

**KINGSBURY & BAXTERLEY
GROUP OF PARISHES
(SS. Peter & Paul, Kingsbury,
The Church, Baxterley,
The Resurrection, Hurley
St. Michael & All Angels, Wood End
St. Mary (The Church of Our Lady), Merevale)**

**POLICY AND PROCEDURES
FOR THE SAFEGUARDING OF
CHILDREN AND YOUNG PEOPLE**

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BACKGROUND

1. INTRODUCTION

The Parochial Church Councils of the Kingsbury & Baxterley Group of Parishes, hereafter referred to as the PCCs, are fully committed to the nurturing, welfare and safe-keeping of children and young people and aim to:

- 1.1 Raise the awareness of all church members, and especially of all who work with children and young people in the name of the church, of child protection issues;
- 1.2 Promote good, safe working practices and create a safe, secure and caring environment for our children and young people;
- 1.3 Have a clear policy and procedures and publicise these to church members, children's and young people's workers, the children, the young people and their families, and to other users of church premises.
- 1.4 Provide all who work with children and young people with appropriate training and support in following the policy and procedures for the protection of children and young people;
- 1.5 Raise awareness and recognition of the signs and symptoms of suspected abuse, and provide clear procedures for church members, children's and young people's workers, children, young people or families in reporting their suspicions.

2. STATEMENT OF POLICY

- 2.1 We accept the prime duty of care placed upon the PCCs and incumbent of The Kingsbury & Baxterley Group of Parishes to ensure the well being of children and young people in the church community and accept the principle enshrined in the Children Act 1989 that the welfare of the child is paramount.
- 2.2 We adopt and implement a Parish Safeguarding Children Policy and procedures. The policy and procedures set out in this document are based on "God's Children: Our Diocese", published by the Diocese of Birmingham, 2011.
- 2.3 We create a culture of informed vigilance which takes children and young people seriously. We recognise our responsibility to guard against the physical, sexual or emotional abuse of children and young people by persons who may be acting in the name of the church, and to promote good, safe working practices and to create a safe, secure and caring environment.
- 2.4 We appoint a Parish Safeguarding Children Co-ordinator:
 - to work with the incumbent and PCC to implement policy and procedures, and to update the policy as appropriate,
 - to co-ordinate all Parish matters relating to the protection of children and young people,
 - to adopt the role of parish representative on all matters relating to the protection of children and young people, and
 - to help the parish develop a culture of 'informed vigilance'.
- 2.5 We appoint a person, who will be a member of the PCC, to be a Children's Advocate in order to represent and promote the views and needs of children and young people in decisions made by the church in all aspects of the life and ministry of the church.
- 2.6 We ensure that all those authorised to work with or are in regular contact with children and young people or who are in a position of authority are appropriately appointed, trained and supported, and provided with a copy of the parish child protection policy, procedures and good practice guidelines.

- 2.7 We pay particular attention to children and young people with special needs and those from ethnic minorities to ensure their full integration and protection within the church community.
- 2.8 We endeavour to ensure that appropriate pastoral care is available and, as appropriate, support for all adults, parents and families in the congregation, being particularly aware of those who have themselves, or whose children have, suffered abuse.
- 2.9 We take seriously allegations of abuse and follow the appropriate steps set out in this policy. We take appropriate steps to ensure that those who may pose a threat to children and young people are effectively managed and monitored.
- 2.10 We ensure that appropriate health and safety policies and procedures are in place.
- 2.11 We provide appropriate insurance cover for all activities undertaken in the name of the parish.
- 2.12 We make this policy and the procedures known to church members, children's and young people's workers, children and their families, and to other users of the church premises.
- 2.13 We receive regular reports, and will review the implementation of the child protection policy, procedures and good practice, at least annually.
- 2.14 We will work as appropriate in collaboration with neighbouring parishes on matters in connection with this policy and procedures.

3. DEFINITIONS

- 3.1 "child" or "young person" means anyone under the age of 18.
- 3.2 "Worker", "children's worker" or "young people's worker" means anyone, (paid worker, office-holder or volunteer), who has a responsibility for children or young people in a specific setting.
- 3.3 "PCC" means the Parochial Church Councils of the Kingsbury & Baxterley Group of Parishes.
- 3.4 "the Church" or "the parish" means the Churches or parishes of the Kingsbury & Baxterley Group of Parishes.
- 3.5 "church premises" means the church buildings, church yards and car park/ grounds and the Old Stables.
- 3.6 "the PSCC" means the Parish Safeguarding Children Co-ordinator.
- 3.7 "the PCA" means the Parish Children's Advocate.
- 3.8 "We" means the Incumbent and PCCs of The Kingsbury & Baxterley Group of Parishes.
- 3.9 "Group leader" means the co-ordinator of the relevant group or, where co-ordination is carried out by a committee, the chair of the committee co-ordinating the group.
- 3.10 "the DBS" is the Disclosure and Barring Service.

4. THOSE COVERED BY THE POLICY

- 4.1 All groups and activities under the control of the PCC are covered by this document. These include children's Sunday Groups, the Music Group and Choir, Youth Groups (including All Age Worship groups) and Special Activity Days and Trips.

4.2 Other adults, who do not specifically hold posts as children's or young people's workers, may nonetheless find themselves in situations where children or young people are around and not under direct supervision by other adults. People in this category might for example include Church Wardens and Deputy Churchwardens, Sides persons, Organists, and Choir Members (if there are children involved). Good practice would require that they also complete the Confidential Declaration and be subject to the recruitment procedures set out in Section 7 of this document.

4.3 Uniformed Organisations using church premises have their own nationally agreed Codes of Practice, which they should follow in preference to this document. However, the leaders of these organisations should provide annual, written confirmation to the PSCC or incumbent that they are following these codes of Practice.

4.4 The PCCs have a duty of care to advise individuals and organisations working with or running events involving children and young people, who hire or use church premises, of their responsibility for children's welfare. A copy of the Parish Policy will be maintained in a public place on the premises together with details of the PSCC's name and contact details - and the hirers/users will be made aware of it. Hirer/users (other than the Uniformed Organisations) will be required to sign a statement indicating their acceptance of the Parish Policy.

