

Children

in the Diocese of London



Promoting their welfare
Protecting them from harm

Contents

Foreword by the Bishop of London	3
Introduction by the Bishops' Advisers for Child Protection	4
Child Protection and Child Abuse	5
The Church's commitment to the prevention of child abuse	5
Definitions of child abuse	5
What is expected of PCCs and Churchwardens	7
Parish Child Protection Policy	7
The Children's Advocate	8
Making the role visible	9
Insurance	9
Outside groups using church premises and hiring agreements	10
Private tuition given to children and young people on church premises	10
Mixed age-group activities	10
Making appointments	10
Criminal Records Bureau	10
Quick summary of elements of safe recruitment and appointment	11
Good practice guidelines for Parishes	13
Supervision and training	13
Openness and accountability	13
Confidentiality	13
Good practice when working with children and young people	14
Taking care of touching	14
What to do about inappropriate advances	15
Areas of special concern for Parishes	16
Ex-Offenders or known former abusers within the Congregation	16
Adult Survivors of Abuse within the Congregation	16
When Abuse is Disclosed or Suspected	17
Responding to what the child or young person tells you	17
Action to be taken	17
Action by the Bishop	19
At the conclusion of an investigation	19
Afterword by the Bishops' Advisers for Child Protection	20
Appendices	21
A 'Safe From Harm'	22
B Pointers to the possibility of abuse	23
C First aid equipment	25
D Parish Child Protection Policy: Model Statement	26
E Confidential Declaration	27
F Request for references	29
G Criminal Records Bureau	30
H Day care registration requirements under the Children Act 1989	31
I Child's Registration Record	33
J Parental consent	34
K Unaccompanied children	36
L Facing the unthinkable	37
M Good practice guidelines for Clergy, Readers and others in pastoral and counselling situations	38
N Contact addresses and references	39

Foreword by the Bishop of London

As a Diocese we rejoice that children are an integral part of our church communities. However, abuse of children continues to be a challenge in our society, and it is an aspect of our life which we must continue to face with honesty and courage.

Research shows that most child abuse occurs within the family circle, and abuse by strangers is statistically uncommon. Research also shows that abuse within institutions is well documented, and the Church is not exempt from this general social problem. Abuse of children within the context of church activities is deeply contrary to the Gospel of Christ and brings shame upon the Christian community. It causes incalculable damage to all concerned. In the Diocese of London we are determined to protect our children from harm, as far as we possibly can, and to do everything in our power to promote their well being.

Since the first publication of Child Protection Guidelines for the Diocese of London in 1999, I have been impressed by the seriousness with which our parishes have accepted the advice provided and participated in child protection training. The team effort involving diocesan staff, and every parish working in partnership with parents, schools and other agencies concerned with good practice, has worked to good effect. Our many volunteers continue to offer their time and submit to the checking procedures now required.

Much has happened since these Guidelines were re-issued in 2001:

- The tragic death of Victoria Climbié and the subsequent inquiry and report
- The Soham Inquiry
- The introduction of a Government White Paper on services for children, *Every Child Matters* leading to the introduction of the Children Act 2004
- The creation of the Criminal Records Bureau
- The publication of new national child protection guidelines by the House of Bishops in 2004
- The introduction of a single set of child protection procedures across London for social services, police and other bodies (previously there had been a separate set for each of the 32 boroughs)

All these, and our own developing experience, have contributed to the information contained in this new edition of *Children in the Diocese of London*.

I am grateful for the hard work of our Area Bishops' Advisers for Child Protection, our Diocesan Children's Adviser and the Archdeacon of Charing Cross in promoting the security and well being of children in the parishes of the diocese.

To deny children the opportunity to enter into Christian experience in a safe and loving church environment is a form of spiritual abuse. I am therefore deeply grateful for the generosity and commitment of the many volunteers in the diocese who enable our children to grow and flourish in the Christian faith.

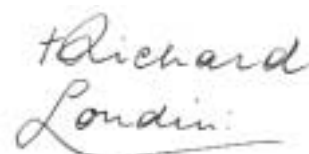
In the Diocese of London we are committed to ensuring:

- The physical well-being of all children in our care
- Taking seriously all allegations or suspicions of child abuse, which will be handled in accordance with these Guidelines.

We are fulfilling this commitment by:

- Providing these guidelines
- Requiring archdeacons, at their triennial parochial visitations, to inspect a parish's child protection policy, and inquire into its implementation
- Offering training opportunities in child protection issues
- Reminding parishes of the availability of the Diocesan Children's Adviser, the Area Parish Ministry Development Advisers and the Bishops' Advisers for Child Protection.

I cannot emphasise too much the importance of work with children in every parish. We must not lose sight of our commitment to providing opportunities to nurture faith and allow children to take their place in our faith communities. Although child protection is at the heart of these Guidelines, this must not overshadow the importance of promoting the welfare of children in our churches.



Richard Chartres, Bishop of London

Introduction by the Bishops' Advisers for Child Protection

Welcome to the third edition of *Children in the Diocese of London* - the Diocesan Child Protection Guidelines. Earlier editions should be destroyed.

This revised edition takes account of *Protecting all God's Children* - the 2004 House of Bishops' Child Protection policy¹ and the very useful comments we have received on earlier editions of the Diocesan guidelines. We have assumed that your parish has a copy of *Protecting all God's Children* so we have not repeated all of it in these guidelines.

Children in the Diocese of London has been prepared to help make our parishes and other church settings safe for children. Not all the material is relevant to every circumstance, and we have laid it out to help you find what you need.

London Diocese has four Bishop's Advisers in Child Protection (BACP), whose role is to support effective child protection practices and to advise on individual cases of suspected or actual abuse. This role is carried out by:

- monitoring practice in child protection across the Diocese
- advising the Bishops in individual cases
- making recommendations on training and development needs
- providing advice and consultancy to parishes, clergy and diocesan staff

We are supported in our work by the Diocesan Children's Adviser and by the Archdeacon of Charing Cross who acts as a working link with the Senior Staff of the Diocese. As we are volunteers and not employees of the Diocese we have to fit these duties in amongst others. For this reason, the first point of contact for child protection issues will usually be the Diocesan Children's Adviser at Causton Street.

Within the Diocese, each Area Bishop has his own Adviser. However we operate as a team and where necessary, parishes should feel free to contact any of us if the named Adviser for their particular Area is unavailable, particularly where the matter is urgent.

Contact us via the Diocesan Children's Adviser at London Diocesan House, 36 Causton Street, London SW1P 4AU (telephone 020 7932 1255; fax 020 7932 1112; email bacp@london.anglican.org)

If you need to speak to us urgently about a specific case, we can be contacted directly at our homes. Our details are held by the Bishops, Archdeacons, Area Deans and Children's Adviser, and also appear at the end of this booklet.

Please do not hesitate to speak to us about specific child protection concerns, but please do not refer general questions about the diocese's work with children to us - they belong with the full-time Diocesan Children's Adviser.

Margaret Morgan Simon Rodway Hugh Valentine Liz Wadland
June 2005

¹ *Protecting All God's Children: The Child Protection Policy for the Church of England* (3rd edition), published for the House of Bishops by the General Synod of the Church of England by Church House Publishing 2004

Child Protection and Child Abuse

The Church's commitment to the prevention of child abuse

The Church of England, along with many other parts of the Church, has adopted a formal policy on protecting children from abuse. It forms part of the wider commitment to nurturing and supporting our children. These Guidelines focus on child protection: how to minimise the risk of child abuse happening, and how to respond when suspicions arise.

