



St. John the Baptist, Chapeltown

SAFEGUARDING CHILDREN POLICY

July 2011

1. Statement of Aims

We want St. John's to be a safe, fun and welcoming environment, for all ages, including children and young people, from any part of our community. Here, we aim that they may discover the grace that Jesus has for them; to know God as their Father and grow in the power of the Holy Spirit.

This we do by

- Enabling young people to take a full part in the life of St. John's, and to experience the fellowship of a Christian family
- Providing a programme of biblical learning and training
- Providing a committed and trained team of approved volunteers and leaders, who set an example of Christian discipleship
- Providing indoor and outdoor leisure activities for young people
- Providing a safe and fun meeting place for young people
- Reaching out with the gospel love to those beyond our own church family
- Building positive relationships with local schools and other agencies working with young people
- Promoting equality of opportunity for all
- Requiring all church workers (paid or voluntary) to consent to the Childrens' & Youth leaders' agreement set out in Appendix 2.

2. Current groups

This document covers the work of this parish with children and young people, in its services and groups meeting throughout the week. Currently these groups are:

Sundays

Crèche	(0-3 yrs)	Newton Hall
Scramblers	(3-5 yrs)	Newton Hall
Climbers	(5-7 yrs)	Newton Hall
Explorers	(7-11 yrs)	Newton Hall
Pathfinders	(11-13 yrs)	Chapelgreen Advice Centre
Element Sundays	(14-18)	The Waggon pub
Kidz Klub	(4-11 yrs)	Parish Centre
Discipleship group	(14-18 yrs)	Parish Centre

Midweek

E89	(Years 8 & 9)	Parish Centre
Element	(14-18 yrs)	Parish Centre

This policy also covers any work undertaken outside of the church buildings carried out under the auspices of the Parochial Church Council (P.C.C.).

3. Policy Statement

We adopt the policy statement of the Diocese, which is as follows:

**As members of the Church of England we are concerned with
the wholeness of each individual within God's purpose for everyone.
We seek to safeguard all members of the church community, of all ages.
It is the responsibility of each one of us to protect children and young people
from physical, emotional and sexual abuse, and from neglect.**

We will display this statement prominently in all church premises. The P.C.C. expects all church workers to follow its Safeguarding Children Policy and will distribute copies to each worker, as well as have one available in the Parish office at all times.

We also adopt the Diocese of Sheffield's Safeguarding Children Policy (the Diocesan Policy), all relevant parts of which are incorporated in this Policy as Appendix 3.

4. Application of the Policy

All new workers, whether paid or voluntary, working for church-based organisations, will be informed of this policy ("the Policy") by the Vicar, the Safeguarding Children officer or the group leader. They will be expected to accept the Policy and work according to its requirements.

All new members of the P.C.C. will be required to accept the Policy. The P.C.C. will appoint a Safeguarding Officer to oversee the Policy, and it will be placed on the Agenda of the P.C.C. at least annually for review. We will inform the Church House administrator of the details of the Safeguarding Officer.

5. Parish Centre

Any organisation booking the use of the Parish Centre for regular use at which children will be present will be expected to confirm they have a Safeguarding policy and appropriate insurance. Individuals booking the Parish Centre for private functions at which children will be present will have the Policy drawn to their attention and accept their responsibility for protecting children at that function.

6. Recruitment

The P.C.C. will follow the recruitment process included in the Diocesan Policy. References, the Confidential Declaration and a Criminal Records Bureau (CRB) check via the Diocesan system will be obtained. Appointment to any post, paid or voluntary, will not be made until these processes are complete. All appointments will be made on a conditional basis until the completion of a satisfactory probationary period. All those working with children and young people will follow

the good practice guidelines in the Diocesan Policy, and will have these explained to them as part of their induction.

7. Registration and Parental Consent

All groups will keep a register of those attending each session. Parental consent forms, including emergency contact details, must be completed for all participants, and must be available to group leaders whenever the group meets. This applies to all groups, whether meeting on church premises or elsewhere.

8. Insurance

The P.C.C. will ensure that there is adequate insurance cover for all activities for children and young people.

9. Fire Regulations and Security

All group leaders will be aware of fire regulations and the positions of fire extinguishers. They will be vigilant as to the presence of anyone on the premises during the meetings of the groups. They should know who to contact in an emergency relating to the building.

10. Food and Hygiene

If any group is involved in the preparation or selling of food, at least one leader should have completed the food hygiene and food safety course to ensure good practice is followed.

11. First Aid and Accidents

There should be a properly stocked first aid kit accessible to each group. In the event of any accident, an incident and accident report form should be completed. This should be kept securely in a marked file. Parents should also be informed of any accident.

12. Providing an Independent Person

Children and young people should have the opportunity to raise any concerns about any health and safety or protection matters. A notice will be placed on the noticeboard and/or entrance to church and to all church premises with the name of the parish Safeguarding Officer, and Childline telephone number to afford this opportunity.

13. Allegations

If an allegation is received concerning the behaviour of an adult, the Diocesan Policy will be followed.

14. Concerns About or Reported by a Child

This parish will follow the Diocesan Policy and report the concern to the Diocesan Safeguarding Adviser, or to the appropriate Archdeacon.

15. Review

All children and young people's workers will meet to review their work on a termly basis. This should include a review of child protection issues and health and safety issues relating to each group. Notification of this meeting should be reported to the P.C.C. The Parish Safeguarding Children Officer will review the parish policy annually and report to the P.C.C., who will record this review in their minutes. The P.C.C. will inform the Archdeacon via the visitation that this has been done. A copy of the current Parish Safeguarding Policy should be sent to the Archdeacon for inclusion in the parish file. A further copy should be sent if there are substantial amendments.

16. Safeguarding training

Group leaders will be required to attend the Safeguarding training provided by the Diocese or by the Local Authority. The parish will consider its training needs at the time it reviews the Safeguarding Policy. If specific needs are identified the parish will consult with the Diocesan Safeguarding Adviser

17. Resources

The PCC will provide the necessary resources to support St. John's ministry with children and young people. The Parish Administrator will arrange for these resources to be purchased when necessary on request. Storage space for equipment is provided in the Parish Centre and at Newton Hall.

Financial resources will be available to pay for training and to support the implementation of the Policy.

18. People to consult

Safeguarding Officer:

Nancy Marshall - 0114 246 8929 (Mob: 07799 353233)
11, Steven Crescent, Chapelton S35 1XL

Vicar:

Rick Stordy - 0114 257 0966 (Mob: 07812 924926)
23, Housley Park, Chapelton S35 2UE

Diocesan Safeguarding Adviser:

Sue Booth - 0113 275 5266
or in emergency the Archdeacon, Martyn Snow - 07729 104792

Local Authority Social Services

Sheffield City Council Social Care Enquiries (24 hours) - 0114 273 4855

Church wardens:

Ron Linton - 0114 245 2535

Helen Ruddlesdin - 0114 284 5217

This policy has been read and agreed by the following on behalf of the PCC

Date of PCC Approval: 16th July 2011

Signed:

Designation: Vicar

Date of review and renewal: July 2012

APPENDIX 1:

Consent form for the use of photographs/images of children by Sunday Club groups or *Element*

Dear Parent/Carer,

Consent for photographs of your child

As part of our care for your child and to enrich the life and witness of St. John's, we do occasionally like to take and use photographs and images of children involved in church groups or activities.

To comply with the church's Child Safeguarding Policy, and the law (the Data Protection Act 1998) we ask that parents consent to the church taking and using photographs and images of their children. We will never include the full name of your child alongside an image.

It would be marvelous if you are able to give your consent: in our experience children greatly enjoy having their picture displayed in the appropriate setting – it does build their self-esteem and their sense of being part of the church family.

Please complete, sign and return the form below to me. The form will be valid from the date of signing for as long as your child is a regular member of the Sunday Club or *Element*.

Yours sincerely,

Child Safeguarding Officer

CONSENT OF PARENT/CARER

I **do/do not** (*delete as applicable*) give permission for photographs and digital images of the child named below to appear in

- | | |
|---|---------------|
| • church publications | Yes/No |
| • displays in the Parish Centre or Newton Hall | Yes/No |
| • on the church website | Yes/No |

(*again, delete as applicable*).

I understand that the images will be used for church purposes only and the identity of my child will be protected.

Name of child:

Name of parent or carer:

Address:

Signature:

Date:

Any queries regarding this form should be addressed to Nancy Marshall.

APPENDIX 2:

Youth & Childrens' Leaders Agreement

Aims

1. This Agreement has been drawn up by the youth and childrens' leaders and PCC of St. John's, as a reminder of our commitment to God, the children we serve, and our wider church. It aims to set out the responsibilities and requirements for all who serve as youth and childrens' leaders at St. John's.

Character

2. We believe the first and most important requirement for any Christian leader is a living relationship with Jesus Christ, and a growing likeness to Him.
3. This means that leaders are expected to show
 - a deep and growing love for God and the Gospel of Jesus Christ, relying on the power of the Holy Spirit;
 - a personal commitment to the Christian faith of the one, holy, catholic and apostolic Church, uniquely revealed in the Bible and set out (a) in the catholic creeds and the historic teaching of the Church of England¹ and (b) in the Doctrinal Basis of the Evangelical Alliance, which is attached;
 - Christlike godliness and a commitment to biblical standards in both personal and public life, and a growth in what the Bible calls the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control;
 - constant care and safety in all their work with children, and full compliance with the St. John's Child Policy.

Commitment

4. We believe that after being committed to follow Christ, each Christian is called to use their gifts to serve others in the church family. Those gifts are to be used generously for the benefit and growth of others.
5. This means that leaders are expected
 - to give their time to prepare for, pray for and lead their group, not least for each session that it meets;
 - to work as part of a team: with the youth worker, vicar and other leaders within St. John's;
 - to support other leaders, for instance when occasions arise so that a group is short of other leaders.

¹ This can be found in *the Book of Common Prayer* and *the 39 Articles*.

Competence

6. We believe that our God-given gifts are not only to be used, but to be encouraged and developed. This is a responsibility not just of individual leaders but of their Christian brothers and sisters around them.
7. This means that St. John's will provide, and leaders are expected to make use of
 - regular opportunities for training and growth, whether within the parish of St. John's, or at conferences elsewhere;
 - good quality and sufficient resources, not least by way of teaching and other materials each group needs.

Care

8. We believe that the whole church is called to support and care for those who serve it as leaders.
9. This means that St. John's will provide, and leaders are expected to make use of
 - pastoral care, including the support and accessibility of both youth worker and vicar;
 - a termly meeting of all childrens and youth leaders, where information will be shared and any concerns or questions can be raised;
 - regular opportunities to meet with the rest of the church family and to receive Christian teaching for themselves, on Sundays and/or in a cell group – in particular, leaders should not be “on duty” every Sunday.

Agreed by PCC, 3rd November 2008

EVANGELICAL ALLIANCE BASIS OF FAITH

(2005 REVISION)

We believe in...

