

# Child Protection Policy

Protecting all God's Children



**JANUARY 2005**

“That they may have life, life in all its fullness”

John 10:10

## The Bishop's Foreword

The safety and well being of all our people is paramount. And among those people, God's people, our most important are our children.

This **Child Protection Policy**, like all that have gone before, takes this statement about safety and well being as its starting point. We must put our children and vulnerable people at the heart of what we do.

This policy is clear and detailed. It builds on previous diocesan and national policy and experience. It must be followed absolutely.

Although, by now, you are used to the idea and the reality of a child protection policy, there are a number of changes and amendments to this present policy which reflect recent Government legislation, I therefore urge you to read it and share it with your colleagues. A shorter, more "user friendly" version is available but it should be read in conjunction with this, the full policy.

The diocesan policy requires all parishes to take action to implement its recommendations. It carries the assurance that allegations of abuse will be taken seriously and emphasizes the intention of The Children Act 1989 that the welfare of the child is paramount.

Clergy, readers and PCCs should ensure that our guidelines are well known to all those working with children and young people.

In implementing this latest policy parishes are not alone. Each parish already has someone identified (the "appointed person") to ensure that the responsibilities outlined in this policy are carried out. This appointed person is, in turn, supported by the PCC, the parish and by the diocesan child protection adviser.

A handwritten signature in black ink that reads "+ Peter Bath & Wells". The signature is written in a cursive, slightly slanted style.

+ Peter Bath & Wells

January 2005

**The Diocese of Bath and Wells procedures and guidelines based on the child protection policy for Church of England, *Protecting all God's Children* 2004**

## **Contents**

**Principles of the House of Bishops' child protection policy**

**Child protection policy statement of the Church of England**

**The diocesan recommendations and policy guidelines for implementation**

### **Part 1: Policy and responsibilities**

Introduction

Our theological approach

What is child abuse?

- Introduction
- Definitions

Responsibilities of the diocese

Responsibilities of the parish

### **Part 2: Procedures and associated guidelines**

#### **Procedure and associated guidelines 1**

What you should do if you are concerned about a child or a young person

In the unlikely event of someone telling you that they are involved in abuse, or involved in children's activities that they feel uncomfortable about

What happens in cases of alleged abuse?

What happens when allegations do not lead to conviction?

Issues of confidentiality

Redeployment following conviction or caution

Completing the process

#### **Procedure and associated guidelines 2**

The appointed person in each PCC and the recruitment of people to work with children

#### **Procedure and associated guidelines 3**

Good practice and guidelines for working with children and young people

Touching

Young helpers

#### **Procedure and associated guidelines 4**

Disclosure of abuse from adults

#### **Procedure and associated guidelines 5**

Ministering to people who might pose a risk to children

### **Procedure and associated guidelines 6**

Managing child protection in the diocese – a model of good practice

The role of the Bishop's child protection group

The diocesan child protection adviser

### **Part 3: Appendices**

Appendix 1 Model application form (for volunteers)

Appendix 2 Model job description

Appendix 3 Model letter to referees

Appendix 4 Model reference form

Appendix 5 Confidential declaration

Appendix 6 Model summary of child protection responsibilities

Appendix 7 Guidance on young volunteers and model job description form

Appendix 8 Criminal records bureau disclosure form process

Appendix 9 Model consent and medical form for children's events

### **Footnotes and references**

#### **Organisations – national**

#### **Useful telephone numbers**

#### **Copyright**

#### **Additional copies**

**Principles of the House of Bishops' Child Protection Policy as published in *Protecting all God's Children*, 2004, vii (in future referenced as *PaGC*)**

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

**The Child Protection Policy Statement of the Church of England (*PaGC* section 1.3)**

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

# **Bath and Wells Diocesan Recommendations and Guidelines for the Implementation of the House of Bishops' Child Protection Policy**

## **Part I: Policy and Responsibilities**

### **Introduction: developments in child protection**

The third edition of the child protection policy for the Church of England was published earlier in 2004. Entitled 'Protecting all God's Children' this is an updated policy based on the principles put forward by the House of Bishops. The Church of England has had a child protection policy in place since 1995 but has deepened both its understanding and its approach to implementing policy over the last nine years. Initial shock and scepticism – both common responses to child abuse issues – have now been replaced by a measured and compassionate approach to the difficulties involved for the church community. How can we best safeguard and nurture the children in our community in a creative and natural way? How can we respond to the needs of those who have caused harm? How can we minister to those long damaged by past trauma? The church can be an important focus and place for healing, forgiveness and awareness, whilst at the same time providing an environment for the imaginative development of its children. Child protection issues need no longer be reluctantly tolerated as bureaucracy imposed from outside the church but seen rather as an integral part of its theology with the fate of children as a starting point.

These updated policy guidelines are important because as many of us as possible should know what we are doing and why. We all share the responsibility of ensuring that the church is a safe environment for children and if we see something we are concerned or unhappy about we need to do something in response. We also need to be in tune with current thinking and social policy on child protection. We are now more aware than ever of the harm that has been done to some of our most vulnerable people, especially children, in our church communities. Awareness of child protection issues needs to be integrated into the whole life of the church and understood as everyone's responsibility. We can learn from those who have been victims and are now survivors, and also from those professionals who have brought their skills and experience into the church community. The policy and the guidelines are updated to take account of recent developments and are based on the principles and policy of the House of Bishops document *Protecting all God's Children 2004*. With direct sources referenced.

There is also an accompanying pamphlet produced by the diocese called *Understanding Child Protection in the Parish*, and a further pamphlet for appointed persons called *Appointed Person – role and responsibilities*.

The diocese is committed to implementing the policy of the House of Bishops' document which is based on The Children Act 1989, in order to ensure the following concerns:

**Our first and primary concern is the protection of all children, young people and vulnerable adults in our communities from actual or possible abuse. All other considerations are secondary to this paramount principle.**

A further concern is that criminal or inappropriate behaviour by those employed or involved within the church community can be identified and appropriately dealt with.

A third concern is related to the protection of clergy, youth and lay workers, and volunteers from unfounded allegations.<sup>1</sup>

## **Our theological approach**

Every human being has a value and dignity which comes directly from God's creation of male and female in his own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Amongst other things this implies a duty to value all people as filled with the Holy Spirit and therefore to protect them from harm. Christ saw children as demonstrating a full and intimate relationship with God. He gave them status, time and respect, (*PaGC* section 1.2).

The church is called to be a community that gives witness to the love of God by valuing and protecting the most vulnerable, especially children.<sup>2</sup>

Because redemption and the possibility of forgiveness are so central to the gospel, the church is not only well-equipped to assist in the rehabilitation of offenders but is also particularly challenged by them. Our congregations can be a refuge for those who have perpetrated abuse but are seeking help in maintaining a non-abusive way of life. Other abusers may see church membership as an opportunity to be close to children in order to continue their abusive patterns of behaviour. Experience shows that whether penitent or not, abusers always need support in taking responsibility for their own actions and in stopping their abusive behaviour, and of course children need protecting from them. The genuine penitent will accept the need for careful arrangements for their return to church fellowships. This is in line with the church's realistic understanding of sin and its effects.

A Christian approach to child protection will therefore ask both individuals and communities to create a safe environment for children, to act promptly on any complaints made or concerns noted, to care for those who have been abused in the past and to minister appropriately to those who have abused. The church must take seriously both human propensities to evil but also the God-given resources of goodness (*PaGC* section 1.2).

## What is child abuse?

### Introduction

The Department of Health document *Working Together to Safeguard Children from Harm* published in 1999 provides us with good working definitions that can help us develop awareness of the subject. The document states that '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'.

