

The Parish of St Mary, Wistaston with St Luke, Willaston Within the Diocese of Chester

Referred to in this document as St Mary's & St Luke's

Parish Child Protection Policy (March 2010)

St Mary's & St Luke's Child Protection Co-ordinator is Sue Squirrel

Introduction

This Child Protection Policy relates to all groups and organisations run and organised by St Mary's & St Luke's who have responsibility for working with children from 0-18 years and vulnerable adults on and off the premises.

It follows the guidelines set out in Safeguarding Children Policy and Procedures 2008 (Chester Diocese) (SCPP2008) which is based on House of Bishops' Child Protection Policy, "Protecting all God's children" House of Bishops (2004), and "Working Together to Safeguard Children" A guide to inter-agency working to safeguard and promote the welfare of children (2006).

St Mary's & St Luke's PCC takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to its care. Each of us has a responsibility to prevent the physical, sexual and emotional abuse of children and young people. We must also report any abuse or suspected abuse if discovered. (*see Appendix 1 for a definition of Abuse*).

The Rector, along with the Child Protection Coordinator, shall act on behalf of the PCC as far as day to day matters and recruitment of Leaders/Volunteers are concerned and will keep the PCC informed as appropriate.

At the time of writing this policy full details of the Independent Safeguarding Authority's Vetting and Barring Scheme are not available. However, the PCC will adopt Diocesan guidelines as and when available. From documents available this should come into effect for all new and renewed applications from July 2010.

This policy will be reviewed annually and will be presented to the PCC, with any necessary amendments, in March of each year and a record of that should be written in the minutes of the PCC. At the following Annual Parochial Church Meeting the policy on page 26 of SCPP2008 shall be read out and a record of that should be written in the minutes.

Who needs a CRB Disclosure? (Pg 16 SCPP2008)

Any person who is regularly caring for, training, supervising or in sole charge of children and/or young people is a potential risk and will therefore require a CRB disclosure. Any decision to seek a CRB disclosure should be made carefully and the decision to check individuals made because there is a strong and demonstrable reason for doing so not "just in case". It should be based on an assessment of the risk that is posed by the particular individual in the circumstances and settings under which they will operate.

Examples of positions in church where there is likely to be a need for a CRB disclosure

include: Crèche leaders, Sunday School teachers, Youth leaders, Choir leaders, Organists, Bell captains, Leaders of Holiday Clubs, Children's Advocates, Churchwardens (*who may be approached by children for help because they are seen to be in a position of responsibility*)

Those who are unlikely to need a CRB disclosure

Volunteers who help with support activities at holiday clubs and crèches (eg helping with refreshments, clearing up) who will not be left in sole charge, Someone playing the part of Santa Claus at a Christmas event, PCC members who do not work with children or young people.

It should be noted that PCCs are not defined to be Children's Charities, so its members are not required to seek CRB checks merely because they are charity trustees.

Objectives

- a) To keep all children and young people, and those who work with them safe from harm.
- b) To try to ensure that every child entrusted in our care is never subjected to any form of abuse by church members.
- c) To know the procedures to follow, in the event of any concern about a child's welfare, or, if there are complaints/allegations of abuse made within or without the church organisation.

Criminal Records and Independent Safeguarding Authority Procedures for Leaders and Volunteers as identified on page 16 of SCPP2008.

1) New Leaders/Volunteers

- a) All potential new leaders will be required to complete the Application and Declaration Form (sections A & B) pages 8 & 9 of SCPP2008. Two Referees will be required and an appropriate interview by the Rector will take place.
- b) The Child Protection Coordinator will write to the two Referees using the letter on page 10 of SCPP2008 requesting a reference using the Answer Form for Referees on pages 11 & 12 of SCPP2008 and will pass the completed forms, once received, to the Rector.
- c) The Child Protection Coordinator will obtain a Criminal Records Bureau (CRB) Disclosure via Chester Diocese. The response to this will go directly to the Rector.
- d) If the role requires it, the Child Protection Coordinator will apply for an Independent Safeguarding Authority (ISA) (from July 2010) check against the specific post and will inform the Rector of the outcome.
- e) Once a satisfactory CRB Disclosure and ISA check have been received, along with two suitable references, the person can be appointed using the Volunteer Agreement on page 13 of SCPP2008.
- f) The Checklist on page 14 of SCPP2008 will be used The Child Protection Coordinator to record and monitor the progress of any application. Once completed, this form will be passed to the Rector.
- g) All records are confidential and must be kept in a safe place by the Rector at the Rectory. During an interregnum, the Wardens (or a person nominated by the PCC i.e. the Child Protection Officer) are responsible for any records. The timescale is in perpetuity.