4.5 A similar approach to this policy will be followed for vulnerable adults, for example those housebound and bereaved, in order to avoid or reduce unnecessary risks.

THE ADULTS

5. ROLE OF THE INCUMBENT

- 5.1 The Incumbent has ultimate responsibility for the safe recruitment of suitable children's workers and youth workers.
- 5.2 The Incumbent is responsible for verifying the applicant's identity as part of the DBS checking process. This role may be delegated to an appointed Parish Identity Verifier.
- 5.3 The Incumbent will be the first to receive any sensitive information disclosed on the Confidential Declaration Form or from a reference.
- 5.4 The Incumbent is responsible for the referral of any allegations of abuse to Children's Social Care Services (or the emergency services if appropriate).
- 5.5 The Incumbent will be responsible for liaising with the Bishop's Safeguarding Children Adviser if needed.
- 5.6 In a period of inter-regnum the role of the Incumbent is fulfilled by the Area Dean, unless explicitly provided within this policy document.

6. ROLE OF THE PARISH SAFEGUARDING CHILDREN CO-ORDINATOR

- 6.1 A Parish Safeguarding Children Co-ordinator (PSCC) will be appointed, who will be responsible to the incumbent and the PCCs.
- 6.2 The PSCC has an essential role in the parishes in relation to child protection. The Co-ordinator should be a lay person interested in taking best care of children and young people and those working directly with them and should have some understanding of child protection issues.
- 6.3 The PSCC will adopt the role of parish representative on all matters relating to the protection of children and young people and will help the parish develop a culture of 'informed vigilance'.
- 6.4 The PSCC will be notified to the Bishop's Adviser for Children's Ministry and will be kept informed of developments and training events regarding child protection.
- 6.5 Roles and Responsibilities for the PSCC are outlined in detail in "God's Children: Our Diocese" (Section 7.5).
- 6.6 The PSCC, in collaboration with the Children's Advocate, will cascade information in respect of Diocesan policy developments, local parish policy developments and training opportunities for children's workers and youth workers regarding child protection and safe practice.
- 6.7 The PSCC, in collaboration with the Children's Advocate, will provide support and/or advice to the incumbent and to all children's workers and youth workers in respect of concerns about the welfare of specific children or young people within the parish or concerns about the behaviour of specific adults within the parish.
- 6.8 The PSCC will ensure that, when appropriate, situations are referred to the relevant statutory child protection agencies and that the Bishop's Safeguarding Children Adviser is informed of any referral.
- 6.9 The PSCC will ensure that the incumbent is kept informed of any concerns about the welfare of a child or young person, or about the behaviour of an adult, and of any specific advice given to the children's workers or youth workers/volunteers where concerns exist.
- 6.10 The PSCC will access specific advice from other sources should the need arise.

6.11 The PSCC will be responsible for ensuring that various records are maintained and kept up to date within the parish, in relation to:

- activities involving children and young people within the parish;
- details of those appointed as children's workers or youth workers/volunteers
- dates that safe recruitment procedures have been completed
- training completed by all children's workers and youth workers/volunteers regarding child protection issues.

6.12 The PSCC will ensure that a parish child protection policy is in place, that it is in accordance with and reflects Diocesan policy and that it is reviewed at least annually and updated when appropriate.

6.13 The PSCC will monitor training given to all children's workers and youth workers/volunteers in relation to child protection.

6.14 The PSCC will ensure that all personal information pertaining to prospective workers or volunteers and all information relating to specific child protection matters is treated with sensitivity and that confidentiality is maintained at all times.

6.15 The PSCC will ensure that all sensitive and/or confidential documentation is passed to the incumbent to be suitably stored and locked away in secure parish or church premises.

6.16 The PSCC will liaise with those within the parish who are responsible for the Health and Safety aspects of children's work and to support children's workers and youth workers in ensuring that safe practice is exercised at all times.

7. ROLE OF THE PARISH CHILDREN'S ADVOCATE

7.1 A Parish Children's Advocate will be appointed and will be a member of the PCC. They will be someone who can be a voice and speak on behalf of the children and young people in the parish. They will report to the PCC on matters which affect children and young people within the parish. The person will represent the children and young people's views and needs with regard to ministry, mission, worship and their pastoral care, which might include being someone to whom children or young people feel they can go to with concerns or even to disclose abuse.

7.2 Roles and Responsibilities for the PCA are outlined in detail in "God's Children: Our Diocese" (Section 7.6).

7.3 In addition to the roles and responsibilities defined above, the PCA may collaborate with the PSCC, in particular regarding regular contact with group leaders, training of volunteers and also in improving awareness of children's issues throughout the church community.

8. RECRUITMENT AND SUPPORT OF CHILDREN'S AND YOUNG PEOPLE'S WORKERS

8.1 All those working with children and young people and those, (e.g. churchwardens) whose position or office enables them to have regular contact with children in the course of their duties, including the PSCC and the PCA will be checked through the Disclosure and Barring Service (DBS). This applies to people who are paid and to volunteers alike. Checks will be renewed periodically in line with Diocesan guidance.

The PSCC will advise as to whether checks should be Enhanced or Enhanced Plus. Enhanced Plus checks are required when an employee or volunteer is working unsupervised with children or young people in a teaching, training, caring, advising or supervising role, and where this activity is once per week or four times per month, or where any toileting, feeding, washing or dressing is involved. Managers of these workers also need an Enhanced Plus check. Workers working with children less than once per week will require an Enhanced check.

8.2 All those working with children and young people or applying to work with them, will be required to sign the Confidential Declaration. This declaration is confidential, and will be kept by the incumbent and his/her successors indefinitely. A new Confidential Declaration will be completed when a DBS check is renewed.

