

**SAFEGUARDING POLICY**

**(A) CHILDREN AND YOUNG PEOPLE (REVIEWED 2010)**  
**Annual Review March 2011**



**Whom to contact:**

If you have any concerns for a child or in relation to any child protection matter then speak to one of the following who have been approved by the PCC:

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Vicar of Christ Church

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**CHRIST CHURCH, NEW ROAD, WARE, HERTFORDSHIRE. SG12 7BU**

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**DOCUMENTATION** (Available from Martin Dudley or Group Leader)

- Registration Form for Activities
- Consent form for taking and publishing images of children
- Risk Assessment Form
- Accident/incident Form
- Premises Hire Forms

## INTRODUCTORY LETTER AND BIBLICAL CONTEXT

The church is now the largest voluntary organisation working with children and young people within the British Isles. Like the majority of Christian parents I wanted my children to develop and grow physically, emotionally, intellectually and spiritually in a safe and loving church environment. Thankfully their experience has been a good one in which they flourished. Many children have been very blessed by their church upbringing but we also know that some children have suffered abuse and neglect from adults both outside and inside the church who were entrusted with their care. We all have a responsibility to protect and safeguard the welfare of children and young people entrusted to us, particularly the PCC, leaders, workers. The purpose of this document is not just to seek to protect all children and young people in our care, but to show that in so doing we are fulfilling a Biblical imperative.

Throughout the Bible God charges His people to have the right attitude towards the vulnerable in society and for the Israelites the vulnerable were the widows, orphans and aliens. 'He (God) defends the cause of the fatherless and the widow, and loves the alien giving him food and clothing' (Deuteronomy 10.18). For us today it is our children and young people as well as vulnerable adults who need our very best care and protection. As a Church, we seek to uphold the charge given by Jesus to welcome children, (Luke 18.5) 'And whoever welcomes a child like this in my name welcomes me' and to protect them (Mt 18.6-10) and allow them free access to Him (Mark 10.13-16)

In caring for our children and young people it is not just about grudgingly adhering to a set of rules and regulations, rather to take seriously God's command to care for the vulnerable and passionately to allow every child and young person to meet God in this church.

This document outlines the context for our responsibilities and duties, the policy which details our duties and responsibilities in order to nurture, protect and safeguard all, especially the young and the vulnerable, as well as staff and volunteers who participates in our ministries. The document also details and gives examples of good and safe practice and how this can be enhanced and by following agreed procedures and statutory, denominational and specialist guidelines.

David Proud  
(Vicar)  
April 2010

## **TERMS AND DEFINITIONS**

### **What is meant by Safeguarding Children and Young People?**

**‘The process of creating a safe environment for the whole younger generation, as well as protecting those children and young people who are vulnerable or have already been harmed’ (Lindon 2006:15)**

### **Main layers of safeguarding**

- Helping all children and young people to stay safe
- Protecting vulnerable children and young people
- Responding when children and young people have been harmed

### **Duty of Care:**

*‘The duty which rests upon the individual or organisation to ensure that all reasonable steps are taken to ensure the safety of child or young person involved in any activity or interaction for which that individual or organisation is responsible. Any person in charge of, or working with children and young people in any capacity is considered, both legally and morally to owe them a duty of care’*

### **Position of Trust:**

*‘Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power and influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship’*

### **Abuse of Trust:**

*‘Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause that child to engage in or watch sexual activity.’ (Definitions CCPAS 2008)*

## **CLARIFICATION OF TERMS/ABBREVIATIONS**

- Where either ‘children’ or ‘young people’ are mentioned, both are intended.
- Where ‘parents’ are mentioned, ‘parent/s’, ‘guardian/s’, and ‘carer/s’ are intended.
- The term ‘worker’ refers to any paid worker, leader, helper or volunteer approved by Christ Church.
- The term ‘premises’ refers to Christ Church, Christ Church Centre and Christ Church School.
- The definition of a child under the Children Act 1989 is a person under eighteen.
- Independent Safeguarding Authority (ISA)
- Criminal Records Bureau (CRB)

## WHAT GUIDES OUR PRACTICE?

*'It may be helpful for parents to know that the Church of England requires all those who work with children to report any obvious or suspected case of child abuse (which includes non accidental injury, severe physical neglect, and emotional and/or sexual abuse) to the relevant statutory authorities. It is important to recognise that where there are grounds for suspicion, it is better to be safe than sorry and that at all times the child's best interest must be paramount.'*

To report abuse is to witness to the world of the love and justice of God, it is a form of ministering to the needs of those crying out for help. The House of Bishops' **Policy on Child Protection** makes it clear that it is the responsibility of the PCC to ensure that procedures for the protection of children are developed and followed in each parish: "Every PCC should ensure that it has adequate procedures for the protection of children and young people and should review those procedures annually. Archdeacons should check regularly on this in their articles of enquiry." (House of Bishops' Policy p7)

In preparation of this document it should be noted that there is a wide range of legislation, government guidance and standards designed to ensure that children and young people are protected from harm. Examples of those that were referred to during the preparation of this document are:

- **The Children Act (1989)** - ensures that the welfare and developmental needs of children are met, including protection from harm.
- **The Children Act (2004)** – underpins national framework of change for children and young people based on **Every Child Matters**. Promotes multi agency working to improve children's well being as defined by the five outcomes.
- **Every Child Matters: Change for Children (2003)** guidance supports the building of services around children to maximise opportunity and minimise risk, delivered through local leaders working together in strong partnerships.
- **Protection of Children Act (1999), Safeguarding Vulnerable Groups Act (2006)** – highlights the route by which employers can check potential employee's criminal record against children or adults who may be vulnerable.
- **United Nations Convention on the Rights of the Child (ratified by UK 1991)** - highlights rights of adults and children and is reflected in UK legislation/agreements
- **The Health and Safety at Work Act (1974)** – gives organisations legal responsibility to prevent injuries and ill health in relation to the public and employees.
- **The Disability Discrimination Act (DDA) (1995)** - protects disabled people in employment, access to goods services and facilities and education.
- **The Data Protection Act (1998)** – handling and storage of personal information, how such information can be shared with others. Provides pathways for sharing of such information if there are child protection concerns.

Further reading and resources can be found in Appendix D

## **CHILD PROTECTION STATEMENT**

*The following policy was agreed by the Parochial Church Council on:*

### **As leaders of Christ Church we are committed to:**

- Nurturing, protecting and safeguarding all children and young people in all activities connected with Christ Church.
- Supporting parents and families of those children and young people.
- Appointing a safeguarding officer, deputy and sub-group to oversee the safeguarding policy
- Following agreed procedures and statutory, denominational and specialist guidelines,
- Exercising proper care in the selection, appointment, training and support of all those working with children and young people, whether paid or voluntary,
- Recognising that child protection is everybody's responsibility,
- Reviewing this policy annually in March, plus or minus one month or earlier if necessary.
- Establishing an annual audit and monitoring process

**SIGNED..... Chair of PCC**

**SIGNED.....Secretary PCC**

**DATE OF SIGNATURE.....**

**REVIEW DATE:**

***This document is based on material supplied by the Churches' Child Protection Advisory Service – a project of PCCA Child Care and must not be copied without the written agreement of CCPAS and Christ Church Ware.***

# **RESPONSIBILITIES AND PROCEDURES FOR THOSE WORKING WITH CHILDREN AND YOUNG PEOPLE**

## **Introduction**

Christ Church recognises its responsibility to safeguard, protect and promote the welfare of children within the legal framework and in a Christian context (Page 1) the legislation highlights that the welfare of the child is paramount and we aim to create a safe and respectful environment within which children and young people can grow and thrive. In working with children and young people in our care, everyone is accountable for their actions, whether as individuals or as members of one or more teams.

