

Christ Church Felixstowe

CHRIST CHURCH SAFEGUARDING POLICY for CHILDREN/YOUNG PEOPLE & VULNERABLE ADULTS

Policy Document
for working with
Children and Young People and Vulnerable Adults

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Introduction and Definitions

1.1 Why a Child and Safeguarding Policy?

The church holds in high regard its children and young people and desires that they both enjoy themselves whilst in the church's care and enjoy the church itself, both building and people. We recognise our Christian responsibility to care in love for all children and young people with whom we work. We aim to implement best practices to ensure that all children, young people and workers have a rewarding and fulfilling time.

These guidelines, therefore, are to be implemented by all church groups to ensure that our children and young people are kept safe from harm and to promote loving care.

This policy can only be changed by Forum. However, the appendices can be changed by agreement between the Incumbent and the Church's Safeguarding Officer providing any changes reflect the intention of the policy. Forum will be informed of any changes at their next meeting.

1.2 What is a Child/Young Person?

For the purpose of this policy a child/young person is anyone under the age of 18. All necessary procedures must be followed in every case for each child/young person.

Where either *children* or *young people* are mentioned in the text, both are intended.

1.3 Recruitment of Workers

Children and young people's workers should be chosen carefully to provide for the children the best quality care available. To this end the following procedures must be followed, and the difference noted between co-ordinators, leaders and helpers.

1.4 Co-ordinators

A co-ordinator holds either sole or joint overall responsibility for a number of groups. A person is to be appointed to this position by the Incumbent after reference to the Church Forum and other members of the working team. Co-ordinators must be adult (i.e. over 18).
Co-ordinators are responsible to the Church Forum and Incumbent.

1.5 Team Leaders

A Team Leader is responsible for the smooth running of a particular group. Typically this involves organising leaders, rotas and group activities.
Team Leaders are responsible primarily to the Co-ordinator(s).

1.6 Leaders

A leader works with the Team Leader in the day to day responsibility for a particular group. They are responsible for delivering the teaching that happens in the group and for any emergencies. At least one leader must be in attendance while the group runs. Leaders must be adults (i.e. over 18).
A leader is responsible primarily to the Team Leader.

1.7 Helpers

A helper provides support to the leader(s). They can teach if delegated to do so. Helpers will normally be 14 years or above. Helpers will not be responsible for a group and will always be supervised and supported by an adult worker.

Once helpers reach the age of 18 they must follow the recruitment policy for prospective workers detailed below.

2. Recruitment Policy for Prospective Workers

2.1 Stage 1

All prospective volunteers 18 and over will be asked to complete an Application and Declaration Form. This is confidential and will only be seen by the Incumbent or Priest in Charge and those acting on the Bishop's behalf. The prospective children/youth worker must provide the names of two referees one of whom should be from a person who has experience of the applicant's work with children. The references will in all cases be followed up and replies seen by the Incumbent before the volunteer is interviewed. The applicant will be made aware that the post carries the requirement for a Disclosure from the Disclosure Barring Service (DBS)

If a declaration or reference gives cause for concern the Incumbent will consult the Bishop's Representative for Safeguarding Officer

Application and Declarations Forms will be stored in a secure place and remain strictly confidential except under compulsion of law. All forms will be kept indefinitely.

2.2 Stage 2

All volunteers 18 and over will undergo an interview to deem their suitability and detail any previous experience in working with children. The interviewer shall be one of those suitable adults whose name is listed for such purpose and agreed as such by the Church Forum.

The interview is for the sole purpose of recruiting a children's worker to a specific job and should not be used for any other purpose. It is confidential between the interviewer, interviewee and Incumbent of the church. (During an interregnum another member of the clergy team or a warden shall be appointed for this by the Church Forum).

The interviewer should use the guideline questions held by the Church to ensure that all aspects of suitability are covered.

Any notes made by the interviewer are for the sole purpose of reporting to the incumbent and should be:-

- i) Made in full view of the interviewee and with his or her knowledge of their purpose.
- ii) Destroyed once a decision is made on the volunteer's suitability.

Prospective Co-ordinators are appointed by the Incumbent with reference to the Church Forum. The normal appointment procedures will still be followed.

2.2 Stage 3

If the decision is made to appoint the volunteer / employee, the appointee should provide a disclosure at the appropriate level from the Disclosure Barring Service.

The Safeguarding Officer will obtain an application form from the Diocese which the applicant will complete and then go to the Rural Dean or the Diocese with the identification required for identity checking. Once the ID check has been completed the form should be returned to the Diocese for counter-signature before being sent to DBS. The disclosure will be returned to the applicant who will show it to the Incumbent and the Safeguarding Officer who will take a copy and return it to them. The applicant has 19 days to register with DBS online for the ONLINE update service

A clear Disclosure will result in the Incumbent being allowed to appoint the applicant. A disclosure with convictions or other disqualifying behaviour will result in the Disclosure being passed to the Diocesan Safeguarding Officer for Risk Assessment. The outcome of this will be:

- Confirmation of appointment
- Refusal of appointment
- Confirmation of appointment but with conditions.

There is an appeals procedure for those who feel that their Disclosure information has not been used in a fair and sensitive way. See appendix 7.2

Once the above procedures have been satisfactorily completed the new workers name will be brought to the attention of the Forum, and their name added to the list of approved workers held by the Forum. The applicant will then receive a letter of welcome from the Incumbent which will outline of their responsibilities and give details of their probationary period.

The letter will also contain the following enclosures:

- a copy of the church's Safeguarding Policy and Safeguarding Statement
- A copy of the Diocesan Safeguarding Induction document, aq copy of page 6 of which must be signed off and returned before they begin their duties
- a reminder of the key points of the policy for work with children.
- instructions of what to do on suspicion or disclosure of abuse.
- two copies of the Church's Code of Conduct for work with children and young people (one signed copy to be returned to the Incumbent)
- 2 copies of the Volunteer Agreement (1 copy should be signed and returned to the Incumbent)
- a copy of the Church's policy on the safe use of images

New helpers will be appointed for a trial period of 6 months after which their position will be reviewed by their leader with reference to the Incumbent if necessary. All children's workers should have a review of their position and job with the person to whom they are responsible annually.

The decision to accept a prospective volunteer as a children/youth worker rests finally with the Incumbent. If the decision is to turn the applicant down the Incumbent should meet with them and explain the reasons with reference to this policy. If the applicant is successful he should be told to whom he is responsible, and given a copy of this policy to read so that he is aware of his duties in respect to child protection.

Disclosures

Disclosures are valid for up to five years. The Incumbent will require that Disclosures are repeated every five years and will require the worker to submit a new Disclosure Application form and a new Confidential Declaration form.

A disclosure shall be required from all new applicants. Existing workers will be required to apply for a Disclosure when required to do so. We will not accept disclosures made for another organization unless approved by Forum..

In order to use the Diocese as our 'Umbrella Body' we have adopted their policies as contained in the current Diocesan Safeguarding Policy to be found on the Diocesan website;

- Storage, retention, handling and disposal
- Appeals Process
- Using an Umbrella Body
- The recruitment of ex-offenders

3. Quality and Safety

3.1 Policy For Group Times

Children's workers have a duty to exercise adequate supervision at all times when the child is in their care. They are responsible for the child from the time they arrive at the place of activity or the meeting place, throughout the session until the end time stated on any advance information, or the child is collected by a known adult. Refer to Youth section, for exclusion to this.

