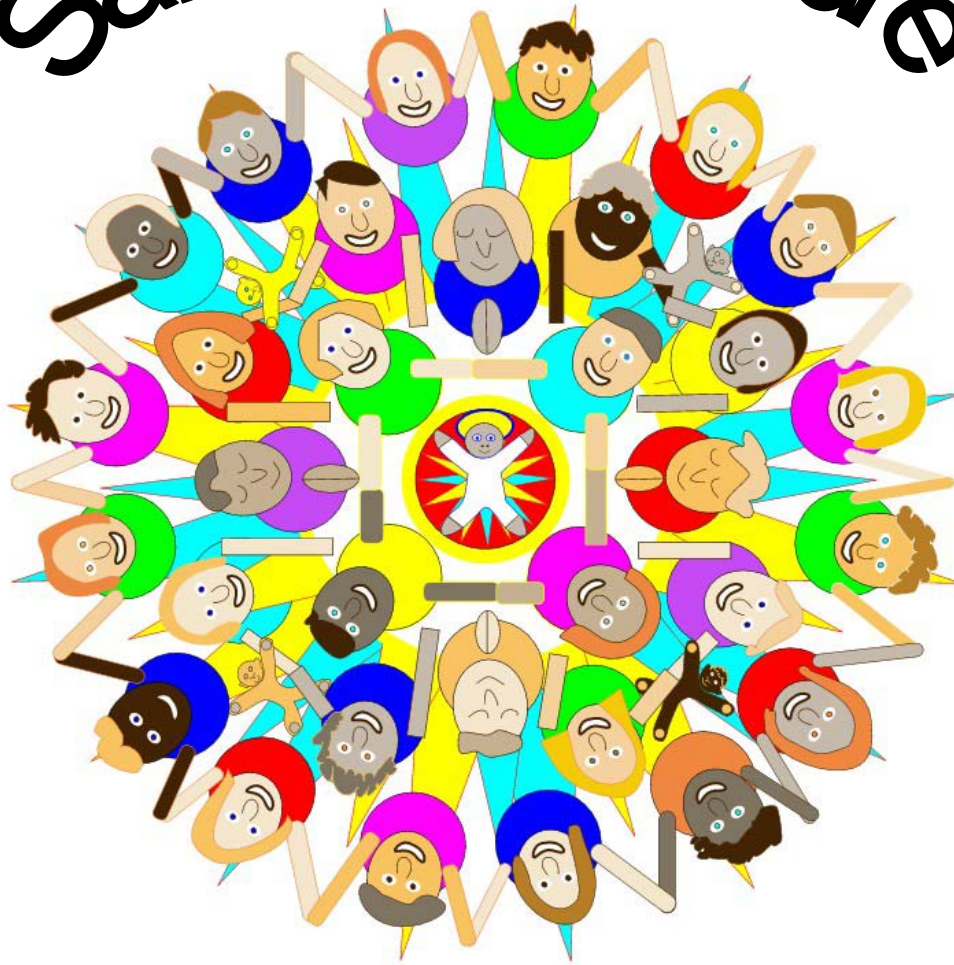


The Diocese of Durham
Board of Education

Safe and Secure



A handbook containing guidelines to protect children, young people and those working with them.

Updated July 2008



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The Safe and Secure Policy and forms can be downloaded from
www.boardofed.org.uk

Safe and Secure



Section 1

Introduction

SECTION 1

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INTRODUCTION TO DURHAM DIOCESAN CHILD PROTECTION POLICY AND GUIDELINES (REVISED 2008)

This document is intended to provide 'hands on' advice and guidance to those dealing with Child Protection matters in parishes.

These guidelines are in accordance with Local Safeguarding Children's Boards guidelines.

It is not intended to answer every possible question on Child Protection nor will anyone who has read and understood every word in this document immediately be an expert in Child Protection issues. Rather it provides principles of Good Practice and headline guidance which is intended to be of help where there is an immediate concern or where a check needs to be made on good practice.

It is anticipated that those leading Child Protection in parishes will seek appropriate training in the areas which are their immediate concern and responsibility.

The Guidelines are divided into six sections:-

1. Introduction
2. Child Protection
3. Good Practice
4. Safe Recruitment
5. Appendix (Sample Forms)
6. References



DEFINITIONS WHICH MAKE IT CLEAR WHO THE GUIDELINES ARE INTENDED PARTICULARLY TO PROTECT

Child

While a child is legally defined as anyone under the age of 18 we are also aware of the need to be sensitive to those moving from childhood to adulthood and these are referred to as young people in this document.

Vulnerable Children

Whilst all children are vulnerable some children have special needs which make them more vulnerable to abuse.

Children with Disabilities

Disabled children include any child with significant problems of communication, comprehension, vision, hearing or physical functioning. All such children will fall within the 'Children in Need' definition in the 1989 Children Act.

In relation to disabled children there needs to be a greater awareness of their vulnerability, individuality, and particular needs must be recognised.

The disabled child's dependency on multiple carers, and associated difficulties in communicating their concerns, requires churches to be able to 'think the unthinkable' in order to protect these children, i.e. that they could be vulnerable to abuse from their carers.

Black and Minority Ethnic children including Refugee and Asylum Seekers

Research has shown that when working with children from other cultures workers need to be:

- Especially aware of the impact of racism upon children from black families and those from other minority cultures.
- Conscious that deep-rooted personal prejudices or stereotypical attitudes may impact on how the child is perceived.
- Aware that sometimes black children and adults, and those from other minority cultures, may be reluctant to talk about abuse, in case it stigmatises or draws unwelcome attention to their particular community.
- Aware that children from other races and cultures may use different language or use language differently.



- Conscious that because of discrimination experienced in the wider community, sometimes black children and those from other minority cultures will have their identities reinforced only in their homes. If abuse is taking place in the child's home, then it is possible for the abuse to be seen as mirroring the negative societal images of their minority ethnic status. In responding, children from minority cultures who have been abused sometimes begin to deny their skin colour.

Whenever workers have concerns which are related to black children or those from minority cultures, they should seek additional guidance from black workers or workers from the child's culture, with expertise in caring for children.

In all situations of concern the Child Protection Adviser also needs to be informed.

Duty of Care

'Duty of Care' is the obligation to exercise a level of care towards an individual, as is reasonable in all the circumstances, to avoid injury to that individual or his/her property. It is a responsibility which is exercised by Parochial Church Councils in all activities which are their responsibility and particularly in their work with children.

Vulnerable Adults

Vulnerable Adults are covered under '[The Safeguarding Vulnerable Groups Act 2006](#)'. Durham Diocese has developed a policy and procedures in line with legislation and the Church of England policy '[Promoting a Safe Church 2006](#)'. All Policies and Good Practice should be applied to such persons within Parishes in the same way as they are to children.

Responsibility

Whilst the diocese takes every step to ensure these guidelines are up to date with current legislation, it is the responsibility of individual parishes to be familiar with and implement policies. Each parish should provide a Child Protection Representative for each church who will ensure the policy for their church is integrated into all activities of in the church. It is the responsibility of the PCC to report and record concerns to appropriate officers and authorities.



PRINCIPLES OF THE CHURCH OF ENGLAND HOUSE OF BISHOPS' CHILD PROTECTION POLICY

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

The Diocese of Durham shares this commitment and recognises its responsibilities towards all children and young people with whom it has contact. We recognise the changing nature of Child Protection legislation and practice and take responsibility for regularly updating our policy in line with the best practice.

"Anyone who welcomes a little child on my behalf is welcoming me. But if anyone causes one of these little ones who trusts in me to lose faith, it would be better for that person to be thrown into the sea with a large millstone tied around his neck."
(Matthew Chapter 18 vv 5 and 6)

"The Child's Welfare is paramount"

(1989 Children Act)



PRINCIPLES OF GOOD PRACTICE FOR THOSE WORKING WITH CHILDREN AND YOUNG PEOPLE

Parishes are encouraged to copy this list for all children's and youth workers. It may also be a useful discussion subject for a training session.

- Familiarise yourself with your Church Child Protection Guidelines and the Good Practice guidance which follows, and know what to do if you are worried about a child or young person.
- Welcome each child and treat each individual with dignity and respect.
- Be sure that each child has a completed health and consent form.
- Always work in twos: you should never be more than a few seconds and an open door from another authorised leader.
- Plan activities that are appropriate and inclusive.
- Before you criticise a child's behaviour, consider what might be happening in other parts of their life which may be causing it.
- Challenge unacceptable behaviour e.g. bullying, ridiculing, rejection and mockery. Never use abusive language or behaviour yourself.
- Respect personal privacy.
- Do not assume it is right to touch a child;
- Do not assume it is wrong to touch a child.
- Be aware and alert. Take seriously what you see, hear or feel. If you are concerned, talk to someone you trust; seek advice from an appropriate source.
- Know where to find the telephone number of your Independent Person.
- Remember that you are responsible for your actions, and that the child's welfare is paramount.
- Remember your role as Children's Advocate and be ready to listen to a child sensitively.



CONFIDENTIALITY

The Diocese of Durham will adhere to the strictest practice of confidentiality, save where this is over-ridden by considerations of a child's welfare or safety. The statement in the 1989 Children Act that 'the Child's Welfare is paramount' will guide all decisions in this regard.

Accordingly -

- ◆ No guarantee of confidentiality should be given to any person disclosing or wanting to disclose abuse.

- ◆ The statement in the 1989 Children Act that 'the Child's Welfare is paramount' means that anyone dealing with an incident of (alleged) child abuse must put the child(ren)'s welfare above every other consideration, including the disclosure of information given in confidence.

- ◆ There is a long established pattern of inter-agency working and sharing in the field of Child Protection. All Official records made in the course of investigating allegations or reviewing circumstances are always handled on a "need to know," confidential basis.

However, breach of confidentiality does have legal implications. The House of Bishops national Policy '[Protecting All God's Children](#)' gives the following guidance: –

"Both law and sound morals impose a general duty not to pass on information which has been received in the clear expectation that it will be treated in confidence. That duty is not absolute, however, and the courts will not intervene to restrain disclosure where (a) the information relates to a crime or other serious misconduct and (b) disclosure is in the public interest. **Thus, where a child is judged to be at risk of significant harm, usually it will be legally possible, appropriate and highly desirable to disclose relevant information to the public authorities for the sake of protecting children.**

If such information has been received in confidence, the person giving the information should, in the first instance, be encouraged to disclose it to the authorities him- or her- self. Alternatively the person receiving the disclosure should ask permission to pass the information on. If this request is denied it might still be possible to pass the information to a statutory body. The latest government guidance, [What to do if you're worried a child is being abused](#) (2006) gives helpful advice in its appendix on information sharing.



It states:

Disclosure in the absence of consent

The law recognises that disclosure of confidential information without consent of a court order may be justified in the public interest to prevent harm to others.

The key factor in deciding whether or not to disclose confidential information is **proportionality**: is the proposed disclosure a proportionate response to the need to protect the welfare of the child? The amount of confidential information disclosed, and the number of people to whom it is disclosed, should be no more than is strictly necessary to meet the public interest in protecting the health and well-being of a child. The more sensitive the information is, the greater the child-focused need must be to justify disclosure and the greater the need to ensure that only those professionals who have to be informed receive the material.”

(Protecting all God's Children page 20)

- **In the event of a suspicion of abuse and a concern over confidentiality, advice may be sought from the Diocesan Child Protection Adviser.**
- **In the event of a decision not to disclose a suspicion of abuse to the statutory authorities immediate reference MUST be made to the Diocesan Child Protection Adviser.**

[Children Act 2004](#)

Clause 8 covers Information Sharing. This is primary legislation which will allow for the development of databases. Specifically Sec 8(5) allows for information to be shared about the existence of any “cause for concern” in relation to a child. Sec 8(7) allows for the subsequent regulations to override the common law of confidentiality.

CONFESSION

"It is possible that relevant information may be disclosed in the particular context of confession. Canon law constrains a priest from disclosing details of any crime or offence which is revealed in the course of formal confession: however, there is some doubt as to whether this absolute privilege is consistent with civil law. Where a penitent's own behaviour is at issue, the priest should not only urge the person to report it to the police or social services, but may judge it necessary to withhold absolution until this evidence of repentance has been demonstrated.

It is in everyone's interest to recognize the distinction between what is heard in formal confession (however this might take place) which is made for the quieting of conscience and intended to lead to absolution, and disclosures made in pastoral situations. For this reason it is helpful if confessions are normally heard at advertised times, or by other arrangement, or in some way differentiated from a general pastoral conversation or a meeting for spiritual direction.”

(“Protecting All God's Children” page 20)



Safe and Secure



Section 2

Child Protection

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WHAT IS CHILD ABUSE?

Good Child Protection practice means ensuring that staff and volunteers know how to recognise child abuse. This does not mean that staff and volunteers are responsible for deciding whether or not child abuse has occurred but that they do have a responsibility to be alert to behaviour of children or workers which suggests something may be wrong.

Even for "experts" it is often very difficult to decide if a child has been abused.

There are four different categories of officially defined abuse used by every local authority in England and Wales.

- **Physical Abuse:** Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer (almost always a mother) feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as fictitious illness by proxy or Munchausen Syndrome by Proxy
- **Sexual Abuse:** Sexual abuse involves forcing or enticing a child or a young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- **Neglect:** Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve failure to protect a child from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- **Emotional Abuse:** Emotional abuse is the persistent emotional ill treatment 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 in so much as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.



SOME MORE FACTS ABOUT CHILD ABUSE

Physical abuse

- ↵ Physical abuse can lead directly to neurological damage, physical injuries, disability or, at the extreme, death.
- ↵ Harm may be caused to children both by the abuse itself and by the abuse taking place in a wider family or institutional context of conflict and aggression.
- ↵ Physical abuse has been linked to aggressive behaviour in children, emotional and behavioural problems and educational difficulties.
- ↵ Physical abuse in babies is a real problem and serious injury as a result is much more common in babies than in older children. The younger the child the greater the risk of suffering severe harm. The most common forms of serious injury in babies are fractures, which can be caused by dropping or hitting the baby, and brain injury.

Emotional abuse:

- ↵ There is increasing evidence of the adverse long-term consequences for children's development where they have been subject to sustained emotional abuse.
- ↵ Emotional abuse has an important impact on a developing child's mental health, behaviour and self-esteem. It can be especially damaging in infancy.
- ↵ Underlying emotional abuse may be as important, if not more so, than other more visible forms of abuse in terms of its impact on the child.
- ↵ Domestic violence, adult mental health problems and parental substance misuse may be features in families where children are exposed to such abuse.

Neglect:

- ↵ Severe neglect of young children is associated with major impairment of growth and intellectual development.
- ↵ Persistent neglect can lead to serious impairment of health and development, and long-term difficulties with social functioning, relationships and educational progress.
- ↵ Neglect can also result, in extreme cases, in death.



