

Please note that this policy is due for review... (Apr 2021)

Child Protection Policy and Procedures **For the parish of Cofton Hackett and Barnt Green**

Mar 2020 Edition

The Parochial Church Council (PCC) of this parish attaches great importance to the nurture and care of children and young people. For the purposes of this document “children” refers to all children and young people under 18 years. We recognise our responsibility to guard against the possibility of abuse of children by anyone acting in the name of our parish.

We therefore affirm these principles by adopting the following policy and its supporting procedures, which are in accord with the House of Bishop’s Child Protection Policy, the Diocese of Birmingham’s policy for the protection and promotion of the interests of children and young people and current legislation.

Our Policy

1. We aim to create an environment in which children are safe, feel valued and can be nurtured and supported in their Christian faith.
2. Workers and volunteers represent and work on behalf of the church. They will be recruited and selected fairly and in a way that ensures the safety of our children.
3. We recognise that all those who work with children need support and training to meet the changing needs of children as they move from birth to adulthood. All those who work with children will be required to complete the diocesan C1 training online to help them understand their responsibilities.
4. We require that all those who work with our children are familiar with and comply with this policy and its procedures.
5. We intend to make all those who work with children in our congregations aware of this policy, its procedures and updates. This will be achieved by putting the policy on the Church website, and providing a copy to anyone who requests one.
6. Any report of abuse will be treated seriously and sensitively.
7. We recognise that there may be abusers in our congregations. As a community of forgiveness, we will accept their presence but we will not compromise the safety of our children.
8. We will support adult survivors of abuse as well as abused children.
9. We agree to review this policy and its procedures at least annually and to consult with the appropriate people when doing so.
10. We require all organisations working with children who use any of our premises to have a child protection policy and procedures in line with current child protection legislation.

Procedures

The above 10 tenets of our child protection policy will be implemented by the following procedures. If anyone becomes aware of a policy or procedure which could benefit from alteration, please contact the vicar, our Parish Safeguarding Co-ordinator (“PSC”) or our Children’s and Family Missioner (“CFM”) whose names and telephone numbers are in Appendix 6.

1. Safe Environment.

1.1 We have a range of children’s groups within the church. The responsibility to co-ordinate these groups is vested in the CFM.

1.2 Details of the groups, including their ages, location, activities and procedures are provided in this policy. As part of our Child Protection Policy, we include details of our procedures and identify responsibility for the following issues:-

- Identification of volunteers and of children in the groups, through badges and the register, and the collation of required children’s personal details.
- Addressing concerns relating to bullying.
- The use of rooms including child to adult ratios, the children’s movement between rooms and their entering and leaving buildings.
- Fire drills and equipment.
- First aid kits and accident books.
- Safety of the structure of the buildings and suitability and safety of equipment used by the children.
- Consent forms and procedures for travel by motor vehicle for group activities taking place off the parish premises.

2. Workers and volunteers

2.1 All our children’s groups are run by volunteer parishioners. For the protection of both the children and the adults it will be useful for at least 2 adults to work with each group of children. Groups in Junior Church will operate on an ‘open door’ policy. We aim to achieve the following recommended ratios:

0 -2 nd birthday	1 adult to 3 children
2 nd birthday - 3 rd birthday	1 adult to 4 children
3 years and up	1 adult to 8 children.

2.2 Volunteers working with children are required to wear name badges when leading their groups so that they can be identified by the children and the children’s carers, i.e. parents,

guardians or the adults who have brought them to church.

2.3 We encourage members of the older children's group ("the Mountaineers") from time to time to assist with (but not lead) the younger children's groups. They must wear name badges when helping with the children's groups.

2.4 All adult volunteers, church wardens and church officers who have contact with children and those who do not have such contact but who have a public role or status through which they tend to acquire an authority which might be regarded as trustworthy, will only be appointed after:-

2.4.1 Receipt of 2 written references, which may be checked, to assess suitability to work with children. One reference should be personal and the other should deal with their previous work with children (if any);

2.4.2 Delivery to the vicar of a fully completed declaration in the form attached at Appendix 1.

2.4.3 An enhanced disclosure check through the Disclosure and Barring Service ("DBS"). The procedure for this is as follows;

- The PSC contacts the candidate to explain the on-line procedure and to ask the candidate whether they prefer to complete the on-line section on their own or with the PSC's assistance.
- The PSC meets with the candidate to verify the candidate's identification documents.
- The PSC completes the on-line form, to indicate which documents have been checked.
- Archdeacon checks, countersigns and sends form to DBS.
- The DBS checks then notifies candidate.
- The candidate then completes the C1 diocesan training on line

Please use the checklist at Appendix 2 to ensure that you bring the correct information and documents to your interview with the PSC.

2.5 All written reports or information created in response to these procedures will be secured in the vicarage by the vicar. They will be held confidentially and indefinitely, in accordance with data protection legislation and good practice in record keeping. This information will be available only on a need to know basis where it relates to the safety and protection of children.

2.6 If the interview, the declaration form, the references or the DBS screening reveal reasons why an individual should not work with or around children, a position will not be offered. Pastoral support will be offered by the vicar. The Bishop will be informed in line with diocesan regulations.