There is no single way to prevent abuse but there are ways of making it far less likely to occur. These include:

- Guidance for parishes and for those working with children and young people in order to decrease opportunities for abuse or harm
- Providing information on recognising the signs of possible child abuse and on how best to respond to its discovery or disclosure
- Agreed procedures to follow where abuse is suspected or has been disclosed
- Procedures to observe when making appointments (whether of volunteers, paid staff, clergy or lay)
- Educating children and young people in ways in which they can protect themselves
- Continuing support and training for those who work with children

Definitions of child abuse

See also Appendix B which describes signs of possible abuse

The phrase 'child abuse' has become highly emotive. This can cloud our thinking and actions. A helpful approach is to begin with what children need in order to have the best chance of growing up well:

Children Need

- Love, affection and encouragement
- Physical care and nurture; protection from physical dangers
- Security and control which is firm, clear, consistent and kind
- Nurture of their minds and their spiritual and faith development

These needs vary with the age of the child. 'Good parenting' will adjust to this.

Church workers and the whole Church community should be alert to signs of stress affecting the care and parenting of children and should feel able to offer help and friendship to parents to prevent a situation escalating to the point where a child is at risk.

Most child abuse is committed by someone known to the child and trusted by them, either within the family, among their friends, or in the local community. A child or young person under eighteen years is regarded as abused where he or she has suffered from, or is believed to be at significant risk of, physical injury, neglect, emotional abuse or sexual abuse.

Child abuse is generally classified as one (or a combination of) the following:

Emotional Abuse

A child is emotionally abused when there is persistent rejection and humiliation which adversely affects emotional and behavioural development. It can include threats, verbal attacks, taunting, shouting and rejecting behaviour. All child abuse is likely to have an emotional abuse element.

Domestic Abuse

Section 120 of the Adoption and Children Act 2002 extends the legal definition of harming children to include harm suffered by seeing or hearing ill treatment of others, especially in the home.

Physical Abuse

Inflicting physical injury to a child, or failure to prevent physical injury or suffering.

Neglect

The persistent or severe neglect of a child, or failure to protect a child from danger, including danger from cold and starvation. For example, not providing adequate clothing, food or medical care or leaving a child alone and unsupervised.

Sexual Abuse

Actual or potential involvement of a child or young person in sexual activity. This covers the whole range of sexual behaviour, including vaginal and anal penetration, fondling, masturbation and oral sex. It includes involving a child in watching (or participating in) sexually explicit pornographic material.

Abuse by other children and young people

It should be remembered that children and young people can also abuse. They will need help too. They may themselves have been abused when younger. More is becoming known about children who abuse other children and informed specialist help is more readily available.

What is expected of PCCs and Churchwardens?

In law, the PCC is responsible for all parish activities. This includes satisfying itself that everything is being done to provide a safe environment for its children and young people. The PCC should ensure that those working with children and young people are carefully selected, supported and trained. It is also responsible for making sure, as far as possible, that no false accusations can be made against staff and volunteers.

To express this in a practical way, PCCs should:

- identify the groups of children and young people who are covered by these guidelines, not forgetting mixed groups of adults and children such as choirs, servers and bell-ringers. The leaders of these groups should be made aware of the guidelines and the implications for their role
- make provision for an annual review of the parish's work with children and young people when current practice can be 'audited' and the arrangements for child protection reviewed
- schedule an annual discussion of the requirements of the House of Bishops Child Protection Policy and of the guidelines presented in this document²
- adopt a Parish Policy on Child Protection (parishes are strongly urged to adopt the model given in Appendix D without embellishment)
- ensure that someone has been appointed to act as Children's Advocate
- make adequate training provision for anyone involved in work with children or who might be expected to be familiar with issues connected with children's work and child protection

Parish Child Protection Policy

Each parish should formally adopt a Parish Policy on Child Protection. The process of doing this, conducted by the PCC, will help brief PCC members on this important issue and ensure it is properly resourced within the parish.

A model policy is provided at Appendix D.

You are strongly advised not to amend the suggested model policy since our legal advice is that this provides the basic cover that every parish can be expected to provide. In our experience, amending the basic policy has led to subsequent confusion between the Diocesan Guidelines and parish policy. The parish policy should really say no more than that the parish will closely follow the House of Bishops Policy on Child Protection, informed by additional Diocesan Guidelines and recommended good practice which may, from time to time, be issued by the Archbishops' Council or the Diocese. Any additions should be in the form of Parish Guidelines which implement your policy rather than policy statements.

The policy is to be signed by the parish priest and churchwardens. One copy should be kept with the PCC minutes, another copy sent to the Episcopal Area Office and one copy displayed prominently in the church.

² *Protecting all God's Children* (The House of Bishops' Child Protection Policy) can be accessed via the internet at: <http://www.cofe.anglican.org/info/papers/protectingchildren.pdf>

The Children's Advocate

The House of Bishops' document describes roles for both a children's coordinator and a children's advocate. The Diocese of London Guidelines assume that one person will combine these roles in a parish under the title Children's Advocate. However, parishes are free to divide the role as they feel appropriate. (The term Advocate is not used in a legal sense, but as one who speaks up for and has a concern for children within the parish setting.)

It is not expected that the Children's Advocate will be responsible for all of the direct work with children in the parish. It is more about holding the brief for overseeing the parish's work with children and being responsible for the implementation of these procedures and guidelines.

The Children's Advocate could also act as an independent adult for children to talk to, but this will depend very much on the particular skills of the person appointed and the trust that the children have in him or her. (It needs to be recognised that children will talk to someone with whom they feel comfortable, not necessarily the Children's Advocate.)

THE PARISH 'CHILDREN'S ADVOCATE'

The Parish Children's Advocate need not be a children's leader. S/he is there to be a voice for children and young people in the church and to be the person who:

- makes sure the question 'How does this impact our children?' is always asked
- speaks up for the needs of children
- keeps alive a general awareness of child protection issues and the Diocesan Child Protection Guidelines.

If the Children's Advocate becomes aware of a suspicion or concern about abuse the following steps should be followed:

- if the child is in immediate need of medical treatment or protection, contact the ambulance service or the police (very few situations will fall into this category)
- consider telling the rector/vicar/priest-in-charge
- contact the Bishop's Adviser for Child Protection. This will allow you to discuss your concerns with someone experienced, and to agree the best way - for the child - of progressing the matter.

Appendix L has a flow chart to show how to respond to child protection concerns.

The Bishop's Adviser and the Children's Adviser are available to help and support the Children's Advocate in their role.

Children's Advocates should be people who have experience that is relevant to the role. They may be trained teachers or youth leaders or simply people who have cared for children and have the wisdom and maturity to bring compassion and sensitivity to this task. Above all they should be concerned with the welfare and safety of children within the parish setting. It is suggested that appointments to this post be for a maximum of three years in the first instance. After that they may be renewed, after review, by the PCC.

The Parish Children's Advocate is intended to be someone who will ask the necessary questions to ensure the presence, needs and interests of children are recognised. The Advocate speaks up for children and young people and their needs.

Making the role visible

It's important that the Children's Advocate is known and recognised by the congregation so here are a few ideas which might help to raise the profile:

- If the church has a photographic display of the clergy and church leadership, make sure that the Children's Advocate is included.
- The Children's Advocate should get to know the children and their leaders, possibly by helping out occasionally with Sunday groups or mid-week clubs. The Advocate should also make sure the children's leaders know what child protection training is on offer.
- If the Children's Advocate is not on the PCC, s/he could become an ex-officio member. If that's not possible, s/he should be invited to any meetings when the Parish Child Protection Policy is to be discussed or reviewed.
- Arrange for the Children's Advocate to present regular reports to the parish - perhaps at the APCM, or in an article for the church newsletter or magazine.
- Interview the Children's Advocate during the main Sunday Service to highlight the role and re-enforce the importance of having a parish Child Protection Policy.