Clearly child abuse is not new but partly through hearing the experiences of those who have suffered we now increasingly recognise, name and condemn it. Abuse can be overt or covert, blatant or extremely subtle, but abuse of whatever kind is an abuse of power - it is an abuse of relationships, and a betrayal of trust. Within the context of the church community we may also speak of 'sinful betrayal'.<sup>3</sup>

Child abuse is found in all parts of society – in all classes, cultures and religions, and amongst children of all ages. Children with disabilities or those from ethnic minorities or those who are seen or feel themselves to be 'different' or 'apart' in some way may be especially vulnerable.<sup>4</sup> In the main abuse is perpetrated by an adult who is well known to the child, often a family member. Such trusted adults can also include others in the child's community, including professionals, leaders or members of a child's church. Some child abuse is perpetrated by other more powerful children. On present evidence it is considered that men are responsible for over 90% of all sexual abuse, and the majority of physical abuse.<sup>5</sup> Women do abuse children too, most commonly either physically or emotionally. Children are also vulnerable to abuse through the misuse of technology via the internet and widespread child pornography.

Children are significantly affected by all abuse – there is no hierarchy of abuse. All abusive experiences affect children and prevent them 'from achieving their full potential and undermines their dignity and their rights. The harm it causes will affect children whilst it is happening and in later life. When abuse occurs within the context of the church or by a Christian it may affect the person's faith and spiritual development (PaGC A2.1).

'The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interest of children... There are no absolute criteria on which to rely on when judging what constitutes significant harm. Consideration ...may include the degree and extent of physical harm, the duration and frequency of abuse and neglect, and extent of premeditation, degree of threat and coercion, sadism, and bizarre or unusual elements in child sexual abuse' (PaGCA2.6).

**Abuse can never be justified and the child is never to blame.**

### Definitions of abuse

As an employee or a volunteer in the church community we are **not responsible for diagnosing child abuse**, but the document '*Working Together to Safeguard Children from Harm*', 1999, outlines four main categories of abuse that act as useful indicators to assist us in protecting children from harm. These definitions can be seen only as broad markers and often with overlap across the categories. It is also important to emphasise that sometimes signs of abuse such as being physically intrusive or over-tactile can be extremely subtle reflecting a general misuse of power and manipulation by trusted adults which may lead to on to specific harm through the crossing of boundaries and inappropriate 'relationship'.

The main categories are as follows:

**Neglect:** neglect is abuse because it is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, failing to protect the child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. Leaving young children alone and unsupervised is another example of neglect. It may also include neglect of a child's basic emotional needs.<sup>6</sup>

Usually children who are suffering from neglect are relatively easy to spot especially if their state is consistent. For example, they may demonstrate great neediness such as hunger or a longing for affection or attention. They may appear dirty or dishevelled or not well. They may talk about their deprivation or show you in some way what needs are not being met.

**Physical injury:** physical abuse may involve hitting, shaking, biting, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. It also includes the use of excessive force when carrying out tasks like feeding or nappy changing. 'Munchausen's Syndrome by proxy' may also constitute physical abuse, whereby a parent or carer feigns the symptoms or, deliberately causes ill health in a child perhaps through administering needless medication.

Older physically abused children sometimes hide their injuries but you may see regular or unexplained bruising for which there is no explanation. Such marks will be different from accidental scratching or bruising usually found on protruding parts of the body - such as knees and shins.

**Emotional abuse:** emotional abuse is where children are harmed and their emotional development hindered by constant lack of love and affection, or by threats, or where they are made to feel worthless or inadequate, or only loved in so far as they meet the needs of another person. It may involve 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.

Emotionally abused children may demonstrate their distress through symptoms, behaviour problems or by unusually clinging or withdrawn behaviour in relationships. Many emotionally abused children assume that the way they are living is 'normal' until exposed to something different.

**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 in varying degrees, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways' (PaGC A2.3).

Some children who have been sexually abused may display sexualised behaviour in their relationships and their play. Others are withdrawn, depressed and with little confidence, and often frightened. Some children are able to cut off from all feelings and appear indifferent to what happens to them.

Further categories:

**Spiritual abuse:** In the context of the church community there is a further form of abuse that can have devastating effects on the spiritual development of the child. When trusted members of the church community abuse children in their care this also constitutes spiritual abuse. Whatever the nature of the abuse the child's trust is betrayed and the child's belief in natural and divine justice is damaged. One effect may be that the child turns away from the church and from God.

**Organised abuse:** organized or multiple abuses can involve 'one or more abusers and a number of related or non-related children or young people. The abusers may be acting as part of a network or in isolation and may use an institutional framework or a position of authority or trust to recruit children for abuse. They may use children themselves to recruit other children' (PaGC A2.2).

**All abused children are traumatised by their experiences. Abuse by an adult or young person, upon another child or young person, can never be justified. Children may indicate that something is wrong by how they look, how they behave, or by what they say – or by a combination of all three.** It is often extremely difficult for children to talk about what is happening to them in such situations. We need therefore to be alert to the possibility of abuse within our community and **to be open to all possibilities.**

## **Responsibilities**

### **Responsibilities of the diocese (PaGC section3.3)**

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

## **Responsibilities of the parish (PaGC section 3.4)**

Each parish should:

- \* Accept the prime duty of care placed upon the incumbent and parochial church council (PCC) to ensure the well-being of children and young people in the church community;
- \* Adopt and implement a child protection policy and procedures, accepting as a minimum the House of Bishops' policy on child protection but informed by additional diocesan procedures and recommended good practice whilst being responsive to local parish requirements.
- \* Appoint a coordinator [appointed person] to work with the incumbent and the PCC to implement policy and procedures. The coordinator 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 diocesan child protection adviser. Ideally this coordinator should be someone without other pastoral responsibility for children in the parish.
- \* Appoint a person, who may be different from the coordinator, to be a children's advocate; this should be someone whom children know they could talk to about any problems, if they so wish.
- \* Display the Child Line telephone number.
- \* Ensure that all those authorized to work with children and young people or in a position of authority are appropriately appointed, trained and supported, and provide all authorized 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 and protection within the church community.
- \* Create a culture of informed vigilance which takes children seriously.
- \* Ensure that appropriate pastoral care is available for those adults who have disclosed that they have been abused as children.
- \* 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.
- \* 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.
- \* Review the implementation of the child protection policy, procedures and good practice, at least 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 care should be taken to implement the policy in full.
- \* 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.

## Part 2 Procedures and Associated Guidelines

### Procedure and Associated Guidelines I

#### I. What you should do if you are concerned about a child or young person<sup>7</sup>

All allegations of actual harm, whether they are about neglect, physical, emotional, or sexual abuse, must be acted on immediately (see flow diagram I).

**If you are concerned or have a sense of unease about any behaviour toward a child or young person, or if a child tells you that they, or someone they know, is being abused do take your concerns and the concerns of the child seriously.** It is important that all concerns are shared. 'If in doubt it is always better to make a referral to social services rather than to do nothing' (PaGC PI.1). Silence does not protect the victims; it perpetuates victimization.<sup>8</sup> Be prepared to think the unthinkable even if the person about whom the allegation is made is known to you very well.

#### **Do:**

- \* **Listen carefully** to the child, rather than directly question him/her;
- \* **Accept what the child says** – children rarely tell lies about being abused;
- \* **Take the abuse seriously** (no incident of abuse is ever insignificant);
- \* **Reassure the child** who has spoken to you, that they have done the right thing in bringing it to your attention;
- \* **Write down** exactly what was said, including any inappropriate language that might have been used, whilst it is still fresh in your mind, making a note of the timing, setting and people present;
- \* **Explain to the child** what actions you are going to take – that the information must be shared;
- \* **Report what you have heard, seen or suspect**, either to the social services department, the police, or the NSPCC, or to the appointed person in your parish. He or she then needs to inform the statutory agencies. Always inform the diocesan child protection adviser as soon as possible.

