

CHILD PROTECTION MANUAL

Winchester Diocesan Guidelines and Procedures



WDBF 2016

PREAMBLE

For Clarification

Parish Child Protection Policy

The Policy the parish produce. Most parishes use the template included here and amend it to suit their situation and activities.

Parish Policy Statement

Is a short, usually one side statement summarising the policy

Diocesan Child Protection Guidance Manual

This document provides a wealth of information to support and inform Child Protection. Diocesan Policy and Procedures are described in this Manual.

Key Contact Details

Diocesan Safeguarding Manager

Monday – Friday

08:00 – 18:00

01962 737317 / safeguarding@winchester.anglican.org

General Enquiries / Safeguarding Registry

01962 737347 / siona.jeffery@winchester.anglican.org

Emergency / Immediate and urgent concerns

Monday – Friday

08:00 – 18:00

01962 737317

Monday – Sunday and Bank Holidays

18:00 – 08:00

Hampshire out of hours team 0300 555 1373.

If you use this number please ensure you also inform the Diocesan Safeguarding Manager as soon as possible.

Diocesan Communications Team

Luther Pendragon

Diocese of Winchester Media Line 24/7

020 7618 9197 / dioceseofwinchester@luther.co.uk

SECTION 1

FOREWORD BY THE BISHOP OF WINCHESTER

In many ways the community of the church is becoming a rare thing in our society: a place where people of all classes, races and ages come together with a unity of purpose. It is a wonderful gift.

It is also a gift which brings with it responsibilities. As we have seen so clearly and terribly in the last few years, a church which does not take the safeguarding of the young and the vulnerable seriously can be a dangerous place, and the consequences of safeguarding failures can last for decades.

Yet we do not work to ensure our churches are safe communities because we are afraid of the consequences if we do not. We work to safeguard the weakest among us because it is a gospel imperative: to seek out the least, the last and the lost. We have many excellent children's and young people's leaders and workers in the parishes across the Diocese, and we highly value the work they do, but we must all take on our part of this responsibility.

This manual brings together in a single, convenient resource with guidelines and examples of best practice in this area. The Church of England nationally has set out the expectations and the standards which we must strive to achieve, and the importance of keeping our arrangements under regular review and scrutiny to ensure they are operating appropriately. Inevitably a document of this kind will be written in terms which at times appear directive or restrictive, but I hope that all the good advice and wisdom which it contains will also be a positive encouragement, demonstrating the value we place on our children and our conviction that keeping them safe forms a core part of our commitment to living the mission of Jesus together.

We are fortunate in having access to highly skilled professional advisers to help us in this area. They will be very happy to assist you should you have any concerns or questions, as indicated in this manual.

I am very grateful to those who have contributed a great deal of time, care and energy to compiling this manual. It is an invaluable resource and a gift to us all.

+ Timothy Winter

SECTION 2

INTRODUCTION

Aims and Purpose

The purpose of this guidance is to identify and outline the issues and principles of safeguarding children within the Church of England and the Diocese of Winchester.

This document should be read in conjunction with other documents in this series:

- Safeguarding Vulnerable Adults
- Addressing Domestic Abuse
- Safer Recruitment
- Responding Well

The Diocese works with statutory agencies to help safeguard children. There are references to statutory provisions in this policy.

Matters which are the subject of statutory provisions should be brought to the relevant agencies for determination. This is particularly important if there is a possible need for statutory action to protect a child or adult, or to bring an alleged offender to justice.

To facilitate this the Diocese has and continues to develop working practises and information sharing protocols with statutory agencies and works closely with a range of agencies on specific cases.

Key Values and Principles

Working Together to Safeguard Children (March 2013)

The following are regarded as important underpinning for our safeguarding practice:

1. The welfare of the child is paramount
2. Prevention is vital
3. Transparency
4. Accountability
5. Partnership with statutory authorities
6. Use of independent specialist advice
7. The active management of risk
8. A 'one church' approach
9. A culture of informed vigilance

Responsibility

Safeguarding is everyone's responsibility

Everyone who works with children has a responsibility for keeping them safe. No single professional can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

The theology of safeguarding is also important and some reflections on this are set out in Annex A. For many of us the point in the communion service where we share the peace is a very positive experience. But, think before your next service about how it might feel if you have experienced abuse as a child, if you have been in an abusive relationship where physical contact was a prelude to abuse or where a man or woman putting their arms round you engenders feelings of pain, disgust, despair, hurt, guilt, depression.

Child abuse is a difficult and emotive subject. It is one that will stir very strong responses in us. But it is a subject that we as the Church must continue to engage with.

We must be continually on the watch for those who would seek to abuse or harm children and young people. It might be unpalatable to think that we need to be cautious with those in our churches, those with whom we share fellowship week by week, those we consider our close friends. But it is just because it is so unpalatable that abuse happens. It is far easier to believe that 'that sort of thing doesn't happen here, we are all Christians'.

Whilst most abuse happens in families or with close friends we have to accept that, sadly, it does 'happen here'. It does happen in families and church groups. Recent reports indicate that many sex-offenders released from custody seek to become involved in churches. For some this will be a genuine attempt to start a new life, for others it will be a conscious route for grooming - targeting and gaining access to children and young people. It is our responsibility to do all in our power to ensure that children and young people who come into contact with church and church activities are protected from all forms of abuse.

Purpose of Policy

A robust child protection policy and procedures that are widely understood by all in positions of responsibility and rigorously implemented will serve to do a number of things:

- Protect children and young people by creating a safe environment and minimising the opportunities for people to abuse them;
- Protect workers from putting themselves into situations where they (even unintentionally) cross the line of acceptable behaviour;
- Protect workers from accusations of inappropriate behaviour;
- Create working practises that will remain after the present post holders move on and will make it very difficult for those who might wish to abuse to gain access to children or young people;
- Protect individual churches and PCCs from potentially costly law suits and adverse publicity.

Possible Circumstances

It is important to be aware of the possible circumstances in which we may come across abuse:

- From those who seek to or are engaged in work for or on behalf of the church with children and young people;
- Children or young people disclosing abuse from another source;
- Adults disclosing past abuse by someone linked to the church;
- Adults disclosing past abuse which occurred within another place or organisation;
- Children or young people presenting signs or indications that may indicate abuse.

Definitions and Descriptions

Working Together to Safeguard Children March 2013

Child / Children

Anyone who has not yet reached their 18th birthday is a child. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody, does not change his/her status or entitlements to services or protection.

Safeguarding and promoting the welfare of children

This is defined for the purposes of this guidance as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best life chances.

Child Protection

This is part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Abuse

This is a form of maltreatment of a child. 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 others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Safeguarding Concern

A Safeguarding concern is anything which causes you concern for the welfare of a child or where you perceive that a child is experiencing abuse or neglect.

This may happen in many ways:

- Disclosure - it may be a child or an adult referring to something which happened when they were a child – telling you about abuse they have experienced.
- Allegation - where you are told that a specific individual has or is abusing a child.
- Concern - You observe or are told that:
 - An individuals' behaviour or comments cause any safeguarding concerns – this may be towards children in general or a specific child;
 - An individual shows any behaviours, signs or symptoms that are have been or are being abused. This may take many forms – comments, behaviour, behaviour around a certain person.

Always report a concern to your local safeguarding representative or the Diocesan Safeguarding Manager regardless of whether you have specific evidence. If you believe a child to be in danger you should immediately report the matter to the police.

SECTION 3

PRINCIPLES OF THE HOUSE OF BISHOPS' POLICY FOR SAFEGUARDING CHILDREN

Every person has a value and dignity, which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

Principles

Commitment

We are committed to:

- The care and nurture of, and respectful pastoral ministry with, all children, young people and adults;
- The safeguarding and protection of all children, young people and adults when they are vulnerable;
- The establishing of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

Action

We will:

- Carefully select and train all those with any responsibility within the Church, in line with safer recruitment principles, including the use of Criminal Records Disclosures;

- We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, co-operating with the police and local authority in any investigation;
- Seek to work with anyone who has experienced abuse, developing with him or her an appropriate ministry of informed pastoral care;
- Seek to challenge any abuse of power, especially by anyone in a position of trust;
- Seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

Safeguarding Policy of the Church of England and Diocese of Winchester

The Law and guidance cited is that for England and Wales. The Church of England and the Diocese of Winchester, in all aspects of its life, is committed to and will champion the safeguarding 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 first enshrined in the Children Act 1989: **the welfare of the child should be paramount.**

The Diocese of Winchester 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.

It is committed to acting promptly whenever a concern is raised about a child or young person or about the behaviour of an adult or someone under the age of eighteen in a position of trust, and will work with the appropriate statutory bodies when an investigation into child abuse is necessary. It is also committed to the support of those who have been abused and to listening to the voices of survivors, who can help the Church learn lessons from the past.

Policy Commitment

We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children and young people;
- The safeguarding and protection of all children and young people;
- The establishment of safe, caring communities which provide a loving environment where there is a culture of informed vigilance regarding the dangers of abuse.

The safeguarding and protection of children and young people is everyone's responsibility, not just parents or those who have formal responsibilities for children. Procedures and

formal processes alone, though essential, will not protect children and young people. The community, including all its members, must be aware of the dangers and be prepared to report concerns and take action as necessary.

The child's welfare is the paramount consideration in matters of private or public law affecting children and young people, which come before the family courts. The Church accepts and extends this principle to all areas of its work with children and young people. Where conflicts of interest arise between the welfare of children and young people and that of adults, it is the welfare of children and young people that will be given priority.

We will carefully select and train all those with any responsibility for children and young people within the Church in line with safer recruitment principles, including the use of DBS disclosures. Vetting procedures and safer recruitment guidance are set out in detail in companion guidance document *Safeguarding Guidance for Safer Recruitment*.

The suitability of an applicant or nominated volunteer for work with children and young people should not be solely dependent upon vetting checks and DBS disclosures. Someone whose DBS disclosure is clear may still be unsuitable and the safer recruitment processes must always also be used.

Church Policy

It is the policy of the Church that:

- All those who regularly work with children or young people, including those who work on a rota, should have an enhanced DBS check;
- Those who work only occasionally will be asked to apply for a DBS check if they fulfil a supervisor role;
- Those who manage or supervise people who work with vulnerable groups will also be required to be DBS checked.

The Church accepts that, through its workers, it is responsible for children and young people who are entrusted to churches by their parents or carers: in the church building, on church property and other premises being used, and during church activities. Responsibility extends to travel between places, organised by the church. However, a church is not responsible for private arrangements made by parents.

The term 'complaint' can cover an allegation, disclosure or statement; something seen or something heard. The complaint need not be made in writing but, once received, it must be recorded and acted upon.

The Church does not investigate allegations of abuse or neglect of children or young people itself but refers them to the appropriate statutory agencies. The Church may need to make preliminary enquiries to establish the accuracy of information being passed to the statutory body. If a child or young person is identified as having experienced abuse in the past, church officers will notify the appropriate authorities to ensure that the matter is on record.

Support will be offered to adult survivors of child abuse, who will also be encouraged to make a statement to the police if they have not done so before. (Please see the associated document *Responding Well* for guidance on working with survivors.)

If a member of a church community has a conviction, caution, reprimand or warning for any of the following:

- offences against children or young people;
- barred from working with children or young people;
- considered by statutory agencies to present a risk of harm to children or young people.

We will seek to draw up a written agreement, where it is safe to do so. The agreement will contain safeguards as explained **in detail later on**. Breach of an agreement, or other concerns, may lead to a referral to the statutory agencies. This will involve, in particular, openness among those with a legitimate need to know, confidentiality for those not directly involved, and the sharing of information with the statutory authorities.

Child Protection Policy

A Child Protection Policy is both a statement of intent – how you regard the welfare of children and young people - and the action you will take to ensure that all activities and interactions with children and young people are managed to ensure their best possible protection.

The policy demonstrates that your organisation takes child protection seriously and your commitment to ensuring the welfare of children and young people in all your activities.

Most organisations will have a Child Protection Statement which summarises their Policy and is displayed – usually a one page document. The main Policy, which will be a lengthier document, will be available but not displayed. A Child Protection Statement template is included at Section 11.

Contents of a Policy

A Policy will usually contain:

1. An introduction;
2. Policy issues;
3. Good practice expected of all those working with children and young people;
4. Forms;
5. Protocols / Procedures;
6. Contact details of the person responsible for child protection.

Introduction

- Contents page – to explain what is included
- Glossary – definition of terms
- Why you need a policy and whom it covers

Policy Issues

- Your mission statement / statement of intent on child protection – the welfare of the child is paramount;
- That the policy is approved and endorsed by the PCC;
- Types and definitions of child abuse – and signs and symptoms;
- Expected behaviour of those working with children and young people – to keep children, young people and workers safe;
- Recruitment procedures and checking requirements;
- How you will facilitate children and young people wishing to report abuse or concerns in a safe way – whistle blowing policy;
- Reporting of abuse process – all concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately – this may require a referral to children’s services and in emergencies, the Police;
- Information handling and dealing with reports of abuse.

Good practice

May include:

- How to recognise child abuse;
- What to do if a child talks about abuse - the term ‘complaint’ can cover an allegation, disclosure or statement; something seen or something heard;
- The complaint need not be made in writing but, once received, it must be recorded and acted upon;
- Camps / residential activities / off site activities;
- Managing Behaviour;
- Bullying;
- Storage and use of information, and images of children and young people;
- Use of internet and e-mail;
- Transporting children and young people.

Information on all areas is available in the Child Protection Guidance Manual and can be adapted to your situation.

Forms and paperwork

This may include:

- Parental consent forms;
- Concerns recording form;
- Accident book;
- Incident Form.

Protocols

These will be determined by the work you do with children but may include:

- Boundaries and contracts for offenders within the church;
- Children and young people with Special needs;
- Handling disclosure information;
- Internet use including consent form for using images of children and young people;
- Off-site activities policy;
- Responding to abuse – allegations;
- Responding to abuse – survivors;
- Supervision of children’s activities – adult to child ratios;
- Responding to inappropriate behaviour;
- Transporting children;
- Working with children and young people in the community

Contact details

1. Name and telephone number of Parish Safeguarding Officer;
2. Who to contact if Parish Safeguarding Officer is not available;
3. Key Diocesan and emergency contact details. (Page 2)

<p>Diocesan Safeguarding Manager Monday – Friday 08:00 – 18:00</p>
<p>Emergency / Immediate and urgent concerns Monday – Friday 08:00 – 18:00 01962 737317</p> <p>Monday – Sunday and Bank Holidays 18:00 – 08:00 Hampshire out of hours team 0300 555 1373. If you use this number please ensure you also inform the Diocesan Safeguarding Manager as soon as possible.</p>
<p>General Enquiries / Safeguarding Registry 01962 737347 / siona.jeffery@winchester.anglican.org</p>

Checklist for Implementing a Child Protection Policy in the Parish

Key Stages

This document provides a checklist of the key stages to help you implement and review your child protection policy, procedures and good practice in the parish.

- The PCC and incumbent should appoint a Safeguarding Officer for the parish / benefice;
- A policy statement summarising the key points of the policy should be produced;
- If there are any people in the congregation who are known to have offended against children the Diocesan Safeguarding Manager must be notified and an agreement with that person put in place;
- Identify all outside groups using the church premises – follow the procedure for such groups;
- Identify all children's and young people's activities and mixed age activities that are the responsibility of the PCC and therefore come under the child protection policy;
- Check whether any of the groups working with children under 8 years of age need to be registered with the local authority;
- Identify all leaders, helpers and adults in mixed age activities who will need to follow child protection and safer recruitment procedures;
- Consider whether there are any adults in the congregation who have informal contact with children – verger, caretaker, mini-bus driver, etc. these people will come under child protection policy;
- Decide how new workers will be recruited and appointed;
- Decide on the person to be contacted by people who are concerned about a child or young person or concerned about the behavior of an adult;
- Make sure the parish insurance policy covers all church activities on and off the premises and includes Legal Protection Insurance for employees and volunteers;
- Check that every group has enough helpers and that if possible there is a gender balance;
- Inspect all premises used by children and young people to make sure they are physically safe and any health and safety issues are addressed.

Register of attendance

Check that every group has a register of attendance and up-to-date registration forms:

- The Parish Safeguarding Officer should hold a log book where concerns or any unexpected incidents can be recorded. These should be kept in compliance with the Data Protection Act;

- Decide how the child protection policy will be introduced to the congregation, volunteers, parents, children and young people;
- Decide on an alcohol and drugs policy for the parish;
- Assess all the activities provided by the parish and ensure appropriate policies are in place to determine expected behavior of leaders;
- Identify local support groups, counseling services and resources for adult survivors of abuse;
- The incumbent and church wardens should sign the parish child protection policy statement and agree a date to review the policy on an annual basis;
- It is advisable that a copy of the summary statement be placed in a public place – e.g. Notice board, and a reference made to where the policy may be accessed.

SECTION 4

RESPONSIBILITIES

The Diocese

The Diocese of Winchester will:

- Adopt the House of Bishops' Safeguarding Children Policy, together with any additional diocesan procedures and good practice guidelines which will be endorsed by the standing committee of the Diocesan Synod;
- Provide a structure to manage safeguarding in the diocese;
- Appoint a Diocesan Safeguarding Manager to oversee Safeguarding in the Diocese and to advise the Bishop, senior staff and parishes;
- Provide access to the Disclosure and Barring Service 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 safeguarding matters to parishes, the cathedral, clergy, diocesan organisations, including religious communities and those who hold the bishop's licence; provide a complaints procedure which can be used for those who wish to complain about the handling of Safeguarding issues.

The Parish

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 and ensure policy, procedures and training are available to all workers;
- Create an environment which is youth-friendly and child-friendly and nurturing of their positive development; encourages children and young people to be active contributors to the church community; protects children and young people from actual or potential harm; and enables and encourages concerns to be raised and responded to openly, promptly and consistently;
- Adopt and implement a safeguarding children policy and procedures, appoint a Parish Safeguarding Officer to work with the incumbent and the PCC to implement policy and procedures. The Parish Safeguarding Officer must ensure that any concerns about a child or young person or the behaviour of an adult are appropriately reported to the Diocesan Safeguarding Manager. It may be appropriate for the Parish Safeguarding Officer to be someone without other pastoral responsibility for children in the parish. The Parish Safeguarding Officer should either be a member of the PCC or have the right to attend the Council and should report at least annually on the implementation of the policy within the parish;
- Consider appointing a person, who may be different from the Parish Safeguarding Officer, to be a children's advocate. This should be someone whom children and young people know they could talk to about any problems, if they wish. Display in church premises where children and young people's activities take place, the contact details of the Parish Safeguarding Officer and / or children's advocate, along with the 'Childline' and 'Stop it Now' telephone numbers;
- Ensure that all those authorised to work with children and young people are appropriately recruited according to safer recruitment practice, and are trained and supported;
- Ensure that there is appropriate insurance cover for all activities involving children and young people undertaken in the name of the parish;
- Ensure that appropriate health and safety policies and procedures are in place;
- Pay particular attention to children and young people with special needs and those from ethnic minorities to ensure their full integration and protection within the church community;
- Work in co-operation with the Diocesan Safeguarding Manager should any allegations of abuse, concerns, disclosures or behaviour of an individual towards children or young people come to light;
- Create a culture of informed vigilance which takes children and young people seriously;
- Review the implementation of the safeguarding children policy, procedures and good practice, at least annually;

- If appropriate, in rural parishes or parishes held in plurality, consider joining together to implement the policy and procedures, while remembering that legal responsibility will continue to rest with the individual parishes;
- If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding children policy to follow, including where to seek advice in urgent situations. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership;
- In the event of a specific safeguarding concern, ensure that all the LEP partners are notified.

Role of the Incumbent

- To ensure the primary commitment to ensuring the safeguarding of children and young people is enshrined within the vision of the parish for work with children and young people;
- To ensure the policy and procedures are owned by the parish;
- To ensure that the parish has a nominated Parish Safeguarding Officer and that the Diocesan Safeguarding Registry is notified of that persons' details, and to support them in their role;
- To ensure all those who work (paid or voluntary) are recruited appropriately, following the guidance in the companion document Safer Recruitment, supervised and provided with training opportunities;
- To ensure all those working with children and young people know the policy and procedures and how they relate to their work;
- To ensure the policy and procedures are implemented and reviewed annually;
- To inform the Diocesan Safeguarding Manager as soon as an allegation is made or a concern raised;
- To work with the Diocesan Safeguarding Manager in order to manage the implications for the congregation after an allegation / investigation / conviction;
- To work with Diocesan Safeguarding Manager to ensure pastoral care is available for all concerned – victim, accused, families, friends and wider congregation;
- To work with the Diocesan Communications Team to manage all media interest in the case or situation;
- To work with Diocesan Safeguarding Manager in managing known offenders who attend the church.

Role of the Parish Safeguarding Officer

Parishes use different names to refer to this role – for this document we will use Parish Safeguarding Officer. It is for each parish to decide if the role will include both children and vulnerable adults or whether separate people will take on the roles. Some parishes now appoint a deputy to help with the workload and to cover in absences.

- You should be appointed by the PCC. It is not necessary for the person to be a member of the PCC but the person should be responsible to and report regularly to the PCC. Ideally the Safeguarding Officer will not be directly involved in the delivery of children's or youth work;
- You should have a clear understanding of the role and agreement with the PCC about what is within the role. The PCC should also understand the remit of the role and provide full support to the Officer. The responsibility and liability will remain with the PCC. Ideally you will have a role guide, which will outline the duties you will undertake and to whom you are responsible. There should also be an agreement about remuneration of any expenses incurred, e.g. postage, travel to training, etc.;
- The exact nature of the role and the detail will be agreed with the PCC. However, there are a number of tasks that generally fall to the Safeguarding Officer;
- The Diocesan Safeguarding Registry needs to be notified officially by the PCC of the post holder and to have their contact details. The Safeguarding Registry will only pass safeguarding information to the nominated person;
- The Safeguarding Officer must have an Enhanced DBS Disclosure. Obtained through the Diocese.

The Role

The role may include the following:

- To be familiar with the Diocesan Safeguarding Children policy and procedures;
- To ensure there is a Parish Safeguarding Policy and Procedures, which are implemented and regularly reviewed;
- Work with the incumbent and the PCC to ensure that they are adopted, implemented and reviewed in all parish activities which involve children and young people;
- Compile and update annually a list of names of paid and voluntary workers to ensure relevant training and information on Safeguarding Children policies and procedures and their implementation is offered to all voluntary workers and paid workers;
- Listen to concerns or allegations regarding a child or young person or the behaviour of an adult, in the parish, and follow diocesan procedure in responding;
- To report annually to the PCC on any concerns / issues with safeguarding;
- To administer the DBS process within the Parish;

- To be the Identity Verifier for the parish in respect of DBS applications;
- To ensure all new roles are risk assessed to determine DBS eligibility and where appropriate those appointed are DBS checked;
- To ensure all DBS rechecks are completed and information passed to the Safeguarding Registry;
- Other tasks may be agreed between the individual and the incumbent / PCC.