2.7 Adult volunteers, church officers with contact with children and others in ostensible authority who have already been appointed but who have not yet undergone any of the checks in 2.4 above, will be asked as soon as is practicable to complete these checks. If any reason is thereby revealed as to why an individual should not work with or around children, they will immediately cease from doing so and the Bishop will be informed.

2.8 Every effort is made to ensure that all recruitment decisions involving information revealed through the above checks are made sensitively, fairly and in line with our declaration at Appendix 3. Should an applicant for a paid post or for a volunteer position feel that this has not happened in their case, our appeals and complaints procedure is set out at Appendix 3.

2.9 During any period where the position of vicar is vacant (an interregnum), the Area Dean will be responsible for dealing with and keeping all confidential information.

2.10 Volunteers aged under 18 years can help adult volunteers with younger children's groups from time to time, but never without direct supervision or in a one to one situation e.g. they may not accompany a younger child to the toilet.

Note volunteers under the age of 18 years are not considered adults for the purpose of the child/adult ratio set out at 2.1. above, and themselves must be counted as children in this calculation.

2.11 Volunteers should be aware of everything in this policy and all the information contained in Appendix 4.

2.12 Ultimate responsibility for the safe recruitment of suitable workers with the children and youth lies with the vicar.

3. Training for children's group leaders and volunteers

3.1 All our volunteers are required to complete the diocesan online C1 training. In addition, we will make available external training courses on understanding and recognising the nature of child abuse and on child protection as required. The cost of these courses will be met by this parish. **3.2** Our PSC will keep literature relating to child abuse for lending out (see list in Appendix 4) and will advertise available courses on the parish centre notice board in the section specially dedicated to children's groups and child protection.

4. Compliance with this policy

4.1 We require all those who work with children or who have contact with children on parish business, to be familiar with and to comply with this policy and its procedures, including the

applicable material contained in it.

4.2 Every such person will be able to access this policy on the Church website.

4.3 From time to time these policies and procedures may be updated. When the policies or procedures are updated the congregation will be informed through the weekly newsletter.

5. Awareness of our Policy and our Procedures

5.1 We intend to make all members of the church aware of our policy, its procedures and updates.

5.2 All policy and procedure documents and all updates will be publicly displayed on the notice boards in the parish room and on the Church website. A copy will also be kept for inspection in the parish office.

5.3 The PSC will append any updates to every copy displayed on the parish premises.

5.4 It is the responsibility of our PSC through the parish newsletter to remind all parishioners of the existence of this policy and its location, and to notify them of updates.

5.5 The YPC will ask group leaders to remind the children in a manner appropriate to their age and level of understanding, that the parish has put in place procedures for the special care of our children and inform them where, how and from whom they can get help and of the notice boards containing relevant information such as the Childline number etc.

6. Suspicions of or Occurrence of Abuse

6.1 All parishioners and especially our volunteers working with our children must be vigilant for suspicious or inappropriate behaviour or other signs of abuse (see part 2 of Appendix 4).

6.2 If anything appears to be wrong, act immediately.

6.3 If there appears to be immediate danger, the parishioner or volunteer should call the police, followed by the PSC, the vicar or the Bishop's Safeguarding Advisor (the BSA) (telephone numbers are in Appendices 5 & 6.) If there is no immediate danger consult the PSC, the BSA or the vicar straight away.

6.4 If the allegation of abuse concerns a member of the clergy, lay minister, church officer, church employee or volunteer, the person consulted (the BSA, the PSC or the vicar) must inform the Bromsgrove Social Services' Child Protection Unit, and the Bishop .

6.5 If the suspicion or allegation of abuse is made against someone other than those people listed in **6.4**, the person consulted need only inform the Bromsgrove Social Services' Child Protection Unit.

6.6 An initial verbal report or allegation of abuse or of unusual behaviour, and all subsequent actions and discussions to which it gives rise, should be recorded in writing immediately so that the details are recorded as accurately as possible. The written report should be dated and countersigned by the vicar or the PSC who will file it in the child protection file kept locked at the vicarage (unless the allegation is against the vicar). The child protection file will be kept secure, confidential and for an indefinite period as set out in **2.5** above.

A flow chart showing the above reporting procedure is at Appendix 5

6.7 The matters should not be discussed with any unauthorised person.

6.8 DO NOT UNDERTAKE ANY INVESTIGATION YOURSELF.

6.9 Social Services are legally the only body allowed to deal with reported abuse. They will follow up every report and the police will always be involved.

6.10 You may be asked to attend a case conference or provide further information to the investigating authorities.

6.11 Guard against making judgements about an allegation. Expect to experience your own strong feelings. Do not hesitate to ask for help if you feel you need it from the vicar, our CFM or our PSC as you feel appropriate. On your behalf and at your request, they may contact the Bishop's Chaplain or the NSPCC who will put you in touch with people who can provide support.

