

The Parish of Saffron Walden with Wendons Ambo, Littlebury, Ashdon and Hadstock

Practice Guidelines for Keeping our Children and Young People Safe

Next Review Date: March 2011

Revision 3
March 2010

SAFFRON WALDEN DISTRICT CHURCH COUNCIL **SCHEDULE TO THE PARISH CHILD PROTECTION** **GUIDELINES**

Saffron Walden DCC, acting under the delegated authority of the PCC, adopted these guidelines, agreeing that they apply to all groups and events involving children and young people (up to 18 years of age) for which it is responsible on 3rd March 2010.

The children and youth groups for which SWDCC is responsible include:

Sunday Club
Shockwaves
Aftershock
Junior Choir
St Mary's Tinies

RESPONSIBILITIES OF SAFFRON WALDEN DCC UNDER THESE GUIDELINES

- Section 3:** SWDCC will acknowledge the value of our Youth Worker, group leaders and volunteer helpers working with children or young people with prayerful support, regular thanks and provision of funding for salary, training and resources.
- Section 3.2:** The Children and Youth Committee, a sub-committee of the SWDCC, will approve the appointment of all group leaders and volunteer helpers.
- Section 3.2:** The vetting of the work of all new leaders during their six-month probationary period will be supported by the SWDCC Youth Worker. The Team Rector will consider full approval with advice from our Youth Worker and the Chairman of the Children and Youth Committee.
- Section 3.4:** To ensure that group leaders and volunteer helpers are represented on the DCC, the Chairman of the Saffron Walden DCC Children and Youth Committee will be a member of that DCC. The SWDCC Children and Youth Committee will ensure that development and training arrangements for group leaders and volunteer helpers, for the groups for which they are responsible, are properly considered, and will make recommendations to the Team Rector and the SWDCC with regard to any particular actions required.
- Section 3.4:** To ensure that group leaders and volunteer helpers are represented on relevant SWDCC committees, group leaders will be members of the Children and Youth Committee.
- Section 4.1:** SWDCC will ensure that adequate insurance cover is provided for church activities with young people. SWDCC will ensure that the Youth Worker is informed of the policy clauses of the insurance policy allowing him/her to carry out activities with young people without the need to check the insurance situation with the DCC for every event.
- Section 4.4:** SWDCC will be responsible for approving the use of church premises for private tuition and will make it clear that such lessons are a private arrangement between the tutor and the family of the pupil. SWDCC will refuse the right to use church premises for private tuition if concerned that the same child protection standards will not be applied as required if such tuition were being carried out under the auspices of the church.
- Section 6:** The Youth Worker also can be contacted for further advice and for access to the Parish and Diocesan Child Protection Policies.

CONTACTS WITHIN THE DISTRICT

In addition to the contacts listed at the Parish and Diocese level, the District Child Protection Officer, the Youth Worker or the Children and Youth Committee Chairman can be approached for help or advice.

Francoise Davis
SWDCC Child Protection Officer
Tel. 01799 528323

Andy Finn
Youth Worker
Tel. 01799 528731

Steve Hasler
SWDCC Children and Youth
Committee Chairman
Tel. 01799 525041

Introduction

Children and young people are valued members of the church. They are also the most vulnerable, so their care and nurture is one of the most important ministries of the church. Most of the people who work with children and young people are volunteers but this does not diminish the importance of having high standards to ensure the safety and well being of the youngsters in our care.

This document sets out the practice guidelines that are to be used to achieve our aim of protecting the children, young people and their leaders while they are involved in church activities. It is based upon the guidelines 'Keep Children Safe' and 'Child Protection' issued by the Diocese of Chelmsford in September 1999 and has been revised following the publication of 'A Guide for Parishes, The Criminal Records Bureau', issued by the Diocese of Chelmsford in February 2002, in anticipation of the establishment of the Criminal Records Bureau in April 2002.

The document describes best practice, including minimum legal requirements. Reference material and required standard forms are attached as appendices. Mandatory requirements are given in **bold** lettering. For the purposes of this document, children and young people are defined as those less than 18 years of age.

This document is required reading for the clergy, the Parish Church Council of The Parish of Saffron Walden with Wendons Ambo, Littlebury, Ashdon and Hadstock, the District Church Councils in the Parish and all people working with young people on behalf of the churches in The Parish of Saffron Walden with Wendons Ambo, Littlebury, Ashdon and Hadstock . The nominated Parish Child Protection Officer will ensure that this document is reviewed regularly (at least every 2 years), to ensure it meets both current diocesan and legal requirements.

1.2 Policy and Scope

It is our responsibility as a church to keep our children and young people safe when they are undertaking activities held in the name of the church. We will also work to help and support families through difficult times and make sure that the church is a safe place and source of help for children in trouble.

The Team Rector and the PCC are ultimately jointly responsible for ensuring that these guidelines are followed by all groups and in all events involving children and young people (up to 18 years of age) in the name of the churches in the parish.

The Parish Child Protection Policy and these guidelines do not explicitly cover use of the church premises by non-church groups, but those individuals or organisations regularly using the premises for activities involving children or young people will be asked to read the policy and guidelines and to agree to follow the principles embodied in them.

Group leaders and helpers must carry out the mandatory requirements applicable to their activities (outlined in **bold** in this document). All of these are legal, diocesan or other authoritative body requirements. In addition, all leaders and helpers should study this document and aim to adopt all of the best practice described. Carrying out these requirements and best practice will help to protect our children, young people and their leaders while they are involved in church activities.