2) Existing Leaders/Volunteers

- a) Existing leaders who are continuing in the same post will be required to complete the Declaration Form (section B) page 9 of SCPP2008. If there is a change of post then the Application and Declaration Form (sections A & B) pages 8 & 9 of SCPP2008 will be required. If both cases, for Existing Leaders and Volunteers, references will not be taken up unless the Rector deems that they should.
- b) The Child Protection Coordinator will obtain a Criminal Records Bureau (CRB) Disclosure via Chester Diocese. The response to this will go directly to the Rector.
- c) If the role requires it, the Child Protection Coordinator will apply for an Independent Safeguarding Authority (ISA) (from July 2010) check against the specific post and will inform the Rector of the outcome.
- d) Once a satisfactory CRB Disclosure and ISA check have been received the person can be reappointed using the Volunteer Agreement on page 13 of SCPP2008.
- e) The Checklist on page 14 of SCPP2008 will be used The Child Protection Coordinator to record and monitor the progress of any application. Once completed, this form will be passed to the Rector.
- f) All records are confidential and must be kept in a safe place by the Rector at the Rectory. During an interregnum, the Wardens (or a person nominated by the PCC i.e. the Child Protection Officer) are responsible for any records. The timescale is in perpetuity.

3) Recommended Good Practice

The following should be adhered to by all leaders/volunteers at St Mary's & St Luke's. A fuller explanation of these can be found in Good Practice at a Glance (revised 2008) Chester Diocese. A copy of this can be downloaded from www.chester.anglican.org or from the Parish Office.

Adult / Child Ratios

Guidance recommends the following ratio of leaders to children according to their age:

- For 0 to 2 years - 1 leader to every 3 children (1:3)
- For 2 to 3 years - 1 leader to every 4 children (1:4)
- For 3 to 8 years - 1 leader to every 8 children (1:8)
- For over 8s - 1 leader for the first 8 children followed by 1:12 (i.e. 32 children would require 3 leaders)

Facilities

Toilets - The ideal is 1 toilet and 1 hand basin per 10 children

Warm and Clean - Group areas should be warm, adequately lit and ventilated Maintain high standards of cleanliness

Special Needs - Be able and willing to accommodate children with special needs Be aware of access to your building and toilet facilities

Entrances and Exits - Should be well lit and easily accessible

Registration - Social Services need to register premises where activities take place for more than 2 hours in any one day or if a holiday club runs for more than 6 days a year

More than one leader

There should always be more than one leader for any group. (If possible have at least one male and one female leader if the group is mixed).

Time alone

Minimise time alone with any child or young person. If it is vital to be isolated with an individual ensure that another leader is informed of where you will be and why. If possible remain in the view of another leader. Try never to be behind a closed door but if necessary tell someone that you are there.

Administration

Keep an up-to-date register and record of children, their parents and contact phone numbers, attendance and other specific information (such as asthma, epilepsy, diabetes, allergies etc).

Insurance

Our parish insurance covers indoor activities for children and youth. PCCs need a record of any other activities that may take place and it must be checked that insurance cover is adequate.

- Do not engage in any of the following:
 - invading the privacy of children when they are showering or toileting
 - rough, physical or sexually provocative games
 - making sexually suggestive comments about or to a young person, even in fun
 - inappropriate and intrusive touching of any form
 - any scapegoating, ridiculing, or rejecting a child or young person
- Learn to control and discipline children without using physical punishment
- Do not let youngsters involve you in excessive attention-seeking that is overtly sexual or physical in nature
- Do not invite a child or young person to your home alone: invite a group, or ensure that someone else is in the home. Make sure the parents know where the child is.
- Do not share sleeping accommodation with children or young people if you take a group away.

Touch

Touch is an important part of human relationships: for example, it can be necessary to stop a young child from hurting herself or himself; it can also be a natural way of responding to someone in distress. However, everyone working with children should be sensitive to what is appropriate and inappropriate physical contact, both in general terms, and in relation to a specific individual.

Leaders need to be conscious of situations in which their actions, however well intentioned, could be misconstrued by others or be harmful.

Good Practice with Colleagues

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

Health and Safety

- All leaders should know the location of the nearest telephone.
- Adults must be aware of the safety / fire procedure. A fire drill should be carried out regularly. Fire extinguishers should be available and regularly checked.
- Children with infectious illnesses must not attend.
- No smoking should be permitted near the areas children will be in.
- Children should submit a health form before an activity. Take health forms when going off-site.
- Accidents should be recorded with a note of any action taken and signed by the leader involved.
- A first aid kit should always be available and its location must be well known.
- No medication should be administered without written parental consent. One leader should ideally be a first-aider.
- A responsible adult should make sure that the premises are open in good time.

