



SAFEGUARDING CHILDREN

AND

YOUNG PEOPLE

IN THE

DIOCESE OF COVENTRY

Diocesan Guidelines October 2009
(amended February 2010)

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INTRODUCTION

BY

THE BISHOP OF COVENTRY

Jesus' stern words about those who 'cause one of these little ones to stumble' (Luke 17.2) leave us in no doubt that we have to do all we can to protect the vulnerable, and especially our children and young people.

So I am very grateful to Carol Clarke, our Diocesan Safeguarding Adviser, for producing these Diocesan Guidelines to help us all to ensure that our contact with and ministry among children is as safe and sensible as we can possibly make them.

The Guidelines display Carol's deep experience of care and safety both in the professional world and in the life of the Church. As such they provide firm advice with a light hand, seeking always to empower and support those who are in the front line of this sacred work among the children and young people of the Diocese of Coventry.

I am glad to commend these Guidelines to you.

+ Christopher

INTRODUCTION

The Diocese of Coventry guidelines are intended to support and assist the continued implementation of the House of Bishops' Policy Protecting All God's Children 2004 by the parishes and churches in the Diocese. The good practice guidelines and procedures will support and reinforce national policy. Additional advice and guidance is available from the Diocesan Safeguarding Adviser.

These guidelines are available on the Diocesan website www.coventry.anglican.org which will be updated with new information and should be consulted regularly for these updates. Any previous Diocesan Guidelines and Procedures are superseded by this document.

For the purposes of this policy and attached procedures a child is defined as someone under the age of 18 years, in accordance with the Children Act 1989. In all cases the welfare of the child is the paramount consideration.

In line with current terminology the use of the term child protection has been replaced with the term safeguarding children.

SECTION 1

PRINCIPLES

AND

RESPONSIBILITIES

POLICY

The Diocese of Coventry supports the Principles of the House of Bishops' Child Protection Policy.

- We are committed to the safeguarding, care and nurture of the children within our church community.
- We will carefully select and train ordained and lay ministers, volunteers and paid workers with children and young people using the Criminal Records Bureau, among other tools, to check the background of each person.
- We will respond without delay to every complaint made, indicating that a child or young person for whom we are responsible may have been harmed.
- We will fully cooperate with statutory agencies during any investigation they make into allegations concerning a member of the church community.
- We will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended against a child.

The Child Protection Statement of the Church of England

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.

(Protecting All God's Children 2004)

Responsibilities of the Diocese.

The House of Bishops' Child Protection Policy recommends that each Diocese should:-

- Adopt the House of Bishops' Policy on Child Protection together with any additional diocesan procedures and good practice guidelines which shall be endorsed by the diocesan synod.
- Provide a structure to manage child protection in the diocese.
- Appoint a suitably qualified diocesan child protection adviser, directly accountable to the diocesan bishop, and provide appropriate financial, organizational and management support.
- Include the monitoring of child protection in parishes as part of the archdeacons' responsibilities.
- Provide access to the Criminal Records Bureau for parishes, the cathedral, the bishop's office and the diocesan office for those beneficed and licensed clergy, paid workers and volunteers who need to obtain disclosures.
- Provide access to a risk assessment service so that the bishop or others can evaluate and manage any risk posed by individuals or activities within the church.
- Provide training and support on child protection matters to parishes, the cathedral, diocesan organizations including religious communities and those who hold the bishop's licence.
- Provide a handbook of procedures and recommended good practice to enable parishes and others to undertake their duties, encouraging them to implement such procedures and good practice according to their local needs.

Responsibilities of the Parish.

The House of Bishops' Child Protection Policy states that "It is the responsibility of the Parish to accept the prime duty of care placed upon the Incumbent and the PCC to ensure the well-being of children and young people in the church community".

In order to fulfil this responsibility it is suggested that each parish should:-

- Adopt and implement a child protection policy and procedures, accepting as a minimum the House of Bishops' Policy on Child Protection but informed by additional Diocesan procedures and recommended good practice whilst being responsive to local parish requirements. (A sample Parish Policy can be found at Appendix 1).

- Appoint a co-ordinator to work with the incumbent and PCC to :-
 - * implement policy and procedures
 - * ensure that concerns about a child or the behaviour of an adult are reported to the statutory agencies and the Diocesan Safeguarding Adviser.(See Appendix 2 for role of Parish Safeguarding Officer)

- Appoint a children's advocate (may also be the safeguarding co-ordinator), whom children can talk to about any problems if they wish.

- Display the Childline telephone number (see Appendix 3 for Childline poster).

- Ensure that those working with children and young people or who are in a position of authority are appropriately appointed, trained, supported and that they have copies of the relevant policies and procedures.
- Pay particular attention to children with special needs and those from ethnic minorities to ensure their full integration and protection within the church community.
- Create a culture of informed vigilance which takes children seriously.
- Ensure that appropriate pastoral care is available for those adults who have disclosed that they have been abused as children.
- Support all parents and families in the congregation, particularly those whose children have suffered abuse.
- Effectively manage and monitor those in the congregation who may pose a threat to children.
- Ensure that health and safety policies are in place.
- Provide appropriate insurance cover for all activities undertaken in the name of the parish. Ecclesiastical Insurance Company are able to give advice in relation to these matters.
- Review the implementation of the child protection policy, procedures and good practice at least annually.

(A checklist for Parishes can be found at Appendix 4).

SECTION 2

INFORMATION

ABOUT

CHILD ABUSE

WHAT IS CHILD ABUSE?

Child Abuse is a comprehensive term that encapsulates all the ways a child's health or development may be damaged by other people. Anything that prevents a child achieving his or her full potential or contradicts the dignity and rights of a child is abusive behaviour.

Child Abuse is an abuse of relationships; it is a misuse of power and a betrayal of trust. The results of abuse may have a harmful effect on the child immediately and in later life. The consequences of the pain of child abuse can later overflow into adult relationships and the care of children.

In 'Working Together to Safeguard Children', 2006 the Department for Education and Skills defines four categories of child abuse, which are assumed to be forms of 'Significant Harm':

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.
(Working Together 2006)

Neglect may occur/involve:

- During pregnancy as a result of maternal substance abuse.
- Parent/carer failing to provide adequate food, clothing and/or shelter including exclusion from home or abandonment.
- Failing to protect a child from physical and emotional harm or danger.

- Failure to ensure adequate supervision including the use of inadequate care-takers.
- Failure to ensure access to appropriate medical care or treatment.
- May also include neglect of, or unresponsiveness to a child's basic emotional needs.

Warning signs include:

- Faltering growth, i.e. where there is poor physical growth for which no medical cause is found, especially with a dramatic improvement in growth on a nutritious diet away from home.
- A consistently unkempt, dirty appearance.
- Un-met medical needs, e.g. failure to seek medical advice or attend appointments for illness, severe untreated nappy rash, missed immunisations where they have not been refused on other grounds.
- Developmental delay without any other clear cause.
- Lack of social responsiveness.
- Self-stimulating behaviours such as head banging or rocking (note that some special needs children may exhibit this behaviour due to their disability, but this should also be evaluated for context).
- Repeated failure by parents/carers to prevent injury.
- Consistently inappropriately clothed for the weather.
- Hazardous living conditions.

Physical Abuse.

Physical Abuse is inflicting physical injury upon a child. It can take many forms. It can lead to brain damage, physical injuries, disability or even death.

(Working Together 2006)

Harm may be caused to children both by the abuse itself, and by the abuse taking place in a wider family or institutional context of conflict and aggression, including inappropriate or inexpert use of physical restraint.

Physical abuse has been linked to aggressive behaviour in children, emotional and behavioural problems, and educational difficulties. Violence is pervasive and the physical abuse of children frequently coexists with domestic violence. It may involve hitting, shaking, scalding, suffocating or poisoning and it may cause the following injuries:

Bruises

- Symmetrically bruised eyes are rarely accidental, although they may occur where there is a fracture of the head or nose and blood seeps from the injury site to settle in the loose tissue around the eye. A single bruised eye may be the result of an accident or abuse. Careful consideration is required whenever there is an injury around the eye. It should be noted whether the lids are swollen and tender and if there is damage to the eye itself.
- Bruising in or around the mouth (especially in small babies)
- Grasp marks on legs and arms or chest of a small child
- Finger marks (e.g. you may see three or four small bruises on one side of the face and one on the other)
- Symmetrical bruising (especially on the ears)

- Bruising behind the ears
- Outline bruising (e.g. belt marks, hand prints)
- Linear bruising (particularly on the buttocks or back)
- Bruising on soft tissue with no obvious explanation, e.g. inner aspect of thigh
- Bruising of different ages

The following are uncommon sites for accidental bruising:

- Back of legs, buttocks, except occasionally along the bony protuberance of the spine
- Mouth, cheeks, behind the ear
- Stomach, chest
- Under the arm
- Genital, rectal area
- Neck

Babies or others who are not yet mobile, i.e. are developmentally unable to move on their own, should not get bruises or other injuries. If they have bruises or other injuries, these must be adequately explained before they are accepted as accidental.

Note

Seemingly trivial injuries should not be ignored because abuse can and does sometimes escalate against a child if it goes unchecked. Most falls or accidents produce one bruise on a single surface — usually on a bony protuberance. A child who falls downstairs generally has only one or two bruises. Children who fall usually fall forwards and therefore, bruising is most often found on the front of the body. In addition, there may be marks on their hands if they have tried to break their fall.

Scars

Children may have scars, but notice should be taken of a large number of differing age scars (especially if coupled with current bruising), unusual shaped scars (e.g. round ones from possible cigarette burns) or of large scars that are from burns or lacerations that did not receive medical treatment.

Fractures

These should be suspected if there is pain, swelling and discolouration over a bone or joint. Fractures should be suspected if the child is not using a limb, especially in younger children. The most common non-accidental fractures are to the long bones in the arms and legs, and to the ribs. It is very rare for a child under one year to sustain a fracture accidentally. Fractures also cause pain and it is very difficult for a parent to be unaware that a child has been hurt.

Burns/Scalds

It can be very difficult to distinguish between accidental and non-accidental burns; however, burns or scalds with clear outlines are suspicious as are burns of uniform depth over a larger area.

Bites

These can leave clear impressions of the teeth. Human bites are oval or crescent shaped. If the impression of the bites is more than 3 cm across its width, an adult or older child with permanent teeth must have caused them.

Other injuries which may be deliberately caused

- Poisoning
- Ingestion or other application of damaging substances, e.g. bleach
- Administration of drugs to children where they are not medically indicated or prescribed.

Sexual Abuse.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not a child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. buggery, rape or oral sex) or non-penetrative acts (oral sex). They may include non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. (Working Together 2006)

These activities are usually kept very secret and are damaging to children, both in the short and in the long term.

Most child victims are sexually abused by someone they know — either a member of their family or someone well known to them or their family. The children are likely to have been put under considerable pressure not to reveal what has been happening.

Both boys and girls of all ages are abused and the abuse may carry on for many years before it comes to light.

Abusers may be both male and female.

It is important to note that children/young people are also capable of sexually abusive behaviour.

Sexual abuse often presents itself in a veiled way. Although some child victims have obvious genital injuries, a sexually transmitted disease or are pregnant, relatively few show such obvious signs.

Recognition of sexual abuse generally follows either a direct statement from the child (or very occasionally from the abuser), or more often, suspicion based on the child's circumstances, behaviour, or physical symptoms or signs.

The following list of commonly observed indicators is not exhaustive and there may be situations where none of them is present, even though a child is known to have been abused sexually.

Equally, even if some are present it may also not be definitive of sexual abuse. These physical signs should alert professionals to the possibility of abuse. Suspicion increases where several features are present together.