A record of all children/young people regularly attending a group will be kept. For this purpose any child who has attended four sessions out of eight successive ones or four in any term shall be deemed to be regularly attending.

The Registration Form shall be kept on all such children/young people except in the case where their 'responsible adult' attends the whole session with them. This form shall be updated annually.

Parents/Guardians must be informed in advance of any trip using the 'Parental Permission Slip for Activities and Day Visits' form.

A child may only be allowed to take part, if the completed and signed consent slip is received (see Youth section in the Appendices).

At all times at least two workers, or in the case of the crèche, 1 adult and 1 assistant who may be a youth, should be with any age group of children, at least one of which should be female. One to one situations should be avoided wherever possible. In the case where a small child needs accompanying to the toilet the female worker should take them. If this then leaves one worker alone with the group (s)he should then ensure if possible that another worker with another group is within the vicinity by opening a door etc. Male workers should not accompany children to the toilet or change nappies (except their own children).

A children's advocate will be appointed. Their name will be recorded on the notice board. The children and young people will be informed who holds this post and that they may talk to him / her about any problems if they so wish.

The telephone number of Childline will be displayed alongside the name of the Children's advocate.

3.2 Physical Contact

Physical contact should be that appropriate to the age of the child. As a general rule it should be kept to a minimum with the over 3's and should only be given in response to a child's request. All touch should therefore:-

- i) be kept in public
- ii) be related to the child's needs, not the worker's
- iii) be age appropriate and initiated by the child

3.3 Cars

When giving a lift as a worker it is essential that there are two adults in the car. This protects the child and the worker and is necessary in case of breakdown or any other emergency. Workers should avoid being alone in cars with children who are not their own, at any time. If transport is departing from and returning to a fixed group point e.g. church, and more than one vehicle is being used, it is permissible for the vehicles to drive in convey with only one worker in each vehicle.

If using their own car to transport children for the group, the owner's insurance must be checked to ensure they are covered for such a journey. Seat belts and appropriate child restraints etc. should be used at all times. If a mini bus or multi-seated vehicle with side sliding door is used to convey the children, the second worker should be seated next to the door, as well as supervising boarding and alighting the vehicle. The second worker should be responsible for ensuring a reasonable standard of behaviour and the wearing of seatbelts.

3.4 First Aid

Workers are encouraged to attend a recognised First Aid course run by either St John Ambulance or the Red Cross. A First Aid Kit is available on the premises. These are kept in the CCF down-stair kitchen on the work surface. Keeping the First Aid properly stocked is the responsibility of the administrator. First Aid should only be administered by a qualified First Aider and if the injury appears to be serious the emergency services should be called without delay. Names of First Aiders will be recorded and displayed in all areas where children's work takes place.

If First Aid in an emergency needs to be administered by untrained staff, they should act responsibly and do the minimum necessary to preserve life and minimise the consequences of injury until qualified assistance is obtained.

An accident and emergency book should be kept by each group detailing the date, time and circumstances of an accident or injury and any action taken and by whom. Parents should be told and then asked to sign the book to confirm that they have been informed. No medicines should be given in any case.

3.5 Safe Environment

It is the responsibility of the workers to ensure a safe environment for the children/young people. This includes supervising any potential dangerous equipment and maintaining a tidy 'clutter free' space. They should ensure that all equipment is tidied up appropriately afterwards with reference to safety and leave the building as

they would wish to find it. All equipment should meet adequate safety standards, should be regularly maintained and removed from use if inadequate until fixed.

3.6 Child Abuse

All children of any age need protection from abuse and have the right to be protected.

In Government guidelines child abuse refers to any child or young person under 18 years, who, through the actions of parents or other carers, or through their failure to act has suffered or is likely to suffer neglect, physical injury, sexual or emotional abuse.

Child abuse can affect children/young people of any background occurring in all cultures, religions and classes. Most abuse is by an adult known to the child, most usually a family member. Abuse is often by a parent, or step-parent, or sometimes an older sibling. Please refer to the Appendices for types of child abuse.

Children's and youth workers must make themselves aware of the procedures to follow if abuse is suspected or disclosed. These are contained in the Appendices.

3.7 Insurance

The church takes responsibility to ensure that adequate insurance is provided for public liability for all its recognised workers and children.

3.8 Training

It is expected that all workers will attend at least one training event annually and do a refresher using the Diocesan Training material available online every 3 years, sign it off to the incumbent or Parish Safeguarding Officer. The church has a training budget, available to those who are working with children/young people. If workers wish to take part in training events being planned outside of our own church's, application should be made to the Incumbent for help with costs. Where there are areas of training, which are felt to be needed by all members of the team, we will endeavour to bring consultants in to help us with that.

3.9 Website

From September 2004 photographs of children, named or unnamed shall not be posted on the website without written authority from a parent or guardian. Photographs will only be posted if deemed 'appropriate' by the child protection officer or the incumbent.

3.10 Non-Compliance

Non-Compliance with this policy will automatically mean that the person will not work with children or young people within church activities.

3.11 'Help I'm Struggling'!

For all sorts of different reasons, including our own frail humanity and outside circumstance, we all struggle in our service of Christ from time to time. Your co-ordinators, elders and clergy are there to be a listening ear for you in times of struggle. Often it is when we face difficulty, that our faith grows if we take the opportunity to talk with others. However if we bottle things up, it can often become inwardly quite destructive. All children's and youth workers are encouraged to talk

over difficulties, and from time to time may need the opportunity to take a break from duties, in order to draw nearer to God.

Finally the church recognises that the voluntary giving of time and energy to this work is a great blessing, and receives that as part of an offering of life to God. An atmosphere of encouragement and prayerful support should be aimed for in all times.

Any further queries about this policy document should be addressed to the children's and youth co-ordinators or Incumbent.

This Policy is subject to the current Diocesan Policy which may be found on the Diocesan website

INFORMATION SPECIFIC TO WORKING WITH YOUNG PEOPLE

When a young person joins the CCF Youth Programme, they will be given a registration form.

General Policy amendments

The church should ensure that:-

- 1.1 As far as possible a worker is not alone with a young person where their activity cannot be seen.
- 1.2 In a counselling situation with a young person, where privacy and confidentiality are important, make sure that another adult knows the interview is taking place and with whom. Another adult should be in the building, and the young person should know they are there.

The Youth Worker should:-

- 2.1 Treat all youngsters with respect and dignity, watch your language, tone of voice and where you put your body (e.g. invading their personal space!).
- 2.2 Do not engage in any of the following:-
 - a) Invading privacy of youngster when showering or toileting
 - b) Make sexual suggestive comments about or to a young person, even in 'Fun'.
 - c) Inappropriate and intrusive touching of any form.
 - d) Any scapegoating, ridiculing or rejecting a young person.
- 2.3 Ensure that where leaders consider it appropriate to share sleeping accommodation with young people at camp or 'sleepovers', there are at least two leaders (these being male leaders with male youngsters, female leaders with female youngsters).

INFORMATION SPECIFIC TO WORKING WITH UNDER 3'S

Welcome To The Crèche

We are pleased to have your child join us today and hope that he/she will enjoy her time here. Our aim is to provide a secure and friendly environment where the children can play and be looked after while you enjoy the service.

