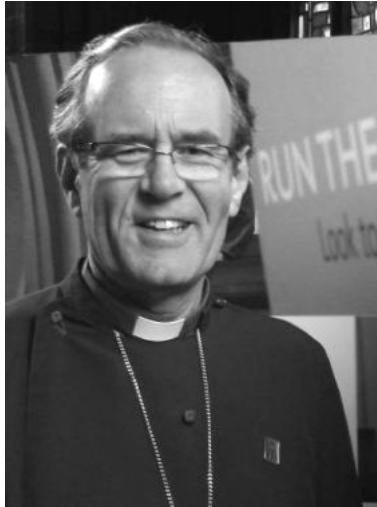


Safeguarding Children

Handbook of Policy and Procedures 2009





Foreword by the Bishop of Manchester

The Church of England agreed a national policy for safeguarding children in 1995. Our Diocese has, before that date and since, sought to develop its own policy, seeking to ensure that it demonstrates good practice and offers effective help and support for parishes.

Children are a blessing in our churches, and we should be passing on our baton of faith, hope and love to them in the next generation. They should know they can trust us.

This handbook provides the latest policies, principles and resources for good procedures and practice which must be taken up at all levels in the Diocese. I am grateful to the inter-diocesan team which helped in its production.

It is to be shared in every parish with all who work with children, so that their safety, wellbeing and flourishing may be assured. This is the mutual responsibility we all share, as children of the same Heavenly Father, each one made in his image.

† *John Manchester*

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The Church of England's Child Protection Policy Statement

"The Church of England, in all aspects of its life, is committed to and will champion the protection of children and young people both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle enshrined in the Children Act 1989 that the welfare of the child is paramount.

The Church of England will foster and encourage best practice within its community by setting standards for working with children and young people and by supporting parents in the care of their children. It will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of children and young people.

It is committed to acting promptly whenever a concern is raised about a child or young person or about the behaviour of an adult, and will work with the appropriate statutory bodies when an investigation into child abuse is necessary."

The purpose of this document

This document is designed for use by parishes in order to support their work in safeguarding children and young people.

The purpose of this document is:

- To set out the policy of the Church of England and the Diocese of Manchester
- To guide workers about what to do if a child says s/he has been harmed or they believe that a child has been harmed
- To highlight good procedures and practice especially in the recruitment, selection and support of staff and volunteers who work with children
- To provide templates, resources and links to help parishes in these tasks

This handbook is based on the House of Bishops' Child Protection Policy, "Protecting all God's children" House of Bishops (2004), and "Working Together to Safeguard Children - A guide to inter-agency working to safeguard and promote the welfare of children" (2006).

It fits within the wider Safeguarding Policies as laid out in "Promoting a Safe Church" (2006).

This document and individual forms and templates (*as indicated*) are available to download from www.manchester.anglican.org.

What is Safeguarding Children?

Safeguarding and promoting the welfare of children is defined in “Working Together to Safeguard Children” 2006 as:

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

Promoting a Safe Church

- not just about children

The Church of England has invested considerable resources in providing protocols and guidelines for good practice so that people may have confidence in the Church, its ministers and its activities. These go further than just child protection. Child safeguarding policies fit within a wider context of promoting a safe church, derived from a Biblical imperative that prioritises concern for the weak and vulnerable, as well as learning from good practice from other professions.

The Bible points to a God who has a particular concern for the poor, the weak and the voiceless and we see this in the ministry of Jesus. As those entrusted with His ministry, we need to ensure that we are not betraying the trust that is put in us. In Ezekiel 34, the good shepherd cares for and protects the vulnerable sheep not just from the outside dangers but also from being trampled and hurt by other sheep that are stronger. Church leaders should model such protective abilities for the sake of the weaker and more vulnerable sheep, whether young or old.

At its most basic, the Church should be a safe place particularly for the bruised, the battered, the weak and vulnerable. Ministers should be safe people who can be trusted as people of integrity and competence and compassion. This requires that ministers have an understanding of, insight into, and empathy for vulnerable people in all their differences and their needs. They should also have the wisdom and training to be able to respond effectively and properly in what can be very difficult and complex areas. They require wisdom in recognising tell-tale signs of danger and an ability to respond calmly and effectively. These cannot be assumed, and church leaders have a responsibility to ensure that all working with the vulnerable are aware of the issues.

This is a Safeguarding Children Policy but many of the principles and examples of good practice also apply to when we are working with other vulnerable groups. Good recruitment and training procedures, awareness of issues and confidence in how to handle issues should they arise, all apply equally to working with adults not just children.

The Church of England has developed a national document “Promoting a Safe Church” (www.cofe.anglican.org/info/papers/promotingasafechurch.pdf) and the Diocese will be producing further guidelines and policies/procedures where needed in the coming year in this wider area.

Please be alert for these further guidelines and policies and ensure that, as a local church, you and your congregation are ensuring that all people can find with you a safe place. PCCs should be encouraged to look at the “Promoting a Safe Church” and its recommendations and to respond accordingly.

What is Child Abuse?

There are four categories of child abuse that are used by every local authority in England and Wales.

Neglect

Where adults through carelessness or indifference ignore a child's need or fail to protect a child from any kind of danger

Physical Harm

Where a child has suffered actual physical harm or where it seems likely that injuries have been caused non-accidentally

Sexual Harm

Where there is actual or **likely** sexual exploitation of children or adolescents.

Emotional Harm

Where there is persistent or severe emotional ill-treatment or rejection.

In addition,

Spiritual Harm

Church communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically.

Domestic Abuse

It must be recognized that children and young people may be harmed in homes where there is domestic abuse. The Archbishops' Council has produced guidelines for those with pastoral responsibility "Responding to domestic abuse" Archbishops' Council (2006).