Physical manifestations:

- Sexually transmitted diseases
- Pregnancy (especially in younger girls or when identity of father is uncertain)
- Genital lacerations or bruising
- Vaginal bleeding in pre-pubescent girls
- Abnormal dilation of vagina, anus or urethra

Additional physical signs:

Although these signs are not on their own indicative of sexual abuse, they include:

- Itching, redness, soreness
- Unexplained bleeding from vagina or anus
- Daytime wetting
- Faecal soiling or retention

Emotional and behavioural manifestations:

Behaviour with sexual overtones (depending on age and understanding):

- Explicit or frequent sexual preoccupation in talk and play
- Sexual relationships with adults or other children
- Hinting at sexual activity or secrets through words, play or drawings
- Children may also behave in the following ways:
 - Withdrawn, fearful or aggressive behaviour to peers or adults
 - Running away from home
 - Suicide attempts and self mutilation
- Child psychiatric problems, including behaviour problems, withdrawal from social contact, onset of wetting or soiling when previously dry and clean, severe sleep disturbances, arson (fire setting)
- Learning problems which do not match intellectual ability, or poor concentration (NB: for some sexually abused children, school may be a haven - they will arrive early, are reluctant to leave and perform well)

- Marked reluctance to participate in physical activity or to change clothes for PE, etc.

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 in so far as they meet the needs of another person. 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 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. (Working Together 2006)

It is not usually indicated by a specific incident, but is observed in the interaction with the child. One child may be treated as a scapegoat or treated completely differently to their siblings. Some level of emotional abuse is involved in all types of ill-treatment of a child although it may occur alone.

Parental behaviours associated with emotional abuse

The following may identify parental behaviours which, if persistent, may be emotionally abusive. What is inappropriate will often depend on the child's developmental stage:

- A persistently negative view of the child, particularly as inherently bad, often combined with "deserved" harsh punishment
- Inconsistent and unpredictable responses particularly where there is threat to or rejection of the child
- Expectations which are inappropriate for the developmental stage of the child, either too high or too low, over protective or under protective
- A lack of emotional availability or responsiveness to the child
- No respect for personal boundaries of the child; not seeing the child as an individual
- Promoting mis-socialisation or poor social adaptation
- Contradictory, confusing or misleading messages in communicating with the child which seriously distort reality for the child or promote confusion
- Serious physical or psychiatric illness of a parent including periods of hospitalization
- Induction of a child into bizarre parental beliefs
- Breakdown in parental relationship with chronic, bitter conflict over contact or residence (this would also include situations where there is domestic violence)

- Major emotional rejection of the child and parental inability to perceive his/her needs with any objectivity
- Major and repeated familial change, e.g. separations, reconstitution of families
- Parental drug and/or alcohol addiction or involvement in seriously deviant lifestyles
- Entrenched offending behaviour which may be criminal and which might also lead to a term of imprisonment

Behavioural signs in children

Behaviour in a child, which may indicate emotional abuse, includes:

- Very low self esteem, often with an inability to accept praise or to trust
- Lack of any sense of fun, over-serious or apathetic
- Excessive clingy or attention seeking behaviour
- Over-anxiety, either watchful and constantly checking or over-anxious to please
- Developmental delay, especially in speech
- Substantial failure to reach potential in learning, linked with lack of confidence, poor concentration and lack of pride in achievement
- Self harming; compulsive rituals; stereotypic repetitive behaviour
- Unusual pattern of response to others showing emotions

Other types of Abuse

Children in Whom Illness is Fabricated or Induced (formerly known as Munchausen's Syndrome by Proxy)

This is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children.

Spiritual Abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Domestic Violence

The shared Association of Chief Police Officers (ACPO), Crown Prosecution Service (CPS) and government definition of domestic violence is: 'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.' (Family members are defined as mother, father, son, daughter, brother, sister and grandparents, whether directly related, in-laws or step-family.)

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence. Many of these acts are committed against children. (Working Together to Safeguard Children (2006))

Organised Abuse

Complex (organised or multiple) abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. (Working Together to Safeguard Children (2006))

Child Prostitution

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.

Female Genital Mutilation (FGM)

The World Health Organization defined FGM as all procedures involving partial or total removal or stitching up of the female genitalia or other injury to the female genital organs whether for cultural or other non-therapeutic reasons.

Preventing child abuse

The House of Bishops' Policy states that "The church can do much to minimize the risk of incidents of abuse by:

- Implementing good practice in all its activities.
- Supporting all clergy, employees and volunteers.
- Knowing, observing and listening to children and young people.
- Providing support to families with young children.
- Caring responsibly for known offenders.
- Listening to adults who disclose past abuse".

Who abuses children?

There is no 'typical' situation or environment in which child abuse may occur although many children are abused by their parents or carers.

Parental responses to allegations of abuse which directly implicate them are very varied. The following do not indicate either that abuse has taken place or that no abuse has taken place, but should raise concern:

- There may be an unequivocal denial of abuse and possibly non-compliance with enquiries or requests, for example, for the child to be medically assessed.
- Sometimes parents may react aggressively to a suggestion that they may be responsible for harm to their child.
- There may be reluctance to give information, explanations may be incompatible with the harm suffered by the child or explanations may be inconsistent over time.
- Parents may display a lack of awareness that the child has suffered harm or that their actions may be harmful.
- Parents may seek to minimize the severity of the abuse or not accept that their actions constitute abuse at all.
- Blame or responsibility for the harm may be projected on to the child (i.e. the victim) or a third party.
- Parents may seek help from any of the statutory or relevant voluntary agencies on matters unrelated to the abuse or its causes. This may be to draw attention to concerns other than those being presented.
- The parents may disappear.

Children may also be abused in an institution or community setting; by those known to them or, more rarely, by a stranger.

For example, children may be subject to ill treatment or abuse in the following settings:

- Where they are looked after by the council in Local Authority or in independent residential or foster homes;
- By teachers in day or residential schools in the public, private voluntary or charitable sector;
- When placed in secure accommodation, prison or custody,
- When participating in clubs or associations;
- At leisure or sporting facilities, events or activities;
- Children may also be coerced into prostitution, sexual exploitation or pornography;
- They may be severely bullied or abused by other children at school, whilst playing, at clubs or in residential or foster care;
- They may be enticed or befriended by 'strangers' whilst away from home, which can include children who have run away or are missing from home or care;
- They can be subject to organized abuse by groups of adults who may be relatives, friends of the family or professionals;
- They may be placed at risk resulting from domestic violence or from parental drug and/or alcohol misuse;
- Children may also be subject to risk caused due to the mental illness of parents.

SECTION 3

WHAT TO DO

1. **Where there is a direct disclosure of abuse.**

- If a child or young person directly discloses abuse to any member of the church leadership, a children's or youth worker, or any other member of the church, this must be **immediately** referred to Children's Social Care or the Police, and the Diocesan Safeguarding Adviser must be informed at the earliest opportunity (please see Section 8 for telephone numbers.)
- Referrals can be made to Children's Social Care by telephone and should be followed up in writing within 48 hours. A copy of the referral should be sent to the Diocesan Safeguarding Adviser.
- It is very important that all referrals are made **without delay** as failure to refer promptly may mean the loss of vital evidence and result in more suffering to the child concerned, as well as potentially leaving other children at risk.

If a disclosure is made:-

Do:

- ✓ Listen carefully.
- ✓ Refer to Police or Children's Social Care immediately.
- ✓ For out of hours referrals contact the Social Services Emergency Duty Team (please see Section 8 for telephone numbers.)
- ✓ Reassure the child or young person that they have not done anything wrong.
- ✓ Tell the child or young person what you are going to do next.
- ✓ Inform the child or young person and their parents or carers that the referral is being made and obtain their consent, unless this would put the child or yourself at risk or the allegation has been made against the parents or carers.

- ✓ Offer support.
- ✓ Inform the Diocesan Safeguarding Adviser at the earliest opportunity.
- ✓ Record the conversation in writing and keep notes in a safe place.
- ✓ Be prepared to have further discussions with workers from Children's Social Care or the Police Public Protection Unit. The Diocesan Safeguarding Adviser will support you in this.

Do not:

- ✓ Ask questions of the child or young person.
- ✓ Discuss with anyone within the church other than the vicar and/or a designated safeguarding officer (unless they are implicated).
- ✓ Investigate yourself.

Never discuss the allegation with the alleged abuser.

Never do nothing.

2. Where child abuse is suspected or there are concerns about the well being of a child.

If you are concerned that a child or young person might be being abused or you have concerns about a child or young person's well being and you need to talk to someone about this then contact:-

- ✓ Your group leader or safeguarding officer for your church.
- ✓ Diocesan Safeguarding Adviser.
- ✓ The local Children's Social Care Office.

In all cases, make notes, as accurately as you can, of the details of the concerns or allegation, anything that was said which you felt was significant, who you spoke to and what you did. You should note the name, address and date of birth of the child or young person and the name of their parents or carers on your recording.

Sign and date the recording and send a copy to the Diocesan Safeguarding Adviser as soon as possible. (Please see Appendix 5 for flow chart).

RECORDING CONCERNS

Any member of the church to whom an allegation or concern is disclosed should make a written record of the disclosure as soon as possible. Written records should include:-

- The name, date of birth, address and telephone number of the child or young person being referred.
- The names and dates of birth of any other children or young people in the household.
- The names of the child or young person's parents or carers and their contact details.
- The exact words of the child or young person or person making the disclosure.
- Any observations of the manner or presentation of the child which caused concern.
- The names, addresses and telephone numbers of any other parties present.
- The decisions that were taken.
- The date of the disclosure and the time the written record was made.
- The signature of the person making the recording and their contact number.

(A pro forma for recording an allegation of child abuse or concerns about a child or young person can be found in Appendix 6).

DISCLOSURE OF ABUSE

- People who abuse children are practised in deception and are unlikely to disclose such practices. There may, however, be occasions when a priest receives a sacramental confession from someone who has abused a child. Protecting All God's Children (2004) provides guidance in relation to disclosures of this kind (please see Appendix 7 for guidance).
- Disclosure may also take place in a pastoral setting outside sacramental confession. While a person's right to confidentiality in this context is of the highest importance, it is not absolute. There are occasions when confidentiality should not be maintained. If children may possibly be at risk from the person making the disclosure, a report must be made to Children's Social Care or the Police without delay, and the Diocesan Safeguarding Adviser informed.

EX-OFFENDERS IN THE CHURCH

Whenever help and support is offered to an ex-offender against children, the protection of the children in the church **must** come first. Abusers of children are usually people who get on well with children and whom children like.

Present research suggests that sexual offending can be a kind of addiction that cannot be cured, is very hard to control, and can only be managed. This must be borne in mind when welcoming an ex-offender into the community.

Many ex-offenders will seek God's forgiveness for their crimes. Genuine repentance implies that the person concerned will accept that further help is required to prevent a recurrence of the offence and to deal with the human and social effects of the sin.

As well as professional therapy, this may require continuing supervision and discipline within the church as part of the ministry to the offender.

An ex-offender will need to accept that no further contact or work with children or young people can be permitted, and that a continuing pastoral role may be impossible. People with such convictions should not accept any official role or office in the church which gives them status or authority as a child or young person may deem them as being trustworthy. Sensitive care of the offender is needed in these circumstances.

Incumbents who discover that they have a person convicted of sexual abuse against a child or young person within their church community must inform the Diocesan Safeguarding Adviser who will arrange for a written agreement to be drawn up (see Appendix 8 for policy on written agreements).

Untrue allegations.

Occasionally an untrue allegation may be made. It is important not to make judgements and allow any allegation to be carefully investigated to try to ascertain the truth. Untrue allegations can be the result of some other concern or unhappiness in a child's life.

It is very important that clergy or people working with children do not put themselves in vulnerable situations. Those who have been exonerated may need particular support.

IF AN ADULT DISCLOSES PAST ABUSE

In the course of their work, many ministers and those offering pastoral support in the Church, will find themselves hearing disclosures from adults, of abuse that happened to them when they were children.

There is no single, correct procedure for dealing with a disclosure of historical abuse by an adult. The wishes of the person disclosing abuse will be very important. For some adults, just being able to talk to a trusted person about their experiences can be a powerful healing event. The pastoral care of the person who has been abused should be a priority.

A referral to the police will not always be necessary unless the individual wishes to report the offence; however, they should be encouraged and supported to do so.

Adults do need to be made aware, however, that if the alleged abuser is still working with or caring for children a referral will be made to Children's Social Care by the person hearing the complaint or the Diocesan Safeguarding Adviser, who must in any case be informed. People who have committed sexual abuse against someone years ago could well be abusing children today.

