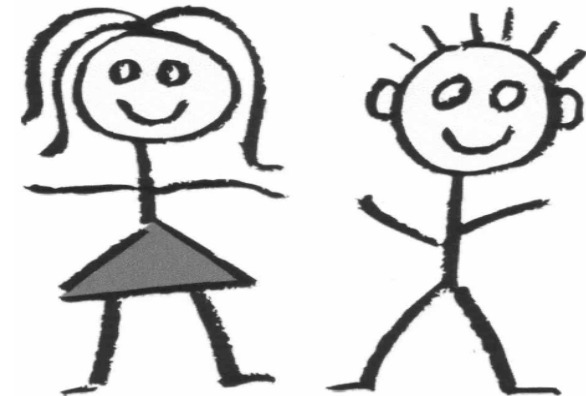


Diocese of Guildford
**Keeping Children Safe in the Church
2008**

A brief guide for all working with children and young people
both paid and unpaid



This document is to be given to everyone in the church who works with children and young people. It is intended to provide some of the main guidance for their day to day work. All workers should be familiar with the Diocesan Child Protection policy, procedures and guidance “The Care and Protection of Children 2008”, the contents page of which is included in this brief guide. All workers must know where to access the policy and who to take concerns to in the parish or organisation.

This brief guide is consistent with recent advice provided to faith communities by the Surrey Safeguarding Children Board.



2008

Keeping Children Safe in the Church

Supporting Children and Families

All children deserve the opportunity to achieve their full potential. To this end, five outcomes have been set as national targets for all services to children. These are:

- ◆ Stay safe
- ◆ Be healthy
- ◆ Enjoy and achieve
- ◆ Make a positive contribution
- ◆ Achieve economic well-being

To achieve these, children need to feel loved and valued, and be supported by a network of reliable and affectionate relationships. If they are denied the opportunity and support they need to achieve these outcomes, children are at increased risk not only of an impoverished childhood, but also of disadvantage and social exclusion in adulthood. Abuse and neglect pose particular problems.

Faith Communities

Those of us who are part of a faith community know how important it is to share our beliefs with others and to receive help and encouragement from fellow believers. The nurture and teaching of our children plays a large part in our lives so we recognise that our children need to have a positive experience and be kept safe from harm. Our communities are open to all, which can make us vulnerable to people abusing our welcome. We also need to make sure that all those working with or in contact with children are beyond reproach.

Guidance for adult volunteers and all those with responsibilities for pastoral care

A code of conduct helps everyone to be clear what is and isn't acceptable behaviour and makes it easier to challenge worrying conduct. It protects children and also helps to protect those working with children from unfounded allegations. It is recommended that such a document is given to new clergy, employees and volunteers when they start their work, and their signature of agreement recorded.

All clergy, paid employees and volunteers should always:

- Abide by the child protection policy.
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example, and a 'positive role model' to children
- Observe other people's right to confidentiality (unless you need to report something).
- Treat all children equally; never build "special relationships" or favour individual children, unless this is part of an agreed plan for the child.
- Learn to control and discipline children without physical punishment, this must never be used even if they have the parent's explicit permission for this.
- Ensure that another adult is informed if a worker needs to take a child to the toilet. Toilet breaks should be organised for young children. A child's need for privacy should be respected
- If known in advance, a parent's permission must be sought if a child or young person is to be seen on his or her own, another adult must be nearby and the child or young person must know this.
- Ensure that if possible each group has a gender balance of helpers.
- Ensure that children and young people know that they can speak to an independent person in the congregation, or contact "Childline", if they need to talk to someone. Have the "Childline" telephone number prominently displayed. Tel. 0800 1111

What to do if you are worried about a child or young person or the behaviour of an adult

Remember the welfare of the child is your paramount consideration

If you have concerns:

- Talk to the Parish Child Protection Co-ordinator or the incumbent.
- Record your observations and conversations.
- Don't discuss the concerns with the alleged offender.
- Don't investigate yourself.
- Check that action has been taken and if not and if still concerned make a referral yourself to Children's Services.

Contacts

Title	Tel. number	Notes
Incumbent		
Parish Child Protection Co-ordinator		
Church wardens (when there is no incumbent)		
Diocesan Child Protection Adviser	01243 780684 07785 292589	Mrs Janet Hind
Children's Services (family) Professional referrals	08456 009 009 01372 833310	Surrey Surrey
Child Protection-Family referrals Professional referrals	01252 314221 0845 600 4555 01962 876222	Aldershot Hampshire Hampshire out of hours
Police	08451 252 222 08450 454545	Surrey Hampshire
Childline	0800 1111	
Stop it Now	0808 1000 900	

Parish contact details correct onDate

B8. Care of survivors	page 101
B9. First aid advice	page 106
B10. Resources	page 107