It should be understood that failure to follow the mandatory requirements and to take any necessary actions could open the PCC to a claim of negligence if a child came to harm while taking part in a church activity and could also have insurance implications should a claim need to be made.

2 Background

2.1 *The Children Act 1989*

2.1.1 What is the Children Act 1989?

The Children Act was the most far-reaching reform of childcare law in the 20th century. It has major implications for all those working with children including churches providing care for children less than 8 years of age. It deals with day-care provision, child welfare and child protection and includes Sunday Schools, mid-week and holiday clubs, crèches, parent and toddler groups and playgroups.

If we run activities for under 8's for more than two hours in any one day OR if we run a holiday club for six or more days in a year, we MUST register the activity. Contact the Team Rector or the Parish Child Protection Officer, in the first instance, who in turn will contact the local Social Services office [listed in the phone book] to ask the advice of the local Day Care Adviser.

In practice this rarely happens with Sunday Schools or Junior Churches, but it is possible with an after school club or if a parish runs two holiday clubs in a year. For example, if a parish runs a four-day holiday club in the summer and a fun day at Easter, it does not need to register, but, if it runs more than that, it does.

The law presumes that registration will be granted unless there are good reasons why it should not be. There is a clear distinction made between essential requirements to meet acceptable standards and what are suggestions for improvement. The advisers are usually very helpful and are pleased to encourage any well-run activities involving children.

If unsure about any of this, advice can be sought from the Team Rector, or the **Parish Child Protection Officer**, acting on their behalf.

2.1.2 Is there anything else in the Act that we should know?

The Act requires local authorities to have regard for the racial and cultural groups, and differing backgrounds to which children belong. **There is a need to ensure that all children in Christian groups are treated equally and with respect, since all are equally precious to God.** We need to be aware of the "messages" that we may give to children, and to try to be sure no one feels excluded, for any reason.

Parents from other faiths, or those with no faith, sometimes choose to send their children to an activity where a religious ethos or Christian values are demonstrated. Some of these parents, however, may not expect there to be explicit Christian teaching within the playgroup or holiday club etc.

A clear statement of the purpose of the activity should be given with any information or registration forms for new children or activities. A brief statement should be made that the group operates on Christian values and includes some teaching about the faith among its activities, and that the uniqueness and value of every child is acknowledged.

Inviting parents to help with the activities or on outings is also a good way of keeping them informed and involved, and hopefully drawing them into the church. **However, if parents are invited to be helpers, they become subject to the procedures contained in this document (see 5.3).**

2.1.3 The Criminal Records Bureau

The CRB offers a system that enables police checks to be made for all adults who have regular contact with children and young people under the age of 18 and a CRB check for these adults is a legal requirement. Standard level of disclosure contains details of all convictions held on the Police National Computer, including both current and "spent" convictions as well as details of any cautions, reprimands or final warnings. Enhanced Disclosure will also involve a check on local police records.

3 Group leaders, leaders and helpers

A well-organised group with high quality activities and teaching is as important to the welfare of children as a safe physical environment. Appointing suitable leaders is of paramount importance and the PCC and the District Church Councils should acknowledge the value of their work with prayerful support, regular thanks and provision of funding for training and resources.

3.1 *Definition of terms*

For the purposes of this document, the following definitions apply:

- 1 A group leader is someone who has overall responsibility for a particular group. **At least one group leader must be identified for each group.**
- 2 An adult volunteer helper is anyone whose work in the church allows them opportunities for unsupervised access to children and young people. This includes those who have frequent, regular or irregular contact with young people or those who can have sole supervisory responsibility.
- 3 A junior/teenage helper is a young person who helps with the running of a children's or young people's group or activity, but who never has sole supervisory responsibility (see 3.4), and therefore cannot be included as an adult in staffing ratios.
- 4 Sole supervisory responsibility is understood to mean a single leader running an activity in a room separate from other leaders, but within near hailing distance of other leaders. It does not mean running an entire group alone (see 4.2).
- 5 For the purposes of this document, children and young people are defined as those less than 18 years of age.

3.2 *Appointment of group leaders and adult volunteer helpers*

Great care should be taken when appointing leaders and volunteer helpers, even when they are well known. **The Team Rector will confirm the personal suitability of all group leaders and volunteer helpers and the relevant DCC and the PCC will approve their appointment.** Each DCC or PCC may delegate this approval authority to a relevant sub-committee. The following must be considered when selecting new group leaders and volunteer helpers:

- 1 Previous satisfactory experience of looking after or working with children or young people: if there is no such experience the leader should be willing to undertake training and work under supervision for an agreed period e.g. 12 months.
- 2 The ability to provide safe and consistent care.
- 3 A willingness to respect the background and culture of the children in their care.
- 4 A commitment to treat all children and young people, as individuals of infinite value, with equal concern.
- 5 Reasonable physical health, mental stability, integrity and flexibility.
- 6 Sufficient free time to carry out the work effectively and without undue detriment to other responsibilities.

All group leaders and volunteer helpers are required to complete sections 1 and 2 of the 'Youth Leader Registration Form', available from the Parish Office and attached to this policy (Appendix 3). This requires that leaders offer referees who have known them well for more than 5 years, and that they complete the Confidential Declaration form. This declaration form will remain confidential to the Team Rector who will always take up references and may contact referees for further confirmation. When approaching referees, it will be made clear that the person concerned will be working with young people or children. The form will be retained by the Team Rector.

