

The Parish of Holy Trinity  
Harrow Hill  
Drybrook  
Gloucestershire

PARISH POLICY FOR THE PROTECTION OF CHILDREN  
AND YOUNG PEOPLE AND VULNERABLE ADULTS

15 January 2013

Child Protection Representative

The PCC has appointed the following person to be the Parish Child Protection Representative to whom any allegation or concerns about abuse should be directed. The nominated person is NOT normally one of those directly working with children and young people. They will follow the guidelines and procedures for responding to any allegations of abuse.

Parish Child Protection Representative

Susan Heaven

Address:

2 Baptist Row  
Lower Lydbrook  
GL17 9NA

Contact Telephone Number(s):

07484657880

Copies of the full Parish Policy document are held by:

The Parish Child Protection Representative and  
Holy Trinity Church Parochial Church Council, Harrow Hill, Drybrook GL17 9JX

This Church recognises and values children, young people (anyone under the age of 18) and vulnerable adults as equal partners in the life and ministry of the Church, and desires to encourage them to explore, discover and live out the Christian Gospel. The Parochial Church Council (hereafter PCC) takes seriously its obligations and responsibilities to protect and safeguard the welfare of any children, young people and vulnerable adults entrusted to the Church's care.

Therefore in the Church's provision and ministry, the PCC:

Accepts the Diocesan Policy on Working with Children, Young People and Vulnerable Adults (attached).

Seeks to provide a caring, warm and consistent atmosphere and environment in which children, young people and vulnerable adults can develop and grow, and in which they can learn in safety. Children and Young People will be treated as individuals with equal concern.

Therefore the PCC:

- Will recognise the following areas of work with children, young people and vulnerable adults in Holy Trinity, Drybrook:

Noah's Ark

Discipleship Groups including De-Pendable

Kings Kids

Kingdom Kids

Kaos

Holiday clubs and other special events including The Light Party

Minors engaging in roles within the Church

Preparation Classes

Music Group and Choir including rehearsals

Vulnerable Adults including the Elderly

Local Ministry Team

- Will ensure that everyone involved in the care of children, young people and vulnerable adults is personally made aware of the Diocesan Policies and the PCC Policy.

- Will ensure that everyone involved in the care of children, young people and vulnerable adults will, from the date of the PCC policy is accepted, be interviewed by the Parish Priest or nominated person and asked to complete the Disclosure form which will be checked by a Diocesan Counter-signatory.
- Will ensure everyone involved in this work is clear about the nature of the work they have agreed to do and the name of the person to whom they are responsible.
- Will ensure that the Parish Priest or Nominated Person will be responsible on the PCC's behalf for implementing and monitoring the PCC's policy.
- Will ensure that training opportunities are encouraged.
- Will ensure that at least two adults will be present with any group of children, young people and vulnerable adults and that at least one adult will have been DBS cleared.

Will be informed of the names of those that work with children, young people and vulnerable adults and will be kept notified of any changes.

Nominates Susan Heaven to be the nominated person to whom all cases of suspected or alleged abuse must be reported immediately.

Will make provision for insurance cover.

Will make a copy of this policy available to members of the Church and to Parents/Guardians.

Will review this policy at the first PCC meeting after the Annual General Meeting and a report to this affect will be included in the Holy Trinity Church, Drybrook Year Book.

IN ADDITION THE PCC WILL ENSURE:

- That all information on workers with children and young people and vulnerable adults will be kept locked away safely and confidentially.
- That all records must be kept indefinitely.

- That there will be an annual review of the Parishes Child Protection and Vulnerable Adults policy.
- That the Parish will have a nominated person for Child Protection whose name and contact information will be clearly displayed.
- That it will be clear who supervises work with children, young people and vulnerable adults and what responsibilities he or she holds.

