

Child Protection Policy

Document revision history

Document version	Review date	Note of changes	Next review date
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Version.2	07-12-15	No changes	By end of December 2016
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Child Protection Policy

and

Procedural Guidance

for those working with children and young people

The Parochial Church Council of the Ecclesiastical
Parish of Huntingdon, Earswick & New Earswick

2018 edition

Preface

This document has been prepared for All Saints and St Andrew's prepared and proposed by the Youth and Children's Working Group (YCWG) and has the approval of the PCC.

All Youth and Children's leaders and Cell leaders will have a copy of this document and will work within its guidelines. Parents of children in all groups will be made aware of the policy and can request a copy.

Interpretation

Throughout this document any reference to children is consistent with current legislation, and means any child under 18 years old who is not married. The two churches which are part of the Parish are All Saints and St Andrew's.

Leader refers to those appointed to work with any age group of children or young people.

Representative means the Child Protection Representative appointed by the PCC.

'Nominated Clergy' refers to the clerical staff member who has responsibility for pastoral matters in relation to abuse and other concerns affecting children and young people.

References

CCPAS Churches Child Protection Advisory Service

DBS Disclosure and Barring Service

PCC The Parochial Church Council

Issues concerned with Health and Safety are covered by the Health and Safety policy of the PCC

Risk assessments for all activities of youth and children groups are reviewed annually

Records of safeguarding are to be kept securely with access by Rector, Y&C Leader and Parish Safeguarding Representative.

Key Contacts

Parish

Nominated Clergy, Rev Ian Birkinshaw 01904 768006

The Rectory, Chestnut Close, Huntington, York YO32 9RD

Child Protection Representative, Ian Richardson 01904 764872

24 Witham Drive, Huntington, York YO32 9YD

Parish Office, St Andrew's Church, Huntington Road, York, YO32 9PX 01904 768006

Youth & Children's Leader, James Simister 01904 768006

Diocese of York

Peter Warry, Diocesan Secretary (Named Senior Officer) 01904 699500

Ven. Sarah Bullock, 1 New Lane, Huntington, York YO32 1NU 01904 758241

Julie O'Hara Safeguarding Advisor, Diocesan House, Aviator Court, Clifton Moor, York, YO30 4WJ, 01904 699524 / 07551 124951

City of York

Children's Advice and Assessment Service 01904 349417

Emergency Duty Team 08450 349417

Children's Social Care 01904 551900

Safeguarding Children Board and Local Authority Designated Officer (LADO) 01904 555695

Other

Police 101

CCPAS Helpline 0845 120 45 50

NSPCC 0808 800 5000

ChildLine 0800 1111

Related Documents

The PCC has approved Procedures for DBS.

The PCC has approved a Policy For Pastoral Contact With Young People which includes guidelines for social media.

Introduction

- a) This policy document sets out the commitment of the whole church to the care and protection of children and young people involved in All Saints' and St Andrew's youth and children's activities. In addition to children of church families this includes those who attend casually or as visitors, as well as regular attenders at youth and children's activities.
- b) The day-to-day work with youth and children is overseen by the Parish Youth & Children's Leader, who is also responsible for ensuring the Child Protection policies set out in the document are adhered to.
- c) The policy is reviewed on an annual basis by the PCC.
- d) The document has three parts. Following this introduction: Part 1 states our key principles in working with children and young people; Part 2 sets out how allegations of abuse are to be handled, the oversight of abusers and helping victims of abuse; Part 3 sets out procedures for appointment and supervision of leaders.

Part 1 Child Protection Policy and Principles

1.1 Statement of Principles

1.1.1 Principle 1 - Parental Responsibility

All parents have responsibility for the welfare of their children, including spiritual and pastoral care. A Child Protection Representative (referred to subsequently as the Representative) is appointed by the PCC to assist in this task. The Representative, together with any appointed leaders, plays an important part alongside parents.

1.1.2 Principle 2 - Minimal Risk

No child should be placed at risk through involvement in any activities organised by All Saints and St Andrew's.

1.1.3 Principle 3 - The Child's Best Interests

The best interests of the children will especially predominate in situations where there are allegations of abuse.

1.1.4 Principle 4 - Listening and Relating to Children

As a mark of the value placed on children, every effort will be made to listen carefully to their concerns and to act appropriately.