Churches and groups need to provide guidelines in relation to the supervision of children and specific activities. It is easy to assume that everyone knows what is appropriate in the circumstances and is working to the same outcome; however this is rarely the case when there is an absence of specific expectations. Therefore, clear guidance to protect children from abuse and workers from false accusation needs to be followed.

## **Responsibilities:**

- To protect the health and safety of children on our premises and /or involved in church related activities.
- To treat children with respect at all times
- To deal with potentiality difficult issues in an appropriate, timely and sensitive way.

## **Procedures:**

In order to meet our responsibilities, we need clear procedures in place and these, together with practical considerations, form the remainder of this document:

## **Role of the Safeguarding Officers includes:**

- Ensuring that all those who work with children and young people know and understand child protection policy within a safeguarding context, and how to follow procedures.
- Being the point of reference for child and young people protection.
- Gathering relevant information with regard to any complaints and referring to appropriate agencies.
- Ensuring that workers are properly trained and informed.
- Establish effective and regular communication with activity leaders and reporting to PCC and diocesan child protection officer.
- Completion of CRB/ISA processes.

## WHAT IS ABUSE?

There are four main recognised categories of abuse. They are physical abuse, emotional abuse, sexual abuse, and neglect. The detailed descriptions are found in **Appendix A**.

**What to do if you are worried about a child or young person** Remember that the welfare of the child is our paramount consideration.

If you have concerns in the event of a child making an allegation/disclosure of abuse, it is important that you:

- **Do** listen without interruption to what the child is saying and/or closely observe their presentation and behaviour.
- **Do** reassure the child and let them know that you take what they say seriously and if appropriate, use open ended questions.
- **Do** stay calm.
- **Do** be honest and tell the child what will happen next.
- **Do** make a written note of event as soon as possible, noting exactly what has been seen and heard, time, date and names of other people present. This should be signed and dated
- **Do** forward the above to the appropriate person; this will be kept in a secure place, should other agencies need access to the information.
- **Do not** promise/agree that what they tell you will be kept secret, even if they choose not to say anything further.
- **Do not** interrogate the child or carry out an investigation yourself – this is for other agencies.
- **Do not** criticise the alleged perpetrator.
- **Do not** ask leading questions.

## How to respond if abuse is disclosed/discovered?

An allegation or suspicion has to be treated seriously. **If it is made by a child or vulnerable adult, the allegation should be listened without interruption and as soon as possible an exact note made of the statement, time, date, location and the names of any other people present. This then should be signed and dated and passed to the designated person, such information may be used for legal purposes.**

It is essential to remember that it is **not the responsibility of anyone within the church to investigate**. Child protection investigations can be sensitive and complex involving a great deal of expertise and experience. The church's role is that of a reporting agency.

Using the principles contained within this document, it is important that each person understands their role in receiving information and passing it on to the appropriate person without delay. **Appendix B** contains further guidance when responding to children, with examples of good practice and a flow chart. **Keep the information strictly to those who need to know – role rather than rank/position.**

## **Children with Special Needs.**

Churches and children's organisations need to be aware that children and young people who have a disability can be subjected to abuse. Indeed studies have shown that children with disabilities are at greatest risk of sexual abuse (**Appendix C Guideline 8**). There is, therefore, a need to be extra vigilant in order to protect these children. They will often require more help with personal care needs such as washing, dressing, toileting, feeding, mobility etc and may have limited understanding and communication abilities. Some children may have limited understanding when their or others behaviour is socially unacceptable for their age/ situation. Other might be more vulnerable because of blind and can be reliant on physical contact for communication

## **Helping children to protect themselves**

Teach them safety generally – strangers, good and bad secrets, touches etc. The gospel presents marvellous teaching opportunities, e.g. in presenting the story of the prodigal son and his restoration to the Father; children can be helped to understand physical contact which is good, acknowledging also other touches which can be unwelcome or wrong.

Develop common sense rules.

For example, if someone asks or tells a child to do anything that they are not sure about:

Do they have a “yes” feeling or a “no” feeling?

If they do as the person asks, will an adult they trust know where they are?

If they do as the person asks, can they be sure to get help if they need it?

If the answer to any of these questions is “no”, **they can say “no!”** and tell an adult they trust.

Talk about suspicions or situations where they feel uncomfortable.

Examine the way in which we present Christian truths, e.g. children obeying parents. This can be a real problem for a child who is being abused – are we telling the child to accept the abuse? Tell children that if they feel uncomfortable or that something may be wrong they can always check things out with another adult. If this first adult does not respond, then speak to other grown-ups until someone does something. This will need to be explained: e.g. if someone asks you to steal sweets from a shop and it doesn't include complaints about bed-time!! You may help children to prepare lists of safe grown-ups – people they can talk to if something was worrying them

## GOOD PRACTICE

The following items provide practical guidance as to how the policy can be implemented and enhance good practice.

### Child supervision:

- For the protection of children, young people and workers, ideally there should always be at least two adult workers, no matter how small the group. It could mean two groups working in the same area.
- If there are girls in the group, there should be at least one female worker; likewise if there are boys in the group, there should be at least one male worker.
- When working with groups of children /young people, it is important that the level of supervision is appropriate to their age group and needs. In general younger children need to be more closely supervised, requiring a higher adult to child ratio.

The following ratios are recommended and based on guidance from CCPAS and NSPCC which meet the requirements for 0-8's and extends good practice.

0 to 2 years	1 adult to 3 children
2 to 4 years	1 adult to 4 children
5 to 11 years	1 adult to 8 children
11 and over	1 adult to 10 children

- When deciding on the number of adults required, **important to bear in mind that the above ratios are guidelines only:** in certain situations it will be necessary to have a higher number of adults than our recommendation suggests, if for instance the child or young person has specific support needs, or a risk assessment identifies behaviour as a potential issue for a group or event, the number of supervising adults will need to be higher.
- Outings and outdoor activities are generally more demanding to supervise and consideration should be given to requesting extra help when these are planned.
- Where possible, ensure that a worker is not alone with a child, but be realistic in acknowledging circumstances when this might be necessary or helpful. Sometimes it might be advisable to leave doors open when seeing a child.
- Where confidentiality is important and a young person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the building.
- When the mentoring of a young person is taking place, the mentoring policy should be followed. All 1-1 meetings should be carried out in a public place or in the family home or church premises, when others are around. All mentoring meetings should be recorded in the mentoring book.(**Mentoring Policy Appendix E**)
- Occasions where a young person visits a leader at home, the leader will notify another member of the team by email: Emails should be logged on a Christ Church domain mail box. An invitation to a worker's home should only be extended with the knowledge of the team /leadership and permission of parent/carer. The meeting should be recorded in the record book

- **No person under 18 years of age should be left in charge of any children of any age.** Nor should children or young people attending a group be left alone at any time.
- For peer groups of age 11+ preferably two adult workers should be readily available (**Appendix C Guideline 1**).
- **A register of children or young people attending the group or activity should be kept, and a register of all workers.** This should include the name of any individual who arrives late/leaves early as well as the names of any others in the building at the time (e.g. maintenance person).
- Accidents should be recorded in the incident book held by each overall leader. Workers should record unusual events, recording what each worker has witnessed. This can be very helpful if workers have to deal with a difficult young person who may subsequently make accusations of assault. A young person who constantly makes throwaway sexual comments about church workers may later make an allegation of actual abuse. Records of previous examples of this behaviour will enable any allegation to be seen in context. Of course, if a number of young people all make similar comments about one worker, this should warn the leadership that they have a problem with that person. Record books can protect both children and workers.
- It is suggested that workers also record in the record book incidents such as fights and what action was taken. (See accident/incident form). Because accusations of abuse may be made many years later, insurance companies advise that records should be kept indefinitely. Allegations can be made very many years after an event. **Accidents where a child has to be directly taken to hospital are notified to East Herts District Council (Refer to Health and Safety policy).**