## **COMMITMENT TO CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

In accepting the Church Policy Statement, the PCC as agent for the whole Church family in this Parish and within the Diocese of Gloucester is also committed:

### **A: To the children, young people and vulnerable adults by:**

- Listening to and valuing children, young people and vulnerable adults.
- Relating to children, young people and vulnerable adults effectively and appropriately.
- Ensuring their protection and minimising risk of harm by their involvement in any Church or related activities, both at the normal meeting place and when away from the normal meeting place.
- Encouraging and supporting children, parents and carers.
- To provide safe, relevant and engaging children's and youth work of the highest quality possible and with adequate resources, (bearing in mind the limitations of plant and human resources).

### **B: To workers, volunteers and the Child Protection Representative by:**

- Giving and enabling appropriate support and training.
- Providing clear systems of procedure for dealing with suspicions or allegations about abuse.

- Providing clear systems of procedure for the recruitment of workers and volunteers.
- Maintaining good links with Diocesan and statutory childcare authorities as necessary.

## **RECRUITMENT OF CHILDREN AND YOUTH LEADERS INCLUDING DBS DISCLOSURE:**

Great care will be exercised in the appointment of suitable workers and volunteers to the Church's work with young people. The PCC will use the "Diocese of Gloucester procedure for Disclosure through the Disclosure and Barring Service". Where access to children is regular, expected or significant (a key part of their activity even if they are not in regular contact with children e.g. crèche organiser), the Diocesan policy and procedures will be strictly adhered to.

## **CHILD PROTECTION – DEFINITIONS OF ABUSE**

The PCC recognises the following categories abused used by every local authority in England and Wales.

Please see the information shown on the next pages under the heading

### **Abuse: What to look for, what to do**

### **The Bishop' Council Notes:-**

**Diocese Protection of Children and Young Adults**  
**Diocese Protection of Vulnerable Adults**

## **Abuse: What to look for, what to do**

### **1 Kinds of abuse**

#### **Definitions of abuse (England and Wales)**

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, the Department for Education and Employment and the Home Office in their joint document, Working Together to Safeguard Children (2006) are as follows:

#### **Abuse and Neglect**

- Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

#### **Physical abuse**

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, deliberately induces, illness in a child.

#### **Emotional abuse**

- Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### **Sexual abuse**

- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact,

including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non- contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## **Neglect**

- Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
  - provide adequate food, clothing and shelter (including exclusion from home or abandonment)
  - protect a child from physical and emotional harm or danger
  - ensure adequate supervision (including the use of inadequate care-givers)
  - ensure access to appropriate medical care or treatment
  - it may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Organised abuse**

- Organised or multiple abuse may be defined as abuse involving one or more abusers and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.
- Organised and 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.

(A child may suffer more than one category of abuse.)

You therefore may wish to change the definition of abuse in your child protection policy.

## **2 The following may be signs of abuse**

Those who work with children have a responsibility to be aware and alert to signs that all is not well with a child. It is open to keep an open mind and consider carefully what is causing you concern.

- Physical abuse: unexplained injuries or those that have received no medical attention, hidden injuries, signs of neglect;
- Sexual abuse: allegations made by the child or young person, preoccupation with sexual matters, sexual activity through words, play or drawings, severe sleep disturbances with fears and phobias, being sexually provocative with adults;
- Emotional abuse: regression of behaviour, nervousness, sudden under-achievement, inappropriate relationships with peers/adults, attention seeking, running away/stealing/lying, looking uncared for.
- Other unexplained reluctance of children to be left in the care of an individual – unexplained mood changes.