8.3 All who apply to work with children or young people will be interviewed by the incumbent. The interview will include discussion of the role to be taken up, and of the lines of responsibility that will apply. A job description will be agreed. The applicant will be asked to supply the name of two referees who can confirm that he or she is of good character and suitable for the role; these references will be taken up by the incumbent. It is recommended that at least one of these referees is the current employer or representative of the applicant's previous church.

8.4 The PSCC will keep a record of all who work with children and young people, including their names, addresses and telephone numbers, and the organisation or activity in which they are involved. The PSCC should also keep details of those who have completed their DBS check and who do not regularly help with groups. These people, with their permission, may be asked to help, on occasion, with groups who require an additional helper – for example due to sickness or anticipation of higher attendance than usual e.g. for a Baptism and holiday club. The PSCC will also retain a copy of each of the job descriptions used.

8.5 Leaders of children's and young people's organisations will be asked to refer to the incumbent all prospective new workers so that the recruitment policy can be followed in full. They will provide workers in their organisation or activity with guidance, support and supervision, in fulfilling this policy, and in becoming aware of good safe practice. They will make workers aware of the line of responsibility through the leadership of the organisation to the incumbent and PCC.

8.6 If any response in a completed declaration form, or if anything arising during the recruitment procedure, reveals any possible cause for concern, reference will be made to the Bishop's Safeguarding Children Adviser, and if appropriate to the Bishop.

8.7 Children's and young people's workers will be provided with appropriate training in child protection issues and in safe and good practice, and the creation of a safe, secure and caring environment.

8.8 Those appointed to work with children and young people will initially be appointed for a three month probationary period, after which they will meet with the group leader or the incumbent to review their experience in the role, and subject to a satisfactory outcome, to confirm the appointment. During this probationary period they will not be placed in a position of authority over any children or young people. They will be supervised in every activity they carry out.

8.9 The role of children's and young people's organisations within the overall life of the parish is kept under review by the incumbent and PCC. Within each organisation leaders should meet with helpers at appropriate intervals to review their roles and work and to share ideas and concerns.

8.10 During an interregnum, the Area Dean will hold the confidential Declaration Forms and individual records from the parish, and will oversee the procedures with regards to new volunteers and workers. Leaders of children's and young peoples' organisations, or else the churchwardens, should contact the Area Dean if recruitment of helpers is proposed during an interregnum.

8.11 DBS checks will generally be renewed every three years for paid employees and every five years for volunteers, or sooner if there is any cause for concern.

9. STAFFING LEVELS

9.1 When working with children and young people the number of volunteers should comply with the following minimum ratios:

Age Group**Number of Workers** (when children are NOT accompanied by a parent/carer)

0-2 years

1 adult to 3 children

2-3 years

1 adult to 4 children

3-8 years

1 adult to 8 children

8-17 years

1 adult to first 8 children then 1 additional adult for every additional 12 children

These should be regarded as a minimum and more leaders should be deployed if needed, for example where there are any special needs, or a group is taken on an outdoor activity.

9.2 There should be at least 2 workers (age 18 or over) present at each group or activity. Workers should not work on their own with children and young people. If, for some reason, this is not possible, then the group should be held in the sight and hearing of another worker.

9.3 Where possible, there should be a leader of each gender for a mixed gender group. If for some reason, this is not possible, then parents should be informed and their consent to the arrangements obtained through their consent form, or by a written note.

9.4 Within the overall activity, there may be occasions when one to one work is appropriate. In these circumstances, this should be done in a place where the worker and child/young person are within the sight and hearing of another group – or, if the meeting is off-site, in a public place (such as a coffee shop).

9.5 If the activity involves the use of more than one room, leaders will need to ensure that each room is adequately staffed. Children and young people should know which room(s) is being used for the activity.

THE CHILDREN & YOUNG PEOPLE

10. HAND OVER OF CHILDREN AND PARENTAL CONSENT PROCEDURES

10.1 When a child or young person joins a group the parents/carers should be provided with 2 copies of a statement of the group's normal location, time and range of activities including any catering arrangements for example tuck shop or squash and biscuits provided during the session. Where applicable, this form should also request the permission of the parent / carer if photographs are to be taken during the activity – for whatever reason. A copy of this statement should be signed and returned to confirm their consent to the child's or young person's involvement in the group. The consent form should also provide details of hand-over procedures, together with a note of the parents/carers' name, address, telephone number and of information which may be required should there be an emergency.

10.2 At the start of a session children and young people should not be accepted until 2 workers are present.

10.3 At the end of a session there should be a clear point at which the church organisation hands the responsibility for children and young people back to their parents/carers. This should be made clear to parents/carers at the start of the session.

10.4 The parents/carers should instruct a relevant children's worker as to whether a child or young person is to be collected, or released from the premises unaccompanied. They should also inform the children's worker if they are to be collected from the session by an adult other than the parent or usual carer. This should be done as part of the consent procedures or via a note in the case of one-off arrangements that differ from their normal practice.

10.5 When, parents/carers are handing over their children or young people into the care of the church and will not themselves be present on the premises, the leader of the organisation or activity should keep a register of those attending each session and should have a record of each child's/young person's address, telephone number, and emergency contact.

10.6 If a child or young person is brought to a group for a one-off visit, and not as a regular member, the parent/carer should be informed of the time of ending of the session, and of how to collect their child. The leader of the activity should note the parents/carers, name and telephone number.

10.7 For outings, special activities, or events involving potentially controversial issues, specific consent must be sought from parents/carers, who must be provided with all the relevant information about the activity, times, hand-over of children and young people and about contacts.

10.8 In the case of young people aged 16 and 17, the consent form must make it clear that the workers do not act in loco parentis. Workers' responsibility is to be limited to dealing with emergency situations involving the police and/or medical authorities.

11 APPROPRIATE BEHAVIOUR WHEN WORKING WITH CHILDREN AND YOUNG PEOPLE

11.1 Those working with children and young people are in positions of trust, which inevitably gives them power, although this may not be apparent to them; therefore respecting professional boundaries is particularly important. Following these guidelines will not only protect the children and young people but will also ensure that workers are not wrongly accused of abuse or misconduct.