Please note the following:-

- 1) If your child does not settle or becomes upset we will come into the service to fetch you.
- 2) Your child may be offered a drink and a biscuit.
Please advise us if you do not wish them to have anything or have brought your own snacks.
- 3) Please let us know if your child has brought any special comforter with them.
- 4) Toileting policy – nappies will be changed if necessary and children are taken to the nearby toilets. This will only be done by female helpers, as dictated by the Church's' Safeguarding Policy.

Please note that, although the crèche aspires to the church's' Safeguarding Policy – due to limited resources and the need to sometimes leave the area, (toileting or returning to the church to fetch a carer), your child may be left in the care of one adult only.

We hope that you enjoy your visit to our church.

Parish Statement of Safeguarding

Parish:

Priest with Pastoral Charge:

Parish safeguarding officer:

This parish recognises that the welfare of children, young people and vulnerable adults is paramount and that we have a duty of care when they are in our charge. We will do everything that we can to provide a safe and caring environment whilst they attend our activities.

We will:

- ✓ Treat all children, young people and vulnerable adults with respect and celebrate their achievements
- ✓ Recruit and select all those working with children, young people and vulnerable adults on our behalf in accordance with Diocesan Safer Recruitment procedures
- ✓ Provide a code of conduct for all staff to include the assessment of risk for key roles when working with children, young people and vulnerable adults
- ✓ Respond to concerns and allegations without delay in accordance with Diocesan Safeguarding procedures

Concerns

When there is a disclosure of harm or there are concerns about the welfare of any children, young person or vulnerable adult, all adults in our church community are expected to share their concerns and allegations with the parish safeguarding officer or the parish priest. Any referrals should be made without delay to Suffolk County Council Customer First - **0808 800 4005** (Freephone from landlines and some mobiles). If a child, young person or vulnerable adult is at risk of immediate harm, the police should be immediately informed – 999.

Allegations

All allegations against staff or volunteers should be referred to Bishop's Safeguarding Officer (01473 298522 or 07917 385843) by the parish priest. If the priest is implicated then the churchwarden should be informed and, following Diocesan procedures, inform the Diocesan Bishop (01473) 252829 without delay.

The parish safeguarding officer is responsible for:

- Helping to ensure that all those who work with children, young people or vulnerable adults on behalf of the parish or benefice are aware of the Diocesan Safeguarding procedures. These are available from the Diocesan Safeguarding Administrator; 01473 298530, safeguarding@cofesuffolk.org or online; www.cofesuffolk.org/go/safeguarding
- Helping to ensure that all those who work with children, young people or vulnerable adults receive diocesan safeguarding training to group 1 or group 2 standard, as appropriate.

Course and booking information is available from the Diocesan Safeguarding Training Administrator; 01473 252829 or safeguarding-training@cofesuffolk.org or online; www.cofesuffolk.org/go/safeguarding then click 'Safeguarding Training' on the menu to the left

Safeguarding code of conduct for parishes

In our church community we will

- Treat all children, young people or vulnerable adults with respect and dignity.
- Ensure that their welfare and safety is paramount at all times.
- Always act in a professional way and not accept bullying.
- Liaise openly (where it does not place a child, young person or vulnerable adult at risk) with parents and carers.
- Only use physical contact in an entirely appropriate manner.
- Avoid being alone with children and young people (unless it is absolutely necessary to do so).
- Listen to, and act upon, any disclosures/allegations/concerns that a child, young person or vulnerable adult has been harmed.
- Ensure that all those working with children, young people or vulnerable adults receive the appropriate diocesan safeguarding training.
- Make activities fun and enjoyable.

For people with key roles working with children and/or young people:

- Supervision should be in place to ensure that the code of conduct is being followed.
- Issues concerning the management of children and young people regarding such things as one-to-one working should be discussed and risk-assessed by the PCC in light of this code of conduct.
- A clear statement should be made regarding the non-compliance to the code of conduct by individuals; e.g. 'Non-Compliance will automatically lead to the person being suspended from working with children, young people or vulnerable adults on behalf of the parish or benefice'. Any concerns about that person's behaviour regarding children, young people or vulnerable adults will be reported to the Bishop's Safeguarding Officer and/or the police without delay.

This statement was adopted by Christ Church Felixstowe at a Parochial Church Council meeting held on 9th June 2015. This policy will be reviewed each year to monitor the progress which has been achieved

Incumbent.....

Church Warden.....

Church Warden.....

Date.....

A copy will be given to each youth and children's leader on appointment and to each new Forum member.

POLICY REMINDERS

This document is intended to remind you of some of the information from our policy document. It is in no way intended to replace it. If at any time you need to review the whole policy either for your own general benefit or to gain specific information a complete copy is available from the church office.

DEFINITIONS AND RECRUITMENT

- A child/young person is anyone under the age of 18.
- A co-ordinator holds either sole or joint overall responsibility for a number of groups.
- A leader takes day to day responsibility for the group.
- A helper provides support to the leader(s) and should be 14 or over.
- To become any type of worker the volunteer must complete the three stages of: application, declaration and reference forms, interview, and acceptance by Incumbent with their name being added to the list of approved workers.
- All forms will be kept indefinitely.

QUALITY AND SAFETY

- Children's workers have a duty to exercise adequate supervision from the time a child arrives at the place of the activity or meeting place, throughout the session until the end time stated on any advance information or the child is collected by a known adult.
- A record of all children/young people regularly attending a group should be kept.
- A Registration Form form should be filled in annually on all such children.
- Parents/Guardians must be informed in advance of any trip using the "Parental Permission for Activities and Day Visits" form.
- At all times at least two workers should be with any one group of children, at least one of which should be female. One to one situations should be avoided wherever possible. Female workers should accompany small children to the toilets or change nappies. If one worker is left on their own at any time they should open a door to be on view to other people.
- Physical contact should be age appropriate, kept to a minimum and generally initiated by the child rather than the leader. It should be kept public and related to the child's needs not the worker's.
- Transport – 2 adults per car/owner's insurance to be checked/seat belts and appropriate child restraints to be used at all times/mini bus – 2nd worker to be seated next to side sliding door, supervise boarding etc., ensure a reasonable standard of behaviour and wearing of seat belts.
- First Aid - kits are located in the downstairs kitchen on work service and upstairs in kitchenette under the sink . It should only be administered by a qualified First Aider unless in an emergency when workers should act reasonably and do the minimum to preserve life and minimise the consequences of injury until qualified assistance is obtained.
- An accident and emergency book should be kept by each group.
- The environment must be safe – supervise any potential dangerous equipment, maintain a clutter free space, tidy up and leave the building as you would wish to find it. All equipment should meet adequate safety standards and be regularly maintained.
- Child Abuse – Workers must make themselves aware of the procedures to follow if abuse is suspected or disclosed. These are contained in Appendices of the full policy.
- Photographs of children can only be posted on website with written parental permission.
- The church has a training budget – applications for help with costs should be made to the Incumbent.
- All workers are encouraged to talk over difficulties and may need the opportunity to take a break from duties in order to draw near to God.
- An atmosphere of encouragement and prayerful support should be aimed for at all times.