1.1.5 Principle 5 - Selection, Training, Support and Review of Youth and Children's Leaders

Staff and leaders who work with children and young people will be subject to a careful selection process to ensure their suitability including a Criminal Records check from the DBS (or current CRB certification). They will be given training, including Child Protection, and will be supervised and reviewed on a regular basis. Other associated national organisational groups, such as Guides, Scouts, Brownies, Cubs, Rainbows and Church Lads and Church Girls Brigade, who work under their own policy guidelines, should be aware of the parish policy and comply wherever necessary and should have valid DBS disclosure for all their leaders.

1.2 Preventing Abuse - A Whole Church Strategy

1.2.1 Prevention is certainly better than cure in the matter of child abuse. The PCC urges every member of All Saints and St Andrew's to take seriously their responsibility in this matter. This means that the protection of children and young people should constantly be a matter for both vigilance and prayer. The leaders commissioned to work amongst children need and deserve our support.

1.2.2 We ask every church member to ensure that concerns about individual children or leaders are taken to the Child Protection Representative. Anyone observing questionable behaviour towards children should raise their concern with the Representative or the Nominated Clergy. These will be treated confidentially, and considered carefully within these guidelines to decide what action is needed.

1.2.3 We ask parents to help children to develop common sense rules about personal safety; encourage them to talk about situations where they feel uncomfortable; help them understand about physical contact which is good, and any which is unwelcome or wrong.

1.2.4 For those commissioned as leaders we urge the utmost care to ensure protection of children, and the safeguarding of themselves from any misunderstanding. We commend to all leaders the guidelines set out by the CCPAS concerning arrangements for supervising groups of children; the boundaries relating to contact with individual children; the caution necessary when talking with a child or young person alone.

1.2.5 The PCC support the intention of having two leaders with a group of children. *If this cannot happen the group should be cancelled or a second adult or a parent of one of the children be called to help as soon as possible.*

1.2.6 In addition to remaining alert, and taking note of these guidelines, we also *invite PCC members and volunteers involved in work with young people* to make suggestions of ways in which it may be possible to further safeguard the welfare of children. The Representative initiates risk assessments in relation to new circumstances or those causing concern.

1.3 Guidelines for Good Practice

1.3.1 Avoid working in one-to-one situations with children wherever possible. Make sure there is always another adult within earshot. Try to have a man and a woman at each mixed-age activity. Adults leading a session with children should not smoke or use or have recently used alcohol or illicit drugs.

1.3.2 Socially acceptable physical contact between adults and children in a public place is quite proper and appropriate where it can be readily seen by others and is not hidden away. Physical contact with children should be minimal, and solely intended to meet the

needs of the child rather than the adult. It is important to be sensitive to, and respect, each child's sense of personal space. Avoid playing 'rough and tumble' games with children or making provocative or 'teasing' comments, even in fun. These can very easily be misinterpreted by children and young people, especially by those who are vulnerable.

- 1.3.3 Keep an up-to-date register of all children attending a group: date of birth, home address, telephone number and names of parents/carers should be included.
- 1.3.4 The ratio of adults to children must be sufficient to ensure safety and comply with the requirements of the Children Act 1989. These requirements are particularly relevant to work with children under the age of eight.

The NSPCC recommended minimum ratios are:

Age of children	0 - 2	2 - 3	4 - 8	9 -12	13 - 18
Children per one adult	3	4	6	8	10

- 1.3.5 All U18s need to provide a parental consent form when they join a group or activity. If the child is 'in care' (i.e. under a Care Order to the Local Authority) then this form must be signed by a senior manager within that Local Authority, NOT the Foster Carer.
- 1.3.6 Children may attend worship or other activities unaccompanied by an adult. Where this is the case, try to establish if parents know where the child is and what time s/he is expected home. If necessary, encourage the child to leave at the appropriate time to get home for this deadline.
- 1.3.7 If a child is joining a regular activity, record his/her name, age, and address on a registration form and ask the child to bring it back signed next time. Make every effort to make direct contact with the parents, particularly of a younger child, by sending information home or providing a contact telephone number for them to call you. No child should ever be taken on a trip away from the church site without a parental consent form.
- 1.3.8 Workers must be receptive to what children and young people in their care have to say. If a child makes a complaint or an allegation about the behaviour of an adult within the church or the community, listen carefully without making a judgement on how plausible what you are hearing might be. If a complaint is made about someone in the church, this must ALWAYS be referred outside the church for advice about how to proceed. **You must always contact the Diocesan Safeguarding Adviser via the Archbishop of York's office or go directly to the LADO.**

Part 2 Child Protection Procedures

2.1 Types of Abuse

2.1.1 Any form of abuse is serious and should be treated as that by adults to whom it is disclosed. Child abuse may be neglect, physical, sexual or emotional. Current definitions of these categories are:

Neglect: The persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

Physical Injury: Actual or likely physical injury to a child, or failure to prevent injury (or suffering) to a child including deliberate poisoning, suffocation and Munchausen's syndrome by proxy.