Sexual Abuse:

- ↵ Child Sexual Abuse is equally common among all classes, professions, cultures and ethnic groups.
- ↵ Most children are abused by adults they know and trust. In 75% of reported incidents the abuser is someone known to the child.
- ↵ It is not only men who sexually abuse children – women also abuse but the most commonly quoted figure is that around 90% of all sexual abuse is by men, most of whom are heterosexual.
- ↵ Boys are abused as well as girls.
- ↵ Disabled children are more vulnerable to abuse. They are more dependent on intimate care and sometimes less able to tell anyone or run away from abusive situations.
- ↵ There are rarely any obvious physical signs that a child has been sexually abused. Child abuse is very hard to “diagnose” - even for professionals.
- ↵ Child sexual abuse is abuse of power – it is an abuse of the power that adults have over children.
- ↵ Sexual abuse has serious long-term effects on children and young people. If untreated, the effects of abuse on children can be devastating and continue into adulthood.
- ↵ Children and young people who are sexually abused can be very good at hiding their unhappiness and distress.
- ↵ Children very seldom make false accusations that they have been abused and in fact frequently deny the abuse or take back an accusation after they have made it.
- ↵ The reported cases of child abuse are just the tip of the iceberg of the cruelty, exploitation and neglect to which children in our society are subject.
- ↵ A child is **never** to blame for sexual abuse.



SPIRITUAL ABUSE

Spiritual abuse occurs when someone uses their power within a framework of spiritual belief or practise to satisfy their own needs at the expense of others.

It has two main facets:

- A church/group leader who has unhealthy power over individuals or even a whole congregation
- Accepted doctrine of a church/group that directly or indirectly controls or oppresses its members through peer pressure.

Spiritual Abuse is likely to happen when:

- One person usually tells others what to do and always expects to be obeyed.
- The leader or other person in authority within the relationship reacts strongly and personally to being questioned or contradicted.
- Leadership is based on hierarchical authority rather than greater ability.
- Leadership is never shared or handed on.
- The leader or person in authority expects agreement without having to justify or prove their point.
- The leader or person in authority frequently prefaces their remarks with comments which defy rational analysis – like ‘The Lord has told me ...’.
- People in the group or relationship are afraid to make their disagreement known.
- People in the group or relationship never share their different opinions for fear of being put down.

Spiritual abuse can be avoided if:

- A climate of challenge is encouraged.
- Opportunities are created to encourage the minister or leader to be questioned about theological, Biblical, spiritual and human-relationship issues, particularly relevant to their working with groups, congregations and individuals.
- People are encouraged to form their own opinions and to express them
- Clergy and leaders are made accountable to the Parochial Church Council who observe practises and monitor behaviour, teaching, approachability and style of working.



WHO ABUSES CHILDREN?

Good child protection practice means ensuring that staff and volunteers know who can abuse.

➔ **Did you know?**

- You can't tell by looking at a person whether they are an abuser....they don't appear different from the rest of society;
- Abusers come from all classes in society, all professions and all races;
- Abuse of children may sometimes be carried out by strangers but it is much more common that the abuser is known to the child, e.g. parent, sibling, baby-sitter, relative or friend of the family;
- It is not only adults who abuse children...children may suffer abuse from other children and young people;
- Sometimes people in a position of trust/or authority abuse children such as a teacher, youth worker, children's worker or very sadly a church worker/leader;
- Sometimes Paedophiles and others who abuse children set out to join organisations (including churches) to obtain access to children.

➔ **You need to be aware that your staff and volunteers may include:**

- Some adults who are unable to provide consistent care;
- Some adults, including professionals, who manipulate themselves into positions of trust where they can exploit children, physically, emotionally or sexually;
- Some adults, including professionals, who by consistently behaving inappropriately towards children can cause them to suffer physical or emotional harm.

It is very important to draw the distinction between sexual abuse and other ways in which children may suffer harm.....the reasons for sexual abuse of children are very different from the reasons why people physically abuse or neglect them.

Sexual abuse is an addictive and developing process involving careful planning and manipulation



HOW PAEDOPHILES INVOLVE CHILDREN

- By befriending, spending time with them, spending money on sweets and presents;
- By targeting vulnerable children and their families, e.g. lone parent families, isolated children who may have been emotionally deprived, neglected or previously abused;
- By "grooming" - gradually introducing a child to physical contact, cuddles and kisses that a parent may feel are quite innocent. Physical contact becomes increasingly sexual over a period of time;
- By taking photographs or videos or by introducing a child to exciting information and material on the internet;
- By saying to a child that what is happening is OK - parents won't mind etc. - or threatening dire things if a child should "tell".

If anyone on the Sex Offenders' Register joins a congregation the Diocesan Child Protection Adviser should be informed by their Probation Officer and will manage the situation liaising closely with the Police, Probation Department, and key people within the parish / church.

However, if you do become aware of such a situation you should contact the Diocesan Child Protection Adviser immediately.



HOW MAY I BECOME AWARE OF THE ACTUAL OR LIKELY OCCURRENCE OF ABUSE?

You may become aware of the actual or likely occurrence of abuse because:

- A child may tell you;
- Someone may tell you that a child has told them or that they strongly believe a child has been or is being abused;
- A child may show signs of physical injury for which there appears to be no satisfactory explanation;
- A child's behaviour may indicate to you it is likely that he or she is being abused;
- Something in the behaviour of one of the workers or in the way a worker relates to a child alerts you or makes you feel uncomfortable in some way;
- Your awareness of a suspicion about abuse may come about as a result of something disclosed to you by a third party (parent, friend, co-worker) who suspects or has been told of the abuse.

If you are concerned that a child or young person has been or is at risk of abuse the one thing you must not do is NOTHING.



ACTIONS FOR DEALING WITH REPORTS OF ABUSE

There is no one simple set of rules to follow in responding to these situations. However, the following key points are designed for specific situations, which may arise during the course of your Church's work with children and young people and should guide the actions of anyone who is told of abuse:

Do's

- Stay calm
- **Listen** and hear
- Give time to the person to say what they want.
- **Reassure** that they have done the right thing in telling
- **Record in writing** what was said as soon as possible.
- **Report** to the incumbent and/or Child Protection Adviser.
- **Record** your report.
- **Inform the parents** unless to do would be contrary to the child's welfare.

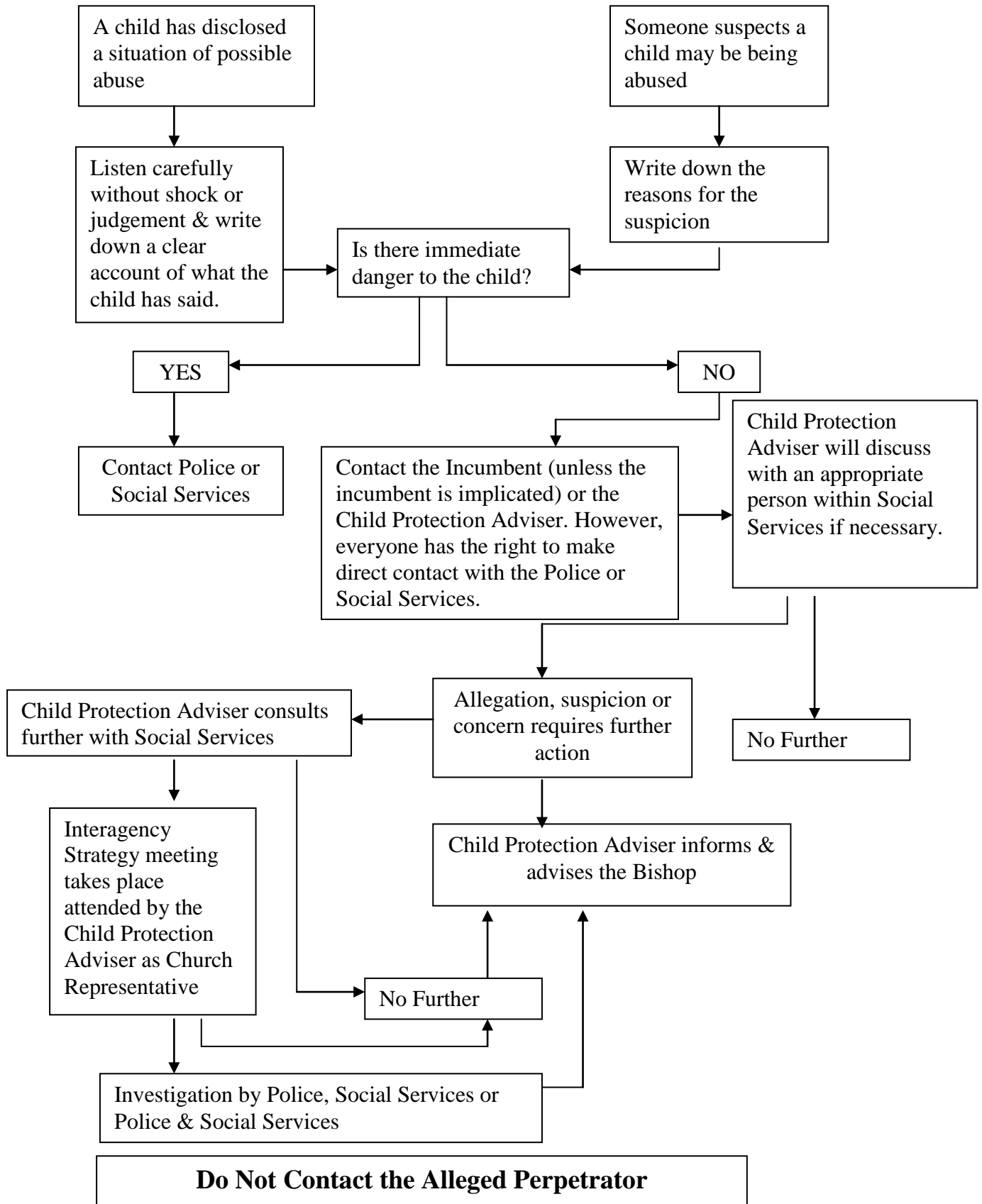
Don'ts

- Do not panic.
- Do not promise to keep secrets.
- Do not enquire into the details of the abuse.
- Do not ask probing, leading or suggestive questions
- **Do not investigate** any allegations.
- Do not make a child repeat the story unnecessarily.
- **Do not contact the person the child alleges has abused them.**
- **If you receive third party information do not contact the person alleged to have been abused.**

- **Under no circumstances should any individual member of staff or volunteer attempt to deal with the problem alone.**
- **The primary responsibility of the person who first suspects or is told of abuse is to report it and to ensure that their concern is taken seriously.**
- **In the first instance the concern should be reported to the Priest/Church Warden, and then the Diocesan Child Protection Adviser should be contacted immediately.**
- **Anyone has the right to contact Social Services but the Diocesan Child Protection Adviser is always available for consultation and will liaise with Social Services on your behalf.**
- **Failure to observe these guidelines may leave a child unprotected against further abuse**



THE CHILD PROTECTION PROCEDURE



DOMESTIC VIOLENCE

Breaking the Silence about Domestic Abuse

Diocese of Durham Domestic Violence: A Charter for the Churches

Domestic Violence is unacceptable in the church and in society.

Home Office Definition:

“Any incident of threatening behaviour, violence or abuse (psychological, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality.”

This Diocese

- Acknowledges that domestic abuse is an affront to humanity.
- Resolves to make all our churches safe places where those who experience or have witnessed domestic abuse can find sanctuary and informed help.
- Calls on churches and congregations to be aware of the signs of domestic abuse, and the support available for victims, families and perpetrators.
- Has an awareness of the myths in relation to domestic abuse.
- Urges every local congregation to break the silence about domestic abuse.

The Church in every locality is encouraged to:

- Hold that domestic abuse in all its forms is unacceptable and inconsistent/incompatible with the Christian faith and a Christian way of living.
- Ensure its message and ministry consistently reflects this view.
- Accept that domestic abuse is a serious problem that occurs in church families as well as in wider society.
- Undertakes to listen, support and care for those affected by domestic abuse.
- Not undertake any action that will put victims at further risk.
- publicise the existence of and be in contact with local support agencies. We will also learn from them and work with them and support them in appropriate ways.
- Seek to witness to the love, justice, mercy and forgiveness of God.
- Teach what it means to be made equally in God's image.
- Take domestic abuse seriously and take action to become better informed.

This charter has been drawn up from the National Guidelines published by the Archbishops' Council and is indebted to similar charters from other dioceses.



What should I do if I become aware of domestic violence?

The term 'Domestic Violence' describes a continuum of behaviours ranging from verbal abuse through threatened intimidation, withholding of finances, manipulative behaviour, control and disempowerment, physical and sexual assault to rape and homicide.

- ↪ **Domestic violence has an impact in a number of ways.** It can pose a threat to an unborn child, because assaults on pregnant women frequently involve punches or kicks directed at the abdomen, risking injury to both mother and foetus. Older children may also suffer blows during episodes of violence.
- ↪ Children may be greatly distressed by witnessing the physical and emotional suffering of a parent or by being drawn into the violence or pressurised into concealing it. The physical assaults and psychological abuse suffered by adult victims can have a negative impact on their ability to look after their children. The negative impact of domestic violence is exacerbated when the violence is combined with drink or drug misuse.
- ↪ Domestic violence occurs between people from all ethnic backgrounds, all abilities and ages and all income levels. Whilst domestic violence occurs between people in same sex relationships, the major presentation is from men to women in a heterosexual relationship. Men are also victims of domestic violence, although fairly small numbers are involved in comparison with the most prevalent presentation of domestic violence as being perpetrated by men against women and children. Nonetheless this experience may, in particular, constrain the ability of children to disclose.

Did you know:

- 1 in 4 women experience domestic violence at some time in their lives.
- Approximately 2 women a week die at the hands of partners or ex-partners.
- Domestic violence is the most widespread violent crime in Britain.
- Domestic violence has been found to feature in a high proportion of families where a child has died and abuse or neglect has been a factor.
- In a high percentage of reported incidents of domestic violence, children are either present or in the household.
- Even if children are not physically hurt through an episode of domestic violence, they are exposed to an emotionally damaging and painful experience.
- Even if children are not present in the home whilst a violent episode occurs, they are sensitive to the 'atmosphere' and to the power and control imbalance in the parental relationship.



- Domestic violence often begins or intensifies during pregnancy.
- Child abuse is 15 times more likely to be present in situations where domestic violence is occurring.

Recognition

Due to a number of social factors, domestic violence is rarely the presenting problem for Child Protection agencies. More usually, requests for assistance are in respect of:

- Direct physical/sexual/emotional abuse of children.
- The child's behaviour (mum has difficulty in coping with).
- Bullying or being bullied.
- Frequent injuries or accidents.
- Sexually aggressive behaviour towards other children.
- Alcohol and drug use.
- Suicide and self-harming behaviours.
- Mental health/mental illness (primarily women or children).
- Housing repairs/criminal damage.
- Financial assistance requests.

Where a separation has taken place for a variety of reasons, often due to pressure from the man concerned and family members, a woman may resume the relationship. It is therefore crucial to recognise that if a recent separation has taken place, it does not mean that there is no longer a need to share concerns with relevant professionals/agencies about the welfare or safety of the child(ren).