FOR INFORMATION SPECIFIC TO WORKING WITH YOUTH OR UNDER 3'S AND TYPES OF ABUSE AND PROCEDURES TO FOLLOW WHERE ABUSE IS SUSPECTED OR DECLARED PLEASE REFER TO THE APPENDICES OF THE FULL POLICY.

Appendix 3.1

APPLICATION & DECLARATION FORM

1. The post or position for which you have applied or currently hold or the work for which you have volunteered or are currently doing gives opportunities for unsupervised contact with children and/or young people under the age of eighteen years. In accordance with the House of Bishops' Policy Document on Safeguarding, you are therefore required to complete the enclosed application and declaration and return it to the person designated at the end of the form.
2. Under the provisions relating to work with children and young people in the Rehabilitation of Offenders (Exceptions) Order 1975, you are not entitled to withhold information about convictions which for other purposes are 'spent' under the Rehabilitation of Offenders Act 1974. You are required to provide such information in relation to any offence which is within Schedule 1 to the Children and Young Persons Act 1933 or the Schedule to the Disqualification for Caring for Children Regulations 1991 and certain other serious sexual offences. Details of which offences are covered appear in Annex 1E to the House of Bishops' Policy Statement. A copy of the Policy Statement will be supplied to you on request to the person designated at the end of the form.
3. If you do not complete the form, or do not disclose a conviction or any other relevant information, this may lead to your not receiving the appointment, permission or approval you are seeking or to its being terminated or withdrawn.
4. The information will be treated as strictly confidential. It will be seen only by the person designated at the end of the form and those acting on his or her behalf. No information in it will be disclosed except where there is a legal duty to do so or where the person designated at the end of the form is advised by the Bishop's Safeguarding Officer that disclosure ought to take place in order to ensure the protection of children.

Appendix 3.1

Full Name:

Any name(s) used previously:
e.g. maiden name

Date of Birth:

Address:
.....

Telephone no:

Previous address if
less than 3 years at
present address

Name and address
of current employer
.....

Position

Date appointed

Dates and details
of relevant qualifications
e.g. first aid

Details of previous paid work

Dates

Post

Employer's name and address

Appendix 3.1

Details of previous voluntary work
Dates Post

Employer's name and address

Confidential Declaration

(Revised September 2015)

The Confidential Declaration Form must be completed 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. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment / appointment process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar role / position. All forms will be kept securely in compliance with the Data Protection Act 1998.

If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question which you are answering.

Please note that the Disclosure and Barring Service (DBS) is an independent body, which came into existence on 1 December 2012. It combines the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA).

Full Name	
Date of Birth	/ /
Full Address	
Email / Telephone 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 rules¹? (Include both 'spent'² and 'unspent' convictions)

[Please read appendix A, notes relating to questions 1 and 2 before continuing]

Please tick: Yes No

If the answer is yes please give the dates and details:

2) Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules³?

[Please read appendix A, notes relating to questions 1 and 2 before continuing]

Please tick: Yes No

If the answer is yes please give the dates and details:

3) Are you at present (or have you ever been) under investigation by the police or an employer or other organisation for which you worked for any offence / misconduct?

Please tick: Yes No

If the answer is yes please give the dates and details:

4) Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults?

Please tick: Yes No

If yes please give details:

- 5) Has a family court ever made a finding of fact in relation to you, that you have caused significant harm 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 significant harm from you ?**

Please tick: Yes No

If yes please give the dates and details:

- 6) Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm?**

Please tick: Yes No

Note: Make any statement you wish regarding any incident you wish to declare:

- 7) To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? Note:** Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children's Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities.

Please tick: Yes No

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

- 8) Has a child in your care or for whom you have or had parental responsibility**

ever been removed from your care, been placed on the Child Protection Register or been the subject of 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 any other legislation?

Note: All these matters shall be checked with the relevant authorities.

Please tick: Yes No

If yes, please give details:

9) Have you any health problem(s) which might affect your work with children or vulnerable adults? Note: Declare in confidence any health issues that may affect your ability to work with children or adults. This question is primarily intended to help you if you subsequently need to withdraw from work e.g. because of a recurring health issue.

Please tick: Yes No

If yes, please give details:

10) Have you, since the age of eighteen, ever been known by any other name other than the one given on the preceding pages?

Please tick: Yes No

If yes, please state the other names and dates during which time you were known by this name.

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

Please tick: Yes No

If yes, please state the other addresses and dates during which time you were in residence.

Please note:

Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check via the Diocese of St Edmundsbury and Ipswich (with or without a barred list check (as appropriate)) from the Disclosure and Barring Service.

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.

Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk.

Local Requirement of St Edmundsbury and Ipswich

If a criminal record check disclosure reveals matters relevant to the post for which you are applying, it will not necessarily provide all the details that are required to undertake the necessary risk assessment and they may be held by the police or some other authority. To allow access to these details, we ask you to agree that they may be disclosed by signing the consent below:

Consent

In the event that the DBS check reveals matters about which further information is held by the police or some other authority, then I authorise and agree to the disclosure of that information to the Bishop's Safeguarding Officer or someone acting in a similar role/position, for the purposes of assessing my suitability for the post.

Signed:

Date: / /

Print Name:

Declaration

I declare that all of this information and any additional information provided on separate sheets is true, accurate and complete to the best of my knowledge.

Signed:		Date:	/ /
Print Name:			

Please return the completed declaration to your Incumbent

Appendix A

Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules.

Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare **all** convictions and / or cautions etc., even if they are 'spent' provided they have not been filtered by the DBS filtering rules.

If your position / role does not involve substantial contact with children and / or adults experiencing, or at risk of abuse or neglect you should only declare 'unspent' and 'unfiltered' convictions / cautions etc.

Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK. 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) because

- 1** 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 is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) 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), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance
- 2** 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/>
- 3** You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) 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. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered.**
- 4** 'Significant harm' involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others.

As proof of my identity, I enclose:

- *my passport
or
- *new-style driving license
or
- *if neither of the above,

please state:

*please delete if not applicable.

Please return the completed form to:

The Rev'd Mark Kichenside
2 Blyford Way
Felixstowe

7. REFERENCES

Please provide the name and address of two people who have known you for at least two years, who are not members of Christ Church Felixstowe and who would be able to provide a personal reference. If possible one reference should be from a person who has experience of your work or volunteering with children.

Name:

Position held:

Organisation:

Address:

.....

Tel. No.

Name:

Position held:

Organisation:

Address:

.....

Tel. No.

REFERENCE REQUEST

Date

Dear

has offered to help with our children's/ young people's work.

As you are probably aware, before we can accept any new volunteer workers, we must be sure that they are suitable. has given me your name as someone who can give a character reference.

I would be grateful if you could complete the enclose questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

will mainly be working with year olds, as

In commenting on the volunteer, please bear in mind that it is the church's duty to protect children from neglect, physical, sexual or emotional abuse, and all volunteers are required to sign an undertaking to this end.

Thank you for your help. If you require further information about this please do not hesitate to contact me at the above address.

Yours sincerely.

Vicar

REFERENCE REQUEST

Date

Dear

 has offered to help in our Prayer Ministry Team which may involve praying with children.

As you are probably aware, before we can accept any new volunteer workers who work with children, we must be sure that they are suitable. has given me your name as someone who can give a character reference.

I would be grateful if you could complete the enclose questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

In commenting on the volunteer, please bear in mind that it is the church's duty to protect children from neglect, physical, sexual or emotional abuse, and all volunteers are required to sign an undertaking to this end.