In addition, all candidates for appointment as workers/volunteers should be checked against the CRB's Disclosure service at the Enhanced Level. That is to say, all those whose work in the church allows them opportunities for unsupervised access to children and young people must be checked at this level (i.e. group leaders and adult volunteer helpers as defined above).

It should be emphasised that all persons working with children have to complete the Confidential Declaration form by law. If a criminal record is disclosed, this will be treated with pastoral sensitivity as well as in strict confidence.

All new leaders will start with a six-month probationary period, which will include vetting of work and instruction by the Team Rector and relevant co-leaders. Following this, the Team Rector will consider full approval.

The designated group leader may invite volunteer helpers at his/her discretion to assist on a regular or occasional basis. Examples might include asking parents to help out once per term to run the tuck shop or asking someone along 'a couple of times' if they are considering becoming a leader.

The helper **must** be previously known to the group leader or **must** be recommended by a third party, whose judgement the group leader can trust. It must be emphasised that occasional helpers **must never** be given sole supervisory responsibility and that they should always operate in the presence and under the direct supervision of a leader or group leader.

As soon as volunteer helpers have regular contact with the children or young people they will also need to complete the forms described earlier in this section.

3.3 Junior helpers (anyone under 18 years old)

Junior helpers should be given every encouragement, as should all leaders and group leaders, but care should be used in deciding how much responsibility junior helpers can take. **They should never be given sole supervisory responsibility for a group, but may be asked to supervise small groups if there is an adult leader in the same room, or in the next room and where the adjoining door is ajar. The parents/guardians of the junior helper should be informed that this situation might arise.**

Sensitivity should be shown towards the pressure of homework, exams etc. and junior leaders should be given opportunities for their own spiritual development as well as the same training and support which is offered to the adult leaders.

Junior leaders working at this level do not need to complete the forms described in section 3.2 above.

3.4 Supervision, support and training for group leaders and volunteer helpers

Each group leader or volunteer helper, however experienced, might need help or support, which will guarantee their own protection as well as to protect the children. Group leaders will oversee volunteer helpers and a member of the clergy or youth worker will oversee group leaders.

Appropriate support and opportunities to discuss their work and to undergo training will be made available to both new and experienced leaders and group leaders. The Diocese offers training that varies from day courses on specific subjects to an extended course for anyone working with children in the church. The Children's officer can also provide training to our specification. Other organisations like CPAS and Scripture Union also run training sessions.

Group leaders should ensure that regular meetings are held where all the leaders plan and evaluate work for their group. Leaders and volunteer helpers should be represented on the relevant DCC and on any other relevant committees.

Overall responsibility for development and training of those working with young people will rest with a nominated member of the clergy. This responsibility may be delegated to a suitably experienced person such as a full time youth worker.

4 Organisation of Children's and Young People's Groups

4.1 Administration

The most brilliant ideas often collapse because of poor administration. Similarly, emergencies may occur unnecessarily because of lack of information. Group leaders should aim to provide the same standards of organisation and care as are required for activities taking place in school.

The group leader must adhere to the following for the running of any group:

- 1 Always keep a register with the address and contact phone number of every child.** This may be crucial in case of illness, a fire or a child not turning up.
- 2 When organising a holiday club or outing, see that all participants book in advance.** This gives leaders a chance to prepare for the numbers and age groups involved, and prevents children turning up without the knowledge of their parents. **Bookings must include a contact phone number and details of conditions like diabetes or asthma.** An outline information form, which can be adapted for any event, is provided in Appendix 2.
- 3 Adequate insurance for the work and activities must be in place, particularly if groups are leaving church premises for outings or sports.** It is the responsibility of each DCC to ensure that adequate insurance cover is provided for church activities with young people and questions or concerns on this issue should be addressed to the Church Wardens.
- 4 Consent forms including medical details must always be used for outings outside the normal meeting place. If a parent/guardian has not signed this form (or any part thereof), then the child concerned must not be allowed on the activity.** A specimen consent form will be found in Appendix 2.
- 5 Parental/guardian consent should also be obtained before using photographs of children and young people for publicity material/poster/websites.**

4.2 Staffing ratios

For safety reasons it is recommended that at least the following number of PCC appointed leaders are present at each session.

These minimum numbers must be adhered to. If there are not enough adult leaders then the event must not take place.

In any situation, there must always be a minimum of two adults who are CRB checked (e.g: Junior Choir designated adult helpers and St Mary's Tinies designated adult helpers). If the group contains girls, then at least one of the leaders must be female. For groups where boys and girls attend it is recommended that there are male and female leaders/helpers. **From this minimum level, adult numbers**

should be read off from the table below. These figures are minimum numbers. The more leaders available, the better the quality of the work with our young people. If there are any queries on this, the nominated Child Protection Officer should be contacted.

Age group	Staff	Children
0-2years	1 for every	3
2-3years	1 for every	4
3 years+	1 for every	6
5 years +	1 for every	8
8 years+	1 for every	12 + 1 adult for any additional 10 children, with a minimum of 2 adults at any time.

Anyone under 18 cannot be included in staff ratios and should never be solely in charge of a group. General guidance about the ratio of adults is affected by a number of variants. Ideally, there should be a minimum of 3 adults to each group, so that, if there is an accident, one adult can remain with the injured person, another adult can go for help and the third adult can look after the remaining group.

