

The King's Church
Child
Protection
Policy

THE KING'S CHURCH CHILD PROTECTION POLICY

Introduction

Church Details

Name of the church: The King's Church, Arnold, Nottingham (hereafter, "The Church")

Location: Arnold

Denomination: Independent

Church Statement

The church has a growing children's and young people's ministry. The Church takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

Church Mission

As part of the mission, the Church is committed to:

- Listening to, relating effectively and valuing children and young people whilst ensuring their protection within church activities.
- Encouraging and supporting parents/carers
- Ensuring that children's/youth workers are given support and training
- Having a system for dealing with concerns about possible abuse
- Maintaining good links with the statutory child care authorities

Policy Sections

1 The Policy: pages 1 - 9

2 Practice Guidance: pages 10 - 22

3 Appendices: pages 23 - 36

Areas Of Policy

The Church recognises that many children and young people today are the victims of neglect, and physical, sexual and emotional abuse. Accordingly, the Church has adopted the policy contained in this document, (hereafter “the policy”). The policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against leaders or members of the church
- Appointing children's/youth workers
- Supervision of activities and practice issues
- Helping victims of abuse
- Working with offenders

The Church recognises the need to build constructive links with the child care agencies. Accordingly, these guidelines have been prepared in consultation with the Nottinghamshire Social Services and PCCA's Churches Child Protection Advisory Service, (CCPAS) who hold a copy of this policy.

The local Social Services office telephone number between 9.00am and 5.00pm is 0115 8546000, the out of hours number known as the Emergency Duty Team is 9560437.

The policy is supported by more detailed practice guidance, (see Part 2). The policy and supporting guidance will be used as a basis for training in child protection. The church is committed to ensuring that all those who work with children and young people in the church context, are familiar with the contents of the policy and guidance and are offered on-going child protection training.

Definitions of Abuse

The Church accepts the definitions of abuse as outlined below from Government guidance, (Department for Education and Employment, Department of Health and the Home Office in their joint document, Working Together to Safeguard Children, 1999) :

Abuse and Neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment 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 insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. 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 ill treatment of a child, though it may occur alone.

Sexual Abuse

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

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failure to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Organised Abuse

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. 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.

Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

(A child may suffer more than one category of abuse).

What To Do If You Suspect That Abuse May Have Occurred

- 1 You must report concerns as soon as possible to Robert Burwood (hereafter the “Co-ordinator”) (phone number) 0115 8403992 who is nominated by the Church to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. He may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. In the absence of the Co-ordinator the matter should be brought to the attention of the Deputy Co-ordinator.
- 2 If the suspicions in any way involve the Co-ordinator then the report should be made to Mark Hopkins (hereafter the “Deputy Co-ordinator”) (phone number) 0115 8407624. If the suspicions in any way implicate both the Co-ordinator and the Deputy Co-ordinator, then the report should be made in the first instance to **PCCA Churches’ Child Protection Advisory Service** (hereafter “CCPAS”), PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550 office, 0845 120 4551 helpline, info@ccpas.co.uk, www.ccpas.co.uk. Alternatively contact Social Services on 0115 8546000
- 3 Suspicions will not be discussed with anyone other than those nominated above.
- 4 It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from CCPAS, although we hope that members of the church will use this procedure. If, however, you feel that the Co-ordinator or Deputy has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of the church to effective child protection.

(See flow chart Appendix 1)

Allegations Of Physical Injury Or Neglect

If a child has a physical injury or symptom of neglect, the Co-ordinator will:

- 1 Contact Social Services (or CCPAS) for advice in cases of deliberate injury or where concerned about the child’s safety. The parents should not be informed by the church/organisation in these circumstances.
- 2 Where emergency medical attention is necessary it will be sought immediately. The Co-ordinator will inform the doctor of any suspicions of abuse.
- 3 In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor, (or health visitor) will then initiate further action, if necessary
- 4 If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
- 5 Where the parent/carer is unwilling to seek help, if appropriate, the church Co-ordinator will offer to go with them. If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services for advice.