WHITE – Forms for copying as necessary

1. Parish Child Protection policy statement	page 111
2. Recruitment progress chart	page 113
3. Recruitment application form	page 115
4. Confidential Declaration form	page 119
5. Referees: Pro forma letter and questionnaire	page 123
5. Agreement for Children’s workers	page 125
7. Declaration for visiting volunteers	page 127
8. Annual Appraisal forms	page 129
9. Registration form	page 131
10. Consent form	page 133
11. Agreement forms for outside groups	page 135
12. Check list for referrals	page 137
13. Consent form for use of images	page 139
14. Implementation check list	page 141

All relevant information for the safeguarding of children and young people can also be found on the Diocesan website: www.cofeguildford.org.uk

- **The House of Bishops’ Policy – ‘Protecting all God’s Children 2004’**
- **The Diocesan policy and procedures & practice guidance – The Care and Protection of Children (2008)**
- **Recruitment and Criminal Records Bureau procedures and advice.**

Clergy, paid employees and volunteers should not:

- Behave in a manner that could lead a reasonable person to question their conduct, intentions or suitability to care for other people’s children.
- Touch children in a manner which is, or may be considered to be sexual, threatening, gratuitous or intimidating.
- Discriminate either favourably or unfavourably towards any child.
- Make arrangements to contact, communicate, or meet children outside of approved church activities, unless this has the prior approval of the Child Protection Coordinator as well as their parent.
- Develop personal or sexual relationships with children.
- Make inappropriate remarks or jokes of a personal, sexual, racial, discriminatory, intimidating or otherwise offensive nature.
- Intentionally embarrass or humiliate children, for example by using sarcasm or humour in an inappropriate way.
- Give or receive (other than token) gifts unless agreed with the Child Protection Coordinator.
- Allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking or drinking alcohol.
- Undertake any work with children when they are not in a fit and proper physical or emotional state to do so.
- Use their position to make relationships with children away from the church or their families.
- Play rough physical or sexually provocative games.
- Be sexually suggestive about a child or to a young person even in fun.
- Give lifts to children or young people on their own. If this is unavoidable ask the child or young person to sit in the back of the vehicle.
- Share sleeping accommodation with young people.
- Invite a young person to the worker’s home alone.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children. Visitors should always be accompanied by a known person.

Be prepared for your colleagues to remind you if you forget any of the requirements for good practice and be prepared to help a colleague by advising them in return.

Creating a safe environment

Making the church a safe place for children and young people to be nurtured in their faith is the most important way to protect children from abuse. There are a number of aspects to this:

- Knowing the nature of child abuse and knowing who to talk to (the Parish Child Protection Co-ordinator) about concerns about children or the behaviour of adults.
- Recruiting safely. No-one with a conviction or caution for sexual offences against children is allowed to work with children or be part of a mixed-age activity.
- A safe physical environment.
- A code of conduct for all workers to follow.
- Helping children to protect themselves.

Make sure that any church activity that involves children or young people is carefully organised, that the premises are safe and that there is sufficient help.

0-2 years	1 person for every 3 children
2-3 years	1 person for every 4 children
3-8 years	1 person for every 8 children
8-18 years	1 person for the first 8 children and then 1 extra person for every extra 12 children or young people

- Each group should have at least two adults and it is recommended that if possible a gender balance is maintained.
- A registration form must be filled in for all children and young people attending church activities and a register of attendance kept. Consent forms are required for off-site activities.

YELLOW – Recommended Practice – Advice to create a safe environment for children. Whilst this is more flexible it is also the main way children are protected and should be followed as closely as possible. Changes to this section should only be made after seeking the advice of the Diocesan Child Protection Adviser. All those who work with children should have access to this section.

Y1. Code of conduct	page 47
Y2. Listening to children	page 49
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Y4. Inappropriate behaviour by children	page 51
Y5. Health and safety advice – staffing levels etc	page 52
Y6. Transporting children including lifts	page 54
Y7. Taking children away	page 56
Y8. Identifying hazards in children and youth activities	page 58
Y9. Sleeping on church premises	page 59
Y10. Holiday clubs and missions	page 60
Y11. Children’s ‘off-site’ outings	page 61
Y12. Electronic communication with children	page 62
Y13. Taking and publishing images of children	page 64
Y14. Advice on mixed age groups	page 66
Y15. Protocol for visiting choirs and other groups	page 68
Y16. Seeing children on their own	page 70
Y17. Youth churches and youth cells	page 71
Y18. A parish drug and drink policy	page 72
Y19. Use of own home	page 74
Y20. Unaccompanied children at church	page 74

BLUE – Information – background material which may be of interest.

B1. Responsibilities of church bodies	page 77
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B3. Confidentiality and information sharing	page 86
B4. Managing investigations (non church workers)	page 89
B5. What is abuse and neglect?	page 90
B6. Listening to disclosures	page 96
B7. Information about sex offenders	page 97

The Diocese of Guildford Child Protection Policy is called “The Care and Protection of Children 2008”.