Referral to Social Services (See flow chart on page 10 of this section)

['Working Together to Safeguard Children' \(1999\)](#) advises that there should be a referral to Social Services for a Child-in-Need assessment when "one serious incident or several lesser incidents of domestic violence have taken place, where there is a child in the household". Social Services will determine, on an inter-agency basis, whether the child is in need, including need of protection, and whether support services are required.

Every effort should be made to inform/obtain permission from the non-abusing carer to make this referral but the safety and well being of the child(ren) must remain the paramount concern. Support and safety for the non-abusing carer should be an essential feature of any decision to refer. When responding to referrals about domestic violence, Social Services should be discreet, in terms of making contact with women in ways which will not further endanger them, or their children.

If you become aware of incidents of domestic violence discuss this with the Diocesan Child Protection Adviser who will be able to offer advice.



When seeking to help in a domestic violence situation

- Do not seek simplistic solutions – if they existed the victim would probably have used them.
- Do not seek to impose your solution on the situation – you will only compound the abuse by taking control away from the victim. In any case the situation will look different from inside than it does to you, from the outside. The solution must be the victim's. S/he may decide to remain in the abusive situation; this must be accepted.
- Remember that leaving a violent situation is usually a process not a single event. A victim may return to the abuser several times before they make the final break.
- Remember that the most dangerous time for the victim and their children is at the point of leaving and just after it when the abuser is seeking to re-impose their control or gain revenge. Their personal safety has to be of the highest priority then.
- Remember that what the victim needs above everything else is your support. One of the weapons an abuser uses is isolation. By being available to the victim you are helping to break that part of the cycle.
- Remember that domestic violence is usually a complex situation needing assistance and advice from a number of different Agencies. (No single statutory or voluntary Agency has responsibility for tackling it). If you really want to help you will find out which local Agencies recognise domestic violence and give it priority. Housing, legal services, health, social work, police and a range of voluntary organisations are likely to be able to help, depending on what the need is. There may also be local support groups for such persons.
- Northumbria, Durham and Cleveland Police Services have local Domestic Violence Co-ordinators.
- For more information contact the Diocesan Child Protection Adviser in whose remit domestic violence issues are included.



SUBSTANCE MISUSE

Throughout this Guidance the word **Substance** refers to illicit drugs, alcohol, prescription drugs and solvents.

The word **Misuse** refers to consumption of substances which is either dependent use or use associated with having a harmful effect on the individual or the community.

Research suggests that there are all kinds of reasons for misuse; that key factors include unemployment, low self-esteem, educational failure, boredom and physical, psychological or family problems. Even where the cause relates more to experimentation or enjoyment or to a shift from alcohol or tobacco, the fact is that overtly mind altering substances have greater pull than other activities. And many people misuse drugs because they don't have the opportunity to lead fulfilling lives

Correcting some misconceptions:

- All young people do not take drugs;
- All drug takers are not addicts;
- All drugs do not kill;
- All drug takers do not commit crime;
- Illegal drugs are not the unique preserve of people from particular social and ethnic backgrounds.

The majority of people in this country do not nor have ever taken an illegal substance and the majority of those who have are experimenters or casual users.

Substance Abusing Parents:

When working with substance abusing parents it should be recognised that children are not at risk solely by virtue of the fact that that parent uses substances.

Many children of substance misusing parents receive good parenting, stability and have all their needs fully met. However, staff and volunteers, when working with children and their families, should be alert to the possibility that substance misuse by a parent or carer may prevent a child from receiving the level or quality of care that they need.

"There is a reasonable basis in research to suggest that a child whose parent is misusing substances is at increased risk. Substance misuse can demand a significant proportion of a parent's time, money and energy, which will unavoidably reduce resources available to the child. Substance misuse may also put the child at an increased risk of neglect and emotional, physical or sexual abuse, either by the parent or because the child becomes more vulnerable to abuse by others".

V Lewis, 1997(Hidden Harm Advisory Council for the Misuse of Drugs 2003)



Many substance misusing parents have a multiplicity of problems in addition to substance misuse, such as unemployment, poor accommodation, financial pressure, court appearances and social isolation. It is not the substance misuse in isolation that is an issue for families but the underlying and combined difficulties.

All substance misuse is potentially harmful to a child, but in particular the use of heroin and crack cocaine due to their greater health and social risks.

For some children parental substance misuse will affect their lives to such an extent that they become children who are in need of protection.

If you have concerns that this is the case contact the Diocesan Child Protection Adviser.

Definitions and Identification:

Alcohol:

Alcohol is a central nervous system depressant, which encourages dis-inhibition. The short term effects of alcohol use include intoxication (leading to accidents, aggression, etc.) poor co-ordination, vomiting, drowsiness, slurred speech, loss of consciousness, respiratory depression and death. Prolonged misuse of alcohol can result in physical health problems, (e.g. liver cirrhosis, alcoholic hepatitis, liver cancer etc.), malnutrition, depression, memory loss and blackouts.

Alcohol use can lead to psychological and physical dependence.

Amphetamine (Slang terms: Whizz, Speed.):

Amphetamine is a popular stimulant drug, which stimulates the nervous system and keeps the user awake and energetic, it is sometimes used to suppress the appetite. Amphetamine usually appears as a white or greyish powder (amphetamine sulphate) which is usually sniffed or injected. There are also pills or capsules produced for medical use, which are generally swallowed.

For some people even moderate use of amphetamine can result in a condition known as “amphetamine psychosis”, which is characterised by excessive mood swings, irritability, confusion, and sometimes bouts of violent behaviour. The mental disorder or “psychosis” usually passes when the drug is stopped but there remains a danger that those with latent mental conditions could have this condition triggered by the use of amphetamines. Tolerance to amphetamines develops quickly, leading to a rapid increase in use. Anxiety, depression, paranoia and weight loss are common side effects of the drug.



Benzodiazepines (Slang terms: eggs, jellies, benzo):

Benzodiazepines are minor tranquillisers, which include temazepam, diazepam, nitrazepam and lorazepam. They are the most commonly prescribed drugs in Britain and therefore are readily available on the illicit market. Benzodiazepines are pills or capsules, which are usually swallowed, however, they can be ground down and injected. The effects of benzodiazepines are to relieve anxiety and promote sleep. Tolerance can develop with frequently repeated doses.

Cannabis (Slang terms: dope, blow, hash, grass, ganja):

Cannabis is derived from a leafy plant; it can be bought as leaves, stalks and seeds, known as grass or in a solid brown lump, known as hash. It is usually smoked, often with tobacco in the form of "joints" or "spliffs" or can be smoked by itself in a pipe. It can also be eaten with food or brewed as a drink. It is the most widely used illegal drug in Britain.

The effects of cannabis can depend largely on the mood or expectations of the user and vary from relaxation to being talkative, bouts of hilarity and greater appreciation of stimulus. However, if someone were depressed or anxious, it would make him or her feel worse. Cannabis can affect short-term memory and concentration. For inexperienced users, nausea and anxiety are common.

There is no conclusive evidence that cannabis causes lasting damage to physical or mental health. It is not physically addictive, but a psychological dependency can develop.

Cocaine and crack (Slang terms: coke, rock, Charlie):

Cocaine is a white stimulant powder, which is sniffed or injected. Cocaine is usually impure and adulterated with other substances, which can be harmful. "Crack" is a more pure form of cocaine in the form of small "rocks" or crystals, which is usually smoked.

The effects of cocaine and crack use are similar to amphetamines but more intense, the effects of cocaine only last for up to an hour and crack wears off even more quickly. The effects elevate mood, increase confidence and lead to exhilaration, alertness, indifference to pain and fatigue. Large or repeated doses can cause agitation, anxiety, panic, paranoia, nose bleeds, convulsions and hallucinations, which will usually pass when the drug is out of the body. The after effects of cocaine can be fatigue and depression.

Though not physically addictive, users may develop a strong psychological dependence to cocaine. After discontinuing use, the user may feel fatigued, sleepy and depressed, which can lead to recommencement of use. It can exacerbate a pre-existing psychotic condition.



Ecstasy (Slang terms: “E”):

Ecstasy comes in different coloured pills or capsules. The effects can give a feeling of extra energy, a high that can make people very friendly and increase wakefulness.

Taken in large quantities, Ecstasy can cause damage to brain cells, feelings of anxiety, confusion and even paranoia. Ecstasy may also cause difficulty sleeping and is dangerous for people suffering from epilepsy or heart conditions. Females may find their periods become heavier. The short term effects of use are possible sweating, dry mouth and throat and raised blood pressure. Water is not an antidote to Ecstasy; excessive drinking can lead to medical complications.

Heroin (Slang terms: smack, brown, gear):

In its purest form, heroin is a white powder derived from the dried milk of the opium poppy, when impure it can be brown in colour. It contains morphine and codeine, both effective painkillers. Heroin can be injected, sniffed or smoked.

The effects of use include euphoric detachment, physical and emotional pain relief; small doses induce feelings of warmth and contentment, which can last several hours. It is not uncommon for a first time user to experience unpleasant side effects like nausea and vomiting.

Tolerance and physical dependence develop quickly with frequently repeated doses. On the street, heroin is usually cut with other substances like glucose or talcum powder. Overdosing is a big risk, leading to coma and possible death.

LSD (Slang term: acid, trips):

LSD usually comes on small squares of blotting paper, which come in different colours and have a picture or motif on them. They are swallowed and take between thirty and sixty minutes to take effect.

The effects depend on the user’s mood, and can last up to twelve hours. These often include distortion of vision/hearing or a feeling of being outside the body. Bad trips can lead to depression, panic and even paranoia. The user may complain of depression and anxiety for a few days. This will cease providing the user does not take any more. For individuals with prior history of mental illness, LSD may make the problem worse or indeed permanent. Other effects are hallucinations, memory loss, flashbacks, risk of accidents and psychotic reactions.



Methadone:

Methadone is a painkiller, similar to heroin and comes in tablet or liquid form (usually green). It can cause physical dependence and is prescribed as a substitute medication for heroin and other opiate type drugs in detoxification programmes. There are many side effects such as itchiness, drowsiness, nausea, vomiting, dry mouth and constipation. Methadone can be highly dangerous if used incorrectly or by those it is not prescribed for e.g. children. However, under supervision and with clear instruction around risks and safety precautions, methadone is an effective treatment. Information leaflets for parents are available from the Addictive Behaviour Service.

Solvents:

“Solvents” includes glues, aerosols and gases (e.g. lighter fuel), the fumes of which can be inhaled to get “high”. The effects last for about thirty minutes and the feeling is similar to being very drunk.

The effects of use can be increased risk of accident and death (e.g. vomiting while unconscious); gases and cleaning fluids can cause death through suffocation or heart failure. Long term use can result in tiredness and poor performance. There is possible lasting damage to the body (liver, kidney and brain), however this is rare.

Steroids:

Anabolic steroids are either swallowed as a pill or capsule and can also be injected into a muscle. They are used by some athletes and body builders to increase muscle size and aggression, and by others to improve appearance. They can cause stunting of growth in those who are not yet fully grown.

Constant use is potentially harmful as it can raise blood pressure, increasing the risk of heart disease and strokes. Steroids can also cause liver and kidney damage. Psychological dependence can occur if the user believes they cannot perform without the drug.

Over the Counter Drugs:

These are defined as those which are available without a prescription from a pharmacy or other retail outlet. It is important to distinguish between medicine misuse and unnecessary use. Some people take vitamins and analgesic preparations indiscriminately, this is an example of unnecessary use. Misuse refers to the use of a preparation for a non-medical purpose in order to achieve psychoactive effects, for example euphoria or altered body image, e.g. weight loss.



Sometimes, over the counter drugs are used to “top up” or augment the effects of an illicit substance and occasionally they are used in an attempt to lessen or stave off withdrawal symptoms or for self-detoxification. The non-prescription medications which are misused include:

- **Benylin**, which can produce effects such as excitation, hallucinations, illusions, increased perceptual awareness and hyperactivity. When chronically misused, discontinuation can lead to withdrawal symptoms
- Opioid preparations such as **Codeine Linctus, Kaolin and Morphine mixture**. These substances are often used to supplement when other opioids are not available.
- Cough and cold preparations such as **Day Nurse, Contac 400 and Beechams Hot Lemon**. These substances are misused to elevate mood, combat fatigue and as a substitute for amphetamine to alleviate craving.



BULLYING A GUIDE FOR ADULTS

Bullying can mean many different things, including actions which some adults may dismiss as trivial or unimportant. It is estimated that as many as one in four children in primary schools and one in ten children in secondary schools are bullied. Adults and children alike are bullied sometime in their lives, by brothers, sisters, neighbours, adults or peers leaving the person scared, vulnerable and quite alone. Bullying is not easy to define, but can be defined into five categories: -

Physical – pushing, kicking, hitting, pinching and other forms of violence or threats.

Verbal – name-calling, sarcasm, spreads rumours, persistent teasing.

Emotional – excluding (sending to Coventry), tormenting, ridicule, humiliation, coercion.

Racist – Racial taunts, graffiti, gestures, homophobic or gender comments.

Sexual – **unwanted** physical contact or abusive comments.

Bullying can happen at school in the playground, in the classroom, on the bus or walking home, in the workplace and even in church.

There are no “natural victims”. Anyone can be subjected to bullying. It may be the case that some children/people are bullied because they are different in some way (they may have a disability, or speak with a different accent, for example) but many other children are bullied for no obvious reason. Often children and young people bully others because the opportunity is there.

Adults often bully each other in the home, workplace, social groups, in P.C.C. meetings and other church activities where there is a dispute over roles and authority.

Persistent bullying can result in: -

- Depression
- Low self-esteem
- Shyness
- Poor academic achievement
- Isolation
- Threatened or attempted suicide



A child may indicate by their behaviour that he or she is being bullied. If a child shows some of the following signs, bullying may be responsible and you might want to ask if someone is bullying or threatening them:

- is frightened of walking to and from School
- changes their usual route
- does not want you to go on the school bus
- begs you to drive them to school
- is unwilling to go to school (or be 'school phobic')
- feels ill in the mornings begins truanting
- begins doing poorly in their school work
- comes home regularly with clothes or books destroyed
- comes home starving (bully taking dinner money)
- becomes withdrawn, start stammering, lack confidence
- becomes distressed and anxious, stops eating
- attempts or threatens suicide
- cries themselves to sleep, has nightmares
- has their possessions go missing
- asks for money or starts stealing (to pay the bully)
- continually 'loses' their pocket money
- refuses to talk about what's wrong
- has unexplained bruises, cuts, scratches
- begins to bully other children, siblings
- becomes aggressive and unreasonable
- gives improbable excuses for any of the above

Remember no-one deserves to be bullied.



BULLYING - THE BULLY

It can be hard to distinguish bullying from other things which happen to children or adults such as:

- Teasing
- Name-calling
- Getting into fights
- Intimidating

Usually we would say that a young person was a bully if they were frightening, upsetting or hurting another young person on a regular basis.

