

Safeguarding (Child Protection) Policy

Christ Church Cheltenham

May 2019

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Foreword

To all Youth and Children's workers – leaders and helpers – associated with Christ Church

As a Parish we are committed to bringing the gospel of Jesus to our community. One of the ways that we can do this is by making sure that our work with children and young people is of as high a quality as we can manage and complies as far as is possible with best practice, especially in the area of child protection. It is important that we are seen by others to value their children as highly as possible when they are in our care. This Parish Safeguarding (Child Protection) Policy is a clear guide for our whole church to be a safe place for children, young people and their leaders

I hope that every person connected with Christ Church who works with or has contact with children and young people, together with every organisation and group that is part of this church will note the contents of this Policy. Our priority in this is, as always, the safety and well-being of our children.

I enthusiastically commend this Policy to you.

Rev Tim Mayfield

Key contacts

- **Christ Church Child Protection Officer:** Sarah Harrison (01242 237463)
- **Child Advocates:** *Those with responsibility for acting on the church's behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities:*
 - Christ Church Child Protection Officer: Sarah Harrison (01242 237463) or, if she is unavailable or the matter concerns her...
 - Vicar: Revd Tim Mayfield (01242 515983) or, if he is unavailable or the matter concerns him...
 - Church Wardens: Barbara Lucas 07912 345056 / 228616 and Sarah O'Meara: 01242 513067. If wardens are not available or are implicated then...
 - Judith Knight
Head of HR and Safeguarding, Diocese of Gloucester
01452 835526 / 07801 750664
jknight@glosdioc.org.uk
- **First aider:** Sarah Harrison (01242 237463)

Policy statement on children, young people and the church

1. Christ Church’s work with children and young people is the responsibility of all church members.
2. We as a church commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people. We seek to provide a caring, warm and consistent atmosphere and environment in which children and young people can develop and grow, and in which they can learn in safety. Children and young people will be treated as individuals and with equal concern.
3. We acknowledge that children and young people are a key part of our church today. They have much to give as well as receive. We will listen to them. As we nurture them in worship, learning and in community life, we will respect their wishes and feelings.
4. It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse or neglect of children and young people, and to report to the appointed advocate(s) any such abuse or neglect discovered or suspected.
5. The church is committed to supporting, resourcing and training those who work with children and young people, and to providing leadership.
6. The church is committed to supporting the good practice guidelines and procedures for dealing with abuse. It agrees to be guided by the Home Office publication “Working Together to Safeguard Children” (September 2018), and the Diocese of Gloucester publication: “Working with Children & Young People”¹.
7. Each person who regularly helps with our children and young people shall be given a copy of this Policy and will sign and date an undertaking that they have read it and will observe it.
8. This Policy will be reviewed annually by the Child Protection Officer. The purpose of the review will be to check and update names and numbers of key contacts if necessary, to monitor and confirm adherence to the Policy, to update the Policy as may be appropriate, and to report any substantive findings or recommendations to a subsequent meeting of the Parochial Church Council (PCC).
9. The Policy will be shared with the Archdeacon at the time of the Visitation. A copy of this Policy will be made available to all employees and volunteers of this church working regularly with our children and young people, and on request to parents/guardians. It will also be displayed on the parish noticeboard alongside a ChildLine poster, which can be downloaded free of charge from www.nspcc.org.uk