The only exceptions to these requirements are described in section 4.3 and 4.4 below.

4.3 Group tuition or group activities

There are occasions when a single leader will be required to take immediate responsibility for a formal group activity (i.e. have sole supervisory responsibility). Examples of this might include running a cooking activity, taking a Sunday School class, running a team game in the hall. However, the following **must** always apply:

- 1 Another leader must be near and within hailing distance.** The other leader need not be in the same room, but it must be possible to summon them rapidly. The children/young people must be informed that another leader is available, in case of e.g. an accident.
- 2 The overall adult leader to child ratios must be adhered to.**
- 3 If there are girls in the group, then at least one of the leaders available in the building or within hailing distance must be female.**
- 4 A group of children aged less than 16 years should never be left unattended.**
- 5 For children's groups of fewer than 6 years of age allowance should be made for the fact that occasionally a child will need taking to the toilet. If the group contains girls, there must be female leader immediately available who can take them to the toilet.**

4.4 Individual tuition

It is accepted that there will be occasions when it is necessary for a young person (e.g. chorister) to receive extra help or tuition, either on a one-to-one basis or within a group under the supervision of an individual leader or teacher. This should only take place with parental consent. If such tuition is under the auspices of the church:

- 1 Written parental consent must be obtained (an example of a form for this purpose is included in Appendix 2). This form should be accompanied by a covering letter explaining the type of tuition being given and inviting the parent(s) to stay for the duration of each lesson. This consent is not required specifically for each individual occasion, rather it is acceptable for the parental consent to cover a series of sessions (e.g. on joining the junior choir or termly).**
- 2 The Team Rector must be informed of the place and time of the tuition.**
- 3 If there is any change to the circumstances under which such tuition is given and for which parental consent has been obtained, both the parents and the Team Rector must be informed immediately.**

- 4 **As good practice, the leader / teacher will inform a third party and will request that, wherever possible, someone else is within calling distance, especially if a parent decides not to stay for the duration of the tuition (see invitation to parent above).**
- 5 **If one to one meetings take place in a leader's home, a parent should always accompany the child. Alternatively, meetings can take place at the child's home by arrangement with the parents.**

The church premises can only be used for private tuition with the consent of the relevant DCC, who must make it clear that such lessons are a private arrangement between the tutor and the family of the pupil. The relevant DCC should expect the same high standards as for work carried out in the name of the church, and if concerned that this is not the case, should refuse the right to use church premises.

4.5 Paid Youth Worker

The work of a paid youth worker is covered by the terms and conditions of employment. As good practice, however, the youth worker should inform a third party of specific circumstances where individual contact with young people occurs (e.g. pastoral care) and should request that, wherever possible, someone else is within calling distance.

4.6 Some mandatory practical requirements

- **Never have only one adult with children or young people (except in the circumstances defined in 4.3 and 4.4 above).** Should there be a need to be alone with a child, e.g. because they need first aid, or are distressed, always tell another leader or parent where you will be and for what purpose. If it is necessary for an adult to be temporarily alone with a child alone, e.g. for instruction, another adult should, wherever possible, be informed and be within calling distance.
- **No group of children or young people aged less than sixteen should be left unattended at any time.**
- **Never arrange to meet a child away from the activity without a third party being present.**
- **Do not at any time allow people who are not well known to the leaders and have received the necessary clearance to have unsupervised access to the children.**
- **Keep aware that the interests of each and every child are paramount.**
- **Speak to the Team Rector immediately about any concerns regarding another group leader, leader or adult not complying with these guidelines.** If the Team Rector is not available, speak to the appropriate Team Vicar or another member of the clergy or, as the final option, to a Churchwarden. These people can take an objective view of the case, and in addition have access to the police database that provides information on people who are known to have problems in relating to young people.

4.7 Safety and transportation

The group leaders and leaders are responsible for the physical safety of children in their care.

- **The premises should be safe and well maintained** – any safety concern or hazard (e.g. damage, defect, dangerous objects, blocked exits, etc) should be reported to the Church Wardens or to the Parish Office, so that repairs can be made. If a club meets regularly, it is advisable to have an occasional fire drill (e.g. once a term), details of which must be recorded in the club register.
- **All leaders/workers should be familiar with the location of emergency exits.**

- **One person, preferably qualified, should be assigned to take charge of all first aid matters – this person should know how to rapidly summon expert help. There must be a properly stocked first aid kit on the premises and also one available for outdoor activities. Medicines must be kept out of reach of children.** Details of training sources are in Appendix 1.
- **For remotely located activities, e.g. orienteering, a trained first aider must be present and all involved in the activity must know who this person is. If the activity is going to take place outside the regularly checked premises, it would be useful to conduct a risk assessment to identify the potential hazards and how to remove or reduce them. (See Appendix 2 for guidance)**
- **Children must not be allowed to leave the organised activity to pursue their own interests at any time. If anyone leaves the premises before the end of the activity, a parent or carer should be contacted immediately.**
- **Outings will start and end at the church and children should be collected from the church by their parents at the end of the outing at the pre-arranged time. Children must not be allowed to go home without an adult unless the parent has specifically informed the group leader, in person or in writing, that they may do so. In addition, children must not be allowed to go with another adult unless the parent of the child has specifically informed you that this will be happening.**
- **If private cars are used for an outing, the drivers must be properly insured and have full licences. If a minibus is used, the driver must have undertaken training and there must be at least one other adult in the minibus. Contact the Diocese or Parish Office for advice on training.**
- **Transport with seat belts must always be used, and seat belts must be worn.**
- **No driver may be alone in a car with a child other than his or her own.**
- **If volunteer helpers (e.g. parents) assist with transport, they should only take children other than their own if their own child(ren) is also in the vehicle. Ideally, they should also take another leader or adult helper.**

4.8 Video/DVD

Parental consent must be obtained if a clip of a film with a "15" certificate is being shown to those who are younger. On the consent form it will be advisable to state the title of the film with a brief outline of the reason why it will be shown and what will be shown. If consent is not given, there must be adequate supervised activities provided in another room with appropriate adult ratios. One adult must not be left with a group of young people in a separate room. It is also highly recommended to have staff or volunteers of both genders with a mixed gender group of children or young people.