It is recommended that agreed tasks are drawn together into a role description to be agreed and signed by both PCC and Parish Safeguarding Officer.

It is expected the Parish Safeguarding Officer will work closely with the incumbent and those overseeing the children's / youth / vulnerable adult work within the Parish.

As the Parish Safeguarding Officer is appointed by and accountable to the PCC any difficulties in carrying out the role, concerns that inappropriate responses are being made or that safeguarding concerns are not being dealt with appropriately should be reported to the PCC. If concerns still remain following reporting to the PCC then the Parish Safeguarding Officer should report their concerns to the Diocesan Safeguarding Manager.

Diocesan Safeguarding Panel

- The Safeguarding Panel advises the Diocesan Bishop;
- The members of the Panel include representatives from the Local Authorities, Police Constabularies and other statutory agencies operating across the diocese;
- The work of the Panel is supported by two sub-committee providing specialist advice in the areas of Training, and Case Work & Offender Management;
- The main panel meets a minimum of three times a year, or more often as appropriate, with the Case Work Group meeting a minimum of four times a year.

Purpose of the Safeguarding Panel

Its purpose will be:

- To provide strategic advice to the Diocesan Bishop, his Staff Team in the area of Safeguarding of Children and vulnerable adults To promote good practice in management of safeguarding in the diocese;
- To maintain an overview of the operations of the safeguarding function of the diocese, ensuring a clear strategic plan is in place and regularly reviewed.
- To review and advise on Diocesan safeguarding policy and procedures, ensuring it is current and in line with best practice;
- Through the Case Work Sub-Committee to ensure, that appropriate and timely advice is given to the Diocesan Bishop and his Staff Team in matters relating to safeguarding concerns, risk assessments and procedures;

- To ensure, through the Safeguarding Training Group, that all training offered across the diocese is accurate, of suitable quality, and in line with all current legislation, policies and guidance;

Chair

The Panel will be Chaired by an Independent Professional.

Insurance Statement

The majority of PCCs are insured with Ecclesiastical, who have made the following statement in respect of those policies they have issued for:

1. Churches, in use for worship
2. Youth groups through the Diocesan Youth Group scheme.

Under such policies Public Liability (Third Party) insurance, where in force, will operate to protect the interests of the insured where they are found to be legally liable for accidental death of or bodily injury to a third party or accidental loss of or damage to third party property, subject to the policy terms, conditions and exceptions.

The policy will provide an indemnity to the insured if they are held legally liable for an incident leading to accidental bodily injury or illness as a result of abuse.

It is not Ecclesiastical's intention to provide an indemnity to the perpetrator of an incident of abuse.

This statement clearly only applies to policies issued by the Ecclesiastical.

Where parishes are insured with another company the position of that company should be clarified including confirmation of the scope of cover.

Policies of insurance require the insured to take all reasonable steps to prevent injury, loss or damage occurring. Failure to take such precautions may prejudice the insurance arrangements in force. A duty therefore exists upon the insured to research and adopt best practice based upon current and ongoing guidelines.

It is also a condition of a policy of insurance that any incident or allegation is notified to the insurer immediately. Failure to comply with this requirement may prejudice any cover provided by the policy.

Public Liability insurance indemnity limits should be kept under regular review. Guidance is available from Ecclesiastical.

SECTION 5

DEFINITIONS OF ABUSE AND FORMS OF HARM

Introduction

Children and young people can be harmed in many ways. Where their health, physical, emotional, intellectual, spiritual or social development is damaged by other people, this is an abuse of relationships, a misuse of power and a betrayal of trust. Someone may abuse or neglect a child or young person by inflicting harm or by failing to act to prevent harm. Children or young people may be abused in a family or in an institutional or community setting, by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults – male or female, or by another child or children.

The fact that a child has reached the age of 16, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or a young offenders' institution, does not change his or her entitlement to protection.

Child abuse is not new, although it has been increasingly recognised, named and condemned during the course of the twentieth and into the twenty-first century. Abuse of children and young people is much broader than sexual abuse. All abuse is a betrayal of trust and a misuse of authority and power. Church communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice, which may harm somebody spiritually, emotionally or physically.

Child abuse affects girls and boys, babies and young people of all ages up to 18, including children and young people with learning difficulties, physical disabilities and from all family backgrounds. It occurs in all cultures, religions and classes.

Most child abuse is perpetrated by an adult, male or female, who is well known to the child or young person, often a family member. Such trusted adults may be in the child's community; they may be trusted professionals, leaders or members of a child or young person's church. Abuse can be an act of commission, such as physical abuse, or omission, such as neglect or failure to protect.

Children and young people may suffer both directly and indirectly if they live in households where there is domestic violence. Domestic violence includes any incident of threatening behaviour, violence or abuse between adults or young people, who are or who have been intimate partners, family members or extended family members, regardless of gender and sexuality. If there is domestic violence it is now accepted that there will always be at least emotional abuse of any children or young people in the household, and there may also be direct abuse of them.

Children and young people can also be perpetrators of abuse against other children and young people. This is referred to as 'peer abuse'. These child perpetrators will have greater power than their victims, perhaps due to age, gender, physique or ability. There is no clear dividing line between this form of abuse and bullying.

Child abuse can result in a child or young person suffering significant harm and the need for court proceedings to safeguard their welfare. Abuse prevents children and young people from achieving their full potential and undermines their dignity and rights. The harm it causes will affect children while it is happening and in later life. The consequences and the pain of child abuse are almost always long-lasting and likely to affect the children when they become adults.

The damage may be apparent in many aspects of their lives, including their relationships and the care of their own children. When abuse occurs within the context of the Church or by a Christian, it may affect the person's faith and spiritual development.

The use of computers, the internet, social media, mobile phones and digital cameras present new challenges in educating and safeguarding children. See section 10 for more information on this area.

Statutory Definitions

There are four identified categories of abuse described in *Working Together to Safeguard Children March 2013*, from which the following definitions are taken.

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyber 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.

Neglect

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:

1. Protect a child from physical and emotional harm and danger

2. Ensure adequate supervision (including the use of inadequate care-givers)
3. Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings. Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent.

The downloading, keeping or distributing of indecent images of children are all offences which are widely committed by adults, including by church members.

Special Topics

Church members should be aware that, within these categories, a wide range of abusive behaviours could occur. The Government issues guidance documents or advice for several of these special topics. Among those which have been the subject of attention are:

Stranger abuse / Stranger danger

The majority of abuse is carried out by people known to the child or young person, but abuse can also be carried out by strangers.

Internet-related abuse

Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children. Children and young people are particularly vulnerable to abuse by adults who pretend to be children or young people of comparable ages in social networking sites and who try to obtain images or engineer meetings. Children and young people themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent.

The downloading, keeping or distributing of indecent images of children are all offences which are widely committed by adults, including by church members.

Bullying (abuse by other children and young people)

There is no clear boundary between bullying and abuse, and a significant number of sex offenders are themselves minors. Young perpetrators of abuse are still children and are entitled to have their needs considered though steps may need to be taken to protect other children.

Grooming

Grooming is a word used to describe how people who want to sexually harm children and young people get close to them, and often to their families, in order to gain their trust. They do this in all kinds of places—in the home or local neighbourhood, the child's school, youth and sports club, the local church and the workplace. Grooming may also occur on line by people forming relationships with children and pretending to be their friend. Child sex offenders will often seek out adults and groom them in order to get access to their children. By 'bonding' with adults in this way the sex offender can create a relationship either built on trust or dependency and gain access to the children through it. This activity can take place over long periods of time, even over years.

Adapted from Parents Protect (Lucy Faithful Foundation, 2011)

GROOMING IS AN OFFENCE PUNISHABLE BY IMPRISONMENT.

Grooming in the Church Context

In the Church context grooming happens at different levels:

- **Individual:**
 - Befriending;
 - Supporting;
 - Giving gifts;
 - Providing assistance;
 - Isolating;
 - Threatening;
 - Embarrassing.

- **Family**
 - Building up trust with family members
 - Becoming a family friend
 - Being seen as a helpful person and a good influence

- **The church community**
 - Building acceptance of self
 - Creating a useful role

- **Those in influential positions within the church**
 - rationalising the pushing of boundaries
 - minimisation and normalisation of behaviour
 - persuading those in authority to bend the rules

Children affected by gang activity

Such children and young people are at risk of violent crime and are therefore considered vulnerable. Risks include access to weapons (including firearms), retaliatory violence and territorial violence with other gangs. Other risks include increased likelihood of involvement in knife crime, dangerous dogs, sexual violence and substance misuse.

Fabricated or induced illness

This was known as Munchausen's Syndrome by Proxy. Parents and carers can induce or pretend to observe symptoms in a child, which lead to unnecessary investigations or treatment. This may include both physical, emotional and learning difficulties symptoms.

Abuse of disabled children and young people

Research has shown that disabled children and young people are more likely than able-bodied children and young people to be subjected to abuse. Disability covers not only physical disabilities of various kinds but also mental illness and learning disability.

Deliberate self-harm

This may include overdoses, cutting, and misuse of drugs or alcohol

Domestic abuse

Domestic abuse is the abuse of adults within a household.

It need not involve physical assault to count as violence, and the adults concerned need not be married or of opposite sexes. If there are children or young people in the household they are witnesses to the abuse and are considered to be emotionally abused at least, whether or not they are in the same room. They may also be directly affected by abuse. Additional information is available in the associated document Addressing Domestic Abuse.

Parents who are themselves vulnerable adults

It is not uncommon for the parents of children or young people who are abused or neglected to be themselves vulnerable adults. Particularly common are problems of mental ill-health, domestic abuse and substance abuse (i.e. drugs and alcohol), often in combination.

Allegations of possession by evil spirits

See Ministry of Deliverance (Page 35)

Female genital mutilation

This is an offence and does happen to some young women in this Diocese. Any suggestion that it is happening must be reported.

Child trafficking

Child trafficking is the bringing of children or young people into the country, sometimes without proper immigration arrangements, for a variety of illegal purposes, which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution. Such children or young people may have little English.

Sexual exploitation and involvement in prostitution

Children and young people can be exploited by being given rewards in return for sexual activities. Internet and other media technology may be used in the abuse. Violence, coercion and intimidation are common. Regardless of the challenging behaviours they may display, exploited children should be viewed as victims of child sexual abuse, not as criminals.

Forced marriage and honour-based violence

Disclosures of actual or possible forced marriage should not be treated as a family matter or be disclosed to family members. We must be aware of the dangers and risk of serious harm to the person involved and perhaps to ourselves in such situations. Do not seek to become directly involved but refer any suspicion to the Diocesan Safeguarding Manager.

Complex (organised or multiple) abuse

This is abuse, which involves one or more abusers and a number of children or young people. The abusers may be acting in concert, or in isolation, or may be using an institutional framework or position of authority to abuse children or young people. The internet may also be used.

Spiritual abuse

Spiritual abuse is not covered by the statutory definitions but is of concern both within and outside faith communities including the Church.

Within faith communities, harm can also be caused by the inappropriate use of religious belief or practice. This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, or intrusive healing and deliverance ministries. Any of these could result in children or young people experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful, it should be referred for investigation in co-operation with the appropriate statutory agencies. Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children and young people should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children or young people of the right to faith or the opportunity to grow in the knowledge and love of God.

If anyone in the Church is uncertain whether or not abuse has taken place, he or she should contact the Diocesan Safeguarding Manager.

Ministry of Deliverance

It is sometimes suggested that a child is possessed by evil spirits and that this may account for behavioural issues in the child or be considered to justify harsh treatment by the parents or carers. Parents may seek the assistance of clergy or other church members. Parish priests and others should consult the bishop and should note that most parish insurance policies do not cover deliverance ministry.

This is an area of ministry where particular caution needs to be exercised, especially when ministering to someone who is in a disturbed state. The House of Bishops' guidelines on both healing and deliverance ministry should be followed and cases referred to the diocesan

advisers when necessary; the advisers' special expertise should be used in order to help as effectively as possible those who think they need this ministry.

Guidelines

The House of Bishops' Guidelines on the Deliverance Ministry (1975) state:

The following factors should be borne in mind:

- It should be done in collaboration with the resources of medicine;
- It should be done in the context of prayer and sacrament;
- It should be done with the minimum of publicity;
- It should be done by experienced persons authorised by the diocesan bishop;
- It should be followed up by continuing pastoral care.

The ministry of exorcism and deliverance should only be exercised by priests authorised by the bishop, who normally requires that permission be obtained from him for each specific exercise of such a ministry. On occasions when exorcism and deliverance are administered, it is for the bishop to determine the nature of the rite and what form of words should be used.

If this ministry is sought in connection with a child or young person the Diocesan Safeguarding Manager must be involved and may need to ensure that a referral to the statutory authorities is made.

Safeguarding Children from Abuse Linked to a Belief in Spirit Possession, Department for Education and Skills, 2007.

Signs and Symptoms

The following signs may or may not be indicators that abuse has taken or is taking place. However, the possibility of abuse should be considered and advice sought if you are concerned.

Physical signs of abuse

- Any injuries that are inconsistent with the explanation given for them;
- Any injuries to parts of the body which are not usually exposed to falls, rough games, etc.;
- Any injuries that have not received medical attention;
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc;
- Reluctance to change for, or participate in, games or swimming;
- Inappropriate dress – always wearing long sleeves / high necks, long trousers or skirts, even in the hottest weather;
- Repeated urinary infections or unexplained tummy pains;
- Bruises, bites, burns, fractures, etc., which do not have an accidental explanation;

- Cuts / scratches / substance abuse.

Emotional signs of abuse

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

Indicators of Possible Sexual Abuse

- Any allegations made by a child concerning possible sexual abuse;
- An excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or regular engaging in age inappropriate sexual play;
- Sexual activity through words, play or drawing;
- A child who is sexually provocative or seductive with adults;
- Inappropriate bed-sharing arrangements at home or other places where the child regularly stays;
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, and sometimes with overt or veiled sexual connotations;
- Eating disorders – anorexia, bulimia;
- Self-harm.

None of these signs means that abuse is taking place or has done so and action should not be taken on these alone. However, the presence of one or more of the signs or repeated presence of the signs might raise concerns and should be used as a prompt to seek further advice.

There are many ways in which a child or young person may try to signal that they have been/are being abused. Workers will need to be conscious and alert to a range of possible indicators. For example some children may use art or craft sessions to portray things that are disturbing or upsetting them. Any unusual or possibly worrying pictures or models should be considered as a possible form of disclosure and further advice should be sought.

Any comments the young person makes may provide clues as to whether there is anything more serious behind it. If possible keep the picture – and remember not to discuss it with others – including the parents.

Signs of Abuse

Signs of emotional abuse

- Physical, mental and emotional development lags;
- Admission of punishment which appears excessive;
- Over-reaction to mistakes;
- Continual self-deprecation;
- Sudden speech disorders;
- Fear of new situations;
- Inappropriate emotional responses to painful situations;
- Neurotic behaviours (for example rocking, hair-twisting, thumb-sucking);
- Self-mutilation;
- Fear of parents being contacted;
- Extremes of passivity or aggression;
- Drug / solvent abuse;
- Running away;
- Compulsive stealing, or scavenging.

Signs of physical abuse

- Unexplained injuries or burns, particularly if they are recurrent;
- Improbable excuses given to explain injuries;
- Refusal to discuss injuries;
- Untreated injuries;
- Admission of punishment which appears excessive;
- Bald patches;
- Withdrawal from physical contact;
- Arms and legs kept covered in hot weather;
- Fear of returning home;
- Fear of medical help;
- Self-destructive tendencies;
- Aggression towards others;
- Running away.

Neglect

- Constant hunger;

- Poor personal hygiene;
- Constant tiredness;
- Poor state of clothing;
- Emaciation;
- Frequent lateness or non-attendance at school;
- Untreated medical problems;
- Destructive tendencies;
- Low self-esteem;
- Neurotic behaviour;
- No social relationships;
- Running away;
- Compulsive stealing or scavenging.

SECTION 6

GOOD PRACTICE IN CHILDREN AND YOUTH WORK

The following are recommendations for Best Practice when working with children and young people. They will not of themselves guarantee the safety of all children and young people; but if adhered to they will minimise the opportunities for anyone to abuse the trust placed in them and abuse a child. You may not have previously considered the relevance of some of these areas, if this is the case, please take time to think about them carefully.

1. Remember, legally a child is any person under 18 years of age. It does not matter if they look older or act older or dress older. As well as age, always remember the nature of the relationship and the position of trust you are in. The requirement to behave responsibly will always be with the leader / adult and can never be put onto the child or young person.
2. If you feel an attraction for an individual child or young person forming, it is your responsibility to control it and if necessary to remove yourself from the group.
3. Do not be alone with a child where your activity cannot be seen. This may mean leaving adjoining doors open. Wherever possible use a room, with windows, that is clearly visible to others - although doors may be closed for confidentiality. If this is not possible (for example, in a counselling situation) another adult should be on the premises, aware that the meeting is happening. The child should know that another adult is there and who he or she is.
4. Treat all children and young people with the respect and dignity befitting their age; watch language, tone of voice, where you look, what you wear and where you put your body.

What may be acceptable 'banter' between adults of a similar age may not be acceptable between an adult and a young person.

5. Do not engage in any of the following:
 - Invading the privacy of children when they are toileting or showering or changing clothes for any reason;
 - Rough, physical or sexually provocative games;
 - Making sexually suggestive comments about or to a child;
 - Inappropriate and intrusive touching of any form;
 - Any scapegoating, ridiculing or rejecting a child;
 - Teasing or joking that might be misunderstood or hurtful to the child;
 - Showing favouritism or special attention to any child.
6. Agree ground rules with your group e.g. no swearing; no racist remarks; no name-calling; respect property and ensure that those rules are observed by everyone. Explain clearly how you want the children and young people to behave. Set boundaries for acceptable behaviour – both in respect of adults to children and between children. Unless children and young people know what the boundaries are, how will they know they are being abused or that the boundaries are being broken?
7. Consider whether as a Church or as a group within the Church you should be teaching children (and parents) personal safety skills.
8. Learn to control and discipline children without using physical punishment, or language or behaviour that might be interpreted as belittling the child.
9. Guide children in their behaviour, being firm, loving and consistent. As adults, show children the kind of behaviour that they can copy. Never smack, hit or shake a child. Do not shout in anger, or 'put down' a child.
10. Talk to a child aside from the group, not in front of everyone.
11. Reject the behaviour, not the child: 'You told a lie,' rather than 'You are a liar'.
12. Be consistent and transparent in your standards – they either apply to all or to none. Discipline is either directed at all or none. Show no partiality.
13. Treat each child and young person as an individual in their own right, do not refer to them as: "the vicar's son", "the organist's daughter", "Chris's sister". Do not expect standards or behaviour dependent upon who the parent or siblings are. Do not compare them with others.
14. Make sure another adult is present if, for example, a young child has soiled his or her

underclothes and needs to be thoroughly washed, or if a child needs a change of nappy.

15. Do not let children involve you in excessive attention-seeking that is overtly sexual or physical in nature. Seek advice from your line manager or a colleague if you have any concerns about a child in this respect.
16. Do not invite a child or young person to your home alone. An invitation as a group might be permissible, but always ensure that someone else is in the house. Ensure the parents know where the child is. If using your home for children or youth activities ensure the PCC have approved this and the activity is covered by appropriate insurance and that your DBS includes a check on the 'work from home' box.
17. Do not give lifts to children on their own other than in an emergency. If they are alone, ask them to sit in the back seat.
18. Do not share sleeping accommodation with children if you take a group away.
19. If you see another worker or any other adult acting in ways that might be misconstrued, be prepared to speak to them or to your church leader about your concerns.
20. Give encouragement to each child, noticing their good behaviour and commenting on it.
21. Give positive eye contact to encourage a child.
22. Be careful how much personal information you divulge to a child or young person.
23. Pray for your group and with your group.
24. Be aware of any precedents you may set – you may know that any child is safe with you, but if you let a particular form of behaviour become custom and practise, could it provide an opening for another person to abuse a child? Ensure that your example and behaviour does not create a situation in which children or young people could become vulnerable.
25. Do not work in isolation as either a leader or as a group. Ensure as a leader that you receive personal supervision on a regular basis. As a group ensure you are accountable within the Church – perhaps to the PCC or if possible to a specific 'support committee'. This will provide protection against the group or leaders (albeit unintentionally) losing sight of what they should be doing or the direction they should be going. It will also make it much harder for one individual to dominate and to do as they please.
26. Where possible meet and introduce yourself to the parents of the children and young people within the group. Let the parents know who you are and how they can contact you if they want to.
27. Ensure that children and young people know to whom and how to complain if they are unhappy at the treatment they receive from any leader.

28. Do not ignore any concerns you have that a child may be being abused – whether in the Church / group or in another situation. Always take action on any concerns or issues that might arise.
29. Consider having a nominated person within the Church that children or young people can talk to if they have any problems. This may usefully be someone who does not have any other involvement with the children's and youth work.
30. Ensure you, as a leader have someone to whom you can talk about issues that worry or concern you. This may just be for 'downloading' or 'letting off steam'.
31. Remember Safeguarding is everyone's responsibility – if you have a concern don't ignore it – talk to the Diocesan Safeguarding Manager.

Some Issues for Safer Practice in Children's and Youth Work

Introduction

There are some key features of effective arrangements to safeguard and promote the welfare of children and young people. These arrangements will help parishes create and maintain a culture that reflects the importance of safeguarding and promoting the welfare of children and young people.

At a strategic level, these key features are:

- PCC commitment to the importance of safeguarding and promoting children and young people's welfare;
- A clear policy stating the parish's responsibilities towards children and young people available for all staff and volunteers;
- A clear line of accountability within the parish for work on safeguarding and promoting the welfare of children and young people;
- Clear roles for staff and volunteers;
- Service development that takes account of the need to safeguard and promote welfare and that is informed, where appropriate, by the views of children, young people and families;
- Safer recruitment procedures in place;
- Clear arrangements for supervision;
- Clear lines of accountability;
- Training for staff and volunteers on safeguarding and promoting the welfare of children and young people for all staff working with or in contact with children, young people and families;
- Publicly advertised arrangements for children and young people to be able to speak to an independent person privately.

Safer recruitment guidance is included in the associated document, *Safeguarding Guidance for Safer Recruitment*.

The aim of good practice is to create a safe place for children and young people in their involvement with a church. We should bear in mind that sometimes church, like school, can be a safer place for a child than his or her own home.

Included in this document is a sample Code of Safer Working Practice. Every parish working with children should adapt this to meet their circumstances and requirements and adopt a Code of Safer Working Practice for church workers with children, which covers the issues most likely to arise.

Aim of the Code

- Support safer recruitment practice;
- Keep children and young people safe by clarifying which behaviours constitute safe practice and which should be avoided;
- Assist adults working with children and young people to do so safely and responsibly, and to monitor their own standards and practice;
- Support managers and employers in setting clear expectations of behaviour and codes of practice;
- Encourage the provision of supervision and training;
- Reduce the incidence of positions of trust being abused or misused;
- Support employers in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken;
- Minimise the risk of misplaced or malicious allegations made against adults who work with children and young people.