#### **Do not:**

**Dismiss your concerns** – the diocese will take them seriously;

**Approach the person about whom you have concerns**, instead seek advice from either the diocesan child protection adviser, your local social service department, the police or the NSPCC;

**Confront** the alleged abuser;

**Ask questions** to obtain further information – children will only want to tell their story once;

**Promise confidentiality**, or make promises to the child that they cannot keep;

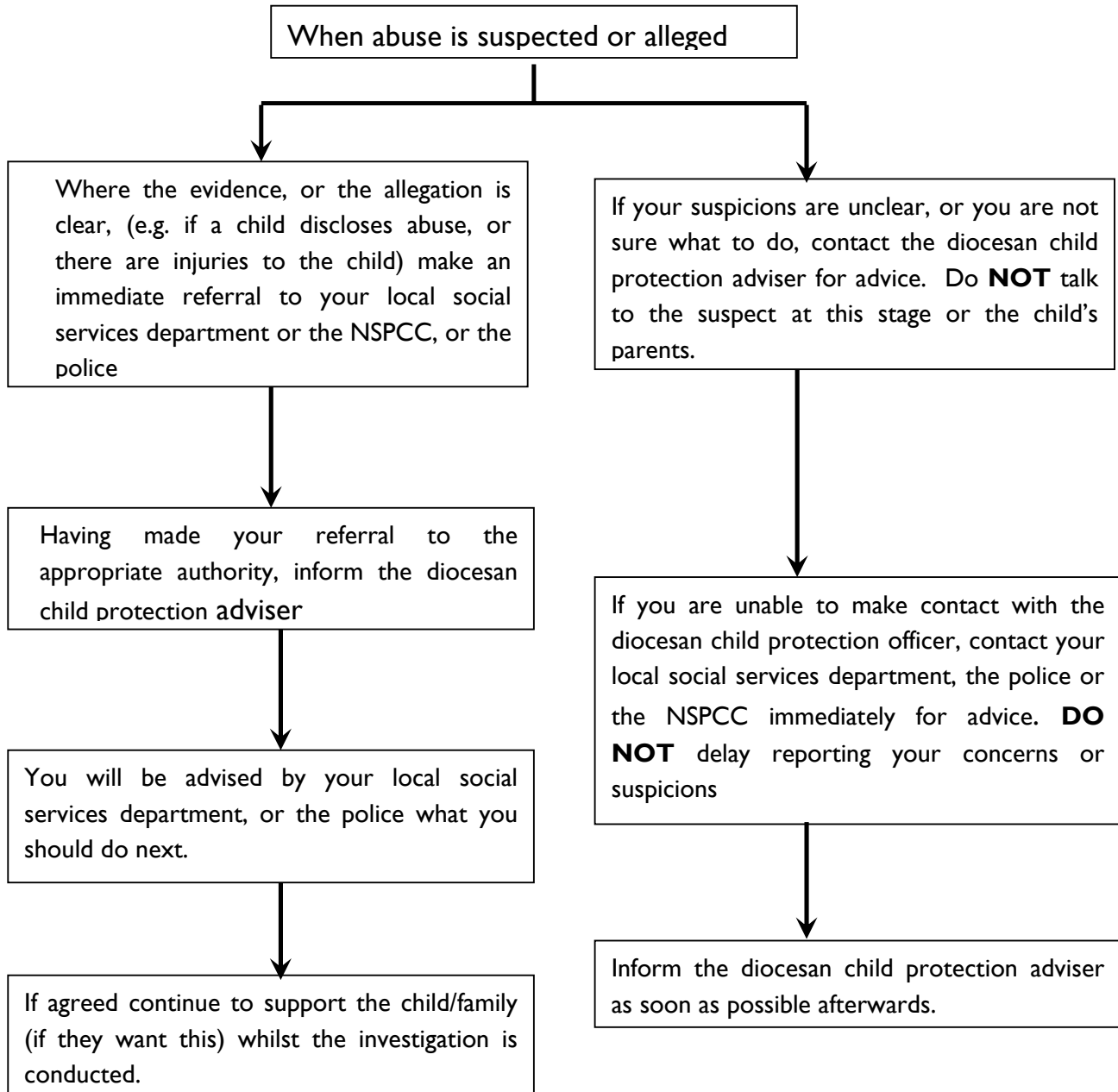
**Stop a child** who is freely recalling what has happened. If they are interrupted at this stage, they may not continue and might not let you, or anyone else know what has happened.

**Telephone the diocesan child protection adviser:**

**Fiona Gardner**

**The Old Deanery, Wells, Somerset BA5 2UG**

**01749 685135 email: [fiona.gardner@bathwells.anglican.org](mailto:fiona.gardner@bathwells.anglican.org)**



## **2. In the unlikely event of someone telling you that they are involved in abuse, or involved in children's activities that they feel uncomfortable about:**

- \* **Accept** what the person says to you
- \* **Take what is said seriously** (no incident of abuse is ever insignificant)
- \* **Write down** exactly what you have heard
- \* **Remember all allegations of harm to children must be acted upon**
- \* **Contact must be made with social services, the police, or the NSPCC and inform the diocesan child protection adviser**
- \* **Confession** 'It is possible that relevant information may be disclosed in the particular context of confession. Canon law constrains a priest from disclosing details of any crime or offence which is revealed in the course of formal confession: however there is some doubt as to whether this absolute privilege is consistent with civil law... Confession needs to be differentiated from a general pastoral conversation or a meeting for spiritual direction' (*PaGC A3.3* and see *Legal Opinions concerning the Church of England*).

## **3. What happens in cases of alleged abuse?**

All allegations will result in a full enquiry by the diocesan child protection adviser in conjunction with the Bishop's child protection group who will liaise with the appropriate authorities. The child's interests will be the first priority.

The person against whom the allegations have been made will be withdrawn from all contact with the child or children concerned and any other children, whilst the enquiry is in progress. When the allegation involves a member of the clergy 'the Bishop has a discretionary power to serve notice suspending that person from all duties in the parish until the proceedings are concluded' (*PaGC A5.1*). Any person employed by the diocese will be required to take leave and volunteers will be required to withdraw from any church situation involving children and young people until the investigation is completed.

'It is the responsibility of the diocesan child protection adviser to coordinate the diocesan response, attend strategy meetings with the other agencies and interested parties and work with them during the investigation. The incumbent will be responsible in consultation with the diocesan child officer for coordinating support in the parish' (*PaGC P1.4*). This might take the form of support for both the child or young person and their family and separately for the alleged abuser. 'The highest degree of confidentiality should be maintained and only the people who need to know should be informed of the circumstances' (*PaGC P1.4*).

The claims manager of the insurance company should be informed immediately and advice sought by the Bishop or diocesan child protection adviser.

## **4. What happens when allegations do not lead to a conviction?**

For different reasons many allegations do not result in criminal prosecution, and of those that get to court there is only a 2-5% conviction rate<sup>9</sup> even if there is a weight of evidence in support of the allegation. The absence of criminal conviction is not by itself a sufficient guarantee of suitability for any particular kind of church work, and 'there may remain evidence of inappropriate or misguided behaviour which needs to be addressed. The advice of the statutory agencies should be sought about any continuing risk to children...If there remain unresolved matters of concern... a professional risk

assessment could be carried out' (PaGC PI.8) to try to decide whether it is safe for that person to continue their involvement with children. Once again the protection of children would be the priority. It has been shown that it is rare to have unfounded allegations and the number of false allegations is relatively few. Good practice reduces the chance of false allegations.<sup>10</sup>

### **5. Issues of confidentiality<sup>11</sup>**

The degree of confidentiality will be governed by the need to protect the child. Total confidentiality will not be maintained if the withholding of information will prejudice the welfare of the child.