**NB: Physical abuse and neglect are difficult to hide. Sexual abuse can be almost impossible to identify and prove. Many symptoms of distress can point to abuse but there may be other explanations. It is important therefore, that the above signs are not taken as indications that abuse has taken place. They should make us stop and think, but not necessarily jump to conclusions.**

### **3 If a child or young person wants to talk about abuse**

**It is usually very difficult for a child or young person to tell someone that they are being abused. So .....**

- Let them know that you will listen to anything they have to tell you, but that there are some things so serious that you have to tell someone else.
- **Do not promise confidentiality;**
- Accept what the child or young person says, keeping calm and looking at them directly;
- Listen carefully and do not stop a child or young person who is revealing painful events;
- Never push for information or ask leading questions;
- Be aware that the child or young person may have been threatened;
- Reassure the child or young person they were right to tell you;
- Let the child know what you are going to do next and that you will let them know what happens;
- Make notes as soon as possible, writing down exactly what was said and when he or she said it. **Record the date, time and location and whether other people were present. Keep the hand written-record.**



#### **4 What to do if you suspect abuse**

- The person who first suspects or is told of alleged abuse is responsible for ensuring that his/her concern is taken seriously
- Suspicion may vary from a vague disquiet about possibly inappropriate behaviour to clear evidence of serious abuse with many intermediate levels
- Information may reach you from a variety of sources:
  - 1 A child or young person claiming that he/she has been abused
  - 2 Another child or young person who is concerned
  - 3 A member of the child's family
  - 4 A fellow worker of the suspect
  - 5 Someone who believes he/she is the object of malicious or unfounded rumour
  - 6 Your own concerns

#### **5 If you suspect abuse or feel that inappropriate behaviour is taking place But the way forward is unclear, take the following action**

If abuse or inappropriate behaviour is suspected, inform one of the following people of your concerns:

- The Nominated Person responsible for child protection in your parish or;
- Your Parish Priest, or
- The Bishop's Advisor whose name is at the back of this booklet
- If the suspicions concern your Parish Priest or an authorised Lay Worker, you should consult the Bishop's Officer for Child Protection immediately.

**It is important to be aware of the far-reaching consequences of making a referral and naming names. The Bishop's Officer for Child Protection is available to help if you have any doubt.**

#### **6 If there is evidence of abuse or an allegation is made**

While no one will want to react without careful consideration, when there may be evidence, and/or where an allegation has been made it is important to avoid delay in order to forestall further abuse.

An allegation may be made against a parent or carer, or against a member of Staff volunteer working with children.

- There is a key difference between **allegations made against a parent/carer**

- You should inform Safeguarding Children Service and/or the police immediately
- The Safeguarding Children Service Child Protection Unit  
Telephone 01452 583638 (Office Hours 9 am – 5 pm)  
Police Child Protection Unit (24 hours)  
01242 261112 (if no reply 01242 276086)
- **Where an allegation concerns a staff member or volunteer -**
- You should immediately inform the Bishop's Adviser for Child Protection (01452 410022/07976 768298) who will involve Jane Bee, the LADO (Local Authority Designated Officer) so that links are immediately made to the local Allegations Management Board – on no account should other investigations begin prior to this, because these may interfere with a criminal investigation.

**Clear evidence is**

- Where a child or young person is making a clear allegation of abuse
- Where injuries to a child is raising strong suspicions

**7 If the alleged abuse is taking place under the care of the Church or one of its organisations you should also inform one of the following:**

- The Parish Priest, or
- The Nominated Person responsible for Child Protection in your Parish and/or
- The Bishop's Adviser named at the back of this booklet

The Diocesan Policy would then be followed with appropriate pastoral care given.

