

[Type here]

CHRIST CHURCH ST ALBANS SAFEGUARDING POLICY

CHURCH DETAILS

Name: **Christ Church Centre** (hereafter, "The Church")

Address: **High Oaks, St Albans, Herts AL3 4DJ**

Tel No: **01727 857592**

Email address: **enquiries@ccstalbans.org.uk**

Denomination: **Church of England**

CHURCH STATEMENT

The Parochial Church Council (hereafter "the PCC") recognises the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

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

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the children's/youth workers within the church.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse in the church.
- Maintaining good links with the statutory childcare authorities and other organisations.

CHURCH POLICY

The PCC recognises the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. The PCC has therefore adopted the procedures set out in this document (hereafter "the policy"). It also recognises the need to build constructive links with statutory and voluntary child protection agencies. The policy and attached practice guidelines are based on a model published by the Churches' Child Protection Advisory Service (CCPAS). The PCC undertakes to file a copy of the policy and practice guidelines with CCPAS and Hertfordshire County Council Children's Services Department, and any amendments subsequently published. The PCC agrees not to allow the document to be copied by other organisations.

The PCC is committed to on-going safeguarding training for all children/youth workers and will regularly review the operational guidelines attached.

The PCC also undertakes to follow the principles found within the Abuse of Trust guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

[Type here]

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a church worker carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to **Mrs Christine Harris** (hereafter the "Co-ordinator") tel no: **01727 836077** who is nominated by the PCC to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

The Co-ordinator may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. They are also required as part of their denominational policy to inform the Bishop's Advisor Mr Chris Lees Tel: 01299 841269 Mobile: 07811 467511 Email: childprotection@stalbans.anglican.org

- In the absence of the Co-ordinator, or if the suspicions in any way involve the Co-ordinator then the report should be made to **Rev. Jeremy Follett** (hereafter the "Deputy Co-ordinator") Tel no: **01727 857592**. If the suspicions implicate both the Co-ordinator and the Deputy Co-ordinator, then the report should be made in the first instance to the Bishop's Advisor for Child Protection. Alternatively contact Children's Services. The local Social Services office telephone number between 9.00am and 5.00pm is 01438 737500. The out of hours emergency duty team number is 01438 737500. The Police Child Protection Team telephone number is 01727 796000.
- Suspicions must not be discussed with the Children and Families Worker or anyone other than those nominated above. A written record of the concerns should be made in accordance with church procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy Co-ordinator should not delay referral to the Social Services Department.
- The PCC will support the Co-ordinator/Deputy Co-ordinator in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from the Bishop's Advisor, although the PCC hope that members of the church will use this procedure. If, however, the individual with the concern feels that the Co-ordinator/Deputy Co-ordinator has not responded appropriately, or where they have a disagreement with the Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the PCC demonstrate the commitment of the church to effective child protection.

The role of the co-ordinator/ deputy co-ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Children's Services Department. It is Children's Services task to investigate the matter under Section 47 of the Children Act 1989.

ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT

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

- Contact Children's Services, the Diocese or CCPAS for advice in cases of deliberate injury if concerned about a child's safety or if a child is afraid to return home.
- Will not tell the parents or carers unless advised to do so having contacted Children's Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of injury.

[Type here]

- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Services direct for advice.
- Where the Co-ordinator is unsure whether or not to refer a case to Social Services, then advice will be sought from the Bishop's Advisor.

ALLEGATIONS OF SEXUAL ABUSE

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

- Contact the Children's Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by the Bishop's Advisor if, for any reason they are unsure whether or not to contact Children's Services/Police.

APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS

The PCC will ensure all workers will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines "Safe from Harm" (HMSO 1993), the Criminal Records Bureau / Scottish Criminal Records Office / PECS Codes of Practice, CCPAS guidance and Church practice guidelines attached.

SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES

The PCC will provide details of the supervision for each specific activity in the church practice guidelines attached.

SUPPORT TO THOSE AFFECTED BY ABUSE

The PCC is committed to offering pastoral care, working with statutory agencies as appropriate, and support to those attending the church who have been affected by abuse.

WORKING WITH OFFENDERS

When someone attending the church is known to have abused children, the PCC will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, set boundaries for that person which they will be expected to keep.