4.9 Using mobile phones, texting, e-mails and photographs

Parental permission must be obtained to contact teenagers by e-mail, text or mobile. It is always advisable to send group messages rather than individual ones and to avoid using mobile calls or texting for communicating with a young person because of the private individual nature of the message.

Parents must give written consent for photographs of their child to be taken and should be made aware of where the photos are going to be displayed.

4.10 Using computers and chat rooms

It is estimated that there are millions of abusive images of children on the internet. Adequate internet child protection is essential to make sure that those using a computer in the church cannot access unsuitable material. **Computers should be issued with a password to prevent unauthorised use. Children should not be left unsupervised when using them.** We need to ensure that any internet access or e-mail software

uses filtering software which allows access to certain sites to be blocked. We should encourage all potential internet users and their parents or carers to agree and sign an agreement and complete an internet consent form, including parental permission (see Appendix 2).

It is too difficult to manage the potential risk of chat rooms being used by those who are a risk to children and it is therefore strongly recommended that adults in the parish do not use them as a way of communicating with young people.

4.11 Further Advice

Further advice on setting up and running groups can be obtained from the Youth Worker employed by St Mary the Virgin, Saffron Walden, the nominated Child Protection Officer or the organisations listed in Appendix 1.

5 Child Abuse

5.1 What is child abuse?

Child abuse is a general term used to describe the different ways in which a child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person. The converse of this is that all these needs are properly looked after, which is our aim, as well as to protect our children from abuse.

Abuse is classified as physical, sexual, emotional, and can involve neglect. N.B. It is not only physical and sexual.

Most abuse is carried out by adults who are close to the child or in a position of trust. Abuse by strangers is uncommon.

Child abuse takes place in all parts of society. It is not confined to any particular social or economic situation.

There will almost certainly be people in every church community who have been abused at some time. There may also be people who have been or still are abusers.

5.2 What can we (the Church) do?

- Follow the practices set out in this document.
- Listen to children, encourage them to express their views. Watch for sudden and dramatic behaviour changes.
- Get to know the parents of the children in your group. Try to understand their home lives.

Group leaders must see that everyone in their team is prepared for the fact that a child could disclose abuse or other fears at any time and that a leader or helper may express concerns about the behaviour of another adult. This can be part of a training session or short discussion among group leaders and leaders.

5.3 Appropriate behaviour to protect both children and leaders

All leaders and helpers must be aware of what is and isn't appropriate behaviour towards children. They must also be aware that actions undertaken by a leader in all innocence can easily be misinterpreted by a child or by another adult.

All leaders and helpers **must**:

- **Treat all children and young people with respect and dignity befitting their age.**
- **Watch language, tone of voice and where their body is put.**
- **Never engage in any of the following:**
 - **invading the privacy of children when they are showering or toileting;**
 - **sexually provocative or excessively rough games;**
 - **making sexually suggestive comments to or about a young person, even in ‘fun’;**
 - **inappropriate and intrusive touching of any form;**
 - **any scapegoating, ridiculing or rejecting of a child or young person.**
- **Control and discipline children young people without using physical punishment.**
- **Make sure another adult is present if a child needs to be thoroughly washed (e.g. they have soiled their underclothes).**
- **Not allow themselves to be involved in any excessive attention seeking from a young person that is overtly sexual or physical in nature.**
- **Not invite a child or young person to their house when they are alone. There should always be another adult in the house and the parents should know where the child is.**
- **Not give lifts to children or young people on their own.**
- **Not share sleeping accommodation with children or young people, when a group is on an away trip for example.**

Whilst it is safest to never touch a child or young person, there are times when it is quite appropriate such as comforting or helping a child, administering first aid or taking a toddler to the toilet. For younger children, physical contact is often unavoidable and that is why it is important to always have other leaders around.

5.4 Helping families

If it is known that a family is undergoing problems or stress, leaders may be able to help, or at least advise the Team Rector so he or she may arrange help. Leaders are not expected to provide counseling to parents and should refer cases to the Team Rector if they are in any doubt.

All leaders must be prepared for the eventuality that a parent may wish to confide in them. Any parent should be made aware, however, that all leaders are under an obligation to report any matters where significant harm has occurred or is likely to occur to a child or young person. In this respect there are limits to the confidentiality that a leader can offer. This applies whether a parent or a child reports the matter.

5.5 Responding to children who confide in you

There is no perfect pattern for responding to a child who confides in you because each child and situation is different. The following general points may help:

- Look at the child directly.
- Tell the truth.