**If you suspect a child or young person is at risk of abuse you must do Something!**

## **The Diocesan Policy on working with children and young people**

1. Scripture teaches that all people are special because they are made in the image of God. This is therefore true for children and young people, who should be respected and protected. Jesus warned that those who exploited or abused children deserved profound condemnation. Within the kingdom of God, children matter in their own right and are to be taken seriously.
2. The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Clergy and laity who work for the Church in a paid or voluntary capacity need to exercise the greatest care when working with those for whom they have been given responsibility.
3. The highest standards should be maintained therefore in all pastoral, counselling, educational worship and recreational circumstances. The exploitation of any relationships for any purpose will not be tolerated.
4. The Diocese of Gloucester accepts the principle of the Children Act 1989 that the welfare of the child is paramount, and will follow the Home Office Code of Practice: "Safe from Harm", and the House of Bishops' "Protecting all God's Children".
5. If allegations of abuse are made, then the Diocese of Gloucester will collaborate fully with the statutory and voluntary agencies concerned with investigating such allegations of child abuse. It will not conduct investigations on its own.
6. It will be standard practice in the Diocese of Gloucester to require completion of a common declaration form in accordance with guidelines of the Children Act 1989, from the following categories of people prior to selection or appointment:
  - All candidates for ordained ministry or accredited lay ministry
  - All Clergy and accredited Lay Ministers moving into and within the Diocese
  - Employees of the Diocesan Board of Finance who are likely to have opportunities for contact with children and young people
  - Volunteers who support the work of the Diocesan Advisory Boards and Committees on a regular basis.
7. It will be required that all PCCs will discuss this policy, in order to formulate a PCC policy relevant to their own situation.
8. The Diocese will seek to ensure that each paid post or volunteer position for which it is asked to act in the disclosure process is assessed for the appropriateness of a DBS disclosure. That any advertisement or other indication of an employment or

volunteering opportunity will indicate the level of disclosure that will be sought, and that the conditional nature of any offer of employment or volunteering role until the receipt of satisfactory disclosure information is clearly indicated.

9. The Diocese of Gloucester will seek to ensure that a candidate for a paid post or volunteer position for which it acts is asked in writing to list any convictions or other disqualifying behaviour that might be revealed in the disclosure process. This is in order to assist the recruitment decision process and in the knowledge that it will only be taken into account when relevant to the post in question. Also, that the candidate should be invited to submit any conviction or related information in writing prior to interview in an envelope clearly marked 'Private and confidential' which should be handed to the person specifically identified for this purpose in the recruitment process.
10. The Diocese of Gloucester is committed to encouraging the re-submission of applications for disclosure in respect of all paid employees and volunteers for whom this is appropriate, every five years as part of its ongoing strategy for the protection of children and vulnerable adults.
11. The Diocese of Gloucester is committed to the safe storage and disposal of disclosure information in line with such guidance as may from time to time be provided by the Disclosure and Barring Service.
12. The Diocese of Gloucester is committed to the fair and sensitive use of disclosure information and will take every step to ensure that it, and those for whom it acts as an umbrella body, seek to achieve and maintain models of best practice. Where an applicant feels that disclosure information has not been handled in a fair and sensitive way an appeal process will be available, details of which can be obtained in writing from the Bishop's Officer for Child Protection.
13. The Diocese of Gloucester 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 where it acts as umbrella body for associated disclosure.
14. The Diocese of Gloucester will participate in all aspects of the Independent Safeguarding Authorities Vetting and Barring Service.

Originally accepted by Gloucester Diocesan Synod 4 November 1995

Adapted to include DBS by Diocesan Synod December 2001

Redrafted and approved by Bishop's Council May 2009

## **Diocese of Gloucester's policy for safeguarding adults**

### **Introduction to the policy**

#### **Definitions of Vulnerability**

Vulnerability in adults take many forms. The Bishop's Council accepts the working definition for use with those who may be vulnerable set out in a report ***Promoting a Safe Church***:

"Any adult aged 18 or over whom, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself against significant harm or exploitation."

The phrase "other situation" includes in the case of the Diocese of Gloucester those who are vulnerable for medical and social reasons and also those who are vulnerable by virtue of their economic position or their status under immigration laws (for example those who are asylum seekers or refugees). Taking into account the breadth of the definition, it is probably the case that in a good proportion of congregations in the diocese there are many people who can be considered vulnerable.

The Bishop's Council will promote good practice that takes account of the broad understanding of vulnerability, whilst also accepting that Disclosure and Barring Service disclosures only apply to a specified range of vulnerability (see below).

#### **Enabling responsibility**

The Bishop's Council supports **the overall approach** outlined in *Promoting a Safe Church*. This is based on enabling adults to be as responsible for themselves as is practicable.

