



Child Protection Procedures

Diocese of Ely

Please leave this folder where it is easily accessible to those working with children.

Introduction

In recent times local authorities across the country underwent a substantial restructuring process. This culminated in the launch, in April 2007, of Cambridgeshire's 'Office of Children and Young People's Services', uniting Social Services and Education within one administrative structure. Child protection matters are still handled by trained, qualified social workers. However, new ways of working and sharing information have led to many changes in policy and procedure, and more changes will come in 2008.

The format of this new folder is intended to make future changes easier – and cheaper – to disseminate. All pages have been numbered and dated, so that individual pages can be replaced as and when changes occur, without the need to rewrite the whole document. **Please ensure that when new pages are sent, they are replaced at the earliest possible opportunity, so that you can have confidence you are always using the up-to-date procedures.**

The child protection procedures for the Diocese of Ely have been developed from the House of Bishops' policy, 'Protecting All God's Children'. Additional and updated material has been taken from 'Working Together to Safeguard Children 2006' and the Children Act 2004. Sometimes you will find an article or document written by child protection professionals working locally or nationally. These are acknowledged as they appear, but full references for the other sources used in these procedures appear on the Contacts page in Section 3.

Child protection is a very broad field, and there are important topics that not specifically included here: domestic violence, drug and alcohol-abusing parents, Internet grooming and others. The principle of placing the child's welfare at the heart of whatever we do gives you the responsibility to seek advice if you feel these are an issue for the families with whom you work. But if you need advice on any specific situation, help is available from a number of sources within the diocese. See the Contacts page in Section 3 for further information.

Finally, most of the advice given here is equally applicable to those working with vulnerable adults, particularly in the field of recruitment and supervision. If you are worried about possible abuse to an elderly or vulnerable adult, these procedures will help you get the right support.

How to use this folder

The folder has three sections.

In Section 1 you will find the essential ‘nuts and bolts’ information you need to help you understand and implement the child protection policy. It is important that those who are working with children read this section and become familiar with it, as well as undertaking basic child protection training if they have not already done so.

Section 2 has useful material that you may need in specific situations, e.g. what we mean when we talk about the new ‘safeguarding boards’, or what you should do if someone deemed to pose a risk to children moves into your church community. This section may be of interest for background knowledge and discussion, but does not need to be read at this stage. Just be aware that when something happens that causes you concern, it is worth looking in this folder for guidance on how to proceed.

In Section 3 you will find copies of useful forms, checklists etc. that will help you manage the practicalities of child protection work effectively. These can be photocopied as and when you need them. Alternatively, you can download them from the diocesan web site, where the contents of this folder are posted in full: <http://www.ely.anglican.org>

Section 3 ends with a list of book references and useful telephone and web site contacts.

NB The terms ‘child’ and ‘young person’ are used interchangeably in this folder, and refer to people aged 0 – 18 years.

The term ‘parent’ includes all those who have parental responsibility for the child.

Section 1: The Essentials

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Significant Harm

The trigger for making a child the subject of an inter-agency child protection plan is an agreement between the relevant agencies that the child has suffered, or is likely to suffer, significant harm without such action to keep them safe. In considering whether a child has been abused, these are the definitions currently used in child protection work:

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 fabricates the symptoms of, or deliberately induces illness in, a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as the overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

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

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 and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a

parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-givers, or the failure to ensure access to inappropriate medical care or treatment. It may also include the neglect of, or unresponsiveness to, a child's basic emotional needs.

What to do if a child tells you about abuse

Most children find it enormously difficult to tell about abuse; if they have summoned up the courage to talk to you, it is important to listen carefully. Now is not the time to be working out whether what you hear can possibly be true. Try to let the child talk at his/her own pace – don't ask questions, don't jump in to fill pauses. Try to keep the conversation going with encouraging nods, murmurs and repetitions of what has been said. Make sure the child knows you are taking what s/he says seriously, and that you will try to help.

Never promise not to tell; you will almost certainly have to share the information in order to help keep the child safe. Once the child has finished telling you what has happened, you need to seek advice. Explain to the child that this kind of thing happens to a lot of children, and you are going to find out from the people who help those children what to do. Enlist the support of your child protection co-ordinator and/or clergy as necessary, but remember the need for confidentiality. Even if the account the child has given seems vague or unlikely, still take advice from your child protection co-ordinator; if in doubt, always take the cautious approach and ask for advice from the local children's services team. You can do this, if necessary, by discussing the situation without mentioning any names. See Contacts in Section 3 for the telephone number.

In an out-of-hours situation, in a youth club for example, the immediate decision you will face is whether the child is safe to go home, if the alleged abuser is there. If you can wait until the next day to act, make sure the child is comfortable to go home, and tell him/her that you will be talking to someone tomorrow and you will keep in touch with the child. If you believe the risk to the child is serious and immediate, or the child does not feel safe to go home, call the local out-of-hours social work team or the police. When you call, make clear that this is a child protection matter. They will advise you what to do next.

As soon as possible after receiving the information:

- Make a careful log of what has happened: what the child told you (use his/her words as closely as you can), when and where the alleged abuse took place, who was involved, when and where the child told you about it. Log any calls you made e.g. to children's services or the police. Put a full date and time on the log. (See logging form in Section 3).
- Contact your child protection co-ordinator to relate what has happened and seek advice. Go over the log together to make sure it is clear, then give it to the co-ordinator for filing in a secure place. It might be needed by other agencies.
- Call Children's Services, if you have not already made an emergency referral. Have at hand the details from the child's registration form with the name(s), address and date of birth on it. Follow up the call with a written note (you will be advised about what you need to include in it).

- If the alleged abuse involves a worker in the church, whether paid or voluntary, contact the Bishop's Adviser for Child Protection for further advice (see 'Contacts', Section 3). Such allegations will always need to be examined by agencies outside the Church.
- Arrange continuing support within the church for the child, yourself and the family as appropriate, in collaboration with Children's Services.

Parish Responsibilities in Working with Children

Each parish (or benefice or mission community) should accept the prime duty of care placed upon the incumbent and the parochial church council to ensure the well being of children in their care. In order to meet this responsibility, the parish representatives should:

Create a culture of 'informed vigilance' which takes children seriously.

Ensure that appropriate health and safety policies and procedures are in place.

Provide appropriate insurance cover for all activities undertaken in the name of the parish.

Ensure that current Health and Safety requirements are met for all groups involving children. Child care providers e.g. pre-school and nursery groups or after-school clubs should take advice from the Diocesan Children's Adviser about the regulations for their activity and the need to register the group with the Local Authority.

Adopt and implement a child protection policy and procedures, ideally using the Diocese of Ely Policy which is based on the House of Bishops Policy. Consideration should also be given to local parish requirements.

Appoint a child protection co-ordinator to work with the incumbent and the council to implement policy and procedures. This co-ordinator should be someone without other pastoral responsibility for children in the parish. The co-ordinator must ensure that any concerns about a child, or the behaviour of an adult, are appropriately reported both to the statutory agencies and to the Bishop's Child Protection Adviser. The co-ordinator's post is subject to a Criminal Records Bureau check.

Where there is an established programme of children's activities, appoint a person to be a children's advocate. Usually this will not be someone actively engaged in children's work, but someone whom children know they could talk to about any problems.

Ensure that appropriate pastoral care is available for those adults who have disclosed that they have been abused as children.

Provide, as appropriate, support for all parents and families in the congregation, being aware particularly of parents whose children have suffered abuse.

Ensure that those who may pose a threat to children and young people are effectively managed and monitored. (See Section 2 for further advice).

Display the “Childline” telephone number prominently on a notice-board that is accessible to children.

Ensure that all those authorised to work with children and young people or in a position of authority are recruited according to up-to-date safe practice guidelines, and appropriately appointed, trained and supported while in post.

Provide all authorised personnel with a copy of the parish child protection policy, procedures and good practice guidelines.

Pay particular attention to children with special needs and those from ethnic minorities, to ensure their full integration within the church community.

Review the implementation of the child protection policy, procedures and good practice annually.