Transport

If at all possible do not give lifts to children and young people on their own other than for short journeys. If they are alone ask them to sit in the back seat. Check that insurance covers the vehicle and passengers. Seat belts must be worn.

Finance

If money is collected, account of this should be given to the PCC.

Volunteers

Volunteers, particularly those under the age of 18, should never work unsupervised and should be given clear guidance and support.

Casual Visitors

Casual visitors i.e. those who have not been authorised by the Church as leaders or helpers, should not have access to children without the presence of an adult who is deemed to be responsible for the group.

Communication

Clergy, the PCC and parents should be clearly informed of all the activities in which children and young people may take part on church premises or through the church in any way.

Good Practice of Workers

Treat all children and young people with respect and dignity befitting their age; watch language, tone of voice and where you put your body.

4) Reference Documents Used:

Safeguarding Children Policy and Procedures 2008 (Chester Diocese) (SCPP2008) - a copy of this is available on CD ROM or paper form upon request from the Parish Office or online at: <http://www.chester.anglican.org>

Good Practice at a Glance (revised 2008) Chester Diocese - a copy of this is available upon request from the Parish Office or online at: <http://www.chester.anglican.org>

Protecting All God's Children 3rd Edition (2004) - a copy of this is available on CD ROM or paper form upon request from the Parish Office or online at: <http://www.cofe.anglican.org/info/papers/protectingchildren.pdf>

Contact details

Rector

Name: Revd Mike Turnbull

Telephone number: 01270 665742

Parish Child Protection Coordinator

Name: Sue Squirrell

Telephone Number: (church office) 01270 567119

Diocesan Child Protection Adviser

Name: Su Foster

Telephone Number: 01704 540 516

CRB Enquiries

Parish Level – The Child Protection Coordinator (above)

Diocesan Level - Name: Jenny Dent

Telephone Number: 01244 681 973 Ext 237

Diocesan Communications Director

Nam: Stephen Regan

Telephone Number: 01244 681 973 Ext 233

Police

Name /Local Office: Crewe

Telephone Number: 0845 458 0000

Website: www.cheshire.police.uk

Local Children's Safeguarding Unit

Name / Local Office: Winsford

Telephone Number: 01606 275600

What is Child Abuse?

Safeguarding and promoting the welfare of children is defined in "Working Together to Safeguard Children" 2006 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

There are four categories of child abuse that are used by every local authority in England and Wales.

Neglect

Where adults through carelessness or indifference ignore a child's need or fail to protect a child from any kind of danger

Physical Harm

Where a child has suffered actual physical harm or where it seems likely that injuries have been caused non-accidentally

Emotional Harm

Where there is persistent or severe emotional ill-treatment or rejection. Hurt emotions are just as painful as hurt bodies but you cannot see the scars

Sexual Harm

Where there is actual or **likely** sexual exploitation of children or adolescents.

Spiritual Harm

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.

Domestic Abuse

It must be recognized that children and young people may be harmed in homes where there is domestic abuse. The Archbishops Council has produced guidelines for those with pastoral responsibility "Responding to domestic abuse" Archbishops' Council (2006).

Action for Dealing with Reports of Abuse

The following procedures are designed to support you in dealing with disclosures of abuse that may arise in the course of your work with children and young people. **For the purposes of this work a child is a person under the age of 18 years.**

DO

- Make it clear that you cannot be asked to keep a secret
- Listen to the child or young person, let them express their views and feelings without interruption, accept what they are saying
- Reassure the child or young person that they have done the right thing in telling someone
- Explain that you must pass this information on
- Make notes of what was said using the child or young person's words whenever possible
- Speak to the Parish Priest or line manager
- Refer to the Inter - Diocesan Child Protection Adviser
- If the subject of the allegation is the Parish Priest contact the Archdeacon or Diocesan Child Protection Adviser (The Bishop cannot be involved as per Clergy Discipline Measure)