Insurance

The PCC should make sure that it has adequate insurance cover, including public liability insurance, to cover all its activities both on and off site. Most insurance companies will make reference to child protection within their policies. It is important that PCCs are aware of their need to comply with the insurers' requirements. The PCC - as the insured body - is required to notify the insurer of any allegation or possible allegation concerned with child abuse, and to do so at the earliest opportunity.

Outside groups using church premises and hiring agreements

PCCs have a duty of care to advise organisations working with children who hire or use church property of their responsibility for the welfare and safety of the children in their care. We suggest that this is written into any formal hiring agreement using the following statement:

Suggested clause for inclusion in Hall Hiring agreements:

"The parish of X regards the safe care and protection of children as of the utmost importance. Groups that hire or use church premises are expected to share this concern and make appropriate provision for the protection of children within their care.

(Hiring organisation) confirms that it is familiar with the Home Office Guidelines 'Safe from Harm and undertakes to follow their recommendations in relation to their work with children and young people."

A copy of Appendix A (the summary of Safe from Harm's guidelines) should be attached to the hiring agreement.

For 'one-off' hirers (e.g. children's parties and other one off occasions), omit the second paragraph.

Private tuition given to children and young people on church premises

People who are likely to give individual tuition to children and young people (e.g. choir leaders or music tutors) should follow their professional code of ethics. It is recommended, however, that one to one tuition is not given on church premises without another adult present.

Mixed age-group activities

Adult volunteers who come into regular and direct contact with children through mixed age-group activities such as choirs, servers or bell ringers should complete the Confidential Declaration form at Appendix E. If their duties involve supervising, training, caring or being in sole charge of children then an Enhanced Disclosure should also be requested.

Making appointments

'Safe Care' practices are those which ensure reasonable care and caution are exercised and which minimise future risks. Appointments are an area where 'safe care' practices should be routinely followed. They form part of a network of checks and balances which will minimise the possibilities of appointing inappropriate adults to work with children and young people. They form one of the four elements of 'safe care' practice in the area of child protection within parishes:

- Effective, clear appointment procedures and practices
- Explicit and shared standards
- Clear, reliable supervision arrangements
- Access to appropriate training opportunities

Good recruitment and vetting procedures will include:

- Clarity about what the post involves and the kind of person to occupy it
- Effective interviewing
- Making references work by asking specific questions of the referee rather than a general 'please tell us about X'
- Making use of the Disclosure Service of the Criminal Records Bureau.

Criminal Records Bureau

The CRB is an executive agency of the Home Office, set up by the government in 2002 to enable both statutory and voluntary organisations in England and Wales make more informed recruitment decisions. The key service it provides is called Disclosure. This is a carefully regulated service which allows checks to be made against police records and other relevant lists in order to screen out candidates who may be unsuitable for certain kinds of work. The purpose is to provide protection for children and other vulnerable members of society.

The Diocese of London is registered as an Umbrella Body with the CRB so that parishes can make use of the Disclosure Service. Details of how this operates are available from each Area Episcopal Office.

More information on the Criminal Records Bureau can be found on its website: www.crb.gov.uk

Quick summary of elements of safe recruitment and appointment

ITEM	NOTES
Job description and person specification	Jobs and roles should always have a clear Job Description. Preparing one helps clarify the role and having one avoids misunderstanding. In addition to the 'JD' there should be a Person Specification - this is just a description of the kind of person likely to be suited to the job - it describes their ideal skill and experience.
Access to children	A risk assessment should be undertaken regarding the extent of the contact with children that the role requires. Based on this, a decision should be made as to whether a CRB Disclosure is appropriate.
Confidential Declaration Form	A statement completed by an applicant dealing with any factors relevant to their application and asking for references. This is included at Appendix E.
Birth certificate or passport	Sight of an applicant's birth certificate (or passport) provides verification of full name and date of birth and so ensures that the data used in other checks is accurate.
References	References are valuable when made to work. Two references should provide two perspectives - far more useful than just one. Where the applicant has worked in another setting, one reference should be from that employer or supervisor. Reference requests must include quite specific questions that the referee has to address. Where replies seem unclear or vague, follow them up. See Appendix F for suggested questions in a reference request.
Interview	For any role or work in the parish involving contact with children (whether paid or voluntary) the potential candidates should be interviewed.
Disclosure service of the CRB	If appropriate, the person should be asked to go through the Disclosure process at either Standard or Enhanced level, depending on the regular contact or supervision they will have with children.
Probationary period followed by review	In any appointment, good practice suggests an explicit probationary period followed by a review and appraisal before the appointment is confirmed. Six months is a common standard.

Job Descriptions

Job descriptions are always issued for paid staff. Good practice suggests that volunteers should have them too. The job description should detail:

- the person to whom the employee/volunteer is accountable
- the person(s) whose work they will supervise (if any)
- the elements of their job or role
- what they are responsible for
- explicit reference to the Diocesan Child Protection Guidelines

Confidential Declaration Form

This requires the subject to make a written declaration of matters relating to child protection and safety. It also asks for details of investigations and warnings in addition to cautions, prosecutions and convictions for other matters. It obviously requires honesty by the applicant, but provides a useful starting point at which pertinent matters can be brought up.

To maintain proper confidentiality, Declaration Forms should be seen only by a limited number of people, possibly the Children's Advocate or the incumbent and churchwardens. They should be kept in a secure place and retained indefinitely in case an allegation is made at some time in the future. If the secure place is in the parsonage house, when the house is vacated the forms, together with any other confidential information, should be given to the Area Dean for safe keeping.

Appointments of Clergy and others holding the Bishop's Licence

All necessary checks on these appointments are undertaken by the Bishop's office.

Appointments of paid staff (excluding clergy): Vergers, Pastoral Assistants, Teachers, Directors of Music, Youth Leaders and others

The recruiting process should include:

- Confidential Declaration Form
- At least two references
- An interview
- CRB Disclosure (where regular contact with or supervision of children or young people is involved)

Appointments of volunteers for work with children (or whose work will allow access to children)

The recruiting process should include:

- Confidential Declaration Form
- The names of two referees
- An interview
- CRB Disclosure (where regular contact or supervision of children or young people is involved)

The interview process for volunteers and others working with children gives the Children's Advocate, Incumbent and churchwardens an opportunity to satisfy themselves that the person has the personality, experience and integrity for the work. It is recommended that volunteers are not appointed to children's work until they have been regular members of the congregation for a sufficient length of time for them to become known and trusted by the wider church community.

Each appointment to a paid or voluntary post should be for a six month probationary period, towards the end of which the person's suitability for the appointment should be reviewed before the position is confirmed by the PCC.

Good Practice Guidelines for Parishes

Supervision and training

- Children and young people are best protected when those working with them do not work in isolation. The parish should make sure that paid staff and volunteer workers have the opportunity to meet together regularly, and also with the parish's Children's Advocate. An atmosphere should be encouraged where people can discuss any concerns and receive support and be helped to review their work.
- Supervision is a way of formally reviewing and planning the work of volunteers and employees and not an unstructured chat over tea. Supervisors are responsible for making it purposeful and focussed.
- Experienced leaders should work alongside those new to children's work to offer support and to monitor their progress. New helpers should be offered a formal and structured opportunity to discuss their work before the end of the probationary period.
- Parishes should encourage workers and clergy to attend suitable training. The Diocesan Children's Adviser can provide details of where such courses may be found. Some are provided by independent charitable organisations, others by local authority social services departments.
- Opportunities for First Aid training should be made available to group leaders.