Sexual Abuse: *Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening"*

- *Physical contact, including penetrative or non-penetrative acts.*
- *Involving children in looking at, or in the production of, pornographic material.*
- *Watching sexual activities.*
- *Encouraging children to behave in sexually inappropriate ways.*

Emotional Abuse: Actual or likely severe or adverse effect of the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. All abuse involves some emotional ill-treatment. This category is used where it is the main or sole form of abuse.

2.2 What to do if you suspect abuse: (Whistleblowing)

2.2.1 In any situation where abuse is suspected concerning a child or young person involved in All Saints' and St Andrew's youth or children's activities, it must be reported to the Child Protection Representative (C.P.R.). The C.P.R. is the PCC's nominated person to act in referring any allegation, or suspicion of neglect or abuse to the statutory authorities. Such action is required whether the child is a member of a church family, or simply a casual visitor or contact. In the absence of the Child Protection Representative referrals should be made to the Nominated Clergy.

2.2.2 If the suspicions involve the Representative in any way, referral should be to the Nominated Clergy. While allegations are being investigated it is important that arrangements are made by the Nominated Clergy to ensure the Representative has appropriate personal support.

2.2.3 If both the Representative and the Nominated Clergy are involved, contact the Archdeacon of York, Venerable Sarah Bullock.

2.2.4 It is, of course, the right of any individual to make direct referrals to child protection agencies. However, we hope all church members will use these PCC guidelines. If, however, it is felt that a proper response has not been made to anyone's concerns, then it is open to them to contact Social Services.

2.3 Allegations of Sexual, Physical or Emotional Abuse, or Neglect

2.3.1 On receiving allegations of abuse the Representative will contact the Nominated Clergy initially. The Representative will record the facts as they are known and will not speak to the parent. A line of action should be agreed in consultation with *the Diocesan Safeguarding*

Adviser (contact details page 3).

2.3.2 If for any reason the Representative is unsure whether or not to follow the above procedure advice should be sought from the Nominated Clergy, or if unavailable, the CCPAS helpline or another professionally regarded organisation.

2.3.3 Under no circumstances will the Representative attempt to carry out any investigation into the allegations or suspicions of sexual abuse. S/he will collect the precise details of the allegation or suspicions and provide this information to the Social Services who have responsibility to investigate under section 47 of the Children Act 1989.

2.3.4 The absence of either the Representative or Nominated Clergy should not delay referral to the Social Services Department. As with situations where an individual is not satisfied, or disagrees with the action taken by the Representative, that person retains the responsibility to report serious matters to the Social Services Department.

2.3.5 In situations where allegations or suspicions involve Clergy, or other Church leaders, the same procedures will be followed.

2.3.6 The PCC will support the Representative or Nominated Clergy in the roles set out in this document. It is important that information held by either must be treated confidentially and shared in a strictly limited way, on a need to know basis, so as to protect other church children and/or family members.

2.4 Responding to a Child at Disclosure

2.4.1 The procedure is to follow the guidelines in this document of making notes immediately and informing the Representative. If the Representative is unavailable contact should be with the Nominated Clergy or Social Services directly.

2.4.2 When immediate action is needed Social Services or the police will be contacted to discuss putting into effect safety measures for the children so that they do not return home. When a child discloses abuse, professionals involved will consider whether or not it is safe for the child to return home to a potentially abusive situation.

2.5 Allegations of Abuse on Adults.

2.5.1 If an adult discloses abuse and there are under 18s who may be at risk from the abuser living in the family home, the actions set out above should be implemented so as to safeguard those who may be at risk. The adult should be encouraged to participate in making the referral to the statutory agencies.

2.6 Protecting Children from known Abusers in the Church

2.6.1 The PCC recognises that churches are likely to contain persons convicted of abusive offences against children. In accepting that these people have spiritual needs to which we should minister, we must also accept a prime responsibility to protect children from harm. We also need to recognise that research has shown child sex offenders have major problems in

breaking their patterns of sexual behaviour.