- Don't promise to keep any secrets before you know what they are, but always let the child know if, and why, you are going to tell anyone else.
- Take whatever the child says seriously.
- Help the child to trust his/her feelings.
- Do not press the child to say more than they want.
- Listen to and encourage the child rather than talk yourself.
- Try to make sure another adult knows what you are doing and is on hand.

Helpful things to say or do:

- 'What you are telling me is very important'
- 'This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- 'What you are telling me should not be happening to you and I will find out the best way to help you'
- Ask 'open' questions, e.g.. 'How?' 'What?' 'Why?' 'When?'
- **Make notes soon after the event. Try to write exactly what the child said. Avoid assumptions or conjecture.**

Things **not** to say or do:

- Do not ask Leading questions - e.g. 'Did your father do this?'
- Do not say, 'Are you sure?'
- Do not show your emotions - 'I am shocked. I can't believe it.'
- Do not make false promises.

5.6 Further action

What you **must** do:

- **Always finish by assuring the child that you are treating the matter seriously and will let him/her know what you will do next.**
- **Speak immediately to the nominated Child Protection Officer who will take action on behalf of the child. In the event that the nominated Child Protection Officer is not available, contact the Team Rector. If the Team Rector is also not available, contact the appropriate Team Vicar, or another member of the clergy or, as the final option, a Churchwarden.**
- **Write down the action you have taken, sign it and date it. Copy this to the nominated person and retain a copy.**

In taking further action, the Child Protection Officer will take account of the Diocesan guidelines on

management of allegations of child abuse, and amendments.

Those working with young people may have concerns about the behaviour of another adult. **Such concerns must be discussed immediately with the nominated Child Protection Officer in the first instance, who will treat the issue with appropriate confidentiality, and take appropriate action.**

What you **should not** do:

- **Do not begin investigating the matter yourself**
- **Do not discuss the matter with anyone (including parents) except the correct people in authority.**
- **Do not form your own opinions and decide to do nothing.**

6 Further Advice

If you have any concerns or questions about the application of the best practices described in this document, please seek help from your group leader or the nominated Child Protection Officer, immediately.

Please also refer to the Parish Child Protection Policy displayed in church, or the Diocesan Child Protection Policy which can be viewed in the Parish Rooms or on the Chelmsford Diocese website. The nominated Child Protection Officer also has a copy and can be consulted for help.

Appendix 1 - Sources of further help and advice

Within the Parish and Diocese

The Parish Child Protection Officer, the Youth Worker or the Children and Youth Committee Chairman are the first people to approach for help or advice. The Diocesan Children's and Youth Officers also offer advice and training on all matters concerning children and young people.

Contact: Francoise Davis
Parish Child Protection Officer
Tel. 01799 528323

Diocesan Child Protection Advisor
Revd. Jean Halliday
01245 294457
or 07903 831965

Helplines

Childline: Freepost 1111
London N1 OBR
0800 1111

Children and young people can phone or write *free of charge* about problems of any kind.

NSPCC: Child Protection Helpline
0800 800500

CCPAS: Churches' Child Protection Advisory Service
0845 1204550
24 hour free helpline for anyone who is worried about a child. Offers help, advice and counseling.

Parentline: 0808 800 2222
Offers a 24-hour phone line and a network of self-help groups for anxious parents.

Statutory and Voluntary Organisations

Social Services Departments are listed in the phone book under your County or Borough. They provide advice on registration of groups, matters concerning health and safety. They should also be contacted in cases of child abuse.

4 Children: City Reach
5 Greenwich View Place
London E14 9NN
0207 512 2112

4 Children in Essex: E2 Block
County Hall
Market Road
Chelmsford
Essex CM1 1LX
01245 438572

Produces good resources and information on running after school clubs, holiday play-schemes etc.
The Essex branch also produces a useful Mailing.

NSPCC: Weston House
42 Curtain Road
London EC2A 3NH
020 7825 2500

Every kind of advice concerning care of children. Produces two leaflets: "*Speaking out - What every young person should know about abuse*" and "*If you care about children..... A guide to understanding child abuse*". Local offices will be listed in the phone book.

PCCA Christian Child Care :

PO Box 133
Swanley
Kent BR8 7UQ
01322 667207

An inter-denominational charity that offers resources, training, counseling and advice on child care and related issues. A special service to Christian foster parents and those seeking to adopt a child.

First Aid: British Red Cross
St John Ambulance

Offer advice and training on matters concerned with First Aiders for all kinds of events. Local representatives are listed in the phone book.

Appendix 2 - Forms

The following pro forma forms are provided to be adapted as necessary:

- 1 Parental Consent form for Event
- 2 Parental Information and Consent Form for activities/outings
- 3 Parental Consent Form for individual tuition
- 4 Risk Assessment form
- 5 Parental Consent form for Computer use.
- 6 Information on Accident Book

Parish of Saffron Walden with Wendons Ambo, Littlebury, Ashdon and Hadstock
Event Parental Consent Form
(Please complete one form per child)

Name of child/young person:.....

Date of Birth:..... School attended:.....

Address:.....

.....

Home telephone :

Mobile telephone :

HEALTH

Family doctors name :

Address:

Telephone number:

Are there any special health details that we should be aware of (for example: allergies, asthma, special needs)?

.....

.....

Name of Parent Carer:

.....

I agree to taking part in the event described in the attached sheet including the activities listed in the term program. I acknowledge the need for responsible behaviour on his/her part. I understand that he/she will be in the care of the group leader and other adults approved by the PCC and that, while leaders will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury arising during or as a result of this event.