6.12 Insurance

6.12.1 The PCC must ensure that it has the benefit of public liability insurance cover at all times.

6.12.2 As soon as the church becomes aware of any allegation of abuse of the kind referred to in **6.4** above, or any person accused of abuse who may have the benefit of insurance becomes aware of the allegation, they should notify the claims manager of their insurance company, whose advice should be obtained on the insurance position and any steps to safeguard it.

6.13 Whether and when individuals or the parish should take legal advice will depend on the individual circumstances of each case. If in doubt, take legal advice sooner rather than later.

6.14 All members of the church are required to collaborate fully with the statutory and voluntary agencies concerned with child protection.

6.15 In the event of a press enquiry, the press should always be directed to the Director of Communications of the Diocese.

7. Known abusers of children in our congregations

7.1 We need to recognise that there may be abusers in our congregations. This includes both current and past abusers.

7.2 The safety of our children is paramount. An abuser (even those who are no longer abusing) will not be allowed contact with children or young people. This is not to exclude people from the love of God through the church but to recognise that they will need support and boundaries.

7.3 If you have knowledge that someone in the congregation is an abuser (even though they may no longer be abusing) ensure that the vicar or the PSC is also aware of it. If they were not already aware, investigations and safeguards will need to be put in place. The vicar should consult the Archdeacon.

7.4 If a member of our congregations is verified as an abuser, the vicar will ensure that the abuser is not doing any work in the church that brings them into contact with our children.

7.5 The vicar will consider whether children and young people outside the church context are at immediate risk and if so contact the social services.

7.6 The vicar will contact the Archdeacon and the Bishop's chaplain (who will also inform the Bishop) who will advise the vicar on the future action they will need to take.

7.7 If an abuser tells the vicar in formal sacramental confession that he is abusing or has abused, the seal of the confessional remains absolute. Nevertheless, the vicar should consider whether children may still be at risk, so the vicar should urge the person making the confession to report the abuse to social services or the police, and the vicar should consider withholding absolution until the person concerned does so, or if they are a current abuser absolution will be withheld until they have made such a report.

7.8 If an abuser discloses to the vicar in a pastoral setting outside formal confession that that person has abused or is abusing, while the person's right to confidentiality is very important, it is not absolute. There are occasions when confidentiality should not be maintained. If children may possibly be at risk from the person making the disclosure, a report must be made to social services or the police.

It is therefore most important for the vicar to make clear to the person whether what is taking place is formal sacramental confession or spiritual/other counsel. In the latter case the rules on confidentiality outside formal confession should be explained at the outset and an assurance given that the person will be helped within the constraints imposed by law and the paramount need to safeguard the interests of children. The vicar should then consult the Archdeacon to obtain advice on how the abuser can be helped.

7.9 However and whatever the vicar learns about a member of the congregation being an abuser, the vicar must be aware of the confidentiality of this information and consult with the Archdeacon as to who should be given this sensitive information. Remember the children's safety is paramount, but consideration also has to be given to the safety of the abuser.

7.10 If a known abuser leaves the church the vicar must consider whether to:-

7.10.1 Inform any agency that has been involved

7.10.2 Inform any referring agency

7.10.3 Inform the minister of any new church that they may be attending.

In any event the vicar must inform the BSA.

8. Pastoral Support for Adult Survivors of Abuse, Abused Children and Abusers.

8.1 The vicar will offer sensitive support. If requested, and with the help of the Archdeacon, the vicar will make a referral to specialised professional counseling.

8.2 Anyone providing support must be extremely careful not to contaminate evidence or prejudice any investigation that may be imminent or on-going.

In such circumstances timed, dated and countersigned notes should be made of any conversations.

8.3 Different people should offer support to the (alleged or proven) victim and the (alleged or proven) abuser. The Archdeacon will provide advice on how this can be practically managed in each situation.

9. The Use of Parish Premises by Non-Parishioners

9.1 All regular authorised hirers or users of our parish premises engaged in activities with children or young people must demonstrate at the time of entering into the hire agreement that they have a child protection statement or policy in use. All regular users will be informed of the existence of our policy and procedures for child protection, that a copy is on display in the entrance to the Parish Centre and that a copy of this document is available from the parish

secretary's office.

9.2 Anyone organising an occasional activity that takes place on parish premises (for example the hire of the parish centre for one-off meetings or entertainments and parties) will be notified at the time of the hire agreement being made that the protection of any children is to be of the highest priority and that a copy of our child protection policy and its procedures is on display in the parish centre, and that a copy is available on request.

If the activity for which the premises are hired is to involve children or young people the hire agreement must state 1) that the hirer will abide by the Childrens Act (1989) and "Safe From Harm" (1993) HMSO and 2) that the organisers of the activity must make themselves familiar with this policy.

9.3 If several activities are taking place on the premises simultaneously, the organisers' attention will be drawn to the necessary care required in respect of contact between the activities and reference to this will be included in the hire contract.

10. Review of this Policy and its Procedures

10.1 This policy and its procedures will be reviewed in its entirety at least once a year by a team consisting of the vicar and the PSC. Amendments will be made in light of experience of its use in the parish and to incorporate any suggestions from the Bishop and diocese. Prior to adoption of any desired amendments to this part of the policy, they must be approved first by the PCC. If the annual review does not result in any changes being made, the PCC should be informed of this by the vicar and a note made in the PCC minutes.