1. The one true God who lives eternally in three persons — the Father, the Son and the Holy Spirit.
2. The love, grace and sovereignty of God in creating, sustaining, ruling, redeeming and judging the world.
3. The divine inspiration and supreme authority of the Old and New Testament Scriptures, which are the written Word of God — fully trustworthy for faith and conduct.
4. The dignity of all people, made male and female in God's image to love, be holy and care for creation, yet corrupted by sin, which incurs divine wrath and judgement.
5. The incarnation of God's eternal Son, the Lord Jesus Christ — born of the virgin Mary, truly divine and truly human, yet without sin.
6. The atoning sacrifice of Christ on the cross: dying in our place, paying the price of sin and defeating evil, so reconciling us with God.
7. The bodily resurrection of Christ, the firstfruit of our resurrection; his ascension to the Father, and his reign and mediation as the only Saviour of the world.
8. The justification of sinners solely by the grace of God through faith in Christ.
9. The ministry of God the Holy Spirit, who leads us to repentance, unites us with Christ through new birth, empowers our discipleship and enables our witness.
10. The Church, the body of Christ both local and universal, the priesthood of all believers—given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel, promoting justice and love.
11. The personal and visible return of Jesus Christ to fulfil the purposes of God, who will raise all people to judgement, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth.

APPENDIX 3:

DIOCESE OF SHEFFIELD

SAFEGUARDING CHILDREN POLICY

As members of the Church of England we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community, of all ages. It is the responsibility of each one of us to protect children and young people from physical, emotional and sexual abuse, and from neglect.

CHURCH OF ENGLAND

CHILD PROTECTION POLICY STATEMENT

The Church of England, in all aspects of its life, is committed to and will champion the protection of children and young people both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle enshrined in the Children Act 1989 that the welfare of the child is paramount. The Church of England will foster and encourage best practice within its community by setting standards for working with children and young people and by supporting parents in the care of their children. It will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of children and young people. It is committed to acting promptly wherever a concern is raised about a child or young person or about the behaviour of an adult, and will work with the appropriate statutory bodies when an investigation into child abuse is necessary.

House of Bishops Policy, 2004.

SAFEGUARDING CHILDREN

INTRODUCTION

Welcome to the new Diocesan Safeguarding Children Policy and Handbook. This is a replacement of the current “Balance” Policy and is up-to-date in both advice and in language. Those of you who work in either the statutory or voluntary sector in work related to children will recognise the similarities. The change of name is a reflection of the change of emphasis from a narrow understanding of child protection, to a wider understanding that safeguarding children requires a more active promotion of their whole well-being and development. Such a change in emphasis allies us with the aims of the national policy of Working Together: it should not however detract from all those measures that we have put into place in the Diocese over the years to protect the children and young people with whom we work and who are members of our church communities.

Those of you who have become familiar with “Balance” will recognise some parts of the new Handbook where the content is still the best advice and reflects best practice. Some of the content of the previous Handbook has been omitted, particularly in terms of content which was unnecessary and which led to a certain information overload.

This new Handbook has been designed to be more user friendly and easier for those working with children and young people in parishes to extract key information. Some sections have been simplified, such as dealing with allegations. There are some changes in procedures and processes and we would ask that you pay particular attention to the Recruitment section. Most of the documents you will need are Appendices to the policy and can be copied for use. We have also removed the requirement that parishes send their policies annually to the Diocesan Adviser: parishes simply need to ensure that their current policy is sent to the Archdeacons’ office and to send a new copy only if it is substantially amended. Parishes should, of course, continue to review their Safeguarding Children Policy and practice annually.

The Diocesan Safeguarding Adviser continues to be available for consultation on any issues relating to putting the policy into practice, including training needs.

Finally, and most importantly, the Safeguarding Management Group of the Diocese would like to pay tribute to all those working with children and young people in parishes throughout the Diocese of Sheffield. We are aware of the huge level of commitment this requires and are deeply grateful to all those who continue to work with children and young people in a way that ensures their safety and that promotes their well-being.

Thank you.

Sue Booth, Diocesan Safeguarding Adviser.

INSURANCE STATEMENT

Groups and parishes will be insured through a number of different companies whose policies will be subject to various terms, conditions and exceptions. However, the majority of churches within the Diocese of Sheffield are insured with the Ecclesiastical Insurance Group PLC. They have provided the following statement, incorporated in their Child Protection Booklet.

The Ecclesiastical Insurance Group supports the House of Bishops Policy Document and its measures for the safeguarding of children. Ecclesiastical believes that preventative measures to remove the likelihood of abuse are the cornerstones for both the protection of a potential victim and an accused child carer.

Common law, and in some areas statutory legislation, require a very wide range of people to take reasonable care to prevent injury to others. Indeed, the law recognises that a higher standard of care exists in matters concerning children. The use of 'best practice' procedures in the management of child protection and care is essential, just as a similar obligation rests upon those responsible for health and safety in commerce and industry. The observance of 'reasonable care' is a standard insurance condition.

Subject to the policy terms, Public Liability (Third Party) Insurance will protect the interests of Policyholders where they are found to be legally liable for accidental death of or bodily injury to a third party. Cover is provided to Policyholders if they are held legally liable for an event caused by their negligence leading to accidental bodily injury or illness as a result of abuse. There is, however, no such cover for the actual perpetrator of abuse.

The Policy terms require that all reasonable steps be taken to prevent injury loss or damage occurring and failure to take such precautions may prejudice the insurance cover. A duty therefore exists upon Policyholders to adopt 'best practice' based upon current and ongoing guidelines.

Youth Group Insurance Scheme

The starting point for insuring your group(s) is with the P.C.C. and their existing parish insurance (usually the Parishguard policy). This covers youth work organised under the auspices and control of the P.C.C. anywhere in the British Isles. However for a group to be working “under the auspices and control” of the P.C.C. the following should apply:

- The P.C.C. must specifically accept responsibility for the activities of the group and minute such in its records, in detail (e.g. that the P.C.C. has agreed to this disco, with these staff, date and between these hours, for this financial purpose rather than to the concept of discos in general).
- The P.C.C. must have full details of any proposed new activities so as to decide whether to accept responsibility for these activities and this must also be minuted.
- The P.C.C. must select all leaders and maintain records of these appointments.

The nature of the cover provided is for public liability for the P.C.C. as the insured.

It is clear that, whereas such cover will normally be sufficient for regular church activities with a standard format (e.g. choir, confirmation classes, servers, bell-ringers, bible studies etc), it will **not** provide cover for much of the youth work that is undertaken within the parish. **This is where the Youth Group Insurance Scheme complements the Parishguard policy.**

The Youth and Children’s Group Insurance gives greater flexibility for children’s work in parishes, whilst ensuring that good practice procedures are still followed. The Diocese does not gain monetarily in any way from the provision of this insurance, and the price is discounted to parishes. In order to simplify and minimise the costs of administration there is one renewal date (1st January). Reminders are sent out in October to those who already have this insurance.

If a parish does not have this additional insurance, children’s activities off-site may still be covered under their Parishguard policy but all such activities must be agreed and minuted through the P.C.C. Cover will be limited to that one event and for those children and leaders involved in that one event. If you wish to apply for the Youth and Children’s Group Insurance a summary of cover will be sent out with the initial application form. Please contact Trish Stafford on 01709 309147 or trish.stafford@sheffield.anglican.org

PRINCIPLES OF THE HOUSE OF BISHOPS' POLICY

From Section 3, *Protecting All God's Children – The Child Protection Policy for the Church of England*.

The Church is probably unique in its ministry to both those who have been abused and those who have abused. It is within this tension that policy, procedures and good practice must be made to work. The Church seeks not simply to keep the law in regard to Child Protection but to foster and promote best practice as part of its work for and witness to God's kingdom. Therefore:

- The Church of England fully endorses the principle, enshrined in the Children Act 1989, that the welfare of the child is paramount.
- The Church recognizes that it is required by God to foster relationships of the utmost integrity, respect, truthfulness and trustworthiness. Clergy and laity who come into contact with children within the Church need to operate within a carefully thought out framework of policy, procedures and good practice which will ensure that children are safeguarded and nurtured within a culture of informed vigilance.
- Clergy and laity need to have an awareness of their use of authority and power and never betray the trust which is given them.
- Clergy and laity in the Church should seek to maintain the highest standards of conduct in all worship, pastoral, educational and recreational situations.
- The Church will take allegations of abuse seriously, fully cooperating with the local authority area child protection committees in any matter concerning the welfare of children and young people. It acknowledges the prime responsibility of statutory agencies to investigate any significant harm to a child. The Church will never itself investigate incidents of suspected child abuse.
- The Church will work with the statutory agencies to manage the presence in congregations of those who have been convicted of offences against children, including those who are on the Sex Offenders Register.
- The Church of England will seek to work with other Christian and faith traditions to promote the welfare and safety of children and young people.
- For the purpose of the Policy and Procedures in this document a child is anyone under the age of eighteen years. All those who work with or are in regular contact with such children must comply with this policy.
- All those working with or in direct and regular contact with children in a paid or unpaid capacity will be carefully recruited and their backgrounds checked at the appropriate level through the Criminal Records Bureau. These checks will also be carried out on those supervising people working with children and on those whose representational ministry, office or status gives them the opportunity or the expectation for regular or unsupervised contact with children.

Guidelines for Working with Children

These Guidelines are the “Safe From Harm” guidelines produced by the Home Office and are the basis of all work with children and young people. They should form the basis of all parish policies.

1. Adopt a policy statement on safeguarding the welfare of children.
2. Ensure the policy is reviewed and understood.
3. Treat all would-be staff and volunteers as job applicants for any position involving contact with children.
4. Gain two references from people who have experience of the applicant’s paid work or volunteering experience.
5. Explore all applicants’ experience of working or contact with children in an interview before appointment.
6. Establish procedures to attempt to find out whether an applicant has any convictions for offences against children.
7. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
8. Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
9. Apply agreed procedures for protecting children to all paid staff and volunteers.
10. Give all paid staff and volunteers clear roles.
11. Use supervision as a means of protecting children.
12. Train paid staff and volunteers, their line managers or supervisors and policy makers in the prevention of child abuse.
13. Introduce a system whereby children may talk with an independent person.

SAFE WORKING PRACTICES

General Advice

Children and young people are best protected from potential abuse when those working with them do not feel isolated, and are trained and supported. Those in the parish working with children should meet regularly, preferably with the incumbent and/or the child protection representative to discuss concerns, receive support and to identify any training needs. Training is available in the Diocese and events are publicised through mailings and the 'Christians Learning Across Yorkshire' training leaflet. Additional parish training events can be arranged through the Training section at Church House or the Safeguarding Adviser.

Workers with children and young people can reduce the potential for abuse, and best protect themselves, by following recommended safe working practices.