ALLEGATIONS AGAINST MEMBERS OF THE CLERGY

The Bishop will be involved when suspicions or allegations are received concerning clergy, church leaders, others holding the Bishop's licence or church officers. The Bishop will take appropriate action where necessary in accordance with the terms of the Clergy Discipline Measure.

The Diocesan Safeguarding Adviser in consultation with the Bishop will:-

- ✓ liaise with the statutory agencies in relation to the investigation and will keep the Bishop informed;
- ✓ gather all information relevant to the case;
- ✓ document any previous concerns;
- ✓ liaise with previous parishes of which the person under investigation, has been a member;
- ✓ consider any special measure which needs to be implemented within the parish or diocese;
- ✓ Ensure that priority is given to the pastoral care of all those affected by the allegations including the abuser and members of the congregation;
- ✓ Attend meetings with the statutory agencies (e.g. strategy meeting, child protection conference) on behalf of the Diocese;
- ✓ Decide when and what information should be shared with the referrer, the incumbent, PCC and congregation of the church involved. The timing of this will ensure that any ongoing involvement is not prejudiced;
- ✓ Decide whether further action or ongoing monitoring is needed within the Diocese;
- ✓ Consider the need to pass information to the police or the Independent Safeguarding Authority for inclusion on their database.

The following people/agencies will be informed at the earliest opportunity:-

- ✓ The Diocesan Registrar.
- ✓ The Diocesan Director of Communications.
- ✓ The Diocesan Director of Education (if the allegation is made against someone involved with a church school).
- ✓ The insurance company for the parish.

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- All media enquiries will be channelled through the Diocesan Communications Officer. Continuing liaison will be maintained between the Diocesan Communications Officer, the Bishop and the Diocesan Safeguarding Adviser.

 - Records of unsubstantiated allegations need to be retained, in case subsequent allegations establish a pattern of worrying behaviour.

SECTION 4

GOOD PRACTICE

The House of Bishops' Policy states that one of the ways that children and young people are protected from harm is to take care over the way adults are appointed when they are likely to have contact with children. Those included in this procedure will include:

- all clergy who have the freehold, hold the bishop's licence or permission to officiate;
- all ordinands before they are presented to a bishop's selection conference;
- all accredited lay workers and readers who hold the bishop's licence or permission to officiate;
- any other leaders in the church whose office of trust gives them the opportunity or the expectation that they might have regular or unsupervised contact with children;
- those people who as part of their job supervise those working with children, young people or vulnerable adults;
- the parish safeguarding officer;
- all people employed by the Diocese, Cathedral or a parish who work with children or who may come into regular and direct contact with children during their work;
- all volunteers who work with children or who may come into regular and direct contact with children during their activities; this will include adult members of mixed age activities such as bell ringers, choirs, servers;
- members of religious communities and similar bodies who have contact with children as part of their ministry.

1. Appointment of paid employees and volunteers

When seeking to appoint paid employees and volunteers to work with children and young people, those responsible for the appointment should follow the principles outlined in the DCSF Guidance for Safer Working Practices for Adults who Work with Children and Young People (2006).

Prospective employees or volunteers should:

- be regarded as job applicants and have a defined role;
- complete an application form (see Appendix 9 for sample application form);
- name two referees, one of which should be from a current employer or previous church. References cannot be given by relatives or people under the age of 18 (see Appendix 10 for sample letter to referees and Appendix 10 for sample response form for referees);
- complete a confidential declaration form (see Appendix 12 and Appendix 13);
- have an appropriate interview.

If the decision is made to appoint, the appointee should;

- complete the necessary forms for a Criminal Records Bureau disclosure to be undertaken;
- from July 2010 register with the Independent Safeguarding Authority if they are working in regulated activity (see Section 7);
- workers from overseas being offered paid employment should provide documentary evidence that they are eligible to work in the UK.
- be offered the post subject to a probationary period;
- have the appointment confirmed in writing;
- be formally commissioned for their role.

The appointment should not be confirmed until notification has been received in writing that the prospective employee has a satisfactory Criminal Records Bureau Disclosure (See Appendix 14 for checklist for appointing paid staff/volunteers).

From July 2010 the employer will also need to ensure that any prospective employee working in regulated activity is registered with the Independent Safeguarding Authority **before** they can be confirmed in post.

(A sample volunteer agreement can be found at Appendix 15.)

In the case of clergy moving to a post in the Diocese of Coventry from another Diocese, the Diocesan Safeguarding Adviser will make enquiries with their counterpart in the respective outgoing Diocese.

2. Clear roles and supervision for paid staff and volunteers.

- All paid staff and volunteers should be clear of the duties expected of them. They should be aware of the person to whom they are accountable and who will supervise them.

- The line manager has a role to monitor the worker to ensure that there are no concerns regarding their performance. The line manager should be available as a person to whom the worker can report any concerns regarding the protection of children and young people.

3. Staff training.

- All workers should be made aware of their personal responsibility to protect children and young people and to report abuse within the context of the Safeguarding Procedures outlined in Section 3.
- All workers should be made aware of the Diocesan Safeguarding Children Guidelines and should be given a copy of the Parish Safeguarding Children Policy on their appointment.
- Workers should be provided with regular and appropriate training in issues related to safeguarding. Details of training can be obtained from the Diocesan Safeguarding Adviser and can be found on the website.

4. Working safely with children and young people.

(A code of behaviour can be found at Appendix 16)

- All leaders and helpers working with children and young people (either in a paid or voluntary capacity) should be subject to the Diocesan approved recruitment procedures.
- To safeguard children, young people and workers, groups should have at least two leaders over the age of 18, preferably male and female, to ensure the group is **never** left unattended with a single adult. This will also provide adequate cover in an emergency.

-
- A general registration and consent form should be completed by parents when the child or young person first joins the group and this should be renewed annually. (See Appendix 17 for sample form).
 - A register should be kept of all children or young people attending the session.
 - Except in an emergency, staff should avoid being alone with children or young people without another adult being present.
 - If a situation arises where an adult needs to be alone with a child or young person, it is important that another adult in authority is aware of the circumstances and of the child or young person's whereabouts.

5. **Opportunities to talk to an independent person.**

- Workers should be trained to be receptive and available to listen to what children and young people wish to share.
- Children and young people should be aware that there are people available to whom they can talk in confidence if they feel uncomfortable or they feel that something is wrong.
- The telephone numbers of the Diocesan Safeguarding Adviser, the NSPCC and Childline should be readily available on church notice boards and in news letters.

6. Recommended staffing levels.

The minimum recommended staffing levels for children's groups are given below. More help may be required if children are being taken out or undertaking physical activities.

0 -2 years	1 adult for every 3 children.	1 : 3
2 -3 years	1 adult for every 4 children.	1 : 4
3 -8 years	1 adult for every 8 children.	1 : 8
Over 8 years	1 adult for the first 8 children, then one adult to every 12 children.	1 : 8 1 : 12

Each group should have at least two adults present and it is recommended that there should be at least one male and one female. Young people aged under 18 years may help with groups but should not have responsibility for children and should be supervised by an adult helper.

7. Touch.

Touching is a valuable way of showing praise, reassurance and love. There are many occasions when the use of touch with children is appropriate. For example there is a healing value in a hug for a hurt child, or in a restraining hand to prevent a child from physical harm. However, adults working with children need to be aware of the implication of possible misinterpretation when physical contact occurs. It should rarely be used if an adult is alone with a child or young person.

The use of touch should always be appropriate to the situation, taking into account the age and development of the child and it should never undermine the dignity of the child or young person.

8. **Discipline.**

- A policy for appropriate discipline for children and young people should be discussed and agreed. Any responses which might be harmful to the well-being of children or young people should be avoided. Physical punishment should **never** be used.

9. **Supervision for outings or special events.**

- For these occasions, there may be a need to recruit more adults to accompany children. Temporary helpers should not be allowed to have unsupervised access to children or young people. Parents or carers should complete consent forms prior to children and young people going on residential outings or other events which fall outside of regular routines. (Guidance for adapting the General Consent Form can be found at Appendix 18.)
- Care should be taken to comply with the current requirements of the parish insurance policy.

10. Transporting Children and Young People

- Children and young people should not be taken out with transport without the prior consent of a parent/guardian/carer.

- If in an emergency a driver has to transport a child on his/her own, the child must sit in the back of the car. The parents/guardians/carers should be phoned explaining the situation and for their agreement if at all possible.

- Best practice would be to have two adults in the car, one of whom at least was CRB checked. The reality in many areas is that only one adult will be available, in which case this adult **must** have a clear CRB check.

- The law requires all children travelling in cars to use the correct child restraint (baby seat, child seat, booster seat or booster cushion) until they are either 135 cm in height or 12 years of age (whichever they reach first). After this they must use an adult seat belt.

- Drivers who take children on church organised activities should be over 25 and should have held a full driving licence for over 2 years.

- The insurance of all cars used to transport children should be fully comprehensive. The insured person is responsible for making sure that their insurance covers the giving of lifts during church activities to children and young people.

- All cars should be in a roadworthy condition.

- At no time should the number of children exceed the number of passenger seats for that vehicle.
- If a child is known to have a disability or special need, consideration should be given whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him/her.
- Any driver who has been convicted of driving offences (other than minor ones) should not transport children.

11. **The use of electronic communication.**

This concerns the use of mobile phones, text messaging, instant messaging and the use of social networking sites e.g. Facebook, MSN.

Most churches now have or use computers and benefit from the many opportunities offered by the internet. Many young people have mobile phones which can be very useful to them and their parents/carers. However, it is important to be aware of the potential dangers offered by this new technology and take appropriate precautions.

There are dangers if:

- your computer can be accessed by children or young people,
- you use e-mail, chat rooms or social networking sites to communicate with children or young people
- you communicate with children or young people via mobile phone or text messages.

Access to computers.

A connection to the internet means that a child or young person could be in touch with harmful material. It is estimated that there are millions of abusive images of children on the net. If you are allowing children or young people to have access to a computer whilst attending a church run group it is essential to make sure that they do not access such material. The following guidelines should be followed:

- Consider fitting a locking device and/or using passwords to prevent unauthorised use. In addition to this consideration may be given to installing anti-theft devices
- Use filtering software which governs whether certain sites can be accessed. Some software packages such as Microsoft's Internet Explorer and Netscape's Communicator will filter out content not rated by the Internet Content Rating System (ICRA)
- Appoint a group leader to be responsible for issuing passwords, setting security levels and monitoring activity on computers which are used on church premises
- Teach children and young people to use the internet safely and give advice on what to do if something happens that makes them feel unsafe
- Encourage all potential internet users and their parents/carers to agree and sign a contract (Appendix 19)
- Ensure that potential users complete an internet consent form, including parental permission (Appendix 20).

Please note that publishing indecent material is a criminal offence.
If you do come across any, you **must** report it immediately to the police.

Using e-mails, chat rooms, instant messaging and social networking sites.

One of the biggest growth areas in the internet is social networking and instant messaging services which have the potential to bring children and young people into contact with material and 'friends' that are unsuitable for children.

E-mail: Any communication with young people by e-mail should always be public, not private. If workers are sending e-mails to young people, e.g. to remind them of future meetings or events, these should be group e-mails. A copy of the e-mail should be saved and a copy sent to the group leader.

Parents should be aware that workers have the young persons e-mail address and should have consented to this.

Chat rooms and instant messaging: Due to the potential for misuse by those who are a risk to children and the difficulties of managing the use of chat rooms and instant messaging, it is strongly recommended parishes do not communicate in this way with young people.

Social network sites: Social networking has become an increasingly popular form of communication amongst teenagers and young people. For many young people social networking has become part of every day life.

It is estimated that seven out of ten young people are now using social network sites (MySpace, Freespace, Bebo, Live Journal, Facebook, MSN spaces) which provide each person with their own web page. Most sites recommend that users should be over the age of 13, but this rule is easy to work around.

A typical web page will include a description of the person, a photo gallery, information about their favourite music and films, hobbies, links to friends' sites and a blog. From their site, users can send and receive instant messages from other sites, some sites allow users to talk to each other over a web cam. The potential for young people to post whatever material they like online – no matter how explicit – has raised concern. There is no doubt that not all users are who they appear to be. Some young people have been lured into meeting up with people they have met online.