This policy will be reviewed annually on (date) _____	
Signed _____	Date _____
Print Name _____	Appointment _____
Signed _____	Date _____
Print Name _____	Appointment _____

[Type here]

INDEX OF PRACTICE, POLICY AND PROCEDURE GUIDELINES

This section of the policy outlines good practice guidelines to be observed by all leaders of children and youth activities.

There are specific guidelines relating to the various group activities conducted under the auspices of Christ Church.

There are Advice and Information Sheets covering a wide range of situations and scenarios, these may be found in the CCPAS Guidance to Churches publication a copy of which is available in the church office.

The leaders pack contains a selection of the most commonly needed documents but leaders should familiarise themselves with the full range of documents listed below.

The interests of the child are paramount at all times and if it is necessary to depart from general guidelines in particular circumstances, this should only be done with the knowledge of the Worker's Supervisor or in an emergency reported in writing after the event.

PPP 1	Guidelines for discipline
PPP 2	Good practice guidelines for the prevention of abuse
PPP 3	Touching guidelines
PPP 4	Recognising possible signs of abuse
PPP 5	How to respond to a child wanting to talk about abuse
PPP 6	What to do once a child has talked to you about abuse
PPP 7	Definitions of abuse
PPP 8	Recruitment of leaders
PPP 9	First aid
PPP10	Health and Safety
PPP11	Group specific guidelines

Guidelines for discipline

PPP1

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

- Ask God for wisdom, discernment and understanding for the children in your care.
- Work on each individual child's positives, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well behaved children attention and resist allowing demanding children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored they often misbehave, so review your programme regularly.
- **NEVER** smack or hit a child and don't shout. Change voice tone if necessary.
- Discipline out of love, NEVER in anger. (Call on support from other leaders if you feel so angry you may deal with the situation unwisely.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children understand what action will be taken if not kept.
- Every child is unique and will respond in different ways to different forms of discipline. It follows therefore, each child should be dealt with on an individual basis.

Some children have a tendency to be disruptive in a group. Give them a chance, warn them and only separate if they are disruptive as a last resort.

- Have a disruptive child sit right in front of you or get a helper to sit next to them.
- Be pro-active and encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Take a disruptive child to one side and engage with them, challenging them to change, whilst encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child. They can be warned that you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), back into the church service or, after consultation with a church leader and advising the parent/carer, be banned from attending the group for a period of time.
- If a child's behaviour continues to be disruptive despite measures taken above, seek advice and guidance from a leader.
- Pray with the other workers before the session and take time to debrief before you leave.

Good practice with children and young people

The church should ensure that:

- As far as possible a worker is not alone with a child where their activity cannot be seen. On church premises this may mean leaving doors open, or two groups working in the same room. In a counselling situation with a young person, where privacy and confidentiality are important, try to make sure that another adult knows the interview is taking place and with whom. If possible, another adult should be in the building, and the young person should know that they are there.
- Access to the building is safe and well lit.

You, the worker, should:

- Treat all children and young people with respect and dignity befitting their age; watch language, tone of voice and where you put your body.
- Not engage in any of the following:
 - Invading the privacy of children when they are showering or toileting
 - Rough, physical or sexually provocative games
 - Making sexually suggestive comments about or to a young person even in “fun”
 - Inappropriate and intrusive touching of any form
 - Any scapegoating, ridiculing or rejecting a child or young person
- Learn to control and discipline children without using physical punishment
- Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed.
- Not let youngsters involve you in excessive attention seeking that is overtly sexual or physical in nature.
- Not invite a child or young person to your home alone; invite a group or ensure someone else is in the house. Ensure that the parents know where the child is.
- Not give lifts to children or young people on their own, other than for short journeys. If they are alone ask them to sit in the rear of the vehicle.
- Not share sleeping accommodation with children or young people if you take a group away.

Good practice with colleagues

If you see another leader acting in ways, which might be misconstrued, be prepared to speak to them or your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows workers to be comfortable enough to discuss inappropriate attitudes or behaviours.

These measures will also protect workers from false accusations

[Type here]

Touching Guidelines

PPP3

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch needs to be age and gender appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything, which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.

Recognising possible signs of abuse

PPP4

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

PHYSICAL SIGNS OF ABUSE

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

INDICATORS OF POSSIBLE SEXUAL ABUSE

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

EMOTIONAL SIGNS OF ABUSE

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

RACE, CULTURE & RELIGION

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child rearing do not justify child abuse.