1. Workers should not spend excessive time alone with children away from others, and only when necessary. Any time spent alone with children should be in a room with the door open, and with clear visibility from outside the room.
2. Workers should not take children alone on car journeys. If a worker is taking a group of children in their car they should be accompanied if possible by another adult, or with their own child present. This should only be done with parental consent. In an emergency, the child should sit in the back seat. Seat belts must be worn. Check that the car insurance covers the vehicle and the passengers.
3. Do not invite a child or young person to your home alone. If appropriate invite a group, and ensure that someone else is in the house. Make sure that parents are aware of the situation and give their consent.
4. Workers should be familiar with the following guidelines, also available on advice cards:
 - Treat all children and young people with dignity and respect.
 - Respect personal privacy.
 - Be sensitive to others.
 - Provide access for young people to talk to others about their problems.
 - Follow the guidelines relating to contact with young people.
 - Challenge unacceptable behaviour, such as bullying.
 - Plan activities appropriately.
 - Provide an example for others to follow.
 - Do not rely on your good name to protect you.
 - Do not show favouritism to any individual.
 - Remember that your actions may be misinterpreted by others.
 - Regularly review your work with other children's workers.
 - Never exaggerate or trivialise child abuse issues.

5. Always have at least two adult leaders, ideally one male and one female, for any group activity. You should also consider, depending on the activity, whether two people are enough and if, for instance, the group is a long way from help if there was an accident or a child taken ill, whether a third person is required to summon help. For events such as choir practices or music teaching, chaperones should be used if there is only one choir leader in charge of a child or a children's group.
6. Ensure that your church/organisation has adequate insurance cover for you and the children and young people.
7. Ensure that each worker has a clear role description, and knows with whom they should consult if there is a problem.

Personal Tasks

It may be sometimes necessary for workers to undertake tasks of a personal nature for children, particularly if they are very young or have disabilities. These tasks should only be undertaken after discussion with the parents/carers, and it is advised that parents are asked to sign a consent form. In an emergency situation, which requires such assistance, parents should always be fully informed as to any action taken.

Staffing Ratios

Children's Services are required to register premises where an activity takes place for more than two hours in any one day where the children are aged under eight and are unaccompanied by their parents. This registration applies to groups which are run for financial reward, but if in doubt as to whether this applies to your group, the group leader should contact the local Department. OFSTED has become involved in the supervision of some voluntary work with children, and may require registration, for instance of out-of-school clubs or some holiday clubs. If in any doubt you should consult the Local Authority.

There should be a minimum of two adults for each group. Those under the age of 18 should not be counted in the requirement of the first two adults, but if they are 16 or over may count towards any further numbers of supervisors needed. With groups of mixed gender there should be both male and female workers, and it is recommended that wherever possible one of the leaders should be female.

The Children Act requires the following standard ratios for the supervision of children for indoor activities:

<i>Age Group</i>	<i>Staff</i>	<i>Children</i>
0-2 years	1 for every	3
2-3 years	1 for every	4
3-5 years	1 for every	8
5-8 years	1 for every	8

Over 8 years

1 for the first 8 children and then 1 for each additional 12.

However, on no account should an adult be by themselves with any age group. Staffing ratios with all age groups should always take account of the need and nature of the group.

The following factors should always be considered in deciding how many adults are needed:

- Age and age range of the group
- Special Needs, e.g. health, disability, behavioural problems
- Provision for accompanying a child home or to hospital
- Activities requiring workers with specific skills or qualifications
- Activities requiring closer supervision
- Layout of the building being used and proximity of adults to each other
- Activities taking place outside the building

Additional information and guidelines are available for those planning to take groups away.

Uniformed organisations have their own staffing ratios and guidelines which must be observed.

Adults asked to help by using particular skills may be treated as a visitor for the specific occasion, but should always be supervised by an appointed worker. If they are to become a regular helper for the group they must go through the usual recruitment process.

Dealing with Physical Contact

Within the world of working with children there is a concern about touch. While it is necessary to keep children safe, this need not involve keeping the child at arm's length. Such an approach can be neglectful of children's needs and demoralising to workers. However, children need to be protected from inappropriate touching. Ensuring physical contact is safe is essential for the child, and also for the children's workers.

1. Keep everything in public. A hug in the context of a group is very different from a hug behind closed doors.
2. Touch should be age appropriate and initiated by the child .
3. Avoid any physical activity which is, or could be construed to be, sexually stimulating to the child.
4. Children are entitled to determine the degree of physical contact with others, except in exceptional circumstances such as when they need medical attention.

5. Team members should take responsibility for monitoring one another in the area of physical contact. They should be free to challenge constructively a colleague if necessary. This issue should form a part of any review of children's activity.

Concerns about possible abuse should always be reported in accordance with the guidelines.

Managing Difficult Behaviour

Coping with difficult behaviour perhaps causes the most anxiety for people working with children and young people. Handling difficult behaviour is stressful. When difficult behaviour arises:

1. Assess what response is appropriate. Difficult behaviour can range from mild rudeness to placing people in danger or to damaging property. Depending on the circumstances it may be appropriate to ignore it, delay dealing with it, or deal with it immediately.
2. Very occasionally it may be necessary to restrain a child or young person who is harming him/herself or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the Parish Safeguarding Children Representative. Further consultation with the Diocesan Safeguarding Adviser should take place if the behaviour continues.
3. If conflict arises out of difficult behaviour, try at first to create space to think. Take a deep breath and count to five, take a note of the child's feelings and of your own. Don't let feelings override what you know to be good practice, in your own interests as well as that of the child.
4. Try to engage with the child without denigrating them, and try to take the heat out of the situation.
5. If difficult behaviour is part of the group's culture, then the leaders should meet to plan how to deal with it. Similarly, when difficult behaviour arises, leaders should meet to debrief after a meeting. They should record what happened, how it was resolved and learn from mistakes. If difficult behaviour is persistent and unmanageable then you should seek extra help from the Diocesan Children's Work and Youth work Advisers.

Inappropriate Behaviour by Children Towards Adults

Children or young people can sometimes make suggestive approaches to an adult. They may have a crush or act inappropriately because of previous experiences. The behaviour may be a "cry for help".

If an adult feels uncomfortable about a child or young person's behaviour he or she must:

1. Make it clear to the child or young person, with sensitivity, that their language or behaviour is inappropriate.
2. Tell another adult: a clergy colleague, the parish priest or parish safeguarding children representative. Agree what measures should be taken to prevent a recurrence.
3. Record the incident in case accusations are made in the future. Sign and date the record and ensure it is placed with other confidential records. If the behaviour indicates there may be an underlying problem you should consult the Diocesan Safeguarding Adviser.

Unaccompanied Children

Sometimes children may attend worship or children's groups apparently without the knowledge of their parents. No hard and fast guidelines can be given, as each situation is different, but the following advice may assist:

1. Establish whether the child attends with their parents' knowledge, or at least without their parents' objections.
2. Establish their full name, address and contact details. Include them on the register. Provide information about the group for the child to take home.
3. Seek to secure parental consent to the child's involvement, preferably by direct contact with the parent rather than by using the child as an intermediary.
4. Bear in mind the child may have some personal or family difficulty which they may not wish to disclose, which needs sensitive handling.
5. Do not include the child on trips away from the usual place of meeting without explicit parental consent.
6. If the child does not attend after having attended frequently it may be appropriate to undertake some level of outreach, but this should be done very carefully and after discussion with group leaders and the clergy.

Making and Publishing Images of Children

The making and publishing of images of children is something which is enjoyed by children, parents and carers and those involved in children's work, and can bring positive publicity to church activities. However there are issues to be borne in mind when such activity is planned. The issues are the same, whether the images are still

photographs, digital images or films, and regardless of the particular technologies involved.

Images count as personal data under the Data Protection Act 1998 and therefore the principles of that Act apply. For parish purposes, it is important that the consent of children and their parents/carers is obtained for the making and use of images of children.

Those taking photographs need to bear in mind that there may be good reason for withholding consent, such as:

- Some children may have been involved in legal disputes, local authority proceedings or adoption and their whereabouts should not be too widely known
- If individual children are identified by name it would be possible for potential abusers to use them to target potential victims
- Images made using digital cameras can be manipulated to produce indecent or abusive images.

Good practice is therefore:

- Obtain consent from parents and children before making images. Consent need not be in writing if it is not proposed to publish the pictures in any way, but if they are to be displayed, used in publicity via newspapers including the Diocesan newsletter, or put on a web-site, then specific written consent should be obtained.
- If the event is a church event that is to be filmed, then an oral notice can be given out at the beginning of the service/activity asking any parent objecting to images being made of their child to remove them from the view of the camera, or to ask the group leader afterwards to ensure that any image they object to is not used.
- Where possible, each child should be part of a group.
- If the image is to be published, avoid naming the child. If a name has to be used, use only first names.
- If a child is named in full, avoid using their image.
- Avoid images of scantily clad children, such as at swimming parties.
- Be clear if the image is to be retained for further use.
- Store the image securely, and destroy it if there is no further use for it.

Guidelines for the Use of the Internet

These Guidelines are designed to address the potential Child protection issues resulting from the use of the Internet in connection with church activities. There are potential risks if:

1. Your computer can be accessed by children
2. You run your own web-site
3. You use e-mail, chat rooms or text messaging to communicate with children

1. If the parish computer is accessible to children :
 - Fit a locking device or use passwords to prevent unauthorised access to the Internet.
 - Use filtering software to govern which sites can be accessed.
 - Encourage potential users and their parents to sign an agreement as to appropriate use.
 - Ensure potential users complete an Internet consent form, including parental permission.
 - Young people must be supervised when using the Internet.
 - Keep a log of use by children and young people.

2. If you run your own web-site :
 - Follow the above guidance on images of children.

3. If you use e-mail, chat rooms or text messaging to contact children:
 - Remind users about safety issues before using these methods of communication.
 - E- mail:
 - Ensure any communication is public, not private.
 - Ensure that church leaders and parents know that you are communicating in this way and that the parents are happy with this.
 - Send group e-mails rather than individual ones if possible.
 - Text-messaging:
 - Take great care when using this medium.
 - Ensure you save text messages as text files so that a record exists.
 - Chat rooms:
 - Keep everything public.
 - Check that the chat room is moderated and that there is appropriate access and password verification.

Further information is available from the Diocesan Youth Work Adviser and from Youth Org UK: <http://www.youth.org.uk> .

Working with Those who may Pose a Risk to Children

Research indicates that a higher proportion of convicted offenders against children may be found in church congregations than in the population generally. It is probable that many congregations will have among their number people who have abused children, only some of whom will be known. This is a powerful reason for implementing safe working practices which apply to everyone.

Not all of those presenting a risk will have been sexual abusers: some will have committed physical or emotional abuse, or neglect. The church is a unique institution in that it has a duty to administer to all: this poses a particular responsibility to offenders and ex-offenders. However, this duty must not compromise the safety of children: the protection of children is the paramount duty.

In addition to those with convictions for offences against children, there are other groups of people who may also pose a risk. These may for example, be those with convictions for violence or sexual offences against adults, adults who perpetrate domestic violence, those involved in drug or alcohol addiction, or those whose behaviour in a professional setting has caused them to be placed on the list barring them from working with children.