Most church organisations will not need the full range of detail provided and should prepare a Code of Safer Working Practice which covers the majority of situations they are likely to encounter. A model code of safer working practice is given later

Ofsted

Some parishes provide and manage groups for children under the age of six who attend regularly for more than two hours at a time or for more than fourteen days in any period of twelve months. These will need registration with OFSTED unless an exemption applies. Many children's groups provided by parishes will be exempt from OFSTED registration, but will still be required to inform OFSTED of the activity.

For further details consult OFSTED (through their website www.ofsted.gov.uk or information line at 08456 40404) or the children's information service of the relevant local authority.

Staff to child ratios

OFSTED prescribes minimum staff–child ratios for those groups which are required to register with it. For those groups not subject to registration these ratios are advisory and should be seen as minimum standards.

- 0–2 years 1 person for every 3 children
- 2–3 years 1 person for every 4 children
- 3–8 years 1 person for every 8 children
- over 8 years 1 person for the first 8 children and then 1 extra person for every extra 12 children

Each group should have a minimum of two adults and it is recommended that a gender balance be maintained if possible.

If a person who has been assigned to help a group is prevented from attending at short notice, there is no automatic obligation to cancel the group. It may be possible to secure the services of another suitable person or to make other appropriate temporary arrangements so that the group can still run as scheduled.

Staff, volunteers and helpers

Paid staff appointed to work with children should be recruited according to the principles of safer recruitment set out in the companion document, *Safeguarding Guidance for Safer Recruitment*.

Recruitment

Church organisations are advised to consult the diocesan children’s adviser, youth adviser or safeguarding adviser before embarking on the recruitment process.

Volunteers should also be recruited according to safer recruitment principles, although it will not be necessary to consult the diocesan advisers before recruitment. Only volunteers who have been formally appointed to an appropriate role may take responsibility for children or young people.

Other adults may help with children or young people’s groups on an occasional basis but must be accountable to an appointed worker. If they are to join the team on a regular basis they must be properly recruited as above. They will all also be asked to complete a confidential self-declaration.

Young people aged 16 or 17 may help with groups but must be supervised by an adult worker and cannot be counted as part of the adult child ratio. They will also need DBS checks if they fulfil requirements. Young people aged under 16 may act as helpers but should not have responsibility for children and must be supervised. If they are on work experience a reference should be obtained from their school, with a specific question as to whether there have been any safeguarding issues. See also the next section.

Youth Work

The guidance in this section is a response to the statutory duties and codes of practice now in place for youth workers in the statutory sector. These do not technically apply to the

voluntary sector. However, the Church is committed, in its own guidance and codes of practice, to reflecting the good practice required in the statutory sector.

All work with those under 16 must be adequately supervised according to at least the minimum OFSTED standards as noted above. Those aged 16 and 17 do not require the same level of supervision, but should still have an adult in charge. Although the age of 18 marks the legal division between adulthood and childhood, it may be appropriate to require a minimum three-year difference between the age of the young adult youth worker and the ages of the children he or she supervises.

Youth workers should be trained. Activities and outside trips should be risk assessed and carefully planned, and detailed guidance sought.

Positions Of Trust

It should be noted that in legal terms the Position of Trust has a clear definition – but is used here in a more general context.

All those who work with children and young people or who have significant contact with them and their families on behalf of the Church are in positions of trust. Staff handbooks, codes of safer working practice and contracts should make clear the importance of accepting the expectations of such work and the possible grounds for disciplinary action if they are not met:

- They will be seen as role models by the children with whom they are in contact at all times, including when they are off duty;
- All church workers should, therefore, conduct themselves in accordance with the reasonable expectations of someone who represents the church;
- They should take care to observe appropriate boundaries between their work and their personal life. For example, they should ensure that all communications they may have with or about children and young people are appropriate in their tone;
- They should seek advice immediately if they come across a child or young person who may have been harmed (including self-harm) or a colleague whose conduct appears inappropriate;
- They should not expose themselves or others to material which is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, politically inflammatory, defamatory, or in violation of any British, European or International law.

It is contrary to the policy of the Church of England and Diocese of Winchester for those in a position of trust, including priests and youth workers among others, to have sexual or inappropriate personal relationships with those aged 16 or 17 for whom they are responsible. A breach of this is likely to be considered as a disciplinary offence and in some cases may also constitute a criminal offence. Anyone found guilty of a criminal or disciplinary offence of this kind is likely to be dismissed and referred to the Independent Safeguarding Authority for possible barring.

Affiliated Youth Groups

Sometimes a church or group of churches may set up a youth group as an independent organisation. The Diocesan Safeguarding Manager should be consulted and should check where the legal responsibility for such a group lies. Unless it has been set up as an independent charity it will usually be with the parent PCC.

Charity Commission

Some parishes and other church bodies will be registered charities. Guidance from the Charity Commission emphasises the duty of care that charities have towards those who use their services and the importance of adopting and implementing appropriate policies on safeguarding. The PCC will be responsible for compliance with the Charity Commission's requirements but the diocese may be asked for technical advice on legal or practice issues.

Registration and Consent Forms

Registration and consent forms are not required for attendance at worship, although if young children regularly attend without their parents, contact should normally be made with a parent. Contact details and special requirements should be noted for all who regularly attend other church activities, such as Sunday schools, youth groups and mixed age activities such as choirs, and registers taken. Consent should be obtained for all activities and should include, as appropriate, consent for making and using appropriate images of children.

Mixed-age Activities

Care should be taken to ensure that children and young people in mixed-age activities such as choirs, bell ringing and serving are appropriately supervised. It is not possible to request DBS checks for adults in those groups unless they have specific responsibilities for children or young people. In such groups, at least one person as well as the person leading the activity needs to be recruited safely, including a DBS check and to be designated to supervise the welfare of children and young people involved. It may be more convenient to have a team of such people taking responsibility on a rota.

Touch

Church sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. All volunteers must work with or within sight of another adult.

Guidelines for Touch

The guidelines for determining our principles for touch are:

- Keep everything in public. A hug in the context of a group may be OK. A hug in Church during the peace may be acceptable. A hug behind closed doors never is;
- Any touch should be related to and in response to the child's needs and wants, not the worker's;
- Touch should be age-appropriate and generally initiated by the child rather than the worker. Care needs to be taken to ensure that the child is not allowed / encouraged to initiate or display touch that is inappropriate. It is no excuse to say the child instigated or wanted inappropriate touch. The leader is still betraying the relationship

of trust and such activity cannot be accepted;

- Avoid any physical activity that is, or may be construed as, sexual in nature or sexually stimulating to the adult or child;
- Children are entitled to determine the degree of physical contact with another person except in exceptional circumstances, i.e. medical or dental treatment. If a child gives any indication that touch is unwelcome or uncomfortable the adult must stop immediately;
- Any physical contact or touch which causes physical pain or discomfort to a child or that may have a negative effect on their self-esteem or standing in the group is not acceptable.

Workers should take responsibility for monitoring one another in the area of touch and physical contact. If necessary they should be encouraged to challenge a fellow worker. It is always helpful to have someone else constructively bring to our attention behaviour we might not be aware of.

Any concerns about abuse should always be referred to the Parish Safeguarding Officer or the Diocesan Safeguarding Manager.

Restraint

Restraint is where a child or young person is held, moved or prevented from moving, against their will, because not to do so would result in injury to themselves or others, or would cause significant damage to property. You may wish to seek training for leaders in appropriate restraint techniques and how to diffuse volatile situations.

Restraint must always be used as a last resort, when all other methods of controlling a situation have been tried and failed. Restraint should never be used as a punishment or to bring about compliance (except where there is a risk of injury). In all cases where restraint is employed, the incident and subsequent actions should be documented and reported, and this should include written and signed accounts of all those involved, including where possible the child or young person. The parents or carers should be informed the same day.

If a child or young person who regularly attends the group has behavioural difficulties that mean that restraint may be necessary it is advisable to discuss this with the parents / carers and agree the most appropriate form of restraint and ask the parents / carers to sign to give their agreement for the leaders to use such restraint as may be necessary.

Guidelines for Transporting Children

Transport and travel arrangements to and from church activities are the responsibility of parents if they make informal arrangements among themselves. They are the responsibility of the PCC, if the PCC formally organises them. It should be clearly understood by all concerned at which point responsibility for the child is passed from parent to church officer and at which point it is returned to the parent.

- Children and young people should not be taken out with transport without the prior

consent of the parents;

- All those who drive children on Church organised activities should be over 25 and should have held a full driving licence for over two years. Any change to this rule must be agreed by the PCC;
- All cars that carry children should be comprehensively insured. The insured person should make sure that they inform their Insurer that they will be giving lifts to children and young people and that their insurance covers the giving of lifts during church activities;
- All cars that carry children should be clean and in a road worthy condition;
- Drivers must comply with the law in relation to seat belts, child seats and booster seats. If there are no seat belts children should not be given lifts;
- At no time should the number of children in a car exceed the legal passenger number for that vehicle;
- If a child is known to have a disability or special need, consideration should be given to whether to have another adult in the car. This adult should sit in the back, behind the driver with the child in the seat beside him or her;
- Any driver who has an endorsement of 6 points or more on their licence should inform the Parish Safeguarding Officer;
- Any driver who has an “unspent” conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway should not transport children;
- If in an emergency a driver has to transport one child on his or her own, the child should sit in the back of the car;
- To ensure that these guidelines are adhered to it may be appropriate to get a signed undertaking, covering the above issues, from those people who are prepared to transport children in their cars;
- The PCC should hold a list of those approved to provide transport in their own cars.

Transport by Mini-bus

- A mini-bus with seat belts must be used;
- All children must have a proper seat;
- An second adult must always be taken in the mini-bus
- Appropriate arrangements, for example regarding insurance and driving qualifications, should be made by those driving minibuses on behalf of the church.

Transport in private cars

Seat belts in cars:

- All children up to 3 years old must be carried in a child restraint;
- Rear-facing baby seats must not be used in a seat protected by a front air-bag unless the air-bag has been deactivated manually or automatically;
- Children from aged 3 up to 135cm in height (approx 4’5”) or their 12th birthday

(whichever they reach first) must use baby/child seats, or booster seats for older children;

- All passengers aged 13 years or older must wear an adult seat belt.

Minibuses, buses and coaches

Seat belts in minibuses, buses and coaches:

- It is compulsory for passengers aged over 13 years to wear a safety belt if provided when travelling in a minibus, bus or coach;
- The legislation that requires baby/child seats and booster seats to be used in cars does not apply to minibuses, buses and coaches – i.e. Commercial companies do not have to provide this equipment;
- However, a church contracting vehicles to carry children in their care should ensure that the children are provided with a safe journey. It is therefore recommended that only mini-buses with fitted seat belts (both front and rear) may be used, and all children and adults should use the seat belts.

Permit to drive:

- When using a minibus, whether owned, hired or borrowed, all drivers must hold the correct permit on their driving licence or take the appropriate driving test;
- Drivers with entitlement to drive cars prior to 1 January 1997 (shown as group A, B for automatics on an old style licence or as category B and D1 not for hire or reward on a new style licence) can drive a minibus provided they are over 25 and under 70, the minibus has a maximum of 17 seats including the driver's, and is not being used for hire or reward;
- This minibus entitlement remains valid in the UK and on temporary visits abroad until the licence is next renewed. When this happens, the minibus entitlement can only be issued by making a special application, which involves meeting higher medical standards. Minibus entitlement is normally renewed for 3 years.

Transporting children on behalf of a church is a regulated activity and DBS Disclosures are required.

Information Communication Technology

Introduction

Child abuse definitions and concepts are now being seen in an Information Communication Technology (ICT) environment. As technology develops, the internet and its range of content services can be accessed through various devices.

The internet has, in particular, become a significant tool in the distribution of indecent photographs / pseudo photographs of children. Internet chat rooms, discussion forums and bulletin boards are used as a means of contacting children and young people with a view to grooming them for inappropriate or abusive relationships, which may include requests to

make and transmit pornographic images of themselves, or to perform sexual acts live in front of a webcam.

Contacts made initially in a chat room are likely to be carried on via e-mail, instant messaging services, mobile phone or text messaging. There is also growing cause for concern about the exposure of children to inappropriate material via interactive communication technology. – for example, adult pornography and / or extreme forms of obscene material. Children and young people themselves can engage in text bullying and use mobile phone cameras to capture violent assaults of other children for circulation.

Where there is evidence of a child using ICT excessively, this may be a cause for concern more generally about the child or young person's welfare or development in the sense that it may inhibit the development of real- world social relationships. (Taken from Working Together to Protect Children.)

Recent developments in the use of computers, the internet, mobile phones and digital cameras present new challenges in educating and safeguarding children and young people

Internet-related abuse

Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children and young people. Children and young people are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings. Children and young people themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent.

Definitions of forms of harm

The downloading, keeping or distributing of indecent images of children and young people are all offences which are widely committed by adults, including by church members.

Taken from Protecting All God's Children, 4th Edition, 2010

Parish Guidance

ICT is now a significant part of many people's social and working lives. Many households have at least one computer. For children and young people it is the norm to communicate by mobile phone, e-mail and social networking sites.

Although there are many positives about these forms of communication we do need to be aware of the dangers they present. Those who work with children and young people need to know how to use these technologies positively and how they can use them appropriately and responsibly. This will serve both to protect children and young people and the workers.

The answer to abuse isn't disuse but right use. By having a clear policy and procedures we can ensure we use these technologies safely and appropriately and also set some clear precedents for parents and young people alike.

Adults should ensure that all communications are transparent and open and should seek to maintain good and open relationships with parents and carers in respect of communicating

with their children. One of the golden rules is not to do / say anything 'on – line' that you would not say in real life. This will include language, nature of contact, time of contact, etc.

Many people suggest it is better to keep clear of all forms of ICT because of the risks. The reality is that these things exist and are growing in popularity. We will only lose ground in seeking to work with under 18's if we refuse to engage in this way. It is worth considering at the start what the risks are and how they differ from more standard forms of communication – pen and paper and land line telephone? What are the risks and what are the safe practises? And perhaps how can we educate children, young people and their parents by our ways of using ICT?

Advice to parishes

- Set up an e-mail account that is only used for church children's and youth activities. Workers may only use this account to communicate with children and young people. Agree who will have access and who will monitor use of this;
- Ensure workers have a work mobile phone and only this number is made accessible to children and young people;
- If workers wish to use social networking sites such as Facebook establish a church profile and workers only use that profile;
- Ensure that all children and young people know the sanctions in place if they abuse the use of ICT – barring for a period from access, informing parents, if any illegal activity occurs police will be informed, etc.

ICT Policy

Establish a parish ICT Policy, this may include things such as:

- Times / days / duration that worker will be on line/ available;
- Addresses / phone numbers that are used for work made available to parents / carers too;
- What is and is not acceptable – image sharing, file sharing, etc.;
- Process for contact with children and young people who do not have access to ICT.

The following guidance relates to various forms of communication.

Email

When considering using email to communicate with children and young people, consent from both the individual and their parent/guardian should be obtained. This is done most simply when an individual registers to join a group, and email consent wording can be added to the general consent that is signed on the form. The following should also be adhered to:

- A worker should use a specific and known account to communicate with the children and young people. The address of which should be known to the young people, children, parents and the worker's supervisor. It should be possible for the worker's supervisor to access all messages, both sent and received on this account. Under no circumstances should messages be sent or received on a separate account. Children,

Young people and parents should be aware that the supervisor has access to the account, which is most simply done at the same time consent is given. Workers should not give young people access to any personal e-mail address;

- Clear and unambiguous language should be used. Nuance and tone in email can sometimes be hard to read, and ambiguity, flirtation, crude humour, ridicule or insulting language should never be used, even in jest. Be careful to avoid abbreviations that can be misinterpreted, such as lol (laugh out loud or lots of love) and luv;
- Do not say anything in an email that you would not say face to face to the child or young person. Ensure there are clear ground rules about what workers will and will not communicate. If you find yourself being drawn into areas you are unsure about stop the communication and tell the young person this is a no go area;
- Do not forward chain e-mails or e-mail petitions to young people;
- Think very carefully about sending images. It is generally wiser not to do this as it may set an unhelpful precedent. If you do decide to send images make sure they are appropriate and comply with the church photograph and images policy;
- Make sure any hyperlinks do not lead to inappropriate material;
- Ensure you have means of communicating with a child who does not have access to e-mail or whose parents / carers do not allow communication this way. Do not allow use of e-mail to exclude any child or young person.

Standard Rider

Consider adding a standard rider to the bottom of e-mails:

- 'Any views or opinions presented are solely those of the author and do not necessarily represent those of (church or group name) unless otherwise stated.
- If there is a concern. E.g. that the sender or someone else, particularly a child, may be at risk of serious harm, we may need to share those concerns. In such circumstances we would inform the sender, giving details of who would be contacted and what information would be given

Instant Messenger (MSN, Facebook Messenger etc.)

This may include one to one communication (chat) or group conversations (chat rooms).

- All the above guidance for email should be taken into account, particularly consent, the use of unambiguous language and accountability;
- There should be an agreed length of time for a conversation and a curfew from say 10pm until 7am. If you would not meet a young person at a given time face to face, do not meet in cyberspace either;
- As with face to face contact ensure you don't allow any one child to 'monopolise' you or spend far longer communicating with one child;
- Do not say anything on Messenger that you would not say face to face to the child or young person. Ensure there are clear ground rules about what workers will and will

not communicate. If you find yourself being drawn into areas you are unsure about stop the communication and tell the young person this is a no go area;

- Log all conversations in a text file (there is a setting to do this in MSN) ensuring that it is saved in an appropriate place on your computer. Inform people at the beginning of the conversation that this is going to be saved. Make sure your supervisor knows where the files are saved, and that they have access to them. It may be wise to ensure these are backed up onto disc at regular intervals;
- Workers should be accountable and report any inappropriate online conversations (a young person being overly friendly for example) with their supervisor or safeguarding officer. As soon as a worker feels this has happened in a conversation they should end the session;
- Take extreme care if using video or voice messaging, ensuring that you are in a public place when you do so, and that other people are around and aware of what you are doing and to whom you are talking;
- Encourage children to use moderated chat rooms.

Mobile Phones

- It is advisable for employed workers to be supplied with a mobile phone dedicated to work purposes. This allows the phone to be switched off when outside work and enables the worker to maintain a good work/life balance. It also allows costs for calls and texts to be accounted for via an itemised bill;
- Consent for communication via mobile phones should be sought from parents / carer as above;
- As with other forms of communication language should be unambiguous and terms such as 'luv' or 'xx' should not be used at the end of a message or within a signature;
- Do not say anything in a mobile phone call that you would not say face to face to the child or young person. Ensure there are clear ground rules about what workers will and will not communicate about. If you find yourself being drawn into areas you are unsure about stop the communication and tell the young person this is a no go area;
- If supplied with a work phone, workers should not supply their personal number to the young people with whom they work;
- As with IM conversations, the worker should not use the phone outside reasonable hours, and a curfew should be used from say 10pm until 7am;
- As with face to face contact ensure you don't allow any one child to 'monopolise' you or spend far longer communicating with one child;
- Young people should be told that the number is for a work phone rather than a personal one;
- Texts or conversations that raise concerns should be saved and passed on to or discussed with the worker's supervisor;
- Many phones have cameras. All cameras used by workers should be covered by a separate policy on photography, including those in a phone. This policy will cover issues including consent, storage of images and their use in publicity and online.

Social Networking Sites

- Facebook, Myspace, Bebo and the like raise issues that go beyond those covered in previous sections. All the general guidance surrounding language, curfew and parental consent should be followed;
- Workers should consider having 2 profiles – a dedicated one for work, which will protect young people from contacts of the worker using the worker’s profile to contact them. Workers should take care with privacy settings on personal / non-work profiles;
- Workers should only accept friend requests for this profile from young people known to them, that they have met offline;
- Communication should be in the public domain where possible (by using group mailings or public wall posts);
- Do not say anything in on a Networking Site that you would not say face to face to the child or young person. Ensure there are clear ground rules about what workers will and will not communicate about. If you find yourself being drawn into areas you are unsure about stop the communication and tell the young person this is a no go area;
- Where groups are set up, they should be closed, and not open to the general public. The worker should retain administrative rights and moderate the group, only sharing those rights with other trusted workers;
- Publicity of events taking place at private addresses should only be published in the private area;
- Photographs posted on these sites are subject to all the restrictions of posting any photograph on the internet, and workers should comply with their photographic policy at all times;
- Content that raises issues or concerns for the worker should be saved/printed and shown or discussed with the worker’s supervisor;
- It should be noted that Facebook policy denies accounts to children under 13, therefore youth leaders would be advised not to accept friend requests from under 13s. If the age range of a group encompasses those below the minimum age the worker should ensure there are other ways to contact those under age or who do not have access to a networking site;
- A Facebook Fan Page allows information to be passed between people. Such pages can be open to everyone, or private just to a specific group.

Do remember that not all children and young people will have access to the internet or a mobile phone. We must ensure that they are not disadvantaged, made to feel left out or ‘mocked’ by the rest of the group. The leaders must agree alternative ways of communicating with this group.

Computer Access

Many youth groups now provide computer access during or as part of group activities. There should be clear guidelines for how this will be managed.

- If access to the internet is available parental consent must be obtained prior to use;
- Parental controls or other software should be used to ensure inappropriate material is not accessed;
- All monitors should be placed facing into a room where the worker or others can see the display at all times;
- Guidelines on basic safety should be made available – last names, school, address, e-mail address, phone numbers, passwords are private and should not be disclosed;
- Photographs should not be sent or received;
- Webcams should not be used or only used under direct supervision;
- There is a clear policy for action to be taken if any child receives something inappropriate;
- All on-line shopping is forbidden;
- Downloading should only happen with the permission of and under the supervision of the leader;
- Time limits should be set for the time a young person spends on the computer.

If on-line gaming is allowed clear guidelines and supervision should be in place.

Places for Further Guidance

- The Diocesan Child Protection Policy covers policy, procedures and good practice for Safeguard and Promote the welfare of children and young people. Copies are available from the Safeguarding Registry.
- The NSPCC provides an excellent leaflet on this area. www.nspcc.org.uk
- Childnet International works to help make the internet safe for children. Website offers resources to help in this area: www.childnet-int.org
This site also points to a host of other resources.
- Child Exploitation and Online Protection Centre (CEOP) – a government backed site to report suspicious behaviour with or towards a child. See www.ceop.gov.uk.
- The Internet Watch Foundation (I.W.F.) enables members of the public via a helpline to report child pornography. <http://www.internetwatch.org.uk/hotline/>
- Get Net Wise. <http://www.getnetwise.org> which provides an online safety guide for children and young people as well as for adults.
- Chat Danger <http://www.chatdanger.com>
- Net Nanny <http://www.netnanny.com>

Taking and Publishing Images - Including Web- Sites (Additional Information)

Taking and publishing photographs of children is usually enjoyed by children and parents and can bring good publicity, but there are some important issues to note.

