HOLDERS - ATTENDING ALARM CALL-OUTS

It is well known that there are growing difficulties nowadays with security alarms and the problems that emergency services, particularly the police have in responding due to the volume of false alarms and shortages of manpower.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

The onus for attending such alarm calls in many instances falls upon the key holders who are expected to investigate the cause and silence the alarm, very often alone during unsocial hours.

The Trustees recognise the risk that key holders face where such alarms are caused by intruders who may still be in the premise and where extensive damage may present serious injury hazards to personnel, particularly those attending alone.

In the light of the above, Church policy must be that key holders should not be expected to enter a premise following an alarm call out especially when police are not in attendance and where there is a risk of intruders still being present.

communication/notification system for such incidents must be set up to ensure that more than one person is aware and involved.

Arrangements should be made for two persons to attend wherever possible.

Under no circumstances must intruders be challenged.

Where intruders are noted the person/s attending must withdraw discreetly.

If safe to do so person/s attending should make a mental note of the intruder's description, car registration numbers etc, again discreetly.

A darkened building where the lights are not working must not be entered for the above reasons.

If there is any doubt the key holders should stay out of the building until the police or other group with authority such as the Fire Service, attend.

Solitary working activities, should not be conducted within church premises unless another party has been advised.

PROCEDURE 16 - SECURITY ISSUES

Churches should already have arrangements in hand to assess risks related to their buildings and sites from a variety of viewpoints:

- Fire
- Vulnerability to vandalism and burglary
- Managing and supervising both pupils/students and visitors etc on site
- Reception issues
- Car parking, traffic etc
- Staff Training/use of equipment etc on site

Most establishments know the 'clients' who exhibit challenging behaviour and have established arrangements to deal with them when on site.

A telephone to summon help should be provided.

Lighting outside the building should be adequate to allow people to leave safely when dark.

Car parks, particularly if out of view of a main thoroughfare, should be well lit.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

HANDLING MONEY OR ITEMS OF VALUE

Personnel who collect or carry money as part of their normal duties are at risk of violence or assault as are those who regularly transport expensive equipment, cameras, video recorders, computers etc.

Arrangements for the delivery and collection of money must be kept under review by the Trustees.

Items of value should be kept out of view, locked in cupboards or car boots etc.

No one is required to place themselves 'at risk' when handling money/items of value or more particularly when confronted by a potentially aggressive or violent situation.

If any person is threatened with violence whilst carrying money etc in the course of their duties, then the cash or item should be handed over.

Personnel should, if possible, try to note the details of their assailant's appearance which could later be of help to the police.

All money collected must be banked in accordance with the church's financial procedures.

PROCEDURE 17 - HEALTH AND SAFETY INSPECTIONS

Inspection for Health and Safety purposes often has a negative implication, associated with fault finding.

A positive approach based on fact finding will produce better results and co-operation from those taking part in the process.

What Should Be Done?

The objectives of inspections are: -

- To identify hazardous conditions and start the corrective process;
- and
- To improve operations and conditions.

There are a number of types of inspections:

- Statutory - for compliance with Health and Safety legislation.
- External - by enforcement officials or insurers.
- Church Trustees Inspection.
- Introductory - to check on newly-installed or reconditioned equipment
- Scheduled - as part of a planned maintenance programme.
- Continuous - by staff or employees on a day to day basis

For any inspection, knowledge of the equipment and/or the facility is required along with a knowledge of the relevant legislation.

All inspections of any type should be agreed with the Trustees beforehand, and conducted by a competent person, using an agreed proforma.

Copies of the inspections should be held by the Chairman of Trustees or nominated person.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

PROCEDURE 18 - WASTE DISPOSAL

Waste disposal containers

It will be necessary to ensure that suitable receptacles for the collection of waste are provided in strategic positions throughout their workplace. Each container will be suitable and where necessary marked to indicate the type of waste that it is designed to hold. Waste products will only be placed into those receptacles that have been allocated for that purpose. Containers must be adequate to prevent the escape of waste and emptied regularly and removed by authorised persons.

Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and clearly marked.

Personnel responsibility

All employees must ensure that they dispose of waste products in receptacles specifically provided for that purpose taking note of any segregation requirements. If an appropriate container is not available, this must be reported to the local secretary or nominated person who will make suitable arrangements.

PROCEDURE 19 - GAS CYLINDERS/FLAMMABLE SUBSTANCES

This section refers to the gases and liquids which are occasionally used in the Church.

What Should Be Done?

Although everyone is aware of the explosive and flammable nature of gas canisters, people often forget that incidents usually result from gas leaking from bottles accidentally. Valves may not have been fitted properly or hoses may be damaged. The gas builds up over a period and creates a serious problem when ignited.

It is therefore imperative that full control measures are implemented when gas bottles are used in the Church and the following can be used as guidance: -

- Signs must be displayed i.e. Highly Flammable/No Smoking/No Naked Lights.
- Never use or store gas bottles on their side.
- Never roll bottles along the ground.
- Never store bottles in a basement or an enclosed space.
- Regularly check valves/hoses for damage.

If there is ever any doubt, the bottle must be disconnected, taken outside and left in a safe place in the open air until the supplier arrives.

Contract Working

Although extremely unlikely, it is possible that a contractor may need to carry out what is called "Hot Work" during emergency maintenance repairs. Should this be required then only the minimum amount of Calor gas permitted in the Church and this will be controlled by a "permit" system, drawn up by the contractor discussion with the Chairman of Trustees and the production of a risk assessment.

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH

Gardening

Petrol is often used in power grass-cutting equipment etc. If used, this will be kept to a minimum and be under the immediate and constant control of the gardener at all times. Petrol must not be stored in the Church at any time but should be kept in a garden lock up or similar, or preferably removed from site after each visit.

PROCEDURE 20 -ACTIVITIES WITH CHILDREN AND YOUNG PEOPLE.

All activities indoors and outdoors must have a risk assessment. Methods are available for this to be done by persons who are experienced in the activity concerned.

The balance between challenge and safety is an important consideration for all adventure activity providers. The best facilities, environments and experiences are those that, through thoughtful design, management and maintenance, offer participants the maximum developmental value while ensuring that their safety is effectively managed.

This means that the provider of the activity needs to identify, and make informed judgements about, the hazards to which participants and leaders are exposed.

The provider should then take steps to ensure that the risks are managed and controlled so far as is reasonably practicable while allowing the potential benefits to be delivered.

This process needs to include:

Ensuring that the activity is managed by people whose competence and experience are appropriate to the task and the hazards it presents and whose judgement can be relied upon;

Ensuring that participants especially young people, are properly prepared to undertake the activity and that the activity is appropriate to their levels of physical and mental maturity;

Ensuring that management systems are in place to set the boundaries of acceptability of the risk and control mechanisms through risk assessments;

Ensuring that the equipment to be used is fit for purpose in terms of its initial specification and subsequent maintenance;

Ensuring that authoritative, relevant good practice is followed;

Ensuring that statutory obligations are met.

Activities or conditions that involve higher levels of hazard will require more detailed judgements to be made and higher levels of competence on behalf of the leaders to ensure that these factors are recognised.

The Adventure Activities Licensing Authority(AALA) inspects Activity Centres and other activity providers on behalf of the Department of Education and Skills. If the Licensing Authority is satisfied that the provider complies with nationally accepted standards of good practice they issue a licence.

If any of these centres are going to be used by the Church, the leaders should consult the AALA on their website to see if the activity centre is licenced to carry out the activity concerned. (www.aala.org.uk)

POLICY AND PROCEDURES FOR AOG BTG CARDIFF BRANCH