Rural parishes or parishes held in plurality may wish to join together to implement the policy and procedures. It should be noted, however, that people working in isolated situations can be vulnerable and extra care should be taken to ensure that behavioural guidelines are followed.

Local ecumenical projects should agree which denomination’s child protection policy to follow and this decision should be ratified by the Bishop and other appropriate church leaders.

The Parish Child Protection Co-ordinator

The child protection co-ordinator has an essential role in a parish in relation to child protection. S/he should be a lay person who has a special interest in the care of children and young people and an ability to liaise and advise those who work directly with them. The co-ordinator should have an understanding of child protection issues, either through outside employment or through training provided by the parish.

In exceptional circumstances it may be necessary for the parish priest to be the co-ordinator, but this is generally not desirable as the parish priest should be available in a supporting role when difficulties arise.

What sort of person is suitable?

A child protection co-ordinator should have:

- A developed understanding of the issues relating to safeguarding children
- Up-to-date training (at least every three years) in awareness of child protection issues
- A sound knowledge of the parish child protection policy, the diocesan framework for child protection and how the policy should be implemented within the parish context

What knowledge and skills are required?

The child protection co-ordinator needs to:

- Ensure that workers are aware of the parish policy and procedures
- Respond to any concerns that a child might be at risk of significant harm
- Know the boundaries of appropriate confidentiality
- Understand and co-operate with the Criminal Records Bureau checking process
- Encourage workers to undertake training and ensure that training is kept up-to-date
- Keep appropriate records of work with children, including confidential files regarding CRB information and child protection concerns, and a parish record of those attending child protection training
- Be a source of support for workers and be ready to talk through any concerns they might have

The child protection co-ordinator is supported by the Bishop's Child Protection Adviser, the Diocesan Children's Adviser and the Diocesan Youth Adviser (See Contacts, Section 3)

What are the responsibilities of the co-ordinator?

The child protection co-ordinator (CPC) should be responsible to the incumbent, and these two people should work together to implement child protection policy and procedures. Any concerns about a child or the behaviour of an adult should be brought to the CPC, who should then make the appropriate report to the local children's services team and/or the police. If there is an allegation of abusive behaviour by someone working for the parish (paid or volunteer), the Bishop's Child Protection Adviser should also be contacted for further advice and support.

Where children's work is established or planned, the CPC should work in consultation with the incumbent and church council to appoint a person to be the children's advocate. In addition the CPC should work with the incumbent and any other appropriate people to ensure that the recruitment of all voluntary and paid positions involving contact with children are made subject to the current safeguarding guidance contained in these procedures.

Co-ordinators will need to attend appropriate training and ensure that those working with children and young people also take up appropriate training opportunities. Child protection training is available within the diocese (contact the Resources Centre for the diocesan programme) and from time to time training may also be provided locally by other agencies. Health and Safety guidance should be rigorously followed, and risk assessments done for all activities where there this might be necessary e.g. where play equipment is used or where trips away are planned.

Specimen Child Protection Policy

This policy, based on the House of Bishops' 'Protecting All God's Children', is recommended for use in the parishes of the Diocese of Ely. It is important to look at the policy carefully with a view to meeting the unique and specific needs of each parish. Adapt this specimen as necessary for your own needs before reproducing it and displaying it prominently on a notice-board, along with the 'Childline' telephone number. Remember that once the policy is publicized, the community has a right to expect that it will be followed just as it is written.

Rural parishes or parishes held in plurality may wish to operate a joint policy. In this case, extra attention and supervision needs to be given for the support of people who may be working in isolated situations and the children in their care.

Local ecumenical projects should agree which denomination's policy will be followed, but the policy agreed must be compatible with the House of Bishops recommended guidelines.

CHILD PROTECTION POLICY FOR - - - -

Introduction

The Church of England, in all aspects of its life, is committed to and will champion the protection of children and young people both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle enshrined in the Children Acts of 1989 and 2004, that the welfare of the child is paramount. The Church of England will foster and encourage best practice within its community by setting standards for working with children and by supporting parents. It will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and wellbeing of children. It is committed to acting promptly whenever a concern is raised about a child or young person or about the behaviour of an adult, and will work with the appropriate statutory bodies when an investigation into child abuse is necessary.

The principles of our policy

We are committed to the safeguarding, care and nurture of children within our church community. We will respond without delay to any complaint that a child or young person for whom we are responsible may have been harmed in our care, taking advice as necessary from statutory agencies, and we will fully co-operate with statutory agencies during any investigation they make into allegations concerning a member of the church community. In addition, we will seek to offer informed pastoral care to any child, young person or adult whose life has been affected by abuse.

In fulfilling our responsibilities in child protection, we will seek to create a culture of 'informed vigilance' where the welfare of the child is paramount. We will pay particular attention to children with special needs and those from ethnic minorities, to ensure their full integration within the church community.

Health and safety policies are in place, and we have provided appropriate insurance cover for all activities undertaken in the name of the parish.

The Church wishes to welcome and support all members of its community. Those who have a history of offences against children and/or who may pose a threat to them will not be permitted to work with children but will be supported pastorally. Where necessary, an agreement of appropriate conduct will be drawn up between the member and the incumbent, with the help of the Bishop's Adviser.

Recruitment

We accept the prime duty of care placed upon the incumbent and parochial church council to ensure the well being of children and young people in our church community. Therefore we will carefully select and train ordained and lay ministers, volunteers and paid workers. Recruitment will include Criminal Records Bureau checks for each person involved in working with young people under the age of 18.

We will follow recommended safeguarding practice in the appointment of all these workers, and for anyone who is in a position of authority. They will be appropriately trained and supported.

Reviewing and implementing our policy

We will review the implementation of our child protection policy, procedures and practice every year. All those who work with children have been given a copy of this policy and good practice guidelines, and have agreed to follow them.

People to contact

We have appointed a child protection co-ordinator to take responsibility for supervising our child protection policy. This person is:

NAME AND CONTACT DETAILS

- *In parishes where an advocate is appointed (see 'Parish responsibilities' earlier in this section):*

We have also appointed an independent children's advocate, who can be contacted for advice and support if children are in difficulties. This person is:

NAME AND CONTACT DETAILS

This policy was last reviewed in: (month and year)

The Criminal Records Bureau (CRB)

NB In Autumn 2009 the Criminal Records Bureau (CRB) will be implementing a new system for handling CRB checks. Details are yet to be finalized, but there will eventually be an end to multiple checks being made by different organizations. The new, more straightforward system will be very welcome, but until Autumn 2009 (at the earliest) the current system will continue to operate. Replacement pages for this section will be sent as soon as the new system is formally launched.

The Criminal Records Bureau is an executive agency of the Home Office. Its primary purpose is to help employers and voluntary organisations make safer recruitment decisions. It is an offence to appoint a person who is banned from working with children (Criminal Justice and Court Services Act 2000 Part 2 S35). The CRB is a national agency, which gives the opportunity for all who work with children to be checked through a consistent disclosure service. It became operational in the spring of 2002, and provides a 'one stop shop' for ascertaining whether an individual has a criminal record, has been under police investigation, has been banned from working with children by the courts or has had his/her name placed on the lists held by the Department for Education and Skills or the Department of Health.

Although it is not a legal requirement for the Church to use the CRB service, the House of Bishops regards it as a mandatory element in the recruitment process and CRB checks have been adopted in the Diocese of Ely as a necessary prerequisite for posts involving work with children or vulnerable adults.

All Anglican or Anglican-sponsored activities that involve work with children must be based on a clear understanding of how and when CRB checks should be undertaken. If in doubt, advice can be sought from the CRB Countersignatory at the Bishop's Office or the Bishop's Child Protection Adviser (see Contacts, Section 3).

The CRB does make a charge for checking people who will be paid employees, but not for volunteers. For the purposes of definition, anyone receiving payment for a position, other than reimbursement of expenses, is deemed to be employed. This definition will be relevant when considering the status of retired clergy receiving fees.