The issues are the same for still photographs or films, and regardless of the particular technology used. For convenience they are all referred to as images.

Images count as personal data under the Data Protection Act 1998, and therefore the eight principles of the Act apply. It is therefore important that the consent of the children and their parents is obtained for the taking and use of images.

Those taking photographs need to bear in mind that parents and carers may have good reasons for refusing consent, for example:

- If individual children are identified, it would be possible for paedophiles to use them to target prospective victims;
- Some children may have been subject to disputed custody matters, local authority care, or adoption, and their whereabouts should not be too widely known; parents and carers of the affected children will know this and will appropriately withhold consent without necessarily giving the reason;
- Photographs taken using digital cameras can be manipulated for child pornography, which is a growing problem on the internet; this is particularly relevant if children are scantily dressed.

Good practice

Is as follows:

- Obtain consent from parents and children before taking images. Consent need not be in writing if it is not proposed to publish the pictures in any way, but if they are going to be posted up, used in a newspaper or magazine, including the diocesan or parish newspapers and magazines, or put on the internet, then a specific consent should be obtained. Since images are usually taken in the context of a specific activity for which parental consent is sought, the simplest way of dealing with this is to add a suitable wording to the parental consent form see below.
- If the image is to be published, avoid naming the child;
- If the child is named, avoid using their image;
- If children are scantily dressed, e.g. for swimming, then:
 - Focus on the activity rather than a particular child
 - Avoid full face and body shots
 - Consider the age of the children involved
- Be clear about whether the image is to be retained for further use;
- Store the image securely.

It is necessary to exercise common sense in the application of these guidelines in the case of a general photograph of a public event, such as a church fete, where no individual or group of people is the focus. It would not be practicable to obtain the prior consent of everyone

concerned, nor is this required by data protection law. It is still appropriate to consider carefully where and how such photographs should be displayed.

Schools, including church schools, will have their own policies, which apply to children on school premises or engaged in school-sponsored activities. The Department for Education and Skills also publishes advice on this issue, available on their website.

Consent

Consent should be obtained before taking and using images, and children / young people / parents must be given the opportunity to opt out. Consent does not need to be in writing if it is not proposed to publish the images in any way; but if they are going to be displayed, used in a newspaper or magazine (including the diocesan or parish newspaper or magazine), or put on a website, then specific written consent should be obtained before the images are taken.

Images should only be used for the specific purpose agreed by the person photographed / or their parent / carer. Written consent must specify for what purposes the image will be used, and how it will be stored if not destroyed. If the intention is to use an image on the internet, this must be clearly stated at the time that consent is sought. Further written consent is required if images are to be used in any other way than originally specified. For children, written consent must be obtained from parents or guardians and children.

Storage of images

- Be clear about whether the image is to be retained for further use or destroyed;
- Store the image securely;
- If possible, store consent forms with the image for future reference.

Images taken by participants

If, at a church-related event, children or young people use cameras or mobile phones to take photos of each other, or if parents or carers take photos of children or young people other than their own, they should be advised that these can be used for personal use only, and should not be displayed in any publicly accessible space, including on internet or social networking sites such as Facebook.

SECTION 7

SAFER RECRUITMENT

For guidance on recruitment please see the document *Safer Recruitment*.

SECTION 8

DISCLOSURE OF ABUSE

Introduction

All reports concerning abuse must be treated seriously. The person reporting the incident must be treated sensitively and assured that they are respected and that the complaint is being listened to and taken seriously. All reports, concerns, disclosures, etc. must be reported immediately to the Diocesan Safeguarding Manager.

The person receiving the allegation of abuse must keep detailed records of the incident and their response. A record must be kept of all conversations – whether in person or on the telephone. Any decisions or actions taken must be recorded with supporting reasons for the response. All records must be signed and dated. All records, correspondence and other details relating to the allegation must be kept. Any such records may be required by the Police to be produced in evidence should the case go to court.

Safeguarding Records

All safeguarding records must be kept indefinitely.

Allegations or reports of abuse may come from a variety of sources and thought needs to be given to how each situation will be handled. In some cases a child may ‘test the water’ and judge on the reaction / response they receive whether to go ahead with a disclosure.

Sometimes children will do drawings in a group activity which cause concern, or will behave towards certain people in a way that raises questions. Things such as prayer boards or prayer request boxes will also provide an opportunity for a child to raise things that concern or worry them. All of these should be taken seriously and action taken to identify what is behind the behaviour.

Type/method of disclosure

Disclosures may come by a variety of methods:

- By personal observation;
- A direct disclosure from a child or young person;
- From an adult disclosing abuse they experienced as a child;
- From an adult about a child or young person;
- From another child or young person about a child or young person;
- From the perpetrator.

Disclosure / Allegations

From or on behalf of children or young people

All disclosures / allegations should be reported to the Diocesan Safeguarding Manager. The Diocesan Safeguarding Manager will advise and instigate all necessary actions.

Should any worker become aware of any abuse or alleged abuse against a child, they should report the case to the Diocesan Safeguarding Manager.

From an adult

Where a person receives a report from an adult of earlier abuse, this should be reported to the Diocesan Safeguarding Manager. It does not matter how long ago the allegation refers to action must be taken now.

Suggestions of abuse

Any suggestions of abuse should be reported to the Diocesan Safeguarding Manager, who will seek further information and advise the Bishop as to the most appropriate course of action.

Personal Observation

If you notice any injuries that are unexplained or untreated, or changes in behaviour of a child or young person that cause concern contact the Diocesan Safeguarding Manager to discuss the situation.

Talking About Abuse

Best practice in pastoral meetings

Pastoral meetings includes any meeting, visit or contact with a visitor, parishioner or church member regardless of where it happens and whether it is planned or unplanned.

Everyone has a legal right to attend and participate in public worship at any Church of England Church . All those who attend a church should be welcomed and supported in their participation. However, to protect both those who may be vulnerable, and church personnel we suggest churches consider the guidelines below:

- If a visitor or parishioner requests any form of pastoral care or meeting this should usually be undertaken by two people from the Church and at set times and place such as in the Church, church office, etc. At least one of this pair should be of the same gender as the person requesting pastoral care;
- Any person requesting a meeting for a pastoral conversation should be offered the opportunity to bring a person of their choice as a companion or support;
- Where someone requests or insists on a private meeting on a 1:1 basis, careful thought should be given to agreeing a suitable venue and time, and the church representative should ensure another person is aware that the meeting is happening;
- Where ongoing support is required, clear boundaries should be put in place to explain clearly and simply how and who may be contacted, how the contact should be made and the frequency of the contact e.g. - contact must be with the Vicar through the office phone number once a week.

Take care to consider the following issues, which apply whatever form of abuse is disclosed:

- Reassure them that under no circumstances are they to blame for the abuse—even if they have broken some rules;
- Accept what the child says without passing judgement;
- Look directly at the child or young person;
- Be honest;
- Let them know you will need to tell someone else, don't promise confidentiality;
- Be aware the child or young person may have been threatened and fear reprisals for having spoken to you;
- Never push for information or question the child. If at any point a child or young person decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time;
- Show you take seriously what you are being told;
- Stay calm—even if you find the disclosure shocking. It can be helpful to say the information is distressing as this can be validating;
- Check out what the person hopes for;
- People may need to repeat the account many times—this may be difficult for the listener but can be very helpful for the one who is disclosing;
- Talk through the next steps calmly;
- Reassurance that disclosing is the right thing to do;
- Be dependable;
- Be prepared to continue to be there for the person;
- Be consistent in your relationship.

Consider:

- Is the time and place appropriate?
- Does another person need to be present?

From The Church of England (2011) Responding Well to Those Who Have Been Sexually Abused: policy and guidance for the Church of England, Church House Publishing.

Helpful things to say

- It isn't your fault and you are not to blame at all;
- I take what you are saying very seriously;
- I am pleased that you have told me. Thank you for telling me;
- I am sorry that happened to you;
- I will help you.

Things not to say

- Why didn't you say something before?
- I really can't believe it;
- Are you sure this is what happened?
- Why? Where? When? Who? What? How?
- Don't make false promises to the child – like confidentiality – be honest now, any lies will be further abuse and betrayal;
- Never say 'I'm shocked'. 'Make sure you don't tell anyone else.'

Concluding the conversation

- Reassure the child or young person that the abuse isn't their fault;
- Reassure the child or young person they were right to tell you;
- Make sure the child or young person knows exactly what you are going to do next and tell them that you will let them know what is happening at each stage.

What to do after the conversation

- Make notes about the conversation as soon as possible after the discussion. Record exactly what the child said and when he or she said it. Note the time, date and place of the conversation and the name of any other person present. Sign and date the record. If the initial note is handwritten, keep it if it is subsequently typed up;
- Immediately refer to the Diocesan Safeguarding Manager. Do not tell anyone else – even in confidence;
- Do not be tempted to try to investigate further the claims – this could lead to contamination of the evidence and could jeopardise any Police investigation and criminal prosecution activity;
- Consider your own response and seek pastoral support if necessary;
- Write up using the words used by the child. Do not substitute your own words or the anatomically correct terms;
- Never tell parents their child has been abused/alleged abuse;
- Never discuss it with the alleged abuser.

Record keeping

Record keeping is essential in Safeguarding. Records should be made as soon as possible after the event. These records must be kept securely and indefinitely. In many cases an allegation or subsequent action may not happen for many years.

Records provide:

- a note of what happened and who did what;
- a history of events;
- continuity;
- accountability;
- evidence.

What to record:

- **Who** was involved: the names of key people;
- **What** happened: facts not opinions;

- **Where** it happened;
- **When** it happened: date and time;
- **How** it happened;
- **Why** it happened;
- **Whom** it was referred to;

Where quoting people use the words they use do not 'translate' into your own words. If necessary do record what the meaning of certain words are or how they are used at this time and in this place, or any clarification sought or provided.

Responding To Concerns

Making referrals

If somebody believes that a child may be suffering, or is at risk of suffering, significant harm, immediate action should be taken. The Diocesan Safeguarding Manager should be contacted. If it is believed the child is at immediate risk of harm a referral should be made directly to the local authority children's services. In urgent cases telephone the police.

If domestic abuse comes to notice and it is known that there are children in the household the Diocesan Safeguarding Manager should be contacted immediately. Care should be taken not to intervene directly with someone who is alleged to have committed domestic abuse as this may trigger further abuse. In urgent cases telephone the police

The Diocesan Safeguarding Manager should always be informed (in advance if possible) when a referral is made to children's social care. Records should be made and retained confidentially, even when a concern turns out to be unfounded.

Care of Survivors of Abuse in the Church

Many children, young people and adults in the Church may be suffering from the effects of abuse, - abuse they experienced in childhood or as adults, abuse of different kinds. The church has a responsibility to support those people who may feel very vulnerable and whose vulnerability may open them up to further abuse. Some abuse may seem trivial to an onlooker, but the severity of abuse needs to be seen in terms of how the victim responded to the abuse both at the time and later. A 15 year old facing traumatic bullying at school might be as likely to feel suicidal as a 15 year old boy or girl raped by their father.

Statistics

Although numbers vary, some reports suggest that about one in 4 girls, and one in nine boys are abused in childhood. Key research in 21 countries found varying rates from 7 to 36% of women and 3 to 29% of men reporting they had been sexually abused as children. One of the most rigorous UK studies found that 12% of women and 8% of men reported they had been sexually abused before the age of 16. There is some evidence that there is considerable under-reporting from boys and men.

Effects of abuse

Some survivors cope well with life and are able to live apparently 'normally'. Some, however, although they present a 'normal' face to the world, may well be suffering and sometimes be unable to say what their problem is — or even to know why they feel ill-at-ease and unable to feel a sense of peace or joy

Some may show a range of symptoms such as:

- Repeated bouts of depression.
- Exhibiting anger and hostility – or unable to connect at all with feelings.
- Behaving like a victim - low self-esteem, putting themselves down and constantly .apologising.
- Inability to get close to people, or wanting to be inappropriately close.
- Disturbed sleep, nightmares for example.
- Tending to 'space out' (cutting off from reality).
- Exhibiting fears, phobias and anxiety.
- Self-harming (this is a way of coping, not something done 'to get attention').
- Tending to feel an inappropriate amount of guilt and shame.
- Sometimes relying on smoking, drugs, alcohol or medication.
- Experiencing hallucinations and/or 'flashbacks' of the abuse.
- Sometimes moving from one abusive relationship to another.

Loss of trust

Adults and children who are abused can lose trust in those around them, especially if the abuse was within the home. (Most abuse is carried out by people known to the victim.) The loss of trust will profoundly affect the life of the survivor. They may decide (often unconsciously) never to trust anyone ever again — and this is likely to affect their faith and relationships.

Why didn't you say so at the time?

Many survivors say nothing about the abuse for many years. Some have buried their memories so deeply within themselves that they have 'forgotten' what happened — especially where the abuse happened when they were very young.

Memories may be 'triggered' in a range of ways, for example:

- Hearing about abuse on television
- Being in another abusive situation such as finding difficulties with a domineering employer
- Being in a situation where they feel powerless
- Feeling vulnerable, ill, under stress, or suffering from burnout
- The death of their abuser or of one of their carers
- The birth of their own child

Few victims can report their abuse close to the event and so often reported abuse is about events of years ago, leading to difficulties with finding any proof of what happened. It is often one person's word against another, and the likelihood of the survivor getting justice is

slim. However, some cases do go to court, but the experience can be devastating for both children and adults and they are likely to need considerable support.

Pastoral care of survivors

An adult or child disclosing abuse is in a vulnerable position.

Above all they need someone to listen to them - and also to believe them. They may need to be 'heard' in different contexts and over several years.

If there is a complex pastoral situation when an adult discloses abuse, (for example a young person in their twenties accusing a church worker of sexually abusing them), support should be offered for the different parties involved.

Managing Allegations Against Church Officers

Introduction

All allegations must be dealt with officially and following the procedures below.

As soon as an allegation is made the Diocesan Safeguarding Manager must be contacted.

No action should be taken until the situation is discussed with the Diocesan Safeguarding Manager. For the purposes of this procedure it makes no difference whether the person is paid or a volunteer. If the person holds the bishop's licence or Permission to Officiate then the bishop and the diocesan registrar will also be involved.

Suspension

It may be necessary to suspend a church officer, as a precautionary measure, at the appropriate rate of pay for paid staff (usually full pay), pending further investigation and a hearing, if:

- their presence might impede a proper investigation;
- their presence might cause an unacceptable risk until the matter has been resolved. This could be related to, for example, inappropriate conduct or a prima facie case of violence against a child or young person.

This suspension is a neutral act and in no way seeks to pre-empt the investigation and final decision-making. Nothing should be said about the allegations to the alleged abuser unless the Diocesan Safeguarding Manager advises it.

If the alleged misconduct involves sexual abuse or other allegations of child abuse where there is a risk that the alleged perpetrator may destroy evidence it is essential that the police are consulted *before* the alleged perpetrator is informed about any suspension decision. The police must be given the opportunity to investigate first.

The Head of Human Resources will advise on the process for suspension.

A record of the suspension interview should be kept in case it is necessary to refer to it at a subsequent hearing and the arrangements for suspension should also be confirmed to the church officer in writing.

Insurance advice

Where clergy are concerned, and in all cases concerning church officers where there may be liability issues, the employer or the relevant diocese should inform the claims manager of the insurance company as soon as any incident arises that may lead to a claim. Advice should be sought about the insurance position and any steps needed to be taken to safeguard it. The claims manager will also need to keep in touch with developments. Any person accused of abuse where they have the benefit of insurance should also inform their insurance company.

Pastoral support

During the investigation the child or young person and family will need support. A separate person will need to support the alleged perpetrator.

People managing allegations against church officers and those involved in providing support should be uninvolved with the investigation or disciplinary proceedings and may be chosen from outside the diocese to ensure neutrality. The police advise that it is important that these parties should not communicate with each other about the allegation so that evidence is not contaminated. In the case of allegations against a priest, the archdeacon will need to manage the impact of the investigation on the parish.

These situations always require sensitive pastoral care together with the wider congregation and community. This will include overseeing appropriate communications of the situation to the congregation, advice upon which should be sought from the Diocesan Communications Team.

Media enquiries

The Diocesan Communications team should handle all contact with the media. Their advice will help to avoid compromising any future legal proceedings.

Criminal proceedings

An investigation may result in various actions. It may be shown that the person has no case to answer or they may be charged with an offence and the Crown Prosecution Service (CPS) asked to consider prosecution. The person may admit the truth of the allegation and accept a police caution.

In order for the CPS to sanction a prosecution they have to believe that there is a reasonable prospect of gaining a conviction and also that it is in the public interest to prosecute.

If it appears likely, or is known, that criminal proceedings will be brought, then normally disciplinary action other than suspension is kept on hold until the conclusion of those proceedings. However, if the allegation relates to a specific child, consideration must be given to protecting the interests of the child or young person.

Requests to produce file material in court must be referred to the registrar to avoid inappropriate disclosure of personal information which may be protected by the Data Protection Act 1998.

No comment should be made on matters under investigation unless invited by the investigating team at a formal meeting or in a confidential discussion with the Diocesan Safeguarding Manager or Registrar. They should restrict themselves to known facts and first-hand knowledge.

It is advised that Clergy do not provide character references in criminal matters.

There are many reasons why a particular case may not come to court or may result in a finding of 'not guilty'. This does not necessarily mean there is no remaining concern. There may remain evidence of inappropriate or misguided behaviour which needs to be addressed.

If there remain unresolved matters of concern, either untested complaints of serious harm to a child or evidence of inappropriate behaviour by the adult, a professional risk assessment should be carried out to try to ascertain whether it is safe for the person to continue work which brings them into contact with children or young people. Even if a charge cannot be sustained in the criminal court there may nevertheless be well-founded concerns which may mean that the person should not continue in work with children or young people.

If a person tenders his or her resignation, or ceases to provide their services, this must not prevent an allegation being followed up. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children or young people, including any in which the person concerned refuses to co-operate with the process.

Criminal charges have to be proved 'beyond reasonable doubt', while the standard of proof in civil proceedings and disciplinary hearings is the lower one of 'on the balance of probabilities'.

Record-keeping in the context of allegations

It is important that a clear and comprehensive summary is kept of any allegations made, details of how the allegations were followed up and resolved, and of any action taken, whether by the Church or by statutory agencies, and decisions reached. Such information should be retained on file indefinitely.

For an allegation to be described as false, it is necessary to have evidence that disproves the allegation. This means that the allegation is unfounded.

For an allegation to be described as malicious, it is necessary to have evidence that not only disproves the allegation, but also proves a deliberate intent to deceive.

An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

It is as important to retain records where an allegation proved to be unfounded, malicious or unsubstantiated as in other cases, so that it is on record that the allegation was known and responded to.

If files are weeded when the person leaves the church or diocese, care should be taken to retain the material noted here.

Further information and a template for recording concerns is attached at Section 11.xix

Managing investigations where the church worker is not the primary concern

There may be occasions where an investigation is conducted on a spouse, family member or lodger for example, who is living with or in close contact with a church worker either ordained or lay, paid or unpaid.

The protection of any children must be the first consideration. It may be that the church worker would have to agree that no children or young people would come to the house during the investigation. If this were not possible to regulate, the person under investigation may need to leave the house and be accommodated elsewhere.

The person under investigation might be a close friend or family member living elsewhere. They might need to agree not to visit the clergy home or home of the church worker during any investigation.

With any of these arrangements the person needs to be aware that the Church is making no judgement about the case.

For all these close associates consideration should be given to applying for a DBS disclosure if they are likely to have regular contact with children or young people without their parents in the home of clergy or church worker.

Sometimes following a disclosure or otherwise information will come to light about serious allegations regarding this group who may come into contact with children through a church worker's position. Such situations would need to be assessed by the Diocesan Safeguarding Manager in consultation with the Diocesan risk assessment panel. An agreement may need to be made with the church worker in order to protect children.

Communication Matters

The Diocesan Communications Team can be contacted on:

Diocese of Winchester number, 020 7618 9197 / dioceseofwinchester@luther.co.uk

It is vital that all communications – both internally and externally - are handled sensitively and appropriately.

If the victim and or (alleged) abuser are currently involved in the Church it may be necessary to explain why one or other is not currently undertaking any duties. If it is likely that the situation will be covered by the media – which it almost certainly will be if going to court - it may be wise to inform the congregation as a whole so that their first intimations of a difficult situation in their church does not come via the local paper.

The timing in these circumstances will need to be carefully considered, to ensure that a court case is not in any way affected, and due consideration must be given to the families of those involved. In each of these situations what is said will need to be carefully prepared and the Communications Team will contribute to the process of putting this together. Every word needs weighing carefully in a situation of that kind. Public statements may often need to be checked with the Diocesan Registrar (and Ecclesiastical legal specialist) and it is advisable to be circumspect with any public prayers.

The Diocesan Communications Team, is responsible for co-ordinating communication and will deal directly with media enquiries, sometimes in conjunction with the Police or other agencies.

The Communications Team is kept informed of matters that have the potential to become issues of interest to the media, they are always available for consultation. Being outside the situation can often be a useful resource, more readily able to marshal suitable words than those embroiled 'in the thick of it'.

Care of Offenders and Their Families

The management of offenders in a parish is covered in Section 9. The processes in place to manage risk must never be compromised. However, it is still possible to help and support those offenders who accept that what they have done is wrong and want to change. When they leave prison or court they may feel:

- worried about how people will react
- frightened in case the temptation to re-offend overcomes them
- frightened of victimisation and abuse in the neighbourhood if there has been press reports of their offence
- guilty and ashamed
- isolated and lonely

Offenders or alleged perpetrators wanting to change need people around them who will love and accept them, and offer them care and protection. When an abuser, and particularly a sex offender, is known, befriended and helped by a group of voluntary workers to lead a fulfilled life without direct contact with children, the chances of re-offending are reduced, and the church has thus an important role contributing to the prevention of further abusive behaviour. Members of a local congregation may be able to help by combining rejection of the abusive behaviour with acceptance of the perpetrator as a person.

Those who are supporting the perpetrator need to:

- be aware of the many losses, such as of status, role or job, family, which the perpetrator may be suffering and coming to terms with
- be aware of the risks of physical and verbal abuse that the perpetrator may be subject to;
- be able to set and manage limits on the perpetrator's involvement in church
- challenge risky or wrong behaviour
- maintain confidentiality, but be able to inform the Diocesan Safeguarding Manager if the perpetrator's behaviour gives cause for concern
- not allow themselves to be manipulated
- be a reliable support to help the offender maintain self-control

In every situation a careful ongoing assessment needs to be made as to whether the church can safely and adequately work with the person.

Families of perpetrators

Partners and family of perpetrators of abuse may be unaware of the offending behaviour right up until an arrest is made; this is particularly common for offences of downloading abusive images of children.

Partners and children of abusers may also find themselves victimised and blamed for the abusive behaviour by members of the public. In situations of domestic abuse, and of abuse of a child of the family, family breakdown is likely, and there may be restrictions on contact by the perpetrator of abuse with the children.