### Boundaries

- The level of personal care, e.g. toileting, must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- Guidance on touch; e.g. physical contact between adults and children should be discouraged in circumstances where an adult and child are on their own. Touch should be age-appropriate and generally initiated by the child. It should be related to the child's needs, not the worker.
- Workers should treat and discipline all children/young people with dignity and respect in attitude, language used and actions (**Appendix C - Guidelines 3 and 4**).
- Respect the privacy of children and avoid questionable activity, e.g. rough/sexually provocative games and comments.
- Safeguards should be taken to prevent any form of allegations being made following meetings away from Christ Church premises or unknown children joining in activities (**Appendix C - Guideline 5**).
- It is not wise to invite a child or young person to your home alone. It is better to invite a group and ensure that someone else is present such as a parent and that the meeting is taking place with the knowledge of the team/leadership.
- Ensure that arrangements for transporting children are with the knowledge of the team/leadership and have parental approval. In some circumstances it may be unwise to carry a particular child on their own (**Appendix C - Guideline 6**). Insurance arrangements need to be checked

- Consider carefully arrangements for residential holidays and whether adults should share sleeping accommodation with children. This might be an unwise practice generally, but appropriate, say, with very young children or in a large dormitory situation or on an activity such as youth hostelling where it is the custom.
- Make sure that the only people allowed into a children's activity (e.g. crèche, Children's Church, holiday club, youth club) are the workers assigned to that group and a parent if they wish to accompany their own child. You should not allow other adults to have free access. If they need to be there for a specific reason (e.g. guest speaker, maintenance person), ensure that you note in your record book, their name and the time they came/left.

### **Consent forms**

- Consent forms, signed by a parent, should be completed when children or young people join a group. (See documentation pack)
- Details of any regular medication, medical problems or disability, which may affect involvement in an activity, should be included.

### **Activity consent forms**

- An activity consent form giving permission for specific activities should be completed and signed **BEFORE** any proposed visit or activity away from the premises. (See documentation)
- Parents should be informed if their children are to be taken in a car or other vehicle.
- Christ Church and the group leaders should have a list of names, addresses and telephone numbers for the next of kin for all children, young people and workers who are away from church premises.
- There should also be a known contact person in the parish that is available at a phone number in case of emergencies.

## **HEALTH AND SAFETY**

**The care of all children and young people whilst on Christ Church premises, when not participating in an authorised/supervised activity, is the sole responsibility of their parents.**

***All workers have a responsibility to co-operate in the implementation of our Health and Safety policy and to take reasonable care of themselves and others whilst on church business or premises.***

**Certain basic standards should apply to all premises where work with children and young people is being carried out:**

- The PCC must ensure that adequate insurance cover is provided for all work.
- Smoking must not be allowed on the premises.
- The building should be kept clean and tidy at all times.
- The fixtures, fittings and equipment, both internal and external to the building, should meet appropriate safety standards. Adequate heating and ventilation must be maintained and all heating appliances must be sited in a safe place, have guards and be regularly serviced.

- Outside play areas should meet safety standards and should be appropriately fenced with gates to prevent small children from straying from the premises.
- There should be a direct link between the size and suitability of the premises and the number of children and young people present. Using current guidelines for crèche, toddlers etc, the maximum number of these children permitted in the Church Centre is: *(To be advised following a Whole Site Fire Risk Assessment)*
- **Risk assessment** relating to the use of premises/equipment should be undertaken to identify potential hazards and the possibility of injury and must be carried out when planning any activity. Stone floors present a greater risk of personal injury so particular care must be taken.
- **Hygiene** There should be an adequate number of toilets and hand basins.
- **Lighting** Should be adequate, particularly on stairs and in halls and entrances. Ensure that children and young people do not arrive or leave premises alone along dark unlit paths.
- **Electrical** Electric power points must be covered or made inaccessible to children. Electric leads must not be loose or trailing.
- **Furniture** Should be in good repair, and there should be no high stacks of furniture in a room where young children meet.
- **Food/Drink** Where food is prepared, it is recommended that at least one worker should hold a Food and Hygiene certificate. No child under 8 should be allowed to enter the kitchen area when sharp utensils or hot appliances are in use. To reduce any risk of burning to any child or adult, hot and cold drinks should not be served from the same point. Separate tables should be used away from each other.
- **Telephone Access** to a telephone for emergency use should be available at all times. When this is not possible, it is essential that the leader/group have access to a mobile phone.
- **Transport** Check that drivers carry a full driving licence and valid insurance and that seat belt rules, requirements for minibuses etc are complied with (Appendix C - Guideline 6).
- **Fire Drills** Should be held regularly, fire appliances must be checked annually and safety regulations and precautions as advised by the Fire Officer must be adhered to.
- **Safety requirements** should be advertised on posters and regularly enforced.
- **Care** should be applied when communicating events publicly or on the Internet (Appendix C - Guideline 7)

**An annual safety review should be carried out to consider all aspects of safety for children and young people.**

## **RISK ASSESSMENT**

The need for risk assessment is indicated in other parts of the document. To set the legal context, there is a responsibility for risk assessments to be carried out with regard to all activities and premises and should be documented.

Special consideration needs to be given to vulnerable groups and children and young people *come* into this category: A certain amount of training is required to carry out risk assessments, but familiarity with the activity is also essential. **Risk assessment forms** are available in the document pack. The need for risk assessment is indicated in other parts of the document.

## **FIRST AID**

- All premises should have a properly equipped and maintained first aid kit stored in a waterproof container. Disposable latex gloves and an apron should be used when dealing with broken skin, bodily fluids or faeces. If an injury is serious, an ambulance should be summoned straight away.
- At least one of the workers should have attended a recognised First Aid course run either by the St John Ambulance or the British Red Cross.

Accidents where a child has to be directly taken to hospital are notifiable to East Hertfordshire District Council (See Health and Safety Policy)

## **THOSE WORKING WITH CHILDREN AND YOUNG PEOPLE**

**There is no system that can provide an absolute guard against appointing people who will abuse children. However, in order to minimise this risk, the PCC will adhere to the guidelines contained in the House of Bishops' Policy Document on Child Protection.**

### **Recruitment of workers/CRB checks and ISA vetting**

- No new appointee will be permitted to commence work with children and young people until all the agreed procedures have been implemented and a satisfactory statutory report received.
- All workers, paid and voluntary, will be subject to successfully completing a three month probationary period. During this time, it is important that they gain a full experience of working with the group/s. They will not have unsupervised contact with children and young people and will be attached to more experienced workers. At the end of the probationary period there must be a review with the designated person within Christ Church, when either party can decide not to proceed.
- Applications for CRB checks are requested and processed through the Deputy Safeguarding Officer (Details on front cover) and adjustment to compliance with the Independent Safeguarding Authority (ISA) as appropriate.
- When working with other churches collaboratively it is necessary that appropriate checks have been carried out for their workers.
- 

### **Workers from overseas**

Sometimes there will be mission teams or individuals coming from abroad to work for short periods of time. Whatever checks that is possible will be carried out. However, the individuals will not have unsupervised contact with children/young people and will be attached to approved workers

*NB. What constitutes an offence in the UK (and would be seen as child abuse) may not in the country of the home church. References therefore need to be viewed with this in mind.*

### **Support and training of workers**

- All workers will be provided with a written outline stating to whom they are accountable, the person whose work they will supervise (if any), the description of the work they are to do, and their duty to prevent the abuse of all children together with the action to be taken if abuse is discovered or disclosed. All workers will be required to sign their job descriptions agreeing to accept and abide by Christ Church's guidelines and procedures on Child Protection.
- All workers must receive training on Child Protection procedures, safe working practice and how to respond to a child where abuse is suspected.
- Monitoring and verification that only appropriately checked workers are being used.
- As part of our continued process of reviewing, monitoring and supporting those working with children and young people, all workers will be publicly commissioned annually.