The Bishop's Council will promote good practice that respect the rights of individuals to enjoy privacy, dignity, independence and choice and which actively promotes the the empowerment and well- being of vulnerable people. This includes the right to live a life free from abuse and neglect.

Unfortunately, those who are most vulnerable are those least able to report any abuse.

The Bishop's Council believes that it is a Christian duty to recognise and support those who are identified as being more vulnerable. Some of the factors that increase vulnerability include:

- A sensory or physical disability or impairment

- A learning disability
- A physical illness
- Mental ill health (including dementia) chronic or acute
- An addiction to alcohol or drugs
- Failing faculties in old age
- A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, including bereavement, previous abuse or trauma, or instability in economic or legal circumstances.

The Bishop's Council will promote programmes and staff activities which ensure that people:

- Are treated with respect and dignity
- Have their privacy respected
- Are able to lead as independent a life as possible
- Have the protection of the law
- Have their rights upheld regardless of their ethnicity, gender, sexuality, impairment or disability, age, religion or cultural background
- Are able to engage in effective communication
- Are heard

This will support parishes to ensure that everyone is able to worship and follow Christian discipleship with encouragement and in safety.

### **Our Christian belief**

The policy expresses our Christian belief that:

1. Each person is made in the image of God and is deserving of the best possible quality of relationships and care. Being in a state of vulnerability should not obscure the truth that God's spirit is reflected in each person.
2. Christ himself entered into a state of vulnerability on the cross, was subjected to mistreatment and abuse and so is identified with those who are in a state of vulnerability
3. Christ's redeeming work and presence includes many gifts, especially gifts of healing, reconciliation, wholeness, empowerment and responsibility. This ministry is a witness and an inspiration to the Church. The Church is to share in the outworking of the ministry of the risen Christ so that God's purposes and kingdom can become fulfilled in creation.

**The Bishop's Council of the Diocese of Gloucester adopts the following policy**

**1. Each parish is asked to make arrangements for one or more 'lead people' to be able to assist in the implementation of the policy. There are three tasks:**

- I. Advocacy with regard to the concerns and views of those who are vulnerable. This requires someone to voice issues at PCC meetings and other meetings in the Church and wider community.
- II. Checking that the PCC policy for safeguarding adults is being followed in a coordinated way through the activities of the church. Advising the PCC on the implementation of the policy for safeguarding adults.
- III. Listening to any concerns about care raised by adults who are vulnerable. Being a point of contact with the person designated in the diocese to deal with this situation (Bishop's Adviser for Safeguarding Adults) where necessary. Usually no concerns will be passed to an outside body without referral to the designated diocesan adviser, except in an emergency.

These arrangements could be met through one or more people in a parish, either by someone who is already a member of the PCC or co-opted for that purpose, or by one or more people for a number of parishes in a cluster, group, local area or deanery. Those appointed to listen to concerns need to have some experience in the field of caring for vulnerable adults and all 'lead' people will undertake a DBS disclosure.

**2 The Bishop's Council will appoint and identify and appoint a diocesan 'lead person' (Bishop's Adviser for Safeguarding Adults) who will be responsible for:**

- Overseeing training for staff and volunteers, provided in liaison with the Bishop's Child Protection and Safeguarding Adults Management Group
- Advising parishes with regard to policy, procedures and good practice
- Advising on whether a referral to statutory bodies is appropriate.

This requires that the person appointed shall have relevant, current, professional expertise in care of vulnerable adults. The appointment is likely to be part-time and may be reimbursed by an honorarium. It will be important that this adviser liaises as appropriate with the Bishop's Adviser for Child Protection and with the adult services department of local authorities.

The appointment would be for an initial period of two years while the new arrangements are implemented and the implications for the work of this post become clearer.