10.2 The proposed date of the next review is Mar 2021.

10.3 If prior to an annual review, legislation is passed or diocesan guidelines are issued which affect this policy or its procedures and require it to be changed immediately, the PSC will be responsible for agreeing these amendments with the vicar and the CFM, making the amendments to the policy straight away and ensuring that they are distributed to all who hold a copy of the original policy document.

10.4 Similarly, should there be a change to any of the identities or telephone numbers of any person or organisation mentioned in this document, the PSC will promptly provide a written amendment to everyone who holds a copy of this document.

10.5 The latest guidance from the House of Bishops is that DBS checks need to be re-checked every 5 years.

11. Drugs and Alcohol

A leader with responsibility for under 18's must not arrive for their role under the influence of drugs or alcohol.

The only alcohol that a young person is permitted to drink when in our care, or a leader when having young people in their care is to be during a service of Holy Communion and then only those who normally take communion are permitted.

When taking a group of older young people out for a meal no alcohol is to be consumed by either the leaders or young people in their care.

If any young person arrives under the influence of drugs or alcohol we will contact the parents of the young person immediately, we will keep a record in our safeguarding file, we will work to offer or signpost support for the young person and their family.

Every so often we will talk to our older young people about the misuse of drugs and alcohol and the consequences of it.

Who is responsible if drug abuse takes place on the premises?

"A person commits an offence if, being the occupier or concerned in the management of any premises, he knowingly permits or suffers any of the following activities to take place on these premises, that is to say:

- a. Producing or attempting to produce a controlled drug
- b. Supplying or attempting to supply a controlled drug to another or offering to supply a controlled drug to another
- c. Preparing opium for smoking
- d. Smoking cannabis, cannabis resin or opium".

The police should always be called if any of the above has taken place.

Appendix 1

CONFIDENTIAL DECLARATION FOR VOLUNTEERS

Confidential Self-declaration form

To be completed, without amendment to any of the questions, by all those wishing to work with children and/or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy, employees, ordinands and volunteers who are to be in substantial contact with children and/or adults experiencing or at risk of abuse or neglect. The Privacy Notice at the end of this form explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”). If you do not complete this form, or if you do not give true, accurate and complete information in response to the questions it contains your appointment will not proceed and if you are ordained this may amount to misconduct under the Clergy Discipline Measure 2003. Existence of a conviction or caution will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.

		<i>Please tick all that apply</i>	
		YES	NO
1	Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules? (Include both ‘spent’ and ‘unspent’ convictions) (see notes 1 overleaf)		
2	Have you ever received a caution from the police (excluding youth cautions, reprimands or warnings) that has not been filtered in accordance with the DBS filtering rules? (see notes 1 overleaf)		
3	Are you at present or have you ever been under investigation by the police or an employer for any offence/misconduct?		
4	Are you, or have you ever been, prohibited and/or barred from working with children and / or vulnerable adults (see note 2 overleaf)?	N/A	
5	Has a court ever made a finding of fact in relation to you, that you have caused ill-treatment, neglect or other harm (see note 3 overleaf) to a child and/or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and/or vulnerable adult was at risk of harm (see note 3 overleaf) from you?		
6	Has your conduct ever caused or been likely to cause ill treatment, neglect or other harm (see note 3 overleaf) to a child or young person under the age of eighteen or a vulnerable adult, or put a child or young person or a vulnerable adult at risk of ill treatment, neglect or harm (see note 3 overleaf)?		
7	To your knowledge, has it ever been <i>alleged</i> (whether substantiated or not) that your conduct has amounted to or resulted in ill treatment, neglect or other harm (see note 3 overleaf) to a child or young person under the age of eighteen or vulnerable adult or put a child or young person or vulnerable adult at risk of ill treatment, neglect or other harm (see note 3 overleaf)?		
8	Have you ever had any allegation made against you, which has been reported or referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult’s Social Care)?		
<p><i>If you have answered ‘yes’, to questions 1 – 8, please give details, including the date(s), details of convictions and cautions (including the circumstances and reasons which led to the offence(s)), or nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result. Declare any complaints or allegations made against you, however long ago (including Domestic Abuse). Checks will be made with the relevant authorities.</i></p>			
9	Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, placed by you in care, subject to child protection planning, 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?		
10	Has a child in your care, or for whom you have, or had, parental responsibility ever been in the care of the local authority, or been accommodated by the local authority?		
11	Are you working from home with children? (see note 4 overleaf)		
12	If you have answered ‘yes’ to question 11, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to Disclosure & Barring filtering rules (see note 1 overleaf); or is that person at present the subject of any criminal investigation/pending prosecution? Or has it ever been alleged that that person has caused ill treatment, neglect or other harm (see note 3 overleaf) to a child or young person under the age of eighteen or a vulnerable adult, or put a child or young person or a vulnerable adult at risk of ill treatment, neglect or harm (see note 3 overleaf)?		
<p><i>If you answer ‘yes’ to questions 9 - 12, please give details:</i></p>			

Declaration

I declare that the above information (and that on the attached sheet(s) where applicable) is accurate and complete to the best of my knowledge and that after I have been appointed, I agree to inform the incumbent / priest-in-charge / my line manager / the person to whom I am accountable if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult's Social Care) investigation.