- The PCC will encourage and provide help towards the funding of appropriate in service training for all those involved in work with children and young people as part of Christ Church's ministry.
- Teamwork and mutual accountability should be encouraged.  
It should be accepted that anyone seeing another worker acting in a way that could be misinterpreted should be able to speak to the individual, the group leader or those approved by the PCC about the concern.
- Regular workers' meetings should be arranged to review procedures to ensure common approach, sharing of concerns and identifying other matters that may need clarification and guidance.
- An emphasis should be placed on following the guidelines and in circumstances where it is necessary to depart from agreed procedures, say in an emergency or for some valid reason (perhaps to protect a child), permission should be sought in advance from the person with overall responsibility for those approved by the PCC or reported immediately afterwards where this is not possible.
- A feedback process should be organised to report incidents during which the guidelines have not been adhered to. This provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.
- A written record of issues/decisions discussed at meetings should be kept.

### **Other users of church premises**

When letting church premises to individuals, groups and organisations we need to ensure that they are fully aware of the principles contained in our Safeguarding Policy.

**Child Protection is EVERYBODY'S BUSINESS.**

**Working together, speaking out, openness and willingness to protect children in our churches or homes is the only Christian response.**

## **ANNUAL IMPLEMENTATION CHECK LIST for use by PCC**

Safeguarding children and young people will only be effective if staff, volunteers and the congregation own and understand them. The following check list is to guide the PCC through the process.

- Identify designated safeguarding officer and deputy.
- Add relevant names and contact details to the policy.
- Ensure that safeguarding officers attends training on child protection and updates training regularly.
- Ensure all staff and volunteers have a copy of child protection procedures
- Ensure all existing staff and volunteers who have contact with children have Enhanced CRB disclosures, before they start work *and* are registered with the Independent Safeguarding Authority (ISA) when it becomes operational.
- Ensure the annual self declaration is completed.
- Ensure that the premises conform to health and safety guidelines
- Ensure that the premises and activities are risk assessed and adequately insured.
- The Parish Child Protection Policy is endorsed by the PCC and reviewed annually.

For.....Signed on behalf of the PCC)

Date of signature.....

Date of next review.....

Date of next review.....

## **APPENDIX A**

### **Definitions of Abuse (England & Wales)**

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, Working Together to Safeguard Children (1999) are as follows (a child may suffer more than one category of abuse)

#### **Abuse and Neglect**

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

#### **Physical abuse**

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

#### **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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. 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.

#### **Sexual Abuse**

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

#### **Neglect**

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

## **Organised Abuse**

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

\*The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: "A form of child abuse in which the parents, or carers, give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children

## **Who Abuses Children?**

- Rarely a stranger.
- Usually someone who knows the child, e.g. parent, babysitter, sibling, relative, friend of the family.
- Sometimes, someone in authority such as teacher, youth worker, children's worker or church worker/leader.
- Sometimes, paedophiles and others who set out to join organisations (including churches) to obtain access to children.

## **Allegations Against Children/Young People**

Children and young people have always been curious about the opposite sex and/or experimented sexually. However, where a child is in a position of power and responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child, then this is not mutual exploration, it is abusive. Such situations should be taken as seriously as if an adult were involved, as the effects on the child victim can be as great. Instances such as these would be investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. Why are they doing it? The possibility is that they have also been abused by someone else. Since sexual abuse is addictive and other children could be victims now or in the future it is important to take the matter seriously and the church or organisation will need to deal with this as any other allegation. You cannot assume that young people will *grow out of it*. Most adult sex offenders started abusing in their teens (or even younger).

## **How Paedophiles Involve Children**

- By befriending, spending time with them, and 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 which a parent may feel is 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.
- Threatening dire things if a child should "tell".
- (Further very helpful information is available from Kidscape and NSPCC)

## **APPENDIX B**

### **Recognising and Responding to Abuse**

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

#### **PHYSICAL SIGNS OF ABUSE**

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

#### **INDICATORS OF POSSIBLE SEXUAL ABUSE**

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

#### **EMOTIONAL SIGNS OF ABUSE**

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

#### **How to Respond to a Child Wanting to Talk About Abuse**

It is not easy to give precise guidance, but the following may help:

#### **GENERAL POINTS**

- Show acceptance of what the child says (however unlikely the story may sound).
- Keep calm and reassure the child and let them know that you take what they say seriously

- Look at the child directly.
- Be honest.
- Tell the child you will need to let someone else know – don't promise confidentiality.
- Even when a child has broken a rule, they are not to blame for the abuse.
- Be aware that the child may have been threatened or bribed not to tell.
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

### **HELPFUL THINGS YOU MAY SAY OR SHOW**

- I believe you (or showing acceptance of what the child says).
- Thank you for telling me.
- It's not your fault.
- I will help you.
- Use open ended questions

### **DON'T SAY**

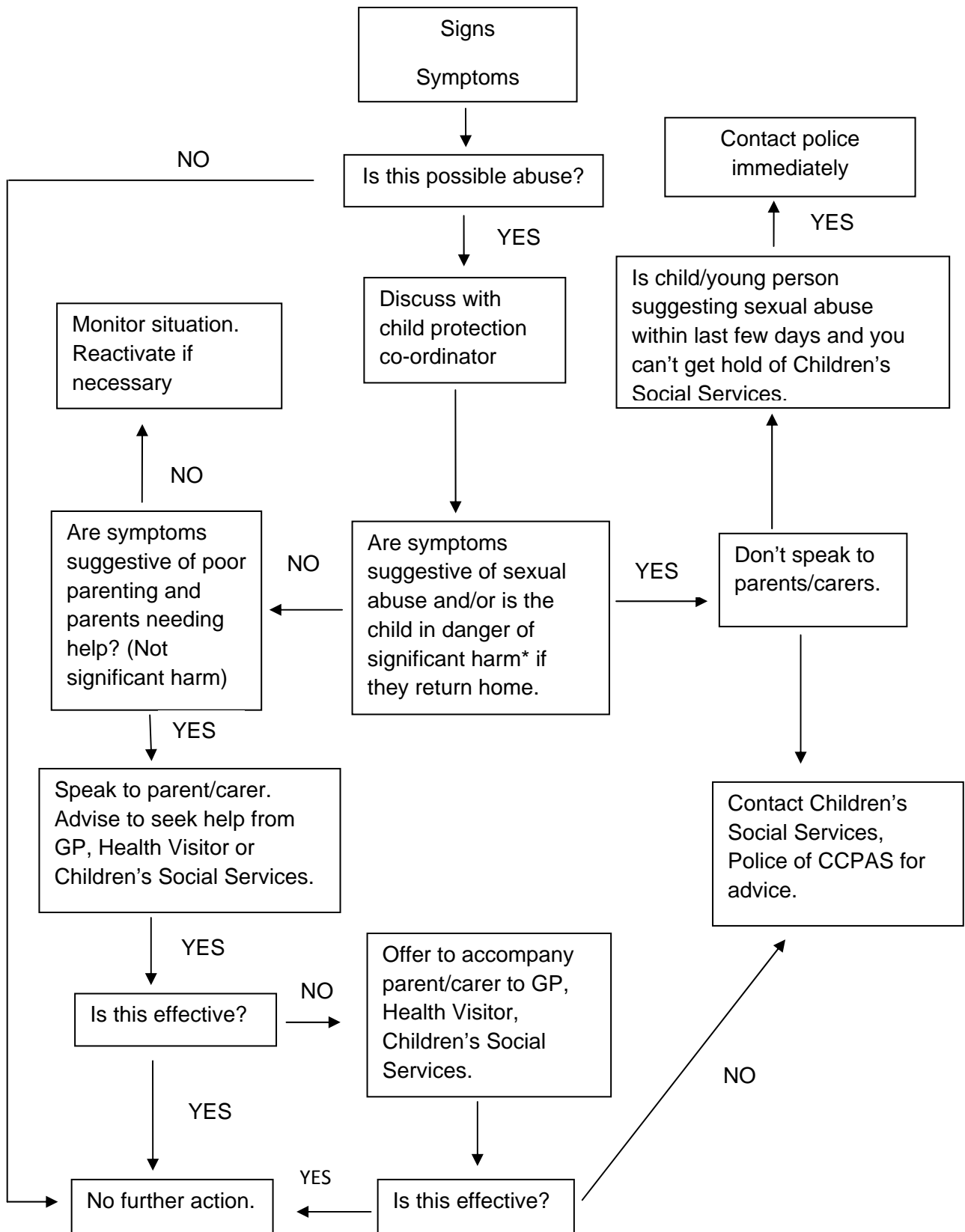
- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises.
- Never make statements such as "I am shocked, don't tell anyone else".
- Do not criticise the alleged perpetrator
- Do not ask leading questions