What to do if you receive a report of abuse

The following procedures are designed to support you in dealing with disclosures of abuse that may arise in the course of your work with children and young people. **For the purposes of this work a child is a person under the age of 18 years.**

Dos and Don'ts

DO

- Make it clear that you cannot be asked to keep a secret
- Listen to the child or young person, let them express their views and feelings without interruption, accept what they are saying
- Reassure the child or young person that they have done the right thing in telling someone
- Explain that you must pass this information on
- Make notes of what was said using the child or young person's words whenever possible
- Speak to the Parish Priest or line manager
- Refer to the Inter - Diocesan Child Protection Adviser
- If the subject of the allegation is the Parish Priest contact the Archdeacon or Diocesan Child Protection Adviser (The Bishop cannot be involved as per Clergy Discipline Measure)

Do not investigate any allegation

DO NOT

- Show shock or disbelief
- Agree to keep the disclosure a secret
- Make a promise or suggestion that you can stop the abuse
- Ask questions seeking further detail – you risk contaminating evidence
- Investigate any allegation – specially trained professionals undertake this role
- Contact the alleged perpetrator
- Make any statement or comment to the press

Remember, you do not investigate

Referral procedure for those with responsibility for children

Any child who is or has been exposed to danger of abuse must be protected without delay. Think clearly about the cause for concern and make brief notes recording the facts as you understand them. You have a duty to refer your concern.

Unless it would cause a delay, you must discuss your concerns with your Parish Priest, providing that he/she is not the cause of the concern. You should also speak with the Inter Diocesan Child Protection Adviser; she/he is also available if the priest is unsure of what action to take.

If, however, the child is in immediate danger you should contact the police straight away.

In the case of a clear allegation or a strong suspicion the case must be referred to the Police or Children and Young People's Services. Clarify who is making the referral.

The decision as to how the parents should be informed will be made in conjunction with the Local Authority or Police Representative.

If one of the clergy is the subject of the allegation, the Inter Diocesan Child Protection Adviser and/or the Archdeacon must be consulted for advice.

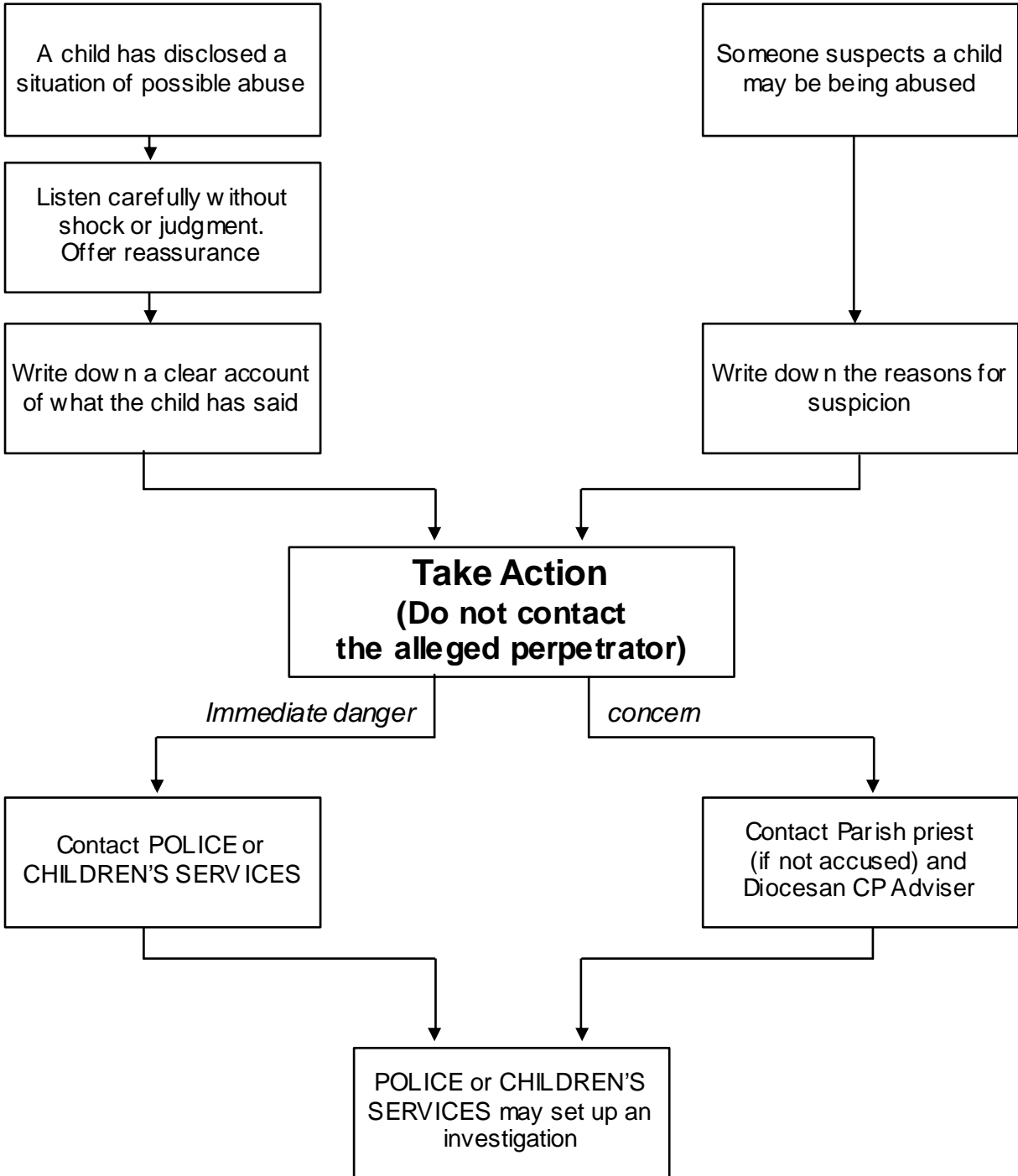
You are advised that, in consultation with the Inter Diocesan Child Protection Adviser, any serious incident should be reported to your insurers. This enables them to be prepared should any claim arise.

All communications must be handled in a sensitive manner and should be steered by the Diocesan Communications Department.

Should a journalist or broadcaster make an enquiry, you must refer them to the Diocesan Communicator at Church House.

**Remember the Diocesan Child Protection Adviser
is there to help in any uncertainty:
Su Foster - 01704 540516**

Referral flow chart



Recruiting and selecting staff and volunteers to work with children

The following principles, based on the Home Office – Safe From Harm (1993) should be applied when seeking to appoint to a post involving regular contact with children.