Evidence shows that when an offender is known, befriended and supported by a group of volunteers to lead a fulfilled life without children, the risk of reoffending is reduced (though never eradicated). The church has an important role to play in helping the individual in these circumstances. The following advice is designed to protect both the adult involved, and children in the parish.

1. When it is known that a member of the congregation has sexually abused a child or young person the diocesan child protection adviser must be consulted, so that a safe course of action can be agreed in conjunction with any relevant statutory authorities. It is expected that an agreement will be entered into with the offender.
2. If the offender's victim is a member of the same congregation the offender should be introduced to another congregation. Consideration must also be given to those who have been abused in the past.
3. The person should not be given any role or office in the church which gives them status or authority as a child or young person may deem that person to be trustworthy.
4. A frank discussion will be held with the offender, explaining that a small group of the congregation will need to know the facts in order to create a safe environment for him or her. If possible the membership of the group should be agreed. Those needing to know are likely to include the clergy, church wardens, child protection coordinator/ children's work leader, and any befriending volunteers.
5. It must be made clear that no one else will be informed without the offender's knowledge. The highest levels of confidentiality should be maintained.
6. The group should offer pastoral care, support and friendship as well as supervision. They should endeavour to keep channels of communication open.
7. Alongside the setting up of the small support group. Consideration should be given as to whether the congregation should be told. This should be with the offender's agreement, and should only be undertaken after careful consideration of all the advantages and disadvantages of this course of action.
8. It will be necessary to establish clear boundaries, both for the protection of children and young people and to reduce the possibility of the adult being

wrongly accused of abuse. An Agreement will be prepared with the offender which will include the following elements:

1. attend designated services only
 2. sit apart from children
 3. stay away from areas of the church where children meet
 4. attend a house group where there are no children
 5. decline hospitality where there are children
 6. never be alone with children
 7. never work, or be part of a mixed age group, with children
 8. Further clauses will be added to reflect individual circumstances.
- The offender will be asked to sign the Agreement.
 - The Agreement should be enforced, and no manipulation allowed.
 - The Agreement should be reviewed regularly and the diocesan safeguarding adviser consulted, particularly if there is a need for a variation of the Agreement.
 - An Agreement must remain in place for as long as the person is a member of the congregation, whether or not their name appears on the Sex Offenders Register.
 - If the Agreement is broken, as a final resort the offender will be asked not to attend the church, and informing other statutory agencies will be considered. If the person cannot be banned from the church because it is their parish church, the diocesan registrar will be consulted. A high level of supervision should be maintained.

In some cases offenders only come to light after many years. In such situations great sensitivity will be required. It must, however, be remembered that there may still be a substantial risk to children.

SAFEGUARDING GUIDELINES FOR YOUTH WORK AND HOME-BASED YOUTH GROUPS

Underlying Principles and Values for Youth Work

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

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

Ethical Principles

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

- Treat young people with respect, valuing each individual and avoiding negative discrimination.
- Recognise and respect individual young people's spirituality and faith development.
- Respect and promote young people's rights to make their own decisions and choices, unless the welfare or legitimate interests of themselves or others are seriously threatened.
- Promote and ensure the welfare and safety of young people, while permitting them to learn through undertaking challenging educational activities.
- Contribute to the promotion of social justice for young people and in society generally, towards encouraging respect for difference and diversity and challenging discrimination.

Responsibilities of Those Who Work with Young People

There should be a commitment to:

- Recognise the need to provide ongoing opportunities for their own spiritual and faith development both individually and as part of a Christian community.
- Recognise the boundaries between the personal and 'professional' life and be aware of the need to balance a caring and supportive relationship with young people with professional distance.
- Recognise the need to be accountable to young people, their parents or guardians, colleagues, the P.C.C. or equivalent, the Church of England, wider society and others with a relevant interest in the work and recognise that these accountabilities may be in conflict.
- Develop and maintain the required skills and competence to do the job.
- Strive for conditions where these principles are discussed, evaluated and upheld.

Values for Working with Young People

There should be recognition that:

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

The work:

- Starts where young people are but then seeks to go beyond this by encouraging them to be critical and creative in their responses to their experience and world around them. Also by supporting their exploration of new ideas, interests and creative ability; including their understanding of the Christian faith.
- Takes place because young people are young people.
- Recognises, respects and is actively responsive, where appropriate, to the wider network of their peers, communities and cultures which are important to young people.
- Through these networks seeks to help young people achieve stronger relationships and collective identities through the promotion of inclusivity and equality.
- Is concerned with how young people feel and not just with what they know and can do.
- Is concerned with facilitating and empowering young people's spiritual and faith journeys, especially within the Christian tradition.
- Is concerned with facilitating and empowering the voice of young people.
- Is concerned with ensuring young people can influence the environment within which they live.
- Respects and values individual differences by supporting and strengthening young people's belief in themselves and their capacity to grow and change.
- Seeks to work with other agencies, including diocesan staff, which contribute to young people's social, personal and spiritual development.
- Is rooted in a Christian ethos, encourages young people to begin to achieve their God given potential.

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

Diocesan Guidelines for Home-based Youth Groups

Good Working Practice

It is important that all home-based groups operating within the auspices of the Diocese of Sheffield are attached to, or have a supporting parent body, with a recognised governing structure and able to supervise the group leaders/convenors. It

is recognised that the youth cell movement is a vibrant and growing area of the church, and is one of the key fresh expressions of church. It is important that this area of work is helped to flourish, and that initiatives such as these are also well-supported and able to protect those involved in these groups. Given that the members are both children in the eyes of the law, but approaching young adulthood with the increasing independence of this stage of development, a balance has to be maintained between protection and encouraging that development.

However, there are good safeguarding principles that have to be maintained, and the principle that the welfare of the child is paramount has to be upheld.

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

1. Home-based youth groups should have a clearly stated parent body, for example, a school or a parish, and the group should use that body's Safeguarding (child protection) policy.
2. Recruitment for group leadership should be done carefully, with particular attention given to a job description and person specification. Home-based youth groups should have an adult leader who is the responsible person for the keeping of records and ensuring that safeguarding guidelines are adhered to. The issue of staffing ratios is probably the most contentious issue area in safeguarding young people in home-based youth groups. All current child protection advice says that at least two adults, properly recruited and checked, should be present for each group.
3. When the group is in planning the issue of insurance cover should be checked with the parent body's provider and additional cover provided if necessary.
4. Registers, contact details and parental consent for attendance and group activities should be kept as with any area of children's work.
5. The person responsible for safeguarding in the parent body, whether incumbent, churchwarden, child protection representative/officer, or teacher responsible for safeguarding, should be informed about the group and be able to include it in their usual monitoring, including the report to the P.C.C. or Governing Body.
6. The provision of host premises is an area for careful consideration. Home-based youth groups on school or church premises are responsible to those bodies, and those bodies have a duty of care to the group. Cell groups also meet in host family homes. Where this is approved by the school / P.C.C. / other governing body, written consent from the hosts should be obtained. Adults acting as hosts should be expected to complete the same recruitment process as any other group leader. In these circumstances, the parent host could act as the second adult for staffing ratio purposes, provided that an "open door" policy is adopted. The parent hosts should be given a copy of the relevant Safeguarding (child protection) Policy and expected to adhere to it. At

least one parent host should remain on the premises during a meeting and if unable to do so must inform the adult leader so that a second authorised adult can be present.

7. Home-based youth groups are likely to organize activities outside the host premises. These may well be similar activities to those taking place in the members' other social networks, but it should be made clear to parents/carers of the nature, time and cost of the activity, including transport arrangements and with a contact telephone number for emergencies. Where group activities are outside the normal social activities, such as street cleanups, direct action etc. a risk assessment should be carried out by the adult leader/convenor of the activity and that risk assessment, along with the consent form, should be given to parents.
8. Careful attention should be given to the issue of transport provision, and particularly that of newly qualified drivers. It would be sensible to have a discussion with parents of group members on the issue of giving lifts, and for everyone to be clear about the risks, both in terms of accidents and of the potential grooming of group members. Where group members are under 16 the guidelines in the Diocesan Policy should apply.
9. Supervision of group leaders is essential and should be offered regularly: this should involve, on at least an annual basis, a discussion with the child protection representative of the parent body.

HEALTH AND SAFETY

For a Parish Safety Audit & Risk Assessment, please see Appendix 1 below.

The following guidelines should be used to ensure general health and safety.

1. Children and young people should meet in a safe and welcoming location.
2. Care should be taken where there are heating appliances, low level sockets, windows and doors. If young children have access to kitchens where there may be hot water or food this must be supervised.
3. If there is any stacked furniture this must be placed safely and securely in any room where children meet.
4. A first aid kit must be available in all premises where children meet, and on trips out. It is advised that a qualified first aider is available, but all group leaders should be familiar with the contents and use of the first aid box. Ensure the contents are replaced when necessary.
5. All leaders should know the location of the nearest telephone.
6. Accidents will happen: they should be recorded in an official accident book and parents/carers notified immediately.
7. Fire drills should be regular features of each group.
8. Children should not leave the premises unsupervised or without permission.
9. There should be at least one accessible toilet. Only group leaders, not casual visitors, should accompany small children to the toilet and another worker should be informed. For very young children, toilet breaks should be organised.
10. No medication should be given to a child under 18 without the written permission of a parent/carer.
11. All cleaning fluids must be kept in a locked cupboard or in a high place where children do not have access.

Use of Transport

1. Voluntary workers must ensure that they have adequate insurance before offering to transport anyone on a voluntary basis. Their insurance certificate and driving licence should be checked by the person responsible for the group.
2. All paid workers will need to ensure that their insurance covers them for transporting children and young people as part of their employment. The

P.C.C., or any other employing group should check the insurance policy and driving licence.

3. All those who drive children on church-organised activities should be over 25 and have held a full driving licence for two years. P.C.C.'s should ensure that those driving on their behalf are fit to drive and of an appropriate ability.
4. All cars that carry children should be roadworthy and children should wear seat belts or age-appropriate seats. At no time should the number of children in a car exceed the usual passenger number.
5. Any driver who has an "unspent" conviction (committed within the previous 10 years) for a drink driving offence, for dangerous driving or for racing on a public highway, should not transport children.
6. Many groups rely on the use of a mini-bus for transporting children and young people. Drivers must ensure that they are licensed to do so. The European Directive requires new drivers to take a test before they can drive a mini-bus with more than eight passengers, other than one used purely for social or voluntary purposes. You are advised to check the status of the proposed mini-bus driver, the purpose of the trip, and the relevant insurance policy.
7. Adequate insurance cover must be arranged for the driver, passengers and the vehicle. The above guidance for transport also applies.
8. You must be satisfied that the vehicle documentation is up to date and the vehicle is safe to drive. The mini-bus must have forward facing seats and three point diagonal seat belts throughout.
9. The leader should have a list of the names and addresses of those you are transporting both on their person and a copy left behind with another responsible person. These details must include the parental consent forms.
10. The mini-bus needs to be appropriate for its user group e.g. with wheelchair adaptation if necessary. Any luggage should be secured and that driving times are reasonable. Ensure there is a qualified co-driver if the journey is more than six hours in total. You should be accompanied by another adult in any event.
11. The vehicle should be covered by breakdown cover and access to a mobile phone is highly desirable.