**The welfare of the child will be of paramount consideration in all proceedings concerning the suspicion of, or actual, abuse of children.**

**No individual within the church community involved in the disclosure of the abuse of children need or should act alone** – they are part of a vital network that includes the diocesan child protection adviser and the Bishop's child protection group. Information must be shared immediately with either the statutory authorities and/or the diocesan child protection adviser.

The sharing of suspicions with anyone else risks forewarning the abuser, may put the child at further risk, and might spread rumours and innuendos that could be false and adversely affect all involved.

### **6. Redeployment following conviction or caution (PaGC PI.8)**

Careful consideration should be given to the future employment or volunteering role of the person involved in a caution. They may be banned from working with children and will need a professional risk assessment. For those who have been convicted see Procedures and Associated Guidelines 5.

### **7. Completing the process (PaGC PI.9)**

At the end of any investigation all those affected will need to be informed of the result and arrangements made, where appropriate for continued support, counselling or treatment. Lessons can be learned from the incident, and any changes to procedures or good practice implemented.

## **Procedure and Associated Guidelines 2**

**The appointed person in each PCC and the recruitment of people to work with children**  
(adapted from earlier policy guidelines)

'One of the ways that children and young people are protected from harm is to take care of the ways adults are appointed who are likely to have contact with children' (PaGC 3). We need to adopt all reasonable safeguards to prevent the neglect, physical, emotional, sexual and spiritual abuse of children by anyone in the church community. All involved with children need to agree and comply with the guidelines.

**Every parochial church council needs to select an appointed person with the following responsibilities:**

**The appointed person is the link person with the diocesan child protection adviser;**

**The appointed person oversees the selection of adults in contact with and involved in voluntary activities with children**

We are gradually realising in the church that the attitude of 'not wanting to know' or that 'it doesn't happen in my church' or 'we know everyone really well and they're all lovely people' and so on may protect abusers. The procedures given here apply to all situations and to all interested in contact with children in the church community.

First procedure: All applying for paid or unpaid work either temporary or permanent with children need to be assessed and subject to a formal appointment process. Try not to make assumptions, and keep to the same process for everyone. Application forms should be completed (see appendix 1), identification document(s) checked, and all positions, whether voluntary or paid, covered by a simple job description (see appendix 2) and references always taken up (see appendix 3 and 4). Each person applying also needs to complete a self-declaration form (see appendix 5) which is kept in the parish. Each person should be appropriately interviewed and initially taken on for a trial period followed by a review after three months.

Second procedure: All involved in direct contact and working with children in the diocese whether as volunteers or in paid employment need to provide a disclosure at the enhanced level from the Criminal Records before beginning their involvement with children and young people. Information about the disclosure application forms and the process involved can be obtained from the Criminal Records Bureau co-ordinator (see flow diagram 2).

**Telephone the Criminal Bureau Co-ordinator**

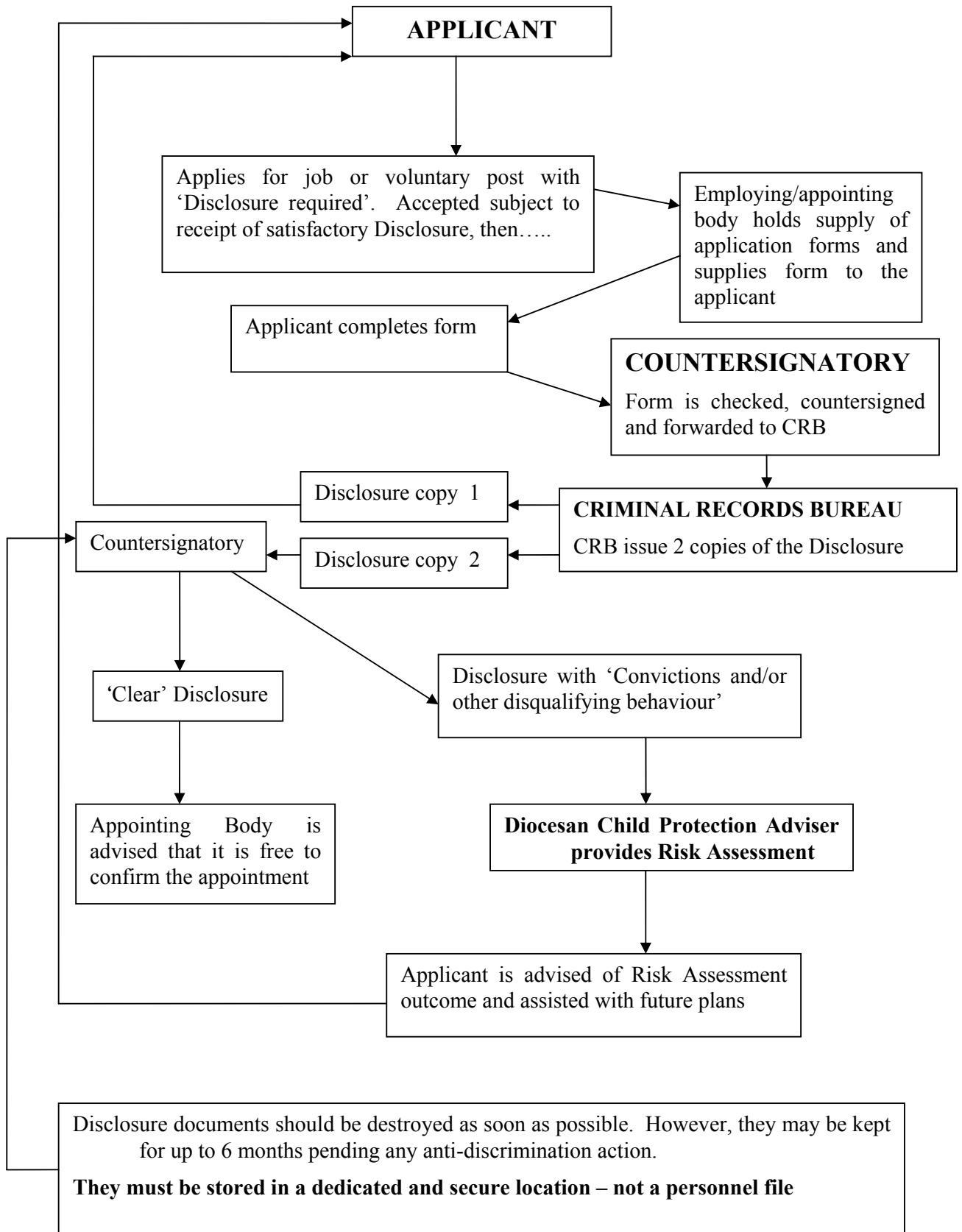
**Helen Singleton,**

**The Old Deanery, Wells, Somerset BA5 2UG**

**01749 685134 or 670777 email [Helen.singleton@bathwells.anglican.org](mailto:Helen.singleton@bathwells.anglican.org)**

If the disclosure is clear the person is free to begin work with children. If the disclosure is not clear but is 'positive', then the information will be forwarded to the diocesan child protection adviser who will undertake a risk assessment. There can be a danger that we think safety is ensured by a clear disclosure form. We need to see CRB as one part of the jigsaw and remember that most offenders against children have never been caught.<sup>12</sup>

# CRB PROCESS



## **Procedure and Associated Guidelines 3** <sup>13</sup>

### **I. Good practice and guidelines for working with children and young people**

Good practice protects both children and the adults working with them. For full details and clear guidance on registration of premises, health and safety issues, insurance, use of car, maintaining discipline, and desirable standards it is suggested that you read the diocesan *Guidelines for Working with Children* (2005).