Thank you for your help. If you require further information about this please do not hesitate to contact me at the above address.

Yours sincerely.

Vicar

REFERENCE FORM

Private & Confidential

Name of volunteer

What is your relationship with the volunteer?

- Relative
- Friend
- Employer
- Other (specify)

How long have you known the volunteer?

With your knowledge and experience of the volunteer, please comment on his/her suitability to work with children/young people. Please include comments about his/her honesty, reliability, health and experience of working with children/young people. *(Continue over the page if necessary)*

Are there any other comments you would like to make about the volunteer?

Signed Print Name

Date

LETTER OF WELCOME

Dear _____

I am pleased to inform you that your application to join the Youth and Children's Work Team has been approved and all formalities have been completed.

We put a very high value on all our work with children and young people and to this end we will want to assure you that we will endeavour to provide the necessary resources and support to help you do your work. We intend you should not work unsupported and you should by now have been introduced to the person with whom you will be working.

The particular responsibilities of your work have been discussed with you in detail. The enclosed copy of your 'Volunteer Contract' re-states these responsibilities and commitments.

Any further questions that arise from time to time can be discussed with either your support person, or the Youth and Children's Work Co-ordinator.

All work with children and young people is conditional on the completion of a probationary period. Your probationary period finishes on _____. At this point there will be a review, and you will have the opportunity to talk with either the Co-ordinator, myself, or another designated person.

Once a year we will meet with you to talk about your work with young people and, if you wish to continue, we would want to help you develop your skills. Training opportunities will, therefore, be discussed with you. There will also be opportunity for you to express any hopes or needs you may have.

I welcome you to this post and assure you of the continuing prayerful support of the Church. Remember, I am available to you to discuss any thoughts or concerns you may have.

Work with children and young people is a responsibility but also brings enormous rewards.

Have fun!

Vicar

**CHRIST CHURCH FELIXSTOWE
VOLUNTEER CONTRACT FOR YOUTH AND CHILDREN'S
WORKERS**

Name of worker

We welcome you as

You are joining a team, which together with the whole church, commits itself to the care and nurture of children and young people.

On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

The person who will give you primary support is

_____ (name & tel. no:)

You are accountable to Christ Church Forum through the Youth and Children's Work Co-ordinator. The present post-holder is

_____ (name & tel. no:)

The responsibilities of your job are:

The teaching you provide must be appropriate to the age and ability of the children and young people with whom you work.

You will need to familiarise yourself, and work in accordance with, this church's Safeguarding Policy

It is the responsibility of each of us to prevent the physical, sexual and emotional abuse and neglect of children and young people. It is your responsibility to report any abuse (disclosed, suspected, reported or alleged), following the procedure set out in the Safeguarding Policy.

Once a year we will meet with you to talk about your work and, if you wish to continue, we will discuss your development and training as appropriate.

Signed _____ (Vicar) _____ Date

Signed _____ (Church Warden) _____ Date

LEADERS' CODE OF CONDUCT

As a Youth & Children's worker I will:-

Treat all children and young with respect and dignity

Ensure that their welfare and safety is paramount at all times

Always act in a professional way and not accept bullying, swearing or other disruptive behaviour

Liaise openly with parents and carers

Only use physical contact if absolutely necessary

Avoid being alone with children and young people at all times

Listen to, and act upon, any disclosures/allegations/concerns of child abuse

Attend S.A.F.E. approved child protection training every 3 years

Make activities FUN and enjoyable

I am happy to appear in photographs and video footage used by Christ Church for publicity purposes (including newsletters, presentations and the church website)
Please delete and initial this paragraph if you are not happy for this to happen

Signed:

Date:

Church Volunteer Agreement – including Role Outline

This form should be completed by all voluntary workers with children or vulnerable adults in accordance with House of Bishops/Diocesan Safeguarding guidance policy and procedures.

If the role changes substantially a new form should be completed. Copies should be retained by the worker, and the incumbent.

Parish _____

Name of worker _____

Address _____

Home telephone _____

mobile phone _____

Email _____

Name of group _____

Where/ when they meet _____

Age range of children/
range of vulnerabilities _____

Work to be undertaken (*5–10 points describing the duties and responsibilities in this role*)

Driving licence

(For purpose of transporting group members)

I have a full driving licence with _____ points. Driver number _____

Dated _____

An enhanced DBS disclosure has been completed, through the diocese of St Edmundsbury and Ipswich
Disclosure number _____ Dated _____

Disclosing _____

Training

I have read and understood the Diocesan Safeguarding Induction (group 1 level as defined by Suffolk County Council Safeguarding Learning and Quality Assurance Team)

Date _____

I have completed the Diocesan Group 2 Safeguarding Training

Date _____

Other relevant training completed (such as pastoral module of lay elder training)

Date _____

I have understood the nature of the work I am to do with children/young people. I have read the guidelines produced by the Church for safeguarding children and young people. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact. I know what action to take if abuse is discovered or disclosed.

Signed _____

Date _____

N.B. All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.

Appendix 5.1



Annual check to be carried out each academic year	
Date checked	Parent/Guardian Signature

**CHRIST CHURCH FELIXSTOWE
CHILDREN'S & YOUTH GROUP REGISTRATION FORM**

NAME:

DATE OF BIRTH:

PARENT/GUARDIAN NAME:

ADDRESS:

.....

HOME TEL:

MOBILE:

2ND CONTACT NAME:

ADDRESS:

HOME TEL:

MOBILE:.....

DOCTOR'S NAME:

ADDRESS:

TEL:

I am happy for my child to appear in photographs and video footage used by Christ Church for publicity purposes (including newsletters, presentations and the church website). Please delete and initial this paragraph if you are not happy with this.

DATE: SIGNED: (Parent/guardian)

PTO

CONFIDENTIAL FOR CHILDREN'S WORKERS & MINISTER ONLY

This information is stored within the Christ Church office. For other strictly confidential information which you wish *only* the minister and the leader of the children's work to be aware of, please write this on a separate piece of paper; this will be stored separately in a secure location.

Please delete as appropriate:-

a) **Medical condition (eg, Asthma/Epilepsy/Allergies/Diabetes) we should know about:**

b) **There are no medical conditions we need to be aware of:**

Any other information you feel we should know about.

Medical Consent

I give my consent for any medical treatment that may be necessary in the event of an emergency.

Signature of parent/carer: _____

Date of signature: _____

PARENTAL PERMISSION SLIP FOR ACTIVITIES AND DAY VISITS

..... are going to on

The person responsible for this trip/activity is.....

We will be meeting atatand returning to.....at approximately

The cost for this outing will be £

If your child would like to attend this trip, then please return the reply slip below to

..... by200

-----Reply slip (One form per person)-----

Full name of child/young person: Address:
--

Telephone number or emergencies Daytime: Evening:

Please give details of any medical conditions (eg asthma, diabetes, allergies, dietary needs) or disability that may be suffered by this activity.
--

I have read the above information and I give permission for: to participate fully in this activity. <i>OR</i> to go with the group but not to participate in..... <i>(please delete as appropriate)</i> I give my consent to any medical treatment that may be necessary in event of an emergency. I enclose a cheque or cash to the sum of: Signature of parent or guardian: Date:
--

This consent form should be taken with the leader on the activity or visit.