**3 The diocese will follow the proposals in *promoting a safe church* with regard to seeking Disclosure and Barring Service disclosure for its officers and for those in parishes:**

- I. DBS enhanced disclosures will continue to be sought for those lay people commissioned by the Bishop for pastoral and community work. This reflects the representative responsibility they hold on behalf of the Bishop.
- II. DBS enhanced disclosures will be sought for all those who act as 'lead people' (see policy section 1).
- III. DBS enhanced disclosures will be sought for all those formally authorised by the parish to undertake pastoral or community work and all those authorised by the Bishop to distribute Holy Communion to people in their own homes. Upon occasion, some people will be in sole charge of vulnerable adults. (See definition given by the DBS)

In other cases where DBS disclosures are not made available through the DBS recruitment should be carried out with care and references taken.

If paid staff or volunteers are also working with children, the existing procedures for appointments and DBS (for paid workers and volunteers) with regard to children should be followed.

**4 Training will be provided through the Ministries Forum for all staff and volunteers who work with vulnerable adults. The following groups will receive training:**

- Those who are commissioned on behalf of the Bishop for pastoral and community work. Training has already been offered as a pilot for this group in March 2007. The training meets the recommendations of made in *Promoting a Safe Church*. This training can also be utilised for other groups.
- Those authorised by the PCC and the parish or chaplaincy incumbent for work with adults who may be vulnerable. This will be provided on a deanery basis.
- Those who are appointed as the 'lead person' in their parish, cluster, group, local area or deanery with training specific to their responsibilities.



**5 The Bishop's Council accepts the policy advocated in *Promoting a Safe Church* with regard to handling allegations of abuse.**

All allegations of abuse, including allegations against staff or volunteers acting on behalf of the diocese will be taken seriously. Adult Services (and the Police if appropriate) will conduct any necessary investigations. The advice of the Bishop's Adviser for Safeguarding Adults (see above) should be sought in the first instance and the guidelines provided in *Promoting a Safe Church* will be followed.

When a complaint arises against an ordained person, the clergy discipline procedures will be followed.

**6 Recognising the sensitive nature of information held in regard to adults who are vulnerable, all information will be treated with appropriate sensitivity and confidentiality.**

The guideline God's Children: Our Diocese issued by the diocese will be followed (see section 2, pages 15 to 17). These guidelines allow (under specified conditions) for the necessary and appropriate disclosure of information to the public authorities for the sake of safeguarding adults who are vulnerable.

**7 The Bishop's Council will monitor its policy annually through the Bishop's Protection Management Group and any proposed changes will be brought to the Bishop's Council for decision.**

Note: Government guidelines have made DBS enhanced disclosures available for those who regularly care for, train or supervise others or who are in sole charge of vulnerable adults. This includes those who regularly visit vulnerable people in their own homes. A care home may instigate DBS disclosures for those who visit vulnerable adults in that care home. However, the definition of what constitutes a state of vulnerability is specified more precisely by the DBS guidelines as limited to those with medical conditions or who have learning difficulties or who are in residential care homes. The advice of the DBS is therefore that many who work (as staff or volunteers) with adults who are vulnerable in other respects will not be able to be checked through the DBS procedures.

Adrian Slade

Bishop's Officer for Child Protection

## CHILD PROTECTION – GOOD WORKING PRACTICE

The PCC emphasises that workers and volunteers are expected at all times to:

- Provide warm, friendly and consistent care, never strike a child or act or speak inappropriately (i.e. not to use bad language, or sexually suggestive language or behaviour).
- Respect the background and culture of those in their care.
- Have a commitment to equal opportunities and therefore treat all young people as individuals with equal concern.
- Have reasonable health, mental stability, integrity and flexibility.
- Seek, through permission slips, parental consent for children to attend groups and activities.