The CRB offers two levels of check: standard and enhanced. The Diocese of Ely always requests the enhanced level check for any post where there is the expectation of regular contact with children (or vulnerable adults); this will also be requested for any posts that offer the workers public credibility and unsupervised access to children because of their roles within the Church. The enhanced level check searches not only records of criminal convictions but also checks for non-conviction information from local police records which a chief police officer thinks may be relevant e.g. where someone has been questioned about, or involved in, a crime but not charged.

Positions that involve substantial or unsupervised access to children are exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that the CRB check will uncover ALL criminal convictions from a caution upwards, regardless of how long ago the offence was committed or whether it is relevant to the particular post. The check may also reveal dealings with police/social workers from years ago. For this reason, it is always best to disclose to the priest who checks the form anything that might come up on the search. A criminal record does not necessarily mean that the applicant will not be allowed to take up the post (see 'Clear and Blemished Disclosures', below).

CRB checks can only be requested by organizations that are registered with the CRB. Individuals, for example, or small charitable societies cannot request checks. In the Diocese of Ely, the Registered Body is the Bishop of Ely's Office. All CRB checks must go through the office, where the appointed Countersignatory for the CRB gives them a final check before sending them off.

How the CRB process works in the Diocese of Ely

If you have been offered a paid or voluntary position with children (or vulnerable adults) in the Diocese of Ely, the offer will be made subject to a CRB check. You will be asked to fill in the CRB form and also an additional 'confidential declaration' form for diocesan use.

The CRB form requires original proofs of both identity and address, in order to make sure the check is accurate. For the CRB form, you will also be asked to provide a referee who has known you for two years or more. The confidential declaration form asks for two referees; at least one of these should be your employer, if you are employed. The CRB form comes with a guidance note listing exactly what is needed. Read it carefully and it will help you avoid mistakes.

Once you have filled in the form, you must have your ID documents carefully checked by an Anglican priest on behalf of the diocese. S/he will then fill out the separate 'Confirming ID' form. **This must be done at the time of examining the documents, and cannot be sent separately.** The priest is required to check original documents only and to make sure there is an exact match between the form and the document of name, address, date of birth and any unique numbers (e.g. passport number). However well the priest knows you, s/he is required to sign the statement on the form that declares the **original** documents have been checked.

Once signed by you and the priest, the CRB form is returned to the Bishop of Ely's Office. If you are a priest, your confidential declaration also goes back to the Bishop's Office. For lay workers, the confidential declaration form is kept in the local church office, firstly for taking up references and then for confidential, secure filing in the parish office.

At the Bishop's Office, the Countersignatory does a final check and then signs the form before sending it off. The reply that comes back from the CRB after the checks have been done is called a disclosure and a copy of the disclosure certificate will be sent both to you, at the home address given on the form, and to the Countersignatory at the Bishop's Office (as the registered body that initiated the check). If there is no information on police records, this is called a clear disclosure. If some information has been found, this is called a blemished disclosure.

Clear and Blemished Disclosures

If your CRB check has come back clear, the Countersignatory will inform whoever requested the check that you are cleared to proceed to appointment. If your CRB form comes back blemished, the Countersignatory will inform the Bishop's Child Protection Adviser, who will need to decide how relevant the information is to the post in question. Any discussion will usually involve the parish priest, yourself and the Adviser, but may also involve relevant outside agencies. Confidentiality is given a high priority at all times in these discussions. Further information will be gathered by the appropriate person (usually the Bishop's Adviser, with help from other child protection professionals if necessary) and a decision made about whether or not the post can still be offered to you. Minor offences and/or convictions from years ago, for example, will not carry as much weight as serious violence and/or more recent convictions. If the appointment cannot be offered, the reasons will be explained to you and you will be offered pastoral support.

If you believe the information held by the CRB to be inaccurate, you do have the right to challenge it with the CRB directly, but the parish or diocese cannot undertake this on your behalf.

Frequency and ‘Portability’ of CRB checks

Disclosure information is only accurate on the day it is issued. The older the disclosure, the less it can be relied upon. The Diocese of Ely has adopted good practice guidance in renewing CRB checks for existing posts every five years, on a rolling programme. The Bishop’s Office will inform all clergy when their updated check is due, but the responsibility for this reminder to lay people should be taken by the child protection co-ordinator and/or children’s advocate in the parish concerned.

Safer Recruitment of Volunteers for Work with Children and Young People

This safer recruitment guidance (which also applies to vulnerable adults) includes:

- all clergy who have the freehold, hold the bishop's licence or permission to officiate
- all ordinands before they are presented to the Bishops' Advisory Panel
- all accredited lay workers and readers who hold the bishop's licence or permission to officiate
- any other leaders in the Church whose office of trust gives them the opportunity or the expectation that they might have regular or unsupervised contact with children
- those people whose jobs involve supervising work with children, young people
- the parish child protection co-ordinator, and children's advocate where applicable
- all people employed by the Diocese, Cathedral or any parish whose work may involve regular and direct contact with children
- all volunteers whose work or activities may involve regular and direct contact, including leaders of mixed age activities such as bell-ringers, choirs, servers
- members of religious communities and similar bodies whose ministry may involve contact with children

Appointment of volunteers and employees

Careful selection, induction and supervision procedures should apply to all Church appointments, whether they are for paid staff or volunteers.

Prospective appointees should be regarded as job applicants and have a defined role. They should also complete an application form and have an appropriate interview.

Along with the application form, applicants should be asked to fill in the Diocese of Ely's Confidential Declaration Form. This asks for two referees, one of whom should, if possible, be the current employer or the incumbent of the present or previous church. ALWAYS check references rigorously and carefully.

If the decision is made to appoint, the appointment should be confirmed in writing. All appointments should be subject to a satisfactory Criminal Records Bureau (CRB) disclosure (enhanced level) and a probationary period. A written letter of appointment should make this clear. Forms for the CRB check are available from the Bishop's Office. Until a response is received from the CRB, the appointee should not begin work.

Once a satisfactory disclosure has been obtained from the CRB, the appointee should be formally commissioned and may start work. S/he should be issued with a copy of the parish child protection policy and guidelines for working with children (see Section 2).

Appointment of youth workers: advice note

It is not generally advisable to appoint young men or women under the age of 21 to be youth leaders with youth groups of 14+ years. Experience has shown that where the age of the youth leader and the youth is quite close, and at an age where levels of maturity vary widely, it can become difficult for the youth leader to maintain the professional distance that is essential to the work. This becomes especially problematic in cases where a relationship might develop between the youth leader and one of the youth group members.

In addition, there are two relatively new criminal offences in law that employers need to note. It is a criminal offence for someone in a position of trust, responsibility or authority with 16-18 year olds to engage in a sexual relationship with those in his/her care, even though the young person is over the age of consent. It is also a criminal offence for an adult to 'groom' a young person. Grooming is the term used for befriending children or young people with the purpose of engaging in a sexual relationship at a later date.

We support the attempts to safeguard the young people in our care. However, naive and/or immature youth workers, particularly if recruitment and supervision procedures are not scrupulously followed, could find themselves in a situation where their naivety costs them a career with children and a blemished CRB status where there was no evil intent. We would therefore advise any church that is planning to appoint a youth worker to seek up-to-date advice on recruitment matters from the Diocesan Youth Officer as a matter of good practice. We would further advise churches not to appoint a youth worker under the age of 21 without discussing the situation either with the Diocesan Youth Officer or the Bishop's Child Protection Adviser.

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Working Together: Local Safeguarding Children Boards

Under the terms of the Children Act 2004, there was a shake-up of the way children are provided for in our communities. Social Services and Education have now become fully integrated and are known by the new joint title of ‘The Office of Children and Young People’s Services’. Education and social work still carry on, of course, with trained teachers and social workers in each case, but they no longer work in isolation from each other in terms of their Local Authority (LA) structure. In addition, each LA has established a Local Safeguarding Children Board (LSCB) that provides a new, broader, inter-agency approach to the promotion of children’s wellbeing. Its particular – though not exclusive – focus is child protection.