Outdoor Adventure Activity

1. If you are providing any outdoor adventure activities as part of a group activity, you should check that the centre or hostel being used has adequate insurance, qualified instructors and is licensed by the Adventure Activity Licensing Authority. This can be checked by contacting:
The AALA, Tourism Quality Services Ltd.
17, Lambourne Crescent
Llanishen
Cardiff
CF4 5GG
2. Parents must be given full details of the event, including:
 - Aims and objectives of the activity
 - Date and duration of the activity
 - Details of the venue including arrangements for accommodation and supervision
 - Travel arrangements
 - Name of group leaders and contact numbers
 - Information about financial, medical and insurance arrangements
 - A risk assessment of the activities
3. For overnight stays, special activities or hazardous activities it is essential that parents or guardians complete the consent form. No child should be allowed to participate in such activities if a consent form has not been completed and returned to the group leader.
4. Ensure your group has adequate and appropriate insurance cover.
5. Always have separate sleeping arrangements for leaders and young people.

ALLEGATIONS POLICY

Key Principles

- All staff and volunteers working with children in the Diocese must know who to contact to report concerns or allegations.
- The Local Safeguarding Board procedures (formerly Area Child Protection Committee) of the local authority should be followed as closely as possible.
- No action should be taken that could undermine or jeopardise a subsequent statutory investigation. Examples of this are: checking an individual's story, visiting the parents of the child concerned.
- The Diocesan Safeguarding Adviser (DSA) should be informed as soon as an allegation is made. Liaison with the Local Authority Designated Officer (LADO) will then take place and the relevant statutory bodies will investigate.
- The emotional cost to someone of making a complaint can be very high. It is important that the church takes complaints very seriously. Complaints should be dealt with promptly and transparently. Careful records should be kept.

Dealing with Allegations of abuse of children made against clergy, staff or volunteers working with children

- Any complaint or dispute should be dealt with at the lowest level necessary for resolution. When the allegation concerns behaviour towards a child, the following process should be followed.
- Allegations against clergy and lay ministers holding the Bishop's licence should be referred to the Bishop, either directly or indirectly through the Archdeacon or Warden of Readers as appropriate. The DSA will also be informed.
- Allegations against volunteer staff should be referred to the clergy responsible for the parish, who will then inform the DSA.

If the allegation concerns the possible commission of a criminal offence the Police will be informed, either by the recipient of the allegation or the DSA if considered appropriate.

The LADO will be informed by the DSA of the allegation. The DSA will discuss with the LADO whether any further details are needed and whether there is information that establishes that the allegation is false or unfounded.

The LADO and the DSA will consider the following factors:

- Does the allegation indicate that the person has:
 - Behaved in a way which has harmed or may have caused harm?
 - Possibly committed a criminal offence?
 - Behaved in a way that indicates s/he may be unsuitable to continue in post?
- Which may lead to:
 - A police investigation

A social care enquiry and assessment
Consideration of disciplinary action by the employer

If these criteria do not apply, and depending on the evidence and individual circumstances, it may be the case that no further action is taken.

Employment Issues

Since 1st October 2004 employers have been required by law to comply with minimum dismissal and disciplinary procedures, which in most cases will involve the appropriate disciplinary grievance and/or dismissal procedures using the ACAS code of practice. A simplified dispute resolution system will operate from 6th April 2009. For further details see the ACAS website.

It is essential that these procedures be followed, as failure to do so will automatically render any dismissal unfair if a claim is brought in an employment tribunal. Legal advice should be sought as appropriate.

Volunteers

When an allegation is made against a volunteer it may be possible to resolve the concern informally, if it is not of a serious nature. For complaints of more substance, it would be good practice to follow a process similar to the statutory procedure for employees set out above. However, if a complaint is referred to the local authority or the police, consideration should be given to whether the volunteer is suspended from duty until the outcome of those investigations is known. If the investigations are inconclusive or if concerns remain, the incumbent, P.C.C. or other body responsible for appointing the volunteer will need to consider carefully whether the suspension should be lifted, and, if so, on what conditions. Professional advice (e.g. from the Diocesan Registrar or DCPA or diocesan risk assessment panel) should be sought as appropriate.

Advice for Any Person Receiving an Allegation or Having a Concern

Only a proportion of abused children talk about their experience while it is happening. It is therefore of vital importance that all disclosures are:

- Listened to carefully, avoiding the use of leading questions.
- Taken seriously.
- Acted upon.
- Carefully recorded as soon as possible and kept in a secure place.

Confidentiality should not be promised as others will need to be involved if the abuse is to stop.

If a child or young person speaks about being harmed physically, emotionally or sexually by another person, whether an adult or another child, or if signs of abuse are observed:

DO:

- Treat the matter seriously and keep an open mind.
- Inform the person in the parish who is responsible for safeguarding, the responsible clergy, the Archdeacon, and/or the DSA immediately.
- Make a written record of the allegation or concern as soon as possible after receiving information or observing behaviour that causes concern. Include the date, time, persons involved and what was said/observed. Sign and date this and keep in a safe place until required by senior staff or the investigating authorities.
- Make a referral to Children's Services (social services) department, and seek advice about who else should be told, for example, the parents.
- Make a written record of what actions you have taken and keep it in a secure place.
- Continue to support the child and seek support for yourself.

DO NOT:

- Attempt to investigate or deal with the situation yourself.
- Make assumptions, offer alternative explanations or diminish the seriousness of the alleged incident/s.
- Speak directly to the person against whom allegations have been made.
- Discuss the allegation or concern with anyone other than those to whom you have reported the allegation.
- Keep the information to yourself or promise confidentiality, as others will need to be involved if abuse is to stop.

If a child needs immediate medical help this should be the first consideration and the hospital staff informed of the child protection concerns. If it would be dangerous or the child is unwilling to return home the emergency duty Social Services should be contacted through the Police.

If you are not certain that abuse has occurred you must still discuss the concern with the appropriate person. It is always possible to discuss concerns with the DSA or Children's Services (social services) without disclosing the names of the people involved. If in doubt it is always better to make a referral to Children's Services (social services) rather than do nothing.

Any issue of possible child abuse concerning the church community must be reported to the DSA as soon as it becomes known.

A child may make allegations about an adult who is not part of the church community, for example a member of the family, a teacher, a scout leader. These matters must be referred to Children's Services following the procedures above. The DSA and appropriate Archdeacon should be informed so that advice and support can be offered.

WHAT IS CHILD ABUSE?

Child Abuse

The term “child abuse” encapsulates all the ways in which a child’s health (physical, emotional, intellectual, spiritual), and their social development, can be harmed by other people. It consists of anything which individuals, institutions or processes do, or fail to do, which directly or indirectly harms children or damages their prospects of safe and healthy development into adulthood. Children means everyone under 18.

From “Protecting All God’s Children”:

“It is vitally important to recognise that abuse of children is much broader than sexual abuse and that all abuse is a betrayal of trust and a misuse of authority and power. Church communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically.”

From “Working Together to Safeguard Children”: Dept. of Health:

“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.” Working Together recognizes four areas of potential abuse for children: abuse can be described under any one of these categories identified below, or a combination of categories.

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.

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 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 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 needs.

In addition to these categories, we must also include:

Domestic Violence / Abuse

A further category of abuse, relating to children who live in situations where there is domestic violence is now being incorporated into current definitions. This is an issue that churches frequently encounter and the welfare of the children in such situations is paramount.

Racial Abuse

Some communities in British society suffer systematic disadvantage in many areas of their lives. Racism can be defined in various different ways: however, for the purposes of these procedures it can be defined in general terms as consisting of "conduct or words or practices which disadvantage or advantage people because of their colour, culture, or ethnic origin. In its more subtle form it is as damaging as in its overt forms" (Macpherson Report 1999)*. The effects of racism differ for different communities and individuals, and should not be assumed to be uniform.

Institutional Racism

This has been defined as "the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture and ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people" (Macpherson Report 1999).

The impact of institutional racism on black families and communities can result in families not accessing direct services either because no appropriate support exists, or because they are unwilling to expose themselves/their communities to perceived censure.

Racial Harassment

This can be defined as a continual/ongoing series of incidents of varying degrees of severity ranging from insults, through assault to grievous injury (possibly fatal) which are perceived to be racially motivated by the victim and/or any other person. This may mean, for example, that an isolated parent cannot go out; or that a child cannot play in his/her own garden.

Racial harassment could therefore have an impact on a child's emotional and social development. The stress it causes could become a contributory factor towards physical or mental ill-health of children or parents.

Racial harassment can occur in dual heritage families, where one side of the family may subject the child to name-calling and other rejecting treatment.

Organised Abuse

Organised or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related children or young people. The abusers may be acting in networks to abuse children or in isolation. They may use an institutional framework or position of authority or trust to recruit children for abuse. They may use children themselves to recruit other children.

Significant Harm

The Children Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interests of the child. The local authority is under a duty to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the degree and extent of physical harm, the duration and frequency of abuse and neglect, and the extent of premeditation, degree of threat and coercion, sadism, and bizarre or unusual elements in child sexual abuse. Sometimes a single event may constitute significant harm, but more often significant harm is a series of significant events, both acute and long-standing, which interrupt, change or damage the child's physical and psychological development. In every case it is necessary to consider any ill-treatment alongside the family's strengths and weaknesses.

Children in Need: Common Assessment Framework

All local authorities have a duty to consider the needs of those children who are referred by means of a Common Assessment Framework. Some children, for instance, by reason of a level of disability, will automatically be considered to be children in need. Others will be assessed using the framework. To be assessed as a child in need does not imply there are any issues of abuse: it is often a useful assessment because it can trigger the provision of additional help or services to the family.

Abuse Within a Church Context

Physical abuse may involve punishment, over-emphasis on physical activities that are beyond the scope of the child, failure to recognize special needs, failure to deal with bullying from whatever source,

Emotional abuse may involve being rude or ignoring a child, failing to recognise special needs, failing to recognize that a child is in need, the creation of situations where children can only fail, the instilling of guilt in a young child, name-calling, teasing, failing to deal with bullying, the deliberate abuse of a situation of power and control, etc.

Sexual abuse may involve unwanted and inappropriate touching, making suggestions and comments, inviting children to share sexual feelings/experiences, involving them in looking at pornography or accessing the internet inappropriately, along with all illegal sexual activity.

Neglect in a church context may be a failure to respond to a child in need, a failure to listen to a child or to take them seriously, a failure to provide a safe environment and age-appropriate and safe (as possible) activities for children.

Children and Young People Who Abuse

Bullying

Bullying maybe defined as deliberately harmful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the main types are physical (e.g. hitting, kicking, theft from the individual), verbal (e.g. racist or homophobic remarks, threats, name-calling), and emotional (isolating an individual from the activities and social acceptance of their peer group). The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development, or, at the extreme, causes them significant harm (including self harm).