*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning. Approximately 20,000 are treated in accident and emergency departments in the UK each year. (See Guidance to Churches Manual - In Focus 7: Self-harm)

[Type here]

How to respond to a child wanting to talk about abuse

PPP5

GENERAL POINTS

- Above everything else listen, listen, listen
- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know - don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen. Do not ask leading questions or put words in their mouth.
- As soon as possible write down what has been shared*

HELPFUL RESPONSES

- You have done the right thing in telling
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will help you

DON'T SAY

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

CONCLUDING

Again reassure the child that they were right to tell you and show acceptance

Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)

Contact the person responsible for co-ordinating child protection concerns, Chris Harris or in her absence go directly to Social Services/Police/NSPCC.

Consider your own feelings and seek pastoral support if needed

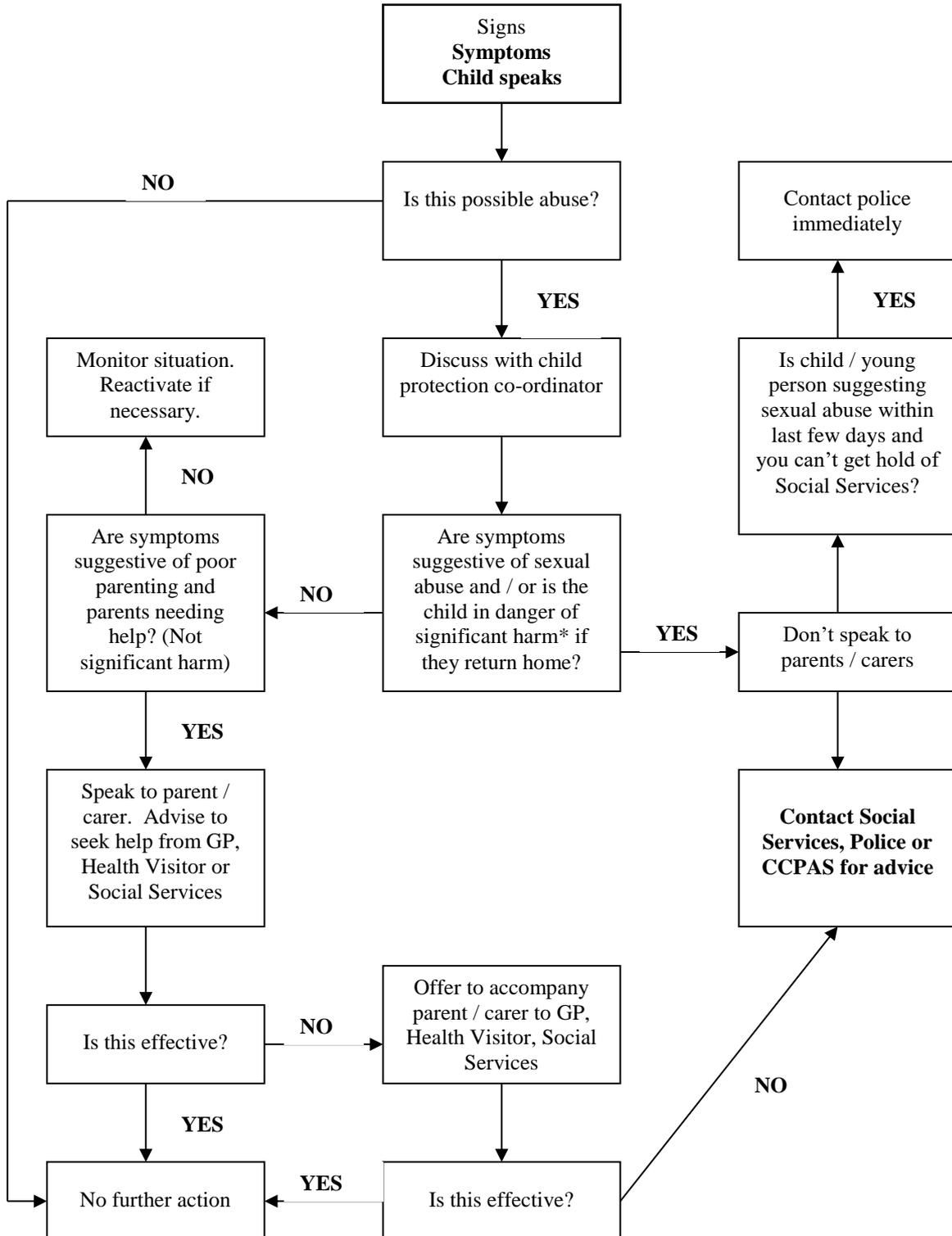
MAKING NOTES

Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said, in their words, and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed.