All workers need to be familiar with this document and know where to refer to it if necessary. The practice guidance should be integrated into the day to day work.

Introduction – The Church’s Commitment	page 7
PINK – Policy – statements of intent and underlying principles	page 11
The House of Bishops Policy on Child Protection and policy statements from the Department for children, schools and families	
GREEN – Procedures – administrative routines and other directives which must be followed to comply with a minimum of safe practice	
G1. PCC responsibilities	page 17
G2. Role of the Parish Child Protection Co-ordinator	page 18
G3. Checklist for implementing the policy and procedures	page 20
G4. Training requirements	page 22
<i>Procedure for safe recruitment</i>	page 23
This section includes the recruitment procedure to be followed for all appointments	
<i>Procedure for responding to concerns</i>	page 26
The section deals with disclosures of abuse, how to seek advice and how the matter will be dealt with until it is resolved.	
<i>Procedure for Whistle-blowing</i>	page 38
This section gives advice to church workers about how to pass on concerns about colleagues.	
<i>Procedure for ministering to those who pose a risk to children</i>	page 40
This section is to be used in all circumstances where someone who might be a risk to children is part of or joins a congregation.	
<i>Procedure for outside groups using church premises</i>	page 43
The section provides a means of supporting outside groups using church premises.	

Home visits

Make sure that any home visits to children and young people are made with the agreement of the person to whom you are accountable. A record should be kept of all such visits.

Physical contact and child protection

Child abuse is harm of a very serious nature so that it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse.

One of the aims of the Diocesan policy is for church groups to provide a warm, nurturing environment for children and young people whilst avoiding any inappropriate behaviour. All church workers must work with or within sight of another adult. They must accept that all physical contact is open to scrutiny and could be reported to the parish Child Protection Co-ordinator for the protection of both worker and child.

The code of conduct must be followed by all workers.

- Church workers should be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described.
- If any activity, for example bell-ringing, requires physical contact make sure that the young person and their parents are aware of this and its nature.
- Young children may sometimes need comforting, make sure they are responded to warmly, in an appropriate way for the age of the child but with other adults around.
- First aid should be administered with others around.
- Very occasionally it may be necessary to restrain a child or young person who is harming himself or others. Use the least possible force in the minimum amount of time and inform the parents as soon as possible. All such incidents should be recorded and the information given to the Parish Child Protection Co-ordinator.

All physical contact should be an appropriate response to the child's needs, not the needs of the adult. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

Spiritual harm

Child abuse occurs in all cultures, religions and classes. Within faith communities harm can be caused by the inappropriate use of religious belief or practice. This can include: the misuse of the authority of leadership or penitential discipline, oppressive teaching, or obtrusive healing and deliverance ministries, any of which may result in children experiencing physical, emotional or sexual harm. If such inappropriate behaviour becomes harmful it should be referred for investigation in the usual way. Careful teaching, supervision and mentoring of those entrusted with the pastoral care of children should help to prevent harm occurring in this way. Other forms of spiritual harm include the denial to children of the right to faith or the opportunity to grow and develop within their own faith community.

What is Abuse and Neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children. Faith communities need to be especially aware of mixed age activities where adults have the opportunity to build up a relationship with a child in an informal and less supervised situation. Maltreatment can take the form of: **Physical abuse: Emotional Abuse: Sexual Abuse or Neglect**

Listening to children and young people

Church workers may get to know the children and young people in their groups very well. A child or young person may feel enough trust to be able to talk about unhappy things that are happening - at home, at school or within the congregation. This is both a privilege and a responsibility.

It is worth considering the following if you do find yourself in such a situation:

- Remember that the child may want the abuse to stop but still love the abuser.
- The child may think that it is possible to stop the abuse without anything else happening.
- If a child asks to talk in confidence ALWAYS tell them that that will depend on the circumstances. It will be necessary to get other people to help if they are being harmed.
- If it is possible, try to have another adult present whilst the child speaks, but do not prevent the child from speaking.

When you are listening to a child:

- Give the child your complete attention.
- Allow the child to talk, but don't press for information or put words into the child's mouth.
- Tell the child that they are not to blame for the abuse they have suffered.
- Reassure the child that they were right to tell.
- Let the child know that you will have to tell other people so that the problem can be addressed.
- Try to explain what will happen next in a way that the child can understand.
- Reassure the child that you will make sure that they will be supported during the difficult time to come but do not give any reassurances as to what is likely to happen to them.

As soon as possible write down as carefully as possible what the child has said, how they said it and how they appeared emotionally. Write down the context of the disclosure and what you said; sign and date it. Do not talk to the alleged abuser. Pass the information on to the nominated Child Protection Co-ordinator.