Prospective appointees (Staff and volunteers) should:

- Be treated as job applicants and have a clearly defined role and job description.
- Complete an application form and have an opportunity to discuss the requirements of the role and the church's vision for children's ministry.
- Complete a confidential declaration form giving an early opportunity to declare any relevant matters.
- Name two referees in order to help in the assessment of their suitability for the role.

Written references must be obtained and then checked for validity.

If a decision is made to appoint the appointee should

- Obtain a Criminal Records Bureau Disclosure.
(see '*Who needs a CRB disclosure?*' on page 18)

The Parochial Church Council (PCC) should:

- Decide on the candidates' suitability. This is based on their personal qualities in relation to general experience, aptitudes, skills, motivation and willingness to be trained.
- Check with the Independent Safeguarding Authority against the specific post / role. With effect from July 2010, as an employer you are legally required to establish the suitability of the applicant in terms of those barred from working with children **prior** to them entering the workforce.

You are liable to prosecution if you fail to do so.

- Be prepared to say "No" if the candidate is unsuitable. Try to guide any such volunteer to another form of Christian service.
- Give the successful candidate an agreement to ensure mutual understanding of the role.
- Confirm the successful candidate in post after a probationary period
- Ensure safe storage of information: that includes all registration forms, references and confidential declaration forms. They should be stored in a safe and secure place within the parish and the timescale is 'in perpetuity'.

Appendix 1

Quick contact list

Complete the missing details below and use this page for easy reference

Parish Child Protection Coordinator

Name:

Telephone Number:

Diocesan Child Protection Adviser

Name: Su Foster

Telephone Number: 01704 540516

CRB Enquiries

Name: Lesley Whittaker

Telephone Number: 0161 828 1403

Diocesan Children's Officer

Name: Steve Dixon

Telephone Number: 0161 828 1433 / 07854 989883 (mobile)

Diocesan Communications Director

Name: David Marshall

Telephone Number: 0161 828 1421 / 07836 22 44 44 (mobile)

Police

Name:

Telephone Number:

Local Children's Safeguarding Unit (contact your local authority for information)

Name:

Telephone Number:

Appendix 2

Roles and responsibilities

The Role of the Parish Priest & Parochial Church Council

- Each Parochial Church Council (PCC), with the Parish Priest, shares the responsibility for the duty of care of the children and young people in their church setting.
- Each PCC should be fully aware of the contents of the Diocesan Policy on Child Protection, discuss the contents, and then produce a Parish Policy consistent with this document and adapted to the local situation. When produced and adopted, the policy should be reviewed annually to ensure that it is still appropriate to the work currently undertaken.
- The PCC must appoint a Child Protection Coordinator and support him/her in the implementation of this role. The Parochial Church Council will support the coordinator in the implementation and monitoring of the Parish Policy. (This post could be shared with another parish.)
- Each PCC must ensure that people who are authorized to work with the children and young people within the parish, or who hold a position of responsibility, are properly appointed, trained and supported.
- The PCC must be aware that there is a responsibility to ensure that people who pose a threat to children and young people are effectively managed and monitored in the church context.
- If the PCC fails to comply with the Diocesan Guidelines, it will leave itself open to the charge of negligence if any child or young person in its care (or in the charge of its officers or organisation) comes to any harm.
- The PCC may wish to consider appointing a **Children's Advocate** (in line with the House of Bishop's Guidance, "Protecting All God's Children"). The Children's Advocate, who may be different from the Child Protection Co-ordinator, is someone whom children know they could talk to about any problems.

The role of the Parish Child Protection Coordinator

The Parish Child Protection Coordinator is appointed by the PCC annually and will be responsible for the following tasks:

- To ensure that the Parish Policy is reviewed, updated and adopted by the PCC on an annual basis together with a brief report on the current implementation within the parish.
- To ensure that the Parish Policy is widely available and given to all existing and new workers in the various groups within the parish.
- To ensure that the Parish Policy is shared with all organisations using the facilities of the church.
- To ensure that all volunteers go through the appropriate recruitment process in conjunction with the PCC and Parish Priest.
- To ensure that volunteers has a role description and a volunteer agreement in respect of their work with children and young people.
- To monitor the implementation of Parish Policy and report to the PCC any difficulties in doing so.
- To ensure that there is a poster identifying sources of help for children and young people displayed wherever they meet i.e. Childline, NSPCC.

Appendix 3

An example of a parish policy

(to be read at the Annual General Meeting where progress in implementing the policy will be monitored.)



Policy Statement on Children, Young People and the Church of... (name of parish)

This statement was agreed at the PCC meeting held on: (date)

- As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people
- It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children and young people and to report any abuse discovered or suspected
- We recognise that our work with children and young people is the responsibility of the whole church
- Our church is committed to supporting, resourcing and training those who work with children and young people and to providing supervision
- Our church is committed to following the guidelines and procedures published by the Diocese
- The parish will adopt good practice guidelines
- Each worker with children and young people must know the guidelines and undertake to follow them. Each shall be given a copy of the Parish's agreed procedures and Good Practice guidelines.
- As part of our commitment to children and young people,

the PCC has appointed _____ (name)
to be the Child Protection Coordinator.

- **Children and Young People are an important part of our Church today**
- **They have much to give as well as to receive**
- **We will listen to them**
- **As we nurture them in worship, learning, and in community life, we will respect the wishes and feelings of Children and Young People.**

Appendix 4

Criminal Records Bureau (CRB) policy and procedures

What is the Criminal Records Bureau?

The Criminal Records Bureau (CRB) was established through legislation in March 2002. It offers employers and organizations, including the Church, the opportunity to check whether a proposed employee or volunteer has a criminal record which would compromise or preclude that person from working with or, in extreme cases, having contact with children and young people.

A child is defined as someone under the age of 18 years (Children Act 1989).

The Church needs to take every care in the appointment or engagement of persons to work with children and young people, whether paid or unpaid in order to safeguard their welfare (Safe from Harm 1993).