The Child Exploitation and Online Protection Centre (CEOP) has been set up to look into the dangers. The CEOP operated website www.thinkuknow.co.uk provides information on how to stay safe on social network sites.

Within the Church, social networking might be considered a useful form of outreach, but users should be aware of the dangers and protect themselves from allegations or misinterpretation.

Clergy, youth workers, children's workers and those working as professionals on behalf of the church in positions of trust and authority, may wish to set up their own social networking web pages either as a form of outreach or simply for personal communication.

In these cases the following good practice is recommended:

- Consider the aim and purpose of the site before doing anything
- If you are going to have a site, it is best to make it specific to a group or project (when the page is about the group, young people being on the site as 'friends' is less of an issue)
- The profile/group site needs to have an administrator who takes responsibility for the 'friends' who are allowed membership of the site
- The Administrator needs to continually monitor the content of the site, particularly a 'Facebook wall'
- Think carefully about the boundaries between your church 'role' and your 'personal life'
- Spend time looking at the Privacy and Security options contained in whichever site you use
- Inform your PCC about your site and obtain their permission
- Inform parents that you have a site, and obtain parental permission for all under 18's to be 'friends' on the site
- Work with your young people to explore both the opportunities and risks associated with social networking
- Do not accept or add anything on the site which could bring the name of the church into disrepute
- Do not place or add photographs of under 18's on your web pages unless you have obtained parental consent, and only then on a site with controlled access
- If anyone under the age of 18 wants to enter into an online communication with you, obtain their parents permission in writing
- Be aware that whilst your site may be totally wholesome, you have no control over the content of your friends' sites which are only one click away

Mobile phones and text messages.

- If you intend to communicate with young people via their mobile phone, make sure that their parents or carers are aware of this and that they consent to you having the young person's mobile phone number.
- Text messages: are private by nature, so take care when you use this medium. Save messages as text files to ensure an open record exists.
- Make sure that your communication is such that, in principle it would not embarrass you for it to be seen by the young person's parents or church officials.

You should also be aware that a child may choose to disclose abuse to you through the use of electronic communication, in which case you should refer to Section 3 of these guidelines and whenever possible you should save a copy of the 'conversation'. Make sure you know how to do this before a situation arises.

What to do if you have concerns.

Concerns could come to light if you become aware that:

- a leader or helper is e-mailing individual children or young people.
- a leader or helper is text messaging individual children or young people.
- a leader or helper is communicating with individual children or young people via instant messaging or chat rooms.
- a leader or helper is showing children or young people sexual pictures from the internet.
- a leader or helper is using a mobile phone or digital camera to take photographs of individual children or young people.

Such concerns **must** be acted on. While this may cause anxieties, a decision not to pursue these concerns could lead to failures in safeguarding a child or young person and adequately supervising the adult.

You **must immediately** refer your concerns to the vicar, Parish Safeguarding Officer or the Diocesan Safeguarding Adviser who will advise you on what action is needed and offer support.

12. The use of group photographs/images of children and young people

Making and publishing images of children is usually enjoyed by children and parents and can bring useful publicity, but there are some important issues to note.

The issues are the same for still photographs, digital images or films, and regardless of the particular technology used. For convenience they are all referred to as images. Images count as personal data under the Data Protection Act 1998, and therefore the eight principles of the Act apply (see Appendix 21.)

It is important that the consent of the children and their parents is obtained for the making and use of images of children.

Those taking photographs need to bear in mind that parents and carers may have good reasons for refusing consent, for example:

- some children may have been involved in legal disputes, local authority care, or adoption, and their whereabouts should not be too widely known; parents and carers of the affected children will know this and will appropriately withhold consent without necessarily giving the reason;

- if individual children are identified, it would be possible for potential abusers to use them to target prospective victims;
- images made using digital cameras can be manipulated for child pornography, which is a growing problem on the internet; this is particularly relevant if children are scantily dressed.

Good practice is therefore as follows:

- Obtain written consent from parents and children before making images (see Appendix 22 for sample consent form). Where possible, each child should be part of a group.
- If the photograph is to be published, avoid naming the child. If a name needs to be used, it should be only a first name.
- If the child is named in full, avoid using their image.
- If children are scantily dressed, e.g. for swimming, then:
 - Focus on the activity rather than a particular child
 - Avoid full face and body shots
 - Be clear about whether the image is to be retained for further use
 - Store the image securely and dispose of it when it is no longer required.

Schools, including church schools, will have their own policies, which apply to children on school premises or engaged in school-sponsored activities. The Department for Education and Skills also publishes advice on this issue, available on their website.

13. Health and Safety.

- A first aid kit should always be available during any activity, and a responsible adult should be trained in its use.
- Any accident must be reported in an accident book and signed by a parent or carer.
- Specific parental consent should be obtained for any hazardous activity.

(Please see Appendix 23 for health and safety checklist.)

14. The hire of church premises.

Every PCC must decide which groups and which activities is their responsibility and which roles require a CRB disclosure. Either the group or activity is run on behalf of the PCC, or it is an outside booking. Although other groups and functions that involve children on church premises are not the direct responsibility of the PCC, there is a duty of care and a responsibility for health and safety which means ensuring that outside groups follow an appropriate procedure.

All bookings

The following clause should be incorporated in any booking form for church premises for which the Church Council is responsible, both for one-off bookings and regular bookings:

You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm.

A form should be completed for all bookings of church premises (see Appendix 24 for sample form).

One-off bookings

- Give the organiser a copy of the Parish Safeguarding Children Policy.
- Advise the organiser of the numbers of helpers required for the numbers of children expected.

Regular bookings

- Some groups will be registered with OFSTED, in which case ask to see their registration certificate and record the date on which it was seen. Registered organisations and some others (Guides, Scouts, playgroups etc.) will already have their own Safeguarding Children procedures which they must follow.
- Other groups must follow the recommendations in *Safe from Harm*; the Home Office Code of Practice for safeguarding the welfare of children in voluntary organisations (1993) they should be advised to adhere to the church's safeguarding children procedures and recommended good practice.
- Hiring premises could be made contingent on implementing the policy.
- Minimum requirements are:
 - Signed declaration forms from all paid and voluntary workers.
 - At least two workers for every group whatever the size, preferably keeping a gender balance.
 - If a child or young person is alone with a worker for any reason, there must always be another adult nearby and the child must be informed where that person is.
 - No person under 18 should be left in charge of a group.
 - A register must be kept of children attending the group which includes name, address, date of birth and next of kin.

SECTION 5

CRIMINAL

RECORDS

BUREAU

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What is the CRB?

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¶ The CRB is an executive agency of the Home Office which was established in 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
¶ prevent that person from working with children or young people. In some cases
¶ these checks indicate that the person applying for the post is banned from working
¶ with children or young people.

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Reasons for obtaining a disclosure.

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¶ 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 that at the time of engagement
¶ the CRB had evidence that the person was disqualified from working with children.

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¶ It is a criminal offence for a person to apply for a post working with children or
¶ young people knowing that they are banned from doing so. Equally it is a criminal
¶ offence for an employer to employ a person in a post with children or young people
¶ knowing that they are banned.

¶

¶ Insurers will expect clients to adhere to the Disclosure procedures in order that
¶ insurance cover can be offered.

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¶ The House of Bishops' Policy states "Although it is not a legal requirement for the
¶ Church to use this service, the House of Bishops regard it as a mandatory element in
¶ the recruitment process that disclosures should be obtained".

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A further argument is that the Church should be seen, above all, to be applying best practice.

Who needs a CRB Disclosure?

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

Examples of positions in the Church where there is likely to be the need for a CRB disclosure includes:

- ❖ Crèche leaders and helpers.
- ❖ Sunday school teachers.
- ❖ Children's work leaders and helpers.
- ❖ Youth workers.
- ❖ Choir leaders.
- ❖ Worship group leaders.
- ❖ Organists.
- ❖ Bell Ringers.
- ❖ Leaders and helpers of holiday clubs.
- ❖ Key holders.
- ❖ Church wardens.
- ❖ PCC members.

Please note that Church wardens and PCC members are elected and not volunteers, therefore there needs to be an announcement at each Annual Parochial Church meeting that it is an expectation that anyone elected must have a CRB disclosure.

Mixed age activities.

The House of Bishops' Policy recommends that all adults in mixed age activities should complete the Confidential Declaration and have a standard CRB check. The decision to incorporate this recommendation results from a growing awareness of the need to take extra steps to safeguard children in group activities where the accepted good practice in safeguarding children and young people may not be in place.

Research tells us that perpetrators of sexual abuse are adept at finding ways to get to know children and young people and build relationships with them. Over the past decade it has become much more difficult for abusers to find opportunities in youth and children's work, both paid and voluntary. As a result of this, other activities involving children and young people risk being targeted.

We therefore need to be prepared to take extra steps to ensure that we take good care of children and young people taking part in mixed age activities as well as those taking part in the usual children's and young people's groups within the church. One way of achieving this is to put in place ground rules or guidelines for adults taking part in mixed activity groups.

Arrangements where people under 18 are involved in church music or bell ringing or other mixed group activities must comply with the PCC Safeguarding Children Policy and any special implementation requirements of the parish.

(Please see Appendix 25 for sample guidelines.)

Fees

There is a charge made by the CRB of £36 for an employee seeking an enhanced disclosure and £31 for an employee seeking a standard disclosure. This fee is likely to change from time to time. Volunteers are exempt from this charge. (For the purposes of this legislation anyone receiving payment for a position, other than reimbursement of expenses, is deemed to be employed. This definition will be relevant when considering the status of retired clergy receiving fees.)

Frequency of disclosure

Disclosure information is only accurate on the day it is issued. It is therefore an arbitrary decision how often further disclosures should be sought. The older the disclosure is the less it can be relied on. The current guidelines from the House of Bishops are that CRB checks must be renewed every five years. A new confidential declaration form should be completed at the same time.

Obtaining a disclosure.

CRB disclosure application forms can be obtained from Andrew Roberts, Assistant Diocesan Secretary, Cathedral & Diocesan Offices, 1 Hill Top, Coventry CV1 5AB. CRB disclosure application forms for clergy can be obtained from Bishop's House.

- The individual person should complete the form and provide evidence of their identity (guidance on completing the CRB application form and the evidence of identity needed will be provided with the application form).

- The form and evidence of identity should be checked by a nominated person in the parish (e.g. the incumbent, parish safeguarding officer). The person checking the identity should sign the form in the space indicated.

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- When the form is completed it should be returned to Andrew Roberts or Bishop's House for clergy.

Dos and Don'ts from the CRB.

Do

- Use black ink to complete the form
- Place only one letter or number in each box
- Leave an empty box between words; **but not** between postcodes or telephone numbers
- Read the guidance notes carefully.

Do Not

- Use staples to attach anything (e.g. continuation sheets) to the disclosure form
- Place stickers (e.g. address labels) on the form
- Use correction fluid on the form. Errors should be crossed out and the correction inserted as close as possible to the right of the error
- Put a line through any section of the form which is irrelevant, or write "not applicable" – just leave the section blank.

Portability of Disclosure.

While this was included in the House of Bishops' Policy 2004, changes introduced by the CRB since that date mean that portability is no longer an option.

Therefore whenever someone takes up a post in the Diocese, whether paid or unpaid, which is subject to a CRB disclosure, a new CRB disclosure **must** be obtained.

Procedure for dealing with a Blemished Disclosure.

The House of Bishops' Policy 2004 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 passed to the Diocesan Safeguarding Adviser for initial enquiries to be made and an initial assessment to be completed.

Checks will be made with the applicant to ensure that they accept that the information given on the CRB Disclosure is accurate. (If they do not accept that this information is accurate they should take this up with the CRB within three months of the date of issue of the Disclosure).

Once the initial assessment is completed a decision will be made that:

- It is safe to appoint, or
- It is unsafe to appoint.

If it is felt that it is unsafe to appoint, the applicant will be informed and will have the right to appeal against the decision.

Stage 2.