In all situations where a perpetrator is part of a family, the relationships between spouses and partners, and between parents and children are put under great stress, and conflicting feelings may be unmanageable. The likely effects are isolation, loss of self-esteem and confidence, and possibly debt and loss of home.

Where families of perpetrators are part of church congregations, or seek to become so, they will need acceptance, love and care. They may also need time to be listened to, while they come to terms with the abusive behaviour and in some situations make decisions about the future. What suits one person or family in terms of support will not suit another, so a range of coping strategies will be required.

Members of the church may be able to support them in the following ways:

- find out if the partner and children have support, for example from extended family or friends they can talk to, or through counselling;
- accompany and include them in parish activities – e.g. offer to sit with them in church; invite and accompany them to church events; encourage them to join activities and participate in the life of the church;
- be practical, e.g. signpost to childcare, offer transport, help with shopping, signpost to youth activities;
- commit long-term: whether or not a case goes to court, the process can take years; and what happens after the event is at least as important as at the time. So be prepared to commit for the long haul;
- offer or signpost to specialist help, e.g. solicitor, accountant, benefits or housing advice.

Whistle-Blowing

To fulfil their commitment to safeguard and promote the welfare of children and young people, all organisations that provide services for, or work with, children and young people should have appropriate whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children and young people to be addressed.

In addition to situations where there is a perceived risk, whistle-blowing may be necessary to highlight more general problems with unacceptable practice, performance or behaviour.

Volunteers and members of a congregation should be encouraged to acknowledge their individual responsibility to bring matters of unacceptable practice, performance or behaviour to the attention of

the incumbent, churchwarden, parish safeguarding children co-ordinator, or a member of the PCC. The Diocesan Safeguarding Manager should always be contacted.

The Public Interest Disclosure Act 1998 gives workers legal protection against being dismissed or penalised as a result of publicly disclosing certain serious concerns. Whilst the Act does not provide the same protection for volunteers, churches should adopt the same approach in their protection.

It is often the case that another worker may be the first person to recognise that something is wrong but may not feel able or know how to express concerns, perhaps feeling that this would be disloyal. He or she may fear harassment or victimisation. These feelings must never result in a child or young person continuing to be unnecessarily at risk.

Reasons for whistle-blowing:

- To prevent a problem or situation worsening or widening
- To protect or reduce the risks to others
- To prevent becoming implicated oneself

What stops people from whistle-blowing:

- Starting a chain of events which spirals out of control
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers or reputations of others
- Fear of not being believed

How to raise a concern:

- Concerns, suspicions or uneasiness about practice or behaviour of an individual should be voiced as soon as possible.
- Be specific about what exactly concerns you, what has been heard or what has been observed.
- Inform the Diocesan Safeguarding Manager immediately.
- If the concern is about a member of the clergy, contact the Diocesan Safeguarding Manager.
- Ideally put concerns in writing, outlining the background and history, and providing dates and times.
- Provide as many facts as possible; do not rely on rumour or opinion.
- You are encouraged to put your name to any disclosure. However, any concern raised anonymously should be considered, taking into account the seriousness of the issue raised, the credibility of the concern and the likelihood of confirming the allegation from attributable sources.

What happens next?

- If the concern about practice, performance or behaviour relates to safeguarding children or young people, it will be investigated according to the procedures for allegations.
- If the concern does not relate to safeguarding children or young people, it should be investigated according to complaints and grievance procedures.

- It is not the responsibility of the whistle-blower to prove the truth of a concern or to investigate it.
- Within the bounds of confidentiality, the whistle-blower should be given as much information as possible on the nature and progress of any enquiries.
- The incumbent or churchwarden should ensure that the whistle-blower is not harassed or victimised.
- In the event of the concern being about the incumbent, the archdeacon should ensure that the whistle-blower is not harassed or victimised.
- No action will be taken against a whistle-blower if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations from a whistle-blower will be considered very seriously and may result in disciplinary action in the case of a paid employee or office holder.

SECTION 9

MANAGING OFFENDERS

Managing Suspected Abusers and Known Offenders

Introduction

The term **'offender'** applies to those who have a conviction or who have accepted a caution, reprimand or warning for a criminal offence. Acceptance of a caution is an admission of the offence and is, therefore, equivalent to a conviction. The caution will appear on the DBS Disclosure Certificate.

The term **'suspected abuser'** is used here to refer to those who have been the subject of allegations which have not been formally substantiated but which appear to be reasonably well founded.

On release from prison or otherwise completing their sentence, convicted sex offenders may seek to join local churches. This may be because they have a genuine desire to worship God and to seek His help in leading a new life. The aim of the Church is to be welcoming and inclusive, but this needs to be tempered by the risk sex offenders pose and the manipulative strategies they use.

We have dual aims:

- to ensure we maintain the highest levels of safeguarding for children and young people; and
- to offer welcome and support to those who may be seeking God's help to change.

To allow us to do this we need to have clear strategies for how we respond to offenders or suspected abusers who are in or who seek to join our Churches.

Should a known offender seek to join a Church a frank discussion should take place with him or her and open communication maintained. It is essential that clear boundaries are established – both for

the protection of children and young people and to minimise the possibility of the adult being falsely accused of abuse. The following actions should be implemented:

Convicted offenders against children

Research has indicated that a higher proportion of convicted offenders against children may be found in church congregations than in the population generally.

It is probable that many congregations will have people who have abused children and young people among their worshippers, some of whom will be known. Not all will have committed sexual offences; some will have been guilty of neglect, physical or emotional abuse. They may still present a risk to children and young people. The church's duty to minister to all imposes a particular responsibility to such people. However, this must not compromise the safety of children and young people.

As well as people with convictions against children and young people there are others whose position in a congregation may need to be carefully and sensitively considered to decide whether they pose a risk to children and young people. This would include people convicted of violent or sexual offences against adults, including: domestic abuse; people with drug or alcohol addiction; adults with a mental disorder or special needs which might, in rare cases, result in erratic behaviour or blurring of boundaries. It would also include those who do not have convictions or cautions but where there are sound reasons for considering that they might present a risk to children or young people. In appropriate cases the approach recommended below for managing sex offenders should be adopted.

The offender should not be allowed to undertake any official role or office in the church which gives him or her status or authority; or where a child may deem that person to be trustworthy. Some roles, for example that of churchwarden, are statute-barred to people with convictions of this kind, including offences against the person.

In some cases offences only come to light after many years. In such situations, great sensitivity will be required. It must however be remembered that there may still be a substantial risk to children or young people; therefore, the Diocesan Safeguarding Manager should always be informed of the offences.

If the offender's victim, or in some cases the victim's family, attends the church, it is likely to be necessary to introduce the offender to another congregation. Consideration must also be given to other people who have been abused in the past.

The church may become aware of offenders in or wishing to join the church from a number of sources – local knowledge, police / probation, self disclosure on the part of the offender. In all such cases this must be referred to the DSA before any further action is taken.

Agreements / Contracts

When it is known that a member of the congregation has sexually abused a child or young person, the Diocesan Safeguarding Manager must be consulted, so that a safe course of action can be agreed in conjunction with the relevant statutory agencies. A written Agreement or Contract will be entered into with the offender which reflects research evidence about the compulsive nature of child sexual abuse.

The Agreement will establish clear boundaries – to protect children and young people and will also help lessen the possibility of the offender being falsely accused of abuse. The Diocesan Safeguarding Manager will draw up the Agreement in consultation with colleagues from Police and Probation.

It will be made clear to the offender that any breaches or other relevant information will be referred to Police and Probation and may result in the offender being asked to join another church.

The Agreement should be reviewed at regular intervals, at least annually, with the Diocesan Safeguarding Manager. A review must take the form of a face-to-face meeting with the offender. The meeting should be recorded and the record retained.

An Agreement must remain in place so long as the person is a part of the congregation, whether or not they are on licence or their name appears on the Sex Offenders Register.

Blemished DBS Disclosures

It is the policy of the Church of England that all people with blemished DBS checks should undergo a risk assessment from a suitably qualified person.

Old, minor and unrelated offences will not prohibit otherwise suitable people from working with children. While not being complacent about risk, the Church understands that those who have done wrong are often capable of reform.

Not all offenders will be honest about their history and on occasions the behaviour of an individual may cause concern.

Areas of concern

- Someone who seeks to join the Church but is vague or tells contradictory stories about where they have been in the past and what they have been doing.
- Someone who seeks to become involved in work that would give contact with children or young people but doesn't complete a DBS check.
- Someone who displays an unhealthy or worrying interest in children or young people – seeking to befriend them or their families, offering to baby-sit, etc.
- Trust your instincts - if you (or others) have serious concerns contact the Diocesan Safeguarding Manager.

Managing Offenders during an Interregnum

All known offenders should be being actively monitored during their involvement with churches. This will be via an agreed Contract. The Vicar will be a signatory to the Contract. Usually church wardens, assistant clergy and youth worker will also be named contacts.

During an interregnum the responsibility for monitoring offenders will rest with the Church Wardens.

Process

The Clergy Appointments Assistant will inform Diocesan Safeguarding Manager as soon as vacancies are known.

The Diocesan Safeguarding Manager will check whether there is an offender linked in any way to the church.

If there is the Diocesan Safeguarding Manager will discuss the monitoring of the offender with the Church Wardens.

When a new incumbent is in place the Diocesan Safeguarding Manager will inform him/her of the situation and amend the Agreement

SECTION 10

PROCEDURES

SEEING YOUNG PEOPLE ON THEIR OWN AS A BEFRIENDER OR “COUNSELLOR” IN A YOUTH CAMP OR PARISH SETTING

Guidelines

- Be open and available.
- Listen before you speak.
- Be relaxed.
- Avoid putting any pressure on the person.
- Remember none of us has all the answers.
- Help the person decide what they want to do.
- Use other members of the team to explore general issues further.
- Remember you are not on your own.

Code of practice

- Be part of a team with a trained co-ordinator who gives supervision.
- Always meet in an open area where others are around but not too close.
- In exceptional circumstances, if a person is distressed and more privacy is needed, use a separate room after telling another adult about the arrangements. Make sure that the young person knows where the nearest adult is.
- Preferably women should advise females, and men advise males.
- Keep a record of who is spoken to (not the content unless agreed with the person) in case follow up is needed. Sign, date and time the notes and hand them to the supervisor.
- If a young person is distressed they should be entrusted to another adult at the end of the session.
- If a situation is encountered where the listener feels uncomfortable they should speak to the co-ordinator as soon as possible.

Confidentiality

At the first meeting, explain that the conversation will be confidential unless there are exceptional circumstances. If the person is being harmed themselves, if they are harming others or if they know that a child or young person is being harmed, the information will have to be passed on. The person will be told what will be done and how they will be supported if they need to talk to someone else. In these circumstances always make a written record, sign date and time, and follow your Child Protection procedures.

No one should see a child or young person on their own on a regular basis unless they are professionally trained counsellors, properly appointed and vetted and being professionally supervised.

Model code of safer working practice

Introduction

Parishes should take this model code of practice and amend to suit parish requirements. More detail on each of these areas can be found in the Diocesan Child Protection Guidance Manual.

Codes should contain:

1. Guidelines for individual workers.
2. Additional guidelines for group leaders.
3. How to respond to child protection concerns:
 - (i) imminent risk;
 - (ii) what to do if you suspect a child is at risk or has been abused.
4. Guidelines for good practice for church-sponsored activities for children and young people:
 - special needs
 - consent
 - registration;
 - recommended staffing levels
 - safe environment
 - e-safety
 - transporting children on behalf of the church

Terminology used in this code:

- The word 'child' refers to any child or young person under the age of 18.
- It does not matter if they look older or act older or dress older. As well as age, always remember the nature of the relationship and the position of trust you are in. The requirement to behave responsibly will always be with the leader and can never be put onto the child or young person.
- If you feel an attraction for an individual child or young person forming, it is your responsibility to control it and if necessary to remove yourself from the group.
- The term 'group leader' is used to refer to the person with overall responsibility for a group or activity, who is answerable to the Parochial Church Council.

Guidelines for individual workers

You should:

- Treat all children and young people with respect and dignity.
- Ensure that your own language, tone of voice and body language is respectful.
- Be aware of where you look, what you wear and where you put your body. What may be acceptable 'banter' between adults of a similar age may not be acceptable between an adult and a young person.
- Agree ground rules with your group e.g. no swearing; no racist remarks; no name-calling; respect property and ensure that those rules are observed by everyone.
- Learn to control and manage the behaviour of children without using physical punishment, or language or behaviour that might be interpreted as belittling the child.
- Guide children in their behaviour, being firm, loving and consistent. As adults, show children the kind of behaviour that they can copy. Never smack, hit or shake a child. Do not shout in anger, or 'put down' a child.
- Be consistent and transparent in your standards – they either apply to all or to none. Discipline is either directed at all or none. Show no partiality.
- Treat each child or young person as an individual in their own right, do not refer to them as: "the vicar's son", "the organist's daughter", "Chris's sister". Do not expect standards or behaviour dependent upon who the parent or siblings are. Do not compare them with others.
- Always aim to work within sight of another adult.
- Ensure another adult is informed if a child needs to be taken to the toilet.
- Toilet breaks should be organized for young children.
- Ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern.
- Respond warmly to a child who needs comforting, but make sure there are other adults around.
- Give encouragement to each child, noticing their good behaviour and commenting on it.
- Be careful how much personal information you divulge to a child or young person.
- Be aware of any precedents you may set – you may know that any child is safe with you, but if you let a particular form of behaviour become custom and practise, could it provide an opening for another person to abuse a child? Ensure that your example and behaviour does not create a situation in which children or young people could become vulnerable. (For example – if you saw a member of your Sunday School / Youth Group walking home from school in the rain, would you stop to offer them a lift? Would you say to a member of the Sunday School 'If you help me put the chairs away I'll give you a bar of chocolate'?)

- Where possible meet and introduce yourself to the parents of the children and young people within the group. Let the parents know who you are and how they can contact you if they want to.
- If any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand.
- Administer any necessary First Aid with others around.
- Obtain consent for any photographs/videos to be taken, shown or displayed.
- Record any concerning incidents and give the information to your group Leader. Sign and date the record.
- Always share concerns about a child or the behaviour of another worker with your group leader and/or the safeguarding co-ordinator. If you see another worker or any other adult acting in ways that might be misconstrued, be prepared to speak to them or to your church leader about your concerns.
- Pray for your group and with your group.

You should not:

- be alone with a child where your activity cannot be seen. may mean leaving adjoining doors open. Wherever possible use a room with windows that is clearly visible to others - although doors may be closed for confidentiality. If this is not possible (for example, in a counselling situation) another adult should be on the premises, aware that the meeting is happening. The child should know that another adult is there and who he or she is;
- initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child;
- invade a child's privacy while washing or toileting;
- play rough physical or sexually provocative games;
- use any form of physical punishment;
- be sexually suggestive about or to a child even in fun;
- touch a child inappropriately or obtrusively;
- scapegoat, ridicule or reject a child, group or adult;
- permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying;
- show favouritism to any one child or group;
- allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature;
- give lifts to children or young people on their own or on your own;
- smoke tobacco in the presence of children;
- drink alcohol when responsible for young people;
- share sleeping accommodation with children;

- invite a child to your home alone;
- arrange social occasions with children (other than family members)
- outside organized group occasions;
- allow unknown adults access to children. Visitors should always be accompanied by a known person;
- allow strangers to give children lifts.

Touch

Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people, while avoiding any inappropriate behaviour or the risk of allegations being made. Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse. All volunteers must work with or within sight of another adult.

Very occasionally it may be necessary to restrain a child or young person who is harming her/himself or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the church safeguarding co-ordinator.

All physical contact should be an appropriate response to the child's needs not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

Additional guidelines for group leaders

In addition to the above the group leader should:

- ensure any health and safety requirements are adhered to;
- undertake risk assessments with appropriate action taken and record kept;
- keep register and consent forms up to date;
- have an awareness, at all times, of what is taking place and who is present;
- create space for children to talk – either formally or informally;
- liaise with Parish Safeguarding Officer over good practice for safeguarding;
- always inform the Parish Safeguarding Officer of any specific safeguarding concerns that arise. The Parish Safeguarding Officer will liaise with the Diocesan Safeguarding Manager;
- liaise with the PCC.

Responding to child protection concerns

Do not try to deal with any child protection concern on your own. Immediately refer to the Diocesan Safeguarding Manager. The Diocesan Safeguarding Manager will discuss with you who should be told, how and where the case should be referred and other action to be taken.

If you are not sure if child abuse is involved, or if you have concerns about a child and you need someone with whom you can have a discussion with, then again you should contact the Diocesan Safeguarding Manager. Always make notes about a possible child protection incident or disclosure as accurately as possible, as soon as possible. These should cover what has happened, in what context, and anything that seemed particularly significant.

Quote the child's words exactly where possible. Try if possible to note from the register the child's full name, age, date of birth, address, telephone number and GP. Remember to sign the record and add your name, role, date of incident and date of the recording.

The following are all important points which will help anyone faced with this difficult situation:

- tell the child that they are not to blame for anything that has happened;
- ensure all notes are kept in a safe place;
- if a child asks to talk in confidence **do not** promise confidentiality – you have a duty to refer a child/young person who is at risk to the statutory agencies;
- always explain that you may have to get other people to help;
- stay calm;
- listen to the child attentively;
- maintain eye contact;
- allow the child to talk, but do not press for information or ask leading questions;
- reassure the child that they were right to tell;
- let the child know that other people will have to be told and why;
- try to explain what will happen next in a way the child can understand;
- reassure the child that he or she will continue to receive support during the difficult time to come.

Imminent risk

- If you encounter a situation where a child is in immediate danger, you should act immediately to secure the safety of the child. Seek the assistance of the police and then make a referral to Local Authority Children's Social Care; inform the Diocesan Safeguarding Manager as soon as possible.
- If a child needs emergency medical attention, this should be sought immediately and directly from the emergency services. Parents, if available, should be kept fully informed.

What to do if you suspect a child is at risk or has been abused

- Refer to the Diocesan Safeguarding Manager who will discuss with you what action should be taken and where the situation should be referred.
 - Emergency – 01962 737317
 - Immediate risk of harm - 999

- Between 18:00 – 08:00 Monday to Friday, weekends and Bank Holidays, immediate or urgent concerns ring the Hampshire out of hours team on 0300 555 1373. If you use this number please ensure you also inform the Diocesan Safeguarding Manager as soon as possible..

Guidelines for good practice for church sponsored activities for children and young people

Special needs

Remember that children with special needs may be more vulnerable to abuse. Welcome children and young people with special needs to the group. Try to make the premises, toilets and access suitable for people with disabilities. Ask the parent about how best to meet the child's special needs, and do not see this as the responsibility only of the child's parent. If premises are being designed or refurbished, take the opportunity to anticipate the possible special needs of future children and adults; advice is available. Disability legislation requires organizations to take reasonable steps to meet the needs of disabled people and this includes children.

Consent

Consent needs to be from a parent or person with parental responsibility. It can be from the child or young person if he or she has sufficient age and understanding in relation to the specific issue. So, for example, while parental consent is always required for a group residential holiday, a teenager would usually be able to consent to the photos from the holiday being displayed in church. You should record who has given consent for any specific activity.

Registration

A registration form should be completed for every child or young person who attends groups or activities. The form should be updated annually and include the following:

- Name and address.
- Date of birth.
- Emergency contact details.
- Medical information.
- Any special needs including activities that the child is unable to take part in.
- Consent for emergency medical treatment.
- Consent for photographs and videos if relevant.

Separate consent should be obtained for one-off events and activities, for example swimming, and also for outings, weekends away, etc.

- All personal details and consent forms must be stored securely.

- Any group that includes children who are under six years old and that meets regularly for more than two hours in any one day or for more than fourteen days a year must register their group. Please contact your local branch of OFSTED for advice.

Recommended staffing levels

The recommended minimum staffing levels for children's groups are given below. More help may be required if children are being taken out, are undertaking physical activities or if circumstances require it.

0–2 yrs 1 person for every 3 children 1 : 3

2–3 yrs 1 person for every 4 children 1 : 4

3–8 yrs 1 person for every 8 children 1 : 8

Over 8 yrs 1 person for the first 8 children then 1 extra person for every extra 12 children

- Each group should have at least two adults and it is recommended that there should be at least one male and one female.
- If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, dependent on the nature of the activity.
- Young people who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.
- Adults who assist on one or two occasions must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

Safe environment

Display both the Childline telephone number in a prominent place where children and young people can see it and the Parentline Plus number for parents.

Undertake a risk assessment for each activity and in greater detail for an unusual activity or when away from the usual location.

Insurance, First Aid kit and fire precautions should be checked and a Health and Safety Check should be completed regularly with reference to the following minimum standards:

Venue

- Meeting places should be warm, well lit and well ventilated. They should be kept clean and free of clutter.
- Electric sockets should be covered.
- Toilets and hand basins should be easily available with hygienic drying facilities.
- Appropriate space and equipment should be available for any intended activity.
- If food is regularly prepared for children on the premises, the facilities will need to be checked by the Environmental Health Officer and a Food Handling and Hygiene Certificate acquired.
- Children's packed lunches should be kept refrigerated. Drinks should always be available.
- Groups must have access to a phone in order to call for help if necessary.

- Adults should be aware of the fire procedures. Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises. A fire drill should be carried out regularly.
- Unaccompanied children and young people should be encouraged not to walk to or from your premises along dark or badly lit paths.
- A First Aid kit and accident book should be available on the premises. The contents of the First Aid kit should be stored in a waterproof container and be clearly marked. Each group should designate one worker to check the contents at prescribed intervals.
- All staff and volunteer workers should be encouraged to have some First Aid knowledge and the parish should encourage access to First Aid training. A list of first aiders in the parish should be compiled and kept available. All accidents must be recorded in the accident book.

E-safety

- Ensure all electronic communications are appropriate and professional.
- If using e-technology as a group activity, ensure that an adult worker knows and understands what is happening within the group.
- Do not make any relationship with a child (other than family members) through a social networking site.
- Maintain a log of all electronic contact with individuals or groups including messaging and texting.

Transporting children on behalf of the church

Drivers

- All those who drive children on church-organized activities should have held a full and clean driving licence for over two years.
- Drivers who are not children's workers should be recruited for the task through the normal recruitment process.
- Any driver who has an endorsement of 6 points or more on their licence should inform the group leader and the church/Parish Safeguarding Officer.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children for the church.
- Drivers must always be in a fit state i.e. not over-tired; not under the influence of alcohol; not taking illegal substances; not under the influence of medicine which may induce drowsiness.

Private car

- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.
- All cars that carry children should be comprehensively insured for both private and business use. The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.
- All cars that carry children should be in a roadworthy condition.

- All children must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional children should not be carried.
- At no time should the number of children in a car exceed the usual passenger number.
- There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.

Minibus or coach

- Workers and helpers should sit among the group and not together.
- If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored.
- Before using a minibus, ensure you know the up-to-date regulations for its use and have had a trial drive.
-

Drug and Alcohol Policy

Purpose

To provide workers, both employed and volunteers, with a clear and a practical framework to enable them to work with young people in a positive, drug free environment.