Signed _____ Date _____

Full Name _____ Any previous names known by _____

Address _____

_____ Postcode _____

Preferred Contact Number _____

Email Address _____

Please return completed form to _____

Before an appointment can be confirmed, applicants must provide an enhanced or enhanced plus barring list check disclosure from the Disclosure & Barring Service where the role is eligible. Consult with your Parish Identity Verifier or the person responsible for your appointment for details of the process.

All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.

NOTES:

1. Declare all that are not subject to DBS filtering rules (see note 1) including any equivalents obtained abroad. *If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor).* You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it did not result in a prison sentence or suspended prison sentence (or detention order) and (c) it does not appear on the DBS's list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b) and (c) in order to be filtered.** Further guidance is provided by the DBS and can be found at <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>. You do not have to declare any adult caution where: (a) 6 years have passed since the date of the caution etc. and (b) it does not appear on the DBS's list of specified offences referred to in footnote 1 above. As of 28 November 2020, youth reprimands, warnings and cautions, are automatically filtered. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered.** Please note that the 'rehabilitation periods' (i.e. the amount of time which has to pass before a conviction etc. can become 'spent') have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never 'spent'. For further guidance in relation to the 'rehabilitation periods', please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>
2. Only answer 'yes' or 'no' if you are taking up a position that involves engaging in 'regulated activity' with children and/or vulnerable adults. If you are unsure whether the position involves 'regulated activity' please contact your Parish Identity Verifier or the person responsible for your appointment for advice. If you are NOT engaged in 'regulated activity' select 'N/A' (not applicable)
3. Harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom you had pastoral responsibility or were in a position of trust, responsibility or authority or trusted by others. It also includes domestic abuse.
4. The Disclosure & Barring Service define home based working as where the applicant for the DBS check carries out some or all of his or her work with children from the place where the applicant lives - <https://www.gov.uk/government/publications/dbs-home-based-positions-guide>. If you answer 'yes' to this question, give details of the member of your household on a separate sheet and inform them that you have included their details on their form. Give them a copy of your church's Privacy Notice.
If you are NOT home-working with children, answer 'no' to this question

For further information about how our church stores and processes your information please see our Privacy Notice at <http://standrewscofe.org.uk/contact/policies-and-privacy-notices/>

Before an appointment can be confirmed applicants must also provide an enhanced disclosure from the Disclosure and Barring Service. See the vicar or the PSC for details

Appendix 2

Checklist of information and documents to take with you to your interview with the vicar

1. Completed Declaration (use copy at Appendix 1.)
 2. Names and addresses of 2 referees, 1 personal and, if possible, the other should vouch for your experience with children.
 2. We need to do our own DBS check for you, unless you already have one obtained for work with children in the Diocese of Birmingham.
 3. Please fill in the DBS Disclosure Application Form online. You will then need to meet with the PSC to have your identity documents verified. In due course you will receive your DBS disclosure certificate by post. You should show a copy of the DBS certificate to the PSC.
 4. The DBS disclosure application form must be completed as directed in the instructions that are given online.
 5. Bring with you identity documents required for the DBS check as listed in the paperwork that you will be given.
- Note, these documents will merely be inspected by the PSC at your interview and are not to be left with the PSC.
6. Note all documents must be in your current name. At least 1 document must show your current address and at least 1 document must show your date of birth.

Appendix 3

The Parish Policy on Fair Recruitment and Rights of Appeal

1. The parish of Cofton Hackett and Barnt Green is committed to the recognition of each individual's abilities, skills, experience and qualifications and will take every step to ensure that these are given appropriate weight and consideration in the appointment or recruitment process.
2. We will ensure that each paid post or volunteer position is assessed for the appropriateness of DBS Disclosure, that any advertisement or other indication of a paid post or volunteer position will indicate the level of Disclosure to be sought, and that any offer of a paid post or volunteer position will be subject to the receipt of satisfactory Disclosure information.
3. We will request candidates for a paid post or volunteer position to submit in writing details explaining any convictions or other disqualifying behaviour that might be revealed in the Disclosure process in order to assist the recruitment decision process. This information will only be taken into account when relevant to the post in question. It should be submitted in an envelope marked "Private and Confidential" and handed to the Vicar.
4. We are committed to encouraging the re-submission of applications for Disclosure in respect of all paid employees and volunteers for whom this is appropriate and where required by the House of Bishops.
5. We are committed to the fair and sensitive use of Disclosure information, and where an applicant feels that in their case this has not happened the matter can be referred to the diocesan office at 1 Colmore Row, Birmingham, B3 2BJ which will instigate an independent assessment of the issues in question. The applicant should submit the appeal or complaint in writing, stating their name, address, the nature of the complaint or appeal, the date of any Disclosure documents concerned, the identity of the person or appointing body responsible for making the appointment to the paid post or volunteer position, and any other relevant information.

