



The Key

Unlocking youth and children's work together

Reflect, Relate, Respond

Welcome to 'The Key'

The Key is an induction tool which has been written and developed by the Education departments from the Diocese of Bath and Wells and the Diocese of Bristol to equip those who work with children and young people. It is primarily aimed at volunteers in a variety of church settings, however it can also be used as a basic quality assurance tool for existing volunteers or paid workers. Facilitators are encouraged to follow the simple guidelines, however it is flexible enough to use other resources to enhance the learning experience.

The core aims of 'The Key' are:

- ➔ To reflect on why they work with children or young people
- ➔ Explore learning styles, programme planning and resources
- ➔ Be aware of the basics in safeguarding and good practice

The Key has been designed to be delivered to small and large groups. The style of the three sessions are interactive and full of games, quizzes, reflections, ideas, practical advice and group work. Each session lasts for approximately 2 hours and can be delivered on three separate occasions or as a full day.

The hope is that 'The Key' will act as a pathway to further training and development.

Session 3



The Key: Session 3

Respond...how do we do it well?

Respond

Aim of the session

To help those who work with children and young people to have a better understanding of how to work more safely and how to handle problems or issues which may arise in the course of the work.

Learning outcomes

- ➡ To be able to identify hazards and reduce the risks in an environment where work is carried out with children/young people
- ➡ To gain an overview of good practice when working with children/young people
- ➡ To understand categories of abuse
- ➡ To know the basic procedure to follow if you suspect abuse or a child or young person discloses abuse to you

Session outline:

- ➡ **Introduction & welcome**
- ➡ **Activity 1** – Hazards & Risks
- ➡ **Activity 2** – Good practice
- ➡ **Activity 3** – Protecting the Child
- ➡ **Closing Reflection** – Concrete Angel
- ➡ **Summing up** - including final thoughts, reflections and any questions

Materials and equipment needed:

Activity 1: Worksheets 'Potential Hazards' & 'Five Steps to Risk Assessment'

Activity 2: Worksheets 'Good practice quiz', Answer sheet and handout

Activity 3: Worksheets 'Definitions & Indicators Game' & "Recognising Risk Indicators of Abuse"

Closing Reflection: Handkerchief, pens, A First Aid kit (or plasters/bandages), box of matches, a mobile phone and a free standing cross which can be any size, or a church type candle (placed on a safe holder) and something to light it with. You will also need a CRB poster, a ChildLine poster, people templates for each delegate and a copy of the poem 'Concrete Angel', which are all available on the CD-ROM.

Other: Handouts and evaluation sheet.



Introduction and welcome

05:00

5 mins approx

Welcome the group and briefly pick up on any questions or issues from the previous session. Explain that this is only an introduction to this subject and that a more in-depth session may be needed at some point in the future. As Child Protection can be a challenging subject and very personal to some people, it might be appropriate to begin the session with a brief time of prayer.

Activity 1: 'Hazards & Risks'

15:00

15 mins approx

Divide the group into smaller groups or pairs and give them all a copy of the 'Potential Hazards' worksheet. Explain that there are at least fifteen potential hazards in the illustration. Each group must then try to identify as many as possible and write them in the side column of the sheet. Allow about 5 minutes for this activity. Then invite each group to report on three different hazards they have identified. Keep the feedback brief as the main point of this exercise is simply to recognise the risks.

For the next task, ask the groups to identify one activity that they are going to Risk Assess. They can choose an activity they are currently involved in or one of the hazards identified on the sheets. Give each group a 'Five Steps to Risk Assessment' template and ask them to:

- ➡ **Step One:** Write down their chosen hazard
- ➡ **Step Two:** Write who is potentially at risk
- ➡ **Step Three:** Write how they would reduce or remove the risk
- ➡ **Step Four:** Get someone in the group to sign and date the assessment
- ➡ **Step Five:** The fifth step is to regularly assess your activities and update the risk assessments as appropriate

Risk assessment sheets must be reviewed regularly and kept safe in case they are ever required as evidence in any insurance claim.

Conclude by saying that risk assessment is not a massive amount of form filling. However, it is a safeguarding requirement and an integral part of our duty of care when working with children and young people. Not only does it raise the awareness of any potential hazards, it also helps us to plan accordingly and limit the risks involved.