Mission Statement

(church name) Church does not condone the misuse of drugs or alcohol nor their illegal supply.

(church name) Church will work proactively with young people to enable them to make informed decisions about drug and alcohol use.

The welfare of young people must be paramount at all times.

(church name) Church workers will observe the current legal framework and act within it.

(church name) Church workers will not take illegal substances and will make sure that they are not under the influence of legal drugs or alcohol whilst working with children and young people.

Confidentiality

(church name) Church aims to protect the child or young person's right to privacy. However, unconditional confidentiality cannot be guaranteed where the young person, or their behaviour, represents a serious risk to the safety of themselves or to the safety or well-being of other young people, workers or the community at large.

Police

In circumstances where a worker is given, finds, or confiscates an illegal substance, there is no obligation to contact the police. It is, however, beneficial to maintain an effective working partnership with the local police.

Parents

In cases of immediate risk to health the parents or medical assistance will be contacted.

If the worker believes parental contact would exacerbate the situation (e.g. the family home may be an important factor in the young person's drug use) he/she must discuss the situation with the project co-ordinator prior to any contact being made.

Dealing with drug related situations

Establish, and be clear about, the nature of the incident before deciding on any course of action

Finding drugs

If workers find any drugs, including prescribed medication, they will be removed, to limit the risk to others.

The law allows youth workers to confiscate illegal drugs, but they must be destroyed immediately or handed to the police. It is not a legal requirement to inform the police from whom the substance was taken from. A youth worker should not be working alone when confiscating drugs.

If the drug is prescribed medication, it will either be returned to the owner, or handed in to a pharmacist.

Disposal of illegal drugs

Where the quantity of drugs found is large (implying supply), the police should be notified.

Small quantities of drugs can be flushed away. The incident must first be logged and should be carried out in the presence of another worker.

Disposal should be carried out as soon as practicable; otherwise, the worker could themselves be open to charges of possession.

Workers must take extreme care if disposing of needles. If no sharps bins are available, they should be carefully placed in a safe place e.g. drink can, until proper disposal can be arranged.

Use on church premises

Should church premises be hired by outside organisation for other activities the church will not tolerate the use of **any** illegal drugs on the premises. Where workers suspect drug use is taking place they must always take action. This may include the young person being asked to leave, or the police being contacted.

At all times it is our policy to ensure laws in respect of the sale and consumption of alcohol are rigidly observed.

Intoxication on church premises

Anyone, whose behaviour is disruptive, whether due to drugs or alcohol, will be challenged, and asked to change their behaviour. If they refuse to do so, and the person is 18 or over, they will be asked to leave the premises. Depending on degree of behaviour, the police will be informed. If their condition gives cause for concern medical assistance will be called.

Alcohol

The PCC needs to adapt its procedures for the use of alcohol according to the kind of event or activity which is being organised. For example, an event where there are many adults and most young people are with their parents, needs different arrangements from a residential stay, where a group of young people is supervised by youth leaders.

Legal requirement

- if alcohol is to be sold, a licence is required;
- for the majority of events in churches and church halls which are likely to be considered, a temporary event notice may be appropriate. These are available from licensing authorities (district councils and unitary authorities);
- where a licence is granted, alcohol may not be sold to people under the age of 18, nor may they be supplied with it or consume it;
- you are advised to ask for proof of identity if a person appears to be under 18;
- there is an exception where the consumption is to be on the premises, where the young person is aged 16 or 17, and is accompanied by an adult and is having a table meal. The only alcohol they are allowed to consume is wine, beer or cider;
- a person under 18 can work as a waiter or waitress and deliver drinks to the table
- people under 16 may attend, though conditions may be imposed if desirable or necessary;
- for further details consult the local authority Licensing Officer, or your insurance company, or see the Licensing Act 2003 and its associated guidance.

Good practice

- if alcohol is provided but not sold, no licence is needed;
- however, it is sensible to follow the same restrictions as in the guidance for licences, namely no alcohol for people under 18, with the same relaxation for 16 and 17 year olds having meals with an adult. This has the advantage of being consistent with what young people expect elsewhere;
- you are advised to ask for proof of identity if a person appears to be under 18;
- at youth groups and activity events with young people neither youth leaders nor young people should consume alcohol;
- this also applies on residential trips when youth leaders are not on duty. Youth leaders are reminded that they are role models for young people at all times.

Smoking tobacco

- smoking is illegal in any enclosed public premises;
- there is no minimum age limit for smoking, although those under 18 are not permitted to buy tobacco product;
- passive smoking (being in the presence of smokers) is a health hazard.

Good practice

- It is never appropriate for adults to smoke in the presence of young people;
- young people who are smokers should be advised of a designated area away from others;
- on residential trips, it is appropriate to include a question on smoking on the parental consent form to establish parental knowledge of the young person's smoking.

Incident recording

An incident book will be maintained and stored securely in the parish office. This book will record all incidents including drug-related incidents. Workers should endeavour to record accurate details as soon as possible following an incident.

Referral

Should a young person be identified as experiencing problematic drug use, they should be offered support, guidance, and relevant referral if needed.

First Aid and Administration of Medication

Administering First Aid to children and young people

Adults working with children and young people should be aware of basic first aid techniques. It is strongly recommended that at least one of the leaders in a children's or youth group has attended a recognised First Aid course, such as a one-day Emergency First Aid Training, and received a certificate. These are run by the St John Ambulance, the British Red Cross, and may be offered by your local authority.

Where First Aid is required, wherever possible adults should ensure that another adult is aware of the action being taken. Parents and carers should always be informed when first aid has been administered.

If the injury appears to be serious, the emergency services should be called immediately. If First Aid in an emergency needs to be administered by untrained staff, they should act reasonably and do the minimum necessary to preserve life and limit the consequences of injury until qualified assistance is obtained. There is a risk that a leader undertaking First Aid could face an allegation of negligence if an injury worsened, but this is a remote risk, provided the leader has acted reasonably in a genuine attempt to assist in an emergency.

Parents or carers should be contacted promptly in the event of an accident to a child or young person. In the case of a slight injury, the parent or carer should be told when the child or young person is collected, or informed soon after the activity.

Leaders should have available contact details for the Accident and Emergency Departments of the local hospital, and any other out of hours emergency services.

Administering medication

No medicines should be given without the prior permission of the parents or carers. In circumstances where children or young people need medication regularly, a health care plan should be established as soon as possible, in order to ensure the safety and protection both of the child or young person, and of the adults who are working with them. Details of this should be included in the registration form.

Depending upon the age and understanding of the child or young person, they should, where appropriate, be encouraged to self-administer medication or treatment, including for example any ointment, or use of inhalers.

Health and Safety

Health and Safety should be an issue that is regularly covered by the PCC. However, it should be specifically managed as part of all activities involving children and young people – whether happening on site or at other locations.

The following areas may be considered – these are given as examples and each parish should undertake a comprehensive risk assessment of the premises used:

General

- Premises;
- Fire;
- access to buildings;
- first aid;
- accidents.

Ecclesiastical Insurance Group provides guidelines for churches and sample policies. These can be downloaded from their website, www.ecclesiastical.com, or hard copy by phoning 0845 777 3322, or e-mailing churches@eigmail.com, or writing Ecclesiastical Insurance Group, Beaufort House, Brunswick Road, Gloucester, GL1 1JZ.

Premises

- appropriate for age & ability;
- well lit (inside & out) plugs, wire etc. not trailing;
- heating guards;
- entrances & exits secure – in & out;
- where cleaning etc. substances are kept.

Regular inspections

It is strongly recommended that when churchwardens and others are undertaking annual health and safety and fire inspections of the premises, these inspections should also take account of health and safety issues which relate specifically to children and young people. In particular:

Electric sockets should be covered in rooms where young children regularly meet hazardous pieces of equipment (e.g. kettles) are positioned out of reach, especially of small children, and with no trailing leads.

- there are no obstructions in passageways;
 - ensure the meeting place is warm, well lit and well ventilated, and kept clean and free of clutter;

- toilets and hand basins should be easily available, and hygienic drying facilities should be provided;
- there should be enough space available for the intended activity if food is regularly prepared on the premises, the facilities will need to be checked by the Environmental Health Officer and a Food Handling and Hygiene Certificate acquired. Children's packed lunches should be kept refrigerated. Drinks should always be available;
- a register of attendance should be completed at every activity, groups must have access to a telephone in order to call for help if necessary;
- fire doors should be unlocked. Leaders should be aware of the fire procedures (see below);
- no smoking should be permitted by leaders when accompanying participants in the activities anywhere, on and off the premises;
- alcohol and illegal drugs must not be used by those having children and young people in their care or at a time that could affect their care;
- unaccompanied children and young people should not walk to or from the premises along dark or badly lit paths;
- a first aid kit and Accident Book should be available on the premises and their location indicated clearly;
- all accidents or incidents must be recorded in the accident book, as soon as possible after the accident or incident occurs, but in any case before the premises are vacated following the activity;
- it is strongly recommended that at least one of the leaders in a children's or young people's group has attended a recognised First Aid course for large events, St John's Ambulance or the equivalent should be in attendance;
- out of sight places, e.g. toilets should be regularly checked;
- care should be taken with the storage of dangerous / toxic substances – such as cleaning products.

What leaders should know about fire:

- what the sound of the fire alarm is;
- where exits and emergency exits are located;
- how to use any fire fighting equipment;
- how to take the register of people present with them;
- where the assembly area is situated;
- where the nearest telephone is;
- the name and address of the premises;
- who will meet the fire brigade when it arrives.

Parishes should consider an evacuation practice from the premises with children, and young people.

NB. when evacuating premises in the event of a fire, or for a practice, when both children and their parents or carers are present but in different parts of the building (e.g. during Sunday worship with Sunday School), it is the responsibility of leaders with the children to ensure that they evacuate the premises safely. Parents should evacuate the premises directly, and not collect their children on their way.

Hire of Premises

Many churches possess buildings which they hire out to other groups. Some of these may undertake work with children or young people.

- Note that:
 - the observance of 'reasonable care' is a standard insurance condition;
 - the hiring body is required to ensure that children and young people are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and that they carry full liability insurance for this;
 - the owner of the building (normally the PCC) has a duty to adopt best practice based upon current and developing guidance.

For both one-off and regular hirings it is recommended that a written hiring agreement be used.

The hiring body should abide by their own child protection or safeguarding policy if they have one, otherwise by that of the church with whom they have a hiring agreement.

If the hiring body is required to register with OFSTED then the Parish Safeguarding Officer should ask to see the registration certificate and record that it has been seen.

Use of alcohol

Establish whether or not alcohol is to be sold at the event. If it is, the hirer is responsible for applying for a temporary event notice, which should be seen by a PCC Officer before the event, and you need to consider whether conditions need to be imposed on the involvement of young people in the event, and incorporate appropriate conditions in hire agreements.

For one-off bookings

- You should give the responsible person booking the premises sight of your parish's Safeguarding Children and Young Persons Policies and Guidelines for Activities, and ask him/her to sign a statement which confirms that he/she has seen these and agrees to abide by them.
- For one-off bookings, you do not need to expect the hirers to obtain DBS disclosures for leaders.
- If it should come to your notice that they have contravened your policy, you then have the right to cancel the booking and/or refuse future bookings by that person.

For regular bookings:

You need to ensure that at least the requirements of the PCC safeguarding policies and procedures are being practised, but the responsibility for implementing them rests with the hiring organisation and not with you. However, you need to take reasonable steps to ensure that this is being done.

Before you make the booking:

- Check whether the group intends to care for children under 8 years for 2 hours or more without their parents or carers present. If so, they may need to register under the Children Act 1989 with the Local Authority. No booking with such a group should be formalised until you have seen evidence of its Ofsted registration, if required. It is the hirer's responsibility to register with Ofsted, but they may need to work with the PCC in order to address any premises requirements raised by Ofsted.
- Give them a copy of your Safeguarding Children and Young Peoples policies and the procedures relevant to their event or activity, and ensure that they can comply with the guidelines for running activities for children and young people.
- The Diocesan Safeguarding Registry can only obtain DBS disclosures for voluntary workers or paid workers deployed directly by the PCC for church-run activities. However, a hirer wishes to discuss contracting with the Diocese to buy in this service they should contact the Safeguarding Registry on 01962 737347.

As part of the hiring agreement:

Ensure the hirer completes the Form for Regular Hirers of Church Premises, which can be incorporated into your standard lease or agreement. This gives you the right to ask for evidence from the organisation/individual of their implementation of your procedures.

Monitoring the hiring agreement:

- You must ensure that groups update their information at least annually, for instance when you renew your letting, or invoice them for rent.
- With groups or individuals who are not part of national organisations such as Scouts, Guides, Playgroups, who have very well developed procedures of their own, consistent with Diocesan procedures we recommend that you check from time to time that they are abiding by your policies and procedures in the way they are carrying out the guidelines for activities.
- If you are informed of allegations or concerns in the context of groups or individuals who hire your premises, you must follow the Diocesan procedures for responding, working in partnership with the group's own procedures.

Points to be considered:

- All areas of protection should be considered. The owners of the building remain responsible for health and safety and general maintenance of the building. Things to consider are:
 1. Storage of chemicals and toxic substances, are they in secure receptacles and out of reach of children?
 2. Electrical equipment and maintenance and testing.
 3. Door locks?
- Care should be taken where groups hire church premises and the church caretaker opens the building. In some cases parents / carers drop children or young people off early and the group leaders have not arrived until the exact starting time, and the leaders leave the minute it ends and some parents don't arrive to collect their children until 10 - 15 minutes later. The caretaker has had to decide whether to leave the children or young people outside on their own while he

opens and sets things up or whether to allow them into the hall when s/he is on his / her own. It may be helpful to include in the document a clause stating that the leaders are responsible for the children and young people and that the children or young people will not be allowed on the premises unless a leader is there, and that leaders should ensure they are present before children or young people arrive do not leave until the last child has gone.

- Key holders and church people who have access to buildings need to be aware of other groups using the buildings. They should only access buildings when they are being used by other groups by agreement with those hiring the premises.

There are also issues if more than one group uses a building at any time. Again, it must remain the responsibility of those hiring the premises / leading activities to ensure the safety of their participants.

Holidays and Residential Trips

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

Information to Parents

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

- Aims and objectives of the trip, event or activity.
- Date of the trip and its duration.
- Details of venue including arrangements for accommodation and supervision.
- Travel arrangements.
- Name of group leader and contact numbers.
- Information about financial, medical and insurance arrangements .

Parental Consent

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

Permission for the Event

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

Alternatively a written assurance should be obtained from the activity centre that it has carried out its own risk assessment and has adequate insurance.

Insurance

A detailed description of the holiday or trip should be presented to the PCC so that permission may be given by the PCC, and the holiday covered by the parish insurance policy. If any potentially hazardous activities are to take place they must be included with a risk assessment. Or a written confirmation should be obtained from the activity centre that it has conducted its own risk assessment and has adequate insurance. Details should be recorded in the PCC minutes.

Premises

- Insurance, First Aid kit and Fire precautions should be checked in advance.
- Written confirmation should be obtained of the premises Employers' and Public Liability insurances.
- There must be a qualified first aider on site.

Transport

See guidance on transporting children

Accommodation

For all residential trips:

- Boys and girls must have separate sleeping and washing facilities, which are private to them.
- Mixed groups must have adults of both genders involved.
- Adults should have separate accommodation but in close proximity to the young people.
- Young people under the age of 18 must not be left alone over night.
- There should be a rota of 'awake adults' during the night – or at least until all the young people have settled down.

Any other arrangements e.g. "Sleep-overs", "Lock-ins", "All-night" events should be carefully explained to parents beforehand and their consent sought to the arrangements.

Supervision

Ratios of helpers to young people should be strictly followed.

- For over 8's there must be at least 1 helper for the first 8 children and then 1 helper for every additional 12 children.
- Every group must be led by at least two adults.
- When physical activities are planned staffing levels should be increased accordingly.
- Adults should avoid being alone with children or young people.
- Parents should be informed beforehand if it is intended to allow groups of young people to go off unsupervised - e.g. for shopping.

Recruitment of Volunteers to Take Children Away

All volunteer helpers must sign, or have signed, the Confidential Self Declaration form regarding Criminal Convictions and other behaviour and have a DBS disclosure at the enhanced level and be recruited according to Safer Recruitment procedures.

They should agree to follow the Code of Conduct.

Support of Helpers

- All volunteer helpers should be clear about their responsibilities e.g. in charge of the money, First Aider.
- All leaders should know who to go to if they have a concern about a child or young person or have any other worries.

Communication

All leaders should have mobile phones and have the details of all other leaders stored on their phones.

Details of all children and young people on the trip – including emergency contact details for carers or parents, should be available at all times.

A copy of the list should be held by a designated person at home, who will act as the intermediary in the event of emergency communication between the group and the church, and with parents and carers.

All serious incidents must be reported to the designated person at home, who will pass on the appropriate information.

Sleeping on church premises

Churches sometimes arrange sleep-overs for children or young people, or church premises may be used during pilgrimages or missions for example. The guidance for taking children and young people away should be followed as far as possible.

- When part of the activity is for young people to remain together separate sleeping areas should be organised for girls and boys.
- Likewise if possible separate washing and toileting should be provided or different times for washing arranged so that there is some privacy.
- Enough adults should be present, at least two, male and female, to ensure adequate supervision. Young people under the age of 18 must not be left alone overnight.
- Depending on the event it may be necessary to ensure a rota of 'awake adults' during the night or at least until all the youngsters have settled down.

Risk of Fire

- Great care must be taken to ensure the safety of the young people from the risk of fire.
- There should be two separate routes out from the sleeping accommodation.
- It must be possible to open all external doors. They should not be locked.
- All exit routes should be clearly marked.
- All internal doors should be kept closed at night to prevent the spread of smoke or fire.
- Portable fires should be placed in safe positions and turned off at night.
- All adults should have access to a torch and a telephone.
- There should be no smoking in the premises.
- A list of those present should be hung up near the main exit door,

- Everyone should know where outside to assemble and a roll call completed.
- Anyone discovering a fire should raise the alarm by shouting 'FIRE'.
- The fire service should be called to all fires. Use the 999 facility
- Make sure that cars do not block the exits or access for emergency vehicles.
- Adults should know where to locate firefighting equipment and how it is operated. This equipment should only be used if safe to do so.
- Leaders and young people should have a short fire drill and information on arrival.

Key Holders And Those With Access To Buildings

Many churches have a range of people who are key holders, including, in some cases, those from outside organisations who hire the buildings.

We need to consider carefully who has keys and access to our buildings. In theory any person holding a key will be able to gain access to any building at any time – including when children and young people's activities are taking place or when any outside organisation is hiring the premises.

If representatives from non-church organisations have keys this may be especially necessary and should be kept in writing.

The church should keep a list of all key holders and ensure all are aware of guidance about access to premises.

A clear understanding and agreement should be reached with all key holders about responsibilities and access arrangements when activities involving children and young people are taking place.

This may include:

- ensuring all key holders are aware of the churches child protection policy;
- insisting that key holders may not have further copies of the keys, made to pass to other people;
- requiring keys to be returned when the person no longer needs them;
- requiring key holders to use discretion when accessing the building and to try to do so when activities for children and young people are not taking place;
- ensuring that those who hire the building know they can refuse entry to rooms to those who are not involved with their activities;
- ensuring key holders know they must only access rooms where children and young people's activities are taking place with the permission of the organiser.

Guidelines for Keeping Children and Young People Safe on the Internet

We can help children and young people stay safe while they are using the internet. This can be achieved through educating children, young people and their parents and carers. The internet, by its

very nature, potentially creates an unsafe environment. Adults can feel intimidated because children seem more 'computer literate' than they are. Whilst children need a certain amount of privacy, they also need parental involvement and supervision in their daily lives. Due to a parent feeling less technically proficient than their child/ren when it comes to the internet, it is easy to abdicate responsibility and assume that children are safe when they are 'logged on'.

Childnet International advises that children should never have a computer in their bedroom but should use them in a family room. A connection to the internet means that a child could be inviting anyone into the living room. Many people on the internet are not what they seem.

How can we help children stay safe on the internet?

Two areas where we can have a role in the protection of children who use the internet are in:

- 1) the education of children and adults on the safety aspects and the dangers of the internet, and
- 2) developing policies/procedures for their own workers concerning computer and related information technologies.

Safety on the internet - advice for children / young people

The following should be discussed with children and young people:

Personal Information

- Never tell anyone you meet on the internet your home address, your telephone number or any other identifying information e.g. church name or youth group name, unless your parent/carer gives you permission. Be careful if ever a web site asks you to type in your name and address in order to receive anything.
- Never send anyone your picture, credit card or bank details, or anything else, without first checking with your parent/carer.
- Never give your password to ANYONE! (Even your best friend!)
- Always be yourself and do not pretend to be anyone or anything you are not.
- Always remember if someone makes you an offer that seems too good to be true, it probably is. Be careful if you are offered any gifts while online. They could contain harmful material such as pornography or viruses.
- Never arrange to meet anyone in person without first agreeing it with your parent/carer or children's/youth leader, and get them to come along to the first meeting, which should always be in a public place.
- Agree to a contract with your parent / carers or with your children's/youth leader on the use of the internet e.g. length of time on the net, sites which you intend to visit, behaviour whilst online etc.

Chat Rooms

- Never stay in a chat room or conference if someone says or writes something which makes you feel uncomfortable or worried, and always report your concerns to your parent/carer or children's/youth leader.
- Check that any chat room you enter is regulated and run by a reputable company or organisation which monitors activity.

- Remember that Chat Rooms are 'public places' and that you may not know the true identity of anyone you meet in a chat room.

Emails

- Never respond to nasty, suggestive or rude e-mails or postings in Usenet Groups.
- When receiving emails delete attachments from strangers without opening them, they may contain viruses that can damage your computer. Make sure you know where files are from before you download them. They may also have viruses.
- Never send chain letters via the internet. Chain letters are forbidden on the Internet. Inform your parents/carers who can then notify your I.S.P. if you receive one.

Policies on the use of the internet

- Youth workers/children's workers are used to communicating with their groups via post and telephone call but what about email and text services? What about Internet Relay Chat (I R C) like messenger or AIM? Can youth workers counsel young people via email? These areas need addressing and procedures put in place.
- Youth and children's workers can play a vital role in the education of children and youth on safe surfing - it's about getting involved in where they are at. Help parents to do the same.
- Parents can be helped by showing them how to use parental controls. A number of internet service providers (ISP's) provide filters which govern whether certain sites can be accessed. There are also a number of pieces of software which will allow for this also such as Netnanny, Cyberpatrol or Surfwatch etc.
- Help children and young people draw up a set of rules for their use of the internet. One way of helping children with this is to use the analogy of the 'information superhighway'. In the same way that we teach children to cross the road, we can teach children how to safely use the superhighway and stay safe.
- Many churches are running cyber cafés, have their own web site. Workers communicate with young people using email. Churches therefore have a responsibility to help children and young people with safety tips. If you are providing web access e.g. cyber café, ensure that all users complete an internet permission form, including parental permission.
- Organisations should get their web site rated with the Internet Content Rating System (I.C.R.A.). Some filtering software will filter out content not rated by I.C.R.A. Parents can be helped to set up Microsoft's Internet Explorer and Netscape's Communicator browser software to filter content dependent upon the ICRA rating. Browsers used by I.S.P's such as AOL also have parental controls to ensure that only appropriate web sites are visited.
- Youth workers should ensure that any communication they have with young people is always public, not private. If workers are sending emails to young people e.g. to remind them of upcoming youth meetings, ensure that the church leaders are aware you are communicating with young people via email and that the parents are happy with this. The content should be 'public'. Ideally send group emails rather than individual emails.
- Chat rooms and instant message services - churches need to be aware of the potential dangers from these, especially if youth workers are communicating with young people

through them. Again keep everything public. Youth workers should keep to public areas in chat rooms and ensure that only moderated chat rooms are used.