### **CONCLUDING**

- Again reassure the child that they were right to tell you and show acceptance.
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse).
- Contact the person in your church/organisation responsible for co-ordinating child protection concerns or contact an agency such as CCPAS for advice or go directly to Social Services/Police/NSPCC.
- Consider your own feelings and seek pastoral support if needed.

**Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when, what you said in reply and what was happening immediately beforehand. Record dates and times of these events and when you made the record; keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period.**

Flowchart taken from CCPAS 'Guidance to Churches' and 'Safeguarding Children and Young People' manuals.



## **APPENDIX C GUIDELINES**

The following guidelines (1-8) are intended to **supplement our church Safeguarding Policy** and those participating must at all times act in accordance with the terms of the policy.

### **GUIDELINE 1**

#### **PEER GROUP ACTIVITIES / ABUSE OF TRUST / HELPERS UNDER 18**

Many people are of the opinion that Child Protection issues relate to younger children. Yet the Children Act 1989 and the notes of guidance relating to Child Protection matters relate to children and young people up to the age of 18. The latter group may or may not have been victims of abuse and sadly some younger people are perpetrators.

#### **CHURCH –BASED YOUNG PERSONS ACTIVITIES**

All young people's activities should be overseen by named adults who have been selected in accordance with the agreed recruitment procedures. Whilst there may be strong arguments raised for peer groups of age 11+ to be led and run by young people, Adult leaders should be present or in earshot, i.e. in the same building. In addition they should contribute to any planning and review of events.

- No person under the age of 18 should be left with the sole responsibility of caring for or supervising other children.

#### **ABUSE OF TRUST: CARING FOR YOUNG PEOPLE / THE VULNERABLE**

The Home Office has published this guidance intended to apply to those caring for young people or vulnerable adults in both paid and unpaid work, including volunteers. It has no statutory force but contains principles of good practice and is primarily aimed at protecting young people over the age of consent but less than 18 years of age and vulnerable adults where there is a relationship of trust with an adult looking after them.

***As a church we undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office. It will therefore be unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.***

#### **YOUNG HELPERS UNDER 18**

Young people under 18 will often be used as helpers. (Indeed this happens outside the church with children from secondary schools having work experience in infant schools and nurseries).

In these circumstances, we advise that such helpers should be responsible to a named worker and never be in a position where they are providing unsupervised care of children. For example they should not be counted as a 'worker' when considering staff/child ratios.

The full recruitment procedure would not be applied, though we would expect to acquire basic information about the individual and take up personal references. Police checks would not normally be required. Care should be taken to ensure that this process is not used to avoid proper checks for recruitment.

Some of the main aspects that underpin any effective ministry to children and young people, including prayer, are: **acceptance, non judgemental listening, sensitivity, discernment and patience**. In applying these values in the area of prayer, trust and respect are built and you will provide a good 'prayer' model so that children and young people can learn how to pray for others in a sensitive and responsible way. Parents/carers need to be aware that prayer is an integral part of church life (particularly if they don't attend church themselves), and that on occasions you may pray with their child/young person either corporately, or individually at the child's/young person's request. In the unlikely event of a parent/carer requesting that their child does not participate in individual prayer, this must be respected.

### **Praying**

- Prior to praying, always make sure you have the child's/young person's permission, and always pray in an open area where other leaders, and/or children are around. It may be useful for children/young people's workers to be available after corporate services to support prayer. Only those authorised by the church leadership should be involved in this ministry.
- Ask the child/young person what they are requesting prayer for and remember to listen to their reply. Speak quietly and calmly, never shout or raise your voice. Don't laugh at or dismiss out of hand if they want to pray for something you consider trite or irrelevant. After prayer about a specific issue it may be helpful to write it down afterwards and give it to the child so that they can let their parents/carers know and remember it themselves.
- If they do not have specific needs or requests then simply ask God to bless them. Those praying with children and young people should always be alert to child protection issues and other concerns such as bullying. In these circumstances do not forget about or delay taking appropriate action because you are caught up with praying!
- If a child/young person becomes distressed, stop praying. Stay calm and gently ask them what has caused the distress and talk to another leader if appropriate. Before continuing to pray, consider with whom they might feel more comfortable. Are there any gender issues? If unsure or the child/young person remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance. Then talk to the child's parents/carers, assuming you have no child protection concerns.

### **Practicalities**

- When it comes to praying, consider your body language, being at a similar height is helpful. Refrain from placing your hands on a child/young person's head as they may find this frightening or threatening. If you think they may appreciate something like an arm round a shoulder or their hand being held always ask them if this is what they would like before doing it.
- Some churches use substances such as oil on the forehead when praying for healing. Bear in mind that a child/young person may be uncomfortable with the use of anointing oil so it is important to take care with this and only go ahead with the child and parents' agreement. Remember also that a child/young person may not, for example, understand the use of 'tongues' and it is important therefore not to do anything that may cause confusion or distress.

## Language

- Use clear uncomplicated language. Reflect back what the child has said to you, to show you have understood their prayer request. If a child says they are feeling tired, you could reply 'let us pray for you as you are feeling tired' not 'I think you are depressed, let's pray about that'. Keep the prayers simple and short so you can then be confident your prayers have been understood.

## Giving Advice

- Avoid giving specific advice about problems involving decisions. A child or young person could be very susceptible to suggestion, particularly if they are distressed. Be careful what you say even if you believe you have heard from God about their situation. It would be far wiser to pray this through on your own or with another leader. Never advise a child/young person to stop taking medication or cease seeing professionals involved in their care or welfare.

## Confidentiality

- Never promise total confidentiality. Should a child/young person wish to disclose to you a situation such as abuse within a prayer ministry context, you have a duty to pass this on to your church's child protection co-ordinator/social services/police. You may need to gently give clear boundaries but reassure the child/young person that if you share anything about their situation with someone else it will be on a 'need to know' basis only and you will make sure they are supported and cared for.

## Deliverance / Exorcism

- When consideration is being given to pray for anyone in the area most commonly known as deliverance or exorcism, they should always be referred to those within the church denomination/ movement authorised in this area of ministry who have recognised expertise and experience. Where this type of praying is being considered for a child or young person we would ask you bear in mind the following notes of caution:
- Victoria Climbié was a vulnerable little girl who was being horribly abused by her 'so-called' carers, sustaining over 100 injuries to her body and from which she eventually died. An Inquiry into her death found that her 'carers' managed to convince the pastor that she was possessed by demons and she was severely traumatised by 'deliverance' prayer sessions held at the church. Tragically Victoria came to believe she was demonised, evil and wicked.
- Children/young people can be easily frightened and very susceptible to suggestion. They may also be upset by shouting and will easily believe they are bad, wicked etc... A child should never be told they are demonised/possessed/ oppressed.
- It is important not to miss psychological or physiological factors e.g. behavioural issues, learning difficulties, mental health problems, copied or unconventional behaviours. In CCPAS' experience these are far more likely to be the cause of a child's difficulties and should be handled with care.