If the applicant appeals against the decision not to appoint them, or further in depth assessment is needed, the matter will be raised at the Diocesan Safeguarding Management Group. This group will examine the information available and will:

- Detail whether further clarification of existing information would resolve the issue.
- Identify what new information or assessment is required and how to obtain it – the group may decide that a formal risk assessment from a relevant professional would be appropriate.
- Decide whether a referral needs to be made to the Local Authority Designated Officer in line with the requirement for the Diocese to share information relating to Blemished Disclosures with the Statutory Agencies.

Following these discussions a decision can be made:

- To recommend appointment (with or without conditions) to the applicant, or
- To recommend that the appointment is not made.

SECTION 6

THE

INDEPENDENT

SAFEGUARDING

AUTHORITY

Introducing the Independent Safeguarding Authority

Following the murders of Jessica Chapman and Holly Wells by Ian Huntley (a school caretaker) in 2002, the Bichard Inquiry was commissioned. One of the issues this Inquiry looked at was the way employers recruit people to work with children and vulnerable adults.

It asked whether the way employers check the background of job applicants is reliable enough. It also asked whether employers should be responsible for deciding whether a job applicant can be safely employed.

The recommendations from the Bichard Inquiry led to the Safeguarding Vulnerable Groups Act 2006, which recognized the need for a single agency to vet all individuals who want to work or volunteer with vulnerable people.

The Independent Safeguarding Authority (ISA) was created to fulfil this role across England, Wales and Northern Ireland.

The ISA role is to help prevent unsuitable people from working with children, young people and vulnerable adults.

The ISA will assess every person who wants to work or volunteer with vulnerable people. Potential employees and volunteers will need to apply to register with the ISA if they are going to work in regulated activity with vulnerable people.

Regulated activity involves contact with children or vulnerable adults and is of a specified nature

- e.g. teaching, training, care, supervision, advice, treatment or transport or
- in a specified place e.g. schools, children's homes and hospitals, juvenile detention facilities, adult care homes and is:

Frequent, intensive and/or overnight:

- once a month
- three or more occasions in a period of 30 days
- overnight between 2 a.m. and 6 a.m.

No distinction is made between paid and voluntary work.

Applicants for ISA registration will be assessed using data gathered by the Criminal Records Bureau (CRB) including relevant criminal convictions, cautions, police intelligence and other appropriate sources.

Using this information a decision will be made on a case-by-case basis whether each person is suited to this work.

Information about people's ISA status will be stored securely for employers and voluntary organizations to use when they are recruiting.

The CRB will receive applications to the ISA and will gather and monitor information. It will also use the information previously found in:

- the Protection of Vulnerable Adults (PoVA) list;
- the Protection of Children Act (PoCA) list; and
- List 99 (a list of people considered unsuitable for work with children, held by the Department for Children, Schools and Families).

The ISA will then assess this information and decide whether to give the individual concerned ISA registration or put them on one of the ISA Barred Lists.

The ISA records will be constantly updated as fresh information is gathered. If new data indicates that an individual might pose a risk to vulnerable people, they will be put on one of the ISA Barred Lists and their current employer will be informed immediately.

Only applicants who are judged not to pose a risk to vulnerable people can be ISA-registered. Once the scheme has been fully rolled out, employers who work with vulnerable people will only be allowed to recruit people who are ISA-registered.

The ISA have stated that they will provide specific guidance for churches in relation to ISA registration this autumn, however no date has been given for this and the proposed timescale for implementation is subject to change. Information about the ISA and the implementation process will be updated on the Diocesan web site.

Proposed timescale for implementation of ISA.

Date	
12 th October 2009	Two new ISA barred lists will come into place, replacing List 99 and the POVA and POCA lists. Access to these lists will be available on request as part of an Enhanced CRB Disclosure.
12 th October 2009	The eligibility for enhanced CRB disclosures will be expanded to include more employment and voluntary positions. The CRB will no longer offer a standard disclosure for those working with children and/or vulnerable adults.

<p>12th October 2009</p>	<p>Employers, social services and professional regulators will have a duty to notify the ISA if they dismiss or cease to use someone in regulated activity (on a paid or voluntary basis) due to concerns that they have harmed or pose a risk of harm to children or vulnerable adults, or if a person has resigned or ceased to be a volunteer whilst an investigation is taking place into an allegation that they have harmed or pose a risk of harm to children or vulnerable adults.</p> <p>Failure to refer such people to the Independent Safeguarding Authority is an offence and could result in a fine of £5000.</p> <p>All cases of this kind must be referred to the Diocesan Safeguarding Adviser who will make the referral to the ISA.</p>
<p>12th October 2009</p>	<p>It will become a criminal offence for a barred individual to seek or undertake work with vulnerable groups and for employers to knowingly take them on.</p>
<p>April 2010</p>	<p>The new CRB and ISA application form will be sent to registered bodies.</p>
<p>June 2010</p>	<p>The new application form will be accepted and will be processed from July 2010. There is a cost of £64 for ISA registration; this includes an Enhanced CRB Disclosure. There is no charge for volunteers.</p>
<p>July 2010</p>	<p>All those being appointed to new posts working with vulnerable groups (paid or voluntary) and those changing posts must register with the ISA before beginning work in those posts.</p>

July 2010	The ISA will inform employers of any change in registration status of their employees.
July 2010	The old CRB application forms will no longer be accepted and any blank forms should be destroyed.
July 2010	Employers can carry out free, online checks of a person's ISA registration status.
July 2010	There will be a five year phased roll out for ISA registration for individuals who currently work with children and/or vulnerable adults.
November 2010	It will be a legal requirement for individuals to register with the ISA if they intend to work with or currently work with children and/or vulnerable adults.

SECTION 7

APPENDICES

Suggested Safeguarding Policy for Parishes.

Purpose of this guidance.

- To safeguard, care for and nurture children and young people in our church and community.
- To inform those involved with children and young people in our church of the behaviour expected of them.
- To set out the procedure for background checks of those involved with children and young people in our church.
- To protect adult members of the church from malicious or false accusations of abuse.

The Child Protection Policy Statement of the Church of England

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 and investigation into child abuse is necessary.

Source: "Protecting All God's Children"

© The Archbishops' Council 2004

Information about abuse.

1. **What is abuse?**

In 'Working Together to Safeguard Children' (2006) the Department for Education and Skills defines four categories of child abuse, which are assumed to be forms of 'Significant Harm'.

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.

Physical Abuse.

Physical Abuse is inflicting physical injury upon a child. It can take many forms. It can lead to brain damage, physical injuries, disability or even death.

Sexual Abuse.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not a child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. buggery, rape or oral sex) or non-penetrative acts (oral sex). They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexual inappropriate ways. It may also include grooming children for abuse on the internet or by mobile phone.

Emotional Abuse.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effect on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person.

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 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.

Who abuses children?

There is no 'typical' situation or environment in which child abuse may occur although many children are abused by parents.

Children may also be abused in an institution or community setting; by those known to them or, more rarely, by a stranger.

Child abuse takes place in all areas of society, within all cultures and within all socio- economic groups. The majority of abusers of children are men; however women do abuse children and may collude with the abuser often through fear.

What we will do.

- ❖ Create a safe environment for children and adults by implementing the House of Bishops' Child Protection Policy Protecting all God's Children (2004) and the Diocesan Procedures.
- ❖ Ensure that all those working with children on a paid or voluntary basis are carefully selected and use the Criminal Records Bureau Enhanced Disclosure amongst other tools to check the background of each person as outlined in the Diocesan Procedures.
- ❖ Provide regular training and guidance to those working with and having regular, substantial access to children.
- ❖ Respond without delay to every complaint made that a child for whom we are responsible may have been harmed or is in significant danger.
- ❖ Fully co-operate with statutory agencies during any investigation into allegations concerning a member of the church community. We will inform the statutory agency of any suspected criminal offences or concerns that we are made aware of in respect of our contact with children.
- ❖ Offer informed pastoral care to any child, young person or adult who has suffered abuse and provide them with details of local and national support agencies.
- ❖ Supervise and support any member of our church community known to have offended against a child in line with the Diocesan Procedures.
- ❖ Review this policy annually, checking that all our procedures including the CRB process and checks are up to date and making any necessary amendments.
- ❖ Display a copy of this policy on the Parish Notice Board with the telephone number for the Diocesan Safeguarding Adviser and a Child Line poster, which can be downloaded from www.nspcc.org.uk free of charge.

The PCC has identified the following activities involving children and young people to which the House of Bishops' Policy applies.

(Detail the activities, frequency, location and person responsible)

This Policy was discussed and agreed at the PCC meeting held on:

We the PCC agree to review and update this policy annually.

Signed.

PCC Chair.

Church Warden/s.

Parish Safeguarding Children Officer.

Vicar.

Code of behaviour for adults working with children and young people.

- ❖ Treat all children and young people with respect.
- ❖ Provide an example of good conduct that you would wish others to follow.
- ❖ Ensure that during activities there is more than one adult present (young people under the age of 18 should **never** be left alone with children).
- ❖ Be aware that physical contact with a child or young person can be misinterpreted. Physical contact should be appropriate to the situation, taking into account the age and development of the child or young person and should never undermine the dignity of the child or young person. Physical contact should not be used if an adult is alone with a child.
- ❖ Be available but also be ready to refer a situation or problem to someone more experienced to deal with. Never be afraid to seek professional help or advice.
- ❖ Challenge unacceptable behaviour.
- ❖ Report all allegations or suspicions of abuse to the Parish Safeguarding Officer, the Vicar or the Church Wardens.

Guidance for responding to a child or young person who makes an allegation of abuse.

- ❖ Listen to what they have to say and accept what you hear without passing judgement.
- ❖ Let the child or young person tell you their story and do not ask questions.
- ❖ Reassure the child or young person that they are doing the right thing in talking about what has happened and that what has happened is not their fault.
- ❖ **Do not** make promises that you cannot keep e.g. not telling anyone else.
- ❖ Tell the child or young person what you are going to do.
- ❖ Inform the Vicar, the Parish Safeguarding Officer or the Church Wardens of the information you have received without delay.
- ❖ **Do not** try to investigate the alleged incident yourself.
- ❖ If you are concerned about the immediate safety or well being of the child or young person, contact the police or Children's Social Care.
- ❖ Make careful notes of the incident as soon as possible, including, the circumstances, what the child or young person said, what you said and the actions you took. Make sure the notes have the name and address of the child or young person on them, the date of the incident and that they are signed. Keep a copy of the notes and send a copy to the Diocesan Safeguarding Adviser.
- ❖ The Diocesan Safeguarding Adviser should be informed of the incident at the earliest opportunity.

Recommended staffing levels.

The minimum recommended staffing levels for children's groups are given below. More help may be required if children are being taken out or undertaking physical activities.

0 -2 years	1 adult for every 3 children.	1 : 3
2 -3 years	1 adult for every 4 children.	1 : 4
3 -8 years	1 adult for every 8 children.	1 : 8
Over 8 years	1 adult for the first 8 children, then one adult to every 12 children.	1 : 8 1 : 12

Each group should have at least two adults present and it is recommended that there should be at least one male and one female. Young people aged under 18 years may help with groups but should not have responsibility for children and should be supervised by an adult helper.

APPENDIX 2

The role of the Parish Safeguarding Children Officer

This should be a lay person, preferably with some professional interest in children, for example a teacher, health visitor, foster parent, social worker etc. Ideally, the representative should be someone who is not already an office holder or responsible for children or youth work in the parish, so that independence is maintained. This person will need an enhanced CRB disclosure.

The representative will be responsible for:

- Implementing the House of Bishops' Child Protection Policy in the parish;
- Possessing a copy of Protecting All God's Children and the Diocesan Guidelines and being familiar with their contents;
- Making any extra recommendations required for the particular circumstances of a parish and having the PCC agree them;
- Receiving, with the Vicar, any concerns about children or adults in the parish and making sure that proper advice is sought and proper referrals made;(concerns about the Vicar should be raised with the Bishop);
- Overseeing the process for new appointments, sending out Confidential Declaration forms and reference letters;
- Being a member of the Appointing Body for any new appointments to represent safeguarding children concerns;
- Being the link person between the Diocesan Safeguarding Adviser and the parish.