You may find it hard to believe at first because you will probably not see it happen - bullying is usually something which happens secretly and can be subtle.

Why are some children bullies?

Sometimes bullies have themselves been bullied by another child - it's almost as if they think "If someone's treated me that way then I'm going to do it too".

What can you do?

- Talk to the young person. They will probably say they don't know why they're doing it and this may be true. Often young people do things without being quite sure why.
- You can explain to the young person that you don't like their behaviour and want to help them to stop.
- If the young person feels inadequate or unhappy in other ways you will need to try to help solve these problems.
- Try to find something that they are good at and give them praise and encouragement with that.
- Try not to stress their problems or point out their failings especially in front of others.
- Think about whether the young person could be trying to prove him or herself or win friends through bullying. If s/he hasn't many friends can you help them to make new ones.



- Try to find out if the bullying has stopped and if so make sure the young person knows how pleased you are.

Remember

Bullying can occur in any situation or institution and affect adults as well as children. It is unacceptable to bully another person. It is a misuse of power and authority.

HOW YOU CAN HELP

- Listen to young people and believe what they tell you about their feelings and concerns;
- Help the young person to explore their options and keep control, do not take over;
- Talk to other adults; explore options both in school and at home;
- Encourage children to feel good about themselves; both those who bully and the bullied often lack self-esteem;
- Encourage children to understand that we are all different, yet equally important;
- Encourage children to think about their own and each other's feelings.

If you suspect bullying is taking place in your situation then contact the Diocesan Child Protection Adviser or link up with the other agencies.

For organisations who can help see section 6 Useful Contacts.



Safe and Secure



Section 3

Good Practice

SECTION 3

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STATEMENT FROM ECCLESIASTICAL INSURANCE

The groups concerned with this document will be insured through a number of different companies whose policies will be subject to various terms, conditions and exceptions. However, the majority of PCCs, parish groups, etc. will be insured with Ecclesiastical who have made the following statement in respect of those policies they have issued for :-

- a. Churches in use for worship
- b. 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 Ecclesiastical. Where parishes are insured with another company the position of that company should be clarified.

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 on 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.

September 2003

Extract from Protecting All God's Children



RESPONSIBILITIES OF THE PARISH/BENEFICE

The Parochial Church Council holds responsibility for all of its children's work.

Tasks and Responsibilities:

- To ensure that arrangements for activities for children and young people which are the responsibility of the Church are organised and run according to best practice;
- To take a constructive and caring interest in the Church's work with children in the Parish and to support those who carry out this work on the Church's behalf;
- Safeguard the welfare and care of children and young people when they are the responsibility of the Church;
- Provide guidance to ensure safe, good practice in work with children and young people;
- To be alert to situations where there may be risk to children and young people and also to individuals who may pose a threat to them and to initiate appropriate responses and remedy in such situations;
- To be a point of referral for anyone who has a concern over the way work with children is being carried out in the Parish;
- To appoint an Independent Person for Child Protection to act on its behalf in taking action where abuse is suspected or disclosed.
- Adopt an approved appointments procedures for volunteers and workers. To interview, induct and support those newly undertaking work with children;
- Ensuring that volunteers and workers are aware of the guidelines and properly trained and supported;
- Ensure that workers are aware of the responsibilities of being a Children's Advocate. (See below);
- To ensure CRB Disclosures are obtained on relevant persons;
- Adopt the Diocesan CRB Policy and incorporate it into the appointment procedures;
- Protect leaders and those who work with children and young people;



- Ensure that those working with children and young people include a combination of men and women appropriate to the group and the appropriate staffing ratios of adults to children;
- Ensuring that an adult never works alone with children or young people;
- Ensuring that parents/guardians know when and where the leaders' responsibilities begin and end;
- Obtaining signed parental consent forms for activities away from the Church;
- Ensuring that full names and addresses and emergency contact details of participants, including health needs, are recorded in advance of any activity with children and young people;
- Ensuring that particular attention is paid to those with Disabilities and issues of race and ethnicity;
- Ensuring the Parochial Church Councils authorise activities and leaders.
 - ↳ Maintaining detailed records of any accidents and injuries and actions taken including the time of reporting to the parent or guardian;
 - ↳ Ensuring that health and safety issues are reviewed and understood and complied with;
 - ↳ Undertaking in advance a risk assessment of any venue, event and participants;
 - ↳ Ensuring that the Parish Child Protection Policy is implemented and regularly reviewed (at least annually)

Children's Advocacy

Advocacy for Children is important. There is a tendency for children to be disbelieved in the face of adult power and control and it is essential that those working with children should be ready to hear, believe and where necessary act on their confidences. Children often find it difficult to speak of events which have upset them and it is most likely, therefore, that they will unburden themselves to those they already know well and trust.

All those working with children should be prepared to take on the Advocacy role. It is strongly recommended that all those working with children in a Parish should be alerted to the possibility that a child may wish to share a confidence and that they should be prepared to act appropriately. On receiving a confidence the worker should always discuss the implications with the Independent Person, the Incumbent or the Diocesan Child Protection Adviser.

Advice, support and training should be always be available from the Diocesan Children's Adviser, Youth Adviser or Child Protection Adviser.



GUIDELINES FOR INDEPENDENT PERSON CHILD PROTECTION

Background:

Church Council needs to appoint an Independent Person to act on its behalf in taking action where abuse is suspected or disclosed. While this document is guidelines for this person, it is important that all leaders and helpers are aware of its contents, as it will be they who will first be aware of any suspected abuse.

Specific guidelines for Independent Person:

- It is not your job to investigate the allegations of abuse, simply to ensure that they are reported as quickly and accurately as possible to the appropriate authority.
- Where deliberate injury is suspected or when you are concerned about the child's safety, you should seek medical attention where necessary and contact Social Services. You should not speak to the parents in these circumstances.
- Where sexual abuse is alleged or suspected you should contact the Social Services duty social worker for children and families, or Police Child Protection Team immediately. You should not speak to anyone else about this (including the parents or the alleged abuser).
- You will normally inform the Vicar about action you are taking, although you do not have to have his consent to contact social services or the police
- Where you are unsure about what to do you may seek advice from the Diocesan Adviser on Child Protection. This information will be recorded.
- You should give thought as to whether it is safe for the child to go home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or police to discuss safety measures for the child so that they do not have to return home.
- You will be supported in your role by the Church Council and it is accepted that information you have in your possession will be shared in a strictly limited way on a need-to-know basis.

Child Protection Adviser, Elsi Hampton, contact details:

Home telephone number: 01642 782058

Mobile: 07970 267692



PRINCIPLES OF GOOD PRACTICE FOR THOSE WORKING WITH CHILDREN AND YOUNG PEOPLE

Parishes are encouraged to copy this list for all children's and youth workers. It may also be a useful discussion subject for a training session.

- Familiarise yourself with your Church Child Protection Guidelines and the Good Practice guidance and know what to do if you are worried about a child or young person.
- Welcome each child and treat each individual with dignity and respect.
- Be sure that each child has a completed health and consent form.
- Always work in twos: you should never be more than a few seconds and an open door from another authorised leader.
- Plan activities that are appropriate and inclusive.
- Before you criticise a child's behaviour, consider what might be happening in other parts of their life which may be causing it.
- Challenge unacceptable behaviour e.g. bullying, ridiculing, rejection and mockery. Never use abusive language or behaviour yourself.
- Respect personal privacy.
- Be aware and alert. Take seriously what you see, hear or feel. If you are concerned, talk to someone you trust; seek advice from an appropriate source.
- Know where to find the telephone number of your Child Protection Adviser
- Remember that you are responsible for your actions, and that the child's welfare is paramount.
- Remember your role as Children's Advocate and be ready to listen to a child sensitively.



HEALTH AND SAFETY

Good Health and Safety Practice is an essential element in a Parish's Child Protection work. Buildings which are old or in poor repair can pose a significant hazard to children who are in the Church's care. More children are harmed through poor Health and Safety practice than by the activities of abusers.

Points to be aware of

- Children should meet in a safe location, which means that all precautions should be taken to minimise risk.
- Care should be taken where there are heating appliances, low level sockets, windows and doors.
- There should be no stacked furniture in a room where younger children meet (up to 12 years). However, if this is unavoidable, chairs should be no more than five high and with their backs to the wall. **On no account should children of any age be allowed to climb on stacks of chairs.** Table stacks should be stable.
- There should always be a first aid kit available (not locked away!), with a qualified First-Aider present, designated by the PCC to maintain it and familiarise leaders with its use. Training can be obtained at nil or low cost from the Red Cross or St John's Ambulance Service. Suitable disposable gloves for dealing with cuts, broken skin and other bodily fluids should be provided.
- All leaders should know the location of the nearest telephone.
- Names, addresses and particular health needs of all children at Church sponsored events whose parents are not also present must be kept.
- Accidents should be recorded in an Incident Book and parents notified immediately.
- Cleaning materials and all poisonous substances (including rat and other rodent control substances) should be kept out of the reach of children and locked away. Cleaning staff must be made aware of children's use of the building and health and safety considerations.
- There should be an agreed procedure for a fire drill drawn up by a PCC designated person, in consultation with the Fire Service.
- Young children should not leave the premises unsupervised.
- External entrances and pathways should be well lit.

N.B. Leaders should not give medication to children themselves. They may remind children when it is time for them to take medication.



Children and young people should be encouraged to be aware of Health and Safety issues and to take part in work on the issue when appropriate.

Other implications for Health and Safety are included in the following Health and Safety Check list.

It is suggested that this list be laminated and given to leaders of children's work for use before every session.



Diocese of Durham

A Health & Safety Checklist for the Church's work with Children

Area	Issue	Remedy
Entrance and Exit	Are the doors to the outside world secured?	Ensure small children cannot wander off in the building or out of it. Consider whether the fitting of a child-proof barrier is necessary
Stairs	Does the building exit on to a safe area or a road? Are stairs safe for small children? Wooden or stone? Can they fall down them?	Ensure an adult is at the door when children leave and those children who need to be accompanied leave with an adult. Ensure small children are accompanied down stairs. Consider fitting a stair gate.
Heating	What type of heating? Could a child burn themselves if they fell against it?	Ensure heating has guard where necessary
Cooking and kettles	Is there child access to cooker, boiling kettle etc?	Ensure children do not have access to cooking unless in supervised activity. Never boil a kettle at child level. Ensure wires cannot be tripped or pulled over.
Electrics	Can children access electrical installations and sockets?	Ensure safety plugs are in sockets Ensure electrics are boxed and/or inaccessible.



MINIBUS SAFETY CHECKLIST

The PCC should make sure the Minibus Safety Checklist is consulted and implemented before any journeys take place.

Do not drive a minibus anywhere unless:

- Your Driving Licence entitles you to do so.

Drivers who have passed their test for the first time before 1 January 1997 may drive passenger vehicles in categories B and D1 on their licence. The D1 entitlement has not for hire or reward restrictions shown by numbers '1' or '101'. Category B covers vehicles with up to 8 passenger seats such as saloon cars and people carriers. Category D1 (category restriction 1 0r 101) covers vehicles with 9 to 16 passenger seats. If a vehicle with more than 8 passenger seats is used for hire or reward a car licence holder may only drive it within the terms of a permit scheme.

Drivers who have passed their test since 1st January 1997 (when the rules changed) are restricted to category B with a maximum tonnage of 3.5 tonnes. They must pass a pcv test and meet medical requirements to drive larger vehicles.

There is one concession; volunteers may drive minibuses with up to 16 passenger seats in the UK. If:

1. The vehicle is used for social purposes by a non commercial body; and
2. The driver is aged 21 or over; and
3. The driver has held a car licence for at least two years; and
4. The driver provides his/her services on a purely voluntary basis; and
5. The vehicles maximum gross weight does not exceed 3.5 tonnes excluding any specialist equipment up to 750kg used for carrying disabled passengers.

Beware that some minibuses are now heavier than 3.5 tonnes mgw.

Section 19 permits: Are a creation of UK law and are not valid in Europe where different rules apply.

They allows certain organisations to use a passenger vehicle for hire or reward without an O-licence and minibus for hire or reward without a pcv licensed driver. They must not be open to the general public and must not make a profit. But drivers must meet the age requirement and be insured.

- Details of types of licences you require are available from the Community Transport Association, Highbank, Holton Street, Hyde, Cheshire, SK14 2NY. Send an sae A4 envelope.



- You are satisfied that adequate insurance cover has been arranged for both driver, passengers and the vehicle.
- You are sure that the minibus you will be driving is completely safe and checked with all of its documentation up to date. If in doubt, refuse to drive.
- The minibus has forward facing passenger seats, and is fitted with three point diagonal seat belts throughout. **Please note that all road safety experts and organisations advise that buses with sideways facing crew seats should not be used.** They are only intended as utility vehicles designed for small scale ferrying of people around, for example, building sites. They are not intended for motorway and long distance driving. In addition, lap only seatbelts are not recommended.
- You have a list of the names and addresses of all those you are transporting on your person during the trip and also left behind with another responsible person. Such details should normally include parental consent forms, etc.
- The minibus is appropriate for the user group. Do not wrestle wheelchairs into a vehicle with no proper lift or spacing. There should be one seat for every passenger.
- You have a route plan and have informed someone at home of this and the likely times of your arrival at points on route and your destination.
- All luggage is firmly secured preferably on a roof rack if not in a trailer. There needs to be ample space between the rear of the bus and the passengers.
- Driving times and hours are reasonable and there is a qualified co-driver for journeys of a total of six hours or more.
- You have checked that the minibus complies with the statutory requirement to have an approved fire extinguisher and a first aid kit on board at all times.
- The bus is covered by AA, RAC, Greenflag or some other comprehensive recovery service.
- You have access to a mobile phone on the journey.
- You are accompanied on the journey by another adult colleague who ideally is licensed to drive a minibus. Attention should also be paid to appropriate gender mix.



GOOD PRACTICE SAFE PEOPLE

- * You can reduce the likely situations for abuse of children and help to protect your staff and volunteers from false accusations by making sure that everyone is aware that it **doesn't make sense to:**
 - **Spend excessive amounts of time alone with children away from others.**
 - **Take children alone on car journeys, however short.** In an emergency ask the child to sit in the back seat. Seat belts must be worn. Check that insurance covers the vehicle and passengers.
 - **Take children to their home.** Never invite a child or young person to your home alone, invite a group, and ensure that someone else is in the house. Make sure the parents are aware of the situation and have given their consent

- * Staff and volunteers should **never:**
 - Engage in rough, physical or sexually provocative games, including horseplay;
 - Allow or engage in inappropriate touching of any form;
 - Allow children to use inappropriate language unchallenged;
 - Make sexually suggestive comments about or to a child even in fun;
 - Let allegations a child makes go unchallenged or unrecorded;
 - Do things of a personal nature for children that they can do for themselves;

- * It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are very young or are children with disabilities. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed.