Give all records to Chris Harris for secure keeping, these will be kept indefinitely.

[Type here]

Flow chart for action



[Type here]

What to Do Once A Child Has Talked To You about Abuse PPP6

The Procedure

- 1 Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said, write what you said in reply to the child, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently. Use CC Form12 – Workers Action Sheet.
- 2 Report your discussion as soon as possible to the Co-ordinator – Christine Harris 01727 836077. If the latter is implicated report to the Deputy Co-ordinator – Rev. Jeremy Follett 01727 857592. If both are implicated, report to the Bishop's Advisor 01727 847212 or to Children's Services 01438 737500 if preferred.
- 3 You should not discuss your suspicions or allegations with anyone, including the Children and Families Worker, other than those nominated in the above point.
- 4 Once a child has talked about abuse the worker/co-ordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect safety measures for the child so that they do not return home.
5. Stay with the child and seek help from the co-ordinator or deputy co-ordinator. Do not take the child home. If neither are available contact the Bishop's Advisor or Social Services.

Definitions of abuse (England and Wales)

PPP7

The following definitions of child abuse are recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document, Working Together to Safeguard Children (1999), (Definitions in relation to legislation in Scotland & Northern Ireland are included on the disk included in this pack).

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

PHYSICAL ABUSE

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

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

SEXUAL ABUSE

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

NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

[Type here]

Further definitions of abuse

MUNCHAUSEN'S SYNDROME BY PROXY

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: "A form of child abuse in which the parents, or carers, give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children." The government issued guidance for professionals working in situations where Munchausen's is suspected in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

SIGNIFICANT HARM

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

SPIRITUAL ABUSE

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

The issue of the exploitation of vulnerable young people and adults by people in positions of power within the church is covered in some detail in the report "Time for Action", produced by Churches Together in Britain and Ireland (CTBI).

DOMESTIC VIOLENCE

The Home Office definition of domestic violence is "Any violence between current or former partners in an intimate relationship, wherever and whenever the violence occurs. The violence may include physical, sexual, emotional or financial abuse." (Home Office Research Studies. Domestic Violence: Findings from a new British Crime Survey self-completion questionnaire.1999)

ORGANISED ABUSE

'Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse'. (Government Guidelines-'Working Together to Safeguard Children'1999).

CHILD PROSTITUTION

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse and their needs require careful assessment. (Government Guidelines-'Working Together to Safeguard Children' 1999. See also 'Safeguarding Children Involved in Prostitution - Supplementary Guidance to Working Together to Safeguard Children').

[Type here]

Recruitment of Workers

PPP8

Procedures to be followed when recruiting a paid worker

When the church employs a paid worker to be involved in Children or Youth work they are required to complete CC Form 2 – Paid Worker agreement and CC Form 3 – Voluntary disclosure form.

Only when all checks are returned and cleared will the PCC issue a contract.

The church will conduct an induction program to include:

- Safeguarding training at the earliest opportunity. The church will arrange this and it may be internal or external
- Other training needs will be assessed and agreed
- 3 month probation period with interview at conclusion of period
- Annual formal interview and review thereafter to check progress, training, willingness to continue to serve etc.

Procedures to be followed when recruiting volunteers

When interest is shown in becoming a volunteer of a church group then the candidate should be encouraged to attend the group in an observing capacity to understand the nature of the group and the type of responsibility involved. During this period the candidate will not be left unsupervised.

If the candidate wishes to join the group as a volunteer after their observation session then they will be required to complete CC Form 1 - Volunteer agreement and CC Form 3 - Voluntary disclosure form.

If all checks are returned clear and the group leader is happy then the candidate can begin serving.

It is the responsibility of group leaders to ensure all new volunteers have filled in the relevant forms and the information is passed to the Safeguarding Coordinator for processing.

