

# Cityside Baptist Church Children and Youth Policy Sharing and Review Procedures

Reviewed December 2016

## Purpose

To outline how the Children and Youth policies are made accessible to all Citysiders and how they will be regularly reviewed.

## Guidelines

1. All Children and Youth Health and Safety policies, procedures, guidelines and associated forms and templates will be available on to everyone on the Cityside website. There will also be hard copies available in the Admin office, in the Health and Safety Stations (kitchen and by the chapel stairs), and in the resource cupboards in each of the rooms where the Xplorers, Quest, Odyssey and Matrix meet regularly.
2. These documents will be formally reviewed in their entirety every three years, and as required for individual documents if the need arises earlier.
3. The person or people responsible for leadership of Children and Youth will usually be responsible for initiating and maintaining the review cycle, although any Citysider can request of the Council or the Children and Youth Planning Team that a review be made of a particular document at any time.
4. The person or people responsible for leadership of Children and Youth are responsible for facilitating access to these documents, particularly for parents and people working with Cityside children and youth. They will also facilitate training if needed.