The Parish Safeguarding Children Officer should work closely with the Vicar and if possible be co-opted on to the PCC. He or she should make a report to the PCC at least once a year.

Childline

For children who want someone to
talk to

Telephone

0800 1111

Or you can write to

CHILDLINE

Freepost 1111

London

N1 0BR

APPENDIX 4. CHECKLIST FOR PARISHES.

In relation to safeguarding children and young people, do you have/do the following:-

Requirement	Section of guidelines	Yes/No	If no, what needs to be done?	Who is responsible for doing it?	Date for completion
Current Parish Safeguarding Children Policy	Appendix 1 Page 74				
Parish Safeguarding Children Officer	Appendix 2 Page 82				
Parish Children's Advocate	Section 1 Page 13				
Childline poster displayed on your notice board	Appendix 3 Page 83				
Contact details for Diocesan Safeguarding Adviser on your notice board	Section 8 Page 128				

Follow safe recruiting procedures	Section 4 Page 43				
Provide a copy of the parish safeguarding policy to all those working with children and young people	Appendix 1 Page 74				
Provide regular training in relation to safeguarding children	Section 4 Page 44				
Create a culture of informed vigilance which takes children and young people seriously	Section 1 Page 13				

Ensure that adults who may pose a risk to children are subject of a written agreement which is monitored regularly	Appendix 8 Page 95				
Have health and safety policies in place	Appendix 23 Page 120				
Provide insurance for all activities undertaken in the name of the parish	Section 1 Page 13				
Review the parish safeguarding children policy, procedures and good practice at least annually	Section 1 Page 13				

Include a report from the Parish Safeguarding Officer in the Annual Meeting	Section 1 Page 13				
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APPENDIX 5

CONSIDERING A SAFEGUARDING REFERRAL

IF ABUSE IS INDICATED, DISCLOSED OR SUSPECTED

EMOTIONAL ABUSE SEXUAL ABUSE NEGLECT ABUSE PHYSICAL ABUSE DOMESTIC VIOLENCE

DO NOT PANIC

If a disclosure of abuse is made by a child, young person or adult or an incident of abuse is witnessed

There are concerns about the possible abuse or well being of a child or young person

DO NOT DELAY

Speak to your Parish Safeguarding Officer or Incumbent and report the matter to the Police or Children's Social Care **immediately**
Inform the Diocesan Safeguarding Adviser as soon as possible.

Discuss your concerns with your Parish Safeguarding Officer or Incumbent and Seek advice from the Diocesan Safeguarding Adviser.

Keep clear, written records including the name, d.o.b, address and contact number for the child, the name of anyone else who was present, the details of the disclosure or concern, the actions that you took, who you spoke and details of the parents or carers of the child.

DO NOT try to investigate the matter yourself
NEVER discuss the matter with the alleged perpetrator

REMEMBER – SAFEGUARDING CHILDREN AND YOUNG PEOPLE IS EVERYONE'S RESPONSIBILITY

NEVER DO NOTHING

APPENDIX 6

Pro forma for recording allegations of or concerns about child abuse.

Name of Church
Name and contact number of Vicar
Name and contact number of person completing report
Date of report
Date and place of observations or incident
Name of group (if appropriate)
Name and address of child/young person
Date of birth of child/young person
Name and contact number of parent or carer

Report (continue on separate sheet if needed)

Advice given/actions taken

Signed

Please print name

This report should be handed to your Vicar or Parish Safeguarding Officer and should be kept in a secure location in the Parish Office. A copy should be sent to the Diocesan Safeguarding Adviser at the earliest opportunity.

APPENDIX 7

Disclosure of abuse

Guidance from the House of Bishops' Policy Protecting All God's Children 2004.

Confession

It is possible that relevant information may be disclosed in the particular context of confession. Canon law constrains a priest from disclosing details of any crime or offence which is revealed in the course of formal confession: however, there is some doubt as to whether this absolute privilege is consistent with the civil law.¹ Where a penitent's own behaviour is at issue, the priest should not only urge the person to report it to the police or social services, but may judge it necessary to withhold absolution until this evidence of repentance has been demonstrated.

It is in everyone's interest to recognise the distinction between what is heard in formal confession (however this might take place) which is made for the quieting of conscience and intended to lead to absolution, and disclosures made in pastoral situations. For this reason, it is helpful if confessions are normally heard at advertised times or by other arrangement or in some way differentiated from a general pastoral conversation or a meeting for spiritual direction.

Relevant legislation

Legislation designed to safeguard the private lives of individuals has been framed to take account of the overriding need to protect the wider community, including children, against crime and serious misconduct. Nevertheless, it is important to be aware of the legal obligations which apply to those who hold sensitive information about others

¹ This, and other issues relating to confidentiality, are given detailed consideration by the Legal Advisory Commission in its opinion entitled "The Clergy and Confidentiality" (May 2002), to be published in the forthcoming edition of *Legal Opinions concerning the Church of England*.

Data Protection

Information which relates to an individual's sexual life or to the commission or alleged commission of an offence is treated as sensitive personal data for the purposes of the Data Protection Act 1998. Although disclosure of such data to a third party without the explicit consent of the data subject is generally prohibited by the Act, there are specific exceptions which allow disclosure without consent where necessary in the interests of detecting or preventing crime² or when seeking legal advice³. The Act also prohibits the disclosure of information which identifies a third party (e.g. a victim or informant) without that person's consent, unless disclosure is reasonable in all the circumstances.

Human Rights

The Human Rights Act 1998 incorporated into UK law the European Convention on Human Rights, so that it is now unlawful for a public authority to act in contravention of a Convention right.

What constitutes a "public authority" for the purposes of the 1998 Act is a developing area of the law. The most recent judicial opinion⁴ suggests that (except in cases such as the conduct of a marriage where the minister can be said to be exercising a governmental function in a broad sense) a person carrying out duties within the Church of England which are simply part of the mission of the Church (such as pastoral care) is not acting as a public authority. However, this is an area on which advice should be sought from the diocesan registrar in any particular case.

² Data Protection Act 1998, Section 29

³ Data Protection Act 1998, Section 35

⁴ The judgement of the House of Lords in *Parochial Church Council of Aston Cantlow and Wilmcote with Billesley, Warwickshire v Wallbank and another* delivered on 26th June 2003

Article 8 of the Convention provides that everyone has the right to respect for his private and family life, his home and his correspondence, and that a public authority may only interfere with this right where such interference is lawful and necessary for certain purposes. The most relevant of those in the child protection context are the prevention of disorder or crime, the protection of health or morals and the protection of the rights and freedoms of others. In any circumstances where Article 8 applies to a public body, there is a judgement to be made as to whether, on balance, an interference with that right by a public authority can be justified. Where allegations of abuse are concerned, the potential harm that might result from not reporting such allegations will be a relevant factor.

APPENDIX 8

Protocol for written agreements.

One of the principles of the House of Bishops' Child Protection Policy outlined in Protecting All God's Children (2004) is that "we will care for and supervise any member of our church community known to have offended against a child". The Policy recognises that "as well as people with convictions there are others whose position in a congregation may need to be carefully and sensitively considered to decide whether they pose a risk to children and/or vulnerable adults. This would include people convicted of violent or sexual offences against adults including domestic violence, people involved in drug or alcohol addiction, adults with a mental disorder or special needs which might in rare cases result in erratic behaviour."

It is recommended that a written agreement is drawn up with those who have convictions against children and those who it is felt pose a risk to children. This will provide clear boundaries for all concerned and will primarily seek to safeguard children and young people, whilst also lessening the possibility of the adult being wrongly accused of abuse.

Within the Diocese of Coventry, written agreements will be drawn up by the Diocesan Safeguarding Adviser following discussion with the subject, the relevant member of the clergy, any member of the church who will be involved in implementing or monitoring the agreement and any relevant professional e.g. probation officer, police.

A meeting will be held with all parties to confirm the contents of the agreement and for the agreement to be signed.

A copy of the agreement will be given to the subject and to other relevant professionals.

A copy of the agreement will be kept confidentially by the Incumbent and on the confidential file held by the Diocesan Safeguarding Adviser.

The agreement will be reviewed on a six monthly basis (more regularly if it is felt necessary) by the Diocesan Safeguarding Adviser, the subject, the relevant member of the clergy and any other relevant professional.

At the review any amendments will be made to the agreement and a new agreement drawn up for all parties to sign.

A written agreement will be needed for as long as the subject is a regular attender.

If there are any concerns that the conditions of the agreement are not being adhered to it is the responsibility of the supervisors of the agreement (likely to be the clergy or church wardens) to inform the Diocesan Safeguarding Adviser at the earliest opportunity. A meeting will then be called to discuss these concerns and consider an appropriate way forward.

If the person subject to the agreement moves to another church, the Diocesan Safeguarding Adviser should be informed by the member of the clergy, who will then inform the minister of the new church.

APPENDIX 9

**SAMPLE CONFIDENTIAL APPLICATION FORM FOR PAID OR
VOLUNTARY WORK WITH CHILDREN AND YOUNG PEOPLE**

Name of parish:

Full name:

Previous name(s):

Date and place of Birth:

Address:

.....

Post Code: Telephone No:

How long have you lived at this address?

If less than 12 months please state your previous address and parish
church.....

Previous involvement in work with children and young people:

Organisation/Parish	Date commenced	Date terminated
---------------------	----------------	-----------------

Please list any relevant qualifications or appropriate training.

Please give the name and address and telephone numbers of two referees
who have known you for at least two years and would be able to provide a
personal reference and comment on your ability to work with children and
young people

1.

2.....

APPENDIX 10

Sample letter to referees.

Name of Parish.

Date.

Dear

(Name of applicant) has applied to work in a professional/voluntary (delete as appropriate) capacity as (details of role applied for) at (name of church) and has given your name as a referee.

The Diocese of Coventry sees the welfare of children and young people as being of paramount importance and requires that parishes take up references for anyone working in the church either in a paid or a voluntary capacity.

I would be very grateful if you would complete the enclosed form and return it to me by (date.....).

If you have any queries please contact me on (telephone number.....)

Many thanks for your help.

Yours sincerely,

Safeguarding Officer.

(Name of Parish).

Sample response form for referees.

Reference form for candidates applying to work with children or young people in (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 Safeguarding Children Officer. If you have any questions please feel free to contact the Parish Safeguarding Children Officer on (telephone number

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.
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/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 received an absolute discharge or conditional discharge for a criminal offence?

Yes/No

7. To your knowledge, has the candidate ever had a child removed from his/her care or placed under supervision by the 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 has it ever been alleged that his/her conduct has resulted in any of these things?

Yes/No

If the answers to any of the questions 6 to 8 is yes, please give further details.

Signed:

Date:

Referee's name, address and telephone number:

Please return this form to the Parish Safeguarding Officer,
(address.....)

Personal details will be kept in a confidential file.

Confidential Declaration

For beneficed clergy, those who hold the Bishop's licence or permission to officiate, employees, ordinands and volunteers who are likely to be in regular and direct contact with children and young people under eighteen years of age.

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 Safeguarding Adviser. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

1a Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?*

Please tick YES NO

1b Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Please tick YES NO

1c Are you at present under investigation?

Please tick YES NO

1d Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm** to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

Please tick YES NO

2a Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

Please tick YES NO

2b To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Please tick YES NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

3 Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register, been made subject of a Child Protection Plan or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

Please tick YES NO

4 Have you any health problem(s) which might affect your work with children or young people under the age of eighteen?

Please tick YES NO

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

Please tick YES NO

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

Please tick YES NO

7 If the answer to number 6 is yes, please list previous addresses.

*** All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.**

** Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

Declaration

I declare that the above information (and that on the attached sheets *) is accurate and complete to the best of my knowledge.**

Signed

Date **Date of Birth**.....

Full Name.....

Address.....
.....
.....
.....

***** Please delete if not applicable.**

Please return completed form to:
.....
.....
.....

Before an appointment can be confirmed applicants must provide an enhanced/standard disclosure from the Criminal Records Bureau. Consult with your bishop's office, incumbent, or child protection coordinator for details of the process.

APPENDIX 13

Notes for completing the confidential declaration form.