NB: DBS guidance on a reasonable time for such complaints and appeals to be registered is 6 months.

Appendix 4

1. What is Child Abuse? - a Preliminary Guide

Categories of Abuse

Child abuse is a general term used to cover a wide range of behaviour. When the Social services and other agencies make the decision that a child needs protection, the child's name goes onto a Child Protection Register, listed according to the categories of abuse outlined below.

NEGLECT

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

PHYSICAL INJURY

Actual or likely physical injury to a child, or failure to prevent physical injury or suffering to a child, including deliberate poisoning, suffocation or drowning. It can include excessive force when carrying out tasks like feeding or nappy changing.

SEXUAL ABUSE

Actual or likely sexual exploitation of a child or adolescent. This includes involving children in sexual activities that they do not truly comprehend, to which they are not truly able to give informed consent or that violate the social taboos of family roles. The child may be dependent and/or developmentally immature.

EMOTIONAL ABUSE

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

Of these categories **sexual abuse** is the least clearly defined and it is the category which, when raising awareness about child abuse, causes people the most difficulty.

The category of sexual abuse would include many and varied forms of sexual behaviour - for example:

- oral or vaginal intercourse;
- masturbation;
- involving children in watching sexual acts in reality, on video or on television or in magazines;

exposure of sexual organs.

Sexual abuse can take place in private or in public. Cases have been reported of children from a few weeks old right through to 18 years old and into adulthood.

The key point is that the child is being used in some way to meet the sexual needs of someone who is in a position of greater power. A person may be able to exert power over others by their difference in age, strength, gender, intellect, status, cultural origin or emotional development. Every abuse of a child is an abuse of power. Because children and young people are more innocent and less powerful than adults, they are vulnerable to the damaging actions of those who are stronger and more mature.

In cases of sexual abuse...

- 80% involve a member of the family or someone known to the child

- 5% (only) involve violence

- 90% involve male perpetrators.

Most perpetrators use the fabrication of a trust/secretcy relationship. Secrecy closes the victim off from others and weakens their links with reality.

All abused children experience trauma, although the degree of severity varies. Often the damage done in early life is revealed with time when the effects surface. The reality of what has been happening and feelings about the experience become harder to deal with as adulthood approaches.

Possible Signs of Abuse

There are a whole range of potential signs of abuse, but equally they may be due to something else. Here are some:

- Unexplained injuries

- Signs of neglect

- Tummy pains with no medical reason

- “Don’t care” attitude

- Sexually explicit behaviour inappropriate for the child’s age

- Open masturbation

- Aggressive and inappropriate sex play

- Has few friends, will not join in social activities

- Child only seems happy away from home

- Aggressive behaviour

- Running away from home

- Self-inflicted injuries

- Reverting to younger behaviour

- Relationships between children and adults which are secretive and exclude others

Severe sleep disturbances with fears and phobias.

Signs should make us stop and think, not jump to conclusions. They are like pieces of a jigsaw. Please make a note of them carefully and report them to our PSC who together with the CFM will discuss them with you and file your report in the Child Protection Folder which is secured at the vicarage.

If a Child Wants to Talk About Abuse

An important aspect of providing support and care for children comes through providing an environment in which they feel safe enough to communicate and express themselves in their own way.

Within this helpful environment workers need to operate in a way which is flexible enough to allow time and space for young people to talk to them more privately alongside the group setting. Group leaders need to make clear that they are available to listen and support the building of relationships which makes them approachable.

If a child wants to talk to you about abuse:

- Allow the child to speak in their own words
- Keep calm, do not look shocked
- Accept what is said
- Look directly at them and take in what is said
- Don't push for information or ask leading questions
- Reassure them that they were right to tell you
- Tell them that it is OK to tell
- Tell them they were brave to tell you
- Tell them that you are glad they told you
- Pass no judgment
- Do not promise confidentiality. Tell them you need to tell someone else who needs to know. (This may be the start of quite an ordeal for the child.)

Remember always to record in writing as much as you can remember of what the child told you. As far as possible record the child's own words. For greatest accuracy, the notes should be written as soon after the conversation as is practicable

2. Guidelines for working with children

It is important that we protect our children and ourselves as workers. On the other hand we do need to ensure that we don't become suspicious of children or paranoid. The following simple

rules are an example of how we can protect ourselves in a way which will also keep our children safe.