Signed, on behalf of the PCC

Name

Date

¹ Both publications are available for reference from the YCW Administrator

Appointment of Youth and Children's Work staff

1. A prospective YCW team member/leader should have been regularly attending Christ Church for at least three months, and be able to provide 2 referees, at least one of whom should be a person who has experience of the applicant's paid work or volunteering with children if there has been any such work, and at least one of whom should be able to speak about the applicant's personal faith. Neither referee should be related to the applicant. A discussion will take place between the Team Leader YCW and the prospective team member if any areas of concern are raised by referees.
2. Paid staff will be recruited in line with national church and diocesan Safer Recruitment processes. These appointments will be reviewed after six months to confirm that all parties are happy to continue. Following this, annual reviews will take place.
3. All current and prospective YCW team members who will be on a regular rota for engagement with children will be required to complete a Diocese of Gloucester Confidential Declaration and an application for an enhanced DBS clearance. DBS applications will be administered by the Child Protection Officer and will be required where the YCW team member falls within the guidelines set by the Diocese of Gloucester in relation to regulated activity. DBS clearances will be rechecked on a five-year rolling basis. A person will not be appointed as a YCW leader or team member if they have been convicted of offences against children.
4. This Policy will be discussed with the applicant, along with any training needs they may have.
5. Any team members under 18 years old will need to complete an Under 18s consent form. They will be supervised at all times by a group leader appointed by the church.
6. Where someone is invited to be involved in leading or helping with Christ Church's Youth and Children's work on a one off or very occasional basis (once or twice a year) they need not apply for enhanced DBS clearance. They will however always work with at least one other person and will not have access to children alone.
7. Everyone involved in working with children and young people must understand the nature of the work they have agreed to do and the name of the person to whom they are responsible.
8. Completed personnel records will be appropriately stored. All information on workers with children and young people will be kept locked away safely and confidentially in line with data protection legal requirements.

Responsibilities of YCW Team members with respect to Safeguarding

- Raising any difficulties they or others may be experiencing in working within this Policy.
- Keeping others in their team informed of any significant issues arising in sessions they lead.
- Keeping an up to date register book of those who attend their activities and of the YCW team members present. At each session a record should be kept of all children and adults present.

- Recording any incident (e.g. an argument between young people, or a stranger on the premises) which occurs during a session in the Incident Book, and recording any accident in the Accident Book. Note: these can be found in the Resources Cupboard, stored with the Registers.
- Ensuring appropriate supervision of their groups (see “Supervision of Activities”) and following the Good Practice guidelines in this document, the Appendices and the YCW Handbook.
- In a medical emergency calling an ambulance immediately. Contacting a qualified first aider for less urgent situations (see “Key Contacts” on page 5).
- The YCW leaders should have access as needed to the binder in the Parish Office containing names, addresses and emergency contact numbers for parents/guardians of the children, together with information about any medical problems of which they need to be aware.

Supervision of activities

Ratio of adults to children

Each group should have at least two adults, even for smaller groups. Within that guideline, the following ratios apply².

Age	Adults	Children
Babies	1	3
Toddler – 2 years	1	3
2-3 years	1	4
4-8 years	1	6
9-12 years	1	8
13-18 years	1	10

Age of team members

No person under 18 years may be left in sole charge of any children of any age. Young people who assist with caring for other children/young people will be appointed as stated in ‘Appointment of leaders’ section which specifies that they will be supervised at all times by a group leader appointed by the church.

Gender of leaders

Ideally, leaders of both sexes should be present during group activities. This is essential when undertaking a mixed gender trip or residential activity. On specific occasions this may not be

² Based on NSPCC guidelines

appropriate, for instance if a trip is catering for the needs of a single gender group, in which case the leader(s) may be of the same gender as the group.

Day trips and visits

When planning any activity outside the normal activities of the group, and taking children off the church premises (including to a team member's home), consideration must be given to the following:

- a. Permission –
 - parental consent will be obtained in writing in advance for the activity, including health information.
 - the church leadership must be informed and agree to the activity
- b. Risk assessment – a risk assessment must be undertaken, and confirmation obtained that the activity is covered by PCC insurance. When planning the activity, leaders will be aware of potential hazards and risks, taking steps to minimise the risk of harm.
- c. Details of the activity and a list of contacts must be left with someone in the church (e.g. YCW Team Leader)
- d. Number and gender of leaders needed – see “Supervision of Activities” for the minimum required.
- e. Transport arrangements – all drivers must have adequate car insurance, and if using a minibus for 6-16 passengers, the bus must have a small bus permit, and the driver will have a license which entitles them to drive such a vehicle. Parental consent must be obtained in advance for giving lifts to children or young people in our care.
- f. When travelling in a YCW leader's car each child will have available and be required to wear an appropriate seat belt and – if legally required – a child's car seat.
- g. A copy of this Safeguarding Policy can be found in the Register box which includes the telephone numbers of the church vicar and wardens. If any child protection issue arises, contact one of the Child Advocates as soon as possible.