In such situations it is important that all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

- * There should always be at least 2 workers with any group of children.



- * Leaders should encourage an atmosphere of mutual support, which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.
- * Colleagues should be prepared to speak to another worker, or their supervisor, if they see them acting in a way, which may be misconstrued or places them in a vulnerable position. If having done this the same happens again it is important that the person responsible for appointing leaders is contacted.



TAKING CARE OF TOUCHING

GUIDELINES ON TOUCH FOR THOSE WHO WORK WITH CHILDREN

- Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to a child's needs.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or could be construed as sexual.
- Children are entitled to determine the degree of physical contact with others except in exceptional circumstances, i.e. when they need medical attention.
- Team members should take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary.



BEHAVIOUR GUIDELINES – WHERE DO YOU DRAW THE LINE?

	<u>PHYSICAL</u>	<u>SEXUAL</u>	<u>EMOTIONAL</u>
BEHAVIOUR FALLING WITHIN PERMITTED LIMITS	Physical restraint, within permitted limits in circumstances where it is necessary for the protection or the safety of others.	There can be no permissible behaviour which either implicitly or explicitly has sexual connotations.	There will be little behaviour in this category which falls within permitted limits. Children should always be treated with dignity, respect and positive regard. However, occasional admonition or criticism may be permissible.
INAPPROPRIATE OR UNACCEPTABLE BEHAVIOUR	Verbal abuse and/or threatening words or behaviour. Excessive use of force in control and restraint situations.	Lack of proper regard for privacy. Suggestive remarks, jokes, etc. Physical contact which, although not overtly sexual, makes the child feel uncomfortable.	Persistent admonition, direct insults, severe criticism, shaming and embarrassing behaviour. The persistent use of scorn and ridicule.
ABUSIVE OR POTENTIALLY ABUSIVE BEHAVIOUR	Persistently inappropriate behaviour of the type referred to above. Deliberately assaultive behaviour (corporal punishment or other assaultive behaviour which results in a persisting bruise or laceration would almost certainly constitute prima facie evidence of a criminal offence).	Persistently inappropriate behaviour of the type referred to above. Any overtly sexual contact. (This latter category would almost certainly constitute a criminal offence).	Gross examples of the above, and including persistent and sexist/racist behaviours or language.



ORGANISATIONAL GOOD PRACTICE IN LEADING GROUPS

- Always keep a register of who is present at any event or regular activity.
- Ensure that Parents'/Guardians' contact details and the children's health and consent forms are kept up to date.
- Explicit permission from parents/guardians must be obtained for all outdoor activities.
- Some 'adventure' activities need to be licensed. Advice is available from 'Adventure Activities Licensing Authority', 17 Lambourne Crescent, Llanishen, Cardiff, CF4 566. Tel No. 01222 755715
- Any physical contact, which should only take place in public, should reflect the child's needs, not the adult's and should be appropriate to the age and understanding of the child and generally be initiated by the child rather than the adult.
- A child should never be hit or shaken or in any way physically disciplined. We recommend that leaders have an agreed policy on standards of behaviour and an agreed code of discipline.
- Casual visitors i.e. those who have not been authorised by the Church, should not have access to children without the presence of an adult who is deemed to be responsible for the group.

Staffing Ratios

There should always be a minimum of 2 adults with any group of children or young people.

It is recommended that at least the following numbers of authorised leaders are present at each session. This is only a minimum and should be adjusted according to the activity, the building and the ability of the children.

Taking into account that there should be a minimum of 2 leaders in each group; the following age ratios should be observed.

Age	No of Leaders	No of Children
• 0-2year olds.	1	3
• 2-3year olds	1	4
• 3-5 year olds	1	8
• 5-8 year olds	1	8
• Over 8 year olds	1 for the first 8, then 1 for each additional 12	



Older Children and Young People.

In deciding on the number of leaders, consideration should be given to the nature of the activity, where it is taking place, the children themselves – how well they are known, etc. There should always be not less than two adults and an appropriate gender balance.

We recommend that the wider the age range, the greater the number of leaders.

N.B. Anyone under 18 years old cannot be included in staff ratios and should not be solely in charge of a group.

Hygiene [recommended]

There should be at least one toilet and wash basin per ten children. Only leaders of the same sex should accompany small children to the toilet. Casual visitors should never accompany children to the toilet.

Insurance

It is vital that insurance cover for all activities is checked annually.

Be aware that some insurance is not valid if activities have not been officially approved by the PCC.

Always check your insurance covers you for any special event.

“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.” (*Ecclesiastical Insurance Group*)

- * See also the statement by Ecclesiastical Insurance at the beginning of this section.



ACTIVITIES WHICH INCLUDE UNDER EIGHTS

You must inform OFSTED if events arranged by the parish involve all of the following –

- include under eights;
- do not have parents present;
- last for more than two hours in any one day.

OFSTED needs to know the location, the number and age range of children expected, the number of 'staff', the hours of opening and the reason for this 'occasional' or 'day care facility'. They may not insist on registration, as long as they are kept informed, and they do have the 'right to inspect'.

Ofsted Website address: www.ofsted.gov.uk

For Sample Letter see Section 5, Appendix 9.



SAFEGUARDING GUIDELINES FOR HOME-BASED YOUTH GROUPS

Underlying Principles and values:

The following are reproduced from the Church of England 'Equipping': training for youth work. They apply equally to work within a home-based or cell group structure.

When working with young people there are ethical principles and values which underpin the work. The following are based on those found in 'Ethical Conduct in Youth Work' (N.Y.A. 2000) and 'Youth Work Values' (DES 2003). They reflect not only the Christian roots of youth work, but also the respect which Christians should have for others.

Ethical Principles:

All those engaged, as workers with young people, on behalf of the Church of England, should have a commitment to:

- Treat young people with respect, valuing each individual and avoiding negative discrimination;
- Respect individual young people's spirituality and faith development;
- Respect and promote young people's rights to make their own decisions and choices, unless the welfare or legitimate interests of themselves or others are seriously threatened;
- Ensure the welfare and safety of young people, while undertaking activities;
- Contribute to the promotion of social justice for young people and in society.

Responsibilities of those who work with young people:

There should be a commitment to:

- Provide ongoing opportunities for their own spiritual and faith development both individually and as part of a Christian community.
- Recognise the boundaries between the personal and 'professional' life and be aware of the need to balance a caring and supportive relationship with young people with professional distance.
- Be accountable to young people, their parents or guardians, colleagues, the P.C.C. or equivalent.
- Develop and maintain the required skills and competence to do the job.
- Strive for conditions where these principles are discussed, evaluated and upheld.



Values for working with young people:

There should be recognition that:

- Young people choose to be involved.
- There needs to be an understanding of where young people are with their view of the world and their interests.

Ethical and professional principles and values imply the worker will demonstrate a clear understanding of, and commitment to, equality of opportunity and the importance of choice, freedom, responsibility and justice as well as spiritual development. They also imply that those who work on behalf of the Church of England will actively continue their own Christian journey and understanding of the Anglican Church.

Good working practice:

It is important that all home-based groups operating within the auspices of the Diocese of Durham are attached to, or have a supporting parent body, with a recognised governing structure and able to supervise the group leaders/convenors. It is recognised that the youth cell movement is a vibrant and growing area of the church, and is one of the key fresh expressions of church. It is important that this area of work is helped to flourish, and that initiatives such as these are also well-supported and able to protect those involved in these groups. Given that the members are both children in the eyes of the law, but approaching young adulthood with the increasing independence of this stage of development, a balance has to be maintained between protection and encouraging that development. However, there are good safeguarding principles that have to be maintained, and the paramountcy principle, the principle that the welfare of the child is paramount, has to be upheld.

These Guidelines have been compiled in an attempt to assist those in this area of work to maintain the balance.

1. Home-based youth groups should have a clearly stated parent body, for example, a school or a parish, and the group should use that body's Safeguarding (Child Protection) policy.
2. Recruitment for group leadership should be done carefully, with particular attention given to a job description and person specification. Home-based youth groups should have an adult leader who is the responsible person for the keeping of records and ensuring that safeguarding guidelines are adhered to.

The issue of staffing ratios is probably the most contentious issue area in safeguarding young people in home-based youth groups. All current Child Protection advice says that two adults, properly recruited and checked, should be present for each group.



3. When the group is in the planning stage the issue of insurance cover should be checked with the parent body's provider and additional cover provided if necessary.
4. Registers, contact details and parental consent for attendance and group activities should be kept as with any area of children's work.
5. The person responsible for safeguarding in the parent body, whether incumbent, churchwarden, child protection representative/officer, or teacher responsible for safeguarding, should be informed about the group and be able to include it in their usual monitoring, including the report to the P.C.C .or Governing Body.
6. The provision of host premises is an area for careful consideration. Home-based youth groups on school or church premises are responsible to those bodies, and those bodies have a duty of care to the group. Cell groups also meet in host family homes. Where this is approved by the school/P.C.C./other governing body, written consent from the hosts should be obtained. Adults acting as hosts should be expected to complete the same recruitment process as any other group leader. In these circumstances, the parent host could act as the second adult for staffing ratio purposes, provided that an "open door" policy is adopted. The parent hosts should be given a copy of the relevant Safeguarding (Child Protection) Policy and expected to adhere to it. At least one parent host should remain on the premises during a meeting and if unable to do so must inform the adult leader so that a second authorised adult can be present.
7. Home-based youth groups are likely to organize activities outside the host premises. These may well be similar activities to those taking place in the members' other social networks, but it should be made clear to parents/carers of the nature, time and cost of the activity, including transport arrangements and with a contact telephone number for emergencies. Where group activities are outside the normal social activities, such as street cleanups, direct action etc. a risk assessment should be carried out by the adult leader/convenor of the activity and that risk assessment, along with the consent form, should be given to parents.
8. Careful attention should be given to the issue of transport provision, and particularly that of newly qualified drivers. It would be sensible to have a discussion with parents of group members on the issue of giving lifts, and for everyone to be clear about the risks, both in terms of accidents and of the potential grooming of group members. Where group members are under 16 years old the guidelines in the Diocesan Policy should apply.
9. Supervision of group leaders is essential and should be offered regularly; this should involve, on at least an annual basis, a discussion with the Child Protection representative of the parent body.



INTERNET AND MOBILE PHONE SAFETY

For Incumbents, PCCs and Church Leaders

1 Introduction

Most churches now have or use computers and benefit from the many opportunities offered by the internet. Many young people have mobile phones which can be very useful to them and their parents/carers. However, you should be aware of the potential dangers offered by this new technology and take appropriate precautions. There are dangers if:

- your computer can be accessed by children, and/or
- you run your own website, and/or
- you use e-mail, chat rooms or text messaging to communicate with children

This section recommends ways of avoiding these dangers and also suggests what advice you should give to children. In tackling these issues you may find it helpful to involve a responsible computer-literate youngster, who may possibly know much more than you!

2 What to do if your computer is accessible to children

A connection to the internet means that a child could be in touch with harmful material. It is estimated that there are millions of abusive images of children on the net. Adequate internet Child Protection is essential to make sure that the children using your computer cannot access such material. The following guidelines should be followed:

Guidelines

- Consider fitting a locking device and/or using passwords to prevent unauthorised use (you may also wish to install anti-theft devices)
- Use filtering software which governs whether certain sites can be accessed. Some software packages such as Microsoft's Internet Explorer and Netscape's Communicator will filter out content not rated by the Internet Content Rating System (ICRA)
- Encourage all potential internet users and their parents/carers to agree and sign a contract (see Section 5 Appendix 12)
- Ensure that potential users complete an internet consent form, including parental permission (see Section 5 Appendix 12)



You can, of course, also help parents to set up browser software at home so that the children who come to your church are safe there too. Some Internet Service Providers (ISPs), for example America on Line (AOL), have parental controls to ensure that only appropriate web sites are visited. There are also a number of pieces of software which will allow for this such as Netnanny, Cyberpatrol and Surfwatch).

Note also that publishing indecent material is a criminal offence. If you do come across any, you must report it immediately to the police. Section 6 of these Guidelines, [References](#) lists the statutes governing these offences.

3 What to do if you run your own website

If you have your own website you should get it rated with the Internet Content Rating System (ICRA).

If you are using photographs of children on the site, follow these guidelines:

- Get the permission of the parent/carer in writing before taking or using any photographs, using the form (see Section 5 Appendix 12)
- Use group photographs rather than photographs of individuals. Ensure that people are suitably clothed
- Do not give any identifying details e.g. names. This information could be used by an abusive adult to gain an introduction to the child. Keep the caption to the photos on a general level

4 E-mail, chat rooms, text messaging

These are the means of communication of choice for most young people and church leaders and youth workers are increasingly likely to use them. You need to bear in mind the following points

- **E-mail:** youth workers should ensure that any communication they have with young people is always public, not private. If workers are sending e-mails to young people e.g. to remind them of future youth meetings, ensure that the church leaders are aware you are communicating with young people via e-mail and that the parents/carers are happy with this. The content should be “public”. Ideally send group e-mails rather than individual e-mails
- **Text messages** are private by nature so take care when you use this medium. Save messages as text files to ensure an open record exists. Churches should have protocols about the use of Instant Messaging services (IMS)



- **Chat rooms:** again you need to be aware of the dangers, especially if you are communicating with young people through them. Again keep everything public. Keep to public areas in chat rooms and only use moderated chat rooms.

Questions to ask:

- Is the chat room moderated?
- Who are the moderators?
- Has the chat room got a clear terms and conditions policy?
- Does it
 - ↳ have advertising or external links?
 - ↳ give young people genuine opportunities for students to interact and shape the chat?
 - ↳ have appropriate access control and password verification? Can anyone join?
 - ↳ remind users about safety issues?

(Written by Childnet International for the Department for Education and Employment, March 2001)

5 Advice for children and young people

You should ensure that this advice is seen by the children you come into contact with

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 you 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/carer 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.

E-mails

- Never respond to nasty, suggestive or rude e-mails or postings in Usenet Groups
- When receiving e-mails 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 ISP if you receive one.



TAKING AND PUBLISHING PHOTOGRAPHS INCLUDING WEB-SITES

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 therefore 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 Section 5 Appendix 10)
- 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.

Newspapers and other print media are bound by the Press Complaints Commission Code of Practice, of which the latest version was issued 1 June 2004. Legitimate journalism is a 'special purpose' under the Data Protection Act, which exempts it from the requirement of security, but there are numerous restrictions on photographing children. These are not likely to be relevant to church use but advice if needed should be obtained from the Diocesan Communications Director.



DATA PROTECTION ACT

The Data Protection Act 1998 has substantial implications for the Church of England, which affect every parish. The Act came into effect on 1st. March 2000.

The Act is designed to protect the rights of identifiable living individuals concerning information held about them.

The following information should be sufficient to enable most parishes to comply with the Act.

Definitions:

Personal Data: Information relating to a living individual, including expressions of opinion about that person.

Structured Filing System: A set of information about individuals which is structured either by direct reference to those individuals (e.g. by name) or by criteria which makes material relating to any individual readily available.