Openness and accountability

Strive to create an atmosphere of openness within the parish where information and news about its work in every area is discussed and shared. In relation to work with children it is helpful to emphasise that we are all responsible for their care and nurture. Gossip and rumour-mongering are to be discouraged as inconsistent with the Christian life, yet 'whistle-blowing' is not. Where responsible adults know or have reasonable grounds to suspect serious misconduct or potential risk in relation to work with children, they must report it.

Confidentiality

Confidentiality, and the trust it fosters, is a vital element of many relationships and can make a great contribution to relationships between children and adults. Having a relationship with a grown-up who listens, encourages and affirms can be hugely valuable to a child. Such a relationship will allow for 'good' secrets. This truth is seriously violated when the keeping of secrets is used by an abuser. 'This is our special secret and you must not tell anyone' is a phrase heard by many children caught up in abusive encounters and relationships.

Children should know that adults may be trusted not to betray confidences and the highest level of confidentiality should be maintained at all times in relationships with both adults and children. You should, however, make it clear to children and young people that there are certain circumstances - where a child is suffering or is likely to suffer harm - in which other people will need to be told so that the child can be protected.

It is important not to agree to blanket confidentiality in any counselling or discussion. (Confidentiality in the context of sacramental confession is not covered in these guidelines). If an allegation has been made against someone it is very important that as few people as possible know of it whilst the allegation is being investigated. This protects both accuser and accused.

In the voluntary sector, the UK has no mandatory reporting requirements where child abuse is concerned. Yet to keep silent when you have reason to suspect child abuse is, in effect, to take sides with the abuser. The child needs you as advocate and protector.

Good practice when working with children and young people

The House of Bishops' policy on child protection requires all clergy and lay people to maintain the highest professional standards in their work and relationships with children. The following recommendations provide a framework within which children should be safe from harm and adults protected from false allegations or temptation. Be prepared for your colleagues to remind you if you forget one of these guidelines, and be prepared to help a colleague by advising them in return. The more trusting and open the relationships between workers, the safer children and young people will be.

- Do treat all children and young people with respect.
- Do watch your speech, tone of voice and body language.
- Do learn to control and discipline children without physical punishment, even if you have the parents' explicit permission for this. This will set a far better model for children themselves to follow.
- Do ask parents' permission if you need to see a child on his or her own. Make sure another adult is present nearby and that the child knows this.
- Where possible there should be a gender balance amongst leaders and helpers.
- Have the Childline and NSPCC Helpline numbers displayed amongst other information.
- Don't invade a child's privacy whilst washing or toileting.
- Don't play rough physical or sexually provocative games.
- Don't be sexually suggestive about or to a young person, even in fun.
- Don't touch inappropriately or intrusively.
- Don't scapegoat, ridicule or reject a child or young person.
- Don't show favouritism to any one child.
- Don't allow children to involve you in excessive attention seeking that is overtly physical or sexual in nature.
- If possible, avoid giving lifts to children or young people on their own if you are the sole adult in the vehicle. If this is unavoidable ask the child to sit in the back. (In any event, young children should sit in the back of vehicles unless the front seat is fitted with the appropriate safety belt.)
- It is advised that adults never invite a young person to their home alone. Invite a group, make sure that someone else is around and that the parents know where the young people are.
- Don't permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- Don't allow unknown adults to have access to children. Visitors should be accompanied by a known person.

Taking care of touching

Sympathetic attention, humour, encouragement and appropriate physical contact are needed by children and young people as part of their coming to understand human relationships. Because child protection issues have become highly emotive, this has led to some people avoiding all occasions of touching or encouraging children. This is an understandable but regrettable response. It also conveys unhelpful messages to children. The following points regarding touching are offered as suggestions to follow:

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the adult's.
- Touch should be age appropriate and generally initiated by the child rather than the adult.
- Avoid all physical activity that is, or may be thought to be, sexually stimulating to the child or the adult.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances where they may need medical attention.

What to do about inappropriate advances

Children or young people can sometimes make suggestive approaches to an adult. They may have a 'crush' on an adult or they may act inappropriately following previous abusive experiences. Sometimes inappropriate physical contact can happen accidentally. It is vital that the adult takes responsibility to:

- Tell the young person that their language or behaviour is unacceptable and also tell their leader and parish priest about the incident, however embarrassing this is.
- Record the incident. This may be a necessary safeguard if accusations are made later. The adult with their team leader and parish priest should decide on what measures will be taken to help the young person and prevent a re-occurrence.

Areas of Special Concern for Parishes

Ex-offenders or known former abusers within the congregation

It is often claimed that the Church is a place for sinners. That claim is likely to be tested to its limit when those who have abused children form part of the church family. Abusers are people in need of help and the significance of being frank about one's past should not be under-estimated. Bringing an end to secrets of that kind can betoken a real repentance and change of heart.

Whenever help and support is offered to an ex-offender (or to someone who was not convicted but who admits to abuse or who is believed by competent authorities to have abused a child) the protection of children in the church must come first.

For that reason the priest and churchwardens, in the light of advice from the Bishop's Adviser, need to draw up a contract which should tell the person of the restrictions placed upon their contact with children in the church community. A record of the circumstances and the decision should be made and securely held by the parish and copied to the Bishop's Adviser.

Research suggests that paedophilia and sexual offending can be a form of addiction that is very hard to control and may be impossible to cure. This must be born in mind when welcoming an ex-offender into the community. Some ex-offenders will seek God's forgiveness for their actions. Genuine repentance implies that the person concerned will accept that further help is required to prevent a recurrence of the offence and to deal with the human and social effects of the sin. As well as professional therapy, this may require continuing supervision and discipline within the church as part of the ministry to the offender. An ex-offender may need to accept that no further contact or work with children or young people can be permitted, and that a continuing pastoral role may be impossible. Sensitive care of the offender is needed in these circumstances. (See 'Procedure 2' in the February 2004 House of Bishops Child Protection Policy - 'Ministering to people who might pose a risk to children' p41-43.)

Where it is known or suspected that an ex-offender attends a church, the advice of the Bishop's Adviser should be sought. S/he will assist the PCC in deciding upon appropriate safeguards.

Adult survivors of abuse within the congregation

Every church is likely to have amongst its congregation, people who have experienced abuse during childhood or as adults. A few people claim to have experienced sexual abuse where there is no certainty of this.

All of us are made in the image of God, whose desire it is that we develop trusting, loving relationships with others and with him. Child abuse damages that capacity and survivors often have low self-esteem and difficulties in building relationships, alongside a need for acceptance by the Christian community. Parishes should be accepting and welcoming fellowships where healing can take place. Some survivors will need more than this and should be encouraged to seek professional help.

When abuse is disclosed or suspected

If a specific incident of child abuse arises in the parish, the highest degree of confidentiality must be adhered to.

Except where immediate action is needed to obtain medical treatment or protection, inform your parish priest and seek advice from the Bishop's Adviser.

Keep careful notes of all that happens, showing dates and times and what exactly was said.

Resist the temptation to become defensive about the person being accused or about the institution of the Church.

Responding to what the child or young person tells you

Some general points

In working with children and young people you come to know them well. They may feel enough trust to be able to tell you about unhappy things that are happening - at home, at school or at church. This is both a privilege and a responsibility.