- 6 Where the Co-ordinator is unsure whether or not to refer a case to the Social Services, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

Allegations Of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Co-ordinator will:

- 1 Contact the Social Services duty social worker for children and families or Police Child Protection Team directly. The Co-ordinator will **NOT** speak to the parent (or anyone else).
- 2 If, for any reason, the Co-ordinator is unsure whether or not to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- 3 Under no circumstances will the Co-ordinator attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- 4 Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy should not delay referral to the Social Services Department.
- 5 Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Deputy as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.
- 6 The Church will support the Co-ordinator or Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

Working with Offenders

Where someone attending the church is known to have abused children, then whilst extending friendship to the individual, the Church in its commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep. Detailed guidance on our procedures is in the Practice Guidance section.

Helping victims of Abuse

As a church we are committed to supporting victims of abuse, and encouraging them in their faith.

Appointment Of Workers

In appointing workers, the Church will be responsible for the following:

- 1 All prospective workers will be asked to complete an application form.

See Form 3:

- 2 The procedure for the appointment will be:

The selection process

The selection process will include the following:

- Asking the potential worker to complete a form (Form 3), giving information as to their name (and any previous names/aliases) date and place of birth, current and previous addresses, as well as details of employment history, previous churches/groups etc. We could consider asking to see birth/marriage certificates to enable us to check names. They should be asked to declare whether they have ever been convicted, charged or cautioned in relation to any offence and informed of the provision of the Rehabilitation of Offenders Act 1974.
- Interviewing a potential worker and finding out about their past and ensuring that they have resolved any issues of their own from the past.
- Talking to others who may know the person, e.g. previous church leaders, friends, home group leader etc and taking up formal references
- Discussing with the applicant in detail the church's policy on safeguarding children's welfare and expectations in relation to practice issues e.g. supervision of children's activities and workers etc
- Attaching the new appointee to a more experienced worker for a period of time e.g. three months; (this could include co-working, or just having someone to talk to in a mentoring style relationship).
- During and at the end of this probationary period, receiving feedback from other workers on the progress of the trainee/new appointee.
- Only then confirming the appointment – perhaps with regular reviews and support where there are particular concerns.

3 The criteria for NOT appointing children's workers will vary but will include the following:-

a) Sexual Offenders

Sexual offenders could be male or female, though we have referred to "he" consistently in this and sections which follow. Sexual offences are addictive in nature, so no matter how old the offence is, there may still be a current risk.

An adult who is a known convicted offender who has committed acts of violence or sexual offences against children or adults should, in our view, never work with children again. This is in the interests of children and the person who has offended in the past. They might have accepted responsibility for their previous acts, be genuinely repentant, and have responded positively to a programme of help **but it would be completely unacceptable to place children in a situation where there is a known risk** – i.e. the abuser could succumb to temptation and re-abuse.

There is a place for each of us within the church, but for those who have offended or are not suited or we have reservations about, it should be in an area **unconnected** with children's and youth activities. We will not allow them to be in positions where they can cultivate relationships with children.

If we have reservations about an individual's behaviour, lifestyle, and attitudes, then we will need to consider the risks to which they might be exposing children. We will never use children as experiments if we have reasons to doubt a worker's suitability for the job. **No one has a right to work with children or youth.**

b) A Refusal to work under the authority structures in the Church, or in line with our Values and Vision, modelling Christian discipleship.

4 Workers will be given a contract on appointment.

5 Children's workers will be given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline of children.

Other users of church premises

When letting church premises to individuals or organisations we will include the following clause in agreements:

*The Licensee confirms that they are fully aware of the principles contained in the Home Office Code of Practice **Safe from Harm** and undertake to adopt the recommended practice in all work with children and young people under the age of sixteen years.*

Workers from overseas

Sometimes we may have mission teams or individuals coming from abroad to work for short periods of time. We will ensure that we carry out whatever checks are possible: e.g. they have references from reliable sources and that they do not have unsupervised contact with children and young people without suitable checks. We will consider attaching each individual to one of our approved workers.

Abuse of Trust: “Caring for young people and the vulnerable”, Guidance for preventing abuse of trust’

Those over the age of consent, (16) and under the age of 18, and vulnerable adults: -
It will be unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

Note

This policy is based on a model child protection policy supplied by the Churches' Child Protection Advisory Service – a project of PCCA Child Care. A copy of the policy and all amendments will be filed with CCPAS. This policy must not be copied by other churches/organisations without the written agreement of CCPAS.