- CCPAS has consulted widely on this issue and spoken to experienced church leaders from a range of different traditions including, Pentecostal, modern church movements and a Church of England Diocese. Although some leaders could not say this type of prayer would never be used for children attending their church, they did recognise the necessity for those in authority within the church, denomination or movement to handle such situations with wisdom and discernment. Every leader consulted expressed the need for caution, never acting on impulse, and never shouting at a child. Some also suggested that this type of prayer did not necessitate the child's physical presence.

## **Conclusion**

- Whatever your church's view, the interests and welfare of the child is paramount. In all your actions towards children and young people the greatest model is that of Christ himself. In all his dealings with children he was approachable, gentle and never frightening. In applying this model and following these guidelines on prayer, your ministry to children and young people can prove to be fruitful, effective and enrich the life of your church.

## **DISCIPLINE**

## **GUIDELINE 3**

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

- Ask God for wisdom, discernment and understanding and pray for and with the child.
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.
- Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?
- NEVER smack or hit a child and don't shout – change voice tone if necessary. Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.
- Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.
- Have the child sit right in front of you or get a helper to sit next to the child.
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.
- Warn a child that you will speak to their parents and do so if necessary. Warn them, send them outside the room (care re supervision), back into the service or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised.)
- If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.
- Pray before you meet and talk over the session before you leave.

Sometimes children and young people can become very upset and disruptive and occasionally their behaviour may be assessed as possibly dangerous to themselves or others (see also Guideline 8: Children with Special Needs). Whilst the Department of Health has issued guidance, this relates specifically to Children's Residential Care. The Government, through the Department for Children, Schools and Families, continue to review and developing national standards in relation to early years and day care services.

### ***Some guidelines***

- If a child/young person has disruptive behaviour, an attempt should be made to speak to the individual to:
  1. Request that the behaviour stops.
  2. Speak with the child to find out the cause(s) of upset.
  3. Warn the child that they will be asked to leave if the behaviour continues.
  4. Warn the child that continued disruptive behaviour might result in longer-term exclusion from the activity.
- If a child/young person is harming him/herself or another person or property other children/young people should be escorted to vacate the place/area where the disruption is occurring. **At the same time**, and with a second worker present, request the child/young person to STOP.
- If your request is ignored, you might need to warn that you might have to call for additional help, e.g. Police.
- **In exceptional circumstances and with the help of another, whilst police help is awaited**, you might need to prevent the child/young person from harming themselves.

**In all circumstances**, workers involved should record as soon as possible, i.e. once the situation is resolved/or immediately after the activity, details of:

- What activity was taking place?
- What might have caused the disruptive behaviour?
- The child's/young person's behaviour.
- What you said/how you responded.
- Others present who might have witnessed the event.

This record should be given to the Leader, one copy kept by the worker and one with the activity's log book.

## **WORKING WITH CHILDREN IN THE COMMUNITY VISITING CHILDREN AT HOME**

## **GUIDELINE 5**

Children's workers and leaders will need to visit children and their families at home from time to time. The parents may or may not attend church. We recommend the following guidelines:

- Inform your leader/another worker of the proposed visit.
- Always inform the parents prior to a home visit.
- Never go into a child's home if a parent is absent.
- Keep a record of the visit, noting date and purpose (e.g. record card, register etc).
- If the parent/carer is absent when you call, leave some means of identification/explanation that can be handed to them if the child is at home alone/with other children.
- Provide information about your group to the parent/carer – to include contact telephone numbers etc.

Additionally, you may also wish to consider the following:

The possibility of issuing some form of identification authenticated by the church, which can be shown to the child's parent/carer.

- In appropriate circumstances, maintaining a more detailed written record of the visit, giving such details as:
  - Purpose of visit.
  - Time and length of visit.
  - Who attended?
  - Record of discussion.

### **CHILDREN FROM THE STREET**

Sometimes children playing outside or wandering the streets with no adult supervision will join in church organised activities (e.g. children's clubs/church) without the knowledge of their parents. We recommend the following:

- On arrival, welcome the child/children and attempt to gain some factual information about them, i.e. name, age, where they live, telephone number, and record in a register.
- Enquire if the child's parents are aware of where they are, and whether they are expected home at any particular time. If they are and this is before the end of your group you would, of course, encourage the child to return home, suggesting that their parent might be willing for them to come to the group the following week (or ring to check with parents that it's OK for them to stay).
- Link the child with another child to introduce the visitor to the group and the routines etc.
- On leaving, give the child a leaflet about the group with contact telephone numbers etc with perhaps a standard letter to parents inviting them to make contact if they wish.

Additionally, you will need to consider the following:

Without quizzing the child, you will need to find out as soon as you can whether the child has any special needs, e.g. is the child on any medication etc, so that you can respond appropriately in any emergency.

These guidelines should apply to all drivers involved in the transportation of children and young people, which is organised by or on behalf of our church/organisation. Private arrangements for transport made directly between those with parental responsibility and others should not be covered by these guidelines.

### ***When transporting children:***

- Only those who have gone through our recruitment procedures for workers should transport children. Having checked drivers it is reasonable to expect that they may be alone with a child for short periods e.g. dropping off the last child. Ensure a discussion takes place as to the most suitable child to be dropped off last and plan routes accordingly. (We have not suggested two workers in a car as this it do not guarantee protection for a child – there have been incidents where workers have acted together and two adults in a car with one child could be less of a protection).
- All drivers should have read our Child Protection Policy and *signed to show* agreement to abide by this.
- Parental consent should be given and all journeys should be carried out with the knowledge of the leadership.
- Seat belts should be worn. The driver should have *adequate insurance and this should be checked annually* and the vehicle should be road worthy.
- Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited till other children have been dropped off, the driver should explain that it isn't convenient to talk and then arrange to meet with the child/young person at a location where there can be other adults around. (Remember a child/young person may want to talk to the driver about an abusive situation).
- Having checked drivers, it is reasonable to expect that the driver may be alone with a child/young person for short periods of time. Ensure a discussion takes place as to the most suitable child to be dropped off last and plan routes accordingly
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Obviously look at instances where it may be unwise for a particular driver to transport a child e.g. where they have had a disagreement that evening, where a child/young person has a 'crush' on a driver etc., and arrange for someone else to transport the child/young person.

### **Arrangements when using mini buses**

In addition to the above, consider the following:

- Ensure full compliance with mini bus regulations.
- Ensure that you have adequate supervision. As well as a driver, another responsible adult sitting with the children/young people will be needed.
- Ensure the responsible adult has also undergone appropriate recruitment and selection in accordance with our procedures.

## USE OF THE INTERNET

## GUIDELINE 7

With the development of Internet Services as a means of communication/advertising church/organisation events, care needs to be applied as to how this should be achieved without compromising the safety of children. Attention needs to be given to Data Protection issues.

### **Warning! Be aware:**

**The inclusion of pictures of children, names and details of the church/organisation could be used by paedophiles to target individual children.**

### **ADVICE**

- **Seek parental permission before using any picture of a child/group of children.**
- Use a group photograph in preference to that of an individual - Ask yourself: "Can this child be identified by their name or location. If the answer is yes – DO NOT USE.
- Young people and Children's Workers are increasingly communicating with children/young people using e-mail, social networking and text messaging. We suggest that groups have a protocol for this type of 'one to one' communication – approved by those designated on our Child Protection Policy Statement - outlining what is/not appropriate.