- Remember that the child may want the abuse to stop but still love the abuser.
- The child may think that you are able to stop the abuse without anything else happening.
- If a child asks to tell you something in confidence ALWAYS tell them that it will depend on the circumstances. You may have to tell someone else if they are being harmed.
- If it is possible, try to have another adult present whilst the child speaks, but do not prevent the child from speaking if this is not a possibility or if it would unduly inhibit the child.

Some useful tips

- Give your full attention - the child or young person needs to know they are being listened to attentively.
- Allow the child to talk, but don't press for information and don't put words into their mouths.
- If you need to clarify something, reflect back what the child has said and ask if you've heard it right.
- Reassure the child that they are not to blame for anything that has happened.
- Reassure the child that they were right to tell.
- Let the child know that you will have to tell other people so that the abuse can stop.
- Try to explain what will happen next in a way that the child can understand.
- Reassure the child that you will support them in what may happen later.
- As soon as you can, write down as carefully as possible what the child has said, how they said it and how they appeared emotionally. Write down what you said too. Keep these records securely, and indefinitely.

Action to be taken

If the child or young person needs urgent medical treatment or immediate protection call the appropriate emergency services - police or ambulance - or take the child to your nearest Accident & Emergency department. Tell the hospital staff of your suspicions. The Bishop's Adviser should be informed without delay.

If the child is not in immediate danger or you are not sure whether child abuse is involved, discuss your concerns with someone else - your parish priest, the parish's Children's Advocate and/or the Bishop's Adviser. (You are free to speak directly to the Bishop's Adviser if you have reason for not raising the matter with the Vicar, Rector or Priest-in-Charge, or the parish Children's Advocate).

In cases where the child is not in immediate danger or in need of medical treatment the discussion with the Bishop's Adviser will result in a suggested plan of action which may involve a referral to statutory authorities.

The flow chart at Appendix L outlines how things may proceed.

All situations of actual or suspected child abuse should be reported without delay to the Bishop's Adviser for Child Protection for your Area, and their advice sought.

Making a referral to Social Services

If it is agreed that a referral should be made to your local Social Services office keep in mind the following:

- Give the social worker as much detail as possible: descriptions, dates, times, and what was actually said.
- Distinguish between fact and opinion; and between what you have seen and what others have told you.
- It is wise to follow up your contact with the Social Services by a letter confirming what you have said to them (give a copy of your letter to your parish priest who will send a copy to the Bishop's Adviser).
- Be prepared to have further discussions with the social services/police investigation team.
- Continue to support the child.
- You may need support for yourself - don't be afraid to ask for it from others in the parish who know what is happening or from your clergy or the Bishop's Adviser.

NB Every citizen is free to report suspicions of child abuse directly to the Social Services or Police, or indirectly through services such as Childline or NSPCC. These guidelines suggest proceeding (except in emergencies) through the Bishop's Adviser but this suggestion does not prevent you from a more direct course if you believe the circumstances warrant it: the welfare of the child is the paramount consideration.

Social Services Departments and the Police

It is the legal duty of the Social Services department of your local council to investigate all situations where there "is a reasonable cause to suspect that a child is suffering or is likely to suffer significant harm."

After you have made a referral the Social Services department will decide what to do. In cases of child sexual abuse and sometimes in other forms of child abuse they will decide this in consultation with colleagues in partner agencies (police, health, education). There will be cases where a decision is taken not to proceed with an investigation.

If Social Services decide to investigate they will gather information from people that know the child (e.g. school and GP) and in the majority of cases they will interview the parents (there are some circumstances of suspected sexual abuse where a decision will be taken not to interview - or inform - the parents at that first stage).

- They may interview the child. This may be in the form of a video interview if it is considered that court proceedings might be a possible outcome. The child is always interviewed by specially trained staff.

- If the investigation concludes that the child or young person has suffered and/or is likely to suffer significant harm, it will be decided at a multi-agency child protection case conference whether the child needs protection and how that can be achieved.
- The child's name may be placed on the Child Protection Register.
- The police will decide, together with the Crown Prosecution Service, whether a criminal act has been committed and whether a person should be charged with an offence and taken to court.
- If the case is taken to court the child, depending on age and understanding, may have to be a witness, unless the person pleads guilty. There are special provisions to help a child through this process.

Action by the Bishop

These duties will apply in all cases where the allegations or suspicions concern clergy, church leaders, church officers and others holding prominent or influential positions within the local church; and also in all cases where the alleged or suspected abuse is believed to have taken place within the ambit of the church (for example, on church premises or through church activities).

The Bishop will:

- ensure that any necessary arrangements are made for the emotional and spiritual support of the child and its family, the accused person and his or her family, and the parish community.³
- inform the Diocesan Director of Communications who will handle media relations. All media contacts must go through the Director of Communications at London Diocesan House. Do not speak to any media directly or 'off the record'.
- make sure that the Diocesan Registrar and the parish's insurance company have been informed.
- During child protection investigations it is normal practice for the accused or suspected person to be withdrawn from any contact with children or young people.

At the conclusion of an investigation

- The result of an investigation may be inconclusive or it may be concluded that the allegation was unfounded. There may or may not be a prosecution, or it may be decided that a person's behaviour has been ill-advised and foolish rather than criminal.
- The Bishop will consider the outcome in any investigation, following the guidance in the House of Bishops Child Protection Policy (Feb 2004, pages 37, 38). This should be done in consultation with the Diocesan Bishops' Advisers for Child Protection. There may be a need for a Risk Assessment to help in making the best decision - for example in relation to a person's future employment or to require them to undertake counselling before resuming duties.
- In the case of a paid employee or volunteer, the PCC will need to consider the future deployment of the person, taking advice from the Bishop's Adviser.
- The appropriate Archdeacon will be responsible for informing the government department with responsibility for the Protection of Children List (POCAL) of any information that should go on to its register, and of informing any other register or party as necessary. In such cases the subject should be advised of the action taken.
- Allegations may be shown to be unfounded or malicious. In these cases the appropriate Archdeacon, in consultation with the Bishop's Adviser, will find means to make clear that the person has been exonerated.

³ These arrangements will be subject to very careful consideration, not least because of the need to avoid contaminating any evidence. For example, it is essential that the person responsible for the pastoral care of the accused person and his or her family should have no contact with the person who offers pastoral care to the person making the allegation or the victim of the alleged abuse and his or her family.

Afterword by the Bishop's Advisers for Child Protection

The Church of England has in place solid policy and procedures for safeguarding children within its parishes and life. We are now far more aware of risks, and able to exercise an informed vigilance without becoming over anxious or inhibited in our work with children. This change of culture has been rapid and we know it has brought some tensions along the way.

In the Diocese of London we have arrangements that are clear and effective. We are very appreciative of all the hard work done by central and area staff and especially by parishes.

By far the majority of children within our common life experience security and care. It is important to remember and celebrate that fact. All our child protection arrangements are intended to support it, and to provide quick responses where they are needed.

Christian communities cannot tolerate abusive practices whether the victims are children, adults or groups. Coercion, manipulation, destructive criticism and exclusion are contrary to our understanding of the love of God revealed in Jesus Christ. Child abuse is an issue requiring honest attention and principled action. In giving it that, we must not lose sight of the wider picture - of church communities learning together, growing together and bearing witness to God and to our Lord, Jesus Christ.