Practice **Guidance**

Recognising And Responding To Abuse

RECOGNISING AND RESPONDING TO ABUSE

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

PHYSICAL SIGNS OF ABUSE

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries which have not received medical attention
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

INDICATORS OF POSSIBLE SEXUAL ABUSE

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders – anorexia, bulimia

EMOTIONAL SIGNS OF ABUSE

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE

It is not easy to give precise guidance, but the following may help:

GENERAL POINTS

- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know – don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

HELPFUL THINGS YOU MAY SAY OR SHOW

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

CONCLUDING

- Again reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the person in your church/organisation responsible for co-ordinating child protection concerns or contact an agency such as CCPAS for advice or go directly to Social Services/Police/NSPCC
- Consider your own feelings and seek pastoral support if needed

Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period.

What To Do Once A Child Has Talked To You About Abuse:

The Procedure

- 1 **Make notes as soon as possible** (preferably within an hour of being told), writing down exactly what the child said, write what you said in reply to the child, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently. Use Form 9 in the Appendices and Forms section.
- 2 Report your discussion as soon as possible to the Co-ordinator. If the latter is implicated report to the Deputy Co-ordinator. If both are implicated, report to CCPAS or to Social Services if preferred.
- 3 You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
- 4 Once a child has talked about abuse the worker/co-ordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect safety measures for the child so that they do not return home.

Working with Offenders: -

Boundaries and contracts for offenders in churches

Where someone attending the church is known to have abused children, then it will be important to extend love and friendship to the individual, but at the same time the leadership will need to ensure that a frank discussion takes place with the person concerned and efforts made to sustain open communication. It will be necessary to establish clear boundaries for both the protection of the young people and to lessen the possibility of the adult being wrongly suspected of abuse.

Someone who is on an after-care licence for sexual offences against children may be receiving a high level of intensive supervision from a specialist probation officer. There could well be a restriction on where he lives and works – particularly if he is thinking of returning to his family when children are still living there, or if he was lodging where there are children, or if he was living close to a school. An offender who has served his sentence may still have restrictions placed on him and be registered with the police. Not everyone who commits sexual offences against children will have a custodial sentence; some will have been placed on probation.

Sexual offences are often addictive, so you cannot assume that he has “*learnt his lesson*”, “*forgive and forget*”, etc. He may well be tempted to re-offend, he may fantasise about abusing and he might try to gain access to children and young people by befriending their parents. He may try to manipulate and control and be coming to the church specifically to contact children.

Churches should be looking for direct contact with the person’s supervising probation officer, and also expect that the supervising officer would be making contact with the church on any issue relating to the safety of children.

With the individual’s agreement, (and, in certain cases, even without the individual’s agreement) it may be possible to explain the circumstances to the church congregation in such a way that promotes understanding and support to the individual, but at the same time ensuring that other church members do not unwittingly allow children contact with the individual concerned. Often church leaders fear the effect that telling everyone would have on the congregation –they may gossip it widely, tell the press or vote with their feet! The offender might not want the church to know anyway, or get sexual pleasure or undue attention from relating their story.

In deciding whether or not to tell the church, it will be important to not only listen to what the offender says but talk to statutory agencies who may be involved. For example, a probation officer will know the person’s background, crime details, risks, treatment plans, etc and will be able to advise you on management.

In any event, it will be important for key people, like crèche leader, Sunday school leader, youth leader, etc to know that the person is attending the church and that he should not be having contact with the children. He should never be on his own with children and young people.

In all circumstances we advise that leaders (we suggest more than one) should meet with the offender at an early stage. Boundaries that the person will be expected to keep to should be discussed. A written contract is advisable. Although this sounds very formal, it would need to be because of the manipulative ways of sex offenders. This contract should involve the person’s family and partner who may also be

attending church and will need to be informed. The statement might begin by setting out the pastoral support and care which is being offered. The following example might be helpful in considering other points to be included:

- *I will never allow myself to be in a situation where I am alone with children/young people*
- *I will attend meetings/house groups as directed by the church leadership*
- *I will sit where directed in the church and will not place myself in the vicinity of children and young people*
- *I will not enter certain parts of the building designated by the leadership, nor any area where children's activities are in progress*
- *I will decline invitations of hospitality where there are children in the home*
- *I accept that "x" and "y" will sit with me during church activities, accompanying me when I need to use other facilities. They will know I am a Schedule 1 offender/registered with the police under the terms of the Sex Offenders Act*
- *I accept there are certain people who will need to be told of my circumstances in order for them to protect the children/young people for whom they care*
- *I accept that contact will need to be made with my probation officer, who will meet with church leaders as and when necessary (where appropriate)*
- *I accept that "z" will provide me with pastoral care*
- *I understand that if I do not keep to these conditions, then I may be barred from attending the church, and in such circumstances the leadership may choose to inform the statutory agencies (e.g. probation and social services) and any other relevant organisation, and the church congregation*
- *I understand that any other concerns will be taken seriously and reported*
- *I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period*

The document will need to be signed and dated by the offender and by the church representatives. There is, of course, always the issue of someone not keeping to the boundaries set. The legal advice we have received is that the management body of the church (Trustees or whoever) are perfectly entitled to prohibit someone coming onto the premises. In circumstances where you have concerns and someone leaves to go elsewhere, then we do feel that the statutory agencies, such as probation and social services, as well as other local churches or relevant organisations, should be informed.

These issues do raise a lot of anxiety. However, if you know of someone's past, then you can do something actively to protect children. The fact of the matter is that the majority of those who offend against children are not caught. Of those who are, few are prosecuted, and of those few are convicted. Therefore, there is a sense in which it is easier to deal with one known person than the other ninety and nine we don't know about and who could be coming to our church every week. Sometimes it is worth reminding congregations of this fact. In certain circumstances the grass might seem greener down the road, but that church might not take child protection as seriously as we do!

GUIDELINES FOR DISCIPLINE

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12:5-12 and Proverbs 22:6)

Ask God for wisdom, discernment and understanding and pray for and with the child.

Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.

Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.

Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.

Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.

Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?

NEVER smack or hit a child and don't shout – change voice tone if necessary.

Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)

Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.

Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.

Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.

Have the child sit right in front of you or get a helper to sit next to the child.

Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.

Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.

Warn a child that you will speak to their parents and do so if necessary. Warn them, send them outside the room (care re supervision), back into the service or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)

If a child's behaviour is constantly disruptive, seek advice and guidance from a leader. (See church policy on Child Protection)

Pray before you meet and talk over the session before you leave.

Arrangements For Supervision Of Group/Children's Activities

A general form (Form 5) will be completed for every child.

For any residential activities, camps or day trips forms will be completed as appropriate, (Forms 6 & 7)

Supervision: Practical Issues

The areas which need to be considered and reviewed include the following:

- Ratio of adults to children. Number of adults who should be present for a specific indoor/outdoor activity or holiday event. As a guide, it might be helpful for us to consider the ratios required in regulations governing day care for under 8's. These are:

	Adults: Children
0 to 2 years	1: 3
2 to 3 years	1: 4
3 to 8 years	1: 8

Notes. These are suggested figures – we may not, in practice, be able to achieve the same standards as for registered activities, but we need to ensure sufficient adults for child supervision.

- We will be mindful of circumstances when a male or female worker should be involved, or a worker of each sex, or more than one worker.
- Where possible, we will ensure that a worker is not alone with a child, but will be realistic in acknowledging circumstances when this might be necessary or helpful. Sometimes it might be advisable to leave doors open when seeing a child.
- In planning new buildings we will consider glass panels in doors.
- Where confidentiality is important (e.g. counselling) and a young person is being seen on their own, we will ensure that others know the interview is taking place and that someone else is around in the building.
- No person under 16 years of age should be left in charge of any children of any age. Nor should children or young people attending a group be left alone at any time.
- A register of children or young people attending the club or activity will be kept, and a register of helpers. This should include times of arrival and departure if any individual is not attending the whole session, and any others in the building at the time (e.g. a maintenance person).
- We will keep a log of each activity. Workers should record unusual events with each leader recording what they witnessed. This will be very helpful if leaders have to deal with a difficult young person who may subsequently make accusations of assault.
- It is suggested that workers also record in the log book incidents such as fights and what action was taken by the leaders. As the information in the log book is likely to be very sensitive, the log book should be locked away. The log book

should be kept separate from the accident book which is used to record any accidents or injuries. Parents (and older children) should be asked to sign the accident book, (but they would not see what was written in the log book). Use the accident/ incident form (Form 8) Because accusations of abuse may be made many years later, records will be kept for as long as possible

Boundaries

The areas which we will be mindful of include the following:

- The level of personal care, eg toileting, must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- Guidance on touch – e.g. physical contact between adults and children – can be quite healthy and acceptable in public places, but discouraged in circumstances where an adult/child is on his own.