1. In the event of injury to a child or a worker, accidental or otherwise, make sure it is recorded in the accident book and the recording witnessed by another adult.
2. If a child makes allegations against you such as “You’re always picking on me” or “You hit me”, keep a record of this and include times and dates. If possible get another adult to witness the allegation or at least your written record of the allegation. Give the written record to the PSC (or in their absence, the CFM) to file in the Child Protection Folder which is secured in the vicarage.
3. If a child touches you in an inappropriate way, record this and make sure that the PSC (or in their absence, the CFM) knows. This may be more significant than you initially realise. Give your written record to the PSC to be filed in the Child Protection Folder.
4. Do not place yourself in a situation where you are spending long periods of time with one child on your own.
5. Never take a child or young person to your home alone.
6. Do not go into a toilet alone with a child. If you need to take a very young child, leave the door open. Encourage them to be as independent as possible.
7. If you need to be alone with a child for any reason, tell someone where you are going, why and how long you will be.
8. If you are caring for children with special needs try to have another person present when changing nappies, clothing or bathing a child.
9. Never do something for a child which they can do themselves.
10. Be aware of how and when you touch children. Remember to respect a child’s wishes about any comfort you may wish to give. The child may not appreciate your “get well hug”. Never pat a child on the bottom or allow them to sit astride your lap.
11. Do not kiss a child on the lips and be careful of extended hugs.
12. Do not use physical punishment.
13. If a group is of mixed gender consider whether it is appropriate to have a male and female leader.

Talk through any concerns you have about a child with another adult such as the CFM or the PSC as appropriate. Don’t discuss it with everyone - the child has the right to confidentiality.

Trips Out

1. **Consent Forms** must always be obtained for trips out. They should include:
 - Child’s name address and telephone number + emergency contact number for a parent.
 - Doctor’s name address and telephone number.
 - Details of any medical conditions or allergies which may affect the child while they are with you.
 - Details of any medication that is taken and at what dosage.

- Dietary information e.g. vegetarian
- Signed permission for medical treatment in an emergency.

The consent form applies to all children under 18 years. If they are over 16 and living away from the parental home, they should complete the form themselves.

Make sure that the carer is given clear information about the trip - where you are going, times, the trip's purpose and what you will be doing.

Make sure that you are properly insured for the trip (including all vehicles).

Never take a group out on your own. If the group is of mixed gender there should be a male and a female worker. If the children are over 6 years then the minimum recommended staff is 2 adults to 16 children. Queries as to ratios of children and adults can be checked with the Bishop's Adviser for Youth Work.

If you take children in your car on your own, make sure someone knows where you are going and what time you are expected to get there and back. Only take one child or young person in an emergency and again, make sure someone knows why, when and where you are going and when you should be back.

Make sure that all occupants of the car wear seatbelts.

If you are doing specialist activities, only use staff and helpers with appropriate specialist training and if possible ask for details of their qualifications and proof that they hold them.

Check if the Local Authority has up-to-date guidelines for trips which could and should be used.

Residential trips with children

Taking children away for residential trips raises particular issues in terms of child protection. You will need to ensure that they feel supported and safe whilst they are away with you. Some of them may be experiencing abuse which you know nothing about. They should all be treated sensitively and with respect. Abused children may have particular difficulties around mealtimes and bedtimes. This is when they are most likely to feel unsafe.

Make sure that everyone knows the rules that apply during residential trips.

Make it clear who is sleeping where.

Make it clear that adults will only go into the children's bedroom / tent / dormitory if there is bad behaviour or if a child is asking for help. Do not go into the rooms at night when the children have gone to bed except for those reasons.

At bedtime there should be no direct physical contact unless a child asks for a hug or a goodnight kiss. (Only kiss on the cheek.)

Children on residential trips may wet the bed. Have plenty of spare bed clothes.

Children who are miserable get cold and may need extra bed clothes.

Allow children to have torches. They may not like the dark for good reasons. Have spare batteries for children who keep their torches on all night under the bed clothes.

Allow children to have their favourite toy or object in bed. Don't tease them about this or allow other children to tease them whatever their age.

If a child seems distressed and wants to sleep in their day clothes, let them. If they want to stay in the same clothes for the entire time that they are away, allow this, it won't harm them.

Allow privacy for washing and changing. If a child does not want to undress or change in public, don't make them, don't tease them and don't allow others to tease them.

Don't push children to eat what they don't want to eat. Try to make sure that there is a choice of food.

Never have secrets - only nice surprises.

Don't allow any nakedness - even partial - and make sure there are no adult photos, videos, magazines or books left lying around.