The basic procedures directly concerned with child protection issues are that you ensure that a minimum of two leaders/volunteers is always present. With more than 20 children there should be one additional leader/volunteer for every 10 (or part of 10) young people maintaining the gender balance. Avoid potentially 'dangerous' situations where one adult and one child are left together.

Increase the leader/child ratio appropriately when away from the normal setting and with children under 8 years old (see the *Guidelines for Working with Children* for details on leader to child ratios).

Leaders/volunteers of the same gender as the children/young people need to be present, especially with older children and young people.

All leaders/volunteers will have completed the disclosure procedure and be up to date with the guidelines (see appendices 1-6 and 8). They also need to know what to do if abuse is disclosed.

All involved with working with children should be encouraged to be involved in regular training (child protection, first aid) and to receive clear guidance and supervision.

Ensure there is adequate insurance cover and that parental/guardian consent has been obtained for activities away from the normal meeting place. Ensure that any premises used are safe and well-maintained and that a 'first aid' kit is available.

'Policies of insurance require the insured to take all reasonable steps to prevent injury, loss or damage occurring. A duty therefore exists upon the insured to research and adopt best practice based upon current and ongoing guidelines' (*PaGC* appendix 7)

### **2. Touching**

A child who is never touched is also an abused child.<sup>14</sup> Clearly there are times when physical contact is appropriate and where declining such appropriate comfort and reassurance can, in turn, become abusive. Such touching should meet the child's needs, not the adults, should be age appropriate and suitable for the relationship. Touching should be initiated by the child, not the adult. Safeguards would include that all activities with children should be kept public with other adults aware of what is happening and where (in other words no hugs behind closed doors). Any inappropriate touching by the child should be noted and reported to the appointed person or the diocesan child protection adviser. Adults should monitor each other's activities over 'touching'. Resorting to smacking or rough handling a child is never allowed.

### **3. Young helpers** (adapted from earlier policy guidelines)

Some groups have young people who help with younger children. Such helpers do not need to be appointed using the above procedure, but they should not be 'left on their own' with children, nor should they 'take a group off' into another room without adult supervision, in case they are the unwitting cause of ill-treatment through immaturity. It should be our concern to guard such young helpers from potentially awkward situations. (See appendix 7 for details of appropriate forms).

## **Procedure and Associated Guidelines 4**

### **Disclosures of abuse from adults (PaGC PI.2)**

'If an adult speaks about concerns for a child who is not part of the church community, they should be supported to make a referral to social services', the police or the NSPCC.

'If an adult speaks of concerns regarding a child or the behaviour of an adult within the church community the diocesan child protection adviser must be informed and referral made to the social services', the police or the NSPCC

None of us likes hearing bad news or about painful experiences and we don't like it in our church community. If it involves sex then it can be even more difficult to hear about. Perhaps for these and other reasons the church has not always responded well and sometimes insensitively, to those who are **survivors of childhood abuse**. As survivors now speak out we can listen, begin to understand and respond accordingly<sup>15</sup>. There is no single correct procedure for dealing with a disclosure' by an adult of abuse that took place when they were a child but there are pastoral care considerations. The wishes of the person disclosing abuse will be very important. For some 'just being able to talk to a trusted person about their experiences can be a powerful healing event. The pastoral care of the person who has been abused is a priority' (PaGC extracts PI.3), and she or he may benefit from counselling and support. Such needs are often best met outside the church and advice could be given by the child protection adviser about local organisations and individuals that can help (see section on organisations - national).

### **Forgiveness**

The pressure in the church community for the vulnerable to forgive the powerful is strong and not at all helpful. We do not have the right to demand that someone else forgives someone who has hurt them. Forgiveness comes as a gift if it comes at all and it is often the last step in the long process of healing.<sup>16</sup>

**The clear message from the church to those who are victims of abuse and survivors of past abuse needs to be 'you are not to blame – this is not your fault'.**

'Adults do need to be made aware, however, that **if the alleged abuser is still working with or caring for children a referral to the social services will be made by the person hearing the complaint or the diocesan child protection adviser who must be informed**' (PaGC I.3).

## **Procedure and Associated Guidelines 5**

### **Ministering to people who might pose a risk to children**

The church's duty to minister to all imposes a particular responsibility towards those in the church community who are convicted offenders. 'Research has indicated that a higher proportion of convicted offenders of all forms of abuse against children may be found in church congregations than in the population generally' (*PaGC 2*), and more than half of known sex offenders attend places of worship.<sup>17</sup>

**This ministry of befriending, supporting and helping 'must not, however, compromise the safety of children'** (the rest of this section is taken from *PaGC 2*).

As well as convictions against children there are others whose position in a congregation needs to be carefully and sensitively considered to decide whether they pose a risk to children. This would include those convicted of violent offences, including domestic violence, people involved in a drug or alcohol addiction, adults with a mental disorder or special needs which might in rare cases result in erratic behaviour.

**When it is known that a member of the congregation has sexually abused a child or young person the diocesan child protection adviser must be consulted, so that a safe course of action can be agreed in conjunction with the relevant statutory agencies.** Because of the compulsive nature of child sexual abuse it is expected that an agreement will be entered into with the offender.

If the person's victim attends the church the offender 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 official role or office in the church community which gives them status or authority and presents them as trustworthy.**

A frank discussion should be held with the offender, explaining that a small group from the congregation will need to know the facts in order to create a safe environment for him or her. If possible the membership of the group should be agreed. Those needing to know are likely to include the clergy, church wardens, the child protection co-ordinator [i.e. the appointed person] and any befriending volunteers. Any children's work coordinator will need to be informed so that they do not inadvertently ask the person to volunteer.

It must be made clear that no one else will be informed of the facts without the offender's knowledge. The highest levels of confidentiality should be maintained.

The group should offer pastoral care, support and friendship as well as supervision. They should endeavour to keep channels of communication open.

Alongside the setting up of a support group, consideration should be given to whether, **with the offender's agreement**, the congregation should be told. The advantages and disadvantages of this course of action should be carefully considered.

**It will be necessary to establish clear boundaries, both for the protection of the young people and to lessen the possibility of the adult being wrongly accused of abuse.** Prepare an agreement which 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 with children.

The offender should be asked to sign the agreement.

The agreement should be enforced, and no manipulation allowed.

Review the agreement at regular intervals with the diocesan child protection adviser. An agreement must remain in place so long as the person is part of the congregation, whether or not their name appears on the Sex Offenders Register.

If the agreement is broken, as a final report consider banning the offender from church, telling other churches, the police or the probation service. If the person cannot be banned because they live in the parish, advice should be sought through the child protection adviser 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 it must be remembered that there may still be a substantial risk to children.

## **Guideline 6**

### **Managing child protection in the diocese – a model of good practice**

The present structure of child protection management in the diocese aims to promote policy and good practice guidelines, run training courses and offer support and guidance when necessary.

#### **I. The role of the Bishop's child protection group** <sup>18</sup>

The Bishop has engaged a group, 'integrated into the diocesan structure' (*PaGC A6.1*), that includes diocesan personnel and professional experts who have considerable experience and knowledge in the field of child protection. This group meets regularly together with the child protection adviser. The prime function of the Bishop's child protection group is to monitor the child protection policy and guidelines, and to ensure that the policy and guidelines are current and are being applied appropriately. The group also supports the training programme on child protection issues, making sure that it is available and being delivered in the diocese.