All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

Children and Young People Who Sexually Harm Others

Children and young people who sexually harm others should be held responsible for their abusive behaviour, while being identified and responded to in a way that meets their needs as well as protecting others. Such children are likely to have considerable needs. Evidence suggests that they may have suffered considerable disruption in their lives, been exposed to violence within the family, may have witnessed or been subject to physical or sexual abuse, have problems in their educational development, and may have committed other offences.

Specialist professional services are usually involved in working with such children, and their advice should be sought if a child who has offended in this way is involved in a church group.

WHO ABUSES CHILDREN?

Child abuse is not new: it has however been increasingly recognized, named and condemned during the course of the twentieth and into this century. Its manifestations vary in time and place, and currently we are witnessing a new manifestation in the abuse of the new electronically- based technologies. Child abuse occurs in all cultures, religions and classes. It affects girls and boys, babies and young people of all ages up to the age of eighteen, children with learning difficulties, with physical disabilities and children from any kind of family background.

Most child abuse is committed by those closest to the child: its parents, brothers or sisters, step parent or other carer, babysitter or family friend, or other trusted adult. It is known to be perpetrated by children against other children: child perpetrators will have greater power than their victims, perhaps due to age, gender, physique or ability.

Within a church setting, a worker may encounter child abuse when a child discloses, fully or partially, or when the worker picks up clues that things are not right at home. Children may be suffering from neglect or physical abuse and the symptoms may be spotted by church workers.

There is, however, a category of offenders, the majority of whom are male, who will use access to children within the church setting to gain the confidence of children and 'groom' children for sexual abuse. It is common for them to groom the adults around them to ensure that they are unchallenged in their activities. It is very difficult even for professionals to be able to detect such individuals. The existence of rigorous safeguarding procedures offers some protection to children, because the deterrent factor is significant and if the procedures are followed a child will not be in a position to be abuse . The procedures also provide some protection for workers against any false allegations of abuse.

Sexual abuse of children does not simply just happen. It is a process that is planned, manipulated and repetitive. You cannot tell by looking at someone that they are an abuser and abusers come from all classes and groups within society. People in positions of trust and authority can be involved in abusing children: they may be youth workers, teachers, social workers, or church workers or leaders.

Vigilance is a key weapon in the battle against child abuse. Sadly, this means being vigilant within our own groups and activities. Workers with children need to be aware that some adults are unable to provide consistent care, and also that some may manipulate themselves into positions of trust where they can exploit children physically, emotionally, or sexually. The reasons why people sexually abuse children are usually very different from the reasons why children are neglected or physically abused but all potential situations where children can come to harm must be monitored.

Sexual abusers may involve or "groom" children by befriending them, by spending time with them and paying them a lot of attention, by giving them money or gifts. The children are usually told to keep the gifts a secret and thus begins a process of encouraging secrecy. Such offenders often target vulnerable children and their

families, who may be isolated or who have been victims of emotional deprivation, neglect or earlier abuse.

The abuser then grooms the child to accept increasing levels of physical contact, from apparently accidental touching to cuddles and kisses that a parent may feel is quite innocent. Physical contact becomes more sexual and the child is warned to keep the contact secret, either for reward or by the threat of something bad happening to them or their family. The process of ensuring secrecy through fear or encouraging the child to believe no-one will believe them, or through making them believe that they are responsible for the abuse, often results in the child not being able to disclose, or to disclose only partially and then to retract the disclosure. Most children do not disclose their abuse: it is likely that most never disclose, even when they are adult.

Sexual Abuse may also occur in ways that do not involve physical contact: such as taking photographs or videos, or by being shown adult pornographic material or images of child abuse on the internet.

COMMON SIGNS AND SYMPTOMS OF CHILD ABUSE

This summary gives a brief outline of some of the signs and symptoms which can be causes of concern. They should NOT be regarded as definitive and require professional investigation before attribution as child abuse.

Physical signs

Bruises:

- In or around the mouth
- Fingertip bruising on arms, chest or face indicating tight gripping or shaking
- Bruises of different colours indicating injuries of different ages
- Two simultaneous black eyes without bruising to the forehead
- Bruising showing the marks of a belt or implement or a hand print
- Bruising or tears around the earlobes
- Bruising to the head or soft tissue areas of the body

Bites:

- Human bite marks are oval or crescent shaped and can leave a clear impression of teeth

Burns and scalds:

- Burns with a clear outline are suspicious
- Circular burns from cigarettes
- Linear burns from hot metal rods or electric elements
- Burns of a uniform depth over a large area
- Friction burns from being pulled across a floor
- Scalds producing a water line from immersion or pouring of hot liquid
- Splash marks around the main burn area are caused by liquid being thrown
- Old scars indicating previous burns

Fractures:

- Any fracture in a child under one year is suspicious
- Any skull fracture in the first three years is suspicious

Female circumcision (or female genital mutilation):

- This is illegal except for very rare health reasons

Neglect

Often difficult to identify, neglect leads to the physical and emotional harm of a child. The signs and symptoms include:

- Failure of a parent to provide adequate food, clothes, warmth, hygiene, medical care or supervision.
- Failure of a child to grow within the normally expected pattern; they may show pallor, weight loss and signs of poor nutrition.
- Failure of a parent to provide adequate love and affection in a stimulating environment, a child may look listless, apathetic or unresponsive with no apparent medical cause.

- A child may be observed thriving when away from the home environment.

Emotional Abuse

Emotional abuse can also be difficult to identify. It is the result of ill treatment in the form of coldness, hostility and rejection; constant denigration or seriously distorted emotional demands; extreme inconsistency of parenting. Some of the signs and symptoms are:

- Low self-esteem
- Apathy
- Being fearful and withdrawn or displaying “frozen watchfulness”
- Unduly aggressive behaviour
- Excessive clinging or attention seeking behaviour
- Constantly seeking to please
- Over-readiness to relate to anyone, even strangers

Sexual Abuse

Sexual abuse can be suspected based on physical signs, the child’s behaviour or following a direct statement by the child. It is often investigated because of a combination of these signs.

Physical signs:

- Recurrent abdominal pain
- Unexplained pregnancy
- Difficulty walking and sitting
- Faecal soiling or retention
- Recurrent urinary tract infection

Behavioural signs:

- Knowledge unusual for the age of the child
- Sexually provocative relationships with adults
- Sexualised play with other children
- Hints of sexual activity through play, drawing or conversation
- Requests for contraceptive advice
- Lack of trust or marked fear of familiar adults
- Sudden onset of soiling or wetting
- Severe sleep disturbance
- Change of eating habits
- Social isolation and withdrawal
- Role reversal in the home e.g. a daughter taking over the mothering role
- Inappropriate displays of physical contact between adult and child
- Learning difficulties, poor concentration
- Inability to make friends
- Using school or church as a haven, arriving early and reluctant to leave
- Reluctance to take part in physical activity
- Truancy, running away from home

- Self harm, mutilation or suicide attempts
- Dependence on drugs or alcohol
- Anti-social behaviour including promiscuity and prostitution

WHAT TO DO IF YOU SUSPECT ABUSE

If you are concerned that a child or young person has been abused or is at risk of being abused, then you must report it. Above all, what you must NOT do is NOTHING.

A worker may become concerned about abuse for a number of reasons:

- A child may tell you something which indicates they are being abused
- Someone else involved with the child may tell you that they are concerned, or that the child has told them something
- A child's behaviour may make you concerned that he/she is being abused
- You may feel uncomfortable about the way a worker is behaving with a child, or with a child's reaction to a worker
- A child may have an injury for which there is no satisfactory explanation.

NB. Distress in a child may be caused by many factors, one of which may be child abuse.

It is therefore important to refer on so that the situation can be investigated by professionals.

If a child discloses to you:

- Listen, and keep on listening.
- Don't ask questions.
- Accept what you hear without passing judgement.
- Do not promise to keep secrets, and tell the child what you are going to do
- Write down what has been said as soon as possible and keep a copy. This may be needed during a future investigation. Pass the original to the investigating officer or the DSA.
- Refer to the incumbent and/or the parish safeguarding representative, and the Diocesan Safeguarding Adviser. If they are unavailable, or in an urgent situation, refer immediately to the local authority Children's Services (formerly Social Services) or the Police Public/Child Protection Unit.
- Do not contact the person against whom the allegation is made.
- Do not talk to others (except the above) about the allegation.

No individual person should attempt to deal with the problem alone. In the first instance the incumbent, or in the case of the incumbent's involvement the churchwarden, should be contacted. The Diocesan Safeguarding Adviser should also be contacted. Anyone has the right to contact Children's Services or the Police

and if they feel such action is immediately necessary then they should do so, and inform the incumbent and the Diocesan Safeguarding Adviser that they have done so.

Disclosures of Historical Abuse

In the course of their work, many ministers and those offering pastoral support in the Church, will find themselves hearing disclosures from adults concerning abuse that happened to them when they were children.

There is no single, correct procedure for dealing with a disclosure of historical abuse by an adult. The wishes of the person disclosing abuse will be very important. For some adults, just being able to talk to a trusted person about their experiences can be a powerful healing event. The pastoral care of the person who has been abused should be a priority. A referral to the police will not always be necessary unless the individual wishes to report the offence; however, they should be encouraged and supported to do so. Adults do need to be made aware, however, that if the alleged abuser is still working with or caring for children a referral to the Local Authority Designated Officer at the local authority Safeguarding Board will be made by the person hearing the complaint or the diocesan safeguarding adviser, who must in any case be informed. People who have committed sexual abuse against someone years ago could well be abusing children today. Please refer to the Allegations Policy later in this Handbook.

Survivors of Abuse

The church will be involved with survivors of abuse in many ways:

- Abused children may come to the church for help
- Adult abuse survivors may turn to the Church for help
- Some clergy were sexually abused as children, and may need the support of colleagues and congregations
- Children may be abused by Christian family members
- Children may be abused by clergy or church workers

Each parish should consider the fact that they almost certainly have survivors within their community and should think about ways of responding in a sympathetic and practical way. This means creating a loving environment within which healing can happen, and may require providing access to factual information and sources of professional help. Please see the information section in the Handbook. The Safe Church Policy contains further information about survivors and should be read in conjunction with this policy.

RECRUITMENT OF PEOPLE TO WORK WITH CHILDREN AND YOUNG PEOPLE

It is important that anyone who works for the church or church-based organisations, whether in a paid or unpaid capacity, should be chosen with care. While there are no procedures which can give an absolute safeguard against appointing people who will cause harm or abuse children, the consistent application of procedures designed to vet for offenders against children has a significant deterrent effect. This is not sufficient of itself: continued monitoring and a culture of supervision and review are also important in ensuring our children are protected from harm.