2.6.2 We also note the research which shows that people who sexually abuse children go to great length to get themselves into positions of trust where they can have easy access to children. Regrettably, churches have a sad history of involvement in child abuse and we must be diligent in resisting such assaults. While our diligence must include prayer and spiritual warfare, it is irresponsible if we do not act to minimise risk to children and young people.

2.6.3 There are two areas in which we see ourselves as combating assaults on our children. One is the pastoral oversight of any known abusers; the second is by the careful selection, supervision, training and review of those commissioned to serve and minister to children and young people.

2.7 Helping victims of abuse

2.7.1 As a church we are committed to supporting victims of abuse and encouraging them in their faith through pastoral care and ministry.

2.8 The Pastoral Oversight of Abusers

2.8.1 If there are allegations against a church member, or they have convictions for offences against children, it is important for the person, and his/her family, that the minimum number of people are aware of such a record. However, such confidentiality must be consistent with ensuring children are protected. To this end it seems necessary that the following are included within the confidential briefing and anyone else who the PCC deems to be at risk:

The Clergy
Church Wardens
Youth and Children's Leader
Relevant team leaders
Where abusers are placed within cell groups:
Cell Group Leader
Members of cell groups who have children

2.8.2 It is important that the Nominated Clergy take the primary role in informing the above, in the most sensitive and caring way, to ensure the person is able to maintain a place within the fellowship and be supported in full knowledge of past failures.

2.8.3 It seems proper for the person to be fully aware of the actions being taken and the reasons for them. The Nominated Clergy should therefore meet with the individual and discuss boundaries that the person may be expected to keep. We recognise the power of the Holy Spirit to renew and change lives and thus emphasise the church's desire to help him/her avoid future failures of this nature, while protecting children with whom contact may be made. It is also be necessary to make clear that whatever declaration of remorse or repentance may be forthcoming, the former offender cannot be considered as a Youth Leader or have any contact with children, e.g. they should decline offers of hospitality where children are in the house, not go into areas where children are in the church, to sit where directed etc. although other tasks will be found within the fellowship.

Part 3 Procedures for appointment and supervision

3.1 Selection, Supervision, Training and Review of Youth and Children's Leaders

3.1.1 All those interested in working with children and young people will have an appropriate interview, complete an application form providing proof of identity and a confidential declaration form. *In addition references should be requested from two referees with a detailed knowledge of their suitability.* One of whom should, if possible, be the current employer or the incumbent of the present or previous church. Enhanced Disclosure checks from the DBS will also be carried out in accordance with the policy of the Diocese.

3.1.2 Training is overseen by the Representative and should include a full introduction to the policies set out in this document as part of the initial induction training programme. All new leaders are required to complete the online training provided by City of York Council. All leaders should repeat this online training every three years and group Child Protection training session will be arranged annually. All leaders are provided with written guidelines relating to Child Protection and how to handle any issues. Failure to complete this training satisfactorily should be sufficient reason to ask people to withdraw from work with children and young people.

3.1.3 All groups have a register which records both the names of children and leaders who are present at any given meeting. This ensures protection and safeguards from false allegations. With the register is an incident book or incident forms where any significant events must be recorded and signed by all workers who witnessed the incident. The form should be submitted to the Representative.

3.1.4 Within the process of normal group activities each leader should expect to be observed and be subject to questions and advice from an appointed group leader who will act as mentor.

3.1.5 Each leader should undertake a review of their role on an annual basis with the Youth & Children's Leader. This will provide the opportunity to talk through issues arising, discuss training opportunities or other factors affecting their performance and include a consideration of how they have dealt with any matters of Child Protection, and how effectively they care to safeguard themselves and children from harm or allegations. Leaders will also be given an opportunity to confirm their continuing calling by God and the church to work in the field of children and youth.

Conclusion

The PCC takes seriously the issues raised in each part of this paper and asks all members to accept their part in ensuring no harm comes to the children and young people who are a part of the life of All Saints and St Andrew's.

Acknowledgements

In compiling this document note has been taken of current best practice, and the following sources have assisted our thinking. 'Working Together Under The Children Act 1989', HMSO; 'Taking Care: A Church Response to Children, Adults and Abuse', National Children's Bureau; 'Allegations of Abuse: The Church's Responsibilities', Evangelical Alliance; 'Diocese of York Parish Child Protection Policy (updated June 2013); Diocese of York 'Child Protection and Safeguarding: Making the Policy Work' (February 2015)