FIGURE 9

TAKING CARE OF TOUCHING

Guidelines on touch for those who work with children.

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors
- Touch should be related to the child's needs, not the worker's
- Touch should be age-appropriate and generally initiated by the child rather than the worker
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood.
- Pointing out anything which could be misconstrued. Concerns about abuse should always be reported.

- Workers should treat all children/young people with dignity and respect in attitude, language used and actions.
- Respect the privacy of children, avoid questionable activity, e.g. rough/sexually provocative games and comments
- If you invite a child to your home, **ensure** this is with the knowledge of the team/leadership and that a parent is aware. (This will not necessarily mean that a child or worker will be safe.)
- Ensure that arrangements for transporting children are with the knowledge of the team/leadership and have parental approval. In some circumstances it may be unwise to carry a particular child on their own.
- Consider carefully arrangements for residential holidays and whether adults should share sleeping accommodation with children. This might be an unwise practice generally, but appropriate, say, with very young children or in a large

dormitory situation or on an activity such as youth hostelling where it is the custom.

- Make sure that the only people allowed into a children's activity (eg crèche, nursery, Sunday School, holiday club, youth club) are the workers assigned to that group. We should not allow other adults to have free access. If they need to be there for a specific reason (e.g. guest speaker, maintenance person), we will ensure that they are noted in our log book, (their name and the time they came/left). We may consider issuing cloakroom style tickets for parents collecting children from the crèche . (This could be particularly helpful in larger church groups/activities.)

Safety matters

The areas which need to be considered include the following:

- Outside **play** areas should be appropriately fenced with gates to prevent small children from straying from the premises and should meet safety requirements
- Ensure there are adequate toilets and handbasins and that when food is being prepared hygiene requirements are observed. It is recommended that at least one worker should hold a Food and Hygiene certificate
- The need for experienced first-aiders and adequate first aid kit.
- Checking that drivers carry a full driving licence and valid insurance and that seat belt rules, requirements for minibuses etc are complied with.).
- Have an annual safety review to consider all aspects of safety for children and young people.

Supporting/supervising workers

The areas which need to be considered include the following:

- Encouraging teamwork and mutual accountability
- It should be accepted that anyone seeing another worker acting in a way which could be misinterpreted should be able to speak to the individual or the supervisor about the concern
- Arranging regular workers' meetings to review procedures to ensure common approach, sharing of concerns and identifying other matters which may need clarification and guidance
- Placing an emphasis on following the group's guidelines and in circumstances where it is necessary to depart from agreed procedures, say in an emergency or for some valid reason (perhaps to protect a child), permission should be sought in advance from a leader or reported immediately afterwards where this is not possible
- Organising feedback sessions to report incidents during which the guidelines have not been adhered to. This provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.
- Keeping a written record of issues/decisions discussed at meetings

What to do if abuse is disclosed/discovered

The areas which need to be considered include the following:

- Using principles contained throughout this guide, ensuring that each person understands their role in receiving information and passing it on to the appropriate person without delay
- Keeping the information to those who need to know.

Helping children to protect themselves

The areas which need to be considered include the following:

- Teaching them safety generally/strangers/good and bad secrets/touches etc. The gospel presents marvellous teaching opportunities, e.g. in presenting the story of the prodigal son and his restoration to the father, children can be helped to understand physical contact which is good, acknowledging also other touches which can be unwelcome or wrong
- Developing common sense rules e.g.:-

THE THREE QUESTIONS I ASK MYSELF

If someone asks or tells me to do anything that I am not sure about:

1. Do I have a "yes" feeling or a "no" feeling?
2. If I do as the person asks, will an adult I trust know where I am?
3. If I do as the person asks, can I be sure to get help if I need it?

If the answer to any of these questions is "no", I can say "no!" and tell an adult I trust about it.