Reasons for Disclosure

- Failure to use the checking service offered by the CRB could render an employer liable to a claim in the civil court if it could be shown at the time of engagement the CRB had evidence of disqualification.
- Insurers will expect clients to adhere to Disclosure procedures in order that insurance cover can be offered.
- The possible legal and financial penalties for failing to obtain Disclosures are a powerful argument against taking the risk of not adhering to Disclosure procedures.
- The House of Bishop's policy states "Although it is not a legal requirement for the Church to use this service, the House of Bishop's regard it as a mandatory element in the recruitment process that disclosures should be obtained". (Protecting all God's children – 2004)
- A further argument is that the Church should be seen, above all, to be applying best practice in the care of children.
- For more advice, please see Criminal Records Bureau - Guidance for Volunteering www.cabinetoffice.gov.uk/thirdsector

Portability

Portability is the means by which the details of a recently obtained certificate can be transferred for use by another organisation. The CRB does not recommend this for the Church and in accordance with good practice the Diocese will not accept portability of CRB certificates.

Who needs a CRB Disclosure?

Any person who is regularly caring for, training, supervising or in sole charge of children and/or young people is a potential risk and will therefore require a CRB disclosure.

Any decision to seek a CRB disclosure should be made carefully and the decision to check individuals made because there is a strong and demonstrable reason for doing so not “just in case”. It should be based on an assessment of the risk that is posed by the particular individual in the circumstances and settings under which they will operate.

Examples of positions in church where there is likely to be a need for a CRB disclosure include:

- Crèche leaders
- Sunday School teachers
- Youth leaders
- Choir leaders
- Organists
- Bell captains
- Leaders of holiday clubs
- Children’s Advocates
- Churchwardens who may be approached by children for help because they are seen to be in a position of responsibility

Those who are unlikely to need a CRB disclosure because they are not likely to pose a risk include:

- Volunteers who help with support activities at holiday clubs and crèches (eg helping with refreshments, clearing up) who will not be left in sole charge
- Someone playing the part of Santa Claus at a Christmas event.
- PCC members who do not work with children or young people.

It should be noted that PCCs are not defined to be Children’s Charities, so its members are not required to seek CRB checks merely because they are charity trustees.

Procedure for dealing with a blemished disclosure

The House of Bishop's policy (2004 - p 41) states that "as well as people with convictions against children there are others whose position within a congregation may need to be carefully and sensitively considered to decide whether they pose a risk to children. This would include people convicted of violent or sexual offences against adults including domestic violence, people involved in drug or alcohol addiction, adults with mental disorder or special needs which may in rare cases result in erratic behaviour".

Stage 1

When a blemished disclosure is received within the diocese it will be given to the Diocesan Child Protection Adviser for initial assessment and enquiries to be made.

It should be checked with the applicant that they accept the personal information – if not they need to take this up with the Criminal Records Bureau.

Following these enquiries a decision can be made that:

- a. It is safe and appropriate to appoint, or
- b. It is unsafe to appoint

If unsafe the applicant will be informed and a copy of the appeals procedure given (see below)

Stage 2

Where further assessment is required or an appeal by the applicant is made, a Risk Assessment Group will be convened. This group will be made up of three individuals taken from three local diocesan Child Protection Advisory Groups. The Risk Assessment Group will examine the information available and will:

- a. Detail whether further clarification of existing information would resolve the issue.
- b. Identify what new information or assessment is required and how to obtain it – as part of this process the Risk Assessment Group may require a formal risk assessment from a relevant professional.
- c. As there is a requirement on the Diocese to share information relating to blemished disclosures with the Statutory Agencies, decide whether a referral should be made to the Local Authority Designated Officer for Allegation Management.

Following these enquiries a decision can be made:-

- a. To recommend appointment (with or without conditions) to the applicant
- b. To recommend that the appointment should not be made.

Recruitment of Ex-Offenders

It is a requirement of the Criminal Records Bureau (CRB) Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders, a copy of which can be given at the outset of the recruitment process.

The Diocesan Policy on the Recruitment of ex-offenders

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the Diocese complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of information revealed.
2. The Diocese is committed to the fair treatment of its parish staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability or offending background.
3. We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
4. A Disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
5. Where a Disclosure is to form a part of the recruitment process, we encourage applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate confidential cover, to a designated person, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
6. Unless the nature of the position allows the Diocese to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

7. We ensure that all those in the Diocese who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. This policy should be made available to all Disclosure applicants at the outset of the recruitment process.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might relate to the position. Failure to disclose information that is directly relevant to the position sought may lead to withdrawal of an offer of employment.
10. We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working for us.


Procedure for Appeal by Aggrieved Applicants

When a person has applied to serve (or continue to serve) on behalf of the Church as a volunteer or employee working with children, and the person is aggrieved by the decision of the Parish or Diocesan body in light of the Disclosure issued by the Criminal Records Bureau, the person may seek a review of the recommendation given to the parish or Diocesan body in the following way.

1. The aggrieved person should write a letter to the Diocesan Secretary at their Diocesan Headquarters in an envelope marked "Confidential – for the CRB Section". This letter should be sent to arrive within one month of the receipt by the aggrieved of the decision about which they are complaining.
2. The letter should give details of the aggrieved person's full name, address, telephone number and the position of service for which the Disclosure was issued, including the Parish details as appropriate.
3. The letter should explain why the aggrieved person believes the decision to be unreasonable.
4. The aggrieved person may wish to explain more detail or circumstances of the offences or inappropriate behaviour cited in the Disclosure than are mentioned there, and to enclose documents to corroborate the additional details.
5. The aggrieved person may wish to draw attention to any way that they believe the CRB Code of Practice has not been followed in his or her case.
6. The information submitted by the aggrieved person will be considered with the Disclosure and the completed form giving a description of the duties involved in the relevant service by a panel of at least three people drawn from Diocesan Child Protection Advisory Groups. Further information may also be requested from the applicant, the Parish or the Diocese.
7. The Diocesan Secretary will send the panel's recommendation to the Appellant and the Parish Child Protection Coordinator. There is no further right of appeal if the person is still aggrieved.