- Instant messenger services are private by nature and care should be used if communicating with young people using this medium. There is the ability to save conversations as text files. Again churches should have protocols about the use of I.M. services.

Churches and organisations are addressing these issues to ensure that children are protected when using the internet. Good internet child protection is essential. In considering the above we can make the web a safer place for children to explore. The internet contains a rich and vast resource of material and is an excellent form of communication.

Managing Behaviour

From time to time, children and young people may present behaviour which is challenging both for individuals and for other members of the congregation or the group concerned. In such circumstances, behaviour perceived as disruptive may be the person's attempt to communicate. In every such situation, we have to make a judgement about what behaviour can safely and reasonably be tolerated, and what behaviour must be restricted or prevented for the safety of all concerned. It sometimes helps to have worked out and publicised some 'ground rules' for acceptable behaviour in any setting, and for church or group leaders to have worked out how they will enforce such ground rules.

What always constitutes unacceptable behaviour?

We all have different ideas of what counts as unacceptable behaviour from another person. The following behaviours, however, are never acceptable and should always be challenged and addressed whatever a person's age, ability or mental health:

- abusive or threatening behaviour;
- violence or risk of violence;
- misuse of drugs or alcohol on premises;
- someone under the influence of drugs or alcohol;
- harassment;
- racist behaviour;
- bullying;
- sexist behaviour;
- any other discriminatory behaviour.

Working with disruptive children and young people

If a child or young person is being disruptive:

- ask him or her to stop;
- speak to the child or young person to establish the cause(s) or upset;
- inform the child or young person that s/he will be asked to leave if the behaviour continues;
- consider at every stage calling the child or young person's parent or carer;

- warn the child or young person that if s/he continues to be disruptive, this may result in longer term exclusion from the group or activity;
- where possible, have a team strategy for handling disruption, such as engaging leaders of other groups taking place at the same time in management of situations;
- if a child or young person is harming him/herself, another person or property, then escort other children or young people away from the area where the disruption is occurring;
- at the same time, another worker should ask the child or young person to stop;
- if the request is ignored, warn him/her that you may call for additional help (e.g. the police) if they do not stop;
- if they do not stop, call the police or other appropriate professional help;
- in exceptional circumstances, you may need to restrain the child or young person to prevent them harming themselves, others or the property whilst you wait for the police;
- ensure that the parent/carer of both the child or young person, and any other child or young person affected by the disruption (especially a victim) are informed of the incident, as soon as possible after it has taken place;
- record the event as soon as possible after the incident, and inform someone outside the situation, preferably the incumbent or Parish Safeguarding Officer;
- after the incident, consider what longer term sanctions are appropriate regarding this child or young person, and what safeguarding steps regarding others in the group.

If necessary take advice from the Diocesan Safeguarding Manager or Children's or Youth Advisers.

Prayer with Children and Young People

Introduction

Prayer is and should be an integral part of our lives as Christians and of our fellowship together. Building a healthy attitude towards prayer is one of the greatest gifts we can give a child. We need to have the teaching and the practice going together. If they learn from a very early age to bring all of life's situations, difficulties, worries and joys to God it will become second nature to continue this throughout life. However, we need to be very careful how we teach and model prayer. Particularly if we are seeking to introduce children to praying for each other, to various models of prayer ministry or to ministering in the power of the Spirit.

In any work with children and young people there are some basic principles that should always be adhered to. The same should apply in any situation when we are praying with children and young people.

- Acceptance of them as individuals and of their views and questions.
- Respect for them and their wishes.
- Non-judgemental listening.
- Sensitivity to them, their situations and issues.

- Discernment.
- Patience.

It is advisable to ensure that all those who are involved in ministry teams have an Enhanced Criminal Records Bureau Disclosure. For those working with children and young people this should happen already, but it is now best practice for those working with vulnerable adults.

Praying with children

When praying with children and young people we must be aware of several considerations, and be aware of the consequences of not giving appropriate thought and consideration to them. We are teaching and helping children and young people discover and set in place patterns for prayer that will form the basis of their relationship with God through the coming years. We need to behave in such a way that we can build trust and respect and provide a model and understanding of personal and corporate prayer. We can also provide a model of praying for others that will be positive and helpful.

If prayer is an integral part of our work with children and young people then parents / carers should be made aware of this. For children whose families are members of the church family this will be easier, but it is no less important to ensure that non church parents and families are aware of this. It is also important that families know what form prayer will take.

Will it be:

- A prayer to open and close the meeting.
- Corporate recitation of prayers like the Lord's Prayer.
- A corporate prayer time led by the leader.
- Children joining in the prayer—either reading prayers they have prepared or in open prayer or writing prayer for display.
- Leaders praying individually with children if they ask for it.
- Invitations for prayer ministry.
- Children praying with and for each other.

If any family objects to their child being involved in any or specific examples of prayer their wishes must be respected. It will be important to explain to a child why you are not willing to pray with them when you may pray for other children. It may be most appropriate to ask the parents to do this or preferably to do it together. This will need sensitive and careful handling.

Guidelines for Prayer

There are some basic principles that are good practise for any time of prayer, but are especially important when praying with children and young people:

- Ensure the child is aware of what is going to happen.
- Ensure they are happy for this and want to pray with you.
- Make sure you are in an open area where you can be seen.
- Make sure there are 2 people praying with each child.
- Make sure that one of the pair is of the same gender as the child.
- Make sure the timing of the prayer doesn't make a child late leaving / getting home.

Pattern for Prayer

- Ask the child what they would like prayer for.
- Make sure you listen carefully to their reply.
- Ask questions for clarification to make sure you have understood.
- Don't attempt to interpret what they have said or give advice.
- Don't laugh or mock anything they might want to prayer for—it might seem trivial to us but be very important to them. Any negative reaction may cause untold damage to their willingness to bring concerns to God in prayer, or of their understanding of their value to God.
- Speak calmly, quietly, don't shout or get excited.
- If there is no specific request then simply ask God to bless them.
- Try to focus on the positives and not on the negatives.

Practical considerations

- All those on the Ministry Team must have an up to date Enhanced CRB Disclosure.
- Physical proximity—consider where you put your body in relation to them and their body.
- Height—do not stand to pray with a child, either sit or kneel, so that you are nearer the same height.
- Leave open space between you and the child, do not invade their private space.
- If you usually lay hands on someone when praying for them, think carefully before doing this with a child.

Consider:

- where will you place your hand, and what does this say? Is it controlling, domineering, restraining, inappropriate, etc.
- always ask the child if they are happy to be touched;
- agree where and how you will touch—e.g. hand on shoulder;
- ensure the child knows they can say no or ask you to remove the contact at any time.

- If you would usually use oil to anoint during prayer ensure the child is aware of this and understands the significance and make sure they are happy. If they have any concerns or reservations do not go ahead.
- If you are in a church which uses the gifts of the spirit in ministry be very careful to ensure the child understands exactly what is happening and is comfortable with it. Use of gifts like tongues when praying for a child may be very frightening and confusing. Also be very careful using words of knowledge or pictures as this may confuse or frighten the child.
- Use simple language, words and concepts that the child will understand and be familiar with
- Keep the prayers short and to the point
- Make sure you pray specifically for what the child has said, and don't seek to place your own interpretation onto it.
- Remember it is about God and the child not you!

- Remember that in the Bible prayer and gifts of the Spirit are always used to ‘build up and bless’ the people to God, never to damage or tear it down. ‘It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare people for works of service, so that the body of Christ may be built up.’ Eph 4v11-12.

General Considerations

- Always be alert to what a child may be trying to say. They may use a request for prayer to raise issues that are really concerning them.
- Do not use a time of prayer as an opportunity to offer advice—children are very susceptible and may be especially so if they are distressed.
- If you believe you have ‘a word from God’ for a child be very careful how you deal with this. It is most appropriate to go away and pray through this with another leader to be sure before sharing it with a child.
- Be very careful that you do not suggest in any way that a child should cease taking medication, or taking advice or support from other agencies they are involved with.
- Do not ever promise total confidentiality. If a child discloses abuse you will have to report it and deal with it. You may wish to set boundaries to what you can do and how you will deal with things.
- If a child wants prayer related to the talk or Bible reading, find out from them specifically what they want or what they have related to in the story. It probably won’t be the same as you have. Do you see a link between David and Goliath and bullying?
- If you have any concerns that a young person may need deliverance **always** seek appropriate advice, support and guidance. **Do not** attempt to initiate this ministry on your own and **do not** even suggest it to the child. Before taking any action consult the Diocesan Safeguarding Manager.
- Be very careful how you express things in both the teaching and any subsequent prayer. The borderline between ‘emotional abuse’ and ‘presenting the message fully’ can very thin. Anything that leaves the child frightened, confused, worried, is not helpful. If we try to ‘frighten them into the Kingdom’ when they are children, they will one day grow up and not be frightened any more. Loving them in will stay with them a lifetime.

As those working with children and young people we need to be aware of how Bible stories or sermons may bring to the surface specific issues in a child’s life, e.g. bullying, specific fears or worries. If something (Child Protection, bullying, etc) comes up in this way it must be dealt with. Of course we should pray with the child or young person, and seek to offer as much comfort and support as possible, but we must also take action.

If a child becomes upset or distressed whilst you are praying, stop praying immediately. Ask them what has upset them. It may be something specific, in which case you will need to find ways of dealing with the issues that have arisen, or it might be more general. It may be appropriate to change those who are praying with the child, or to change tack with the prayer. If the child remains upset it may be appropriate not to continue praying aloud with the child, but to wait with them until they calm down. It will be important to let them know

that you are not annoyed or upset and that they haven't done anything wrong. If there are no child protection issues it may be appropriate to talk to the child's parents and explain what has happened.

Some churches are considering 'prayer partner' type activity in support of children and young people and the work with them. Whilst this is excellent, care must be taken in how it is done, suggestions for good practice include:

- Keep it general—relating to activities within the group or issues that may be common to groups of young people—changing school, exams, etc.
- Do not name individual young people or refer to specific situations relating to individual young people.
- Clearly if a situation occurs that is well known in the church community—bereavement, accident etc. It would be appropriate to pray for individual young people by name
- Do not have pictures of young people.
- There can be potential dangers in linking individual young people with adults in the church—it is better to keep it general.

Prayer ministry

There are a range of models of prayer ministry, but there are broadly similar characteristics in the majority. If we are seeking to introduce prayer ministry into our work with children and young people we will need to ensure we have the same things in place as we would want to see in the 'adult church'. Broadly speaking we should be looking for:

- A theology.
- A model.
- Practice.

We need to make sure this is the same across the whole church, although the way of explaining it may be slightly different.

We should also make sure that:

- Any leaders who will be ministering to children and young people are training in prayer ministry and in how it relates to children and young people—details of training opportunities are available from the Safeguarding Registry.
- The children and young people receive teaching on prayer ministry and preferably something in writing to take away with them.
- If we want to introduce children and young people to ministering to each other that there is training for them and clear lines of accountability and supervision
- That the wider church is aware of what is happening and approve of it
- There are appropriate checks and balances in place to ensure no-one has the opportunity to abuse the situation—either intentionally or unintentionally
- It may be appropriate to model prayer ministry by having an adult and young person minister together to young people. The young person may learn from the adult and develop into best practice.

- It may be helpful, as part of the process to have times when young people minister to the leaders / adults in the church. This will give a very positive message about the place of young people within the church and establish praying for and with others as an integral part of church life.

Peer led cell groups

Increasingly churches are developing patterns of youth peer led cell groups. Care should be taken in how these are developed and the accountabilities and supervision that are established.

There should be:

- an agreement as to how prayer and ministry will be undertaken;
- regular training for those leading / undertaking ministry;
- an indication of what supervision there will be for those leading / delivering ministry;
- an agreed practice for ministry;
- a clear understanding of what ministry is and isn't;
- clear boundaries;
- an understanding of when it may be appropriate to refer the person to someone else;
- much support for those in leadership roles to ensure their walk with God is not damaged or adversely affected;
- an awareness that there can be a great temptation for some children and young people to see prayer and ministry as ways of getting attention.

Record Keeping and Personal Data

This guidance is based on the requirements of the Data Protection Act 1998, which is designed to protect the rights of people concerning information about them, known as personal data. It covers basic factual information and expressions of opinion.

What is a record?

Records include all information held either electronically (including e-mail correspondence) or in paper format, which include 'sensitive personal data' about an individual.

What is 'sensitive personal data'?

The following may be counted as sensitive personal data, but the list is not exhaustive:

- Personal details (home address, phone number, date of birth, health needs etc., including that stored on parish databases, and on registration forms for activities).
- Recruitment information for paid or voluntary worker posts (application forms, references).
- Criminal record details (Confidential Declaration forms, outcomes of DBS Disclosures).
- Employment information for paid and voluntary posts (contracts of employment, voluntary worker agreements, appraisal and supervision notes, details of disciplinary or grievance cases, equal opportunities monitoring information, health details, pay details).
- Photos, video or audio tapes.

- Consent forms relating to activities.
- Signed agreements with offenders.
- All logs of events or incidents, including entries in incident and accident books, and relating to specific allegations or concerns about a child or adult who may be vulnerable.

How should sensitive personal data be handled?

The Act establishes eight Data Protection Principles, summarised as follows:

- Its use is fair and lawful.
- It is to be used for specified purposes—individuals should be told in broad terms what you are going to do with the information before you use it, and given the opportunity to opt out of it being so used.
- The information is adequate, relevant and not excessive in relation to how it will be used.
- The information is accurate and up-to-date.
- It is not kept longer than necessary for the purpose.
- Individuals’ access rights to information about them is honoured .
- Information is kept securely.
- Information should not be transferred to any country outside the European Economic Area (EEA) without adequate data protection being in place.

Retention of Records

Appropriate boundaries may need to be put in place and maintained.

Type of Record	Retention
Application forms and recruitment Information for unsuccessful applicants	1 year
Employment information for paid and voluntary workers	6 years after the person leaves post
Registration Records, Parental Consent Forms for activities no longer running or children who have left	6 months following departure/closure
Confidential Declaration forms and correspondence relating to CRB Disclosures	Indefinitely
Child welfare concerns that have been referred to statutory agencies. Including disclosures from a child or information from a third party, and concerns about a parent/carer.	6 years after the last contact with child unless any of the exemptions apply (see below), or if the church is required to comply with any other statutory requirements

<p>Child welfare concerns that are not necessary to refer to statutory agencies. A record of the concern and the outcome should be made. Examples include: a child who has been bullied, a distressed child where the distress has been found to be unrelated to child abuse.</p>	<p>Destroy 1 year after the child concerned stops attending.</p>
<p>Concerns about people (paid or unpaid) who work with children or young people for example, allegations, convictions, disciplinary action, inappropriate behaviour, breaches of the code of conduct.</p> <p>A record of the behaviour, the action taken and the outcome should all be recorded.</p>	<p>Personnel files and training records, including disciplinary records should be retained for 6 years after employment ceases. However, the records should be retained for a longer period if any of the following apply:</p> <ul style="list-style-type: none"> ▪ A child has, or may have been harmed ▪ The adult possibly committed a criminal offence against or related to a child ▪ The adult behaved towards a child adult in a way that indicates s/he is unsuitable to work with vulnerable groups ▪ In such circumstances records should be retained at least until the adult reaches normal retirement age, or for 10 years if that is longer
<p>ALL SAGFEGUARDING RECORDS</p>	<p>INDEFINITELY</p>

Recording Guidance

Introduction

Good record keeping is an essential part of safeguarding. Records should use clear, straightforward language, be concise, and accurate so that they can be understood by anyone not familiar with the case. They should clearly differentiate between facts, opinion, judgements and hypothesis. Jargon should be avoided. Where 'technical' terms are used these should be explained – eg. Lady Chapel, Sacristy, etc.

In the church context, records are needed in order to:

- Ensure that what happened and when it happened is recorded.
- Provide a history of events so that patterns can be identified.
- Record and justify the action/s of advisers and church workers.
- Promote the exercise of accountability.

- Provide a basis of evidence for future safeguarding activity.
- Allow for continuity when there is a change of personnel.

Principles of a good safeguarding recording

The Data Protection Act 1998 requires:-

Proportionality – all work must be recorded with the minimum necessary bureaucracy, avoiding where possible repetition of written information.

Accountability – recording practice must comply with legislation, case law, professional standards / codes of practice and guidance.

Transparency – where information in a case record is classed as personal data pursuant to the Data Protection Act 1998 it is likely to be available to those about whom it is written, in accordance with the provisions of that Act (unless one of the exemptions apply). In any event, it is good practice for the information contained in the records to be available to the subjects of those records, whenever it is safe and possible to do so.

Accessibility – the written record is a vital tool and should be accessible to those who have a need to know this information. As an example, this means that the safeguarding adviser must ensure that an authorised individual from within the church is able to access the safeguarding records in the event that the safeguarding adviser is absent or otherwise unavailable.

Accuracy – the subjects of these records are entitled to expect that the safeguarding adviser's records are accurate. Under the Data Protection Act 1998, it is a requirement that personal data is accurate and where necessary kept up to date. Bear in mind that making such records accessible upon request (where it is possible to do so) is a good way of ensuring this accuracy.

Security – Records should be stored safe from loss, theft, damage and inappropriate access or onward disclosure. In an age of digital storage and exchange of information, this requires additional care, (see section 6 below entitled 6."Safeguarding Records: Storage, access, confidential emails / archive / retention policy / and working with the statutory sector").

What should be recorded?

All allegations, disclosures, concerns about the behavior of an individual should be recorded.

The following approach may be helpful in considering what should be written:

A written record of the event or conversation should be made as soon as is practicable (after the event or conversation but always within 24 hours.) As far as possible use the words actually used by the person telling you.

- **Who** is it about? (the names of all key people including any actual / potential witnesses)
- **What** happened? (use exact quotes where possible, in quotation marks)

- **How** did it happen? (for example, if someone is alleged to have assaulted a child, did they use an implement? Or was it a kick? Or a hit?)
- **Where** did it take place?
- **When** did it take place?
- **Why** did it happen? (this allows you to record any explanations offered to you by the people involved. It is not the place for your own analysis.)
- **Which** referral route did you follow?
- **Recording what did happen next and the checks made to ensure effective follow up** (did X do what they said they were going to do)
- **Include the views / perspective of the child or vulnerable adult**

- **Records must always be dated and the author identified.** Print full name as well as a signature.

Storage, access, confidential emails / archive / retention policy

What follows are key points about managing safeguarding records

- Safeguarding records should only be seen by those who need to have proper access to them.
- Paper files should be contained in a lockable fire proof cabinet.
- Electronic files should be password protected and backed up regularly. A secure server is preferable. Systems should be virus protected. Data must never be stored on pen drives or other removable media unless encrypted

Safeguarding Recording Form

This form should be used to record all safeguarding concerns and issues.

1. Your details

Date	
Name of Church	
Your Name	
Your phone number	
Your Address	
Your Role	
Is this something you witnessed or that you were told about?	

If told – who told you? Include name, address and phone number, role.	
---	--

2. Details of subject of concern / person at risk

Name	
Date of Birth	
Address	
Phone number	

3. Case type

Child	
Vulnerable Adult	
Domestic Abuse	
Other	

4. Contact details of parent / carer (if appropriate)

Name	
Address	
Phone number	
Relationship to subject	

5. Details of person causing concern the person about whom there are allegations / disclosures / concerns about behaviour

Name	
Date of Birth	
Address	

Phone number	
Role in church	

6. What is the relationship / contact between 2 and 5 above

7. Details of concern / disclosure / allegation

8. What actions have been taken so far?

Signed:

Date:

RECORDING FORM COMPLETION GUIDANCE

This form should be completed for all disclosures / allegations / concerns raised in respect of Safeguarding. It should be completed by the person who received the disclosure / observed the behaviour or who referred it. See relevant Guidance Manual for specific information.

It can be completed on line or printed and used in hard copy.

Guidance on completing form

Section 1 This should be the details of the person completing the form. If you did not witness / hear this please include their details.

Section 2 This section should include the details of the person experiencing the abuse or being at risk of harm. If you don't know their DoB an estimate of age is helpful.

Section 3 Indicate what the concern etc relates to

Section 4 Please include details of the child's parent, or the carer for the vulnerable adult – if relevant. If the person is in residential care include name and address of organisation/ home

Section 5 This should relate to the person against whom an allegation has been made or whose behaviour is the cause of concern. If you don't know the full details give as much information as possible – an estimate of age, general area they live, etc.

Section 6 What is the relationship or link between the subject and person causing concern. What situations do they have contact in. Any information that indicates how a relationship or situation that allowed the behaviour occurred.

Section 7 Ensure as much detail as possible about the allegation / disclosure / concern is given. As far as possible use the words used by the person telling you. Include dates / times / locations and details of any witnesses. If the person telling you (or you) made a separate record / notes then put a summary here and refer to full notes and attach to the document.

Section 8 Include all detail of the actions taken – referral to DSA/police/etc

The completed form should be sent to the Diocesan Safeguarding Manager.

You should retain a copy securely stored indefinitely.

If you do not have all the information do not let that delay you in making the referral.

Identifying Risk In Youth and Children's Work

A risk assessment takes place when you look carefully at what could be dangerous and possibly cause harm to people, (this is also known as a hazard) and see how this can be prevented. By identifying the danger you can look at what is already in place to prevent anyone coming to harm, and also look at what else could be done or put in place.

A hazard is anything or anyone that could cause harm e.g. high stacks of chairs, uneven floors, unsafe electrical equipment, blocked fire exits, lack of fire escape signs, missing light bulbs, overfilled cupboards, high shelves, loose carpets, toxic paints, chemicals etc. horseplay, unknown workers (paid or volunteers), working in unsupervised situations, lifts in cars, challenging behaviour, smoking and drinking etc.

A risk is the chance great or small, that someone will be harmed by the hazard.

Five Steps to Risk Assessment

There are 5 things you need to do to carry out the risk assessment, they are:

Step 1- Identifying hazards/dangers.

- Walk round the building/venue looking out for things or situations that could be reasonably expected to cause harm.
- Ask other people about what they think could cause harm.

Step 2- Who might be harmed/vulnerable and how could this happen.