- Talking about suspicions or situations where they feel uncomfortable
- Examining the way in which we present Christian truths, e.g. children obeying parents. This can be a real problem for a child who is being abused – are we telling the child to accept the abuse? Tell children that if they feel uncomfortable or that something may be wrong they can always check things out with another adult. If this first adult does not respond, then speak to other grown-ups until someone does something. You may help children to prepare lists of safe grown-ups – people they can talk to if something was worrying them.

Children with special needs.

We need to be aware that children and young people who have a disability can be subjected to abuse. Indeed studies have shown that children with disabilities are at greatest risk of sexual abuse. There is therefore a need to be extra vigilant in order to protect these children, but there are difficulties:

- It can be hard to know if a child with a disability has been abused because of communication problems.
- Children may have difficulty in understanding what is said to them, or in expressing themselves in ways that others understand.
- The person communicating with a child may not possess the appropriate personal communication skills themselves (e.g. using appropriate spoken and non-verbal communication or using particular forms of communication such as Makaton signs and symbols, British Sign Language etc).

There are a number of reasons why a child with a disability suffers abuse:

- Children with disabilities tend to have more physical contact than those without disabilities (i.e. therapists, care workers) and may require higher levels of personal care.
- The definition of what constitutes abuse is wider for children with disabilities. (This can include force-feeding, financial abuse, over-medication and segregation).
- Attitudes can play a part – the belief that a child or young person with a disability can't be sexually abused because they are seen as a-sexual.

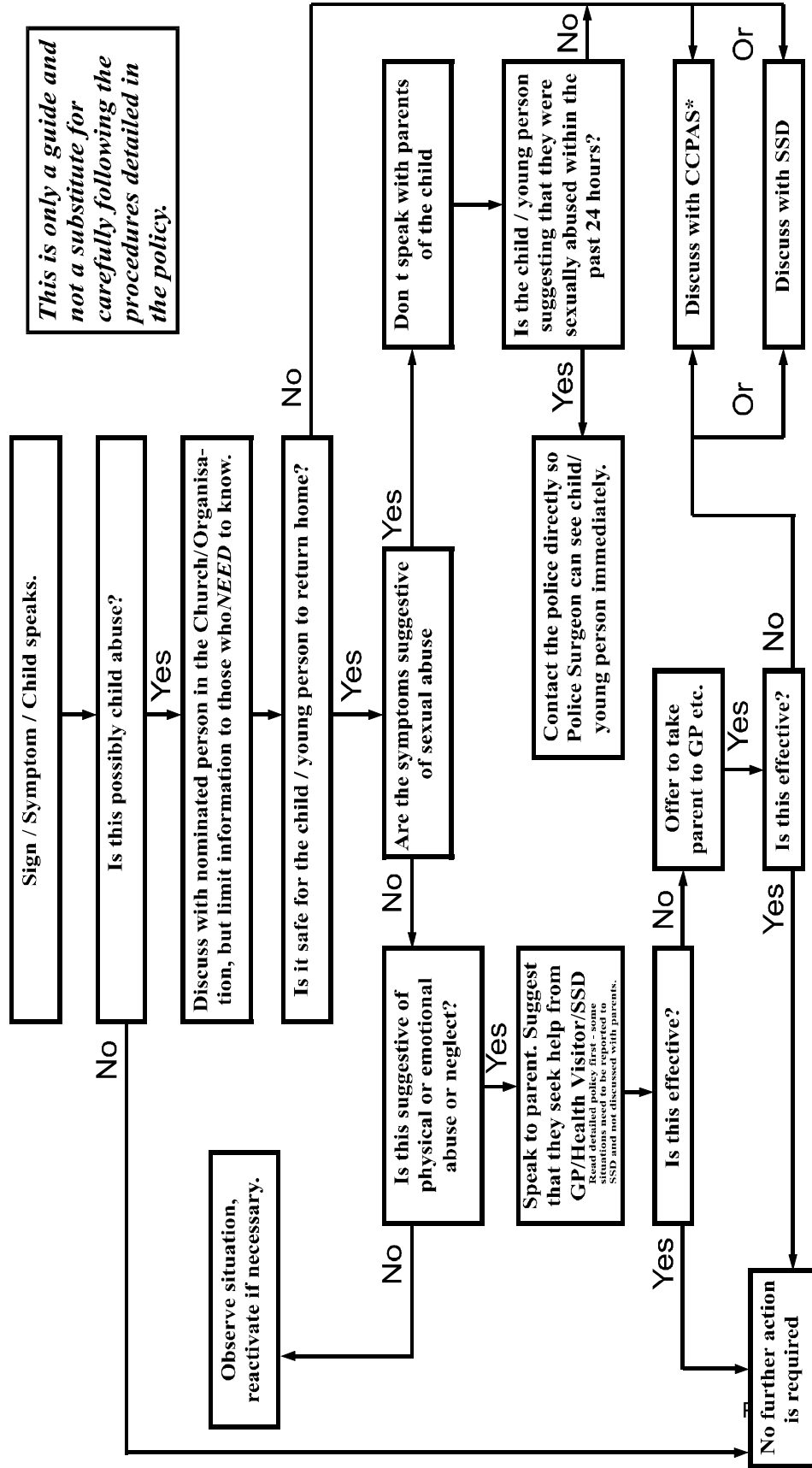
The Church's Role. The church and children's organisations have a pivotal role in enabling those with disabilities.