## The role of the group is

- ❖ **To enquire into any allegation** or concern of inappropriate behaviour, or the actual abuse of children or young people by those working for the diocese, in a paid or voluntary capacity, or any other person
- ❖ **To advise the Bishop** on all matters relating to child protection
- ❖ **To liaise** with outside agencies where necessary
- ❖ **To monitor the procedures and guidelines**, ensuring that they are strictly followed and implemented, and that training is promoted in the parishes
- ❖ **To ensure the safety and welfare of the child** is the paramount concern
- ❖ **To ensure that appropriate support and pastoral care** is offered when needed
- ❖ **To raise awareness** of these issues in the diocese

## 2. The diocesan child protection adviser (summary of PaGC A6.2)

Working together with the backing of the Bishop's child protection group the child protection adviser will

- ❖ **Develop and review the policy**, writing it in a way that is easily understandable for everyone involved and providing guidance on policy issues where needed
- ❖ **Provide appropriate child protection training** for all who need it and who come into contact with children and review the training pack regularly
- ❖ **Respond to the needs** of individuals about concerns and offer support or liaison when a referral to the statutory agencies is necessary
- ❖ **Attend strategy meetings** and coordinate support to parishes
- ❖ **Provide advice and a risk assessment** for those who have offended or where there is a concern
- ❖ **Network** with outside agencies and with other child protection adviser and child protection organisations

## Appendices

Appendix 1 Model application form (for Volunteers)

Appendix 2 Model job description

Appendix 3 Model letter to referees

Appendix 4 Model reference form

Appendix 5 Confidential declaration

Appendix 6 Model summary of child protection responsibilities

Appendix 7 Guidance on young volunteers and model job description form

Appendix 8 Criminal Records Bureau disclosure from process

Appendix 9 Model consent and medical form for children's events

# Appendix 1

## Job Application Form

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

Name of Church/Centre/Organisation \_\_\_\_\_

We ask all prospective workers with children and young people or vulnerable adults 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.

#### I. Personal Details

Full Name \_\_\_\_\_

Maiden/Former Name(s) \_\_\_\_\_

Date and place of birth \_\_\_ / \_\_\_ / \_\_\_ \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_ Evening Tel No: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_ Email address: \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_ Years \_\_\_\_\_ Months

If less than 5 years, please give previous address(es) with dates

From \_\_\_ / \_\_\_ / \_\_\_ To \_\_\_ / \_\_\_ / \_\_\_

From \_\_\_ / \_\_\_ / \_\_\_ To \_\_\_ / \_\_\_ / \_\_\_

Previous \_\_\_\_\_

Previous \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Postcode \_\_\_\_\_

Please tell us about your Christian experience including the Church(es) you have attended and dates, the name(s) of minister/leader together with any activities undertaken.

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

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Have you ever had an offer to work with children/young people declined?

YES  NO (Please tick)

If yes, please give details

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

If yes, please give details.

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**2. Employment History**

Please tell us about your past and current employment / voluntary work in the table below.

<b>Employers Name and Address</b>	<b>Employed From (Date)</b>	<b>Employed to (Date)</b>	<b>Job Title &amp; Description</b>	<b>Reason for Leaving</b>

**3** Are you currently working in any other child care position in either a voluntary or paid capacity? If yes please give details:

Name of the organisation:

Address:

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Contact person in organisation:

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Telephone Number:

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Post you are employed in (please give details of your duties):

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**4. References**

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, one of these should be your present employer (paid or voluntary). You should also provide details of your church minister / leader. 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	_____	_____
Capacity Known (e.g. friend, colleague etc)	_____	_____

Church minister / leader

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Please would you complete the attached self declaration form, place it in a sealed envelope and address it to \_\_\_\_\_ (name of 'recruiter') with whom you are welcome to discuss any aspects of this procedure.

I have sent the voluntary disclosure form to the recruiter in a separate, sealed envelope.

**Disclosure Check:** please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with children.

*NB For posts working in England and Wales and Northern Ireland a disclosure check can also be undertaken on those working with vulnerable adults.*

I confirm that the submitted information is correct and complete.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 2 Model job description form

Parish \_\_\_\_\_

The Home Office publication *Safe from Harm* has reminded voluntary organizations how important it is to be clear about what is expected of those working with children and young people and what they have a right to expect of the organization in enlisting their help.

This form should be completed for each worker with children and young people. One copy is to be retained by the worker and one retained by the person to whom they are responsible.

Name of worker \_\_\_\_\_

Name of group (e.g. youth club, junior church)

\_\_\_\_\_

Person to whom responsible (e.g. vicar, person nominated by PCC)

\_\_\_\_\_

Age range of group \_\_\_\_\_

Where and when group meets \_\_\_\_\_

Work to be undertaken and main responsibilities

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To be completed by the worker with children/young people

I understand the nature of the work I am agreeing to do with children/young people. I have read and understood the diocesan and/or parish policy document on child protection procedures and I understand that it is my duty to safeguard the well-being of all young people with whom I come in contact. I know what action to take if abuse is disclosed, discovered or suspected.

Signed \_\_\_\_\_ date \_\_\_\_\_

### Appendix 3 Model letter to referee

Parish \_\_\_\_\_

From (contact name and address) \_\_\_\_\_

Dear \_\_\_\_\_

RE: \_\_\_\_\_

The above named person has applied to work with children and young people in our parish.

As I am sure you are aware, before anyone who may have ‘substantial access to children and young people’ can be accepted — even for voluntary work — we must first assure ourselves of the suitability of that person.

We therefore ask each applicant to supply the name and address of two people we can contact in order to obtain a character reference, and the above named person has given us your name and address.

We should be grateful if you could complete the enclosed questionnaire, which will, of course be treated in the strictest confidence, and return it to me in the pre-paid envelope enclosed, as soon as possible.

\_\_\_\_\_ will be mainly working with the \_\_\_\_\_ age range as \_\_\_\_\_ (a brief description of the task as well as title).

Yours sincerely,

On behalf of \_\_\_\_\_ PCC.

# Appendix 4 Model reference form

## Private & confidential

Parish \_\_\_\_\_

Comment on \_\_\_\_\_ [name] who has applied to work as a volunteer \_\_\_\_\_ in the above parish.

Referee's name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ post code \_\_\_\_\_

Telephone number: \_\_\_\_\_

Please answer the following questions as fully as you can.

1. What is your relationship with the applicant? (please tick)
- |                            |                          |
|----------------------------|--------------------------|
| relative                   | <input type="checkbox"/> |
| friend                     | <input type="checkbox"/> |
| employer                   | <input type="checkbox"/> |
| other (please state below) | <input type="checkbox"/> |

2. How long have you know the applicant? \_\_\_\_\_ years

3. To the best of your knowledge is the applicant:
- |              | Yes                      | No                                     |
|--------------|--------------------------|--|
| honest?      | <input type="checkbox"/> | <input type="checkbox"/> (please tick) |
| sincere?     | <input type="checkbox"/> | <input type="checkbox"/>               |
| healthy?     | <input type="checkbox"/> | <input type="checkbox"/>               |
| responsible? | <input type="checkbox"/> | <input type="checkbox"/>               |

Please continue overleaf

4. With your knowledge and experience of the applicant’s work or contact with children/young people, please comment on the applicant’s suitability for working with children/young people in a voluntary capacity.

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5. Do you know of any reason why we should not engage the applicant as a voluntary worker with children and/or young people?      Yes      No

      (please tick)

If ‘yes’, please give details:

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Any other comment(s) you would like to make about the applicant?

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Signed \_\_\_\_\_ date \_\_\_\_\_

Please return this form in the pre-paid envelope

*Please note:* Groups who are in contact with ‘people at risk’ need to ‘observe a duty of care’; that is they must take all reasonable steps to protect any such people with whom they have contact. In the Rehabilitation of Offenders Act 1974 vulnerable groups — ‘people at risk’ — are defined as:

- persons under 18 or over 65;
- handicapped persons or persons suffering from serious illness;
- persons addicted to alcohol, drugs;
- persons attending corrective institutions (e.g. prisons, remand centres etc.).