Question 1a and 1b: Declare all convictions, cautions, warnings or reprimands. Posts

where the person is working or coming into contact with children are exempt from the Rehabilitation of Offenders Act 1974 so that all spent convictions must be declared.

Any technical motoring offences dealt with by fine do not need to be declared.

Question 1c: You must declare any finding of fact by a civil court that your actions have significantly harmed a child. Declare any court orders made on this basis.

Question 1d: Declare if you are at present under investigation by the police, social services or an employer.

Question 2a: Make any statement you wish regarding any incident you wish to declare.

Question 2b: Declare any allegations made against you, however long ago, that you have significantly harmed a child or young person. Any allegation must be declared which has been investigated by the police, social services, employer or voluntary body. Checks will be made with the relevant authorities.

Question 3: All these matters will be checked with the relevant authorities.

Question 4: Please declare in confidence any health problems that may affect your ability to work with children. This question is primarily intended to help you if you subsequently need to withdraw from work with children, for example because of a recurring health problem.

Some of the information requested on the form will be checked with the Criminal Records Bureau. All information received will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of protecting children or vulnerable adults.

APPENDIX 14

Checklist for parishes when appointing staff or volunteers to posts working with children and/or young people.

Name of Parish.....

Name of Applicant

Date role description approved by PCC.....

Date application form received

Date confidential declaration form received

Written reference 1

Name of referee.....

Date letter sent.....

Date reply received.....

Written reference 2

Name of referee.....

Date letter sent.....

Date reply received.....

Date completed CRB form received.....

Date CRB form sent to Diocesan Offices.....

Date confirmation of satisfactory CRB received from Diocesan Offices.....

Date appointment agreed by PCC.....

Date of start of probationary period.....

Date post confirmed.....

Sample Volunteer Agreement.

.....Church

Name of worker.....

We welcome you as.....(role)

You are joining a team which, together with the whole church, is committed to the care, nurture and safeguarding of children and young people. On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

The person who will give you primary support is

He/she is there to discuss any matters of concern that you may have.

The responsibilities of your job are.....

.....

We will meet with you on an annual basis to talk about your work, and, if you wish to continue, we will discuss your development and training as appropriate.

Working with children and young people carries a great responsibility but also brings great rewards. We hope that you will enjoy your work with us.

Signed.....Vicar Date.....

Signed.....Churchwarden Date

/continued overleaf

To be completed by the worker.

I understand the nature of the work I am to do with

.....

.....

(Fill in name and age range of the group)

I have received and read a copy of the Parish Safeguarding Children Policy and I am aware of and understand how to access the Diocesan Safeguarding Children Guidelines.

I understand that it is my duty to protect the children and young people with whom I come into contact. I know what action to take if abuse is suspected or disclosed.

Signed.....Date.....

One copy of this form should be kept by the worker, one by the person to whom the worker is responsible and one by the PCC secretary. If the job description changes, a new form must be completed.

Code of behaviour for working with children and young people.

When working with children or young people it is important that workers:-

- Ensure that there are male and female leaders.
- Treat all children and young people with respect and dignity
- Aim to work within sight of another adult.
- Take care about the language, tone of voice and body language that is used.
- Ensure that another adult is informed if a child needs to be taken to the toilet. Arrange toilet breaks for young children.
- Ask parents' permission if a child or young person is being seen on their own. If this is not possible or appropriate ensure that another adult is aware that the child or young person is being seen on their own and that the adult is nearby.
- Agree a policy for managing difficult or disruptive behaviour, record any incidents that occur and ensure that parents are advised of any incidents at the earliest opportunity.
- Respond warmly to a child who needs comforting but make sure there are other adults around.
- Administer any first aid that is necessary with other adults around and record what you have done.
- Ensure that children and young people know who they can talk to if they need to speak to someone.
- Display the telephone number for the Diocesan Safeguarding Adviser Childline and the NSPCC in a prominent place.
- Record any incidents of concern and discuss them with the group leader.
- Ensure that they have the correct ratio of adults to children.

Workers should not:

- Invade a child's privacy whilst they are washing or using the toilet.
- Play rough, physical or sexually provocative games with children or young people.
- Be sexually suggestive to a child or young person even in fun.
- Touch a child inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child, young person or group.
- Show favouritism to any one child, young person or group.
- Allow a child or young person to involve them in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children or young people alone or allow strangers to give lifts.
- Share sleeping accommodation with young people.
- Invite a child or young person home on their own.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.
- Use physical punishment at any time; **this is illegal.**

GENERAL REGISTRATION AND CONSENT FORM

(To be completed annually for all children and young people attending church groups.)

Name of Church:

Church Group:

This group meets onfromto

At.....

For the following activities:

Child's details:

Full name:

Date of Birth:

Address:

Post Code:

Home Telephone Number:

School:

School Year Group:

Whilst your child is in our care, is there any information we should know about them e.g. allergies, medication they are taking, disability?

Name and address of Doctor:

Name of person child lives with:

Relationship to child:

Daytime Telephone Number:

Evening Telephone Number:

Additional Contact Name:

Relationship to Young Person:

Daytime Telephone Number:

Evening Telephone Number:

My child will be brought to and collected from the group Yes/No

My child has my permission to travel to and from the group
without me Yes/No

I agree to my child attending the above group and taking part in the specified activities.

SignedDate.....
(Parent/Guardian/Carer)

Please print name.....

Adapting the general consent form for specific activities or events.

The general consent form is used annually to register each member of any children or young people's group and to obtain consent for them to take part in the normal activities of that group at the normal meeting time for the group. Separate consent must be obtained for activities which fall outside of these parameters.

The following guidance suggests way in which the general consent form can be adapted for specific activities or events.

- Written permission must be obtained from parents or carers whenever children or young people 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, outing or event.
- The consent form should ask for the following information in addition to that in the general consent form:
 - Details of any infectious illness or disease which the child or young person has had contact with in the last three weeks.
 - Any medication needed during the trip, outing or event.
 - Each activity being undertaken during the trip, outing or event should be listed separately and consent obtained for the child or young person to take part in each activity.

- If swimming is involved there should be a series of yes/no questions on the consent form to establish the competence of the child or young person in the water e.g. does your child need arm bands when in the water?
- The parent/carer should be asked to sign the form confirming that they have read the information about the trip, outing or event in the accompanying letter and gives permission for the child or young person to attend.

The accompanying letter should clearly set out:

- The date, destination and cost of the trip.
- Details of the time and place of departure and return and arrangements for information being provided to parents if there is an unavoidable delay.
- Transport arrangements.
- A list of items the child or young person needs to take on the trip.
- Contact numbers at the venue and the mobile phone number of one of the leaders.
- Any hazardous activities on the trip along with the person in charge of these activities and their qualifications.

There should be a deadline given for the signed consent forms to be returned and it should be clearly stated that children and/or young people will not be allowed to attend the trip, outing or event unless a signed consent form has been received. Verbal consent will not be accepted. The consent forms should be taken on the trip and copies left in a folder at the church.

NB. When planning the trip, outing or event it is important that the leaders check that the church insurance covers the proposed activity.

Remember: No consent = No trip.

APPENDIX 19

Staying Safe Online – A Young Person’s Contract

- 1 I will ALWAYS tell a parent or another adult immediately, if something on line is confusing or seems scary or threatening.
- 2 I will NEVER give out my name, real address, telephone number, school name or location, password, or other identifying information when I am online.
- 3 I will NEVER have a face-to-face meeting with someone I have met online unless my parents are in agreement. If this happens I will make sure we meet in a public place and that a parent or guardian is with me .
- 4 I will NEVER respond online to any messages that use bad words or words that are scary, threatening, or just feel uncomfortable. If I get that kind of message, I will print it out and tell an adult immediately. The adult can then contact the online service or appropriate agency. If I am uncomfortable in a live chat room, I will use the “ignore” button.
- 5 I will NEVER go into a new online area that is going to cost additional money without first asking permission from those paying the bills.
- 6 I will NEVER send a photograph of myself or my friends over the internet or via regular mail to anyone without my parent’s/carer’s permission.
- 7 I will NOT give out a credit card number online without a parent present.

Young Person Date

Parent/Carer Date

APPENDIX 20

Consent to use a PC to gain access to the Internet

From:.....(*Church*)

To:.....(*parent/carer*)

From.....*Group/Club/Organisation*

(*Name of child*):.....has asked to use
the Internet/World Wide Web from a PC

in..... (*location*)

for.....(*purpose*)

on.....(*day/date/time*)

Access to the Internet will be supervised at all times by approved and
experienced organisers/leaders

The Parent/Carer *Please circle one* I and the child/ren have read and signed the
contract "Staying Safe on the Internet" and I agree that the child/ren may
have supervised access to the Internet **Yes/No**

Signed:..... Date:.....

Name:.....(*block capitals*)

Address:.....

..... **The Group**

Organiser/Leader I have confirmed the agreement of the parent/carer for
access to be given, as above **Yes/No** Signed:.....

Date:.....

The Recording of Information and the Data Protection Act.

The Human Rights Act 1998 includes the right to privacy in family life, the right to life and the right not to be tortured.

The Data Protection Act 1998 states that data must be:-

- fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept longer than necessary;
- processed in accordance with the data subject's rights;
- secure;
- not transferred to other countries without adequate protection.

Personal data covers both facts and opinions about the individual.

In all matters of child protection the highest degree of confidentiality must normally be maintained, but this must be balanced against the vital importance of protecting children from significant harm. Section 29 of the Data Protection Act 1998 allows personal information to be disclosed, if necessary without the consent of the individual concerned, where the disclosure is made for the purpose of preventing or detecting crime, or the apprehension or prosecution of offenders.

It is important to keep accurate records of any child protection concerns, disclosures or allegations. Facts observed or disclosed should be accurately recorded, signed and dated. Opinions should not be included.

Actions taken and decisions made should all be noted. It should be recorded who knows about the information, for example, the subject of the record, the child's parents, etc.

If any records are to be kept without the subject of the record's knowledge, it should be made clear why this is so, for instance if there appears to be a worrying pattern of behaviour which needs to be monitored. Try to be consistent about what is kept so that it can be justified if necessary.

All forms and relevant correspondence relating to appointments should be retained while the person is in post. Once the person relinquishes the post, the date of their departure should be noted and the papers retained, as this information may be needed later. The forms should be passed to the incumbent for safe keeping in a locked filing cabinet. In an interregnum they should be held by the churchwardens, or equally safe arrangements made. If you have any concerns about keeping a particular record please consult the Diocesan Safeguarding Adviser.

APPENDIX 22

Consent to the use of photographs/images of children or young people.

From: (Church)

To: (Parent/Carer)

The: (Group/Club/Organisation)

Would like to use image(s) of:(Name(s) of child/ren)

In a printed publication / on a website* for promotional purposes. (*Delete as appropriate)

To comply with the Data Protection Act 1998, your permission is required before the image(s) can be taken. Please answer the questions below, then sign and date the form and return it to:

.....(Organiser)

..... (Address)

The Parent/Carer

1. May we use your child's image as part of a group in our printed publications?

YES/NO

2. May we use your child's image as part of a group on our website? YES/NO

I have read and understood the conditions of use below and agree to the image of my child being used as indicated.

Signed.....Date.....

Name..... (Block capitals)

Address.....

The Group Leader/Organiser.

I have confirmed the agreement of the parent/carers for these images to be used as above.

Signed.....Date.....

Condition of use.

1. This form is valid for(months) from the date when it is signed. Your consent will automatically expire at that time.
2. No image will be re-used after this time.
3. Full names (i.e. both first and last names) or other identifying details will not be included in the publication or website without your express permission.
4. Postal or email addresses, telephone or fax numbers will not be included in the publication or on the website without your express permission.
5. Only group images may be used, with very general labels (e.g. making decorations)
6. Only images of suitably clothed persons will be used.

HEALTH AND SAFETY CHECKLIST

These guidelines are about the physical environment in which we care for (particularly young) children and are for those responsible for children’s groups and similar activities in the Church. They should not be onerous to implement.

Implementation will depend on the age(s) of the children. If followed, they should prevent some of the more common accidents and so contribute to the process of keeping our children safe. They are based on:

- guidance issued by the then DfEE to child minders, and are applied common sense and based on the experience of others.
- acceptance of the principle that the Church needs to be a safe place for children and young people entrusted to our care.