In addition the following principles will be observed:

- A register of all attendees including adult leaders and assistants will be kept and it is recommended that a log book be kept of activities and incidents.
- Recommended leader to child ratios will be maintained with a minimum of **2 leaders over the age of 16**, of which at least **one must be over 18**, no matter what size group of children and with both male and female leaders for mixed groups wherever possible. Female leaders **MUST be present when girls are in attendance**. A greater ratio is necessary for trips.
- Please refer to Diocesan guidelines for up to date Leaders to Child ratios. This can be found on the computer disk held by the Child Protection Representative.
- So charge is not advised, but it is recognised that there are sometimes unavoidable, extenuating circumstances. The leader will therefore minimise any risk as a matter of priority (e.g. remain in a public part of the building, ask a parent or other acceptable adult in the Church to sit in).

- No person under 18 years of age should be left in sole charge of any children of any age.
- Leaders will be vigilant in their work, using common sense and high levels of good working practice. They will endeavour not to cause children in their care to be at any risk of abuse, harm or neglect. Prevention from physical, emotional and sexual harm is of paramount importance and the child will always be considered first.
- A written report of any accidents will be kept, and the Child Protection Representative must be informed as soon as practically possible if a person under 18 is involved. There is an accident book in the School room kitchen and one in the Church vestry.
- Leaders are expected to be familiar with up to date legislation and appropriate guidelines for good working practice, and aware of the accepted procedures should a child disclose information of abuse or if they suspect abuse or if an allegation is made.
- When going away from the normal meeting place, the trip will be well planned in advance; having done a risk assessment where necessary and will at the outset gain authorisation from the PCC (This could be through a Sub-Committee or Incumbent, Church Warden or nominated Child Protection Representative). The trip will have appropriate levels of leadership, (greater than ratios in the Diocesan guidelines), and will obtain written parental consent.
- Leaders and helpers, whether voluntary or employed, and the Child Protection Representative must be prepared to undertake occasional training as appropriate.
- Under the terms of The Children Act 1989, if any child provision for under 8's exceeds two hours per day and for more than 6 days a year, the local Social Services **MUST** be informed and registered with.

## **People who pose a risk to children**

- If there is good reason to believe that someone attending the Church may pose a risk to children either as a result of a criminal conviction or for any other reason, the first concern will be a commitment to the protection of all children, young people and vulnerable adults. Whilst extending appropriate pastoral care to an individual, The Incumbent and Church Wardens (or authorised agent such as The Rural Dean), will meet with the individual and discuss boundaries that the person will be expected to keep. A written agreement will be appropriate in such cases, and the child protection officer informed.

## **CHILD PROTECTION – PROCEDURES FOR REFERRALS**

### **The role of Church Members and nominated PCC Child Protection Representative in the event of an allegation or suspicion of abuse**

Church members including children's and youth work leaders and volunteers, may have concerns raised about **possible inappropriate conduct or abuse** which may have occurred within a Church setting or within another context, but which is drawn to their attention in a Church setting; in either event the following procedures should be observed:

- The role of a Church member is not to investigate beyond establishing the basic facts so that a decision can be made about what further action, if any, needs to be taken (such as a referral).
- Allow the child to speak, but be very careful not to say anything that may suggest or prompt a particular answer.
- **Reassure** the child that you are listening carefully to them, but refrain from promising to 'keep a secret'. Make it clear that you may have to tell someone else who can help to sort things out.

- **Concerns or an allegation must be shared with the** Nominated Child Protection Representative as soon as possible, or in their absence, with either the Incumbent or Church Warden or another trusted adult, or with the Bishop's Officer for Child Protection. If the concern or allegation is about any of these people **DO NOT** share the concern with them.
- If both are satisfied that the concerns are unfounded you need take no further action.
- If the concern is a child care issue, the nominated PCC Child Protection Representative should make a referral to social services. However, to do this may require parental permission. Seek further advice from Social Services or the Bishop's Officer for Child Protection.
- If concerns remain the nominated PCC Child Protection Representative should contact the Bishop's Officer for Child Protection.
- If there are concerns that a child is suffering or is likely to suffer significant harm or is in immediate danger of harm, then a referral to Social Services or the Police should be made at once by the Church Member or the nominated Child Protection Representative. Clearly state that you are making a "**Child Protection Referral**". Identify yourself and the Church you are representing. You must also advise the Bishop's Officer for Child Protection.
- If the child's comments or your own observations have raised a continuing concern, make a detailed written note of what was said or seen at the time. An accident should be entered into the Incident Log, but any other concerns in relation to child protection issues should be logged separately and retained securely by the Nominated Child Protection Representative.