This group complies with the church's Child Protection Policy, a copy of which can be found on the church notice board. Christ Church Grange Farm Avenue Felixstowe IP118FB telephone 01394 282204

Parental Consent Form

Parish: _____

Name of child: _____ male/female

Date of Birth: _____

Address: _____

Home telephone: _____

Emergency phone: _____

I give my consent for _____ to take part in

Medical conditions or special needs:

Please note medical conditions, medications or dietary needs relevant to your child's involvement in the activity.

Medical Consent

I give my consent for any medical treatment that may be necessary in the event of an emergency.

Signature of parent/carer: _____

Date of signature: _____

WHAT IS CHILD ABUSE?

Before thinking about the abuse of children, it is important to consider what needs they have.

Children's Needs

What do children need from their parents and other carers to enable them to grow and develop satisfactorily?

- ◆ love, affection and approval
- ◆ physical care and nurturing, and protection from physical danger
- ◆ stimulation, opportunities to expand their world, to learn and the encouragement to do so
- ◆ security and control
- ◆ nurturing of their spiritual development, opportunities to experience the wonders of the world.

The level of care which is essential, and the balance between these different needs, is related to age and stage of development of the child. For example, a two-year old needs more protection from physical danger than a ten year old, a baby needs love expressed differently from a teenager.

Children do not need “perfect” parents – they need “good enough” parents, who can meet the child’s essential needs and manage a balance between them.

However, all children of any age, need protection from abuse, and have the right to be protected.

Child Abuse

Child abuse is a general term which is used to describe the ways in which a child’s physical, emotional, intellectual, spiritual, and social development and health, are damaged by another person. In Government guidelines, child abuse refers **to any child or young person under 18 years, who, through the actions of parents or other carers, or through their failure to act, has suffered or is likely to suffer neglect, physical, sexual or serious emotional harm.**

Child abuse can affect girls and boys, babies and all ages to late teens, disabled children, and children of any kind of family background. It occurs in all cultures, religions, and classes.

Most abuse is by an adult known to the child, most usually a family member. Abuse is often by a parent, or step-parent, or sometimes an older sibling.

The kinds of abuse are:-

- ◆ Physical abuse
- ◆ Neglect and Failure to Thrive
- ◆ Sexual abuse
- ◆ Emotional abuse

Physical Abuse

Actual or likely physical injury to a child or failure to prevent physical injury or suffering. It can involve – hitting, shaking, squeezing, burning, biting, force feeding, and giving poisonous substance, inappropriate drugs and alcohol.

Neglect and Failure to Thrive

Persistently or severely neglecting a child, or failing to protect a child from danger or failing to carry out important aspects of care. Examples of physical neglect are not providing adequate food, clothes, warmth, and medical care, leaving young children alone and unsupervised. An example of emotional neglect is not showing sufficient love or affection to a child, who therefore does not grow and thrive or has low self esteem, even though he/she may grow physically.

Sexual Abuse

Actual or likely sexual exploitation of a child or young person. Examples are vaginal or anal penetration of a child; engaging with a child in fondling, masturbation, or oral sex; involving the child in watching sexually explicit or pornographic material. The abuse, which is likely to be repetitive, is usually kept a secret by the power the abuser has over the child. This will perhaps include threats, the use of guilt, making the child feel responsible, pointing out devastating consequences of telling, etc.

Emotional Abuse

Persistently or severely ill-treating a child emotionally, or rejecting him/her, and thus causing an actual or likely adverse effect on the child's emotional and behavioural development. It may include threatening the child, verbal attacks, taunting, shouting, or rejecting behaviour. Sometimes this may be to one child in the family only.

Any number of upsetting experiences, other than child abuse, may cause a child to behave in a disturbed or distressed way. Most children have phases when their behaviour becomes “naughty” for a period. We all know about the “terrible twos” and about the pains of adolescence. However, if a child stands out from a group as a “problem”, the question should be asked:- “*What is wrong?*”

- ◆ has there been a recent bereavement in the family?
- ◆ is a parent seriously ill?
- ◆ has there been a major disruption of family life. Perhaps separation or divorce; a parent being made redundant; a move of house to a new area?
- ◆ is the child being seriously bullied at school?
- ◆ is the child being abused by someone else?

Visual

- ◆ A child may be thin and pale, look tired and be poorly cared for – unwashed, shoes too tight, lack of warm cloths.
- ◆ There may be repeated signs of bruising or marks which are quite different from the usual childhood bruises and cuts. For example, burn marks or pressure bruises from finger tips, or red marks round the neck.

- ◆ A teacher may come across evidence of a severe beating by a strap or stick, with harsh bruising across the back, buttocks or legs, with skin broken in places. *Any such evidence must be acted upon immediately.*
- ◆ A carer changing a small child may come across severe bruising or soreness round the genital area – we are not talking about nappy rash, but of a child out of nappies who would be unlikely to have such marks without interference.

Behavioural

- ◆ A child who has been well adjusted and normal, suddenly becomes withdrawn and depressed, or very naughty and disruptive.
- ◆ A child who is continuously hyperactive or disruptive. S/he may lie, steal and be destructive. Such a child is usually unpopular, and the behaviour may obscure the child's need for help.
- ◆ A child who acts out sexual behaviour of an adult kind.
- ◆ A child who appears 'frozen' and fearful.
- ◆ A child who draws pictures of a sexually explicit nature or of violence in the home.

Verbal

- ◆ A child who gives inappropriate explanations for bruises or burn marks
- ◆ A child who confides a story of physical or sexual abuse – perhaps about a parent or carer well known to the confidante. Such a story must be taken seriously. The telling of such a story is an indicator of problems, whether or not all the details of the story are credible. It is very important that the listener should not appear shocked, and listens carefully. Such disclosure, however, must be acted upon (see Action where abuse is disclosed)

Differences in culture will mean different approaches to parenting. In some cultures corporal punishment is more acceptable than in others. However all cultures will have their own standards of what is acceptable behaviour towards children.

If the church worker or priest has any doubts, discussion with a trusted friend or contact from the appropriate ethnic group will help to establish whether a particular way of behaving is acceptable within that culture. It must be understood, however, **that abuse of children is against the law, and cannot be justified under any circumstances.**

How can you pick up the signals from adults?

The *adults* who may give out signals, include: a parent, or other carer; an older sibling; a friend of the family; a youth worker.

Verbal signals from the adult who confides.

A family member may ask to speak to you and

- ◆ EITHER spells out a serious story of abuse involving a spouse, partner or family friend,
- ◆ OR gives clues about major worries in the family but has difficulty in being explicit.

Signals given by children through their behaviour should not be ignored, and especially not for reasons of politeness, reserve or caution. Nor should these signals

necessarily cause great alarm. If those who care for the child can help him or her identify the cause of distress – or if the cause is plainly obvious – steps can be taken to help. Sudden problems are easier to identify.

With children who are consistently difficult there is a danger that they will be frozen out of clubs or Sunday School by exasperated adults who feel defeated or have no one to consult. Yet these children above all need help.

Behaviours which might indicate child abuse

There are certain behaviours in children which might indicate abuse, especially taken together with other evidence, such as a general deterioration in the child's behaviour, knowledge of conflict in the family, bruising or other marks.