Effective work in protecting children from harm requires properly co-ordinated activity across a wide range of agencies, both statutory and voluntary, including what are known in the new procedures as ‘faith groups’. The Anglican Church, as a prominent faith group in most British communities, is likely to be found working with the LSCB on a range of issues. The LSCB helps to co-ordinate an effective joint effort by all the various agencies represented in the community, but all partner agencies keep their own lines of accountability. The LSCB, for example, does not have the power to *direct* the Church, but may be able to help and support us to follow procedures effectively. Similarly, the Church can contribute an understanding of the Christian ‘faith-group’ context to the operations of the LSCB. It is all a matter of understanding the variety of practices within the local community, in the hope that a better understanding and better communication must inevitably mean a better service to vulnerable children and families.

You can read more about LSCBs in ‘Working Together 2006’, which is available for loan from the Bishop’s Adviser in Child Protection. Perhaps the most important thing to note for child protection in the Church is that co-operation with the LSCB, and with the policies and procedures it oversees, is an effective way of making sure that we keep to the best possible practice in our work with children. In the Diocese of Ely, we are committed to working with our partner agencies on the LSCB wherever appropriate. In common with most other dioceses, we have a diocesan child protection reference group, which meets regularly to discuss and supervise child protection work in the Diocese of Ely. The group includes representatives from other agencies, who help us to keep up to date with the activities of the LSCB and engage in the necessary inter-agency work to provide the best deal for our children.

Guidelines for Work with Children and Teenagers

1. Avoid working in one-to-one situations with children wherever possible. Make sure there is another adult within earshot. Try to have a man and a woman at each mixed-age activity. Adults leading a session with children should not smoke or use alcohol or illicit drugs.
2. Those undertaking one-to-one counselling or pastoral work must adhere to the highest standards of conduct in the relationship with the child, and should have received appropriate training. Know your own level of competence, and do not step beyond it; if a situation becomes difficult, seek advice straight away. Be clear at the start what you and the child are planning to achieve by meeting, and the limits of what you can offer. Meet at an agreed time, in a place that affords an ability to talk confidentially without being secretively 'tucked away', and let a colleague know what you are doing. Write up a confidential log straight after the meeting.
3. Socially acceptable physical contact between adults and children in a public place is quite proper and appropriate where it can be readily seen by others and is not hidden away. Physical contact with children should be minimal, and intended to meet the needs of the child rather than the adult. It is important to be sensitive to, and respect, each child's sense of personal space. Avoid playing rough games with children or making provocative or 'teasing' comments, even in fun.
4. Keep an up-to-date register of all children attending a group: home address, telephone number and names of parents/carers should be included.
5. The ratio of adults to children must be sufficient to ensure safety and comply with the requirements of the Children Act 1989. These requirements are particularly relevant to work with children under the age of eight. If you are providing care for young children, particularly in a group that runs for two or more hours per day for more than five days a year, you will usually need to register the group with Ofsted (Office for Standards in Education). Some groups e.g. sports clubs that exist only to teach one specialist activity, do not have to register. But the rules are quite complicated, and if you are unsure about whether the group needs to be registered or not, always check. You can call Ofsted's helpline on 0845 601 4771, or speak to the Diocesan Children's Adviser.

6. All U18s¹ need to provide a parental consent form when they join a group or activity. A specimen form is provided in Section 3.

7. Children may attend worship or other activities unaccompanied by an adult. Where this is the case, try to establish if parents know where the child is and what time s/he is expected home. If necessary, encourage the child to leave at the appropriate time to get home for this deadline. If a child is joining a regular activity, record his/her name, age, and address on a registration form and ask the child to bring it back signed next time. Make every effort to make direct contact with the parents, particularly of a younger child, by sending information home or providing a contact telephone number for them to call. No child should be taken on a trip away from the church site without a parental consent form.

8. The premises used should be safe and well maintained. Particular consideration should be given to safety checks of play equipment, furnishings, fire alarms etc. Seek advice from the Diocesan Children's Adviser if necessary on the latest Health and Safety regulations, including appropriate risk assessments for activities and outings. Keep a suitably stocked First Aid kit always accessible during children's activities (special children's First Aid kits are available from most major retailers of pharmaceutical goods). Make sure that all planned activities, on or off site, are covered by an adequate insurance policy.

9. Workers must be receptive to what children and teenagers in their care have to say. If a child makes a complaint or an allegation about the behaviour of an adult within the church or the community, listen carefully without making a judgement on how plausible what you are hearing might be. (See 'What to do if a child tells you about abuse' in Section 1). If a complaint is made about someone in the church, this must ALWAYS be referred outside the church for advice about how to proceed. Contact the Diocesan Children's Worker, the Diocesan Youth Officer or the Bishop's Child Protection Adviser.

¹ except where an U18 is married

Guidelines for taking young people on trips away

No child under the age of 8 can be taken away on residential activities without the child's parent or guardian.

Information to parents

It is important that parents should have full information before giving consent. This should include:-

Aims and objectives of the event or activity

Date of the event and its duration

Details of venue, including arrangements for accommodation and supervision

Travel arrangements

Name of group leader and contact numbers

Information about financial, medical and insurance arrangements

Parental consent

Each child or young person under the age of 18 (unless they are over 16 and living away from home or married) must have the written consent of parent or guardian. This gives authority to the person named as responsible for the activity to take the young person away and to act "as a careful parent would". It does not transfer parental responsibility.

Insurance

Make sure that insurance is adequate for the activities planned, especially any hazardous activities.

Accommodation

Boys and girls must have separate sleeping and washing facilities which are private to them. Mixed groups must have adults of both genders involved. Adults should have separate accommodation but in close proximity to the young people. Any other arrangements e.g. "Sleep-overs", "Lock-ins" and "All-night" events should be carefully explained to parents beforehand and their consent sought to the arrangements.

Supervision

Ratios of helpers to young people should be strictly followed:

For over 8's there must be at least 1 helper for the first 8 children and then 1 helper for every additional 12 children. Every group must be led by at least two adults. When physical activities are planned staffing levels should be increased accordingly.

Adults should avoid being alone with children.

Parents should be informed beforehand if it is intended to allow groups of young people to go off unsupervised - e.g. for shopping.

Recruitment of volunteers to take children away

All volunteer helpers must sign or have signed the Confidential Declaration form regarding criminal convictions and other behaviour, and have a CRB disclosure at the enhanced level. They should agree to follow the Guidelines for Behaviour (included in this section).

Support of helpers

All volunteer helpers should be clear about their responsibilities e.g. being in charge of the money or First Aid etc., and they should know to whom they should go if they have a concern about a child or any other worries.

Premises

Insurance, First Aid kit and fire precautions should be checked.

Transport

See guidance on transporting children, in this section.

Permission for the event

A detailed description of the event should be presented to the church council so that permission may be given and the event covered by the parish insurance. If there are to be any potentially hazardous activities undertaken this description must include an assessment of the risks involved.

Guidelines for Volunteer Drivers

for use only where churches are regularly using volunteer drivers as part of a planned activity

(adapted from Anglican website www.safeguardingadvice.org.uk)

The consent of parents must be sought if activities are planned that rely on children being transported by volunteers.

All those who drive children on Church-organised activities should be over 25 and should have held a full driving licence for over two years.

All cars that carry children should be comprehensively insured. The insured person should make sure that their insurance covers the transporting of children during church activities. The insurance certificate and the driver's licence should be shown to the priest in charge or the child protection co-ordinator before the activity takes place.

All cars that carry children should be clean and in a roadworthy condition. All children must use suitable seat belts and child safety seats appropriate to their age/weight. If there are no seat belts/child safety seats children should not be carried.

At no time should the number of children in a car exceed the usual passenger number.

If a child is known to have a disability or special need, consideration should be given whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him or her.

Any driver who has an endorsement of 6 points or more on their licence should not transport children.

Any driver who has an "unspent" conviction for a drink driving offence or for dangerous driving or racing on the highway should not transport children.

If, in an emergency, a driver has to transport one child on his or her own, the child must sit in the back of the car.