**Additional role of the Nominated PCC Child Protection Representative:**

The PCC Representative should support any Church member raising or reporting a concern or allegation and make sure that the above procedures have been carried out appropriately.

Unless it is inappropriate in view of the nature of the allegation, the Incumbent or Church Wardens should be informed by any referral being made as well as the Bishop's Officer for Child Protection. **Don not discuss with anyone else.**

Careful consideration should also be given as to whether the Parish's Insurers should be contacted and advised of the incident or allegation.

If the PCC Representative is unsure, or feels they need further advice, they should contact the Bishop's Officer for Child Protection in the first instance, Social Services or alternatively the Churches Child Protection Advisory Services Help Line.

In the event of the Archbishop's Adviser for Child Protection being unavailable within a reasonable time, a reciprocal arrangement is in place with the Bishop of Durham's Child Protection Adviser. Alternatively, telephone the Child Protection Advisory Service help Line. (See useful telephone numbers shown on the attached separate before policy adoption).

See information shown on the next page

**What is the basis of this policy in Christian belief?**

**Jesus Christ, the Carer of vulnerable People**

## **What is the basis of this policy in Christian belief? Jesus Christ, the Carer of Vulnerable People**

At its heart, this policy is based upon the Christian understanding of Jesus Christ, the one sent by the Father, the one who demonstrated care and compassion for the vulnerable people he encountered. He deliberately seeks out those on the margins of society, offering them the love, salvation and inclusion that he came to bring and calling for justice in all relationships.

### **Luke 4: 16-21**

When he came to Nazareth, where he had been brought up, he went to the synagogue on the Sabbath day, as was his custom. He stood up to read and the scroll of the prophet Isaiah was given to him. He unrolled the scroll and found the place where it was written: "The Spirit of the Lord is upon me, because he has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord's favour". And he rolled up the scroll, gave it back to the attendant, and sat down. The eyes of all of the synagogue were fixed on him. Then he began to say to them: "Today, this scripture has been fulfilled in your hearing."

### **Jesus Christ, the vulnerable one**

He was vulnerable himself, most notably on the cross, encountering rejection and subjected to mistreatment and abuse. He shared in the pain, poverty, suffering and death of human existence and thus Christ is identified with those who are found in a state of vulnerability.

### **Hebrews 2: 17-18**

Therefore he had to become like his brothers and sisters in every respect, so that he might be a merciful and faithful high priest in the service of God, to make a sacrifice of atonement for the sins of the people. Because he himself was tested by what he suffered, he is able to help those who are being tested.

### **Jesus Christ, the one who calls us to work with him**

Those who follow the risen Jesus Christ are called to share in his work, reaching out through the Holy Spirit in compassion to those who are vulnerable, to welcome those who find themselves 'on the edge' in all kinds of ways and to offer the best quality of care and relationships.

Then the righteous will answer him: "Lord, when was it that we saw you hungry and gave you food, or thirsty and gave you something to drink? And when was it that we saw you a stranger and welcomed you, or naked and gave you clothing? And when was it that we saw you sick or in prison and visited you?" And the King will answer them, "Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me."

**In conclusion:**

**'The heart of Christian pastoral care is this: love for God and love for our neighbour, the social expression of which is justice in all human affairs.'**  
*(Promoting a Safe Church P3)*



**This policy is adopted and will be reviewed annually by the PCC of Holy Trinity, Drybrook.**

**Signed:**

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**(Incumbent)**

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**(Church Warden)**

**Print Name:**

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**(Incumbent)**

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**(Church Warden)**

**Date:**

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