To sum up, there are three types of indicators of abuse:-

- ◆ VISUAL
- ◆ BEHAVIOURAL
- ◆ VERBAL
- ◆ or a COMBINATION of these.

The parent may present a scenario of another person who needs help ("I have a friend who has a big problem: can you advise me about how to help her?"). This person may of course be himself/herself, but it may be easier to tell the full story, and judge your reactions to it, by telling it in the third person.

Behavioural signals from the adult whose behaviour gives cause for concern

- ◆ A parent (or other carer) may be seen to be losing his/her temper with a child violently – even in public. He/she may leave slap marks on the legs or there may be other indications of bruising on the child. The outbursts may be associated with other problems in a parent's life which indicate that the person is suffering considerable stress. He/she may be known to abuse alcohol or drugs. A mother may herself be showing signs of physical abuse (e.g. black eyes or strangle marks round the neck).
- ◆ The adult working with children who frequently takes children to his own home for 'treats', or who seeks out the company of a particular child without sufficient reason.

ACTION WHERE ABUSE IS SUSPECTED OR DISCLOSED

Receiving Reports of Abuse

If a person tells a member of the clergy or accredited lay minister, a paid staff member or volunteer that they know or suspect that a member of the clergy or accredited lay minister, a member of the paid staff or a volunteer is guilty of abuse, then it is imperative for this to be taken very seriously. The personal cost to someone of making such a complaint may be very high, and it is very important to make the person feel that they are respected and listened to. The temptation to become defensive about the person being accused or about the institution of the Church must be resisted.

Anyone who receives an allegation of abuse must keep detailed records of their responses. They should record the content of all conversations, face to face or by telephone, all decisions taken and the reasons for them, and should retain all correspondence and other papers. The records should be dated and all papers retained indefinitely in case allegations are made by others in the future. Cases involving a lapse of many years are often vulnerable in both criminal and civil courts. The police can require records to be produced in evidence.

FROM CHILDREN OR ON THEIR BEHALF

Allegations may be made by children or on their behalf by parents or carers or others in whom they confide. Allegations may also be made to Childline, the NSPCC, social services or the police.

If an adult speaks about concerns for a child who is not part of the church community, they should be supported to make a referral to social services.

If an adult speaks of concerns regarding a child or the behaviour of an adult within the church community the diocesan Safeguarding Officer must be informed and a referral made to the social services. No attempt should be made to investigate the matter at church level.

Parents of children who have been abused may report cases to church officials but express reluctance to take matters further because of not wanting to involve their children in court procedures. They should be urged to discuss the matter with social services or the police. If a bishop or church official becomes aware of any abuse or alleged abuse perpetrated against a child they should ensure that it is reported to social services or the police, irrespective of whether the parents consent or not; this is essential in order to safeguard other children. Again there should be no attempt to investigate this matter within the church.

If a child makes an allegation about an adult who is not part of the church community, for example a member of the family, a teacher, a scout leader, these matters must be referred to the social services and any appropriate organization - school, scout association or instructor, etc. must be informed.

The diocesan Safeguarding Officer should be informed so that advice and support can be offered.

If an adult discloses abuse that happened to them when they were a child, the wishes of the adult will be important. A referral to the police will not always be necessary unless the individual wishes to report the offence; however they should be encouraged and supported to do so. However, if the alleged abuser is still working with or caring for children a referral to the social services will be made by the person hearing the complaint or the diocesan child protection adviser who must in any case be informed.

Once a concern has been identified, a referral made and an investigation instigated we will follow the House of Bishop's recommendations detailed in Protecting all God's Children (2004) page 35-40.

Flowchart for Referral of Suspected Child Abuse

CONCERNS
Suspicion/allegation of abuse by:
•Child disclosure
•Report by another person
•Anonymous communication
•Observation

Monitor/Record
(Sign & Date)

CONSULT

**If Vicar implicated consult with
Church Wardens & Bishop**

All can speak informally with
Social Services.
IMPORTANT
Any consultation should not
delay a referral.

**All other cases
with the Vicar**

Record
(Sign & Date)

ACTION - Referral
DO NOT INVESTIGATE. Refer to Social Services and/or Police.

If possible the referral should be made by
the person with first-hand knowledge. Otherwise...

Vicar to refer

**If Vicar implicated, the
Bishop to refer**

Record
(Sign & Date)

CONFIRM
Verbal referrals must be followed up by a written referral within 24 hours

Monitor/Record
(Sign & Date)

COMMITMENT AND REVIEW
You may be asked to attend a Child Protection Conference or other meetings.
You may be required to provide other information as required.

Monitor/Record
(Sign & Date)

crb3**Policy statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure information****General principles**

As an organisation using the Disclosure Barring Service (DBS) to help assess the suitability of applicants for positions of trust, the Diocese of St Edmundsbury and Ipswich complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage & Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Acting as an Umbrella Body

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to ensure that they can comply fully with the DBS Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

crb4

APPEALS AND COMPLAINTS PROCEDURE

NAME OF PARISH Christ Church Felixstowe

Appeals and complaints procedure

Every effort is made to ensure that all recruitment decisions involving Disclosure information are made sensitively and fairly. Should an applicant for a paid post or volunteer position feel that this has not happened in their case, the matter can be referred to the Diocesan Bishop, Bishop's Office, 4 Park Road, Ipswich, IP1 3SY who will instigate an independent assessment of the issues in question.

The applicant should submit the appeal or complaint in writing stating their name and address, the nature of the complaint or appeal, the date of the Disclosure document 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.

Signed (on behalf of the appointing body)

Date

Note:

- This policy is the diocesan policy and can be used as a model parish policy
- DBS guidance on a reasonable time frame for such complaints and appeals to be registered is six months.

crb5

**A PARISH POLICY STATEMENT WHEN USING THE FACILITY OF THE DIOCESAN
UMBRELLA BODY**

Parishes wishing use this facility should give consideration to appending an appropriately modified form of this document to the existing child protection policy.

- I. Christ Church Felixstowe Parish is committed to the fair and sensitive use of Disclosure information, and where an applicant feels that this has not happened an appeal process will be available, details of which can be obtained in writing from the PCC secretary or from the Bishop's Office, 4 Park Road, Ipswich, IP1 3ST.
- II. Christ Church Felixstowe Parish 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.
- III. Christ Church Felixstowe Parish will ensure that each paid post or volunteer position is assessed for the appropriateness of a DBS Disclosure, that any advertisement or other indication of a paid post or volunteer position will be subject to the receipt of satisfactory Disclosure information.
- IV. Christ Church Felixstowe Parish will request candidates for a paid post or volunteer position to submit in writing 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 clearly marked 'Private and Confidential' and handed to the person specifically identified for this purpose in the recruitment process.

Ministering to people who might pose a risk to children

Research has indicated that a higher proportion of convicted offenders against children may be found in church congregations than in the population generally. It is therefore probable that many congregations will have people who have abused children amongst their worshippers, some of whom will be known. Not all will have committed sexual offences, some will have been guilty of neglect, physical or emotional abuse. The Church's duty to minister to all imposes a particular responsibility to such people. This must not, however, compromise the safety of children. If a congregation is generally aware of how offenders will be treated it will be easier to deal confidentially with a specific case if it should occur.