### **DO NOT**

- Provide names, addresses or locations that might help in identifying or gaining access to a child.
- **Give personal e-mail/postal address, telephone numbers/fax numbers.**

**E-mail and social networking sites are potentially dangerous for children as it offers 'an opportunity for a predator to get a child in a one to one situation'. We need to ensure that children are aware of online safety in the same way as they are taught road safety.**

### **Advice for children and young people**

- 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.
- Never send anyone your picture, credit card or bank details, or anything else, without first checking with your parent/carer.
- Never give your password to ANYONE! (Even your best friend!).
- 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.
- Never send chain letters via the Internet. Chain letters are forbidden on the Internet. Inform your parents/carers who can then notify your I.S.P. if you receive one.
- When receiving e-mails delete attachments from strangers before 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.
- **Always remember if someone makes you an offer that seems too good to be true, it probably is.**

For further information about child safety on the Internet, contact UK online on 0800 77 1234 or visit [www.wiseuptothenet.co.uk](http://www.wiseuptothenet.co.uk)

**Introduction – Why the need to consider safeguarding issues?**

Children with special needs are particularly vulnerable to abuse. They will often require more help with personal care needs such as washing, dressing, toileting, feeding, mobility etc and may have limited understanding and communication abilities. Some children may have difficulty in understanding when their or others' behaviour is socially unacceptable for their age/situation, e.g. too familiar. Others might be more vulnerable because they are blind or deaf/blind and can be reliant on physical contact for communication.

Workers too might feel more vulnerable to accusations of abuse as a result of meeting an individual's needs.

Balanced alongside other guidelines there is the issue too of ensuring personal dignity, particularly for those who are dependent on others for their personal care needs.

**Touch**

- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity which is, or could be construed as, sexually stimulating to the child.
- Children are entitled to privacy to ensure personal dignity.
- Children are entitled to determine the degree of physical contact with others except in exceptional circumstances e.g. if they need medical attention or restraining for their own/others' safety (see also Guideline 4: Working with Disruptive Children).
- 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. Concerns about possible abuse should always be reported.

**Personal dignity**

- When a child/young person joins your church/group activity, make enquiries of the individual/their parent/carers about expectations re meeting personal care needs (e.g. lifting and handling procedures, how many workers are needed etc). This should also include any special educational needs. Confidential records of each individual's requirements should be kept and regularly updated in consultation with carers, and all workers involved with the individual must be kept informed of these.
- Ensure that if one person is needed to assist a child/young person, that another worker is informed of your absence and why.
- If a child needs help with toileting, ensure that a worker of the same gender assists, if possible accompanied by a second worker.

*These guidelines (1-8) are based on material supplied by the Churches' Child Protection Advisory Service (CCPAS) and must not be copied without written agreement of CCPAS and Christ Church Ware.*

The following is a sample of a range of material that may be useful:

### BOOKS

- Beckett. C Child Protection-An Introduction (2007) Sage Publications
- Lindon. J Safeguarding Children and Young People 0-18 (2008) Hodder Arnold Publishers
- Luxmoore. N Working with Anger and Young People (2006) Jessica Kingsley Publishers
- Prever. M Counselling and Supporting Children and Young People- A Person Centred Approach (2010) Sage Publications

### WEBSITES

- **NSPCC** - [www.nspcc.org.uk/default.htm-‘what we do’](http://www.nspcc.org.uk/default.htm-‘what we do’)
- **ECM** - [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)
- **DCSF** - [www.dcsf.gov.uk](http://www.dcsf.gov.uk)
- **Voluntary Orgs** - [www.safenetwork.org.uk](http://www.safenetwork.org.uk)
- **C of E** - [www.cofe.anglican.org](http://www.cofe.anglican.org)
- **Self harm** - [www.mentalhealth.org.uk](http://www.mentalhealth.org.uk)
- **DoH** - [www.doh.gov.uk](http://www.doh.gov.uk)
- **HCC** - [www.hertsdirect.org/childfam/childprotection/acpc](http://www.hertsdirect.org/childfam/childprotection/acpc)
- **CCPAS** - [www.ccpas.co.uk/Articles%20%20Downloads.htm](http://www.ccpas.co.uk/Articles%20%20Downloads.htm)
- **Kidscape** - [www.kidscape.org.uk](http://www.kidscape.org.uk)
- **St Albans Diocese** - [www.stalbans.anglican.org](http://www.stalbans.anglican.org)

### OTHER MATERIALS

- **NSPCC** has a wide range of short briefing papers and guidance on aspects of Safeguarding Children.
- **CCPAS** has a very wide range of downloads and articles from ‘Caring Magazine’ from spring 2008 until spring 2010
- **CCPAS** also has currently nineteen individual downloadable booklets on a diverse range of issues relating to safeguarding children and young people. Each booklet begins with Help
- **CCPAS** has the booklet ‘Safe and Secure’ which is an introduction to good safeguarding practices and related topics. All the above CCPAS material are free downloads.
- **Diocese of St Albans** has a wide range of material and information relating to children and young people on their website which can be down loaded.

## APPENDIX E

# Policy for Mentoring

Christ Church, Ware

Last amended: 24 March 2010

With an ongoing commitment to discipleship the Cell Life team recognises that mentoring is a key way of supporting our young people and helping to move them on in their walk with God. Mentoring is the spiritual version of fitness coaching and should guide and encourage young people to take on the challenges of the Christian faith. Mentoring should seek to build a secure foundation for a young person to explore and practice the key teachings of Christianity, to be encouraged in what they succeed in, guided in areas that they struggle with and be increasingly released into God's purposes for their lives. As we walk with God it is essential that we all continue to grow in depth of faith. Below are some basic guidelines to be followed when a 'mentoring relationship' is undertaken.

### ***Establishing a mentoring relationship***

- Guiding a young person's life is a significant responsibility. To an extent all the Cell Life team are involved in this with each and every young person that we come into contact with. However, there may come a time when a young person looks to someone for insight and wisdom on a regular basis, or seems like they are looking for someone who they feel comfortable to do this with. At this point it may be appropriate to become more intentional about meeting up and entering into a mentoring relationship.
- It is good to be intentional about a mentoring relationship if that is what the young person wants i.e. Establish with them that you could meet up on a regular basis to talk, teach, encourage, bless, support, pray for and hold the young person accountable in their walk with God.
- It can be a good idea to review your mentoring with the young person from time to time, to see if they want to continue with it. When a mentoring relationship comes to an end it is usually better to bring it to a formal close so that you both know where you stand. This is important because in being mentored you are allowing your mentor to ask questions and challenge you in a way that other friends may not. There may come a time when the young person wants this to cease. Of course this does not mean that the friendship you have grown ceases, and there may well still come times when you spend time chatting on a deeper level.