Residential activities

In addition to the guidance on day trips and visits, the following issues must be considered:

- a. A parental consent form will be obtained for each child attending and carried by the trip leader at all times for the duration of the stay.
- b. Sleeping arrangements – Children shall have single sex sleeping accommodation. Arrangements should be age-appropriate, providing both security for the child and protection for the leaders.
- c. First Aid – The venue will have a designated (and, where possible, trained) “First Aider”. All leaders will know the location of the first aid boxes, and the importance of good hygiene, for

example latex gloves should always be used when dealing with broken skin or bodily fluids. Any accidents or incidents will be recorded in the venue's log. The trip leader and first aider will know the location and be aware of the telephone numbers of the nearest hospital and doctor. These will be readily available.

- d. The camp leader will ensure that all leaders have re-familiarised themselves with this Policy, and the good practice guidelines in particular, prior to the camp.
- e. Any anticipated deviation from our Policy will be discussed in advance with either the Child Protection Officer, the Vicar, or the Team Leader YCW.

Non-Christ Church users of church premises

Outside groups using the premises for residential purposes must produce their own child protection / safeguarding policy, which must not deviate significantly from this Policy.

A statement is included in the hall booking form as follows:

All groups must be familiar with the Home Office Code of Practice "Safe from Harm", have an understanding of it, and undertake to follow its guidelines in relation to work with children under 18.

A reference copy of the Home Office publication "Safe from Harm" is available from the Christ Church office. This copy is for reference only and must not be removed from the office.

Abuse

Please see Appendix 2, which sets out definitions and signs which may be helpful in deciding whether children are suffering from any type of abuse. The Appendix also gives guidelines on how to respond when a child talks about abuse.

The church

- i. Will inform the statutory agency of any suspected criminal offenders or concerns that we are made aware of in respect of our contact with children, and will inform and work closely with Diocesan staff and all statutory agencies.
- ii. Will offer informed pastoral care to any child, young person or adult who has suffered abuse, and provide them with details of local and national support agencies.
- iii. Will work closely with the Diocese to ensure that we effectively supervise and support any member of our church community known to have offended against a child.

What to do in the case of suspected abuse

Any person suspecting that a child in the church is suffering from abuse should within 24 hours tell one of the Child Advocates (see list of key contacts). These Advocates have responsibility for acting on the church's behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. The Advocates should seek advice in the first instance from **Judith Knight, Head of HR and Safeguarding, Diocese of Gloucester** (see key contacts), and/or the **Gloucestershire Safeguarding Children Board 01452 426565 or out of hours: 01452 614194**

If an allegation is made against, or a suspicion reported implicating the only available Child Advocate, **Judith Knight** should be the first point of contact.

Issues requiring immediate action

Where sexual abuse is disclosed, or the child's safety is considered to be at immediate risk, action should be taken without delay. In such cases:

- Contact one of the Child Advocates (see list of key contacts)
- The Child Advocate may seek advice from **Judith Knight** (see key contacts), or the Churches Child Protection Advisory Service (CCPAS 24 hour help line 01322 660011)
- The Child Advocate will contact the social services duty team (01452 614194) and / or the Police Child Protection Unit (24 hour line 01242 261112 or, if no reply, 01242 276086).

IN NO CASE SHOULD THE MATTER BE DISCUSSED WITH ANYONE ELSE.