Processing: This is widely defined to include almost anything you might do with data, including simply holding it on file.

Data Subject: An individual who is the subject of personal data.

Data Controller: A person who (alone or jointly) decides the purpose for which and the manner in which personal data is processed.

Main implications of the Data Protection Act

- Protection is extended beyond computer-based records to cover personal data held in paper based structured filing systems.
- A framework (known as 'notification') has been laid down for data controllers to register with the Data Protection Commissioner's office.
- A new category of 'sensitive personal data' has been introduced. This includes material relating to religious affiliation (i.e. most of what is likely to be held by church workers) and it requires particularly careful handling.
- Data subjects have the right to know what is held about them by the Data Controller.



The Act sets out principles for the handling of data. It must be:

1. Processed fairly and lawfully;
2. Processed only for a specific purpose;
3. Adequate, relevant and not excessive for the purpose for which it is held;
4. Accurate and up to date;
5. Kept for not longer than is necessary;
6. Processed in accordance with the extended subject rights given by the Act;
7. Kept securely;
8. Not transferred to any country which does not offer adequate data protection.

Action required:

- Churches and ministers who hold information about identifiable living persons which can be processed automatically or in paper based form are required by law to register with the Data Protection Register. (While there are some clearly defined exemptions, this should not be taken to mean that such exemptions are likely to apply to church users).

Further information can be obtained from the Diocesan Data Controller

Paul Stringer, Diocesan Office, 01388 660002.



CHURCH HALL BOOKING FORM

Unfortunately current experience has shown that Churches can inadvertently attract unwanted responsibility and cost if care is not taken over the letting of Church Halls to outside organisations. This responsibility can take two forms:

1. Anything which takes place on Church premises is assumed to be 'all right'. We have an aura of safety and authenticity around us, both to those inside and those outside the Church. We need to be very careful that this trust is not abused or undermined.
2. In these days of 'no win; no fee' litigation people who feel themselves either to have been wronged or to have an opportunity to make some easy money will often sue. Even if an organisation using a Hall is nothing to do with the Church, the Church may find itself sued if it is deemed likely to have more money (and therefore a greater pay out) than the organisation using the Hall. Alternatively both organisations may be sued. The Church therefore has to make it absolutely clear that it has no responsibility for the letting organisation's activities. **It should be noted that this does not take away the Church's responsibility for ensuring that its premises are actually safe.**

The following points relate to halls exclusively under PCC Management and should be born in mind in order to limit liability:

- ▶ There should be a written agreement between the PCC/Trustees and the Hirer, setting out the terms of business
- ▶ The PCC should check that its basic insurance is up to date and whether it would be prudent to include additional cover for items such as Hirer's Public Liability and Loss of Revenue.
- ▶ The PCC/Trustees should decide a level of fees for hiring the Church Hall
- ▶ The PCC should ensure that any person signing a Hiring Agreement is over the age of 18.
- ▶ It should be made clear to the Hirer whether the PCC holds any Licences for the property and the Hirer's responsibility to obtain any others that may be necessary for the event they are to hold.
- ▶ The PCC should consider whether it should seek a deposit which would be retained as compensation if the event were cancelled at short notice or to cover any damage that might occur
- ▶ The PCC should oblige the Hirer to comply with fire and other safety regulations and point these out specifically to the Hirer.
- ▶ The PCC should consider compliance with food, health and hygiene regulations.
- ▶ The PCC will be responsible for the regular testing of portable electrical appliances belonging to the Hall.
- ▶ The PCC should retain the right to refuse or terminate a booking



- ▶ If the Hall is to be used for one day sales on an occasional basis the PCC/Trustees should contact the local Trading Standards /Department to see if there is a Code of Practice for such sales.
- ▶ The PCC should bear in mind the charitable nature of the trusts on which it holds the Hall and ensure that the Hall continues to be available for church based activities rather than commercial use.
- ▶ The PCC should check the requirements of the Licenses for the sale or provision of alcohol.
- ▶ Safety of children - the PCC should ensure that the Hirer will comply with the relevant provisions of the 1989 Children Act and any conditions required by Social Services and furthermore that only fit and proper persons will have access to children.
- ▶ The PCC should ensure that no breach of Gaming of Betting Laws are contemplated
- ▶ The PCC might wish to consider items such as storage, cleaning and security and nuisance e.g. litter on the premises.

The 'model' form (See Section 5 Appendix 13) seeks to cover relevant matters. In particular –

The statement on insurance should ensure that any costs accruing to the letting organisation can be covered independent of the Church.

The Child Protection statement should ensure that an organisation working with children is taking proper steps to safeguard them both in its practice and in its recruitment of leaders

Food Hygiene is now a significant issue. The statement on this should ensure that should food poisoning occur, the responsibility will lie with the parent body! Food Inspectors may visit without warning and, again, this statement should ensure that organisations take responsibility for their own activities. *(If the Hall does not have catering facilities this can be excluded).*

Please note that this letting form is aimed at organisations not individuals. In the case of a private party, it is deemed that parents of children attending are passing parental responsibility to the hosts. In the same way those attending an adult private party will assume their hosts will not poison them!

N.B. The “model” Hall Hire Form and Conditions of Use (See Section 5 Appendix 13) are examples only and will need modifying for local use. The Hire Form is targeted at organisations and will need modifying if used for individual’s hire of the Hall.

A cautionary tale A church in Gateshead has had to pay out £4,000 to the family of a child who mildly burned his hand on a Church Hall radiator. The Church was sued rather than the (independent) Parent Toddler Group which the child was attending which was deemed to have less money. Of course, in any case, the Church Hall Trustees/PCC should have ensured the radiators were properly protected.



Safe and Secure



Section 4

Recruitment

SECTION 4

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APPOINTMENT OF VOLUNTEERS AND EMPLOYEES

Those responsible for the appointment should follow the principles outlined in *Safe from Harm* when seeking to appoint to a post involving direct contact with children and young people.

Prospective appointees should:

- be regarded as job applicants and have a defined role;
- complete an application form (See Section 5 Appendix 4);
- name two referees, one of which should be from the current employer or previous church (See Section 5 Appendix 5 and Appendix 6);
- complete a Confidential Declaration form (See Section 5 Appendix 2);
- have an appropriate interview.

If the decision is made to appoint, the appointee should:

- apply for an enhanced disclosure from the Criminal Records Bureau;
- be offered the post subject to a probationary period;
- have the appointment confirmed in writing by the authorising body;
- be formally commissioned for their role.



REASONS FOR DISCLOSURE THROUGH THE CRIMINAL RECORDS BUREAU

- * The Criminal Justice and Court Services Act 2000 has created two new offences:
 - It is illegal knowingly to apply for a post, paid or otherwise, to work with children or vulnerable adults if one is prohibited from doing so by criminal conviction or other disqualifying behaviour.
 - It is an offence to knowingly recruit anyone to work with children or vulnerable adults who is a Schedule One offender or who is otherwise disqualified.
- * The Church should above all be seen to be applying best practice in the care of children and vulnerable adults.
- * Failure to use the checking service offered by CRB could render an employer liable to a claim in the civil courts if it could be shown that at the time of engagement the CRB had evidence of disqualification. This would also apply to any organisation engaging the services of a volunteer.
- * Insurers will expect clients to adhere to Disclosure procedures in order that insurance cover can be offered. Failure to do so could have serious implications and constitute a claim for negligence.
- * The possible legal and financial penalties for failing to obtain disclosures are a powerful argument against taking the risk of not adhering to Disclosure procedures.



INTRODUCING THE CRIMINAL RECORDS BUREAU PROCEDURES

1. What is the Criminal Records Bureau?

The Criminal Records Bureau has been set up by Parliamentary legislation in March 2002. It offers employers and organisations including the Church, the opportunity to check whether proposed employees and volunteers have a criminal or employment record which would compromise or preclude that person working with or, in extreme cases, having contact with children or vulnerable adults.

A child is defined as someone under the age of 18.

Child Care organisations are required to use the Criminal Records Bureau and other organisations are encouraged to use the system.

The Church needs to take every care in the appointment or engagement of persons to work with children and vulnerable adults, whether paid or unpaid, in order to safeguard their welfare. It has long been felt that one important tool in this process should be access to criminal records and other information held by Government bodies, where a person has been identified as unsuitable to work with children (e.g. in health, education or social work). It is most important that the Church takes advantage of this opportunity, not only so that children are safeguarded but also so that it can be seen to have acted responsibly.

The Church of England uses the Criminal Records Bureau.

2. How does the system work?

Organisations can register with the Criminal Records Bureau as an 'umbrella body' and thereby take responsibility for employees and volunteers who work within its sphere of influence. Durham Diocese has registered with the CRB. This will allow parishes to operate under a clear and verifiable procedure.

Parishes/churches are entitled to register with the CRB in their own right. However, this is not practicable since there is a requirement that there would be a minimum of 100 applications a year. The cost of registration is £300 and involves strict adherence to rules of compliance. In such a case the parish will carry sole responsibility for the proper completion of all CRB procedures, which can be onerous.

The Bishop's Council requires the adoption by all persons under the Bishop's licence and authority of Diocesan Procedures. They will also have to satisfy their insurer on this matter.



There are 3 different levels of disclosure, which can be obtained from the Criminal Records Bureau:

- ➔ Basic;
- ➔ Standard;
- ➔ Enhanced.

Enhanced Disclosures are appropriate for “posts that involve regularly caring for, supervising, training or being in sole charge of children or vulnerable adults”. The Diocese of Durham will apply for this level of disclosure on every occasion.

In accordance with good practice, the Diocese will not accept portability of CRB Certificates. This is because the CRB check must be up-to-date at the time of appointment, and must relate to the post applied for.

NB The CRB process does not replace but enhances good practice. Those making appointments, either paid or unpaid, should continue to use the Declaration Form (Safe & Secure Appendix 2) and take up the References.

3. Who will need to be checked?

It is clear that it is normal good practice for parishes and other parts of our organisation to use this source of information for all employees and volunteers:

- ✓ Who work **directly** with children e.g. Sunday School Teachers, Youth Workers, and Choir Leaders etc.
- ✓ Who carry positions of visible responsibility within the Church e.g. Church Wardens, Readers, Organists, and Worship Leaders, Pastoral Visitors and those who help with home communion etc and are therefore likely to come into contact with children or vulnerable adults.
- ✓ Whom a child might approach thinking they could be trusted because they are taking a position of leadership e.g. adult Choir Members and Servers, robed or unrobed). Those who have only an administrative position need not be checked.
- ✓ There is no lower age limit in respect of those who can be checked.

Parishes are advised to be inclusive in their decisions about who to put forward.

IF IN DOUBT – CHECK IT OUT

For further information see the complete Diocesan CRB Workbook “Introducing Disclosure through the Criminal Records Bureau.”



RECRUITMENT OF EX-OFFENDERS POLICY

The Diocese of Durham uses the Criminal Records Bureau (CRB) Disclosure service to assess the suitability of both volunteers and applicants for employment in positions of trust. We comply fully with the CRB Code of Practice and undertake to treat all volunteers/applicants fairly. We undertake not to discriminate unfairly against any applicant on the basis of conviction or other information revealed.

We are committed to the fair treatment of paid staff and volunteers, applicants and all involved in the life of the Diocese. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and we welcome applications from a wide range of candidates, including those with criminal records.

For those posts deemed necessary, volunteers, and applicants who are offered employment, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. Enhanced Disclosures will include details of cautions, reprimands or final warnings, as well as convictions, and also information relating to police enquiries and pending prosecutions.

The Diocese of Durham has an established centralised system to identify and assess the relevance and circumstances of the offence with respect to the post applied for. The people undertaking the assessments are suitably trained and have appropriate knowledge and experience of the Criminal Justice System, Child Protection issues and the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar a volunteer/applicant from working within the Diocese. This will depend on the nature of the position and the relevance, circumstances and background of the offences. Nevertheless the welfare of the people of the Diocese, especially children and vulnerable adults, must always be our first concern.

Applicants for Employment

This policy relates to all applicants for positions within the Diocese as employees or paid office holders, including both stipendiary clergy and “house-for duty” posts.

1. Our written Policy for the Recruitment of Ex-Offenders will be made available to all Disclosure applicants at the outset of the recruitment process.
2. For those positions where a Disclosure is required, the recruitment information will contain a statement that a Disclosure will be requested before an appointment is confirmed.



3. Where a Disclosure is to form part of the recruitment process, all applicants called for interview will be encouraged to provide details of their criminal record at an early stage in the application process. This information will be kept separately from the remainder of the application, and it will only be seen by those who need to see it as part of the recruitment process.
4. At interview, or in a separate discussion, we encourage an open and measured discussion to take place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment or to subsequent dismissal.
5. Every subject of a CRB Disclosure will be made aware of the existence of the Diocesan CRB Workbook, "Introducing Disclosure through the Criminal Records Bureau" and copies will be available on request.
6. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before deciding whether to confirm an appointment or to withdraw a conditional offer of employment.

Volunteers

This policy relates to all volunteers who wish to work within the Diocese, including licensed ministers without stipend, clergy with "permission to officiate", self-supporting ministers, ministers in secular employment, ordained local ministers, readers, authorised pastoral assistants and other licensed lay workers, in addition to Parish volunteers.

1. Those involved in the recruitment of volunteers will make it clear to a candidate whenever a Disclosure is required.
2. Every subject of a CRB Disclosure will be made aware of the existence of the Diocesan CRB Workbook, "Introducing Disclosure through the Criminal Records Bureau" and copies will be available on request. Our written Policy for the Recruitment of Ex-Offenders will also be made available at the outset of the recruitment process.
3. All Disclosure applicants will be invited to provide details of any criminal record at an early stage though a confidential Declaration Form
4. We guarantee that Disclosure information will be seen only by those who need to see it as part of the recruitment process.
5. We undertake to discuss with a volunteer any matters revealed in a Disclosure which is relevant to the position or activity for which they have volunteered, before deciding whether to limit or prevent their involvement.



Safe and Secure



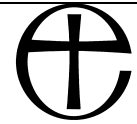
Section 5

Appendices & Sample Forms

SECTION 5
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THE CHURCH OF ENGLAND

A Sample Parish Policy for Children’s/Youth Work

The Church Council ofhereby adopts the following policy for children and youth work in the parish for the benefit and protection of children, young people, those working with them and this Church Council.

- To maintain a register of children/youth leaders authorised by the Church Council.
- To maintain Personal Disclosure and Reference records of all leaders and occasional helper with access to children and young people.
- To form an Appointments Panel comprising the Vicar and two other P.C.C. members (including a least one woman).
- To acknowledge that being convicted, cautioned or bound over for a criminal offence does not automatically debar an individual from working with children or young people.
- To provide as safe and welcoming an environment as possible for children and young people who take part in the life of the Church.
- To provide adequate insurance cover for leaders, participants and third parties.
- To maintain records of Information and Permission forms, and Health and Parents’ Consent forms and should authorise children’s and youth programmes, activities carried out on behalf of the church Council on a regular basis.
- To identify an independent person who is named and accessible to all in contact with the Church.
- To ensure that groups who are not part of the Church but hire Church Halls for activities are asked if they have CRB Checks, adequate Insurance and a Child Protection Policy and to see evidence of this. If the group does not have a Child Protection Policy they would be asked to adopt the Diocesan policy.