[Type here]

First aid kit and contacts

PPP9

All premises used by children should have a properly equipped first aid kit. Its contents should be stored in a waterproof container and the designated worker Christine Harris or Jacqui Winterbourne should regularly check the contents. Details may be found in the Health and safety Policy appendices. Workers should be encouraged to attend training run by the Church.

A suggested minimum for a first aid kit:

- 2 x small wound dressing
- 1 x large wound dressing
- 1 x eye pad
- 4 x triangular bandages
- 2 x non-stick dressing 5cm x 5 cm
- 2 x non-stick dressing 10cm x 10cm
- 1 reel of low allergy adhesive tape
- 1 pair of scissors (rounded ends)
- 4 x safety pins
- 5 x pairs of disposable latex gloves
- 2 x conforming bandages 6cm
- 1 x resuscitation shield
- 20 x wrapped adhesive dressings (plasters)
- 2 x crepe bandages 5cm
- 1 x disposable apron
- 1 x sealed eye wash
- 1 x emergency aid card
- 4 x individually wrapped cleaning wipes (non alcoholic)
- An accident report book with forms

HIV /AIDS

Good hygiene should always be practised. Disposable latex gloves and an apron should be used when dealing with broken skin, bodily fluids or faeces.

For First Aid Training and advice contact:

St. John Ambulance, 27 St. Johns Lane, London, EC1M 4BU. Tel: 08700 104950 Web: www.sja.org.uk

St. Andrew's Ambulance Association, 48 Milton Street, Glasgow, G4 0HR. Web: www.firstaid.uk

British Red Cross, 9 Grosvenor Crescent, London SW1X 7EJ. Tel: 0207 235 5454 Web: www.redcross.org.uk

NI First Aid Services, 102 Craighil, Antrim, BT41 1QQ, N. Ireland. Tel: 028 9446 6126 Email: info@nifas.com

Stephen Roy, communityfirst@tiscali.co.uk

[Type here]

Health and Safety

PPP10

The Church will ensure that all buildings used for children's groups are properly maintained. The external fabric of the buildings, plus all internal fixtures, fittings, lighting, fire exits and equipment should meet the required safety standards and will be inspected on an annual basis by the Buildings and Grounds Action Group/Church Wardens. Procedures are detailed in the Health and Safety policy.

Toilet facilities should be available in both buildings together with soap and towels.

If food is being prepared then basic hygiene standards should be observed. Children under the age of 16 should not be involved in food preparation. Hand washing must be carried out using separate basins from those used in food preparation.

If possible all groups should have access to a qualified first aider and to an adequate first aid kit – see PPP9.

[Type here]

Tots Church Practice Guidelines

PPP11

These guidelines are given in addition to the general good practice guidelines contained in the Christ Church child protection policy.

- Always ensure that there are adequate numbers of adults to safely supervise the number of children in Tots Church, bearing in mind that one or more adults may need to accompany children to the toilets or other parts of the building. The recommended ratios of adults to children are
 - 0 – 2 years 1:3
 - 2 – 3 years 1:4
 - 3 – 8 years 1:8
- Do not leave children unattended at any time.
- If it is necessary to accompany children to the toilets then please try to respect their privacy wherever possible.
- Check that all the toys in Tots Church are in good condition and suitable for the age of the children using them. Do not give young children toys with small parts, which could constitute a choking hazard.
- Be aware of any possible allergic reactions and now which children belong to which parents and where they are sitting in the building if possible.
- Discourage older children from being in Tots Church.
- Do not leave any under 16 year old in sole charge of children at any time.
- Accidents should be recorded in the accident book.
- Think safety!!

[Type here]

Kids Church - Practice Guidelines

PPP11

These guidelines are given in addition to the general good practice guidelines contained in the Christ Church child protection policy.

- Always ensure that there are adequate numbers of leaders/helpers for the planned activities.
The recommended ratios adults to children are

0 – 2 years 1:3

2 – 3 years 1:4

3 – 8 years 1:8

- If providing food or drink then be aware of any allergic reactions.
- Know where the parents are if possible.
- Make sure that equipment is suitable for the children – rounded scissors, non-toxic glue etc.
- Do not leave children unattended at any time.
- Do not leave helpers under 16 years old in charge of the group at any time.
- Be aware of any hazards, e.g. electrical equipment.
- If using toys make sure they are in good condition.
- Accidents should be recorded in the accident book.
-
- For offsite visits and trips, refer to appendix 2 of the Health and Safety policy.
- Think safety!!