Area	Issue	Remedy
Entrance and exit	Are the doors to the outside world secure?	Ensure small children cannot wander off in the building or out of it. Consider whether the fitting of a childproof barrier is necessary.
	Does the building exit on to a safe area or a road?	Ensure an adult is at the door when children leave and that children who need to be accompanied leave with an adult.
Stairs	Are the stairs safe for small children? Wooden or stone? Can they fall down them	Ensure small children are accompanied down stairs. Is a stair gate needed?

Heating	What type of heating? Could a child burn themselves if they fell against it?	Ensure heating has guard where necessary
Cooking and kettles	Is there child access to cooker, boiling kettle, etc?	Do not allow children access to cooking unless supervised. Never boil a kettle at child level. Ensure wires cannot be tripped over or kettle pulled over.
Electrics	Can children access electrical installations and sockets?	Ensure safety plugs are in sockets. Ensure electrics are boxed and/or inaccessible
Furniture	How child friendly is the furniture – sharp/metal corners/edges; old wooden objects which could splinter?	Remove or make inaccessible (in a corner?) child unfriendly furniture. Fit corner cushions if necessary
Stacked chairs	Are chairs of a stacking variety?	Ensure stacks of chairs are safe and children have no access. Children should never be allowed to climb on stacked chairs.
Cleaning materials and poisons		Ensure cleaning materials etc are in a locked and inaccessible cupboard. Ensure cleaner(s) are aware of risks to small children of leaving materials out.
Craft materials	Glue, tippex, permanent markers are potentially noxious.	Ensure craft materials are put/locked away when not in use.
Rat poisons or pest control	Are poisonous pest controls used?	Ensure poison is put down in places inaccessible to children. Ensure those who put down the poison are aware of children/s use of building
Toilets	Are toilets sanitary? Can a child lock themselves in the toilet?	Ensure toilets are clean. Ensure toilet doors can be unlocked from the outside.

General Cleanliness	How is the floor? How dirty will a small child get if s/he crawls? Is the floor covering adequate for crawling?	Ensure floor covering is appropriate to age group and activity. Check for loose carpet tiles, frayed carpet etc.
Fire	Are Fire Exits known and unlocked? Are Fire Exits locked when building is not in use?	Ensure adults know Fire Exit routes and Fire Exit doors are unlocked. Ensure Fire Exits are locked and/or that keys are identified and accessible
Access by strangers/others	Can people from the outside world access the building?	Ensure entrances which are not Fire Exits are locked. Ensure that if children go to unsupervised parts of the building, they are accompanied.
Cupboards and storage	Could things fall out of a cupboard onto a child?	Ensure cupboards are filled safely. Should cupboard lock/fasteners be fitted?
Carbon monoxide	If gas is used is there a Carbon Monoxide detector?	Fit Carbon Monoxide detector
Registration	A register of children attending (and the responsibility of the Leaders) MUST be kept. Is it?	Keep a Register, which allows all children to be traced in the event of Fire or Accident. Include parents' and/or carers' name and address and phone number.
Special needs	Are there children who have special needs by reason of health or disability?	Leaders need to be aware of special needs.
Medical	Medical needs must be covered. Is there a First Aid Box? Is there a First Aider – preferably more than one – and trained?	The First Aid Box needs to be checked regularly for contents. A First Aider needs to be present or easily accessible.

Accidents	Do you have accidents? Do you keep an Accident Book (preferably a hard backed book)?	Keep an Accident Book which identifies the causes and remedy if appropriate. The Accident Book should be easily available and on show if possible.
Plants	If plants are in the building are they poisonous?	Some common and decorative plants are poisonous. Ensure they are not accessible to children. Preferably remove them.

The way leaders implement this Risk Assessment will vary, depending on the type of room/building being used, the age of children and also the extent to which other groups share the accommodation at the same or other times.

Leaders will quickly become familiar with the issues and a quick inspection, carried out a couple of minutes before the children arrive, should normally suffice to ensure your premises have no obvious death traps!

Young people and older children.

Similar principles apply, though hopefully we can expect older children to be able to be more responsible for themselves.

Leaders should be particularly aware of the need to:

- Keep a register of attendees with name, address and telephone number
- Work with another leader and not on their own
- Know if a child/young person has medical needs or a disability
- Ensure First Aid resources are available and the First Aider has recent training
- Ensure parents, guardians or carers give written permission if children or young people are taken on a trip or visit off the normal premises
- Be alert to the presence of strangers or others who might wish to do the children or young people harm
- Ensure principles of ensuring a safe environment still apply.

APPENDIX 24

Hirers of Church Premises

Name of Parish:

Date of Event:

Type of Event:

Please complete either section 1 or 2

1. Organisations

Organisations who hire church premises for work with children and young people should complete the following statement:

The organisation.

confirms that it is familiar with the Home Office code of practice 'Safe from Harm' and with the Safeguarding Children Policy of this Parish. The workers/volunteers, who will staff the activities held on these premises on behalf of the organisation, understand these policies and procedures and undertake to follow the recommendations in 'Safe from Harm' in relation to their work with children and young people on these premises.

Signed (on behalf of the organisation)

Date

2. Private Individuals

Private individuals hiring church premises for the purpose of ad-hoc or personally invited events at which children will be present, should complete the following statement:

I _____ (in block capitals) agree to take full responsibility for the welfare of the children and young people who attend the event on the above date.

Signed

Date

You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm.

Please be aware that your activity is not covered by the church's insurance.

Sample guidelines for mixed age activities.

These are suggested guidelines, which each group should consider adapting for its own use. Group members should be asked to sign two copies of the statement before they join the group. They should keep one copy and the other should be retained by the group leader.

Name of group.

The group meets at (venue).....

on (day).....at (time).....

Name of Leader/Captain/Choir Master.....

Contact Number.....

Name of Assistant/Deputy Leader.....

Contact Number.....

Code of conduct.

- As a group, we want children and/or young people to feel welcomed and supported as we learn together/serve our church community.
- We welcome the input of children and young people and value their contribution to the life of the group.
- We understand that as adults we have a collective responsibility for promoting the welfare of children and young people in our group and ensuring their safety. The way that we behave towards one another is an important factor in this.

We agree that:

- We will treat one another, adults and children and young people with respect.
- We will not ridicule one another's contribution to the group, thus undermining confidence.
- We will not make suggestive innuendoes to others.
- We will take seriously any worry or concern that a child or young person may share with any of us. If this occurs we will talk to the group leader and decide what action should be taken.
- We will avoid private one to one situations with children or young people, which will include:-
 - ✓ Only giving lifts to a child or young person with specific permission from parents.
 - ✓ Not inviting a child or young person to our home for extra tuition.
 - ✓ Not meeting with a child or young person on our own outside the group.
- We will follow the Diocesan Guidelines concerning physical contact with children and young people.
- We will be prepared to challenge one another if we are concerned about a persons behaviour or actions towards a child or young person.

The full safe recruitment procedure outlined on page 34 should be followed for all adults involved in a mixed age group and a confidential declaration form and CRB disclosure completed.

SECTION 8

CONTACT NUMBERS

AND

RESOURCES

USEFUL CONTACTS

Name	Office Hours	Contact details
Carol Clarke Diocesan Safeguarding Adviser.	Mon – Fri 9 a.m. to 5 p.m.	Tel: 024 7652 1200 Mobile: 07906 627052 carol.clarke@covcofe.org
Children’s Social Care Referral and Assessment Service, Coventry.	Mon – Thurs 8.30 a.m. to 5 p.m. Friday 8.30a.m to 4.30p.m.	024 7678 8555
Children’s Social Care, Emergency Duty Team, Coventry.	Out of office hours, weekends and Bank Holidays	024 7683 2222
Coventry Police Public Protection Unit		024 7653 9044
West Midlands Police		0845 113 5000 (999 in an emergency).
Warwickshire Children’s Social Care	Mon – Thurs 9 a.m. to 5.30 p.m. Friday 9 a.m. to 5 p.m.	01926 410410
Warwickshire Children’s Social Care, Emergency Duty Team.	Out of office hours, weekends and Bank Holidays	01926 886922.
Warwickshire Police		01926 415000 (999 in an emergency)
Children’s Social Work Service, Duty Assessment and Referral Team, Solihull.	Mon – Thurs 8.45 a.m to 5.20 pm Friday 8.45a.m to 4.30 p.m	0121 7884333
Solihull Children’s Social Work Service, Emergency Duty Team.	Out of office hours, weekends and Bank Holidays	0121 605 6060

Please note the telephone numbers for the Emergency Duty Teams in Coventry, Warwickshire and Solihull are the Local Authority emergency contact numbers. You will need to ask for the Duty Social Worker, and the person answering your call will take your telephone number and ask the Duty Social Worker to contact you.

USEFUL CONTACTS

Name	Telephone number	Email/website
Child Exploitation and Online Protection Centre (CEOP)		www.ceop.gov.uk
Childline	0800 1111	www.childline.org.uk
Churches' Child Protection Advisory Service (CCPAS)	0845 120 4550	www.ccpas.co.uk
Criminal Records Bureau	0870 9090 844 (Disclosures) 0870 9090 811 (General enquiries)	www.crb.gov.uk
Hope UK (Drug Education Charity)		www.hopeuk.org
Independent Safeguarding Authority (ISA)	0300 123 1111	www.isa-gov.org.uk
Kidscape	020 7730 3300	www.kidscape.org.uk
Kidscape anti-bullying helpline for parents	08451 205 204	
NSPCC	0800 800 500	www.nspcc.org.uk

COUNSELLING SERVICES IN COVENTRY & WARWICKSHIRE.

Name and address	Type of counselling provided	Contact details
Association of Christian Counsellors (ACC) 29 Momus Boulevard Coventry. CV2 5NA	Provides counselling for males and females in relation to abuse suffered in childhood. Monday-Friday: 9am-5pm	0845 124 9569 office@acc-uk.org
CRASAC (Coventry Rape and Sexual Abuse Centre), P. O. Box 2464, Coventry CV1 1ZA	Support and counselling for women and girls (over the age of 11 years).	Office 02476 277772 Helpline 02476 277777 24 hour answer phone. www.crasac.org.uk info@crasac.org.uk
The Lighthouse Christian Care Ministry. 1A Argyll Street, Coventry. CV2 4FJ Or 70 Saltisford, Warwick. CV34 4TT	Support and counselling in relation to anxiety, bereavement, hurts from the past, low self-esteem, depression, marriage difficulties etc.	024 7644 0095 (Coventry) marion@lighthousechristiancare.co.uk 07799 015650 (Warwick) lyn@lighthousechristiancare.co.uk
Rugby Rosa	Counselling for male and female survivors of rape, sexual violence and childhood sexual abuse. They work with adults and young people over the age of 13 years in Coventry and Warwickshire. Sat 10.00am – 1.00pm and 24hr answer phone.	Phone:01788 551150 www.survivorguide.co.uk Helpline and appointments: 01788 551151
Sycamore Counselling Service, 1A Bondgate Chambers, Nuneaton. CV11 4AL	Christian counselling service. Provides counselling for all members of the community. A donation is requested towards the cost of counselling.	Phone: 024 7674 4544 sycamorecounselling@yahoo.co.uk

RESOURCES

The Ultimate Guide to Overcoming Sexual And Childhood Abuse (2003)	Liz Adamson
Responding to Domestic Abuse (2006)	Archbishops' Council
Time for Action. Sexual Abuse, the Churches And a New Dawn for Survivors (2002)	Churches Together in Britain and Ireland
Guidance for Safer Working Practice for Adults Who Work with Children and Young People (2009)	Department of Children, Schools & Families
What to do if you are worried a child is being Abused (2003)	Department of Health
Sexual Abuse in the Catholic Church (2003)	Marie M Fortune
Working Together to Safeguard Children (2006)	H.M. Government
Promoting a Safe Church (2006)	House of Bishops
Protecting All God's Children (2004)	House of Bishops
Overcoming Childhood Trauma (2000)	Helen Kennerley
Child Sexual Abuse and the Churches (2003)	Patrick Parkinson