Copies of this parish’s policy statement for Children/Youth Work and ‘Safe and Secure’ the Diocese handbook giving guidelines etc are available from

.....

This statement should be displayed some where in the church building to ensure parishioners have access to the relevant documents.

This policy should be renewed annually by the Church Council.

Confidential Declaration by those working with Children and Young People

1a. Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)*?

Please tick Yes No

1b. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Please tick Yes No

1c. Are you at present under investigation?

Please tick Yes No

1d. Have you ever been found by a Court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm** to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

Please tick Yes No

2a. Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

Please tick Yes No

2b. To your knowledge has it ever been alleged that your conduct has resulted in any of these things?

Please tick Yes No

If yes please give details including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work on a separate sheet.

3. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

Please tick Yes No

4. Have you any health problem(s) which might affect your work with children or young people under the age of eighteen?

Please tick Yes No

5. Have you, since the age of eighteen, ever been known by any name other than that given below?

Please tick Yes No

6. Have you, during the past five years, had any home address other than that given below?

Please tick Yes No

* All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed

** Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

Declaration

I declare that the above information (and that on the attached sheets ***) is accurate and complete to the best of my knowledge.

Signed:

Date:

Date of Birth:

Full Name:

Address:

.....

***Please delete if not applicable

Please return this form to:

.....

.....

.....

Before an appointment can be confirmed, applicants must provide an enhanced disclosure from the Criminal Records Bureau. Consult with the Diocesan Office, Incumbent, or the Diocesan Child Protection Adviser for details of the process.

Notes for the Confidential Declaration Form

Question 1a and b

Declare all convictions, cautions, warnings or reprimands or whether you are at present under investigation by the police. Posts where the person is working or coming into contact with children are exempt from the Rehabilitation of Offenders Act 1974 so that all spent convictions must be declared.

Relevant provisions of the Rehabilitation of Offenders Act 1974:

Any technical motoring offences dealt with by fine do not need to be declared.

Question 1c

Declare if you are at present under investigation by the police, social services or an employer.

Question 1d

You must declare any finding of fact by a civil court that your actions have significantly harmed a child. Declare any court orders made on this basis.

Question 2a

Make any statement you wish regarding any incident you wish to declare

Question 2b

Declare any allegations made against you, however long ago, that you have significantly harmed a child or young person. Any allegation must be declared which has been investigated by the police, social services, employer or voluntary body. Checks will be made with the relevant authorities.

Question 3

All these matters will be checked with the relevant authorities.

Question 4

Please declare in confidence any health problems that may affect your ability to work with children. This question is primarily intended to help you if you subsequently need to withdraw from work with children e.g. because of a recurring health problem.

Some of the information requested on the form will be checked with the Criminal Records Bureau. All information received will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of protecting children or vulnerable adults.

The Duties and Responsibilities of Children/Youth Workers

Name of Worker.....

Parish

When do they meet.....
(give day and time)

Age Range(s).....

Name of person to whom you are responsible

Range of work/tasks to be undertaken

.....

.....

We want to help you give the best possible service to your group, so we will meet with you from time to time to see how things are going. We would also like to make sure that you receive any training needed.

Signed Date

(Church Minister/Church Warden)

To be completed by the worker with children/young people

I confirm that I have read the PCC's policy on protecting children and young people. I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child/young person I will check with the appropriate leaders. I will follow guidelines on safe working practice as per 'Safe and Secure' the diocesan pocket guide which I have received.

Signed Date

Initial appointments are subject to a three month probationary period and assessment.

Application to become a Volunteer leader/Helper

at _____ Church

Surname.....

Forename(s)

Title (Mr, Mrs, Ms, Miss, Rev etc).....Date of Birth.....

Are you a committed Christian?.....

Home Address.....

.....

.....Telephone number.....

If you have lived at this address for less than three years please give your previous address

.....

.....

Voluntary Work and Personal Development

(Please list, with dates, any voluntary work undertaken and any areas of your personal development you wish to bring to our attention. Give brief details of your responsibilities in each case.)

.....

.....

.....

.....

.....

.....PTO

What knowledge, skills and attitudes do you possess from work, domestic life and or other experience to equip you for work with children/young people?

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

Please give the names and addresses of two people who would be willing and able to comment on your suitability for this type of voluntary work.

1. Name

Address

.....

.....Telephone number

2. Name

Address

.....

.....Telephone number

You should not be related to either of the above.

Please sign this form and print your name.

Signed

Print Name

Date

Church: _____

Date

Dear

(Name)..... has offered to help with our children's/young people's work.

As you are probably aware, before we can accept any new volunteers/paid workers we must be sure that they are suitable. (Name) has given us your name as someone who can give a character reference.

I would be grateful if you could complete the enclosed questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

(Name)..... will mainly be working with year olds, as (give a brief description of the work).

In commenting on the volunteer, please bear in mind that it is the church's duty to protect children from harm of a physical, emotional or sexual nature, and all volunteers/paid workers are required to sign a Confidential Declaration Form.

Thank you for your time,

Yours sincerely,

(Minister/Church Secretary)

Church: _____

Reference Form

Private and Confidential

Name of applicant to become a volunteer/paid worker

What is your relationship to this person? (You should not be related to the applicant).
Friend / Employer (Please delete as appropriate) Other (Please specify below)

.....

How long have you known them?

With your knowledge and experience of the applicant, please comment on his/her suitability to work with children/young people. Please include comments about his/her honesty, reliability, health and experience of working with children/young people. (Continue over the page if necessary.)

Are there any other comments you would like to make?

Signed: Date:

Name:(Please Print)

Annual Parent/Guardian Consent Form

(This form should be completed in September each year or when a person joins the group)

Part A (to be completed by the group leader)

Name of group/organisation

Name of Church

Where does it meet

Name of group leader

Contact telephone number

Part B (to be completed by a Parent or Guardian if the young person is 18 years of age or over they should complete and sign the form themselves)

Full name of young person

Date of birth.....

Permission

I give my permission for the above named young person to attend and take part in the activities of the group as outlined in Part A above. I acknowledge the need for obedience and good behaviour on his/her part while attending the group and the need for him/her to take special note of any safety instruction given. I also acknowledge that should my son/daughter leave the premises unaccompanied during an activity session that the PCC of the above named church cannot be held responsible for their safety. I am satisfied that all reasonable care will be taken for the safety of the group members and that adequate staffing and other insurance and safety measures have been taken.

By allowing your child to attend the above named event, you are giving permission for their image to be captured using media including photographs, video etc. and for those images to be stored and used by the organisers for promotional and marketing purposes. This may include newspaper articles, television and internet. If such images are used no naming of the child will take place.

Medical Details

Please give details of any medical condition group leaders should be aware of including allergies and any medication the young person may need to take whilst attending.

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

Has the young person been immunised against Tetanus within the last five years?

.....

Please give the name, address and Telephone number of the family doctor?

.....
.....

Permission

I understand that in the event of any illness or accident, every effort will be made to contact me, but if this is not possible, I authorise the group leader or other staff member to sign on my behalf, any written form of consent required by medical authorities.

Signed..... Parent/Guardian

Please print your name clearly

Address

.....

Telephone number Day

Evening

Mobile

Please note that your son/daughter will not be able to participate in the group's activities unless all parts of this form have been completed.

Parent/Guardian Consent Form for Special Activities, Overnight Stays or Hazardous Activities

Part 'A' (to be completed by the activity leader)

Name of Group/Organisation

Activity or Event

Venue for activity or event

Dates

Person in charge

Contact telephone number

Part 'B' (to be completed by a Parent or Guardian, if the young person is 18 years of age or over they should complete and sign the form themselves)

Full name of young person

Date of Birth

We want young people to enjoy our activities to their full and to feel secure and protected during their participation in them. Therefore, we will not be taking any young people on special activities, overnight stays or hazardous activities unless this form has been completed and returned one week before the event.

Permission

I give permission for the above named young person to attend and take part in the activities or event named in part 'A'. I acknowledge the need for obedience and good behaviour on his/her part while attending the group and the need for him/her to take special note of any safety instruction given. I also acknowledge that should my son/daughter leave the premises unaccompanied during an activity session that the PCC of the above named church cannot be held responsible for their safety. I am satisfied that all reasonable care will be taken for the safety of group members and that adequate staffing and other insurance and safety measures have been taken.

By allowing your child to attend the above named event, you are giving permission for their image to be captured using media including photographs, video etc. and for those images to be stored and used by the organisers for promotional and marketing purposes. This may include newspaper articles, television and internet. If such images are used no naming of the child will take place.

Medical Permission

I understand that in the event of any illness or accident, every effort will be made to contact me, but if this is not possible, I authorise the person in charge or other staff member to sign on my behalf, any written form of consent required by medical authorities.

Medical Details

Please give details of any medical condition group leaders should be aware of, including allergies and any medication the young person may need to take whilst attending.

.....
.....

Has the young person been immunised against Tetanus within the last five years?

.....

Does he/she have any special dietary requirements?

.....

Please give your address and phone number during the event in case of emergency.

.....
.....

Please give the name, address and phone number of someone else we can contact if you are not available:-

.....
.....

Please give the name, address and phone number of the participant's family doctor.

.....
.....

Signed Parent/Guardian Tel No Day

Please print your name clearly

Address

..... Tel. No. Evening Mobile

Please note that your son/daughter will not be able to participate in the groups activities unless all parts of this form have been completed.

Sample OFSTED Letter

OFSTED
Royal Exchange Buildings
St. Ann's Square
Manchester M2 7LA

Dear Sir/Madam

As advised by our Diocesan Child Protection Guidelines I am writing to inform you that we are planning an event which will include children under the age of eight years for more than two hours.

Below are the details of this event, which I understand might be classed as an 'occasional facility',

Date, Location and Hours of Opening

The event is called [*name of event*] and will be held on [*day, month, year*] at [*location*]. It will begin at [*start time*] and finish by [*finishing time*].

The Reason for this 'day care facility'

Our aim is to [*state aim of day*]. The programme will include a variety of workshops and activities, for [*state age group*].

The Number and Age Range of Children

We expect [*number of participants and age group*]. We are providing a crèche for very young children.

Number of 'Staff' [*Say what ratio of adults to children you expect*]

We abide by our diocesan child protection guidelines: leaders work according to appropriate staffing ratios and all are 'authorised' through CRB and parish child protection procedures.

Thank you for your attention

Name:

Position:

Consent form for using photographs/images of children

From:.....(Church)

To:.....(parent/carer)

The.....Group/Club/Organisation

would like to use image(s) of
(Name(s) of Child/ren)

in a printed publication/on a website for promotional purposes.

To comply with the Data Protection Act 1998, your permission is required before the image(s) can be taken. Please answer the questions below, then sign and date the form and return it to:

.....(organiser)

at (address):

.....

The Parent/Carer

Please circle one

1 May we use your child's image in our printed publications? **Yes/No**

2 May we use your child's image on our website? **Yes/No**

I have read and understood the conditions of use on the back of this form

Signed:..... Date:.....

Name:.....(block capitals)

Address:.....

.....

The Group Organiser/Leader

I have confirmed the agreement of the parent/carer for these images to be used, as above **Yes/No**

Signed:..... Date:.....

Conditions of use

1. Full Names (i.e. both first and last names) or other identifying details will not be included in the publication or on the website without your express permission
2. Postal or e-mail addresses, telephone or fax numbers will not be included in the publication or on the website without your express permission
3. Group images may be used, with very general labels (e.g. “making Christmas decorations” or “watching the athletics”)
4. Only images of suitably clothed persons will be used (e.g. children in swimwear will not normally be used, unless written consent has been given)

Staying Safe Online – A Young Person’s Contract

- 1 I will ALWAYS tell a parent or another adult immediately, if something is confusing or seems scary or threatening
- 2 I will NEVER give out my name, real address, telephone number, school name or location, schedule, password, or other identifying information when I’m online. I will check with an adult for any exceptions
- 3 I will NEVER have a face-to-face meeting with someone I’ve met online. In rare cases, my parents may decide it’s OK, but if I do decide to meet a cyberpal, I will make sure we meet in a public place and that a parent or guardian is with me
- 4 I will NEVER respond online to any messages that use bad words or words that are scary, threatening, or just feel weird. If I get that kind of message, I’ll print it out and tell an adult immediately. The adult can then contact the online service or appropriate agency. If I’m uncomfortable in a live chat room, I will use the “ignore” button
- 5 I will NEVER go into a new online area that is going to cost additional money without first asking permission from those paying the bills
- 6 I will NEVER send a picture over the internet or via regular mail to anyone without my parent’s/carer’s permission
- 7 I will NOT give out a credit card number online without a parent present

Young Person **Date**

Parent/Carer **Date**

[www. getnetwise.org/safety](http://www.getnetwise.org/safety) guide

The material above is adapted from an article in “Caring Magazine” Summer 2002 (Churches Child Protection Advisory Service) and Childnet International for the Department of Education and Employment, March 2001

Consent to use a PC to gain access to the Internet

From:.....(Church)

To:.....(parent/carer)

From.....Group/Club/Organisation

(Name of child):.....has asked

to use the Internet/World Wide Web from a PC

in..... (location)

for.....(purpose)

on.....(day/date/time)

Access to the Internet will be supervised at all times by approved and experienced organisers/leaders

The Parent/Carer

Please circle one

I and the child/ren have read and signed the contract "Staying Safe on the Internet" and I agree that the child/ren may have supervised access to the Internet **Yes/No**

Signed:..... Date:.....

Name:.....(block capitals)

Address:.....

.....

The Group Organiser/Leader

I have confirmed the agreement of the parent/carer for access to be given, as above **Yes/No**

Signed:..... Date:.....

Name of Church:.....

Application for Hall Hire

Name of Hiring Organisation:

What does the Organisation do?:
.....

Will the Booking be One Off / Regular weekly/fortnightly/monthly *
*(Delete as appropriate)

Date(s) and time(s) of booking(s) required:

Organisation Contact Person: Name

Address

Phone Number Day Time.....Evening.....

Email:

Is the organisation insured for the proposed activities? **Yes/No**

If Yes – name of insurer.....

Amount of liability covered £.....

Insurance Policy Number

N.B. It will be necessary to produce a copy of the insurance certificate for the Hall Secretary/Administrator before a booking can be confirmed.

Does the Organisation work with under 18s? **Yes /No**

If 'Yes' Does the Organisation have a Child Protection Policy? **Yes/No**

N.B. It will be necessary to produce a copy of this Policy to the Hall Secretary / Administrator before a booking can be confirmed. Bookings will not be accepted for those working with children unless the organisation has such a policy or adopts and implements the Church's Child Protection Policy.