[Type here]

Pathfinders - Practice Guidelines

PPP11

These guidelines are given in addition to the general good practice guidelines contained in the Christ Church child protection policy.

- Always ensure that there are adequate numbers of leaders and that you have leaders of both genders in mixed groups.
- Try to avoid being alone with young people and never be alone with a young person of the opposite sex.
- If you are counselling in a one to one situation then try to leave a door open.
- Respect the feelings and privacy of young people.
- Make sure that any games are adequately supervised.
- Accidents should be recorded in the accident book.
- For offsite visits and trips, refer to appendix 2 of the Health and Safety policy.
- Think safety!!

[Type here]

Refine - Practice Guidelines

PPP11

These guidelines are given in addition to the general good practice guidelines contained in the Christ Church child protection policy.

- Always ensure that there are adequate numbers of leaders and that you have leaders of both genders in mixed groups.
- Try to avoid being alone with young people and never be alone with a young person of the opposite sex.
- If you are counselling in a one to one situation then try to leave a door open.
- Respect the feelings and privacy of young people.
- Make sure that any games are adequately supervised.
- Ensure that each young person has completed a general consent form when attending Refine. This may not be possible for 'visiting' young people.
- If giving young people lifts home then try to ensure that you are not alone with them for anything other than a short time.
- Accidents should be recorded in the accident book.
- For offsite visits and trips, refer to appendix 2 of the Health and Safety policy.
- Think safety!!

The Shack - Practice Guidelines

PPP11

These guidelines are given in addition to the general good practice guidelines contained in the Christ Church child protection policy.

- Always ensure that there are adequate numbers of leaders/helpers for the planned activities. There are no legal requirements for children over 8 but health and safety would dictate that the overall leader assess the numbers of leaders and helpers necessary to safely staff the Club according to the types of activities planned.
- Ensure that the activity is appropriate for the designated setting e.g. football only where there are 10 children or less in the hall
- Belongings should be stored on the hooks in the hallway and discouraged from leaving them on the floor which is a slip/trip hazard.
- Each activity should ideally have 2 leaders/helpers (1 is acceptable where the activity is in a shared area of the building e.g. arts and crafts). All outdoor activities must have a minimum of two people supervising.
- Ensure that all equipment used is safe and accounted for e.g. scissors, glue used in craft activities.
- Ensure that the badge system is fully understood and implemented. Pay special attention to ensuring that junior members are on-site at all times.
- Ensure that all helpers and leaders both inducted and non-inducted are fully aware of The Shack guidelines, rules on touching, discipline, red/yellow card procedure etc.
- Make sure that Chris Harris is advised of anyone needing a DBS check.
- Children must be encouraged to sign up as members. If they have not signed up, ensure we have contact information for a parent or carer.
- Make sure that leaders are aware of the evacuation procedure and where to assemble. Details are available in the Building User Handbook.
- Make sure that any incidents/accidents are fully documented and an incident form is sent to Chris Harris for secure keeping. Accidents should be recorded in the accident book which is located in the office.
- Ensure that children are not roaming around outside especially in dark areas of the Church site. The main door is to be manned at all times. Children in school years 8-9 can leave The Shack at any time (with parental consent) but once they have left the premises they cannot return until the following week.
- Ensure that a trained first aider is in attendance.
- If leaders need the toilet, they should use the disabled toilet to avoid the possibility of compromising situations.
- For offsite visits and trips, refer to appendix 2 of the Health and Safety policy.
- Think safety!!

[Type here]

Index of forms available from Christ Church Safeguarding folder held in vestry

- CC1 Volunteer Agreement (attached)**
- CC 2 Application form for Paid Workers (attached)**
- CC 3 Voluntary Disclosure Form (attached)**

- CC 6 General information and consent form**
- CC 7 Camps and residential holidays, health and consent form**
- CC 8 Activities and day visits form**

- CC 9 Consent for transporting form**
- CC 10 Consent for swimming form**
- CC 11 Accident and incident form**
- CC 12 Responding to abuse – workers action sheet**
- CC 13 Consent form for use of children’s images**
- CC 14 Request for reference form**
- CC 15 Reference form**
- CC 16 Transportation in private vehicle declaration form**

[Type here]

CC1 - Christ Church Volunteer Agreement

This form should be completed by all those volunteering with children or vulnerable adults in accordance with the Safeguarding guidance policy and procedures.

