Child Protection Policy ~ Introduction CP1

This policy, based on the House of Bishops’ ‘Protecting All God’s Children’, is recommended for use in the parishes of York Diocese. It is important to look at the policy carefully with a view to meeting the unique and specific needs of each parish. It will be displayed prominently on a noticeboard, along with the ‘Childline’ telephone number. Once the policy is publicized, the community has a right to expect that it will be followed just as it is written.

Parish Policy for the Protection of Children

Church Details:
Name of Church    St. Barnabas Church
Parish (in Benefice of)    Linthorpe, Middlesbrough
Address    1A St. Barnabas Road, Linthorpe, Middlesbrough. TS5 6JR

Child Protection Representative
The PCC has appointed the following person to be Parish / Benefice Child Protection Representative to whom any allegation or concerns about abuse should be directed. The nominated person is NOT normally one of those directly working with children and young people. They will follow the guidelines and procedures for responding to any allegations of abuse.

Parish CP Representative    Mrs. Allison Ward
Telephone    via church Office 01642 812622
Email    office@st-barnabas.net
Church Policy Statement:

YORK DIOCESE PARISH / BENEFICE CHILD PROTECTION POLICY 2009

This church recognises and values children and young people (anyone under the age of 18) as equal partners in the life and ministry of the church, and desires to encourage them to explore, discover and live out the Christian Gospel. The Parochial Church Council (hereafter PCC) takes seriously its obligations and responsibilities to protect and safeguard the welfare of any child or young person (i.e. under the age of 18 years) entrusted to the church’s care.

Therefore in the church’s provision and ministry, the PCC

1. Accepts responsibility for the activities of the children’s and youth groups operating under its auspices.

2. Will actively seek to protect and safeguard the physical, emotional and spiritual welfare of children and young people while in the care of the church.

3. Will have clear procedures for responding to suspicions or allegations about abuse, or inappropriate behaviours towards children and young people by any member of the church, and procedures for working with known offenders attending the church.

4. Will ensure that both employed and volunteer children’s and youth workers and all other persons working within the church who may have contact with children or young people through this work are properly and appropriately selected and appointed as set out in the Diocese of York document: “A guide to Disclosure through the Criminal Records Bureau”

5. Will ensure that children’s/youth workers and volunteers are given adequate support and training.

6. Will annually appoint a Parish / Benefice Child Protection Representative.

7. Will annually review the Parish Child Protection Policy and procedures.

8. Will maintain appropriate Third Party Liability insurance for the church work among children and young people.

Commitment to Children and Young People

In accepting the Church Child Protection Policy Statement, the PCC as agent of the whole church family in this Parish and within the Diocese of York is also committed:

A: To the children by:

• Listening to and valuing children and young people.

• Relating to children and young people effectively and appropriately.

• Ensuring their protection and minimizing risk of harm by their involvement in any church or related activities, both at the normal meeting place and when away from the normal meeting place.

• Encouraging and supporting children, parents and carers.

• To provide safe, relevant and engaging children’s and youth work of the highest quality possible and with adequate resources, (bearing in mind the limitations of plant and human resources).
B: To workers, volunteers and the Child Protection Representative by:

- Giving and enabling appropriate support and training.
- Providing clear systems and procedures for dealing with concerns or allegations about abuse.
- Providing clear systems and procedures for the recruitment of workers and volunteers, including an Allegations of Child Abuse or Unsuitability to Work with Children Policy.
- Maintaining good links with Diocesan and statutory childcare authorities as necessary.

Recruitment of Children and Youth Leaders, including DBS Disclosure:
Great care will be exercised in the appointment of suitable workers and volunteers to the church’s work with young people. The PCC has adopted the use of “Diocese of York Guide to Disclosure through the Disclosure and Barring Service”. Where access to children is regular, expected or significant (i.e. a key part of their role even if they are not in regularly contact with children), the Diocesan policy and procedures will be strictly adhered to.

In Brief: (see Guide to Disclosure)
Anyone involved in the church’s work with children and young people in this parish/benefice must:
1. Provide proof of their identity. (e.g.: Passport, Birth Certificate)
2. Provide 2 referees (who have known the applicant for at least 3 years)
3. Complete a ‘Declaration Form’ in accordance with The Children Act 1989 and Rehabilitation of Offenders Act 1974/5
4. Obtain an up to date and satisfactory ‘Enhanced Disclosure’ check from the Criminal Records Bureau (DBS)

NOTE: Where a person has only occasional contact with young people, such as a supervised steward or helper at occasional events, the volunteer only need provide proof of identity, 2 referees and complete the Confidential Declaration Form. Any increased involvement will necessitate a CRB Enhanced Disclosure to be carried out.

Child Protection – Definitions of Abuse
The PCC recognises the following categories of abuse used by every local authority in England and Wales.

Neglect: Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. 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, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

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.

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, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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 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 frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Organised Abuse: Organised abuse is defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

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

People who Pose a Risk to Children
- If there is good reason to believe that someone attending the church may pose a risk to children, either as a result of a criminal conviction or for any other reason, the first concern will be a commitment to the protection of all children and young people. Whilst extending appropriate pastoral care to an individual, the Incumbent and Church Wardens (or authorised agent such as the Rural Dean), will discuss with the Diocese Child Protection Officer then meet with the individual and discuss boundaries that the person will be expected to keep. A written agreement will be appropriate in such cases, and the PCC Child Protection Representative and Diocese Child Protection Officer informed and supplied with a copy of the written agreement.
Child Protection – Procedures for Referrals:
The role of Church members and nominated PCC Child Protection Representative in the event of an allegation or suspicion of abuse:

- Church members, including children’s and youth work leaders and volunteers, may have concerns about possible or actual inappropriate conduct or abuse which may have occurred within a church setting or within another context, but which is drawn to their attention in a church setting; in either event the following procedures should be observed.