Where a volunteer is regularly driving children, a CRB check is required. The driver should also be issued with two copies of this advice. One copy should be signed by the driver and filed with the confidential declaration.

Protocol for visiting groups to cathedrals and parishes e.g. choir, mission teams from the UK or abroad

Groups that include children or groups that will be working directly with children

When arranging the visit, ensure that the group is aware of its child protection responsibilities. Does the group have its own child protection policy?

List the adult members of the group and check them on arrival.

Obtain a signed statement regarding the Criminal Records Bureau (CRB) disclosure of each adult, and state particular requirements e.g. accommodation, counselling, activities.

All adults should have a CRB disclosure, either clear or where information received has been deemed irrelevant. It is the responsibility of the group to arrange CRB disclosures. If the group is coming from outside the U.K., the adults in these groups should have been carefully recruited using whatever checking arrangements are possible in the country of origin or, if not available, suitable references.

Groups of adults not expected to have direct contact with children (these adults are unlikely to be eligible for a CRB disclosure)

When arranging the visit ensure the group is aware of your Child Protection policy.

Obtain a list of visiting adults and check them on arrival.

Obtain a signed statement from the leader/organiser of the group about whether they are aware of any information/convictions/barrings that show child protection concerns.

State any particular requirements of the parish/cathedral to comply with the child protection policy.

On occasion there may be a child protection concern about a member of an adult group. This may not necessarily bar the group from an event but an analysis of risk needs to be done, in consultation with the Bishop's Adviser if necessary. Factors to be considered will include the following:

- Is the group likely to come into contact with children during the event?
- Is it possible to supervise the person concerned and does that person agree to be supervised?
- Is the group being accommodated in families with children?

Does the leader of the group recognise the concerns or are they minimized?
Does your building allow separation of adults and children?
Is the event a public service?

All visiting groups should be covered by their own insurance and be aware of their responsibilities. The cathedral/parish will remain responsible for health and safety issues for their institution.

Requiring a signed statement and perhaps providing a brief guide to your child protection procedures will encourage groups to think through safety issues if they have not done so already. However, your own good practice, awareness and common sense are the main ways of safeguarding any children for whom you are responsible.

Information about the sexual abuse of children

(Based on the NSPCC's 'Protecting Children from Sexual Abuse in the Community', developed by Elizabeth Pennington, former Diocesan Child Protection Adviser, Coventry)

Sexual abuse, while only one of the four categories recognized as contributing to 'significant harm' under the terms of the Children Act 1989, nonetheless often causes more concern to those who work with children than all the others. This may be because it is by nature secretive and difficult to detect and deal with. The most frequently asked questions about sexual abuse, and responses, are therefore included in this section.

Who sexually abuses children and young people?

Approximately 90% of convicted abusers are male. Whilst women do perpetrate sexual abuse and there is probably some under reporting of females, evidence at present shows it is predominantly an offence committed by males.

Children can be sexually abused by adults or by other young people. In the UK young people under the age of 21 account for approximately a third of all cautions and convictions for sexual offences.

Can we recognise a sexual abuser?

There is no easy way to identify someone who may sexually abuse children and there is no such thing as a typical sex offender. Abusers do not look different from other people. They are found in all walks of life and at all levels of society. They may sometimes hold respected positions in the community. They can come from any racial, cultural or religious background. They could be someone you know, someone in your church, a parent of one of your children's friends, a relative.

What are the implications of this?

Many adult sexual offenders report that they began their behaviour around the age of 13 or sometimes younger. This means that when they are finally discovered they may have been sexually abusing others for many years and their behaviour will have become compulsive and hard to break. It also means that if a young person engages in inappropriate sexual behaviour it would be dangerous simply to view it as teenage "experimentation" out of which they will grow.

Why do people abuse?

The reasons why adults abuse are very complex. Sometimes they will have been abused themselves or be responding to past hurts or unmet needs. Sexual abuse of vulnerable children may meet a need for power and control or for self-gratification.

Does sexual abuse just happen?

A sexual abuser may claim that they did not know why the behaviour happened or that it was a result of stress, sexual frustration or misuse of drugs or alcohol. There is no evidence that this is the case. Sexual abuse is usually carefully and meticulously planned, often over a long period of time. Abusers may choose friendships or relationships with adults who already have children or careers where they will have positions of responsibility over children.

How can sexual abusers justify their behaviour?

Unless the sexual abuser is a sadistic offender who thrives on the pain of others, he or she will have to develop thought patterns that deny or minimise the harm caused to others. This allows them to live with themselves. Some of the ways an abuser tries to justify such actions include claims like:

- The child wanted the sexual experience
- Children are seductive and provocative
- It won't harm them
- The child liked the sexual experience
- It was a "one-off" and it won't happen again

The distorted thinking of a sexual abuser can be fed in a number of different ways including pornographic literature, seeking out other like-minded adults, or by misrepresenting children as sexual beings. In attempting to deny or minimise the effects of their abusive behaviour, a sexual abuser may appear very plausible. This can draw other people into their way of thinking.

One of the ways an offender can deny responsibility or seek to avoid having to address their behaviour through treatment is by claiming a religious conversion. When this is the case, it would be important to know whether faith in God has really led to true repentance, taking full responsibility for the abuse, seeking to repair its damage and seeking to prevent a relapse by receiving the support of others.

Can a sexual abuser be cured?

There is no evidence that a sexual abuser can be cured of an attraction to children. All the available evidence suggests that the behaviour will have developed over a period of time and will be so entrenched that it will have become an integral part of a person's character, making its powerful urges difficult to control.

The most effective way for abusers to change their behaviour is by developing an insight into their pattern or cycle of behaviour and by keeping away from situations where child abuse could occur. To ensure that there is no further offending the abuser is likely to require a long-term specialist programme and long-term supervision so that they cannot develop or reinforce their distorted thinking. Once discovered, adult sexual abusers will need to have controls placed on their behaviour to ensure that they do not have opportunities to abuse other children.

How do sexual abusers operate?

Sexual abusers operate by befriending. They are frequently very talented and likeable people. They are often very good at making friends with children. They can be extremely plausible and other adults may be convinced that the interest they show in children is totally innocent. They will go to great lengths to get close to children and are often well organised, manipulative and sophisticated in the ways they attach themselves, not just to children, but to families, where they take time and effort to build up trust.

How do sexual abusers gain access to children?

Sexual abusers gain contact with children in all sorts of ways. Most contacts are not random, but are the results of careful advance planning. Sexual abusers are extremely good at relating to children and gaining their confidence and trust. They are often well known to the child or their family, where they are seen as a safe and trusted person. Others often seek positions and/or activities that give them easy access to children. Here they will bide their time, building up trust and confidence, sometimes over a considerable period, in order to allay any suspicions of their intentions. Some of the positions and/or activities sexual abusers are known to seek include:

- a leader of or helper with a children's activity
- a coach or volunteer in children's sport
- a worker in a school
- a worker in a caring profession
- a member of a mixed age activity, such as a church choir or bell ringing team.

Are all children equally vulnerable to sexual abusers?

Sexual abusers will be attracted to children of different ages and characteristics. Some will abuse only pre-pubescent children; others will approach older children. Some will abuse boys, others girls and some will abuse children of both sexes. Some abusing adults may operate alone whilst others may be linked into an organised network. If an abuser is having a sexual relationship with another adult, this does not mean that they are not a risk to children.

Sexual abusers rarely pick children at random. They are skilled at identifying children who may be particularly vulnerable to their approach. They may single out a child who is:

- left alone for long periods of time without proper supervision
- bored
- lonely or bereaved
- in care or away from home, at school or on holiday
- emotionally deprived and particularly looking for love, affection or seeking attention
- lacking in confidence
- too trusting
- already a victim of bullying or abuse
- disabled and in need of high levels of intimate care
- unable to communicate well for whatever reason
- eager to succeed in activities such as sport, music, school work or in other activities which may allow him/her to be manipulated by a potential abuser.

How do sexual abusers target children?