To be completed on behalf of the PCC

Church

Name of volunteer

Name of group/club
(E.g. Kids Church/The Shack)

Where/when they meet

Age range of children / range of vulnerabilities of adults

Person responsible/supervising
(E.g. Children's group leader/vicar)

Work to be undertaken:
(5–10 key points describing the duties and responsibilities taken from the role description)

.....
.....
.....
.....
.....

Signed
(on behalf of the PCC)

[Type here]

To be completed by the volunteer with children / young people / vulnerable adults

Code of Conduct

This code represents the behaviours which constitute safe practice enabling individuals to be accountable and monitor and maintain their own standards of integrity and good practice.

I agree to:

- treat all children, young people and adults with respect and dignity, keeping my language, attitude and body language respectful
- actively communicate with children, young people and vulnerable adults and involve them in planning and running activities where possible
- avoid being alone with a child (there should always be two properly recruited adults with each group of children)
- support the development of a safer culture where workers, children and vulnerable adults feel comfortable to point out inappropriate attitudes and behaviour in each other
- make it plain who someone can speak to about a personal concern, and be proactive in addressing concerns and allegations
- never use illicit drugs, abuse prescription medication, or use alcohol when responsible for a child or vulnerable adult
- keep physical contact specific to the needs of the activity and always seek permission from the person first
- obtain prior consent for any photographs / videos to be taken, shown or displayed
- never use rough play, sexually provocative words and games or any forms of physical punishment
- never scapegoat, ridicule or reject a child, group or adult or allow others to do so
- avoid showing favouritism to any one child, adult or group or doing anything to reinforce their possible infatuations towards you
- never share sleeping accommodation with children or invite them to your home alone
- always operate within the Diocesan principles, procedures and guidelines, clarifying these when unsure.

I have understood the nature of the work I am to do with children / young people / vulnerable adults.

I have read the guidelines produced by the Church for safeguarding children and young people / vulnerable adults. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact and I know what action to take if abuse is discovered, disclosed or suspected.

Signed Date

N.B. All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.

[Type here]

CC2- Job Application Form for Paid Workers

Name of Church/Centre/Organisation: **Christ Church St Albans**

We ask all prospective paid 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.

1. Personal Details

We will need to see birth/marriage certificates.

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 addresses with dates

From/To ____/____/____ ____/____/____

From/To ____/____/____ ____/____/____

Previous Address _____

Previous Address _____

Postcode _____

Postcode _____

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

[Type here]

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

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

YES NO (Please tick)

If yes, please give details

Do you suffer, or have you suffered, from any illness that may directly affect your work with children or young people?

YES NO (Please tick)

If yes, please give details.

2. Employment History

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

Employers Name and Address	Employed From (Date)	Employed to (Date)	Job Title & Description	Reason for Leaving

[Type here]

3. 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. 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	_____	_____
Relationship	_____	_____

Church minister / leader

Name _____

Address _____

Telephone No. _____

4. Declaration

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 date

Has there ever been any cause for concern regarding your conduct with children?

YES NO (Please tick)

If yes, please give details

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

YES NO (Please tick) If yes we will need to discuss this with you

[Type here]

As this post involves substantial, unsupervised contact with children or vulnerable adults, 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 Disclosure Barring Service. 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*. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS 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 or vulnerable adults at risk.

Please would you complete the attached voluntary disclosure 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.

I confirm that the submitted information is correct and complete.

Signed _____

Date _____

As a church / organisation we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000.

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

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.

As a church 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 Disclosure Barring Service

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.

[Type here]

CC3 - Christ Church Voluntary Disclosure Form

STRICTLY CONFIDENTIAL

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

To: _____ (Name of recruiter)

Address: _____

Appointment: _____

Voluntary 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 bind overs against me will be disclosed along with any other relevant information which may be known to the police, Department of Health or the Department for Education and Skills.

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

Signed: _____

Date: _____

Print Name: _____

Address: _____

Tel No: _____