Are those leading the activity properly vetted in relation to child protection including CRB checks etc? **Yes/No**

Does the organisation sell food (other than light refreshments) Yes/No
Have those preparing the food obtained necessary qualifications under the Health and Hygiene Legislation? **Yes/No**

Please note that while the PCC/Trustees of the.....Hall make every effort to ensure the safety of all who use its premises your Organisation will be solely responsible for both premises, personnel and its activities during the period of your Booking.

I make application for the use of the premises as set out above and agree to abide by the Regulations and Conditions of Hire, a copy of which I have received and read (*delete if not applicable*).

On behalf of my organisation I accept liability for the property, personnel using the property and all activities during the period or the booking.

Signed:

Date:.....

Sample – NB this can act as a checklist – alter to suit your own Hall

Conditions of Hire

Opening and Closing the Church Hall

The church Hall keys will be available fromand after locking up, must be returned there immediately.

The Church Hall will be opened for your hiring byand will be closed for you at the time indicated.

Please ensure that any outside caterers, contractors or bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone.....in case of difficulty.

Users are expected to vacate the premises within fifteen minutes of the end of the licence period. After midnight (unless the event is on New Year's Eve) only those helping to clear up the Hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Safety

The Church Hall has a No Smoking policy in line with current legislation.

In the event of a fire, the Church Hall should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade should be called, dialling 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the Church Hall is occupied and the manner of opening Fire Doors should be made known to your users.

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack tables and chairs in the storeroom as indicated.

The Hall Health and Safety file is kept in

A First Aid Box is located in

Power Circuits/Heating

The heating controls are located Please let the booking secretary know if you need the Church Hall to be particularly warm or cold. Do not adjust individual radiators/heaters as this will result in the Hall being too cold or too hot for subsequent users. The heating is timed to turn off at 10.30 p.m. Other circuits are timed to turn off at 11.45 p.m. Please warn your users, band or disco of this.

Telephone

The church Hall telephone is located in.....This is for emergency use only and has a list of contact numbers beside it. / The church Hall has no telephone and the nearest one is locatedso you are advised to bring a fully charged mobile telephone for use in an emergency.

Car Parking

The lane leading to the Church Hall is a public road and must not be obstructed. The Church hall Car Park will accommodate a good number of cars if they are parked sensibly.

Any overflow may park atCars are not allowed on the grass verges.

Consideration for others

Please ask Hall users to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or sellotape on the Hall walls or other surfaces; use bluetack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the Church Hall clean and tidy and leave waste in the bins provided or take it home. In particular we ask that you ensure table tops are wiped clean before being stacked away.

Faults/Damage/Comments

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The Management Committee welcome constructive comments or observations you may have about the hire of the Hall.

Location and Use of Fire Equipment

The following sketch shows the location and types of Fire Equipment in the Hall

Parish Check List

Item	✓ or X	Action
Do we have a Parish CP Policy?		
Have we got a Parish Independent Person?		
Is information displayed about the Independent Person and a contact number?		
At the last Parish AGM was there a CP Report?		
Are all activities for children and young people authorised by the PCC?		
Are all children and young people's workers authorised by the PCC?		
Have all leaders and volunteers completed application forms, declarations and CRB Disclosures and have references been obtained?		
Are all confidential documents safely stored?		
Have all new workers and volunteers been through an Induction process?		
Have Volunteers been trained in relevant issues, including children's Advocacy?		
Are all leaders aware of their responsibilities as children's Advocates?		
Have leaders and volunteers renewed their CRB Disclosures and personal information forms where appropriate?		
Do we have an up to date record of those who have completed CRB checks?		
Are there correct ratios of leaders and genders to the numbers in each activity?		

Item	✓ or X	Action
Are children with special needs and/or those of different ethnicity or background made welcome?		
Is there a qualified First Aider at each activity or easily accessed?		
Is First Aid equipment easily accessed?		
Have we checked in the past year if leaders and volunteers have any training needs?		
Are we insured for all our work with children and young people?		
Have our buildings been checked and had an annual Health and Safety inspection?		
Are buildings checked by leaders for Health and Safety before each activity with children and young people?		
Are there people designated by the PCC who are responsible for Fire Equipment and Procedures?		
Do you have an up to date Accident Book?		
*		
*		
*		

* For particular local items which need to be checked regularly.

Section 6



Legislation

**References
&
Useful Contacts**

SECTION 6

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Legislation

The Children Act 1989 provides a comprehensive framework for the care and protection of children and defines a child as any young person under the age of 18 years. Section 47 refers to the Local Authority's duty to investigate if they "have reasonable cause to suspect that a child who lives, or is found, in their area is suffering, or is likely to suffer significant harm" to enable them to decide whether they should take action to promote the welfare of the child.

The Police Act 1997 set out the structure of the Criminal Records Bureau.

The Sex Offenders Act 1997 set up the Sex Offenders Register

The Data Protection Act 1998 extended the rights of individuals to have access to personal information held about them on computer or paper records. There are exceptions to these rights in limited circumstances, including where the information is held for the purposes of preventing or detecting crime.

The Human Rights Act 1998 provides that UK legislation must be construed in accordance with the European Convention on Human Rights. The Convention includes rights to respect for private and family life and also a right not to be harmed or tortured.

The Protection of Children Act 1999 re-structured the Department of Health Consultancy List, setting up the Protection of Children Act List (POCA List). It also amended the Police Act 1997 so that the CRB can use information from POCA List and the DfES' List 99 in CRB disclosures

The Criminal Justice and Court Services Act 2000 allows courts to impose orders disqualifying people from working with children following certain convictions. It is an offence knowingly to seek work with children if disqualified, and also an offence knowingly to recruit or permit a disqualified person to work with children.

The Sexual Offences (amendment) Act 2000 equalised the age of consent at 16 for both heterosexual and homosexual activity. It also provided extra protection for young people aged 16 and 17 who have sexual relationships with people in positions of responsibility.



The Children Act 2004 provides the legal underpinning for Every Child Matters: Change for Children programme. A series of documents have been published which provide guidance under the act to support local authorities and their partners in implementing new statutory duties.

Safeguarding Vulnerable Groups Act 2006 Was created in response to recommendation 19 of the Bichard Inquiry. That those who wish to work with children and vulnerable adults should be registered. This act provides the legislative framework for the new Independent Safeguarding Authority (ISA) scheme to be launched in October 2009.



Reports and Guidance

Safe from Harm, a Home Office Publication is a code of practice for safeguarding the welfare of children in voluntary organisations

Working Together to Safeguard Children 1999 - Department of Health/Home Office/Department of Education and Skills inter-agency guidance to safeguard and promote the welfare of children was published in 1991 and revised in 1999. This document promotes good liaison between the voluntary and statutory agencies and the role of staff in the voluntary sector in bringing children who are thought to be in need of protection to the attention of the statutory agencies.

Caring for Young People and the Vulnerable 1999 - Home Office guidance for preventing the abuse of trust by people in positions of responsibility, with 16 and 17 year olds and vulnerable adults.

'No Secrets' DOH Guidance on implementing Multi-Agency Policy 2000

Complex Child Abuse Investigations: inter-agency issues 2002 - this Home Office guidance includes advice on sharing information during investigations

Sexual Offences Act (came into force on 1 May 2004) this legislation aims to overhaul sexual offences legislation providing a clear, coherent and effective set of laws that will increase protection, enable the appropriate punishment of abusers and ensure the law is fair and non-discriminatory.

Working Together to Safeguard Children 2006 sets out how individuals and organisations should work together to safeguard and promote the welfare of children. The guidance has been updated since the previous version published in 1999. The new version reflects developments in legislation, policy and practice.

What to do if you are worried a child is being abused 2006 sets out clear guidance to assist practitioners to work together to safeguard children. The documents sets out what you should do if you have a concern, and what will happened once you have informed someone about those concerns.

Protecting All God's Children 2006: The Child Protection Policy for the Church of England.



Responding to Domestic Abuse 2006: Guidelines for those with pastoral responsibility.

Promoting a Safe Church 2006: Policy for safeguarding adults in the Church of England

The Church has access to more children and young people than any other voluntary organisation



Websites, Books and References

Websites

Working Together to Safeguard Children 2006 : Every Child Matters, Change for Children TSO www.tsoshop.co.uk

Safe from Harm: www.homeoffice.gov.

What to do if you're worried a child is being abused Dept of Health 2006.
www.everychildmatters.gov.uk

Protecting All God's Children 2004 www.churchhousepublishing.co.uk

Safeguarding children and Young People Methodist Church. Available from
www.methodist.org.uk/information/safeguarding.htm#safeguarding.

A Programme for Action (Nolan Report) Catholic Bishops' Conference 2001.
Available from www.nolanreview.org.uk

Information on the Criminal Records Bureau and the disclosure process available
from www.disclosure.gov.uk

Independent Safeguarding Authority: <http://www.ias-gov.org/default.aspx>

Children's Society: www.childrenssociety.org.uk

Churches Child Protection Advisory Service: www.cpas.co.uk

Department of Health – Area Child Protection Committees: www.acpc.gov.uk

NCH website for children and young people: www.itsnotyourfault.org

NSPCC: www.nspcc.org.uk

Our Duty to Care: www.volunteering-ni.org



Books

Child Sexual Abuse and the Churches Patrick Parkinson Hodder & Stoughton 1997

Christianity and Child Sexual Abuse Hilary Cashman SPCK 1993

The Hidden Shame of the Church: Sexual Abuse of Children and the Church Ron O'Grady WCC Publications, Geneva 2001

The Church and Child Sexual Abuse E Conway, E Duffy, & A Shields. Columba 1999

Time for Action CTBI 2002

Sexual Abuse in Christian Homes and Churches Herald Press 1993

Healing Victims of Sexual Abuse, Victory House 1988

The Courage to Heal: a guide for women survivors of sexual abuse Perennial Library 1990

Victims no longer: men recovering from incest and other sexual abuse Harper & Row 1994

Beaten, Battered, Bruised and Blessed, Churches recognising and responding to Domestic abuse Pastor Joe and Lizzie Hayes Alden Press Oxford 2004

From Silence to Sanctuary, Jane Chevous A Guide to understanding, preventing and responding to abuse 2004.

Feeling Happy, Feeling Safe M Elliot. Hodder & Stoughton 1991

Keeping Safe: A practical guide to talking with children. M Elliot. NCVO 1986

Mousie Khadji Rouf. A book for children who have secrets they have been afraid to tell. The Children's Society 1989.



Young People's Participation

Keeping it Safe: a young person-centred approach to safety and child protection, standards and guidelines NCVYS 2002 Available from 020 7422 8630

Hear by right: Standards for the active involvement of children and young people H Wade and B Badham 2003. National Youth Agency/LGA. Available from 0116 285 3709

The Learning and Skills Council's Guide to engaging with young people: Putting Learners in the Driving Seat. Available from:
www.lac.gov.uk/news_docs/Engage_Young_People.pdf

Participation – Spice it up! Save the Children. Available from 01752 202301

Empowering Children and Young People Save the Children Available from 01752 202301

Internet Safety

Chameleon Internet Security Resource: www.e2chameleon.btinternet.co.uk/childhtm

www.ngfi.northumberland.gov.uk/notices/default.htm link to CEOP and BECTA sites.
CEOP: Child exploitation and online protection
BECTA: British Educational Communications and Technology Agency.

Protective Behaviours: www.protectivebehaviours.co.uk

Blog Safety www.kidsmart.org.uk/yp/smart

Childnet Chat danger www.chatdanger.com

Childnet International www.childnet-int.org

<http://www.nch.org.uk/itok/>

<http://www.getnetwise.org>

http://www.ofcom.org.uk/codes_guidelines/broadcasting/tv/safety_net

<http://www.esafeeducation.co.uk>

Internet Content Rating System www.icra.org



www.getnetwise.org which provides an online safety guide for children and young people as well as for adults

For Web-site managers; <http://www.icra.org>

Filtering Software; <http://store.netnanny.com> <http://www.cyberpatrol.com>

Useful contacts related to Bullying

Child Line: - Freepost 1111, London N1 OBR, Tel: 0800 1111

Kidscape: 52 Buckingham Palace Road, London SW1W 9TR, Tel: 020 7730 3300

NSPCC	0800 800 5000
(Deaf/Hard of Hearing)	0800 056 0566
(Asian)	0800 096 7729

Parentline	0808 800 2222
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National Domestic Abuse Projects and Help Lines

Women's Aid National helpline 0808 2000247

Mankind (male victims) 0870 794 4124

Broken Rainbow (same sex relationships) 07812644914

Child-line: 08001111



References

Criminal Offences Fact Box

Taking, distributing or showing indecent photographs or pseudo-photographs* of children. (Section 1 (1) Protection Children Act 1978 as amended by the Criminal Justice and Public Order Act 1994)

*(pseudo-photograph means an image whether made by computer graphics or otherwise, which appears to be a photograph)

Possessing indecent photographs or pseudo-photographs of children. (Section 160 (1) Criminal Justice Act 1988 as amended by the Criminal Justice and Public Order Act 1994)

Printing, publishing, selling, hiring etc, harmful publications to children and young people. (Sections 1 and 2 Children and Young Person (Harmful Publications) Act 1955)

Sending a malicious communication. (Section 1 (1) Malicious Communications Act 1988)

Helpful Organisations

Childnet International, Studio 144, Brockley Cross Business Centre, 96 Endwell Road, London SE4 2PD. Telephone 020 7639 6967.
www.childnet-int.org

The Metropolitan Police have a free 'phone number for people to report child pornography 0909 100 0040

The Internet Watch Foundation (IWF) enables members of the public, via a helpline, to report child pornography
www.internetwatch.org.uk/hotline/

The IWF will investigate and contact the ISP and the National Criminal Intelligence Service (NCIS)



USEFUL DIOCESAN CONTACTS

<u>Name</u>	<u>Telephone Number</u>	<u>Address</u>
<u>Elsi Hampton</u> Diocesan Child Protection adviser	01642 782058 Mobile: 07970 267692	Board of Education Carter House Pelaw Leazes Lane Durham DH1 1TB
<u>Nick Rowark</u> Diocesan Youth Adviser	0191 3746008 Mobile 07748 948 192	Board of Education Carter House Pelaw Leazes Lane Durham DH1 1TB
<u>Revd. Paul Allinson</u> Diocesan Children's Adviser	0191 3746006 Mobile 07888 726 535	Board of Education Carter House Pelaw Leazes Lane Durham DH1 1TB
<u>Helen Straughan</u> Diocesan CRB Administrator	01388 660013	Diocesan Office, Auckland Castle, Bishop Auckland, Co. Durham, DL14 7QJ.
<u>Paul Stringer</u> Diocesan Data Controller	01388 660002	Diocesan Office, Auckland Castle, Bishop Auckland, Co. Durham, DL14 7QJ.
Ecclesiastical Insurance Group	01452 528533	Beaufort House Brunswick Road Gloucester GL1 1JZ