Appendix 5

Sample forms/letters for safe recruitment practices



Application and self declaration form - Section A
For workers with children and young people
(name of parish)

Full Name: _____

Previous Name(s): _____

Date of Birth: _____

Address: _____

Post Code: _____ Telephone No: _____

How long have you lived at the above address? _____
(If less than 12 months, please state your previous address and parish / church)

Group with which you intend to work:

Name of Group: _____

Where and when they meet: _____

How often they meet: _____ Age range: _____

Please give examples of previous experience that will support your application to work with either children or young people in this parish:
Are you willing to undertake a course of training pertinent to your area of work, within the next 12 months? Yes No

References
Please provide the names and addresses of two people who have known you for at least two years (not close relatives) and would be able to provide a personal reference:

1: _____

2: _____

CONFIDENTIAL

Application and self declaration form - Section B

(name of parish)

Declaration

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998.

Guidelines from the Home Office following the Children Act 1989 advise that all voluntary organisations, including churches, should take steps to safeguard children who are entrusted to their care. In accordance with the House of Bishops' Policy on Child Protection, you are therefore required to make the following declaration:

Have you ever been convicted of a criminal offence (including any 'spent convictions' under the Rehabilitation of Offenders Act 1974) or placed on probation, or discharged absolutely or conditionally for a criminal offence?

Yes No

Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Yes No

Are you at present under investigation?

Yes No

Have you ever had a child removed from you or placed under supervision by the Local Authority?

Yes No

Do you suffer, or have you suffered from any illness, disease or disability which may affect your ability to work with children and / or young people?

Yes No

Has your conduct ever caused or been likely to cause harm to a child or put a child at risk, or, to your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Yes No

Have you, since the age of eighteen ever been known by any name other than that given below?

Yes No

Have you during the last five years, had any home address other than that given below?

Yes No

If you answered YES to any of the above, please give details which may, if you wish, be enclosed in a separate sealed envelope. It will be regarded as relevant only to this application and will not necessarily debar you from consideration.

Signed _____ Date _____

Before an appointment can be confirmed applicants must provide an enhanced/standard disclosure from the Criminal Records Bureau.

CONFIDENTIAL

Letter to referees



(name of parish)
(date)

Dear

(Name of volunteer) has offered to work in a professional/voluntary capacity as a helper at (name of Church and name of organization – eg youth club, Sunday School) and has given me your name as a referee.

The Diocesan guidelines state that the welfare of children is paramount, and the Diocese requires parishes to enquire into the background of those working with children in the church.

Please fill in the enclosed form, and return it to me by *(date)*

If you have any queries, or you wish to speak to me, you may telephone me at any time.

May I take this opportunity of thanking you for your help.

Yours sincerely

Child Protection Coordinator
Parish of *(name of parish)*

Answer form for referees



Reference Form for Candidates applying to work with Children and Young People (*name of parish*)

Name of Candidate: _____

Post applied for: _____

Please fill in this form to the best of your ability and return it to the Parish Child Protection Coordinator. If you have any questions please feel free to telephone the Coordinator.

1. How long have you known the candidate? _____

2. Please describe the candidate's previous experience of looking after or working with children or young people. In your opinion, would the candidate be willing to undertake training within the first twelve months?

3. Does the candidate demonstrate an ability to provide warm and consistent care and a knowledge of appropriate boundaries / behaviour?

4. Does the candidate demonstrate a commitment to treat all children and young people as individuals and with equal concern?

5. Is the candidate a person of integrity and flexibility whose physical and emotional well-being are appropriate for the service he or she is offering?

6. To your knowledge, has the candidate ever been convicted of a criminal offence (including any "spent convictions" under the Rehabilitation of Offenders Act 1974), or placed on probation, or discharged absolutely or conditionally for a criminal offence? **Yes** **No**

7. To your knowledge, has the candidate ever had a child removed from her / his care or placed under supervision by a Local Authority? **Yes** **No**

8. To your knowledge, has the candidate's conduct ever caused, or been likely to cause, harm to a child, or put a child at risk, or (to your knowledge), has it ever been alleged that her / his conduct has resulted in any of these things?
 Yes **No**

If the answer to any of the questions 6 to 8 is Yes, please give details.


Signed: _____ Date: _____

Referee's name, address and telephone number:

Please return this form to the Parish Child Protection Coordinator (*Address*)

CONFIDENTIAL

Volunteer agreement

 _____ *(name of parish)*

Name of Volunteer: _____

Address: _____

Thank you for agreeing to work as _____
in part of our overall work with children and young people.

The Parochial Church Council (PCC) puts a very high value on work with children and young people. The PCC intends to make sure that the appropriate resources and support are available from the Parish and from the Diocese and intends that no one should work unsupported. These are the particular responsibilities of the work that have been discussed with you in detail:

- _____
- _____
- _____

The PCC hopes that you find this work rewarding.

Any further questions that arise from time to time can be discussed with _____

Once a year _____ (name) will meet with you to talk about the work, and if the you wish to continue, we can discuss training opportunities so that there is an opportunity to continue to develop your skills.

Signature of Incumbent / Priest-in-Charge: _____

Date: _____

On behalf of the PCC:

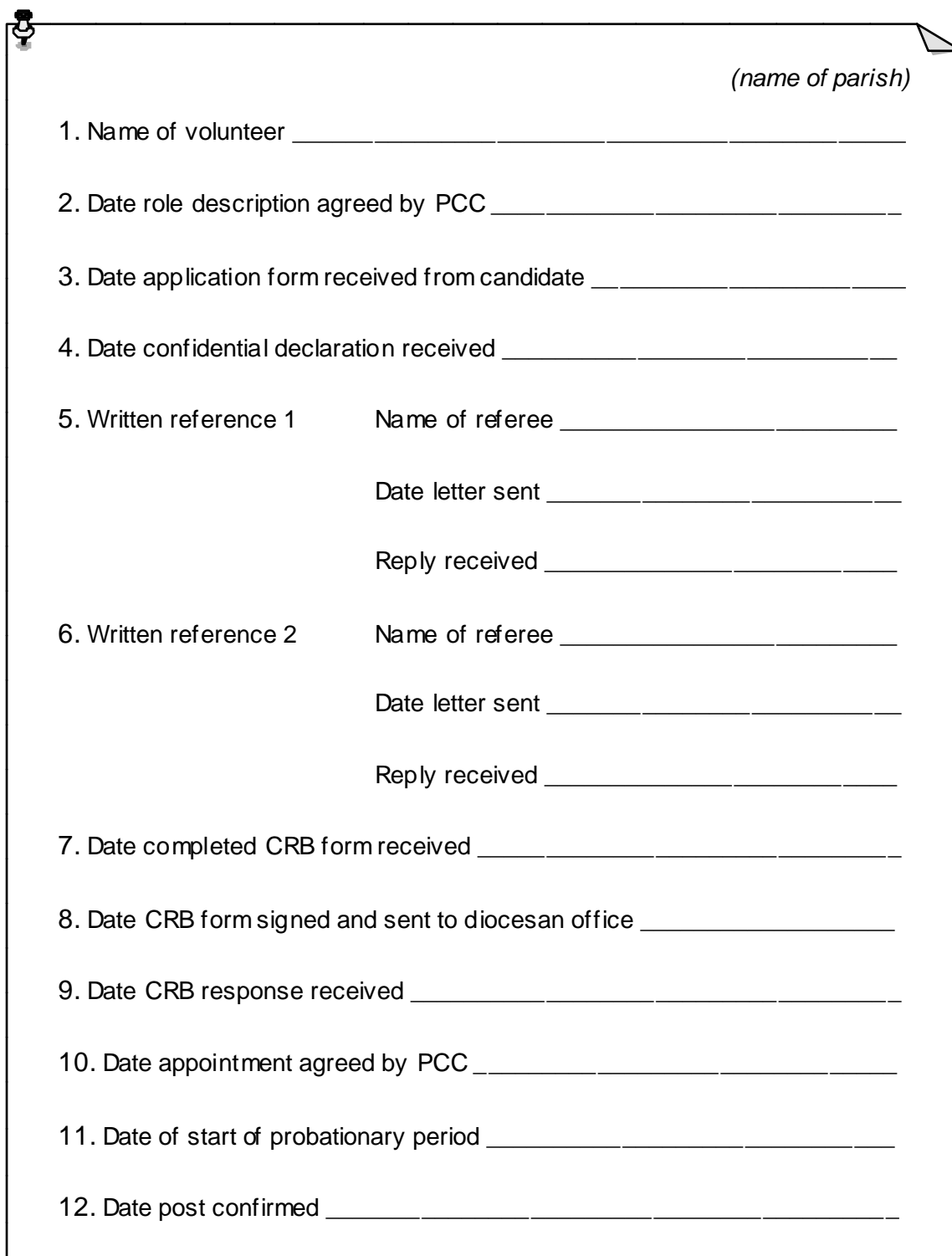
Signature: _____ (Role) Date: _____

I have received and have read a copy of the Parish Child Protection Procedures. I understand the referral procedures and who to contact.

Signature: _____ (Volunteer) Date: _____

Checklist

This may be used as aide memoire when appointing staff / volunteers to posts working with children/young people.




(name of parish)

1. Name of volunteer _____
2. Date role description agreed by PCC _____
3. Date application form received from candidate _____
4. Date confidential declaration received _____
5. Written reference 1 Name of referee _____
Date letter sent _____
Reply received _____
6. Written reference 2 Name of referee _____
Date letter sent _____
Reply received _____
7. Date completed CRB form received _____
8. Date CRB form signed and sent to diocesan office _____
9. Date CRB response received _____
10. Date appointment agreed by PCC _____
11. Date of start of probationary period _____
12. Date post confirmed _____

Appendix 6

Sample consent forms

 **Specimen general consent form (children/young peoples activity)**
(name of parish)

GENERAL CONSENT FORM (to be completed annually)

Church: _____

Group: _____

Full name of child: _____

Date of birth: _____ / _____ / _____

Child's Address: _____

Details of any regular medication, medical condition (e.g. asthma, epilepsy, diabetes, allergies, dietary needs etc.), illness or disability which may affect normal activity:

Name of Doctor: _____

Doctor's telephone number (incl. code): _____

Date of last anti-tetanus injection (if known): _____ / _____ / _____

Child's NHS number (if known) _____

With whom does the child live? _____


What Relationship does this person have to the child (e.g. Mother):

Tel: (day) _____ (eve) _____

Name of additional contact (e.g. grandparent, or other holding parental responsibility): _____

Tel: (day) _____ (eve) _____

Statement of consent

 _____ *(name of parish)*

I give permission for _____
to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming and outings lasting longer than the normal meeting times of the group.

I understand that while involved he/she will be under the control and care of the group leader, and/or other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by him/her during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for him/her to receive necessary hospital or dental treatment including an anaesthetic.
 Yes **No**

Name: _____

Relationship to child: _____

Signed: _____

Today's date: _____ / _____ / _____

Address (if different to that of child): _____

If you do not have parental responsibility (e.g. you are a foster carer/ grandparent, etc.), please give details of those with parental responsibility:

Names(s): _____

Address(es): _____

Tel: (1) (day) _____
(evening) _____

(2) (day) _____
(evening) _____

Adapting the 'general consent form' for specific purposes

A 'General Consent Form' is used annually to register each member of any children's group for the normal activities of that group and at the group's normal meeting times, as publicized to parents and carers. However, special permission must be obtained for activities which fall outside these parameters.

The following notes are intended to help you adapt the 'Specimen General Consent Form' for specific purposes.

Trips and Outings

Written permission must be obtained whenever children are taken off the premises in which the group normally meets. The consent form should be headed with the title, date, and destination of the trip or outing.

As well as the information requested in the 'General Consent Form' a consent form for trips and outings should ask for the following:

- Details of any infectious illness or disease with which the child has had contact in the last 3 weeks
- Any medication required during the trip or outing
- Specific consent for each activity to be undertaken during the trip or outing (if swimming is involved, there should be a series of yes/no questions to establish the child's competence e.g. 'Is your child able to swim 50 metres?')
- Consent to the transport arrangements, which should be clearly described either on the form or in the accompanying letter about the trip or outing (NB check licences and insurance of private drivers)
- A confirmation that a parent or adult with parental responsibility has read the information about the outing or trip in the accompanying letter and gives permission for the child to take part.