11.2 Many pastoral relationships can become intertwined with friendships and social contacts especially where workers are the parents or grandparents of one or more of the children in their care. Workers should exercise particular care when working with children with whom they have a close personal friendship or family relationship. Workers should avoid behaviour that could give the

impression of inappropriate favouritism or the encouragement of inappropriate special relationships.

11.3 Workers should be aware of the dangers of dependency in pastoral relationships and seek advice or supervision when these concerns arise. Workers should treat children and young people with respect, encouraging self-determination, independence and choice but also encouraging them to seek help and support from their parents, teachers or other appropriate adults.

11.4 Workers should recognize their limits and not undertake any ministry that is beyond their competence or role or for which they have not been trained (e.g. therapeutic counselling, healing ministry, counselling victims of abuse). In such instances the child or their parent should be referred to another person or agency with appropriate expertise.

11.5 Where possible, workers should avoid helping with physical needs, such as washing and toileting. Where a young child requires such help, ideally they should be referred to their parents; if they are at an activity where their parents are not present, any such help should be given with a second adult present. (See also 11.4 below.)

11.6 Workers should not undertake any work with children or young people while they are under the influence of drink or non-prescribed drugs.

11.7 Formal children's groups and informal conversations with children or young people are all pastoral encounters. Church workers should avoid situations where their conduct may be misinterpreted. The worker should consider in advance:

- The location of the children's group, arrangement of the furniture and lighting, the worker's dress, establishing at the outset or in advance with the children or their parents the nature of the session in respect of content and duration.
- Where parents are not present, two adults should be present at all children's activities (see section 8 above). If approached by a child for a one to one conversation, consider the balance of privacy for conversation with the opportunity for supervision (open doors, another person in the room);
- The physical distance between people determined by hospitality and respect, personal safety and comfort, being aware that someone may have suffered abuse or harassment in the past;

11.8 Workers should be aware of their language and behaviour. For example, innuendoes or compliments of a sexual nature are always inappropriate. If a child or young person asks questions or seeks advice around topics of a sexual nature, the worker should be discerning about the motives and needs of the person and question their own ability to assist.

11.9 It is never appropriate for workers to take advantage of their role and engage in sexual activity with anyone with whom they have a pastoral relationship, even with older young people over the age of consent – regardless of age difference. Workers should be aware of the power imbalance inherent in pastoral relationships.

11.10 Workers must consider the appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted. Workers should consider verbal and non-verbal clues from the child.

11.11 In spite of these precautions, if a worker becomes aware of any romantic attachments which may be developing between themselves and a young person in their care, (and we note this would be quite natural between, say, a 20 year old worker and a 17 year old young person) they should recognise such a development as early as possible and discuss the situation with a supervisor. The worker should no longer supervise the young person in church groups or activities. The worker should be aware that such relationships are likely to be inappropriate and could be considered grooming, even if the young person is over the age of 16.

12. SPECIFIC PROCEDURES FOR WORKING WITH UNDER 8'S

12.1 The Children Act 1989 has specific requirements for activities involving children under 8. If an activity is planned which will last for 2 hours or more a day on 14 or more days a year and which will involve children under 8 not accompanied by a parent, then the activity must be registered with the local authority in advance. Registration should be arranged through Ofsted's Child Protection and Under 8's Officers. If the activity will take place on church premises the PCC must ensure that such registration is done. The leaders of the planned activity must therefore inform the incumbent and PCC so that registration can be arranged.

12.2 All premises in use must be checked before the activity to ensure that they are safe. Children under 8 must not be allowed to use any part of the premises without the presence of workers. If they need to leave the supervised part of the premises they should be accompanied.

12.3 Workers may be called on to assist children in the toilet. One to one situations should be avoided. Several children should be taken together. The worker should not enter the cubicle. Whilst the child is in the cubicle, the cubicle door should be kept closed, external doors should be open.

12.4 When there are groups involving children under 8 not accompanied by a parent, workers should take care that the premises are secure. Adults should be admitted only when they are workers, parents/carers of children in the group, guests of the group (e.g. a speaker) or "officers" of the church going about their office.

13. YOUNG HELPERS

13.1 Young people aged 16 & 17 may be involved with groups as helpers or junior leaders. However, no-one under 18 should be responsible for a children's or young persons group. They should work under the direction of an adult leader and they should be classed as children when calculating adult to child ratios.

13.2 Young people aged 16 & 17 who work with children or young people as helpers or junior leaders are also required to sign the Confidential Declaration and to provide references. They should sign the declaration with their parents.

GENERAL SAFETY

14. ACCIDENTS, INCIDENTS, AND CONCERNS

14.1 All accidents should be recorded in the Accident Book, which is kept in the Clergy Vestry in church, by the group leader or worker concerned. Remember to include the date, time and where the accident happened, along with a note of action taken or treatment given. The incumbent should also be informed.

14.2 The incumbent will keep a confidential "Child Protection Folder" in which incidents involving concerns about children and young people should be recorded. Such items are obviously of a confidential nature, but may be pieces in a jigsaw which point to concerns for a child's or young person's welfare or give grounds for suspicion of abuse occurring somewhere in their life. Proper reporting and recording is therefore important for the protection of children, young people and workers. This folder is to be kept indefinitely.

14.3 It is important that we protect ourselves as workers, as well as providing for the welfare of the children and young people. Good practice provides for this. If a child or young person makes allegations against you such as "you're always picking on me" or "you hit me", keep a record of this, again noting the date, time and place. If possible, get another adult to witness the allegation. A copy of this record should be passed to the incumbent for inclusion in the "Child Protection Folder".

14.4 If a child's or young person's behaviour gives concern, whether it is about their treatment of others in the group, their language, inappropriate touching of other children or workers, or general behavioural problems, make a record of this, and make sure that another adult, such as the group leader, knows. A copy of this record should be passed to the incumbent for inclusion in the "Child Protection Folder".