As well as people with convictions against children there are others whose position in a congregation may need to be carefully and sensitively considered to decide whether they pose a risk to children. This would include people convicted of violent or sexual offences against adults including domestic violence, people involved in drug or alcohol addiction, adults with a mental disorder or special needs which might in rare cases result in erratic behaviour.

P2.1 Ministering to people who are known to have sexually abused children

Where a sex offender is known, befriended and helped by a group of volunteers to lead a fulfilled life without direct contact with children, the chances of re-offending are diminished and the church has thus an important role contributing to the prevention of child abuse.

- When it is known that a member of the congregation has sexually abused a child or young person the diocesan child protection adviser must be consulted, so that a safe course of action can be agreed in conjunction with the relevant statutory agencies. Because of the compulsive nature of child sexual abuse it is expected that an agreement will be entered into with the offender.
- If the person's victim attends the church the offender should be introduced to another congregation. Consideration must also be given to other people who have been abused in the past.
- The person should not accept any official role or office in the church which gives them status or authority as a child or young person may deem that person to be trustworthy.
- A frank discussion should be held with the offender, explaining that a small group from the congregation will need to know the facts in order to create a safe environment for him or her. If possible the membership of the group should be agreed. Those needing to know are likely to include the clergy, church wardens, child protection coordinator and any befriending volunteers. Any children's work coordinator will need to be informed so that they do not inadvertently ask the person to volunteer.

- It must be made clear that no one else will be informed of the facts without the offender's knowledge. The highest levels of confidentiality should be maintained.
- The group should offer pastoral care, support and friendship as well as supervision. They should endeavour to keep channels of communication open.
- Alongside the setting up of a support group, consideration should be given to whether, with the offender's agreement, the congregation should be told. The advantages and disadvantages of this course of action should be carefully considered.
- It will be necessary to establish clear boundaries, both for the protection of the young people and to lessen the possibility of the adult being wrongly accused of abuse. Prepare an agreement which might include the following elements:
 - attend designated services/meetings only;
 - sit apart from children;
 - stay away from areas of the building where children meet;
 - attend a house group where there are no children;
 - decline hospitality where there are children;
 - never be alone with children;
 - never work, or be part of a mixed age group, with children.
- The offender should be asked to sign the agreement.
- The agreement should be enforced, and no manipulation allowed.
- Review the agreement at regular intervals with the diocesan child protection adviser. An agreement must remain in place so long as the person is a part of the congregation, whether or not their name appears on the Sex Offenders Register.
- If the agreement is broken, as a final resort consider banning the offender from church, telling other churches, the police or the probation service. If the person cannot be banned because they live in the parish, the advice of the diocesan registrar should be sought and a high level of supervision maintained.

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

P2.2 Circles of support and accountability

'Circles of support and accountability' are being piloted by various organizations, including the Society of Friends and the Lucy Faithfull Foundation, under the guidance of the Home Office. They offer a system of structured befriending and supervision for sex offenders, usually at the point of release from prison. Many of the volunteers involved in the circles are recruited from churches although the offenders are not necessarily Christian. If a known sex offender who attends a church is also part of a circle of support and accountability they will have a specific contract with the circle as well as any parish arrangements agreed with the diocesan child protection adviser.

ADOPTION OF POLICIES RELATING TO THE DISCLOSURE BARRING SERVICE

(crb8)

Name of Parish / Benefice: Christ Church Felixstowe

In the Diocese of St Edmundsbury and Ipswich

The PCC of the above parish adopted the following policies at a meeting of the District

Church Council on

- Storage, retention, handling and disposal (CRB 3)
- Appeals Process (CRB 4)
- Using an Umbrella Body (CRB 5)
- The recruitment of ex-offenders

- Child Protection Policy

The PCC will work within the DBS Code of Practice

The PCC has noted that the following Diocesan polices are in place:

- Diocesan policy for registration with the CRB (CRB 2)
- Storage, retention, handling and disposal (CRB 3)
- Appeals Process (CRB 4)

Signed

Office

Date

When completed this form should be returned to;
 The Diocesan Safeguarding Administrator and lay DBS Administrator
 St. Nicholas Centre
 4 Cutler Street
 Ipswich
 Suffolk
 IP1 1UQ

Once this form has been completed and received by the Diocesan Safeguarding Administrator and lay DBS Administrator a parish may ask members to apply for DBS Disclosures.

crb8

Photo permissions form for children and young people

For use by churches and associated organisations

Church name: _____

Occasionally, we may take photographs of the children/young people at our church. We may use these images in our printed publications that we produce, as well as on our website or on project display boards at our church. The diocese may also use our photographs to illustrate work in Suffolk churches in diocesan publications, publicity materials and the internet.

From time to time, our church may be visited by the media who will take photographs, film footage or carry out radio interviews. Children will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our church is taking part. Please answer the questions below, then sign and date the form where shown. Please return the completed form to the church as soon as possible.

Please circle your answer

1) Are you happy for your child's photograph to be taken when participating in church activities? This may include by other parents at church plays and events

YES NO

2) If your answer to question 1 is yes, please tick the box to say you are happy for your child's photo to be used in the following ways:

a) In publications and publicity materials produced by the church and by the diocese

b) On the church website and diocesan website

c) Recorded on video or webcam

3) Are you happy for your child to appear in the media? This may mean their photo and name is used in print?

YES NO

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that the conditions for use of these photographs are at the bottom of this form.

I have read and understood the conditions of use below.

Parent/Carer signature: _____ Date: _____

Name of child: _____

Parent/Carer name in BLOCK CAPITALS _____

Address in BLOCK CAPITALS _____

Telephone number: _____

Conditions of use

1. This form is valid for the period of time your child attends this church, plus one year after they leave. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after your child leaves this church (except in historical displays).
3. If we use photographs of individual pupils or small groups of children or young people, we will avoid using the full name (which means first name and surname) of that child in the accompanying text or photo caption. Please note that the media are likely to use first names and surnames in their publications/broadcasts.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, or in other printed publications.
5. We may use group photographs or footage with very general labels.
6. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

Photo permissions form for adults

For use by churches and associated organisations

Church name: _____

Occasionally, we may take photographs of the people at our church. We may use these images in our printed publications that we produce, as well as on our website or on project display boards at our church. The diocese may also use our photographs to illustrate work in Suffolk churches in diocesan publications, publicity materials and the internet.

From time to time, our church may be visited by the media who will take photographs, film footage or carry out radio interviews. Images may appear in local or national newspapers, or on televised news programmes. Photos for the media and other publicity purposes may also be taken at events where our church is taking part.

Please answer the questions below, then sign and date the form where shown. Please return the completed form to the church as soon as possible.

1) Are you happy for your photograph to be used in publications and publicity materials produced by the church and by the diocese?

YES NO

2) Are you happy for your image to be used on our website and the diocesan website?

YES NO

3) Are you happy for your image to be recorded on video or webcam?

YES NO

4) Are you happy to appear in the media? This may mean your photo and name is used in print.

YES NO

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. Please also note that the conditions for use of these photographs are on the bottom of this form.

I have read and understood the conditions of use below.

Signature: _____ Date: _____

Name (in block capitals): _____

Address (in block capitals): _____

Telephone number: _____

Conditions of use

1. This form is valid for the period of time while you are employed at this church, plus one year after you leave, to enable us to publicise the work of the church effectively. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings for more than one year after you leave this church (except in historical displays).
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our church prospectus or in other printed publications.