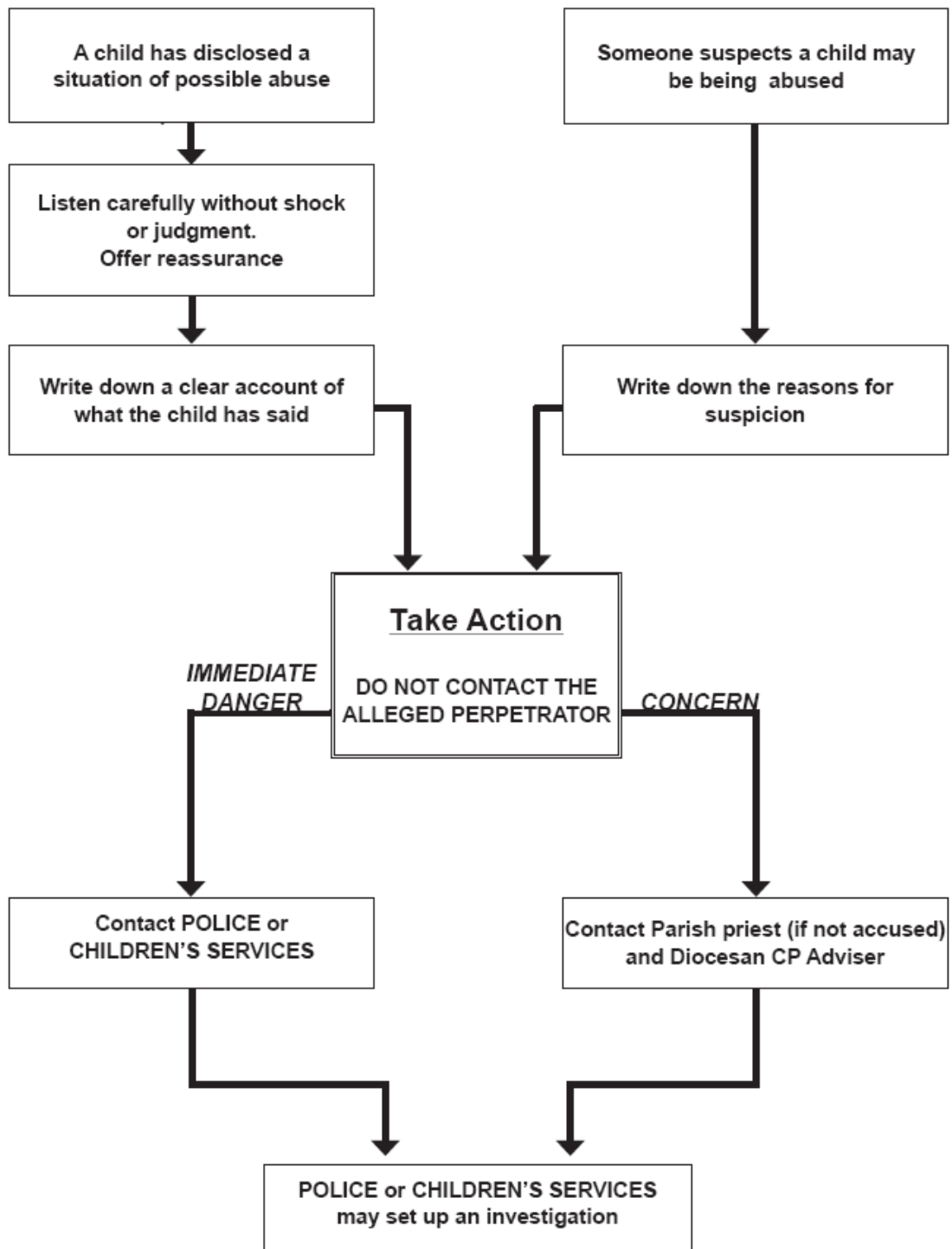
DO NOT INVESTIGATE ANY ALLEGATION

DO NOT

- Show shock or disbelief
- Agree to keep the disclosure a secret
- Make a promise or suggestion that you can stop the abuse
- Ask questions seeking further detail – you risk contaminating evidence
- Investigate any allegation - specially trained professionals undertake this role
- Contact the alleged perpetrator
- Make any statement or comment to the press

REMEMBER, YOU DO NOT INVESTIGATE

Referral flow chart



Referral Procedure for those with Responsibility for Children

Any child who is or has been exposed to danger of abuse must be protected without delay. Think clearly about the cause for concern and make brief notes recording the facts as you understand them. You have a duty to refer your concern.

Unless it would cause a delay, you must discuss your concerns with your Parish Priest, providing that he/she is not the cause of the concern. You should also speak with the Inter Diocesan Child Protection Adviser; she/he is also available if the priest is unsure of what action to take.

However, if the child is in immediate danger you should contact the police straight away.

In the case of a clear allegation or a strong suspicion the case must be referred to the Police or Children and Young People's Services. Clarify who is making the referral.

The decision as to how the parents should be informed will be made in conjunction with the Local Authority or Police Representative.

If one of the clergy is the subject of the allegation, the Inter Diocesan Child Protection Adviser and/or the Archdeacon must be consulted for advice.

You are advised that, in consultation with the Inter Diocesan Child Protection Adviser, any serious incident should be reported to your insurers. This enables them to be prepared should any claim arise.

All communications must be handled in a sensitive manner and should be steered by the Diocesan Communications Department.

Should a journalist or broadcaster make an enquiry, you must refer them to the Diocesan Communicator at Church House.

The possible consequences of making a referral can be difficult

However

The consequences of not making a referral can be far more dangerous!