Those included in the recruitment procedures will include (from Protecting All God's Children) :

- All clergy who have the freehold, hold the bishop's licence or permission to officiate
- All ordinands before they are presented to a bishops' selection conference
- All accredited lay workers and readers who hold the bishop's licence or permission to officiate
- Any other leaders in the church whose position of trust gives them the opportunity or the expectation that they might have regular or unsupervised contact with children
- Those people who as part of their job supervise those working with children, young people or vulnerable adults
- The parish child protection (safeguarding children) representative
- All people employed by the diocese, cathedral or a parish who work with children or who may come into regular and direct contact with children during their work
- All volunteers who work with children or who may come into regular and direct contact with children during their activities and who may therefore be in a position of supervising them: this will include adult members of mixed age activities such as, bell-ringers, choirs, servers
- Members of religious communities and similar bodies who have contact with children as part of their ministry.

The principles for recruitment as outlined in "Safe from Harm" should be followed by parishes for all posts involving direct contact with children, whether paid or unpaid.

Parish Process of Recruitment

Step one:

Provide a job or role description and application form (e.g. Appendix 3 & Appendix 4.1) for staff and volunteers wishing to work with children. The confidential declaration at Appendix 4.2 must also be completed.

Step two:

Take up the references provided by the applicant. One reference ideally should be from the current (or previous) employer or previous church. If the references or declaration give cause for concern, the incumbent or person responsible for running the group or activity should consult the Diocesan Safeguarding Adviser.

All references and declarations must be stored in a safe place with access available only to those who need to be involved: for instance, the incumbent, the group leader and those who form the parish safeguarding group. These records should be kept indefinitely.

Step three:

Have an appropriate interview: at least one of those interviewing should be the leader of the group in which the applicant will be employed. It is also desirable that one member of the panel should be a member of the parish safeguarding group, or the parish safeguarding children representative.

All interviewees should be provided with a copy of the Parish Safeguarding Children Policy and agree to it.

Step four:

Obtain a Criminal Records Bureau Disclosure (CRB) via the diocesan system at Church House, Rotherham. (See section on CRB which follows.)

Step five:

The decision to appoint should be made after an appropriate CRB Disclosure has been obtained, and made conditional on a probationary period. It should be confirmed in writing after satisfactory completion of that time.

Step six:

All workers with children and young people should be given the small advice card produced by the diocese. Copies are available from Trish Stafford at Church House, Rotherham.

Helpers Aged Under 18

Young people aged under 18 are often a valuable source of assistance to children's work. However, they should not be asked to take formal responsibility for work with children. Helpers aged 16 and 17 should be interviewed and asked to complete a confidential declaration and sign an agreement to follow the Parish Safeguarding Children procedures. They should not be asked for a CRB disclosure. They should never be solely responsible for a group or crèche and should always be supervised and

supported by an adult. Once they reach 18 they should be treated as adults and asked to go through the adult recruitment procedure including applying for a CRB disclosure.

CRIMINAL RECORDS BUREAU DISCLOSURES

The Criminal Records Bureau (CRB) is an executive agency of the Home Office. Its purpose is to help employers make safer recruitment decisions, and should be understood in this context. It is not an agency for deciding who is suitable to work with children, but as an aid to identifying those who are not. The House of Bishops regards it as a mandatory element in the recruitment process that disclosures should be obtained. It is now an offence to appoint a person who is banned from working with children to that role, and is our only mechanism for making these checks. When the Vetting and Barring scheme under the auspices of the Independent Safeguarding Authority comes into force it will be a legal requirement that all those working with children and young people will have to become a member of the scheme, and that all organisations running any children and young people's work will have to ensure all workers are members of the scheme. Details of this will be sent to parishes by the CRB management group at Church House when it becomes operational. Obtaining a CRB Disclosure will be part of this new scheme.

The CRB has laid down guidelines as to how these checks should be obtained and the Diocese of Sheffield, as a Registered Body, has to abide by these guidelines. This registration enables parishes to operate under the same system to obtain disclosures for those requiring them. In order to seek a disclosure, the organisation has to make sure they are legally entitled to such information. The post that the worker, paid or voluntary, is to undertake, must involve the expectation of regular contact with children or supervising, training, caring for or being in sole charge of children. That is, they are posts which are exempt from the Rehabilitation of Offenders Act. When seeking a disclosure from someone in a position of trust it is necessary to ascertain that they could be in a position to have unsupervised contact with children.

NB: The CRB process does not replace but enhances good personnel practices. Those making appointments should continue to ask for the confidential declaration to be completed, take up references, and adhere to safe working practices. At present the service is free for volunteers and the Diocese bears the administrative costs of the system.

The Process

1. Identify those for whom a CRB disclosure is necessary. For clergy and readers, this is done directly by the Bishop's Office. In parishes, all those who work directly with children, all who carry positions of responsibility within the church who may be expected to have direct contact with children, anyone whom a child might approach thinking they could be trusted (the wearing of robes is often an indication), and anyone participating regularly in mixed age activities should have a CRB disclosure.
2. Obtain the CRB form from the CRB administrator at Church House. This can be done by the clergy, or a member of the parish who has been nominated to undertake these enquiries, such as the Safeguarding Children

Representative, or a churchwarden, or a children's work leader. The P.C.C. should decide who is the most appropriate to undertake this task.

3. The applicant completes the form (in Black ink). The applicant takes the form with the identification specified in the information leaflet, to the verifier. This will normally be the incumbent or other member of the clergy, or the Safeguarding Children Representative, other person designated by the P.C.C.
4. The form is then sent to the CRB administrator at Church House. The form can be sent by the applicant, or more usually the validator. If in doubt, contact the CRB administrator at Church House, Rotherham. All clergy CRB disclosures are dealt with by the Bishop's office.
5. The CRB administrator will check the form for errors and if satisfactory will send to CRB.
6. The CRB returns two copies of the form: one to the administrator and one to the applicant.
7. The administrator will check the clear returns, and will inform the parish that the person is clear for work.
8. Where there is a blemished return, the Assessors of the system (the DSA, the Archdeacon and members of the Safeguarding Management group) will determine whether there is a child protection issue. If so, further enquiries will be made appropriate to the circumstances, resulting in a determination whether there is a potential risk to children. If this is the case, the applicant will not be able to proceed.
9. The outcome will be communicated confidentially to the appropriate responsible person(s).
10. There is an appeals process if the applicant is unhappy with the outcome and the applicant will be informed of this.
11. The CRB administrator will keep a simple record of those who have been checked under this process and of the outcome. These records will be confidential and kept by the administrator according to the requirements of the CRB.

Portability Arrangements

The CRB offers a snapshot at the time of application of an individual's record. It is not a continuous process. In addition, information can at times be supplied to the Registered body about an individual that does not appear on the individual's copy of the CRB. This Diocese has taken the decision that it will not accept disclosures obtained through other registered bodies (portability) but will always undertake its own application for new appointments. Where an individual has been through the Disclosure process for one appointment, he or she will not have to apply for another Disclosure until the Disclosure has to be renewed. At present this will be every 3 years, but this is subject to a national review.

Applicants from Other Countries

The recruitment process should be followed as for UK residents. The CRB has a limited international service. This does not function for all countries and the information obtained is only as good as that held by those countries. References should be taken up if at all possible in writing. For some groups of people, such as asylum seekers, this may not be possible and may in fact endanger the applicant. If this is the case, proceed with the recruitment process, and ensure that safe working practices are adhered to.

Appendix 1:

A SIMPLE RISK ASSESSMENT FOR THE CHURCH'S WORK WITH CHILDREN

These suggestions, which should not be onerous to implement, are intended to provide guidance for those responsible for Sunday Schools and similar activities in the Church on the physical environment in which we care for (particularly young) children. Implementation will depend on the age of the child.

If followed, they should prevent some of the more common accidents and so contribute to the process of **keeping our children safe**.

- They are based on guidance issued to Child Minders and are applied common sense and based on the experience of others.
- We need to accept the principle that the Church should be no less caring for the children entrusted to us than the secular world in which we live.
- **The basic principle is that we look at where we are caring for children through their eyes and at their level, remembering that the majority of children are inquisitive and like to explore.**

The way leaders implement this Risk Assessment will vary depending particularly on the type of room/building being used, the age of children and also the extent to which other groups share the accommodation at the same or other times.

Leaders will quickly become familiar with the issues and a quick inspection, carried out a couple of minutes before the children arrive, should normally suffice to ensure your premises have no obvious death traps!

These guidelines are intended to assist leaders to make decisions, not to take that responsibility away from them.

Young People and Older Children

Similar principles apply although, hopefully we can expect older children to be able to be more responsible for themselves.

Leaders should be particularly aware of the need to:

- Keep a Register of attenders with Name and Address and Telephone Number
- Work with another Leader and not on their own
- Know if a child/young person has medical needs or a disability
- Ensure First Aid resources are available and also someone trained and certified to use them.
- Ensure they have written permission of parents if children/young people are taken on a trip or visit off premises
- Be alert to the presence of strangers/others who might wish to do the children/young people harm.

- Ensure principles of ensuring a safe environment still apply.

Area	Issue	Remedy
Entrance and Exit	Are the doors to the outside world secure?	Ensure small children cannot wander off in the building or out of it. Consider whether the fitting of a child-proof barrier is necessary
	Does the building exit on to a safe area or a road?	Ensure an adult is at the door when children leave and that children who need to be accompanied leave with an adult.
Stairs	Are stairs safe for small children? Wooden or stone? Can they fall down them?	Ensure small children are accompanied down stairs. Is a stair gate needed?
Heating	What type of heating? Could a child burn themselves if they fell against it?	Ensure heating has guard where necessary
Cooking and kettles	Is there child access to cooker, boiling kettle etc?	Ensure children do not have access to cooking unless in supervised activity. Never boil a kettle at child level. Ensure wires cannot be tripped or pulled over.
Electrics	Can children access electrical installations and sockets?	Ensure safety plugs are in sockets Ensure electrics are boxed and/or inaccessible.
Furniture	How child friendly is the furniture - sharp/metal corners/edges; old wood en objects which could splinter?	Remove or make inaccessible (in a corner?) child unfriendly furniture. Fit corner cushions in necessary.
Stacked chairs	Are chairs stacking variety?	Ensure stacks of chairs are safe and children have no access. Children should never be allowed to climb on stacked chairs.

Cleaning materials and poisons	Are cleaning materials, bleach etc accessible to an inquisitive child?	Ensure cleaning materials etc are in locked and inaccessible cupboard. Ensure cleaner(s) are aware of risks to small children of leaving materials out.
Craft materials	Glue, tippex, large markers are potentially noxious	Ensure craft materials are put/locked away when not in use.
Rat poison or pest control	Are poisonous pest controls used?	Ensure poison is put down in places inaccessible to children. Ensure those who put down the poison are aware of children's use of building.
Toilets	Are toilets sanitary?	Ensure toilets are clean
General cleanliness	Can a child lock themselves in the toilet? How is the floor? How dirty will a small child get if s/he crawls? Is the floor covering adequate for crawling?	Ensure toilet doors can be unlocked from the outside. Ensure floor covering is appropriate to age group and activity. Check for loose carpet tiles, frayed carpet etc.
Fire	Are Fire Exits known and unlocked? Are Fire Exits locked when building is not in use?	Ensure all adults know Fire Exit routes and that Fire Exit doors are unlocked. Ensure Fire Exits are unlocked and/or that keys are identified and accessible
Access by strangers/others	Can people from the outside world access the building?	Ensure entrances which are not Fire Exits are locked. Ensure that if children go to unsupervised parts of the building, they are accompanied
Cupboards/Storage	Could things fall out of a cupboard onto a child?	Ensure cupboards are filled safely. Should cupboard locks/fasteners be fitted?