Sexual abusers will often carefully introduce or “groom” children into a sexually abusive relationship. They will begin by getting to know the child and showing them special attention. They frequently use a progression of activities, which may begin with apparently innocent physical contact such as coaching for physical recreations. Other grooming activities may include:

- forming a friendly relationship with the child and his/her parents or carers
- taking a strong interest in the child and his/her activities
- seeking opportunities to be alone with the child
- giving the child gifts, toys or favours

- offering to take the child on trips, outings or holidays
- gradually introducing the child to physical contact, which a parent may initially view as innocent, but which becomes increasingly sexual over time
- telling the child that what is happening is not wrong.

If undiscovered, this behaviour is likely to become increasingly intrusive progressing into sexual abuse. Alcohol and pornography are often used in the process. An adult sexual abuser can regularly abuse the same child over many years. The abuse of other children at the same time is also possible depending on the level of access and opportunity.

In addition to "grooming" the child, an abuser will also "groom" other people around them to create the impression that they would not be capable of such an action. If they are discovered, the people around them may find it difficult to believe the allegations and may defend the abuser rather than think about the needs of the child. In such situations the child will feel very distressed that they are not believed and may be under pressure to retract their allegations.

Why don't children tell anyone what is happening?

Sexual abusers will use many different ways to ensure that a child remains quiet about the abuse. They will frequently use a child's natural fear, embarrassment or guilt, as well as threats of punishment, to stop him/her telling anyone about the abuse. Children are put under immense pressure by their abuser to keep the secret. Some of the ways in which abusers may exert pressure over children include :

- making the child believe that they have a special relationship or secret
- making the child believe that he/she invited the abuse so that she/he feels guilty
- telling the child that no one will believe an allegation
- making the child believe that if a disclosure is made the family will be split up
- offering gifts or other treats
- threatening or using violence towards the child
- making threats against someone or something close to the child
- isolating the child and discouraging relationships with others who could be told
- encouraging the child to become emotionally dependent upon the abuser so that he/she fears losing the relationship with the abuser.

What can we do to prevent this abuse occurring?

Any organisation that works with children has the potential to be targeted by a sexual abuser. It is well known to local police forces that many sexual abusers consider church activities with children to be a particularly easy target. This is why it is vital that churches develop safe practices in their work with children.

Ministering to People who Might Pose a Risk to Children

Research ² has indicated that a higher proportion of convicted offenders against children may be found in church congregations than in the population generally. Many congregations will include people who have abused children amongst their worshippers, and sometimes their history will be known to the incumbent and others. Not all will have committed sexual offences: some will have been guilty of neglect, physical or emotional abuse.

The Church has a duty to minister to **all** people, whatever their background. However, the responsibility to children includes a duty of care to keep them safe from those who might seek to harm them. As well as people with convictions against children there are others whose position in a congregation may need to be carefully and sensitively considered to decide whether they pose a risk to children. This would include people convicted of violent or sexual offences against adults, including domestic violence; people involved in drug or alcohol addiction, or those whose medical conditions or disabilities that might, in rare cases, result in erratic behaviour.

If a congregation is generally aware of how offenders will be treated it will be easier to deal confidentially with a specific case, should one occur. The procedure for ministering to people who have a history of sexual abuse against children is included below. Where a congregation is aware of possible risks as described in the previous paragraph, advice must be sought. In the first instance, contact the Bishop's Child Protection Adviser (see Contacts, Section 3).

Ministering to people who are known to have sexually abused children³

Where a sex offender is known, befriended and helped by a group of volunteers to lead a fulfilled life without direct contact with children the chances of re-offending are diminished. This gives the Church an important role in the prevention of child abuse.

When it is known that a member of the congregation has sexually abused a child the Bishop's Child Protection Adviser should be consulted. A course of action to minimise risk can then be agreed in consultation with the local Safeguarding Board procedures. Child sexual abuse is a compulsive pattern of behaviour, and it is important to set up an agreement with the offender that protects children and yet gives him/her the opportunity to be included in the ministry of the Church.

¹ unpublished research by Donald Findlater of the Lucy Faithfull Foundation

² protocol drawn up in collaboration with CCPAS, the Lucy Faithfull Foundation, the Methodist Church, and others.

If the person's victim attends the church the person should be introduced to another congregation. Consideration must also be given to others who have been abused in the past. The person should not accept any role or office in the church that gives him/her access to children and/or young people, OR any role that gives him/her the kind of status or authority that might make a child believe the person to be trustworthy. A frank discussion should be held with the person who is entering into the agreement, explaining that a small group from the congregation will need to know the facts in order to create a safe environment for him/her and for children.

If possible, the membership of the group should be agreed with the person. It is likely to include the clergy, churchwardens, child protection co-ordinator and any befriending volunteers. If there is a children's work co-ordinator, s/he will need to be informed that an agreement is in place and that this person should not be approached to volunteer for such work.

This small group should offer support and friendship as well as supervision. They should endeavour to keep open channels of communication. No-one else should be informed of the facts without the person's knowledge. The highest levels of confidentiality should be maintained.

It will be necessary to establish clear boundaries, both for the protection of the young people and to lessen the possibility of the person being wrongly accused of abuse. Prepare an agreement, in consultation with the Bishop's Child Protection Adviser, that might include the following elements:

- attend designated services/meetings only
- sit apart from children
- stay away from areas of the building where children meet
- attend a house group where there are no children
- decline hospitality where there are children
- never be alone with children
- never work or be part of a mixed age group that includes children

The person who is the subject of the agreement should be asked to sign it, and the agreement should be carefully and strictly supervised. Do not make any alteration to the terms before talking to the Bishop's Child Protection Adviser.

The incumbent and any others involved in the agreement should offer close support and pastoral care.

Review the agreement at regular intervals to ensure that it is still being followed exactly as written. An agreement must remain in place so long as the person is a part of the congregation, whether or not his/her name appears on the Sex Offenders Register. If the agreement is broken, seek advice from the Bishop's Child Protection Adviser. As a final resort, you may have to consider banning the offender from church. In this case, alert the Bishop's Adviser and other churches, the police or the probation service, if appropriate. If the person cannot be banned because they live in the parish, the advice of the Diocesan Registrar should be sought and a high level of supervision maintained.

In some cases, offences only come to light after many years. In such situations great sensitivity will be required – but remember that there may still be a substantial risk to children and an agreement will still be appropriate in most cases.

Circles of Support and Accountability

This type of organisation offers a system of structured befriending and supervision for sex offenders, usually at the point of release from prison. Many of the volunteers involved in the circles are recruited from churches, although the offenders are not necessarily Christian. If a known sex offender who attends a church is also part of a "Circle of Support", they will have a specific contract with the circle as well as any parish arrangements agreed with the Bishop's Child Protection Adviser.

For further information and advice, contact the Bishop's Child Protection Adviser (See Contacts, Section 3)

Child protection and mixed-age groups in the church

One of the positive things that the church can offer is a place where young and old, children and adults can be together, including worship and learning about the faith together. Children have the opportunity to get to know adults in a shared activity; perhaps singing, making music, bell ringing, acting together, study groups or parish weekends. When these activities include children without their parents or carers being present, it is the responsibility of the PCC or equivalent body to make sure that these children are cared for within health, safety and child protection guidelines.

The latest House of Bishops' child protection policy; 'Protecting all God's Children 2004' explicitly recognised this fact and drew adults in mixed age activities into its child protection procedures. Experience has shown that such groups are vulnerable to infiltration by people seeking to harm children. The opportunity for regular informal contact can enable a potential offender to gain the trust of a young person, enabling them to move on to offend. It is hoped that all such groups will recognise the need to provide a safe environment, including the need to exclude from their activities those shown to be a risk to children.

Implementing the policy

All groups should arrange a meeting for their adult members to learn about the need for child protection. Members should agree and sign up to good practice guidelines. These should include:

- Not arranging to meet children outside the group without their parents' permission.
- Not giving extra tuition in your own home.
- Not giving lifts to a child on his/her own, or without the parent's permission.