- The role of a church member is not to investigate beyond establishing the basic facts so that a decision can be made about what further action, if any, needs to be taken (such as a referral to the investigating agencies).

- Allow the child to speak, but be very careful not to say anything that may suggest or prompt a particular answer. Anything said by the child should be recorded, using the actual words used by the child.

- Reassure the child that you are listening carefully to them, but refrain from promising to ‘keep a secret’. Make it clear that you may have to tell someone else who can help to sort things out.

- Concerns or an allegation must be shared with the nominated PCC Child Protection Representative as soon as possible, or in their absence, with either the Incumbent or Church Warden or another trusted adult, or with the Archdeacon. If the concern or allegation is about any of these people DO NOT share the concern with them. The concerns MUST be recorded, as must decisions of how to proceed, including rationale for those decisions and consultation with any other persons.

- If both are satisfied that the concerns are unfounded you need take no further action. However, the aforementioned record MUST be kept, and a copy should be forwarded to the Archdeacon.

- If the concern is a childcare issue (i.e. not thought to be abuse related, but where the parents/carer or child may need support from relevant agencies), the nominated PCC Child Protection Representative should make a referral to Social Services. However to do this will require parental permission. Seek further advice from Social Services or the Archdeacon

- If concerns remain the nominated PCC Child Protection Representative should contact the Archdeacon

- If there are concerns that a child is suffering or is likely to suffer significant harm or is in immediate danger of harm, then a referral to Social Services or the Police should be made at once by the Church member or the Child Protection Representative. Clearly state that you are making a “Child Protection Referral”. Identify yourself and the Church you are representing. You must also advise the Archdeacon.

- Any concerns in relation to child protection issues should be logged and retained securely by the Diocesan Secretary.

- Additional role of the PCC Child Protection Representative:
  - The PCC Child Protection Representative should support any church member raising or reporting a concern or allegation and make sure that the above procedures have been carried out appropriately.

- Unless it is inappropriate in view of the nature of the allegation, the Incumbent or Church Wardens should be informed of any referral being made as well as the Archdeacon. Do not discuss with anyone else.

- Careful consideration should also be given as to whether the Parish’s insurers should be contacted and advised of the incident or allegation.
If the PCC Representative is unsure, or feels they need to take further advice, they should contact the Archdeacon in the first instance, Social Services or alternatively the Churches Child Protection Advisory Service Help line.

In the event of the Archdeacon being unavailable within a reasonable time, another of the Archdeacons should be contacted. Alternatively telephone the Churches Child Protection Advisory Service Help Line. (See useful telephone numbers)
Policy Adoption

This policy is adopted and will be reviewed annually by the PCC of St Barnabas Linthorpe

Signed:
(Incumbent) (Church Warden)

Print Name:
(Incumbent) (Church Warden)

Useful Telephone numbers:

- Churches Child Protection Advisory Service Help line: 0845 1204450
- Social Services (Customer Services – ask for Child Protection)
  Care Link Service 01642 726009
- Local Police: Cleveland Police HQ 01642 326326
- Ecclesiastical Insurance Group (NB: Contact with the EIG should only be undertaken following discussion with the Archdeacon or Diocesan Secretary if it is with regard to a confidential child protection related complaint or concern)

Write to:
The Managing Director
Ecclesiastical Insurance Group
Beaufort House
Brunswick Road
Gloucester
GL1 1JZ
and marked “Strictly Private and Confidential”
If it is an emergency telephone. .............................. 01452 528533

A SIGNED AND DATED COPY OF THIS POLICY MUST BE SENT ANNUALLY TO THE YORK DIOCESAN SECRETARY.

See CP2: Checklist for implementing or reviewing the child protection policy, procedures and good practice in the parish (or church, or benefice).
CP2: 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 Parish Child Protection Representative 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 Advisor, 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 Advisor 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. verger, 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 Representative. Generate sufficient publicity to ensure that the congregation knows whom 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 Representative 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 Advisor, 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.
CP5: 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:

School (if known):

Account of what happened
(Write what happened as accurately as you can. Include who was involved, when it happened, i.e. 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. If your log includes anything that a child told you, please use the child’s own words. Use a separate sheet if necessary.

Action taken: if any referral made or professionals spoken to please give their name and organisation, and any actions that they agreed to take.

Your name and role in the church:

Your Signature:

Date (include year) and time of the incident and of this log
CP9: 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. Please fill in the accident book kept permanently in large desk drawer in outer office.

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? YES/NO

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

5. 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
## CP 10: Risk Assessment Form:

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<thead>
<tr>
<th>Levels of Risk:</th>
<th>Activity:</th>
<th>Address of Event:</th>
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</thead>
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<td></td>
</tr>
<tr>
<td>Medium Risk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Risk</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Start Date:      |             |                   |
| Duration:        |             |                   |

| Lead Worker:     |             |                   |

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Who May Be Affected?</th>
<th>Level of Risk</th>
<th>Action Taken to Reduce Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Children</td>
<td>Workers</td>
<td>Others</td>
</tr>
</tbody>
</table>

Assessment By: [Signature]  
Signed: [Signature]  
Date: [Date]