In the event of any illness or accident requiring hospital treatment and of the Doctor concerned considering any delay caused by the need to obtain my signature to be inadvisable, I authorise the leader to sign, on my behalf, any written form of consent required by the hospital.

You as a parent/guardian are responsible for ensuring the safe arrival of your child to the activity.

Do you give permission for your child to walk home on their own? YES/NO

If your child is to be picked up other than by parents please indicate your permission with a tick () and indicate

who will collect the child

I also understand that photographs may be taken at the event by team members of I understand that these may be used internally, on the website or in promotional activity. These photographs will not normally be of individual children, but will be trying to get a taste of the event.

Signed:..... Parent/ Guardian

Date:.....

Parish of Saffron Walden with Wendons Ambo, Littlebury, Ashdon and Hadstock
Visit/Event Information Form
(example form to be adapted as required)

The {name of group} _____ is organising a visit to _____
on _____ leaving from _____ and returning to _____
_____ at approximately _____.

The activities will consist of _____

The cost for each child/young person will be £ _____ and he/she will need to bring
_____.

The group will travel by {transport} _____

Please complete the consent form and return it with the fee to _____
by _____.

If you have any queries please contact me. Please hand any medicines to the first aider on arrival

Signed _____

Leader's name _____ Telephone _____

I have read the information and would like _____ to join the _____ trip on
_____.

Please state any information the organizers need to know about your child which would affect
their participation in this event

Is the named young person allergic to any medication or other materials such as food, insect
stings etc.? YES / NO.

If 'yes' please specify

Please outline any special dietary requirements the named young person has.

DECLARATION

As the parent/legal guardian of the above named young person I agree to them receiving
emergency medical treatment, including anaesthetic, as considered necessary by the medical
authorities present.

In an emergency I may be contacted on the following telephone number:

_____ / _____

Signed (Parent / Carer / Guardian) _____

Name in block capitals _____ Date _____

Parish of Saffron Walden with Wendons Ambo, Littlebury, Ashdon and Hadstock
Tuition Parental Consent Form
(example form to be adapted as required)

Name of child/young person _____

Address _____

Postcode _____ Tel (day) _____ (evening) _____ (mobile) _____

Family Doctor: Name _____

Address _____

Telephone _____

Does your child suffer from any recurrent illness, e.g. asthma, diabetes? YES/NO

If YES, please state details of medication being taken. Please label medicines brought by your child clearly and ensure they are handed to the leader in charge of first aid.

Does he/she need a special diet or have any known allergies? YES/NO

If YES, please state details: _____

I agree to *{name}* _____ taking part in individual tuition in *{description of the activity}*

_____. I understand that he / she will be in the care of a
single leader *{name of the leader or tutor}* _____, who has been approved by the DCC.

While all reasonable care will be taken of my child, the leader / tutor cannot necessarily be held responsible for any loss, damage or injury arising during or as a result of this activity.

In the event of illness or accident requiring hospital treatment and of the Doctor concerned considering any delay caused by the need to obtain my signature to be inadvisable, I authorise the leader to sign, on my behalf, any written form of consent required by the hospital.

As parent/guardian, I am responsible for ensuring the safe arrival of my child to the activity. At the end of the activity, my child:
will be collected // can make his / her own way home *{delete whichever not applicable}*.

NB. If your child is to be picked up by someone other than his / her parents, please indicate your permission by a tick (), and state who will collect the child (with a contact number in case late changes in arrangements need to be communicated):

{name} _____ *{phone}* _____

Signed _____ parent / guardian Date: _____

Parish of Saffron Walden with Wendons Ambo, Littlebury, Ashdon and Hadstock
Risk Assessment Form
(example form to be adapted as required)

Name of Assessor: _____ **Date of Assessment:** _____

Trip Details (Date, Location and details of activity):

Leader: _____ **Size of Group:** _____ **Age of Group:** _____

Other adults:

Hazard Identified	Person at Risk	Potential Outcome	Likelihood	Action required to reduce risk	Date
<i>E.g. Walking on roads, getting lost, falling, sunburn or other potential risks related to the activity to be undertaken.</i>	<i>Leader (L) Other Adults (OA) Young People (YP)</i>	<i>What could go wrong? What injuries could be sustained?</i>	<i>High (H) Med (M) Low (L) Very Low (VL)</i>	<i>What you will do, or the conduct you will insist upon, to minimise any risk. Eg small groups, an adult in front and behind, a "Never Alone", policy.</i>	<i>Pre-visit On the day</i>

Continue overleaf if necessary

Hazard Identified	Person at Risk	Potential Outcome	Likelihood	Action required to reduce risk	Date
<i>E.g. Walking on roads, getting lost, falling, sunburn or other potential risks related to the activity to be undertaken.</i>	<i>Leader (L) Other Adults (OA) Young People (YP)</i>	<i>What could go wrong? What injuries could be sustained?</i>	<i>High (H) Med (M) Low (L) Very Low (VL)</i>	<i>What you will do, or the conduct you will insist upon, to minimise any risk. Eg small groups, an adult in front and behind, a "Never Alone", policy.</i>	<i>Pre-visit On the day</i>

Signature

Assessor/s **Parish Priest** **Date**

.....