Margaret Morgan Hugh Valentine Liz Wadland Simon Rodway
June 2005

Appendices

- A 'Safe From Harm'
- B Pointers to the possibility of abuse
- C First aid equipment
- D Parish Child Protection Policy: Model Statement
- E Confidential Declaration
- F Request for references
- G Criminal Records Bureau
- H Day care registration requirements under the Children Act 1989
- I Child's Registration Record
- J Parental consent
- K Unaccompanied children
- L Facing the unthinkable
- M Good practice guidelines for Clergy, Readers and others in pastoral and counselling situations
- N Contact addresses and defences

Appendix A: 'Safe From Harm'

A summary of the 1993 code of practice published by the Home Office and addressed to voluntary organisations in England and Wales⁴

In order to safeguard the welfare of the children and young people in their charge, voluntary organisations should consider the issues raised by each of the following statements of principle and then, if they wish to do so, take any action which they deem to be appropriate in the light of their circumstances and structures and the nature of their activities.

- 1 Adopt a policy statement on safeguarding the welfare of children.
- 2 Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
- 3 Introduce a system whereby children may talk with an independent person.
- 4 Apply agreed procedures for protecting children to all paid staff and volunteers.
- 5 Give all paid staff and volunteers clear roles.
- 6 Use supervision as a means of protecting children.
- 7 Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
- 8 Gain at least one reference from a person who has experience of the applicant's paid work or volunteering with children.
- 9 Explore all applicants' experience of working or contact with children in an interview before appointment.
- 10 Find out whether an applicant has any conviction for criminal offences against children.
- 11 Make paid and voluntary appointments conditional on the successful completion of a probationary period.
- 12 Issue guidelines on how to deal with the disclosure or discovery of abuse.
- 13 Train paid staff and volunteers, their line managers or supervisors, and policy makers in the prevention of child abuse.

⁴ While *Safe from Harm* (1993) remains the only government guidance for voluntary organisations, some of the recruitment recommendations have been superseded by legislation setting up the Criminal Records Bureau.

Appendix B: Pointers to the possibility of abuse

It is recommended that PCCs arrange for everyone working within the parish with children to attend introductory training in child protection. The diocese organises such opportunities - please contact the Diocesan Children's Adviser for details.

This summary gives a brief outline of some of the signs and symptoms that should alert you to the possibility of child abuse.

Physical abuse

The first evidence of physical abuse may not be an obviously severe injury.

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 caused by hot liquid being thrown
- old scars indicating previous burns

Fractures

- any fracture on a child under 1 year old is suspicious
- any skull fracture in the first 3 years is suspicious

Female circumcision

- This is illegal in the United Kingdom and is regarded as abusive.

Neglect

This is often difficult to identify but leads to the physical and emotional harm of a child. The signs and symptoms may 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 parents 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

Again this is 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 may be as follows:

- 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

Suspicion of sexual abuse can be 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.

Signs of possible sexual abuse

- a level of sexual knowledge inappropriate to the child’s age
- sexually provocative relationships with adults
- sexualised play with other children
- self harm, mutilation, or suicide attempts or threats
- recurrent urinary tract infections
- sudden onset of soiling or wetting
- truancy, running away from home
- uncharacteristic difficulty in learning, poor concentration
- recurrent abdominal pain
- promiscuity
- requests for contraceptive or other sexual advice
- severe sleep disturbance
- change of eating habits
- social isolation and withdrawal

Appendix C: First aid equipment

There is no standard requirement for provisions in a First Aid Kit. However, the Health & Safety Executive recommend that where no special risk is identified, a minimum provision of first-aid items would be:

- a leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.

Equivalent or additional items might be included, according to your circumstances.

The contents should be stored in a waterproof container and be clearly marked. One worker should be designated to check the contents at regular intervals. It is good practice to keep an Accident Book in which any incidents can be recorded.

All staff and volunteer workers should be encouraged to have some First Aid knowledge and access to First Aid training.

HIV/AIDS

Good hygiene should ALWAYS be practised. Disposable latex gloves and a disposable apron should always be used when dealing with broken skin, body fluids and faeces.

Confidentiality regarding a child's HIV status should always be maintained.

Appendix D: Parish Child Protection Policy: Model Statement

Parishes are advised to adopt this model without additions or changes

Parish of.....

We commit ourselves to nurture, protect and safeguard all our members, particularly our children and young people.

We recognise that our work with children and young people is the responsibility of the whole church community.

We undertake to exercise proper care in the selection, appointment and support of those working with children, whether paid or volunteer.

We wish to support parents and carers who have responsibility for bringing up children.

We accept and endorse the principles of the Children Act 1989 and the House of Bishops' Policy Statement *Protecting All God's Children (2004)*.

The PCC of this Church agreed and adopted the above Policy on Child Protection at its meeting held on

We have appointed
as our Children's Advocate, as described in the document Children in the Diocese of London.

Copies of Children in the Diocese of London and the House of Bishops Child Protection Policy are held by

The PCC shall review this policy annually.

Signed:

Vicar/Rector/Priest in Charge

Churchwarden.....

Churchwarden.....

Dated:

One copy of this policy statement should be kept with the PCC minutes, another copy sent to the Episcopal Area Office and one copy displayed prominently in the church.

Appendix E: Confidential Declaration

For beneficed clergy, those who hold the bishop's licence or permission to officiate, ordinands, paid employees and volunteers who are likely to be in regular and direct contact with children and young people under eighteen years of age.

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 Bishop's Adviser in Child Protection. 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.

Tick the appropriate box

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

YES NO

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

YES NO

1c Are you at present under investigation?

YES NO

1d Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm** to a child or young person under the age of 18 years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

YES NO

2a Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of 18, or put a child or young person at risk of significant harm?

YES NO

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

YES NO

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

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

YES NO

4 Have you any health problem(s) which might affect your work with children or young people under the age of 18?

YES NO

5 Have you, since the age of 18, ever been known by any name other than the one given overleaf?

YES NO

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

YES NO

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

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

Appendix E: Confidential Declaration (continued)

DECLARATION

- I declare that the above information (and that on the attached sheets^{***}) is accurate and complete to the best of my knowledge.
- I am familiar with the document Children in the Diocese of London and will always act in accordance with its provisions.
- I understand that I may be asked to provide a Disclosure from the Criminal Records Bureau before my appointment is confirmed.

Signed Date.....

Full name.....

Address.....

.....

.....

Date of Birth

^{***} Please delete if not applicable.

Appendix F: Request for references

People wishing to work with children within the church (whether as volunteers or employees) should be asked to provide the names and addresses of two referees. (If the appointment is for a paid post, one of the referees should be the current/last employer.) Referees should know the person well and be able to comment on their suitability for the role they wish to undertake.

When requesting references, make them work by:

- Asking specific questions
- Making sure referees reply
- Following up replies that appear cautious or evasive

Suggested questions might include:

- What is your relationship to the applicant and how long/ how well have you known them?
- With your knowledge of the applicant/volunteer, please comment on his/her suitability for work with children and young people. Please include comments about his/her honesty, reliability, health.
- Do you know of any matter, suspicion, report or allegation which would make it unwise for them to work with children or young people?
- What do you consider to be the applicant's strengths and gifts? What do you like most about them?
- If you were considering their application to work with children and young people, would you take them on?
- If you want us to treat what you say as confidential, and not to share it with the applicant, please tick here

Appendix G: Criminal Records Bureau

The Criminal Records Bureau (CRB) is an executive agency of the Home Office. Since 2002 it has provided a service called Disclosure which allows checks to be made as to whether an individual has a criminal record, has been under police investigation or has been placed on the lists of those banned from working with children held by the Department for Education and Skills and the Department of Health.

The policy of the House of Bishops is that those applying to work with children either as paid workers or in a voluntary capacity, should be asked to apply for a Disclosure. The Diocese of London endorses this requirement and has registered as an Umbrella Body so that parishes may access the CRB through it.

As the procedures for applying for Disclosure are subject to change, details of the process are issued separately to parishes by the Area Archdeacon or Area Office.