- As with all children the church can assist in teaching those with disabilities personal safety skills. The church can encourage a child with a disability to take some control of his/her body (i.e. provide teaching on sex education; about feelings; that some parts of our body are private and to differentiate between good and bad touches). This is essential to counter the points above.
- By making buildings accessible (i.e. ramps, disabled toilets and loop system), thus preventing segregation.
- In the language used and the actions taken the church can encourage those with disabilities and help them increase in confidence and build self-esteem.

Appendices **and Forms**

Appendix 1

What To Do When You Suspect Child Abuse



*CCPAS = PCCA's Churches Child Protection Advisory Service

Form 3

Name of Church/Centre **The King's Church, Arnold**

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

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the church/centre, unless requested by an appropriate authority.

1. Personal Details

We may need to see birth/marriage certificates to check names.

Full Name _____

Maiden/All former Name(s) _____

Date and place of birth ___/___/___ _____

Address _____

Town _____

City/County _____

Postal Code _____

Daytime Telephone No. _____

Evening Telephone No. _____

How long have you lived at the above address? _____ Years

If less than 3 years, please give previous address(es) with dates

From/To ___/___/___ ___/___/___

Previous Address _____

Town _____

City/County _____

Postal Code _____

From/To ___/___/___ ___/___/___

Previous Address _____

Town _____

City/County _____

Postal Code _____

Please tell us about your Christian experience (i.e. how long have you been a Christian, which Church(es) have you attended and dates, name of minister/leader, any activities undertaken.)

Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children/young people declined?
 YES NO (Please tick)

If yes, please give details

Do you suffer, or have you suffered any illness which may directly affect your work with children or young people? YES NO (Please tick)

If yes, please give details.

2. Employment History

Please tell us about your past and current employers in the table below.

Employers Name & Address	Employed From (Date)	Employed To (Date)	Job Title & Description of Duties	Reason for Leaving

3. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. In addition we reserve the right to take up character references from any other individuals deemed necessary.

	1	2
Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Postal Code	_____	_____
Telephone No	_____	_____
Role	_____	_____

4. Declaration (see note below*)

Have you ever been charged with or convicted of a criminal offence; or are you at present the subject of criminal investigations? (NB The disclosure of an offence may not prohibit your appointment.) YES NO (Please tick)

If yes, please give details including the nature of the offence(s) and dates

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? YES NO (Please tick)

If yes, please give details and dates

Has there ever been any cause for concern regarding your conduct with children?
 YES NO (Please tick)

If yes, please give details

To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by, Social Services and/or the Police?
 YES NO (Please tick) If yes we will need to discuss this with you.

If considered appropriate, do you agree to co-operate in obtaining a formal police and Department of Health Consultancy check? YES NO (Please tick)

I confirm that the submitted information is correct and complete.

Signed _____

Date _____

***Because of the nature of the work for which you are applying this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church**

FORM 4

**CONTRACT FOR CHILDREN'S AND YOUNG PEOPLE'S
WORKER**

Name of Worker _____

We Welcome You at: The King's Church

Name of Group _____

Meeting Details _____

Age Range(s) _____

Person to Whom You Are Responsible

Range of work/tasks to be undertaken:

We want to help you give the best possible service to your group, so we will meet with you from time to time to see how things are going. We would also like to make sure that you receive any training needed.