**Parish of Saffron Walden with Wendons Ambo, Littlebury, Ashdon and
Hadstock**

Staying Safe on the Internet
(example form to be adapted as required)

Dear Parent / Guardian

As part of our programme we occasionally allow the young people to use the computers in the Parish rooms. These computers are connected to the World Wide Web and are fitted with a filter system which blocks access to most unsuitable sites. The children are also supervised whilst using the machines. In line with our Child Protection policy we require your permission for your child to use the computers. Please sign and return the completed form below.

Many thanks

I,(name of parent) agree that my child may have supervised

access to the Internet

YES / NO

I am aware that whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the Church cannot be held responsible for the nature or content of materials accessed through the Internet.

Signed Date.....

Name(Block Capitals)

Address

.....

Parish of Saffron Walden with Wendons Ambo, Littlebury, Ashdon and Hadstock

Accident/Incident Book

(example form to be adapted as required)

A book should be kept in a place accessible to all staff, so they can record any accident or incident that might occur. Such information may be required in the event of enquiries by a doctor (about how the accident happened) or as accurate evidence in the event of anyone asking questions about what happened. This book should be retained in a safe place.

This form should be completed immediately after any accident or significant incident.

The parent or carer and incumbent should be informed as soon as possible. Any follow up action should be discussed with the incumbent and/or the leader.

Name of Parish _____

Name of Group _____

Date & Time	Accident/Incident Include details of all directly involved and any witnesses (normally only two are required). Indicate where the incident took place, whether there were any injuries, and any first aid or medical treatment given and by whom.	List of Staff on duty	Staff/Leader filing report	
			Name	Signature

Have you informed the parent/carers? YES/NO

If No, explain why

Signed _____ *(Person in charge at the time of the incident)*

Appendix 3

Parish of Saffron Walden with Wendons Ambo, Littlebury, Ashdon and Hadstock

YOUTH LEADER REGISTRATION FORM

TO BE COMPLETED BY PEOPLE WORKING WITH CHILDREN'S AND YOUTH GROUPS

Introduction

Children and young people are valued members of the Church. They are also the most vulnerable, so the care and nurture of children and young people is one of the most important ministries of the Church. Most of the people who work with children and young people are volunteers, but this does not diminish the importance of having high standards to ensure the safety and well being of the youngsters in their care.

To assist us in this aim, in becoming an officially registered leader we ask you to complete both sections of this form, and return it to the Rector.

The form will be retained for Parish records confidentially by the Rector, or the Rector's authorised representative.

Thank you for taking this step of commitment. You are joining a team, which, , commits itself to the care and nurture of young people. On behalf of the members of this church, we welcome you and we undertake to support you and your work by prayer, by our interest and by providing resources and training. Working with young people is a responsibility, but it also brings great rewards. We hope you enjoy your work.

The Clergy Team

Parish of Saffron Walden with Wendons Ambo, Littlebury, Ashdon and Hadstock

Youth Leader Registration Form

SECTION 1: INFORMATION (to be retained by the Rector)

Please complete all applicable questions. Among the factors the Church will consider in appointing children's or youth workers will be the following:

- *Previous experience*
 - *Relevant training or qualifications*
 - *The ability to provide warm and consistent care*
 - *A willingness to respect the background of children and young people in their care*
 - *A commitment to treat all children and young people with equal concern, and as valued and unique individuals*
 - *Reasonable physical health, mental stability, integrity and flexibility*
-

Name _____ Address _____

Telephone _____(day) _____(evening)

Date of Birth _____

How long have you lived at the above address ? _____

If less than 12 months, please state your previous address and Church

Church _____ *Address* _____

With which group(s) do you intend to work

_____ Age Range _____

_____ Age Range _____

_____ Age Range _____

SECTION 1 continued

Have you any previous experience of working with or looking after children or young people ?
YES/NO {delete as applicable}

If YES, please give details : _____

Do you suffer from any illness or disease that may affect your work with children or young people? YES/NO {delete as applicable}

If YES, please give details : _____

Have you a relevant qualification or have you undertaken appropriate training for work with children or young people? YES/NO {delete as applicable}

If YES, please give details (including dates) : _____

If you have no previous experience or relevant qualification, are you prepared to undertake training within the first 12 months of your appointment. YES/NO

Please give the details of two referees who have known you well for more than 5 years and who we may contact. These references will be taken up.

	Referee #1	Referee #2
Name	_____	_____
Address	_____ _____ _____	_____ _____ _____
Occupation	_____	_____
Telephone	_____	_____

I agree that the above information is correct. I also confirm that I have read the document 'Policy and Practice for Keeping our Children and Young People Safe' and that it is my duty to follow the guidelines therein.

Signed _____ Date _____

Youth Leader Registration Form

SECTION 2 : CONFIDENTIAL DECLARATION

STRICTLY CONFIDENTIAL
(to be retained by the Rector)

Have you ever been convicted of a criminal offence, or placed on probation or discharged absolutely or conditionally from a criminal offence?

Under the Disqualification from Caring for Children Regulations 1991, have you ever had a child removed from you or placed under supervision by the local authority?

You are advised that, under the provisions of the Rehabilitation of Offenders Act 1974, you should declare all convictions including those 'spent'. Answering 'yes' to either question will not necessarily disqualify you from working with children or young people. If you have a query of this nature, please discuss it with the Rector.

I agree that the above information is correct. I also confirm that I have read the document 'Policy and Practice for Keeping our Children and Young People Safe' and that it is my duty to follow the guidelines therein.

Signed _____

Date _____

Name _____

Address _____

The Rector or his authorised representative will keep this page confidentially.