The accompanying letter should give details of timings for departure and return, and arrangements for getting updated information if there is an unavoidable delay in return. The date, destination, cost and transport arrangements should be detailed, together with a list of items to bring, contact numbers at the venue and the mobile number of one of the leaders (if possible). A deadline for reply should be stated and it should be emphasised that no child who has not provided a signed consent form will be allowed on the trip. (The consent forms should be taken on the trip and copies also left at church – never settle for a verbal message of consent by phone or conveyed by a child). If there are any hazardous activities involved in the trip, list those in charge of such activities and their qualifications.

NB At the planning stage, check with your church insurers that you will be covered for the proposed activity; and begin the process of collecting consent forms well in advance as it will be a case of

'No consent - No trip'

Appendix 7

Electronic communications and images

Electronic Communication

This policy relates to electronic communication which includes internet, e-mail and mobile phone.

It is acknowledged that many young people find this means of communication the preferred means. However, electronic media create a number of opportunities for unmediated one-to-one communication unless you are vigilant in ensuring that this does not happen.

The guiding principles must be:

- When one-to-one communication has taken place with a young person, the worker should tell someone immediately. It may well be that there is no inappropriate content within the correspondence; the principle is to create a basic accountability.
- When a worker sends an e-mail or text to a young person, they should blind copy it to a third party within the organisation, again creating accountability. We should be explicit that the information is to be shared, therefore we must tell the young person as well.
- In developing an internet site consider the use of firewalls – who can access this site?
- Ensure that you have a person with sufficient knowledge to ‘spot check’ history of parish computers to identify improper use.
- Bear in mind the potential for one-to-one communication and try to ensure all communication is in a group context.
- On social networking sites such as Facebook or Bebo the presumption must be that adults are not added as friends on a child’s or young person’s site.
- Do not place a child’s or young person’s testimony on a site without the express written consent of the person with parental responsibility.
- Exercise caution when using images of children and young people on any internet site. As with any other images, do not name the individual child or young person and whenever possible, obtain consent from the person with parental responsibility.

Images

When using photographic images of people in diocesan publication and websites the following is a good practice protocol advised by the National Safeguarding and Youth Officers.

The legal position relating to this area is currently under review by the Court of Appeal, who have taken the view that in one case it was at least arguable that a child photographed in a public place has a reasonable expectation of privacy.

The guidance below goes beyond the current definitive legal position, which allows for images of anyone in a public place to be published as long as the photography is not intrusive.

1. As Christian publishers we wish to demonstrate love for our neighbour to respect his or her privacy and not to cause any embarrassment.
2. We want to promote and encourage the Church's work with people of all ages, through the appropriate use of images and video reflecting the diversity of church activities in our publications.
3. When we take someone's photograph or film them for publication/distribution they should always be aware that we are doing it. Awareness can be assumed if:
 - People are attending a photo call
 - The intention of taking photographs or filming is included in the invitation to the event and people are given the choice to opt out.
4. In all other circumstances permission should be sought at the time the photograph is taken and a chance to opt out must be given.
5. Even given the 'assumed awareness' of the circumstances listed in (3) specific permission should be sought for images of individuals (a person may be happy for a large group photo, but not an individual one). Specific permission should also be sought where it is the intention to name any person shown in the photograph in an accompanying caption or article.
6. Photographs submitted for publication where young people are recognisable and there is insufficient evidence that their consent has been obtained should not be published. Permission should not be assumed, even if images have been submitted (e.g. by parishes) for publication.

continued from page 33

7. Many schools approach parents to ascertain whether they have objections to photographs of their child being used in various media to represent the activities of the school. Teachers are often, therefore, in a position to grant general permission to publish images of children in school-related activities (e.g. cathedral education events), *in loco parentis*. However, this should not be assumed, and written permission from an appropriate representative of the school should be sought to publish such images.
8. Outside of this school activity context, in other cases involving minors (under-16s), their consent and the written consent of a person with parental responsibility for the child should be obtained, which must specify for what purposes the photo or film will be used and how they will be stored if not destroyed. In particular, if the intention is to use the picture or film on the internet, this must be clearly stated at the time the permission is sought.
9. Further written consent will be required from young people and their parents/carers if photographs or film are to be used in other ways.
10. Clearance forms should be stored with photographs or film for future reference.

Appendix 8

Good practice guidelines

This may be photocopied and handed to all leaders, or parishes may wish to formulate and distribute their own good practice leaflet, based on the recommendations below.

Recommended good practice

Adult / Child Ratios

Guidance recommends the following ratio of leaders to children according to their age:

For 0 to 2 years - 1 leader to every 3 children (1:3)

For 2 to 3 years - 1 leader to every 4 children (1:4)

For 3 to 8 years - 1 leader to every 8 children (1:8)

For over 8s - 1 leader for the first 8 children followed by 1:12 (i.e. 32 children would require 3 leaders)

Toilet Facilities

The ideal is 1 toilet and 1 hand basin per 10 children

Warm and Clean - Group areas should be warm, adequately lit and ventilated. High standards of cleanliness should be maintained.

Special Needs - Be able and willing to accommodate children with special needs. Be aware of access to your building and toilet facilities

Entrances and Exits - should be well lit and easily accessible

Registration - Where activities take place for more than 2 hours in any one day, or if a holiday club runs for more than 6 days a year, registration of the provision with Ofsted is required.

More than one leader

There should always be more than one leader for any group.

If possible have at least one male and one female leader if the group is mixed.

Time alone

Minimise time alone with any child or young person. If it is vital to be isolated with an individual ensure that another leader is informed of where you will be and why. If possible remain in the view of another leader. Try never to be behind a closed door but if necessary tell someone that you are there.

Administration

Keep an up-to-date register and record of children, their parents and contact phone numbers, attendance and other specific information (such as asthma, epilepsy, diabetes, allergies and medication etc.)

Good practice guidelines (continued)

Touch

Touch is an important part of human relationships: for example, it can be necessary to stop a young child from hurting herself or himself; it can also be a natural way of responding to someone in distress. However, everyone working with children should be sensitive to what is appropriate and inappropriate physical contact, both in general terms, and in relation to a specific individual. Leaders need to be conscious of situations in which their actions, however well intentioned, could be misconstrued by others or be harmful.

Good Practice of workers

Treat all children and young people with respect and dignity befitting their age; watch language, tone of voice and where you put your body.