Book List

Working Together Under the Children Act (1991) HMSO

Keeping Safe, Michelle Elliot (1998) New English Library

Protecting Children, Michelle Elliot (1992) HMSO

Abuse, Helen Armstrong (1991) National Children's Bureau

The Children Act, (1989) HMSO

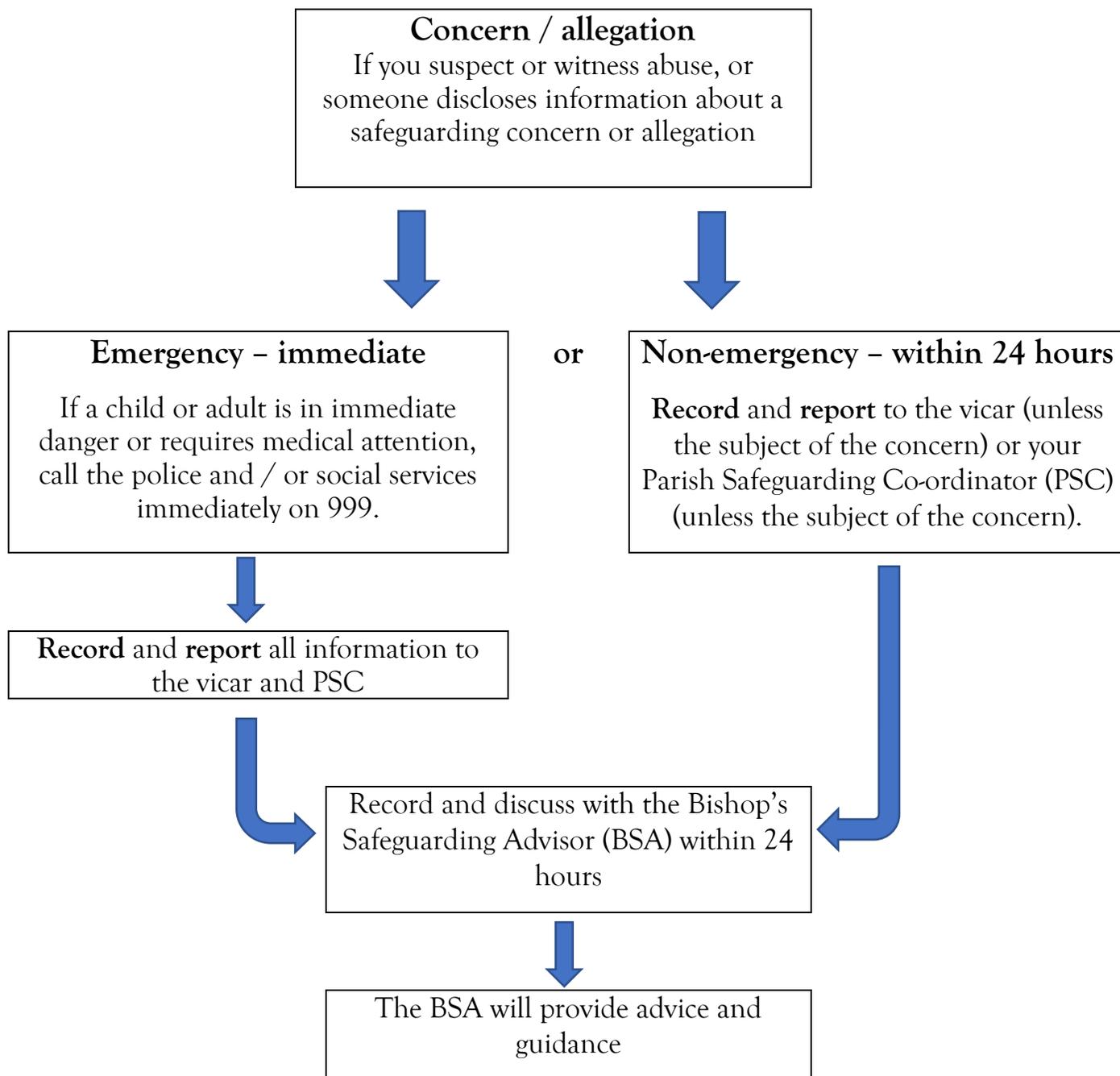
Safe from Harm, (1993) HMSO

N.B. The Bishop's Adviser for Children's Ministry provides training opportunities, support and advice for those responsible for leading ministry with children in a range of subjects.

Appendix 5

A Quick Guide to Responding Promptly to a Safeguarding Concern or Allegation

Although particular people bear formal responsibility for Safeguarding, 'the care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church' (Promoting a Safer Church, 2017).



Contact details:

Vicar (Rev Canon Rob Fieldson): 07505 739647 / rob@fieldson.co.uk

PSC (Diane Milford):

07860 963154 / dianemilford@btinternet.com

BSA (Steph Haynes):

07342 993844 / StephH@cofebirmingham.com

Appendix 6

Contact numbers

1. The Vicar	Rob Fieldson	0121 445 1269
2. The PSC	Diane Milford	07860 963154
3. The CFM	Caroline Mara	07935 245244
4. The BSA	Steph Haynes	07342 993844
5. Church wardens	Peter Talbot	0121 445 1131
	Betty Tilt	0121 447 7669
	Geoff Hall	0121 445 4023
	Jill Newton	0121 445 2795
6. Bromsgrove Social Services Child Protection Team		
		0845 607 2000
7. Thirtyone:eight (formerly CCPAS)		0303 003 1111
8. NSPCC helpline		0800 800 5000
8. ChildLine (help line)		0800 1111
9. The Samaritans (help line)		08457 909090

Appendix 7

VOLUNTEER ROLE OUTLINE FORM

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with _____

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Work in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- Promote social justice, social responsibility and respect for others
- Maintain confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which must always be reported to the person named above.

Role	
Responsible to	
Key Responsibilities of the Role (tasks to be undertaken)	
Any arrangements for induction, training & support	
Any practical arrangements relevant to the role (e.g. process for paying expenses, times role should be carried out, provision of equipment)	
Role to be reviewed <i>(insert date)</i>	
The role is eligible for a criminal record check which is renewable every five years	Yes / No

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