

## **Checklists for Good Practice**

There is a responsibility to create safe and happy environments for work with children and young people including a duty to provide proper health and safety measures. Everyone is responsible for health and safety but workers and employers (the church as the responsible body) also have particular legal responsibilities, and guidelines built on experience on which to act. Detailed information is available from a variety of specialist sources. The information given here is provided in order to highlight one of the areas which require consideration and action, namely adult/child ratios.

**Good Practice applies to ALL groups using the premises.**

### **Adult/Child Ratios**

#### **Never work alone with a group or individual child/young person**

If you provide activities for under eight's for two hours or more on a regular basis then seek advice from your local Social Services. They will give you support and advice on how to register your group. There must be enough adults for the numbers of children/young people in the group. The ratios given below are a minimum and may need to be increased for groups with special needs. Sometimes an extra adult with a willingness to list or be an extra pair of hands is invaluable.

#### **Indoor Activities**

These are acceptable minimum ratios for adults to children, but ideally they should be higher. On no account should a worker be by themselves. The minimum number of adults should always be two and preferably three, one of whom should be female.

The ratios required under The Children Act 1989 are:

0 – 2 years	1 volunteer to 3 children
2 – 3 years	1 volunteer to 4 children
3 – 7 years	1 volunteer to 8 children

#### **8 Years and Over**

The Children's Act specifies the ratios for under eights. The recommended ratios for children over eight and young people are:

- Up to 20 children/young people – 2 adults (preferably one of each gender)
- One additional adult for every 1 – 10 extra children/young people

**Example:**

20 children = 1 male and 1 female adult (as least)  
21 children = 1 male and 1 female adult + 1 extra adult  
30 children = 1 male and 1 female adult + 1 extra adult  
31 children = 1 male and 1 female adult + 2 extra adults

**Outdoor Activities**

Events in the neighbourhood of the building require the same care and attention during the planning stage. The adult/child ratio should be increased.

***Outdoor activities***

0 – 2 years	1 volunteer to 3 children
2 – 3 years	1 volunteer to 4 children
3 – 7 years	1 volunteer to 6 children

***8 – 13 years***

Up to 15 children/young people, 2 adults (preferably one of each gender)

1 additional adult for every 1 – 8 extra children/young people

***13 years and over***

Up to 20 young people, 2 adults (preferably one of each gender)

1 additional adult for every 1 – 1 young people

***Additional information on other areas including security, first aid, fire safety, going abroad, transport and behaviour policies can be obtained from your Parish Safeguarding Representative or the Diocesan Safeguarding Commission.***