Do not engage in any of the following:

- invading the privacy of children when they are showering or toileting
- rough, physical or sexually provocative games
- making sexually suggestive comments about or to a young person, even in fun
- inappropriate and intrusive touching of any form
- any scapegoating, ridiculing, or rejecting a child or young person
- Learn to control and discipline children without using physical punishment
- Do not let youngsters involve you in excessive attention-seeking that is overtly sexual or physical in nature
- Do not invite a child or young person to your home alone: invite a group, or ensure that someone else is in the home. Make sure the parents know where the child is.
- Do not share sleeping accommodation with children or young people if you take a group away.

Good Practice with Colleagues

If you see another member of staff acting in ways which might be misconstrued, be prepared to speak to them or to your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

Casual Visitors

Casual visitors, i.e. those who have not been authorised by the Church as leaders or helpers, should not have access to children without presence of an adult who is deemed to be responsible for the group.



Health and Safety

- All leaders should know the location of the nearest telephone.
- Adults must be aware of the safety / fire procedure. A fire drill should be carried out regularly. Fire extinguishers should be available and regularly checked.
- Children with infectious illnesses must not attend.
- No smoking should be permitted near the areas children will be in.
- Children should submit a health form before an activity. Take health forms when going off-site.
- Accidents should be recorded with a note of any action taken and signed by the leader involved.
- A first aid kit should always be available and its location must be well known.
- No medication should be administered without written parental consent.
- One leader should ideally be a first-aider.
- A responsible adult should make sure that the premises are open in good time.

Transport

If at all possible do not give lifts to children and young people on their own other than for short journeys. If they are alone ask them to sit in the back seat. Check that insurance covers the vehicle and passengers. Seat belts must be worn.

Insurance

Most existing parish insurance covers indoor activities for children and youth. PCCs need a record of any other activities that may take place and it must be checked that insurance cover is adequate.

Volunteers

Volunteers, particularly those under the age of 18, should never work unsupervised and should be given clear guidance and support.

Communication

Clergy, the PCC and parents should be clearly informed of all the activities in which children and young people may take part on church premises or through the church in any way.

Finance

If money is collected, account of this should be given to the PCC.

Appendix 9

Frequently asked questions

Do I have to register holiday clubs with Ofsted?

There are several exemption criteria – to do with the ages of the children concerned, the length and frequency of sessions, and the nature of the principal activities – which mean that many church holiday clubs will not have to register with Ofsted. For the latest *Registration not Required* factsheet visit: <http://www.ofsted.gov.uk/Ofsted-home/Forms-and-guidance/Browse-all-by/Other/General/Exemption-notification-form>

The factsheet gives you a phone number you can ring for further help if you are in any doubt.

Can someone attend a children's work session while waiting for a CRB?

Someone waiting for a CRB clearance must not go on the rota of children's work leaders. However they may attend a taster session under supervision for the purpose of finding out if they enjoyed and are suited to the work.

From July 2010 this will not be applicable as the Vetting and Barring Scheme will prohibit this action. The fine for doing so will be £5000 payable by the PCC.

Is the Church responsible when hiring out Church premises for private parties?

In these circumstances it is the parents' responsibility to assure themselves of the safety of their children, not the church's. The church may, however, decline to hire their premises to anyone that they believe may be unsuitable and unlikely to run a safe party.

What is the position on child protection for groups that regularly hire out Church premises?

It is advisable to have a section in the church hire agreement which states that the church has a policy on child protection and all people hiring the hall should **either**

- sign to say that they have read and understood the policy and that they are prepared to accept it **or**
- provide the Church Council with a copy of their own child protection policy to go on file.

Do hirers' need their own insurance cover?

The PCC should obtain written confirmation from any hirers that they have public liability cover for their activities whilst the church premises are being hired. Individuals hiring the premises for a private function should check with their household insurers to ensure the public liability would extend to organising such an event.

Do uniformed organisations have to carry out their own CRB checks?

Uniformed organisations should undertake their own CRB checks and take up references for their leaders. The parish Child Protection Coordinator simply has to establish that the organisation is doing this.

Can a CRB clearance from another source be accepted?

The CRB has advised the diocese not to accept portability (the transfer of CRB information from one organisation to another). A new certificate must be obtained for work within the diocese.

How often should CRB checks be renewed?

The House of Bishops has stated that a 5 year cycle of renewals is acceptable.

Where can I find help with Health and Safety?

Ecclesiastical Insurance has a model Health and Safety Policy and Guidance notes on their website – www.ecclesiastical.co.uk or telephone: 0845 777 3322.

The HSE produce a booklet on 'Five Steps to Risk Assessment' a copy of which can be ordered free from 01787 881165 or via the website www.hsebooks.co.uk

Are there special considerations regarding car safety?

Safe practice would be for any person carrying children and young people in their car to have a second adult in the car with them and to consult www.dft.gov.uk/think

What is the Vetting and Barring Scheme and the Independent Safeguarding Authority?

Information regarding this scheme will be available via the diocesan office or www.isa.gov.org

What do I do if I have concerns regarding young people and Self Harm / Substance abuse?

If you have concerns regarding a young person who you believe to be engaging in self harm or substance abuse you must refer to the statutory agencies – this is a serious matter and it requires specialist help. Parents can contact a voluntary agency such as Young Minds for help and support.

Visit www.youngminds.org.uk or telephone: 020 7336 8445

Can a parish provide counselling services to children and young people?

If your parish wishes to provide counselling services to children and young people you must identify suitably qualified staff that are registered with an accredited body. The individuals will require professional indemnity insurance. You need to ensure links are made with both the Child and Adolescent Mental Health Team and the local authority with reference to referral protocols and check with your parish insurance company that they will support this activity.

Links

Childline

Freepost 1111
London
N1 0BR
0800 1111

Churches Child Protection

Advisory Service

Helpline 0845 1204550

NSPCC

0808 800 5000

Samaritans

0845 7909090

Publications

Protecting All God's Children (2004)

House of Bishops, *Church House Publishing*

Working Together To Safeguard Children (2006)

Department of Health, *TSO*

Promoting a Safe Church (2006)

Policy for safeguarding adults in the Church of England

www.cofe.anglican.org/info/papers/promotingasafechurch.pdf

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