Good practice with children and young people

The church should:

- ✗ Ensure that, as far as possible, a leader is not alone with a child where their activity cannot be seen. On church premises, this may mean leaving doors open, or two groups working in the same room.
- ✓ In a counselling situation with a young person, where privacy and confidentiality are important, make sure that another adult knows it is taking place and with whom. If possible, another adult should be in the building, and the young person should know they are there.
- ✓ Ensure that access to the building is safe and well-lit.

The YCW team member should:

- ✓ Treat all children and young people with respect and dignity befitting their age; watch language, tone of voice and where you put your body.
- ✓ Respect a child's privacy, and expect them to respect yours.
- ✗ Not engage in any of the following:
 - Invading the privacy of children when they are showering or toileting
 - Rough, physical or sexually provocative games
 - Making sexually suggestive comments about or to a young person, even in 'fun'
 - Inappropriate and intrusive touching of any form
 - Scapegoating, ridiculing, rejecting or 'taking the Mickey' out of a child or young person.
- ✓ Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed.
- ✓ Obtain parental permission before carrying out any non-routine activities, e.g. weekends away, home-based parties etc.
- ✗ Not let youngsters involve you in excessive attention seeking that is overtly sexual or physical in nature.
- ✗ Not invite a child or young person to your home alone; invite a group, or ensure that someone else is in the house. Make sure the parents know where their child is.
- ✗ Not give lifts to children on their own unless with prior consent from parents and the knowledge of another leader. If they are alone, ask them to sit in the rear of the car.
- ✗ Not share sleeping accommodation with children or young people if you take a group away.

Good practice with colleagues

If you see another member of staff acting in ways which might be misconstrued, please speak to them or to the Team Leader YCW about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all leaders to be comfortable enough to discuss inappropriate attitudes or behaviour.

APPENDIX 2

Types of abuse

Physical Where children's bodies are hurt or injured. May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

Emotional Where children do not receive love and affection, may be frightened by threats or taunts, given responsibilities beyond their years or told they are worthless and inadequate.

Sexual Where adults (and sometimes other children) use children to satisfy sexual desires.

Neglect Where adults fail to care for children or protect them from danger, seriously impairing health and development.

Organised Abuse Involves one or more abuser and a number of related or non-related abused children or young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised or multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

Signs of Abuse

Physical Unexplained or hidden injuries, lack of medical attention.

Emotional Reverting to younger behaviour, nervousness, sudden underachievement, attention-seeking, running away, stealing, lying.

Sexual Pre-occupation with sexual matters evident in words, play, drawing, being sexually provocative with adults; disturbed sleep, nightmares, bedwetting; secretive relationships with adults or children; tummy pains with no apparent cause.

Neglect Looking ill-cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems.

Responding to Children

Sometimes children or young people will want to talk about abuse. Your main role is to **listen**. Keep in mind the following points:

General Points

- show acceptance of what a child says, however unlikely it may seem
- keep calm
- look at the child directly
- be honest
- reflect back what the child says to check that you understand what they are saying

- don't promise confidentiality – let the child know you will need to tell someone else and who that person will be
- remember that even when a child has broken a rule, he or she is not to blame for the abuse
- be aware the child may have been threatened or bribed not to tell
- *never* push for information, or ask leading questions.
- As soon as practicable, make notes of the conversation and date it.

Helpful things you may say

- *I believe you*
- *I am glad you have told me*
- *It's not your fault*
- *I will help you*

Things *not* to say or do

- *Why didn't you tell anyone before?*
- *I can't believe it!*
- *Are you sure this is true?*
- *Why? How? When? Who? Where? What?*
- Never make false promises
- Never make statements such as '*I am shocked*' or '*don't tell anyone else*'
- Never try to investigate yourself

Concluding

Reassure the child that he or she was right to tell you.

Let the child know what you are going to do next, and that you will let them know what happens.

Follow guidelines within Christ Church's Child Protection Policy; remember to keep information strictly on a *need to know* basis.