### ***Meeting with Young People***

- We recommend that you meet with a young person about once every 3 weeks / a month to give them specific 'mentoring time'. In the early stages of the mentoring you may choose to see them more to help establish the relationship. Giving them space between your meetings is important as it allows them to have time to exercise what you have spoken about.
- When you meet up, try to do it in a public place where you can still have confidential conversations. Please be aware of child protection guidelines, but here are some key things to follow:

- Mentoring meetings can happen in a public place i.e. a coffee shop or an open park (in summer!)
- They may happen in the church or the church centre when other people are about and are able to 'see' you.
- All mentoring sessions must be accountable to the Young People's Ministry leaders by being logged in your 'mentoring book'. Details to be logged should include the time of meeting, who it is with, and location. If anything happens within the meeting that is unusual or a cause for concern it should also be logged alongside the details of the meeting.
- If meeting a young person in their home, you should not go into their bedroom, and should meet in one of the family rooms where there is visibility or the door is left open and a parent or carer should be at home.
- Any specific place for meeting not listed here should be visible and accountable – i.e. the Young People's Ministry leader must agree that it is an appropriate place!
- Establish some kind of communication with the young person's parents. If they know who you are and that they can contact you at any time then they will be comfortable with you mentoring their son/daughter. This is particularly important for young people who come from un-churched families. Appendix 1 must be filled out by you and signed by the young person's parents if you enter a 'mentoring' relationship.
- Please keep the Young People's Ministry leader up to date with your mentoring relationship. You don't need to tell us the details or confidentiality of your meetings, just about how they are going generally and if you have any major concerns. This is for 2 main reasons a) so we can keep up to date if we have any contact from parents. B) To make sure that the young people are still being 'picked up' by someone.
- Please be aware of the information contained within the child protection documents. Most importantly remember that you cannot promise secrecy in what young people tell you. Affirm them that things will be confidential, but that if things come up that you need to seek guidance on then you will need to speak to the Young People's Ministry leader or the child protection officer. Also remember that if you discuss something that has legal implications then you will need to pass it on. (I.e. Any kind of abuse, or maybe the young person will tell you about a planned fight that is due to happen – you may be able to prevent that by telling the right people etc.)

### ***The Golden rules in Mentoring (not a comprehensive list!)***

We would like all mentoring to be

- **directive not prescriptive** – when giving advice or guidance don't lay down exactly what the young person must do and what you expect of them. By all means give your opinion and suggest what would be a good course of action but don't force anything upon them. We want to direct them on a good path, but to specifically prescribe something may make them feel uncomfortable about doing that, and then ultimately meeting up with you again. It is of course good to set challenges or resolve for young people to aspire to, but these should always be discussed and agreed on by both of you, then they should be applied in a way that leaves room for mistakes or failures. Remember that just as much can be learnt in failure as can be learnt in success.

**Case study** – in encouraging Fred to read his bible on a regular basis we discussed why that would be good. He agreed that he needed to do this in order to grow in his relationship with God. I suggested that he might try to set himself a target for achieving this, to be intentional rather than just hoping it may happen. He agreed and decided to set an amount of time that he would spend each day reading. I suggested he could start by spending 10 mins each evening. He thought that was achievable and that he could even do more. We decided to leave it at 10 mins for now. I said I would pray that God would speak to him through the word and would enable him to read it on a regular basis. He set his mind to reading it each day for 10 mins. I told him that the next time we meet I would ask how it has been going and we would take it from there.

- **releasing not controlling** – at every step we want to release young people to become all that God wants them to be. If you are releasing you let them get on with it, you encourage them wherever possible, you risk them making mistakes but are always there to help pick up the pieces; you remember that they may be different to you in character and you give them space to be who they are. When we try to control a person we can become domineering and almost suffocate a person with our passionate intent for them to hit the mark. Remember that mentoring is not about cloning yourself in the life of another; it's about helping a person become more like Jesus. Jesus often made demands on people's lives but he was always open handed. He let people walk away from him if they were not up to his challenge (the rich young ruler for example) but never held people away either. In the same way we don't want to pin anyone down and make them feel as if they are being controlled. We can lay challenges down but always give them a way out and be releasing. At the end of the day a controlling relationship will not prosper anyone. Young people must be free to make their own decisions, you should be the agent to help them be released into the right ones not the leash that constrains them.

Helping to communicate this - In all of my mentoring I always tell the mentee that I am completely FOR them. That I will not turn my back on them or walk away from them at any time. There may come a time when I am not FOR their actions or choices, but I will still be there for them as long as they want me to be. In saying this they are more likely to ask for my input even if they mess up, and will know that they are not being controlled in their choices by me. This will hopefully mean that they choose to follow the right path anyway because they respect me releasing them.

- **encouraging not discouraging** – Always seek to encourage the young people. Even in challenging areas that could be tricky, try to find positive ways of doing this. Jesus brings hope into our life and we should seek to do just that as well. Bring His hope into situations and circumstances. If the young person has really slipped in their relationship then try not focus on what they shouldn't have done or be doing but inspire them with what they should be doing. Help them to realise where they may be going wrong but then grab their attention with what they could be doing, what God could do in and through them, how much more he has for them if they pursue Him. When you finish a mentoring time try to leave the young person feeling positive about carrying on, not beaten up because they have fallen so short.

### ***Your responsibility as a mentor –***

- It is good to 'practise what you preach', so if you are mentoring a young person we would expect you to be a practising member of the church. More than this we would suggest that you be mentored yourself and have an accountable relationship. As you go deeper with God, so you will be able to take others there too.
- Always seek to give biblical input. This means that you will need to be a man/woman of the word. Read it and feed from it yourself, then you will be ready to guide, encourage and challenge effectively.
- As a mentor you are serving the young person with whom you have a relationship. Remember that the relationship must be about giving not getting. It is about pouring out what God has given you in order that another may benefit and go on to give the glory to God. It is easy to fall in to the trap of 'enjoying being needed' by another, but the relationship should be about their need not yours. Continue to walk with God, rest in Him and seek to bring Him the glory in all things.
- Don't give up! People are sinful so they sin. Don't be discouraged if a young person goes off the rails for a season. Be there for them, show outrageous grace whilst trying to guide and direct them. Remember that you were a teenager once and may well have done much worse than them!

**Appendix 1**

**Permission for Mentoring**

Dear Parents,

Your son/daughter is interested in meeting on a regular basis with a member of the Christ Church community for general support and discussion about Christianity. We are keen to do as much as we can to positively support and encourage young people through their teenage years but in the interest of Child Protection we will only do this if you are happy to support this kind of mentoring. Please fill out the form below and return it to me for our records. If you have any questions, then please do not hesitate to be in touch.

Yours Sincerely,  
Louise Douglas

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Proposed mentor: .....  
(All of our mentors are CRB checked and held accountable by the church)  
Telephone number of mentor: .....  
Email of mentor: .....

I am happy for my child .....to see this mentor on a regular basis (usually once every 3-4 weeks), understanding that they will meet under the guidelines of Christ Church’s policy for mentoring.

Telephone contact of parent/guardian: .....  
Email of parent/guardian: .....

Signed by Parent/Guardian: .....

Please make a note of the contact details of the YTM so that you can contact them at any time. We encourage contact with parents so please feel free to do that. There is a copy of our mentoring policy on the Cell Life board in Church if you would like to find out more.

Please return this form to Louise Douglas.  
Young People’s Ministry Leader

## APPENDIX F Prompts for good practice

### Good working practice

- Treat all children and young people with dignity and respect.
- Respect personal privacy.
- Be available, but ready to refer to someone more experienced.
- Be sensitive to the needs of others and their likes/dislikes.
- Avoid questionable activity e.g. rough/sexually provocative games and inappropriate language.
- Follow accepted guidelines/policy relating to contact with children and young people and in all other respects.
- Challenge unacceptable behaviour and report all allegations/ suspicions of abuse.

### *Be good role models – examples for children to follow*

### Responding to a child

- Listen – and keep on listening.
- Don't ask questions.
- Don't promise confidentially.
- Accept what you hear without passing judgement.
- Tell the child what you are going to do.
- Make careful notes (the circumstances, what the child said, what you said etc) as soon as possible (preferably within an hour). Include dates and times of incident/recording and keep safely.
- Contact those authorised by the PCC for child protection matters.
- Don't talk to others.

### *Listen and pass on – do not question or investigate*

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## CHILD PROTECTION: further useful numbers

<b>Social Services (Children/Schools/Families):</b>	<b>01438 737500</b>
<b>Police Child Protection Team:</b>	<b>01992 533000</b>
<b>Churches' Child Protection Advisory Service:</b>	<b>0845 1204550</b>
<b>NSPCC:</b>	<b>0800 800 500</b>
<b>Child line (for children)</b>	<b>0800 1111</b>