Where groups have contact with vulnerable people their ‘employees’ are exempt from the Rehabilitation of Offenders Act 1974 Section 4(2), and can be asked to declare any previous criminal convictions. This information can be used as a basis for deciding whether or not they are suitable for the work. ‘Employees’ in this context means paid workers and volunteers.

## Appendix 5

### Self Declaration Form for a position requiring Enhanced Disclosure.

#### STRICTLY CONFIDENTIAL

As a church / organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999 / Protection of Children (Scotland) Act 2003 / the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

All applicants are asked to complete this form and return to us in a separate sealed envelope

To: \_\_\_\_\_

(Name of person in church / organisation processing applications for Criminal Records Bureau checks)

Address: \_\_\_\_\_

\_\_\_\_\_

Appointment: \_\_\_\_\_

#### Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

YES  NO (Please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence (s). Continue on a separate sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Police Investigations** – this should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation which didn't lead to a criminal conviction?

YES  NO (Please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and disposal(s) if known.

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To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services / the Social Work Department?

YES  NO (Please tick) If yes please provide details, we will need to discuss this with you.

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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

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Has there ever been any cause for concern regarding your conduct with children? Please include any disciplinary action taken by an employer in relation to your behaviour to children.

YES  NO (Please tick)

If yes, please give details

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**Declaration**

[Please read the accompanying notes before signing this declaration]

**Disclosure**

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999 / the Protection of Children (Scotland) Act 2003 / the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003

I confirm that the information given above is accurate and correct.

I agree to inform the 'recruiter' (as named above) if I am convicted of an offence after I take up any post within the church / organisation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of this work.

I agree to inform the 'recruiter' (as named above) if I become the subject of a police and/or social services / social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of this work.

To help us ensure that we are complying with child protection laws, please complete the following declaration.

I \_\_\_\_\_(Full Name)

Of (Address) \_\_\_\_\_

Confirm that I am not subject to any of the disqualifications set out in the Protection of Children Act 1999 / the Protection of Children (Scotland) Act 2003 / Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHED NOTES: WORKING WITH CHILDREN AND YOUNG PEOPLE**

The Disclosure of an offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through The Criminal Records Bureau (CRB)/ The Scottish Criminal Records Office (SCR) / The Department of Health, Social Services and Public Safety - Northern Ireland (DHSSPS).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. 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 not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. 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/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB/ SCRO/DHSSPS Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children at risk.

As a church/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the CRB/ SCRO/DHSSPS.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children. Should ever we need to refer an individual to the list of people deemed unsuitable for working with children known as the PoCA List held by the Department of Health / POCSA List held by Scottish Ministers/POCVA List held by the Department of Health, Social Services and Public Safety, then we would also inform them of any knowledge we have of that individual working in any other child care position.

**Notes for England and Wales Only:**

Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18.

Under the Protection of Children Act 1999 it is an offence for an individual who is disqualified from working with children to apply for, offer to do, or accept any work in a child care position.

## Appendix 6

### Model summary of child protection responsibilities

*NB: This page should be customised to the church or parish concerned, and all workers should be aware of its requirements. New recruits and applicants should be given a copy — it can be printed on the reverse of the Job Description, and questions may be asked at interview whether they understand and accept the responsibilities it outlines.*

Parish of \_\_\_\_\_

The welfare of children and young people is the primary consideration when working with them. All who do this work must as soon as is practical make themselves familiar with the diocesan child protection policy and associate guidelines. A copy is available from \_\_\_\_\_

You should particularly be aware of the different forms that child abuse can take and the signs to look for, including the abuse of a 'relationship of trust' with a young person over the age of consent.

As part of our church's duty of care, we expect you to take the following action if circumstances arise.

#### Action required if suspicions arise

If you notice clear signs that a child has been abused, or that the child is considered to be in danger of abuse, we expect you to contact the social services or the police or the NSPCC as a matter of urgency.

We expect you to inform \_\_\_\_\_ that you have felt this necessary.

If there are no clear signs of abuse having taken place but you have genuine concerns that it is a possibility, you must without delay share your concerns with the appointed person in the parish or with the diocesan child protection adviser \_\_\_\_\_

You should not speak of the matter to anyone else.

The person you share your concerns with will take all the appropriate advice and action under the diocesan child protection policy.

The person you share your concerns with will keep in contact with you.

You should not investigate the matter yourself.

You should not question those involved.

You should not jump to conclusions, or alter your treatment of the parties involved, however difficult this may be.

## Appendix 7

**Additional guidance on young volunteers and job description form** (should be customised for parish use)

### **General:**

- 1) It is important that the church encourages, affirms and values young volunteers. A young volunteer is a person between the ages of 14-18.
- 2) See Procedure and associated guidelines 3.3 in this document
- 3) Young helpers will need clear guidance, adult supervision, and some understanding of the good practice as laid out in this policy. It should also be made clear that any young volunteer should be released from responsibilities / duties during pressure times such as exam times.
- 4) The model role agreement form overleaf acts as a 3-way partnership agreement with the young volunteer, his/her parent/guardian, and the person to whom they are responsible. It can be customised for parish use. It should be completed for each young volunteer and signed by all members of this 3-way partnership.
- 5) One copy of this form is to be retained by the young volunteer and one retained by the person to whom they are responsible. The appointment should be noted by the PCC.

### **Guidance for the person responsible for the young volunteer:**

- 6) The church cannot expect youngsters to take on board all the details of child protection guidelines. Nevertheless, we have to ensure that the well-being of children and young people is safeguarded.
- 7) Go through the form with the volunteer (and parent/guardian) before it is signed. Make it clear that you will gradually share with the volunteer the principles of good practice over the next few weeks.
- 8) Don't give the volunteer sole charge of any situation. Ideally the volunteer should not work in a room isolated from yourself or other adults.
- 9) Plan regular opportunities to talk about how things are going. You may already know this by observation, but to hear it from the volunteer gives an opportunity for support and guidance. Keep the guidance and young volunteers job description under review.
- 10) Give guidance gently and in a positive way. If the volunteer does something unacceptable, try the "It is best if you do that this way" rather than the "You must never do that again" approach. Good practice is best instilled by affirming what's right rather than criticising what's wrong. Young volunteers can become the adult leaders of the future. The right approach now will encourage on-going involvement in the church's work.
- 11) Be aware of the Volunteer's age. At 18, the Confidential Declaration and CRB process should be completed.

**Job Description and Support Agreement for Young Volunteers** (should be customised for parish use)

Parish \_\_\_\_\_

Thank you very much for agreeing to help with the work for children or young people in our church. We really value the support you are able to give, and will help you all we can.

When children and young people attend things like clubs or Sunday schools run by the church, the church is responsible for their care and safety. All volunteers (whether adults or young people) have to agree to do everything they can to make sure that members of clubs or Sunday schools are safely cared for, and there are rules and suggestions to make sure that everything is done properly. By agreeing to volunteer, you are agreeing to help us care properly for the children and young people who belong. The person who will supervise you will help you to understand the best way of doing things. If you have any problems or questions or anything you are unsure about, it is this person who will help you.

This form makes clear what you have agreed to do, confirms your parent’s or guardian’s permission for you to volunteer, and names the person who will supervise you and accept responsibility for you.

Name of young volunteer \_\_\_\_\_ DOB     /     /

NAME OF GROUP (e.g. Youth Club, Junior Church) \_\_\_\_\_

AGE RANGE OF GROUP \_\_\_\_\_ WHERE AND WHEN GROUP MEETS \_\_\_\_\_

PERSON TO WHOM RESPONSIBLE (e.g. Vicar, appointed person) \_\_\_\_\_

WORK TO BE UNDERTAKEN AND MAIN RESPONSIBILITIES \_\_\_\_\_

**TO BE COMPLETED BY ALL IN THE THREE-WAY PARTNERSHIP AGREEMENT**

I understand the work with children/young people I am agreeing to help with. I have read and understood this agreement and enter into it with the support of others. I understand that I must help safeguard the well-being of all children and young people with whom I come in contact. I also understand that at pressure times (such as when I have to do exams) I will not be expected to help as a young volunteer.