- Young People
- Children with special needs
- Children
- Visitors/Parents
- Activity Leaders/organisers
- Members of the public
- Staff and Volunteers

Step 3- What are the risks? What can be done to remove or reduce them?

- How likely is it that the hazard could cause harm?
- Are there any existing precautions in place? Are they enough?
- What else can be done to reduce the risk, control or remove the hazard/danger?
- Think about how harmful the risk maybe - high, medium or low - both before and after you have taken action to reduce the risk.

Step 4- Write down your findings and what you need to do.

- The record will show that a proper check has been carried out.
- Each hazard should be recorded, including an assessment of the risk, recorded as either high, medium or low.
- Any action taken should be recorded (next to the hazard), showing the date and the name of the person carrying out the remedial action.
- Once action has been taken, the level of risk that the hazard presents should be low.

Step 5- Revise and evaluate your risk assessment regularly.

Risk Assessment Tool

Risk Assessors can either use the quantitative method (numerical) or qualitative (L,M, or H).

Risk level = severity x likelihood

		Severity		
		Slight L (1)	Serious M(2)	Major H(3)
Likelihood	Seldom L(1)	L	L	M
	Occasionally M(2)	L	M	H

Frequently H(3)	M	H	H
--------------------	---	---	---

Risk level = (1-2) L – Low; (3-4) M – Medium; (6-9) H – High

Risk level	Action and Timescale	
Trivial (1)	No action is required to deal with trivial risks, and no documentary records need to be kept (insignificant risk).	LOW
Acceptable (2)	No further preventative action is necessary, but consideration should be given to cost-effective solutions, or improvements that impose minimal or no additional cost burden. Monitoring is required to ensure that the controls are maintained.	
Moderate (3-4)	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.	MEDIUM
Substantial (6)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, the problem should be remedied as quickly as possible and certainly within one to three months.	
	Work should not be started or continued until the risk level has been reduced. Whilst the control measures should be cost-effective, the legal duty to reduce the risk is absolute. This means that if it is not possible to reduce the risk, even with unlimited resources, then the work must not be started or must remain prohibited.	HIGH

Special Needs

In this context Special Needs is used in the widest terms. It should be taken to include all possible Special Needs – physical disabilities, learning disabilities, emotional and/or

behavioural problems, mental health difficulties, etc. There are a huge number of specialist organisations working either generally with special needs and disability or focusing on specific disabilities. It is good practice if a child or young person with a special need is involved in a group to find out as much as possible about the special need or disability. These organisations will be able to provide information. The carers and or family will usually be very keen to support you in working with their child and may be consulted about concerns or issues.

Children and young people who have special needs can be subject to all forms of abuse. In reality children with special needs are at greater risk of sexual abuse. We need, therefore, to ensure we take all possible steps to protect these children.

The definition of what constitutes abuse is wider for children with special needs – (for example it may include force feeding, financial abuse, over medication, segregation, etc.)

There are some areas of difficulty we need to be aware of:

- By virtue of the nature of a number of special needs it can be difficult to determine whether a child with special needs has been abused – for example, because of communication difficulties.
- Children may have difficulty in understanding what has been said to them, or in expressing themselves, their concerns or experiences, in ways that others understand.
- The majority of children may experience difficulty in communicating experiences or fears which they may not fully understand or for which they don't know the appropriate words. This may be even more the case for children with special needs.
- The person communicating with the child may not possess the appropriate personal communication skills – appropriate spoken and non verbal communication or specific forms of communication such as sign language, Makaton, etc. It may be appropriate, if there are concerns, to explore how this expertise may be made available.

There are a number of reasons why children with special needs are more vulnerable to abuse:

- Children with disabilities / special needs tend to have more physical contact with a range of people than those who do not have disabilities / special needs – therapists, care workers, etc. They may also need and be used to a higher level of personal care and are, therefore, more used to people touching them in ways that other children of a similar age would not be.
- Attitudes play a key part – if we believe that a child with a disability or special need will not be sexually abused because they are seen (or we see them) as a-sexual, we are being both naïve and at risk of neglecting our duty of care.
- Some abusers will target children with disabilities / special needs because of the difficulties with communication they know are present and feel there is less probability of being found out.
- Children with learning disabilities are also at risk as they may be viewed as having less understanding and may be easier to 'manipulate'.

The whole area of 'sexuality' is difficult for children and young people with special needs and those who care for them. Most young people feel confusion and uncertainty for those with special needs these may be much greater. In many cases they will go through the same process of awakening sexual feelings as young people without disabilities, but will experience a greater level of frustration as they are limited in their opportunities to explore these feelings.

This may again make them more vulnerable to those who may abuse them – we must remember that it is not only adults who sexually abuse children and young people, a proportion of abuse is carried out by 'other young people'. Within a youth group setting we need to be vigilant for any indication that an older/another member may be sexually abusing a young person with special needs.

In attempting to explore or come to terms with their developing sexuality and sexual feelings and responses young people with special needs may behave in ways that are sexually inappropriate to other children and young people or adults. Church activities are a situation in which this may occur. If we have children and young people with special needs in our groups we will also need to ensure that we are able to help them deal with these situations constructively – both for themselves and for others in the group.

Youth Churches and Youth Cells

Many parishes are developing innovative ways of working with young people. This may include encouraging young leaders and encouraging groups or cells that operate without adult participation and meet in private houses. The leaders must observe good practice and the parish code of safer working practice. Some matters to consider:

- Under the Children Act 1989 young people do not become adults until their 18th birthdays.
- Any activity taking place without adults present should be agreed with the incumbent and PCC and regularly monitored by the Parish Safeguarding Officer.
- Parents should give consent for a young person to join a group where an adult will not be present.
- All adult youth workers whether paid or unpaid should be supervised in this work and should not undertake it alone.
- Groups meeting without an adult present should always take place in premises, whether church premises or a home, where there is an adult nearby.
- Peer mentoring partnerships, prayer partners etc, that is any two people meeting together either two young people or a young person and an adult should meet where there is another adult nearby who knows that the meeting is happening.

- Both groups and partnerships should operate under clear ground rules agreed by the leaders and the participants.
- Mentoring/sponsoring partnerships should be of the same sex.
- Any adult mentoring/sponsoring a young people should be properly recruited and apply for a Disclosure and Baring Service disclosure at the enhanced level.

- The youth worker responsible for the activities should meet with the young leaders regularly and attend the groups/partnerships on an occasional basis.
- All youth workers and young leaders should be given child protection training. They should be aware of the power imbalance possible in such groups and guard against it.

Mixed-age cell or home groups should include members named and recruited as responsible for safeguarding young people in the group.

Role Guide Parish Safeguarding Officer

This document is an example of what a Safeguarding Officer Role Guide may look like. The PCC will need to adapt this to ensure it fits the role agreed with the post holder in the Parish.

Name of church - takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Diocesan Safeguarding Manager

Thank you for agreeing to take on the vital role of Parish Safeguarding Officer. This is a key role in ensuring all church activities maintain the highest possible standards of Safeguarding.

You have been appointed by the PCC to the role of Parish Safeguarding Manager for the Parish / Benefice of

You are accountable to the PCC for the management of Safeguarding in the Parish / Benefice. In cases of absence has been appointed as Deputy

Any expenses incurred in fulfilling these duties will be reimbursed.

Key Tasks Agreed Between Post Holder and PCC:

1. Management of DBS process in the parish – including:
 - working with all group leaders to identify which roles require a Disclosure
 - verifying the identity of applicants
 - Ensuring form completed correctly
 - sending forms to the Diocesan Safeguarding Registry
 - ensuring all applicants make their Disclosure available for inspection when received
 - informing the Diocesan Safeguarding Registry of Disclosure information
 - ensuring the Diocesan Safeguarding Registry is immediately informed of all blemished disclosures
 - maintaining a register of Disclosures / dates / etc.
 - ensuring rechecks are carried out
2. Ensuring appropriate policies are in place and procedures for all activities.
3. Ensuring policies and procedures are reviewed annually.
4. Ensuring the needs and wellbeing of children, young people and adults who may be vulnerable are kept in focus when decisions are being made.

5. Working with the Incumbent and DSA to manage known offenders attending the church or any of its activities.
6. Any other tasks as agreed with the PCC.

Regular training is provided by the Diocese – any expenses incurred in attending these courses will be reimbursed by the PCC

4 P's PLANNING FOR SAFETY WITH CHILDREN AND YOUNG PEOPLE

PREMISES

- **Risk assessment**
 - Appropriate for age & ability
 - Well lit (inside & out)
 - Chairs & tables
 - Access to kitchen
 - Toilets – access & supervision
 - Plugs wire etc.
 - Heating guards
 - Entrances & exits secure – in & out
 - Storage of cleaning etc materials

- **Maintenance**
 - Process for repairs & cleaning

PEOPLE

- 😊 **Recruitment**
 - ✓ Application form
 - ✓ Assessment/Selection process
 - ✓ References/DBS

- 😊 **Job Description / Role Guide**

- 😊 **Supervision & Support**
 - ✓ Contract / Agreement
 - ✓ Training provision
 - ✓ Accountability (Who is in charge)
 - ✓ Annual Review
 - ✓ Handling complaints

- 😊 **Vigilance**
 - ✓ Teamwork
 - ✓ Personal safety

PRACTICE

- **Risk assessment**
 - Appropriate activities for age/ability/environment
 - Clearing up & leaving
- **Number of Leaders**

PROCEDURES

- ✦ **Written CP Safeguarding & Staying Safe guidelines**
- ✦ **Registration/Consent/Agreement**
 - Basic member documentation

- Staffing ratio. Minimum of two
 - **Behaviours – Expectation – Management**
- Drink; Drugs; Personal relationships
 - **Travel**
 - **Insurance**
 - **Emergency**
 - Fire Procedures & Drills
 - First Aid training & Equipment
 - **Internet Safety**
 - **‘Out of club’ contact**
 - **Communication with parent/carers**

- Attendance register
- Forms & consents for visits/photographs/residential
- ✦ **Incidents & Record Keeping**
- Incident Review Book
- ✦ **Confidentiality**
 - Location of record
- ✦ **What happens if ...**
 - Illness or accident – recording
 - Concerns or allegations (young people or staff)
 - Disclosures

Managing Offenders

Theological Reflections

Belief

We believe that:

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 fulfilled by God's re-creation of us in Christ. This implies a duty to value all people as bearing the image of God and therefore to protect them from harm. Christ saw children as demonstrating a full relationship with God. He gave them status, time and respect.

Every person is equally precious to God. Individuals who experience abuse often experience a loss to their identity and worth; there may be shame and a misplaced sense of guilt. The Church should be a place where men, women and children, including those who are hurt and damaged, may find healing and wholeness. It is our calling to be agents of healing and recovery in a way that enables all who have experienced abuse to lead lives with dignity in a context that is as safe as possible. It is about speaking words of peace. It is communication of 'shalom'; that is, of justice, healing and peace for the whole of the individual, as well as for the community.

God is present and at work in the world in many ways. A Church empowered by the Holy Spirit is especially a place where the wonderful character of God is manifested. The Church is called to witness to that truth. As individual Christians and as part of the Church, our vocation is to reflect the character of God. We are called to welcome and care for the oppressed, the marginalized, and the victims of injustice. Safeguarding good practice concerns the development of safer expressions of care to all and underpins the love and welcome of God for all people.

Justice is part of the outworking of love. The Church must hold in tension concerns for both justice and compassion. Nevertheless, those who have experienced child abuse have sometimes found an unsympathetic hearing. They may be disbelieved, discouraged and damaged further. Some people may side with the alleged perpetrator. This occurs in all parts of society, but it is particularly hurtful when it occurs within the Church. Such actions compound the sense of injustice that many feel. In answer to the question 'What does God require of us?' the need to act justly is set alongside the need to love mercy and to walk humbly with God (Micah 6.8).

Many who have experienced abuse as a child consider that mercy towards those who have abused is set above the need for the victims to be enabled to find justice. Both are essential. In creating humankind God made us to be together, to live in community. When one suffers we all suffer. We are all made poorer by every incidence of child or adult abuse as by all sin. In finding the grace to act righteously towards those who suffer, we also experience transformation through grace. We become better people and our churches become safer places for all. Similarly, offenders may also be assured that they are precious to God, and find healing and wholeness. Because redemption and the possibility of forgiveness are central to the gospel, the Church is not only well equipped to assist in the rehabilitation of

offenders but is also challenged by the issues their presence raises for us. The Church is part of a society where collusion with violence in families, emotional abuse or certain taboos on sexual abuse often holds sway. It is our calling to hold on to both justice and grace and to build safer church communities, often in challenging circumstances. Church people have sometimes required those who have suffered abuse to forgive. We need to understand forgiving and receiving forgiveness as lifelong processes.

Our congregations can be a refuge for those who have perpetrated abuse but are seeking help in maintaining a non-abusive way of life. We have also to be aware that some who abuse may see church membership as an opportunity to be close to children or vulnerable parents in order to continue their abusive patterns of behaviour. Experience shows that whether penitent or not, those who abuse need support in taking responsibility for their own actions and in stopping their abusive behaviour: in addition, the vulnerable need protection from them. The genuine penitent will accept the need for careful arrangements, including some restrictions, for his or her return to church fellowship. This is in line with the Church's realistic understanding of sin and its effects, and the Church's responsibility to love all God's people.

The Gospel accounts remind us of Jesus' humanity and vulnerability throughout his life. He gave up all but the power of love. He gave up wealth, security and status. He listened to and ministered to those who were powerless and vulnerable; he appointed fallible and weak disciples who needed to discover their limitations and find strength by living in God's grace with each other. Those who are humble and vulnerable themselves are often gifted with a ministry with those who are most in need, including with children and adults who have suffered. There is a challenge for the Church to encourage ministry, service and leadership in ways that promote discernment of one's boundaries and limitations, reliance on God and our brothers and sisters in Christ, thus developing compassionate, collaborative and enabling ministries which value careful listening to all.

Child abuse is a sin and a scourge on individuals, on our Church and in our society and we must name it as such, doing everything we can to prevent it. We are to nurture children as fully as we can in Christ's name.

A Christian approach to safeguarding children will therefore expect both individuals and communities to:

- Create a safe environment for children, young people and their families
- Act promptly on any complaints or allegations made
- Care for those who have been abused in the past
- Minister appropriately to those who have abused
- Provide opportunities for healing and flourishing
- God's mission is a message of good news to love and welcome the poor and marginalized.
- The church must take seriously both human propensities to evil but also the god-given resources of goodness:

- *Genesis 1* makes it clear that we are all – be we children, young people or adults, male or female, - made in the image of God. We are all entitled to respect and dignity and to be treated equally
- *Psalms 139 v 13 – 18* – God knows each one of us. He was there when we were being formed. He knew us even before we were born. God made us. God knows us. God loves us. If we are that important to God we should place that importance on each other.
- *Matthew 18 v 1 – 6* offences against children are viewed very seriously by Jesus.
- *Matthew 19 v 13-15* – makes clear the importance Jesus placed on children. They were of at least equal importance to adults, arguably their position is elevated.
- *Mark 9* – indicates Jesus' emphasis on the special position of children.
- In *1 Corinthians 12* Paul's analogy of the body charges us to pay special attention to those parts which are weaker or more vulnerable. Children and young people are weaker in every respect – physically, socially, emotionally and, therefore, are due special care from the Body of Christians. It is not enough to treat them equally, but it can be deduced from *1 Corinthians 12* that they should be treated with special care and attention and protection.
- *Matthew 18 v 6 - 7* is clear about the punishment awaiting those who cause others to stumble or damage their faith.

The way in which children and young people are treated and viewed in general within the church will impact on protecting them. Churches must recognise that children and young people are parts of the body of Christ. An environment where they can speak and be listened to must be created. Where they are believed and taken seriously.

It is simply not accurate or acceptable to view and treat children as 'the Church of tomorrow'. They are the Church of today. For Jesus children were highly important and valued in their own right.

Let me share with you a story which details an account of sexual abuse and the subsequent effects on the victim and family. It makes clear the devastating impact of these offences. The basis of the story is:

The father of the family had several wives and fathered children with each of them. One of the sons became infatuated with his step-sister. Aided and abetted by a friend he concocts a story to be alone with her. She totally rejects his advances but he is determined to have his way and rapes her. Her father and full brother are angry but don't actually do anything to address the issue. Her brother allows her to move into his home, but he basically tells her 'to forget it and put it behind her'. She lives a life of pain and despair. Eventually this brother tricks the half-brother and takes revenge by killing him. He is then ostracised by the family.

This story conveys the main components of the experience of many who are abused:

- She was abused in her own home
- Her abuser was someone she knew and trusted
- Her innocence was stolen
- The abuse changed the course of her life
- The abuser used lies and denial rather than accept responsibility
- The family tried to cover up and minimise what had happened
- The family took no action against the abuser
- Eventually one of the family takes matters into their own hands and commits murder
- The family is further damaged as he runs away

This is an all too familiar pattern today.

But this story happened about 3,000 years ago – the story is in *2 Samuel 13*. The father is King David, the victim Tamar, the abuser Amnon and the murder Absalom.

As a Church we cannot follow David's line and take no action.

Myths About Child Sexual Abuse

1. MYTH

It is sub-cultural and the norm. In families like these incest is really just a way of life. (Be the 'like this' determined by race, religion, colour, nationality, socio- economic, or whatever.)

REALITY

There is no clear evidence of whether sexual abuse is more frequent in certain ethnic or socio-cultural or socio-economic groups. However, even if there is a greater frequency, there is no evidence that the effects on the victim are any less severe.

2. MYTH

It's happening all the time, and has done forever. It doesn't really do any harm; it's just all the hype that makes people worry about it.

REALITY

The first part of the statement is true, people have been sexually abusing children for generations, and estimates suggest 1 in 10 people are sexually abused as children. The fact that it is common does not minimise the traumatic and damaging effects. If I have a heart attack it doesn't take away the pain or the long-term damage to know that heart attacks have been around since the Fall and that 20% of the population will have a heart attack at some point. It doesn't matter whether the victim is the only child to have ever been sexually abused, or one of many, the pain and damage are the same.

3. MYTH

Boys are never sexually abused

REALITY

Evidence indicates that boys are just as likely to experience child sexual abuse as girls

4. MYTH

We have no need to be concerned about women as they never sexually abuse children.

REALITY

Although it is true that more men than women are convicted of sexually abusing children, women do sexually abuse children (both boys and girls) and are convicted. Unfortunately, when a woman is accused of abusing a boy it is often regarded as being less serious as 'it is every boy's fantasy to be seduced by an older woman'. The trauma and damage to a boy abused by a woman can be just as severe as a girl abused by a man. A number of high profile cases have demonstrated this.

5. MYTH

The victim made the allegations in a very hesitant way, and this suggests they are not telling the truth.

REALITY

It is very likely the person will have been groomed; often the victim is very frightened about the possible consequences of making the allegations. (The abuser may have threatened them, or told them terrible things will happen if they disclose the abuse).

The victim will also be worried about the response of the person they tell - will they be believed, will they be punished, reprimanded? Hesitancy and vagueness will make it easier for the victim to draw back should they receive a negative response. It is more about testing out the listener.

6. MYTH

He / she is making this up to get at his / her father / stepfather / uncle / mother etc.

REALITY

False allegations are very rare and are usually linked to something much bigger. In the vast majority of cases if someone goes so far as to make an allegation against a close family member the allegations are usually true.

7. MYTH

The abuser has left the family, so there is no need to take any action.

REALITY

The fact that the abuser has left the family is no reason not to take action and report the abuse. The abuser may return to the family. Other children may be at risk from the abuser in his / her current location. The fact that the abuser has left does not change the damage that has been done or negate the need for help and for justice.

8. MYTH

It wasn't serious abuse. The child has only been touched he / she will not have any real problems.

REALITY

There is no evidence to suggest a link between the nature of the abuse and the degree of damage and trauma caused. Each person reacts differently and the effects will be determined by the individual. Some people experience as much trauma from being touched as others do from rape.

9. MYTH

It was a stranger and a one – off event, so there's probably no long-term serious damage.

REALITY

There is no evidence to suggest that a one-off abuse or abuse by a stranger is any less traumatic. The trauma and damage may be different but it is just as severe. To suggest it isn't may feel like additional abuse.

10. MYTH

There's no point in offering help to victims of child sexual abuse, since talking about what happened will only stir up painful memories and open old wounds. It is much better to let things lie.

REALITY

Virtually without exception victims of child sexual abuse report that they desperately wanted an opportunity to talk to someone about what happened, to be listened to and taken seriously.

11. MYTH

If something happened years ago it really won't serve any purpose to dredge it up and

prosecute the abuser now.

REALITY

This runs the risk of colluding with child sexual abuse. It suggests that the abuser can get away with it if they can persuade the victim to keep quiet while they are young. It may add to the trauma of the victim who has finally found the courage to disclose the abuse and seek help. There is also the possibility that the person may now be, or may in the future be abusing, other children or young people.

12. MYTH

If a person has served his / her time in prison and been released they should be welcomed back into the Church and the matter should be forgotten and they be allowed to take up any position they wish within the life of the Church.

REALITY

It is correct that the Church should be welcoming to those released from any form of prison sentence and should seek to find ways to help and support them on their spiritual journey and to find God's strength to overcome former lifestyles. However, the protection of children and young people remains paramount. The ex-offender must agree to a course of action that will not bring him / her into contact with children and young people and must not undertake any work in or for the Church working with children and young people. (Would you ask a recovering alcoholic to run a pub for 2 months while the landlord went on holiday?)

13. MYTH

This whole thing has turned into an industry. Counsellors and psychiatrists encouraging people to discover repressed memories and leading them to create a whole story of abuse is keeping them rich. Surely it either happened and you remember it or it didn't?

REALITY

Repressed memories do not just happen in cases of child abuse. There are many cases of other sorts of trauma being impossible to deal with so the victim forces it into the subconscious, for it to resurface many years later, when triggered by some (often unassociated) event. Whilst there may be some unscrupulous counsellors etc. the majority are not.

14. MYTH

The way some young people dress and behave, they look and act much older than they are, and can lead people on. It isn't fair to blame the older person if the young people instigated the activity.

REALITY

It is always the responsibility of the adult to ensure that relationships are appropriate and boundaries maintained. It is no excuse to say the young person was to blame. In any circumstance it is a betrayal of trust.

15. MYTH

Children are very resilient; they bounce back from all sorts of things. Child Abuse isn't the end of the world, particularly if there was no violence involved. Given a bit of time it will be forgotten.

REALITY

Evidence indicates that all child abuse has an effect on the victim. Whilst they may recover from any effects of the physical act, abuse is about far more than the actual physical act. It won't just be forgotten.

16. MYTH

Internet pornographic images of children are not so bad – especially if it stops someone actually abusing a child.

REALITY

For every image on the internet a child has been abused. The more people access such sites the more demand will be generated for such images and the more children will be abused. Those who are abused and images made often find the fact that these images will probably always be available on the net the most difficult thing to recover from. There can be no closure. We now no longer use the term 'child pornography' but refer to this material as child abuse images or indecent images of children—as this is what they are.