Carbon Monoxide	If gas used is there a Carbon Monoxide detector?	Fit Carbon Monoxide detector
Registration/medical needs	A register of children attending (and the responsibility of the Leaders) MUST be kept. Is it?	Keep Register which allows all children to be traced in the event of Fire or Accident. This will include parent Name and Address/Telephone for easy contact.
Medical	Are there children who have special needs by reason of health or disability? Medical needs must be covered. Is there a First Aid Box? Is there a First Aider?	Leaders need to be aware of special needs The First Aid Box needs to be checked regularly for contents A First Aider needs to be present or easily accessible.
Accidents	Do you have accidents? Do you keep an Accident Book?	In the event of incidents or accidents the keeping of an Accident Book enables identification of causes and remedy if appropriate. Accident Book should be easily available and on show if possible
Plants	If plants are in the building are they poisonous?	Some common and decorative plants are poisonous. Ensure they are not accessible to children. Preferably remove them

Appendix 3:
DIOCESE OF SHEFFIELD
VOLUNTEER ROLE DESCRIPTION

Parish of

Post

.....

Name of Supervisor

Contact number

Address

.....

.....

.....

Range of work to be undertaken

.....

.....

.....

.....

.....

.....

Appendix 4:
DIOCESE OF SHEFFIELD
VOLUNTEER APPLICATION FORM

Parish of

To be completed by all church workers who work with children and young people

The P.C.C. is responsible for the acceptance, and where applicable, the accreditation of all those who work with children and young people, and post holders who may be in a position of supervising the same.

Every worker must fill in a copy of this form, which will be retained by the clergy.

This form is confidential and will be seen only by the clergy, group leader or line manager, and the Safeguarding Group of the P.C.C.

Full Name.....

Date of Birth.....

Telephone No: Day.....

Evening.....

Address

.....

.....

How long have you lived at the above address?.....

Previous Address (If less than two years at current address)

.....

.....

.....

Church Currently Attended.....

Name of Vicar or Minister.....

Details of previous relevant experience:

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

Details of any relevant training or qualifications, with dates and venues:

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

Anyone appointed as a church worker will enter a probationary period. Workers will agree to undertake any necessary training and preparation.

Are you prepared to undertake appropriate training? YES / NO

References

Please give the details below of two people who are prepared to supply a reference. At least one of these should be a current or previous employer, or member of the clergy from a previous church. All references will be taken up.

1. Name:	2. Name:
Position / Relationship:	Position / Relationship:
Contact No:	Contact No:
Address:	Address:

I agree to complete a Confidential Declaration, and to apply for an enhanced Criminal Records Bureau Disclosure (if appropriate).

Print Name

Signed.....

Date.....

Appendix 4 (continued):

DIOCESE OF SHEFFIELD

CONFIDENTIAL DECLARATION FORM

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan / bishop's child protection or safeguarding adviser. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

- 1 Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?
Please tick YES NO
Declare all convictions, cautions, warnings or reprimands however old. Posts where the person is working or coming into contact with children or vulnerable adults are exempt from the 'Rehabilitation Act 1974'. Convictions abroad must be declared as well as those from the UK.
- 2 Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?
Please tick YES NO
- 3 Are you at present under investigation by the police or an employer for any offence?
Please tick YES NO
- 4 Has your name been placed on the Protection of Children Act (POCA) List 99, or the Protection of Vulnerable Adults List (POVA), barring you from working with children of vulnerable people?
Please tick YES NO
- 5 Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm * to a child or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child or vulnerable adult was at risk of significant harm from you?
Please tick YES NO
- 6 Has your conduct ever caused or been likely to cause significant harm * to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?
Please tick YES NO
- 7 To your knowledge, has it ever been alleged that your conduct has resulted in causing significant harm * to a child?
Please tick YES NO

* Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult with whom you had pastoral responsibility.

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

Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or vulnerable adult. Any allegation or complaint investigated by the Police, Children's Services, an employer or voluntary body must be declared. Checks will be made with the relevant authorities.

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

Please tick YES NO

All these matters will be checked with the relevant authorities.

- 9 Have you any health problem(s) which might affect your work with children or vulnerable adults?

Please tick YES NO

Declare in confidence any health issues that may affect your ability to work with children or adults. This question is primarily intended to help you if you subsequently need to withdraw from work, e.g. because of a recurring health issue.

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

Please tick YES NO

If yes, please give details of any previous names.

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

Please tick YES NO

If yes, please give details of all previous addresses in the past 5 years, on a separate sheet if necessary.

Declaration

I declare that the above information (and that on the attached sheets **) is accurate and complete to the best of my knowledge. (** Please delete if not applicable)

Signed.....

Date.....

Date of Birth.....

Full Name.....

Address.....

.....

Please return completed form to:

All information declared on this form will be carefully assessed to decide whether it is relevant to the role applied for, and will only be used for the purpose of safeguarding children, young people or vulnerable adults.

Before an appointment is made, applicants will be asked to provide a satisfactory disclosure from the Criminal Records Bureau (where appropriate). Consult with your incumbent or safeguarding/safe church coordinator for details of the process.

Appendix 5:

**DIOCESE OF SHEFFIELD
POLICY ACCEPTANCE FORM**

Parish of

To be completed by the church worker.

I confirm that I have read the Diocesan / P.C.C.'s Safeguarding Children Policy.

I will do my best to carry out the policy, and will seek help from the group leader, safeguarding representative, incumbent or diocesan adviser if there are things I do not understand, or if I become concerned about a vulnerable adult with whom I am working.

Print Name

Signed Dated

A copy to be placed on the group file and a copy given to the church worker.

Appendix 6:
DIOCESE OF SHEFFIELD
ACTIVITY CONSENT FORM

Parish of

Part One (To be completed by the group leader)

Name of group.....

Description of group activities.....
.....
.....
.....

Time and venue of group.....
.....
.....

Name of group leader.....

Contact telephone number.....

Part Two (To be completed by the parent/carer if the child is under 18, or by the participant if he/she is over 18)

Full name of participant.....

Date of Birth.....

Permission

I have read the above information and give my permission for the above-named person to take part in the activities of the group.

Signed..... Date.....

Appendix 7:
DIOCESE OF SHEFFIELD
REFERENCE REQUEST LETTER

Parish of

Date.....

Address.....

.....

Dear

..... has applied for a position of.....

.....

.....

This post involves working with, or having responsibility for, children and young people. The applicant has given your name as a referee for his/her suitability for the post.

We would be grateful if you could supply such a reference, including details of how long you have known the applicant, in what capacity, and whether you believe they would be suitable for such a post.

We enclose a stamped, addressed envelope for return.

If you have anything you wish to discuss about this reference, please contact.....

.....

.....

Thank you for your assistance,

Yours sincerely

Appendix 8:

RESOURCES AND INFORMATION

Government Publications

Dept. of Health: Working together to Safeguard Children, 1999. The current national framework of the child protection system.

Home Office: Safe from Harm; a Code of Practice for Safeguarding the welfare of Children in Voluntary Organisations in England and Wales, 1993.

Dept. of Health: What to do if You're Worried a Child is Being Abused, 2003.

Church Publications

House of Bishops: Protecting All God's Children: The Child Protection Policy for the Church of England. 2004 Church House Publishing.

Time for Action: A report of Sexual Abuse Issues. 2002. Church House Publishing.

Statutory Agencies

Social Care: children's services (please enter your local office number and out-of-hours numbers)

Police - Public Protection/Child Protection Units

999 for emergencies, otherwise each force has a direct number for direction to these units.

National Health Service

999 for emergencies

0845 4647 for NHS Direct advice

Voluntary Organisations

NSPCC Child Protection Helpline
50000

0808 800

Childline

0800 1111

Women's Aid

08457 023 468

Samaritans

0845 790 9090

NAPAC (National Association for People Abused in Childhood)

0800 085 3330

RESPOND (For survivors or abusers with learning difficulties)

0808 808 0700

Christian Survivors of Sexual Abuse (self-help support)

Address only: 38 Sydenham Villas Road, Cheltenham, Glocs.

MACSAS (support and networking for survivors of sexual abuse by those in ministry)
Address only: PO Box 46933 London E8 1XA

KIDSCAPE 0207 730 3300
(Support for young people experiencing bullying or abuse)

National Domestic Violence Helpline 0808 200 0247

Parentline Plus (helpline for parents) 0808 800 2222

Stop It Now (helpline for abusers, potential abusers and others concerned with sexual abuse) 0808 1000 900

Diocesan contacts

Diocesan Child Protection Adviser: Sue Booth 0113 275 5266

Diocesan Children's Officer: Jenny Lambourne 01709309144

Diocesan Ministry and Training Director:: John Thomson 01709 309100

Ministry Training Secretary: Trish Stafford 01709309147

CRB enquiries: Christine Brocklebank 01709 309148

Pastoral Care

Contact your relevant Archdeacon
Archdeacon of Sheffield and Rotherham: Martyn Snow 01709 309100
Archdeacon of Doncaster: Bob Fitzharris 01709 309100

Useful web-sites

Dept. for Education and Skills: www.dfes.gov.uk/index.htm
Dept. for Health: www.dh.gov.uk/Home/fs/en
Home Office: www.homeoffice.gov.uk/
Criminal Records Bureau: www.crb.gov.uk/
Church of England: www.cofe.anglican.org
NSPCC: www.nspcc.org.uk
Sheffield Safeguarding Children Board www.safeguardingsheffieldchildren.org.uk

Appendix 9:

APPLICATION FOR PREMISES HIRE

Name of Organisation

What does the Organisation Do?

.....
.....

Will the booking be a One-off event/Regular weekly/fortnightly/monthly
(please delete as applicable)

Date and times of
bookings:.....

Organisation Contact:

Name.....

Address.....

.....

e-mail.....

Is the organisation insured Yes / No

Name of Insurer.....Policy No.

Amount of liability
covered.....

(It will be necessary to produce a copy of the Insurance certificate before a
booking can be confirmed)

Does the organisation work with under 18s? Yes / No

If yes, does the organisation have a Child Protection Policy? Yes / No
If not, the organisation agrees to work within the Parish Child Protection Policy.

Are those leading the activity (if participants are under 18) checked in relation to
child protection including CRB checks? Yes / No

Does the organisation sell food (other than light refreshments)? Yes / No

Have those preparing food obtained the necessary qualifications under the Health and Hygiene regulations? Yes / No

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

I make application for the use of the premises as set out above and agree to abide by the Conditions of Hire. On behalf of my organisation I accept liability for the property, personnel using the property and all activities during the period of this booking.

Signed.....

Date