VOLUNTEER \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

I accept the responsibility of supervising and supporting this young volunteer.

PERSON WITH RESPONSIBILITY \_\_\_\_\_ DATE \_\_\_\_\_

## Appendix 8

### **Criminal Records Bureau disclosure form procedure** (see flow diagram 2)

Applicant completes in **BLACK INK** application form sections A, B, C, D (if necessary) and H.

Applicant then takes form with documentary evidence of identity to incumbent or appointed person. This evidence will include passport, driving licence, birth certificate, marriage certificate, and two utility bills to prove current address.

The incumbent or appointed person will verify that they have checked the documents by adding their name. The form is then sent to the Helen Singleton (CRB Administrator) enclosing a cheque made payable to the diocesan board of finance. The current charge, which will help to cover costs of administration, for volunteers, is £5. The CRB charge for a paid position is £33.

The CRB administrator checks form and passes it to countersignatory who then signs the form and forwards it to CRB

CRB sends one copy of the disclosure to applicant and one to the countersignatory, who will advise the parish or project of the outcome.

In the event of a negative disclosure, the diocesan child protection adviser will undertake a risk assessment process. The parish/benefice will be offered advice as to how to proceed. Evidence of previous convictions will not necessarily disbar a candidate from post. However the advisers will not be at liberty to give precise information from the disclosure as it is a criminal offence to do so.

The diocese follows the CRB code of practice, including provisions for confidentiality, complaints & appeals concerning the disclosure process

A CRB check does not replace the process of application, recruitment and appointment in the child protection policy. This is still required to be completed in the parish.

Application forms should be sent for countersignature to:

**For clergy, readers and others holding the Bishop's licence or permission to officiate.**

The Bishop of Bath & Wells, The Bishop's Palace, Wells BA5 2PD

The Revd Prebendary Nicola Sullivan, The Bishop's Chaplain and pastoral assistant, The Bishop's Palace, Wells, BA5 2PD

**For readers in training:**

**For paid youth & children's workers:**

**For all volunteers:**

Mrs Helen Singleton, CRB Administrator, Diocesan Office, The Old Deanery, Wells BA5 2UG

For general enquiries about procedure contact Helen Singleton 01749 685134

## Appendix 9

### Model consent and medical form

Event to be attended \_\_\_\_\_ Date of event \_\_\_\_\_

*Part A - to be completed by all participants*

Full name \_\_\_\_\_

Address \_\_\_\_\_

Postcode: \_\_\_\_\_

Any medical details of which the leader(s) should be aware \_\_\_\_\_

*Part B - to be completed by all participants*

Doctor's name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

Participant's national health number \_\_\_\_\_

*Part C - Emergency contact*

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone numbers (home) \_\_\_\_\_ (mobile) \_\_\_\_\_

*Part D - to be completed by person(s) with parental responsibility for all participants under 18*

I/we give my permission for \_\_\_\_\_ to attend and take part in the above named event, and all activities, with the exception of \_\_\_\_\_ in case of illness or accident, I/we authorise:

The leader(s) of the event to sign on my behalf any written form of consent required by medical authorities, if a delay in obtaining my signature is considered inadvisable or unnecessary by the doctor or surgeon concerned.

The leader(s) to administer prescribed and non-prescribed medication.

Signed \_\_\_\_\_ Signed \_\_\_\_\_ (parents/guardians)

NB Both parents should sign, or the sole parent/guardian/carer with legal responsibility for the child.

Names. \_\_\_\_\_

Address (if different from part C) \_\_\_\_\_

Telephone number \_\_\_\_\_ date \_\_\_\_\_

**Cover 'Breaking the chains'** is reproduced with the kind permission of Jo Cooper, Christian Survivors of Sexual Abuse national member.

### Footnotes and references

1. Adapted from a variety of sources (in future referenced as v.s.), *Taking Care, A Church response to children, adults and abuse*, 1991, written and edited by Helen Armstrong published by the National Children's Bureau; *Child Protection Procedures*, 2001, The Roman Catholic Diocese of Plymouth, produced by the Plymouth Diocesan Catholic Children's Society; *Safeguarding*, 2000, The Methodist Church, published by Methodist Church House.
2. v.s. (Plymouth p.2)
3. *Time for Action, sexual abuse, the Churches and a new dawn for survivors*, 2002, Churches Together in Britain and Ireland. London: Church House Publishing. p. 9
4. *ibid.* p.31
5. *The Abuse of Power, a theological problem*, 1991, James Newton Poling, Nashville: Abingdon Press. p.13
6. v.s. (Plymouth) p.4
7. v.s. adapted
8. Poling *op. cit* p.12
9. Margaret Kennedy speaking at *Time for Action Conference 15/09/04*
10. David Gamble speaking at *Time for Action Conference 15/09/04*
11. v.s.
12. David Gamble *op. cit*
13. v.s.
14. David Gamble *op. cit*
15. c.f. *The Courage to Tell: Christian survivors tell their stories*, 1999, written and compiled by Margaret Kennedy, edited by David Gamble and Anne van Staveren, London: CTBI.
16. c.f. *Forgiveness: The last step*, Marie M. Fortune and *The Church, forgiveness and reconciliation* (precise references not available but copies at The Old Deanery)
17. Information from Churches Child Protection Advisory Service
18. v.s. adapted with reference to PaGC section A.6

**Organisations — National**

*Child Line:* 0800-1111

*Christian Survivors of Sexual Abuse, CSSA,* c/o 38 Sydenham Villas Rd, Cheltenham, Glos.  
GL52 6DZ

*Churches' Child Protection Advisory Service,* PO Box 133, Swanley, Kent BR8 7UQ  
*CCPAS* 0845 120 45 50  
[www.ccpas.co.uk](http://www.ccpas.co.uk)

CCPAS provides advice, training and a helpline service.

*Kidscape, Campaign for Children's Safety,* 152 Buckingham Palace Road, London SW1 9TR.

Kidscape offers educational material on sexual abuse for use by children, parents, teachers and other professionals.

*Minister and Clergy Sexual Abuse Survivors,*

*MACSAS* PO Box 46933, London E8 1XA

*National Children's Bureau, NCB,* 8 Wakley Street, London EC1V 7QE.

This provides an information service, seminars and training.

*National Society for the Prevention of Cruelty to Children,*

*NSPCC* 42 Curtain Road, London EC2A 3NH.

Helpline: 0800-800500.

### Useful telephone numbers

*1. Social services telephone numbers*

a) SOMERSET

Taunton	01823 335285	West Somerset	01643 706124
Yeovil	01935 422111	Glastonbury	01458 831668
Frome	01373 461162	Chard	01460 65201
Bridgwater	01278 431111		

**OUT OF HOURS 01458 253241**

b) NORTH SOMERSET

Nailsea	01275 851231	Weston Super Mare	01934 627611
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**OUT OF HOURS 01454 615165**

c) BATH AND NORTH EAST SOMERSET

Bath 01225 477000

**OUT OF HOURS 01454 615165**

When reporting a concern state that you wish to report a situation of alleged child abuse. In most offices such a referral will go to a senior officer.

2. LOCAL POLICE STATION

(fill in your own for quick reference if it would be useful)

3. NSPCC 0800 800 5000

Child Line 0800 1111

**Diocesan child protection adviser**

**01749 685135**

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