15. HEALTH AND SAFETY ISSUES

15.1 The PCC recognises its responsibility to provide a safe, secure and caring environment for children and young people, and to promote safe working practices in all the children's organisations.

15.2 Leaders of organisations and those working with children and young people should ensure that equipment is clean, safe and appropriate for the activity they are to undertake.

15.3 Leaders of organisations and those working with children and young people should check the premises before children or young people arrive, to ensure that the premises are clean, safe and secure, and appropriate for the activity. Workers should familiarise themselves with emergency exits, and ensure that they are not obstructed.

15.4 All workers should familiarise themselves with the location and safe operation of fire extinguishers, and be aware of what to do in the event of fire or a similar emergency.

15.5 An Accident Book will be kept in each Church. In the event of any accident or emergency the Leader of the organisation or activity should make a record of the event, and of any action that they took, in the Accident Book and should sign and date it. The incumbent should also be informed of the event, and the church Insurers notified at once by him, if appropriate.

15.6 The PCC is responsible for ensuring that adequate and appropriate insurance cover, relating to all activities and organisations working with children and young people, is in place. To assist in this, leaders of organisations are asked to keep the incumbent and PCC informed about any special events or activities that may require additional insurance cover.

15.7 Access to the church buildings should be well lit and clearly marked.

15.8 No weapons or illegal substances should be brought onto the premises. When safe to do so, any found will be confiscated and reported to the police. Note that Appendix 2 gives detailed guidance on the PCC's policy regarding drugs.

15.9 A copy of the full Health & Safety Policy is available from the incumbent.

16. TRANSPORT

16.1 If transportation of children or young people is required, as far as possible there should be 2 workers in each vehicle. If this is not possible, parental consent to the arrangement should be obtained and confirmed by note, or via the consent form.

16.2 It is the responsibility of drivers to check that they have a valid licence, held for over two years, for the class of vehicle being used, that it is appropriately taxed, MOT'd and insured. In particular they should ensure the vehicle is insured for the transport of children and young people. Those organising outings requiring the use of private vehicles are responsible for ensuring that car owners are aware of the above. Drivers with an endorsement of six points or more, or an unspent conviction for a serious road traffic offence, must report this to the PSCC or incumbent.

16.3 Cars used for transporting children and young people must have seat belts in the front and back, and these must be used. Similarly, mini-buses or coaches must have seat belts throughout. Seat belts must be used, with child seats where appropriate. Where children under 12 are being transported the driver must comply with regulations on child seats or booster seats.

17. PHOTOGRAPHS AND ELECTRONIC COMMUNICATIONS

Photographs

17.1 Written permission must be obtained from parents before

- photographs are taken of children and young people at church organised events or groups;
- photographs are published – whether in church magazines, local press or on-line;
- photographs are stored – in any form, digital or not. Digital storage must be in accordance with the PCC's overall policy on personal data.

17.2 To protect the privacy of children and young people, generally, photographs should not be of one child only. Further, they should not be labelled in such a way that a specific child's name and photograph can be matched.

17.3 Photographs taken on a digital camera, which the church might wish to keep, should be passed to the parish office and deleted from an individual's camera or computer as soon as possible. As a general principle leaders should not take photographs with mobile phone cameras because of the danger that these could be posted immediately on the internet or sent to another individual or group very quickly.

Communication

17.4 From time to time, workers may contact children and young people by email or text message in order to organise events or groups. Workers should ensure that the parents, the incumbent and the PSCC are aware that such communication happens. In particular,

- emails should be as public as possible – group emails wherever possible, or when they are to one individual also copied to the parents, incumbent or PSCC;
- if possible, text messages should be saved and a permanent record kept.

17.5 Where they feel confidentiality requires it, PCC accepts that the incumbent might feel it inappropriate to copy communications to others. In such cases they must make a permanent physical record.

17.6 Workers should remember that whilst email and text messages are conversational in nature, they are effectively a 'print media'. They should restrict their messages to the relevant matter and not enter into personal 'conversations'.

17.7 PCC does not authorise the use of instant messaging software.

Social networking

17.11 Church workers should avoid forming personal links on social networking internet sites with young people with whom they work, unless there is a pre-existing relationship with the child or young person and their family, and the young person's parents or guardians are aware of the links.

17.8 The Church may have official pages or sites on social networking websites, which workers and young people may link to, provided they are over the minimum age specified by the site.

17.10 Users must think carefully about the boundaries between personal and church life, and remember that much of the content of these sites, including comments from users, is public.

DEALING WITH ABUSE

18. AWARENESS OF ABUSE

18.1 It is the responsibility of the incumbent and PCC to ensure that all workers understand what is meant by abuse, and to understand the procedures which have to be followed if a disclosure of abuse is made. Some useful guidelines on "Understanding Abuse" are summarised in Appendix 1.

18.2 The incumbent, PCC and PSCC will ensure that training awareness of abuse, and of how to respond appropriately, is made available to children's and young people's workers.

18.3 If there are suspicions of abuse, rather than disclosure, these should be recorded and reported to the incumbent, who will take advice from the Bishop's Safeguarding Children Adviser via the Bishop's Office or from the NSPCC helpline.

19. REPORTS OF ABUSE

19.1 If a disclosure of abuse is made to a worker the procedure set out below will be followed.

19.2 If the worker judges that the child or young person concerned is **in immediate danger** then they should contact the children's social care services (Referral and Advice Officer or out of hours Emergency Duty Team) or Police (Child and Adult Protection Unit) **without delay**. Phone numbers for these organisations will be made available to workers.

19.3 The disclosure should be reported **at the earliest opportunity** to the incumbent. The incumbent will contact the children's social care services or Police if this has not already been done.

19.4 The incumbent will report the disclosure and circumstances to the Bishop's Safeguarding Children Adviser through the Bishop's Office within 24 hours.

19.5 The incumbent will inform the Insurance Company that a disclosure of abuse has taken place. The Insurance Company will need to be sure that proper procedures have been followed, especially if a worker or volunteer is accused of abuse.