All adults in groups where they have regular contact with children but do not take on any other responsibility or role should sign a "Confidential Declaration" form (see Section 3) and apply for a CRB disclosure. Further guidance may be available from relevant specialist groups e.g. the Royal College of Church Musicians or the Council for Church Bell Ringers.

All leaders of groups where there is an expectation of child members, even if there are none at present, should be appointed through the 'safer recruitment' procedure and apply for a CRB disclosure.

Occasional visitors to the group should be under the supervision of a properly appointed person. If attendance becomes more regular, they should be asked to complete the same process as the leaders/ members mentioned above.

Communicating electronically

(adapted from a document by Stephen Barber, Child Protection Adviser, Diocese of Oxford, January 2007).

This document concerns the use of mobile phones, email, SMS (text) messages, MSN Messenger and other electronic communication methods.

The issues involved in communicating electronically are not very different from those in face to face communication, except that the person is not with you, so neither of you can use facial expressions or body language to clarify your meaning. It is also normally private, so others are not there to provide a context and background. Finally, it creates a detectable record which could, if necessary, be printed out and used in evidence.

Those who wish to abuse young people often start with electronic communications and then attempt to lure young people into an unprotected face to face meeting. So good practice is to communicate in such a way that achieves its purpose without unintentionally encouraging habits in young people which could be dangerous.

A few Do's and Don'ts

- If young people want you to keep their mobile phone numbers, email addresses or similar, make sure that their parents know and have agreed.
- Keep communications short. If you need a discussion, fix a time to do so face to face during or following the group, and follow the good practice guidelines for workers with children.
- Use an appropriate tone: friendly, but not over-familiar or personal. Beware 'jokey' remarks: these are often misinterpreted when conveyed electronically.
- While communications should be friendly, they should not suggest or offer a special relationship.
- Respect the young person's confidentiality, unless abuse is suspected or disclosed.
- Before sending your communication, ask yourself: would you be embarrassed if it were seen by the young person's parents, or church officials?

Section 3: Forms, Templates, Contacts

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A general consent form for regular groups/activities

This form should be filled in annually and kept with the group's records where it can be accessed in case of emergency. All those working with the child named on the form should be made aware of any health and dietary concerns which are given so that the child's needs may be met.

Name of your church/parish/benefice:

Title of the Group:

Full Name of Child/Young Person:

Date of birth:

Address:

Telephone number:

Are there any medical or dietary concerns that we should know about your child? Please give any relevant details on a separate sheet.

Name of Parent or Carer:

Name/tel. no. of an additional contact:

**I give my permission for
to take part in the normal activities of this group. I understand that
transport to and from the activity is my responsibility.**

Signature of parent or carer..... Date.....

Supplementary form for going away/going abroad

(This form should be used in addition to the general consent form.)

Note: Insurance Advice

If the trip involves travelling abroad, you will need to arrange your child's own personal travel insurance, which would include cover for medical expenses, loss of baggage, cancellation etc. See the trip leader for further advice.

Title and Date of Trip:

Surname of child

Forenames

Date of birth

Age

Home Address

Telephone number

Any medical conditions which we should be aware of (e.g. asthma, diabetes, hayfever, disabilities etc)

Any prescribed medicines (please write very clearly)

Special dietary needs (please provide clear details)

Recent inoculations (as appropriate)

Emergency Information

Name of next of kin

Address of next of kin

Contact telephone numbers

Mobile

Will the next of kin be at this address for the duration of the visit? **YES/NO**
If not, please give details of where they may be contacted

Additional emergency contact: (name and telephone number):

Relationship to the child (e.g. grandparent):

When going abroad:

Passport number

Place of issue

Date of expiry

Nationality

Please read and sign:

I have read the information which has been supplied about this visit and give my permission for my child to take part in this activity.

Signature of parent/carer

Date

Logging a Concern About a Child's Safety or Welfare

Name and Address of your church/parish/benefice

Full Name of Child/Young Person

Address

Date of birth

Account of what happened

Write what happened as accurately as you can. Include who was involved, when it happened (day, month and time), where it happened, any other witnesses or behavioural signs that you observed. If your log includes an injury, describe it and say exactly where it was on the child. Use a separate sheet if necessary.

Action taken

Your name and role in the church (sign and print)

Date (include year) and time of the incident and of this log



DO NOT RETURN TO THE
BISHOP'S OFFICE-
PLEASE HAND BACK TO
THE PERSON WHO GAVE
YOU THE CRB PACK

DIOCESE OF ELY
CONFIDENTIAL DECLARATION FORM
FOR PEOPLE INTENDING TO WORK WITH
CHILDREN AND YOUNG PEOPLE

This document is taken from Procedure 3 of 'Protecting All God's Children: The Child Protection Policy for the Church of England'

The position for which you have applied or currently hold gives opportunities for unsupervised contact with children and/or vulnerable adults. You are therefore required to complete the enclosed confidential declaration and return it to the person designated at the end of the form. Information declared here will either be checked with the Criminal Records Bureau or with other relevant authorities. If you have any questions regarding the declaration, then please ask the person designated on the form or the bishop's child protection adviser.

The information you supply about your history of working with, or caring for, children and/or vulnerable adults is confidential. It may be shared, on a 'need-to-know' basis, in order to protect children and/or vulnerable adults. A confidential declaration must be held by the person who makes the appointments or provides the licence for all clergy and those paid employees and volunteers who have contact with children/vulnerable adults.

CONFIDENTIAL DECLARATION

Your Full Name

Date of Birth

Your Address

Telephone Number

Please answer the following questions by ticking the appropriate boxes

1. Have you, since the age of eighteen, ever been known by any name other than the one given above?

Yes (please give details)

No

2. Have you, during the past five years, had any home address other than that given above?

Yes (please give details)

No

3. Have you ever been convicted of any criminal offence? (You must include all 'spent' convictions however long ago, as the Rehabilitation of Offenders Act 1974 does not apply to posts involving contact with children and/or vulnerable adults. A criminal offence in the past does not necessarily mean that you will not be able to take the post applied for.)

Yes (please give details)

No

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

Yes (please give details)

No

5. Have you ever had allegations made against you, been the subject of an investigation or disciplinary action by any official body in relation to your conduct with children or young people even if no further action was taken? (Include information arising from a paid or voluntary job OR from a situation where you had care of a child/vulnerable adult outside work.)

Yes (please give details)

No

6. Are you at present under investigation by any agency or employer?

Yes (please give details)

No

DECLARATION

I declare that the information given is accurate and complete to the best of my knowledge.

Signed

Date

References

Please give the names of **two** people who would be able to provide a reference. (If you are employed, one of these should be your current employer.)

Referee 1:

Name

Address

Tel:

How does this person know you?

Referee 2:

Name

Address

Tel:

How does this person know you?

Note: Before an appointment can be confirmed applicants must provide an enhanced disclosure from the Criminal Records Bureau. Consult with the Bishop of Ely's office, your incumbent or child protection co-ordinator for details of the process.

**Please return the completed form to the
Parish Child Protection Co-ordinator**

Letter and reference form to be sent to a referee

(Use headed church paper if possible; if not, include the name and address of the church here)

Date:

Dear *(name of referee)*,

(name of applicant) has offered to work with children/young people in this church. Guidance following the Children Acts (1989 and 2004) indicates that all those wishing to work with children and young people for a voluntary organisation must provide the names of suitable referees. The person named above has given us your name as someone who can give a character reference.

I would be grateful if you could complete the enclosed reference form, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible. In commenting on the volunteer, please bear in mind that it is the Church's duty to protect children from significant harm, and all volunteers are required to sign an undertaking to this end.

Thank you for your assistance in this matter.

Yours sincerely,

(sign and print name)

PRIVATE AND CONFIDENTIAL

REFERENCE FOR WORK WITH CHILDREN AND YOUNG PEOPLE

NAME OF
CANDIDATE.....

What is your relationship to the person named above (e.g. friend, employer etc.)?

How long have you known the person?

Would you feel comfortable to know that this person is appointed to work with children or young people under the age of 18?
YES/NO

If no, please indicate any reasons, continuing overleaf or on a separate sheet if necessary.