Confidential Declarations, References and Disclosure, although forming part of a safe-recruitment process, do not of themselves guarantee a child's safety. Parishes should make sure that all children's leaders are aware of these Guidelines and are following the recommendations within them.

The Children Act 1989 introduced new regulations and standards for statutory and voluntary bodies that run facilities for the under eight's. Although only certain groups have to register, the standards of registration should be considered by all groups wishing to provide a safe and secure environment for children and young people. Further information and advice can be obtained from your local authority. Call CHILDCARE LINK on 08000 960 296 for more details.

Current standards for registered Day Care providers can be found on the following web sites:

www.ofsted.gov.uk

www.childcarelink.gov.uk

Does our group need to register?

If you provide day care for children under the age of eight on premises other than domestic premises, for two or more hours in any day and for more than five days a year, you are likely to have to register with OFSTED. Sunday groups are unlikely to fall in this category, but if you run a breakfast club, after school club or more than one holiday club in the year which under 8s may attend, you should contact the Ofsted helpline on 0845 601 4771 to check if you need to register.

Even if your group does not need to register, it would be good practice to try to follow as many of the required standards as possible. These include:

Staffing levels

These are the required staffing levels for registered children's groups.

0 - 2 years 1 leader for every 3 children 1:3

2 - 3 years 1 leader for every 4 children 1:4

3 - 8 years 1 leader for every 8 children 1:8

over 8 years 1 leader for the first 8 children and then one extra leader for every extra 12 children

It is good practice for each group to have at least two adults and it is recommended that where possible a gender balance between workers is maintained. Leaders should be suitable for working with children, have been properly recruited and encouraged to take part in further training.

Physical Environment

The place where the children meet should be safe, secure and suitable for their purpose.

Space

There should be adequate space for the number of children and the activities they engage in. The space should be clean, warm and welcoming. Consider who else may have access to the space while the children are present.

Toilets

1 toilet and 1 hand basin per 10 children is the ideal. Try to use an alternative to roller towels.

Outside space

If children have access to an outside space, make sure that the boundaries and exits are secure and in good repair. Check whether any plants, ponds or permanent features are hazardous, and how children are protected from them.

Equipment

Furniture, equipment and toys should be appropriate for their purpose, be well maintained and conform to safety standards.

Appendix H: Day care registration requirements under the Children Act 1989 (continued)

Health and safety regulations

Positive steps should be taken to promote safety within the setting and proper precautions taken to prevent accidents.

- There should be access to a telephone (possibly a mobile) on the premises.
- Adults should be aware of the fire procedure. Fire extinguishers must be regularly checked and a fire drill carried out. Smoke detectors should be fitted. Emergency exits must be clearly marked and never locked shut.
- Children with infectious illnesses should not attend your group.
- No smoking should be permitted in the areas where there are children.
- Alcohol and/or recreational or illicit drugs should not be used by those having children and young people in their care.
- Any appliances or equipment should be properly maintained and regularly inspected for safety.
- Children should not be able to leave the premises unsupervised.
- Children and young people should not be allowed to walk to or from your premises along dark or badly lit paths.
- A First Aid kit should be available on any premises used by children or young people. An accident book should be kept with the kit and all accidents recorded in it.
- Parents must sign a consent form before children or young people are taken off-site for activities. A specimen form will be found at the back of these guidelines.
- When taking children or young people off-site a detailed programme and list of contacts should be left with someone in the parish.

Documentation

- A register must be kept and be available at all group meetings noting both children and adults present.
- Up to date information on parents' contact numbers and any specific medical information on the children or young people should be kept and available. See Appendix I for sample registration form.
- Activities planned to take place away from church premises must have the permission of the PCC in order to be covered by insurance. Parental consent should be obtained for children to take part (Appendix J).
- A copy of the Child Protection Policy should be on display, and there should be easy access to these Guidelines for leaders.

Appendix I: Child's Registration Record

DETAILS OF CHILD/YOUNG PERSON

Full name
(Please underline the first name the child is usually known by)

Home address
.....
.....

Date of birth School year group.....

Church group being attended

This group meets on (day) between (times)..... and
at (place).....

Whilst in our care it would be helpful to know whether your child has any long term medical condition, any allergies or phobias or is on any medication:

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

Is there anything else we should be aware of?
.....
.....

Family doctor (name, address and telephone number).....
.....
.....

PARENT OR GUARDIAN'S DETAILS

Name

Telephone number

I agree to my child attending the above group Yes / No

My child will be brought to and collected from the group Yes / No

My child has permission to travel to and from the group unaccompanied Yes / No

Signed Date.....

Appendix J: Parental consent

To be completed for any activity not specified on the Registration Form

CHILD'S DETAILS

Name.....

Address

.....

Activity/Event (give details here or on a separate information sheet)

.....

.....

Departure date/time

Return date/time

Name of leader

This activity is being run by (insert name of parish)

PARENT/GUARDIAN'S CONSENT

I give permission for my child to take part in the activity as detailed above/on the information sheet.

I agree to photographs of activities including my child to be used within the church community/for possible publication including newspaper or internet (*delete as applicable*)

I agree to any emergency treatment to be given as considered necessary by the medical authorities if I cannot be contacted.

NB The medical profession takes the view that a parent's consent to treatment cannot be delegated. Medical consent forms have no legal status and a doctor has the right to insist on parental consent before treating a child. However we have found that medical staff find this type of general consent helpful.

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

PARENT/GUARDIAN'S DETAILS

Name.....

Address during the event

.....

.....

Telephone number during the event

If not available, please contact (give name and telephone number)

.....

Details of any medical condition, allergies, phobias or disabilities which your child may have.

.....

.....

.....

Details of any medication your child is using (please ensure an adequate supply is brought to the event)

.....

.....

Date of last tetanus injection

Details of any dietary requirements

.....

.....

Family doctor's name, address and telephone number

.....

.....

Any other information which the organisers ought to know.

.....

.....

.....

Signed Date.....