19.6 If the alleged abuser is the incumbent, then a churchwarden should carry out the incumbent's duties under 19.1 to 19.5 above.

19.7 Throughout the procedure all who are involved must keep full records of their actions, and notes of all conversations they have regarding the disclosure. Records must be kept securely and access restricted.

19.8 Disclosures of abuse may only be investigated by the proper authorities e.g. children's social care services or the Police. **No one from the church will pursue any investigations into allegations or disclosures.**

19.9 Further information on these procedures is contained in Appendix 1.

19.10 Where the alleged abuser is a church worker, the PCC must assess whether to refer the complaint to the DBS. The circumstances and procedures are set out in Appendix 3. It should be noted that it is a criminal offence to fail to comply.

20. PASTORAL CARE AND CONFESSION

20.1 Allegations of abuse must be handled sensitively. Support and advice will be sought from the Bishop's Safeguarding Children Adviser through the Bishop's Office. The safety of children and

young people will be paramount. If there is likely to be publicity or media interest, the incumbent may also need to contact the Bishop's Director of Communications

20.2 Both those making an allegation or disclosure of abuse, and the person about whom an allegation is made, will need support. Different people must give support for each. The Bishop's Adviser for Child Protection will be consulted on how this will be practically managed in each individual situation.

20.3 Those to whom an allegation or disclosure of abuse is made may require advice or pastoral support. In the first instance this will be provided by the incumbent or by others as appropriate. The Bishop's Safeguarding Children Adviser may be consulted.

20.4 Adult survivors of abuse may seek pastoral support or make allegations. The Bishop's Adviser may be able to advise on appropriate support, and on the agencies best suited to deliver it in each individual case.

20.5 It is recognised that some known offenders and perpetrators of abuse are part of church communities and organisations. Recognition of their needs and appropriate support are necessary, without putting children at risk. If such a situation should arise in the parish, guidance and support will be sought from the Bishop's Safeguarding Children Adviser.

20.6 With regards to confidentiality, and confession, the guidelines from "God's Children: Our Diocese", 2005 will be followed, and the incumbent will consult the Bishop's office.

20.7 With regards to confession of abuse, the guidelines from "God's Children: Our Diocese", 2011, section 3 will be followed by the incumbent and the incumbent will consult the Bishop's office.

20.8 To avoid any question, if approached for counsel or confession, the incumbent will make it clear in advance that he is unwilling to guarantee absolute confidentiality on the issue of child abuse and there are circumstances when he will pass information to an appropriate authority. If necessary, he will make arrangements for an alternative priest to take a sacramental confession.

DEALING WITH KNOWN ABUSERS

21. ABUSERS

21.1 The PCC recognises with regret that there are individuals who abuse children, and that they may be part of our church community. However the safety of children and young children must always be paramount. This is not to exclude people from the love of God through the church but to recognise that these people will need support and boundaries.

21.2 Abusers in the church may be:

- those who have been convicted or cautioned with regard to any of the types of abuse listed in Appendix 1;
- those who are known to the criminal justice system;
- those who are known to others but where no action has been taken;
- those who are not known.

They may or may not be still abusing.

21.3 We recognise that abusers are practised in deception, and may be attending church in order to gain access to children by building relationships with them.

22. CONFIDENTIALITY

22.1 The incumbent might learn about an abuser from:

- the police, prison services, children's social care services or a rehabilitation clinic;
- the prison service or the courts;
- agencies which form part of the Multi Agency Public Protection Arrangements (MAPPA)
- the Archdeacon or the Bishop;
- the incumbent of a church previously attended by the abuser;
- the Criminal Records Bureau;
- the abuser in person;
- a member of the congregation.

22.2 Confidentiality of this sensitive information is of prime importance for everyone involved. Boundaries need to be set with the Bishop's Advisor and these will be different in every situation. Consideration must be given to the safety of the abuser. However, the PCC believe that the protection of children is paramount. These boundaries may need to be broken if the incumbent thinks children or young people are at risk.

22.3 A known abuser who is a church member may be subject to a confidential Safeguarding Children Agreement, which is drawn up with the incumbent, the abuser, the Bishop's Adviser and other relevant people, and may set out conditions such as which services may be attended and a policy on contact with children.

22.4 We again note the specific issue of a disclosure being made to the incumbent or curate by someone believing the conversation to be in the nature of a sacramental confession, and so strictly confidential. To avoid any question, if approached for counsel or confession the incumbent or curate will make it clear in advance that he is unwilling to guarantee absolute confidentiality on the issue of child abuse. If necessary, he will make arrangements for an alternative priest to take a sacramental confession.

22.5 Because of the changing face of church officers and congregations, the issue of 'who knows' will be constantly reviewed. The PCC recognises that such knowledge is a burden for those who hold it and they will need pastoral support and guidance on the nature of abuse and abusers.

23. IMMEDIATE ACTIONS

23.1 The incumbent must ascertain from the person giving the information what contact they have with the abuser, and what safeguards have been put in place.

23.2 The incumbent must ensure that the abuser is not doing any work that brings them into contact with children and young people and if they are, stop this immediately.

23.3 The incumbent must consider whether children and young people outside the church context are at immediate risk. If he believes they may be he should contact children's social care services

23.4 The incumbent must, in any case, contact the Bishop's Advisor who will advise on future action to be taken in this specific circumstance.

23.5 If the abuser says they are still abusing, the incumbent must follow the procedures set out in sections 19 and 20 above.

24. SUBSEQUENT ACTIONS

24.1 Every situation may be different. When the Bishop's Adviser is contacted she will give appropriate advice and support. An assessment of the risks will be carried out, and a written contract with the abuser may result.

24.2 The Bishop's Adviser may make contact with the statutory authorities.

24.3 Should an allegation be made against the abuser, full child protection procedures, as set out in this document, should be followed.