Are there any other comments you would like to make? If so, please continue overleaf or on a separate sheet if necessary.

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

Name (please print).....

Address.....

.....

.....

Telephone
number.....

Your church/parish/benefice (if applicable).....

A volunteer contract

Name of your church/parish/benefice

Name of the Worker

Job title.....

Those working with children and young people, together with the whole church, commit themselves to their care and nurture in the Christian faith. On behalf of those who worship here, we undertake to support you and the work you do in our prayers, by our interest and in the provision of resources and training.

The person to whom you are directly responsible is

.....

S/he is there to discuss any matters of concern that you may have.

The responsibilities of your work are as follows:

Once a year you will be given the opportunity to review your work and discuss any concerns you may have as well as opportunities for development and training. Working with children and young people is a responsibility but it also brings great rewards. We hope you will enjoy the work you have undertaken.

Signed

Parish Priest

Received by

Worker

Date

One copy of this form should be kept by you, one will be held by the person named above to whom you are responsible and a third copy will be kept by the PCC.

Accident and Incident Report Form

Name of church.....

Name of group

Address.....

.....

.....

*Use this form to record **all** accidents, injuries and dangerous occurrences.
The form should be completed as soon as possible after the occurrence.
Whenever possible, the description of the accident should be completed by the injured person. All details should then be checked by a church official. If there were any witnesses to the accident they should complete witness statements as soon as possible after the occurrence.*

This section to be completed by the injured person or person involved in the incident

Full name of person injured.....

Home address.....

.....

.....

Age (if U18)

Circle as appropriate: Employee Volunteer Visitor

Congregation member Child

Date of Occurrence Time of Occurrence

Place of Occurrence

Please give a full description of the accident circumstances, including a description of any apparatus or equipment involved and any injuries received and First Aid given (continue on a separate sheet if necessary).

Signed by injured person or responsible adult on behalf of a child

Date (include year):

This section to be completed by the church official

If the person involved was an employee or volunteer:

1. State nature of employment

2. Was she/he on or off duty at the time? YES/NO

3. If on duty did she/he continue to work after the occurrence, or go off duty?

4. If she/he went off duty at what time and for how long?

.....

If the accident occurred at a youth or children's group meeting:

Who is normally responsible for the group?

.....

Who was responsible for the group at the time of this incident (if different from above)?

.....

Have you retained any damaged equipment or apparatus for inspection? YES/NO

Does action need to be taken to prevent such an incident happening again?

.....

Are the premises still a safe place for the group to meet?
YES/NO

Is the equipment still safe to be used?
YES/NO

Who else has been informed?

.....

Signature of the person in charge of the group at the time of the accident or incident (please also print name).

Signature of church official

I/we confirm that as far as I am/we are aware the above details including the description of the accident are true and complete.

Signed Print Name

Position Date

Names of Witnesses:

Please attach statements from witnesses (use separate sheet),
signed and dated

Checklist for implementing or reviewing the child protection policy, procedures and good practice in the parish (or church, or benefice).
(adapted from document on www.safeguardingadvice.org)

The PCC, incumbent and child protection co-ordinator for the parish should work together in implementing and then reviewing (at least annually) the child protection policy for the parish. The following areas should be included in the policy:

1. Identify all children's and youth activities and mixed-age activities that are the responsibility of the PCC and therefore come under the child protection procedures.
2. Check that every group has up-to-date registration forms and a register of attendance.
3. Check whether any of the Under 8 groups need to be registered with the local authority (for further advice, contact the Diocesan Children's Work Adviser, see Contacts, Section 3)
4. Identify all leaders, helpers and adults in mixed-age activities who will need to follow child protection procedures.
5. Check that every group has enough helpers and that there is a gender balance wherever possible. (For work with Under 8s, leaders must be appointed in accordance with required adult-child ratios. Contact the Diocesan Children's Work Adviser for further information.
6. Decide what training will be required and how on-going support will be given to children and young people's workers.
7. Consider whether there are any adults in the congregation who have informal contact with children which will come under the child protection procedures e.g. vergers, caretaker, mini-bus driver etc.
8. Check that all current paid employees, volunteers and adult members of mixed-age groups have signed a Confidential Declaration Form within the last three years, and have an enhanced-level CRB disclosure that is less than three years old. **NB** this procedure will change from Autumn 2008. Check in Section 1 for updated guidance (note date at foot of page of 'Criminal Records Bureau' document) or contact the Bishop's Office for further information.
9. Decide how new workers will be appointed, trained and supervised.
10. Decide who should be contacted by people who are concerned about a child or young person or concerned about the behaviour of an adult. This will usually be the parish child protection co-ordinator. Generate sufficient publicity to ensure that the congregation knows who the contact is and how to get in touch.

11. Make sure the parish insurance policy covers all church activities on and off the premises and includes legal protection insurance for employees and volunteers.
12. Inspect all premises used by children and young people to make sure they are physically safe. Address any health and safety issues e.g. lighting, security of access, etc.
13. The parish child protection co-ordinator should hold a loose-leaf folder where concerns or notes of incidents can be kept. This should be kept confidentially in a secure place and should be maintained in compliance with the Data Protection Act.
14. Decide how the child protection policy will be brought to the attention of the congregation, volunteers, parents and children. In annual review, consider how to refresh awareness within the congregation.
15. Identify local support groups, counselling services and resources for adult survivors of child abuse and make sure the information is easily accessible to those who might need it.
16. If there are any people in the congregation who are known to have offended against children, inform the Bishop's Child Protection Adviser, who will help to initiate an agreement with that person.
17. Identify all outside groups using church premises and ensure that they either have an appropriate, compatible child protection policy or will agree to adopt the parish policy.

The Diocesan Child Protection Policy and guidelines for its implementation should be brought to the PCC for ratification. The incumbent and churchwardens should sign the Parish Policy Statement and agree a date to review the policy on an annual basis.

A copy of the policy should be placed on the church notice board or in another easily accessible place.

Contacts and References

CRB Countersignatory

Sarah King (the Bishop's office) 01353 662749
sarah.king@ely.anglican.org

The Bishop's Adviser for Child Protection

Yvonne Quirk 01223 276957
yvonnecoppard@aol.com

Diocesan Children's Adviser

post vacant

Diocesan Youth Officer

Captain David Waters 01353 652715
david.waters@ely.anglican.org

Resources Administrator (child protection training)

Ros Wright (Resources Centre) 01353 652725
resources.centre@office.ely.anglican.org

Cambridgeshire Direct (first point of contact for Children's Services social workers) 0845 0455203

Out of Hours Emergency Duty Team

01733 234724

Police: Child and Domestic Abuse Central Referral and Tasking Unit

Northern (Peterborough) 01480 428078
Central (Huntingdon, St Neots, Fenland) 01480 428076
Southern (Cambridge and Cambridge Rural) 01480 428082
General Tel. No. 01480 428129

Contacts (continued)

Childline (24 hours)	0800 1111
NSPCC (Deaf/Hard of Hearing) (Asian)	0800 800 5000 0800 056 0566 0800 096 7729
Parentline	0808 800 2222
Christian Survivors of Sexual Abuse 38, Sydenham Villas Road, Cheltenham GL52 6DZ	
Cambridgeshire Local Safeguarding Children Board www.cambslscb.org	
Child Exploitation and Online Protection Centre www.ceop.gov.uk	
Domestic Violence www.womensaid.org.uk	
HOPElineUK (prevention of young suicide) www.papyrus-uk.org	0870 170 4000

References

‘Protecting All God’s Children: the Child Protection Policy for the Church of England’, produced by the House of Bishops (3rd edition GS Misc 725/Church House Publishing 2004/ ISBN 07151 38677)

Children Act 2004, Explanatory notes (Ch. 31) published by TSO (The Stationery Office) 11/2004 992285 19585

‘Working Together to Safeguard Children’ A guide to inter-agency working to safeguard and promote the welfare of children, pub. The Stationery Office ISBN 0-11-271187-1