Signed _____ DATE _____
(for Church Leadership)

To Be Completed By the Worker With Children/Young People

I confirm that I have read the church policy on protecting children and young people.

I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders.

I will follow guidelines on safe working practice and the code on discipline.

Signed _____ DATE _____

FORM 5 - GENERAL INFORMATION AND CONSENT

Church Group The King's Church, Arnold

Full name of child/young person _____

Date of Birth ____/____/____

Address _____

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

Please state date of last anti-tetanus injection if known ____/____/____

With whom does your child live? _____

Telephone number Day: _____ Evening: _____

Name of additional contact (grandparent etc or other holding parental responsibility)

_____ Telephone number _____

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

Names _____

Address(es) _____

Telephone number(s) _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic and blood transfusion.

YES NO (Please tick)

Signed (parent/or adult with parental responsibility) _____

NB The information part can be completed by a carer. Only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.

FORM 6

Name of Church/Group The King's Church, Arnold

**CAMPS AND RESIDENTIAL HOLIDAYS HEALTH
INFORMATION AND CONSENT FORM**

To be signed by Parent/Carer

Name of young person

Address

Telephone No

Date of Birth

Name of Doctor

Doctors Tel No

Date of last Tetanus injection?

Address where I can be contacted including phone no.

Details of any illness about which the leaders should be aware.

Details of any medication required during the camp (all medication to be labelled correctly and clearly with name and dose needed each day)

Details of any allergies or special diet

I acknowledge the need for her/him to behave responsibly.

Signed

Date

PARENTAL CONSENT

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic or blood transfusion.

YES NO (Please tick)

Signed (parent/or adult with parental responsibility) _____

NB The information part can be completed by a carer. Only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.

FORM 7

Name of Church/Group The King's Church, Arnold

ACTIVITIES AND DAY VISITS

Proposed Visit or Activity _____

Design your own form to include the following

- Name of visit or activity
- Date
- Venue/destination
- Departure place and time
- Return place and time
- Cost (inc. cheques payable to)
- Transport arrangements
- Items to be brought (coat, swimming kit, packed lunch, money etc)
- Date by which reply is to be made, and person to whom it should be sent

Then include in your form a photocopy of the reply slip below

Reply Slip

One form per person

Full name of child/young person _____

Address _____

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

Telephone number for emergencies Day: _____

Evening: _____

*I have read the above information and I give permission for _____
to take part in this activity.*

*I give my consent to any medical treatment that may be necessary in event of an
emergency, including anaesthetic or blood transfusion.*

I enclose a cheque or cash to the sum of £____:____

Signed (parent/or adult with parental responsibility) _____

Date ____/____/____

*This consent form should be taken with the worker on the activity or visit.
This sheet should be photocopied*

FORM 8

ACCIDENT AND INCIDENT FORM

This form should be completed immediately after any accident or significant incident. The worker should discuss with the Co-ordinator/Deputy Co-ordinator what follow up action is necessary

Day, date and time of the incident _____

What are the names, addresses and ages of those involved in the incident?

Where did this incident take place? _____

Name of church: _____

Name of your group _____

Who is normally responsible for group? (name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above?
(name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (names,
addresses and telephone numbers)

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under
16) Normally only two witnesses would be needed.

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

Have you retained any defective equipment?
 YES NO NONE INVOLVED (Please tick)

If so, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use YES NO (Please tick)

Is the equipment still safe for your group to use? YES NO (Please tick)

Who else do you need to inform?

Have they been informed? YES NO (Please tick)

If so, when and by whom?

Signature of person in charge of group at time of accident/incident

_____ Print Name _____

Date ____/____/____

Form seen by Co-ordinator or Deputy (or in emergency by Elder/Leader).

Signature _____

Date ____/____/____

FORM 9

Name of Church/Group The King's Church, Arnold

CONFIDENTIAL

**RESPONDING TO ABUSE –
WORKER'S ACTION SHEET**

Name of Child/Young Person: _____

Address _____

Date of Birth ____/____/____

Name of Person Reporting Event _____

Date ____/____/____ Time _____

Sequence of Events/Actual Words Used/Observations
(Use body chart overleaf where appropriate, but do not undress the child!)

Action Taken

Name of Person Contacted: _____

Date ____/____/____ Time _____

Notes:

BODY CHART