24.4 If the abuser leaves the church the incumbent will seek the advice of the Bishop's Adviser. This may result in him informing:

- any agency that has been involved;
- any referring agency
- the incumbent/minister of any new church that the abuser may be attending.

COMMUNICATION AND REVIEW OF THE POLICY

25. MAKING THE POLICY KNOWN

25.1 The PCC recognises its responsibility to make its policy and procedures for the protection of children and young people generally known to church members, children's and young people's workers, children, young people and their families, and other organisations linked with the church or using its premises.

25.2 Copies of the Policy and Procedures Document will be kept in each church where they may be consulted by all concerned. The introduction to the document and Statement of Policy will be posted on notice-boards in each church.

25.3 Copies of the Policy and Procedures Document will be given to all children's and young people's workers and appropriate training will be provided. The document will be available to any other person on request. A register will be kept of all those who have been provided with a copy of the Policy and Procedures Document.

25.4 We will display contact details for: the PSCC, the PCA, the Bishop's Adviser for Safeguarding Children, NSPCC and Childline, in church premises. We also display Appendix 3 the Policy on Drug Abuse.

26. ANNUAL REVIEW

26.1 On behalf of the PCCs, the incumbent and PSCC will carry out an annual review of this Policy and Procedures for the Safeguarding of Children and Young People, and present to the PCCs any proposed revisions.

27. LIST OF STANDARD DOCUMENTS AVAILABLE

The following standard documents and templates are available from the PSCC or the PCA in both paper and electronic formats:

- Volunteer Application Form
- Confidential Declaration
- Registration Form for On-Site Group Activities
- Outline General Consent Form for taking children or young people on a DAY TRIP
- Referral Form – for use when making a referral to children's social care services or the Police

Other, more in-depth, information is available within the 'God's Children: Our Diocese' document which will be kept in the Vicarage or is available at the Diocesan website.

APPENDIX 1: GUIDANCE ON DEALING WITH ABUSE

UNDERSTANDING ABUSE: WHAT IS IT?

The Government has gained an inter-agency agreement on what constitutes abuse. There are generally recognised to be seven types.

- I. **Neglect** is persistent or severe neglect of a child that results in a serious impairment of a child's health or personal development.
- II. **Physical**, injury by deliberate action or by not knowingly preventing an injury.
- III. **Sexual**, involving under 16's in sexual activities which they are unable to comprehend, or give informed consent to, or which crosses normal social taboos.
- IV. **Emotional** is persistent or severe emotional ill treatment or rejection having an effect on behaviour and emotional development.
- V. **Grave concern**: situations where an Under 18 is deemed to be at risk of abuse e.g. when another child is being abused.
- VI. **Situational abuse**, where social or economic situations determine that a child cannot develop or thrive properly.
- VII. **Systematic abuse**, where the system designed to protect in itself produces abuse, e.g. abuse in children's homes.

WARNING SIGNS

Diagnosis is a specialist social and medical task and signs of abuse may in fact be indications of other problems. However, the following are signs for lay people to watch for:

- Unexplained injuries or signs of neglect.
- Aggressive behaviour or severe tantrums
- An unexplained air of "detachment" or "not caring"
- Sexually explicit behaviour inappropriate to the age group, including open or aggressive sex play
- The child is happier away from home, or is kept at home for unexplained or inconsistent reasons
- The child does not join in activities, ignores friends, suddenly does not trust adults
- Running away from home
- Relationships between adults and children which are secretive and exclude others
- The child complains of "tummy pains" with no medical cause
- The child reverts to younger behaviour
- Self inflicted injuries or suicide attempts
- Eating problems – under and over eating
- Depression and withdrawal
- Severe sleep disturbances with fear and phobias

Such signs should make us stop and think, not jump to conclusions. They are pieces in a jigsaw. If concerned, workers should record their observations and concerns and provide a copy to the incumbent for entry in the child Protection Folder (see paragraphs 12.2 to 12.4) Proper recording provides protection to both children and workers, and may lead to a decision to take further action.

HOW TO REACT TO SUSPICION OF ABUSE

Diagnosis of abuse must be left to qualified professionals. If you have suspicion of abuse, rather than disclosure, think through the signs, record your concerns and report them to the incumbent who will take advice from the Bishop's Adviser via the Bishop's Office or from the NSPCC help line.

If you suspect or know that a child is at risk of abuse or may be in immediate danger, do not delay., contact the police, the children's social care services or the NSPCC at once. The responsibility to report children thought to be at risk rests with the individual who identifies the concern, regardless of their position in the organisation. Then inform the incumbent who will follow the procedure set out in section 13 of this document.

HOW TO REACT TO DISCLOSURE OF ABUSE

A positive and calm response is crucial to the child or teenager. Above all do not avoid the issue: children suffer for years as a result of adults not acting on well-founded suspicion or mishandling disclosures. The following guidelines may be useful:

- Be prepared, and ensure that other volunteers are as well.
- Allow the discloser to talk and to use their own words. Create the space and time for this and demand that others allow this.
- Believe the child. Look at them directly and take in what is said. Reassure them that they were right to tell you.
- Pass no judgement. Even if you think the disclosure may be malicious you still need to act. A clear verbal disclosure of abuse is a supreme act of trust particularly for young children.
- Do not push for information or ask leading questions.
- Do not investigate allegations, confront alleged abusers, or make hasty judgements. Disclosure may only be investigated by the proper authorities, children's social care services and Police, and no-one from The Kingsbury & Baxterley Group of Parishes will pursue any investigations into allegations.
- Do not promise confidentiality, you may need to report without their consent. Consult the person you are authorised to inform (e.g. the incumbent or the group leader)
- Make an accurate note of the disclosure, recording dates, times and place. Use the actual language used by the child or young person, not a tidied-up version.
- Expect to have to handle your own strong feelings of guilt, fear or anger within yourself and others who become involved.
- Do not let surprise at the identity of the alleged abuser prevent you from taking action. People with high standing in the community, people with caring roles, personal friends and even young people can all be abusers.
- Ensure that the child or young person knows that they can return for help, or can contact other agencies such as NSPCC or Child line.
- Do not discuss the allegation with anyone else, apart from reporting it to the person you are authorised to inform.
- If you have seen injuries, sketch or describe them but do not try to examine the child.
- In general a parent would be informed before referring (the incumbent may need to do this) but this may not always be appropriate, for example if the parent is the alleged abuser. If a parent is not informed, record the reason.