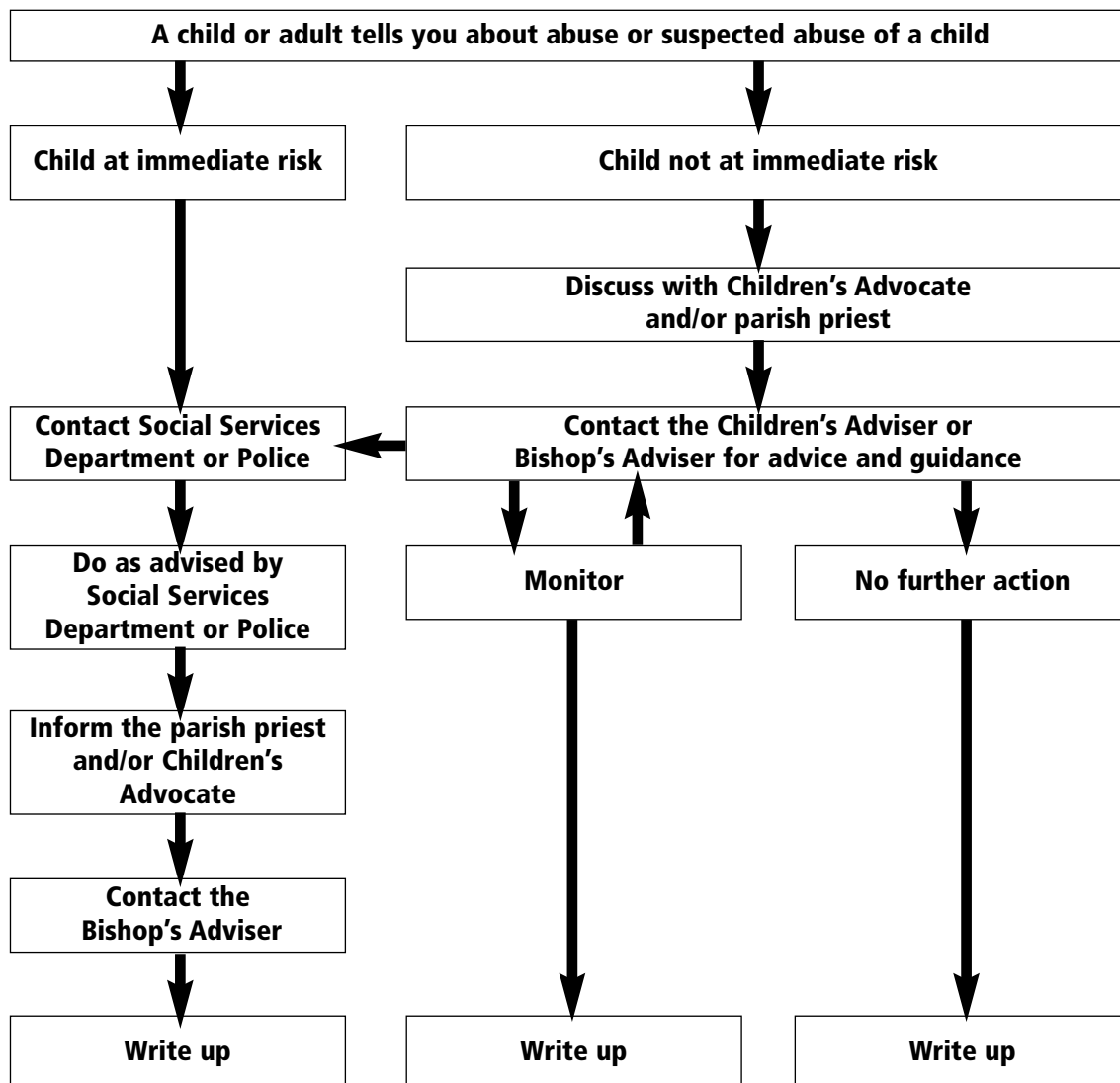
Appendix K: Unaccompanied children

Sometimes children may attend worship or church-organised children's groups (Sundays or mid-week) apparently without the knowledge of their parents. We do not want to discourage children, but it would be good practice to:

- Welcome the child and try to establish whether their parent is aware of where they are.
- Try to find out whether the child is expected home at a particular time. If this is before the end of your group, encourage the child to return home at that time. Alternatively, if the child knows their phone number, ring the parent to check that it is alright for the child to stay until the end.
- Try to establish some factual details (name, age, address) and record these on a registration form.
- Link the child with another group member who can introduce them to the group, routines etc.
- Provide some information about the group for the child to take home, including the name of the church and any contact names and telephone numbers, inviting the parent to get in touch if they wish.
- If the child becomes a regular attendee, try to establish direct contact with the parent.
- Do not include the child on trips away from the regular meeting place without explicit parental consent.

Appendix L: Facing the unthinkable

If abuse is suspected or disclosed, this flow-chart summarises the procedures which should be followed.



Appendix M: Good practice guidelines for Clergy, Readers and others in pastoral and counselling situations

The history of 'professional' helping relationships, particularly those involving the sharing of highly personal information by people at vulnerable points in their lives, is littered with accounts of things going wrong. Anyone undertaking this type of work must have undergone some preparation and training and must adhere to the highest standards of conduct.

You may wish to refer to *Guidelines for the Professional Conduct of the Clergy* published in 2003 by Church House Publishing for the Convocations of Canterbury and York.

The following points are not, by any means, exhaustive. We hope they will be of use.

- Always be clear, with yourself and the person you are helping, about the purpose, style and time scale of what you are offering.
- Consider the limits of your competence or availability and explain these clearly.
- If seeing someone regularly, do so at set times and always with an explicit finishing time.
- Think about what is an appropriate and sensible venue.
- If you feel vulnerable or that you are getting into an unsafe situation, decide immediately what you must do to restore safety and to be in control.
- Keep confidential notes of the meetings. These should be written up immediately following sessions. Let at least one colleague know of the work you are doing. Keep meetings to 'office hours' wherever possible. Late evening meetings in your home or the other's home are to be avoided.
- Be mindful of age, gender and sexual orientation and sexual attraction. If, as the 'counsellor' or 'helper' you find yourself eagerly looking forward to the next session beware, and seek advice or consultation.
- Use physical comfort with utmost caution.

Social Services Department

These are sometimes now called 'social care' rather than social services and may be integrated with Education Departments and Health Services - arrangements vary from council to council (there are 32 councils in London). Details of your local council and its main switchboard should be easily available from libraries, the internet and other local sources.

Police

See telephone directory for your local police station. In an emergency call 999.

NSPCC

Child Protection Helpline - 0808 800 5000

CareLinkUK

A Christian charity which provides a web-based directory of caring services within the UK

Website: <http://www.carelinkuk.org/>

Churches' Child Protection Advisory Service

PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0845 120 4551

Website: <http://www.ccpas.co.uk/>

Parentline

A national Helpline for parents under pressure - 0808 800 222

Child Line

Freepost 1111, London N1 0BR

Tel: 0800 1111

Christian Survivors of Sexual Abuse

c/o 38 Sydenham Villas Road, Cheltenham GL52 6DZ - An independent group of Christian survivors who offer self help support to those Christians who have been sexually abused in childhood. Currently 4 self help groups around the country

Kidscape

Resources for parents to keep children safe

152 Buckingham Palace Road, London SW1W 9TR

Tel: 020 7730 3300

The National Family and Parenting Institute

An independent charity working to support parents in bringing up their children, to promote the wellbeing of families and to make society more family friendly.

Website: <http://www.nfpi.org/index.cfm>

Appendix N: Contact addresses and references (continued)

References

Protecting all God's Children - The third edition of the House of Bishops' policy on Child Protection (Pub. Church House Publishing, 2004) ISBN: 0-7151-3687-7

Working Together to Safeguard Children - Issued by the Department of Health, Home Office and the (as was) Department for Education and Employment. (The Stationery Office 1999)
ISBN 011 322309 9

Safe from Harm - A Code of Practice for Safeguarding The Welfare of Children in Voluntary Organisations in England and Wales (Published by the Home Office London 1993 with an introduction by Ministers from the Home Office, Department of Health, Department for Education and the Welsh Office) Available on the internet:
www.homeoffice.gov.uk/docs/harm.html

Diocesan Contacts List

The Diocesan Children's Adviser

Mary Hawes

London Diocesan House, 36 Causton Street London SW1P 4AU

Tel: 020 7932 1255

Tax: 020 7932 1110

Email: mary.hawes@london.anglican.org

The Children's Adviser should be contacted for advice on any general matters relating to children in church, or general child protection policies, procedures and training.

The Bishops' Advisers for Child Protection

These are home telephone numbers, and should only be used on urgent enquiries or for advice about specific child protection situations.

AREA	BISHOP'S ADVISER TELEPHONE	
Edmonton Area	Margaret Morgan	020 8346 8367
Two Cities (Central) & Stepney Areas	Hugh Valentine	07711 185032
Willesden Area	Liz Wadland	020 8998 1839
Kensington Area	Simon Rodway	020 8994 7461

On non-urgent matters, the Advisers can be e-mailed at: bacp@london.anglican.org