DIOCESAN PROCEDURES

If anyone makes a disclosure of abuse, section 19 of this document sets out the procedures to be followed.

AFTERWARDS

Once an official investigation is underway control over what happens rests with the authorities. Expect a stressful situation. Clergy and workers have a supporting role. A parish should try to maintain links with the children/young people, the family and the community involved in the investigation.

APPENDIX 2: MAKING A REFERRAL TO THE DBS

WHEN TO REFER

The PCCs have a statutory duty to refer information to the DBS. It will be important for the PCCs to consider:

- whether an individual's behaviour is '**relevant conduct**', defined as:
 - conduct endangering, or is likely to endanger, a child or vulnerable adult;
 - conduct that, if repeated against a child or vulnerable adult, would endanger them or be likely to endanger them;
 - conduct involving sexual material relating to children (including possession of such material);
 - conduct involving sexually explicit images depicting violence against human beings (including possession of such images);
 - inappropriate conduct of a sexual nature involving a child or vulnerable adult.

or:

- whether an individual's behaviour has raised concerns in respect of harm they have caused or potentially could cause in the future to a child or vulnerable adult. The DBS defines this behaviour which
 - may harm a child or vulnerable adult;
 - may cause a child or vulnerable adult to be harmed;
 - puts a child or vulnerable adult at risk of harm;
 - attempts to harm a child or vulnerable adult; or
 - incites another to harm a child or vulnerable adult.

and/or:

- an individual has received a caution or conviction for a relevant offence. A relevant offence is a serious criminal offence which qualifies a person for automatic inclusion in the 'barred' lists (e.g. the rape of a child)

If having gathered sufficient evidence to suggest on the balance of probabilities that any one of the above criteria have been met, then the PCC or other body has a duty to make a referral.

A referral must be made where an employee of, or a volunteer appointed by the PCC or other body is removed from regulated activity for any of the above reasons irrespective of whether that person subsequently resigns, retires, is made redundant, transfers to other activity or leaves the parish.

This duty is unlikely to arise very often but it is important when it does occur, because failure to comply is a criminal offence.

HOW TO REFER

If the PCC believes that a referral may be necessary, they should contact the Bishop's Adviser for Child Protection in the first instance through Bishop's Croft. The Bishop's Adviser will then advise the PCC on what appropriate action should be taken.

Arrangements are required such that PCC can be confident that any instances that may warrant a referral will be properly handled. So, PCC has delegated specific authority to a group comprising the PLP, PSCC, a church warden and the incumbent to deal with any instances which might trigger a referral. This group is empowered to act without reference back to the PCC, but must report to the PCC from time to time on the exercise of its delegated powers (without disclosing personal information that should remain confidential to those who need to have it).

The above refers to the PCC's statutory duty to make a referral. However, it is important to remember that safeguarding vulnerable groups is the responsibility of us all and that anyone can and should report an individual if their behaviour is such that they believe that the individual has

caused or is likely to cause harm to a child or vulnerable adult. Such referrals should be made directly to children's social care services or to the police.

APPENDIX 3: POLICY ON DRUG ABUSE

LEGAL BACKGROUND

The Misuse of Drugs Acts 1971 says that a person commits an offence if he knowingly permits or suffers the presence or use of controlled drugs.

Person has been interpreted to mean anyone in a supervisory role, or with responsibility for the premises. This would include the PCC, its officers, and the volunteers who supervise the activity.

Knowingly is defined to cover: actual knowledge; knowledge of circumstances which cause suspicion; knowledge of circumstance such it could be said they had shut their eyes to the obvious; not caring whether or not an offence takes place.

Controlled drugs covers the following:

- Class A: including heroin, opium derivatives, cocaine, LSD, ecstasy
- Class B: including barbiturates, oral preparations of amphetamines
- Class C: including tranquillisers such as cannabis, valium, sleeping pills, less harmful amphetamines.

ZERO TOLERANCE

To protect all members of the church and church groups, and particularly to protect children and young people, the PCC adopts a policy of 'zero tolerance'. No illegal drugs shall be brought onto, sold on, used on or made on premises owned by the church. No illegal drugs shall be brought to, sold at, used at or made at any group or activity organised by the church.

A notice setting out the PCC's policy towards drugs will be displayed in each church.

ACTION FOLLOWING DRUG INCIDENTS

If a worker becomes aware that illegal drugs are present, he/she must immediately inform the leader of their group who will report the matter to:

- the emergency ambulance service - if an incident of actual abuse has occurred;
- the police;
- the incumbent.

Where the person involved is a child or young person, their parents/guardians will also be informed.

If it becomes necessary to remove a person from the premises, group or activity immediately, this must be done safely and appropriately. Regard must be paid to the person's age, perceived state of health and whether any aggression is being shown. In exceptional circumstances a volunteer may have to physically restrain a child or young person. This raises other Child Protection issues. Broadly speaking, if there is a significant risk of them harming either themselves or others, they may be legally restrained. If possible a second volunteer should be present.

There may be materials at the scene - hypodermic needles, foils, tablets, vomit, etc. These must be preserved as they may help decide upon appropriate medical treatment, and may constitute forensic evidence. Hypodermic needles can transmit communicable diseases and must be treated with care.

The person or persons involved in the incident may be banned from the premises, group or activity - either temporarily or permanently. The incumbent and wardens will take advice from diocesan representatives, and after discussion with the PCC will rule on the extent of any ban.

The incumbent shall make a record of any incident including: full description of the incident; the names of persons involved; when and to whom the incident was reported. Where a person is banned, the record should also show: what steps the incumbent took to take advice; the commencement and duration of the ban.