

The Church in Binley Woods.

‘Safe from Harm – Safe to Grow’

Policy and Procedures concerning Safeguarding and Child Protection

*approved by Church Members June 2004, revised and approved July 05, July 06, October 07,
November 08, May 10, July 11, January 13 and May 15*

Children and young people are an active part of our church.

They have much to give, as well as to receive.

We will value and listen to them, respecting their wishes and feelings.

We will nurture them in worship, learning and community life.

We will pray for them, their families, and all leaders and helpers

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Definition of terms used

Throughout this document, the following terms are used in a very specific sense. It is recognised other organisations may use the same terms but with different meanings.

TCinBW	The Church in Binley Woods
CHILD / YOUNG PERSON	A person who is under the age of 18 years.
ADULT	A person who is at least 18 years old.
AUTHORISED LEADER	A person who has been authorised by the Church under these procedures to lead a group working with children and/or young people.
REGULAR HELPER	A person who has been authorised by the Church under these procedures to regularly help in a group working with children and/or young people.
ADULT SUPPORTER	An adult who occasionally assists in working with children and/or young people – not more than 6 times in 6 months
TEENAGE SUPPORTER	A young person, (between the ages of 14 and 17 years), who occasionally assists in working with children and/or young people - not more than 6 times in 6 months
<i>in loco parentis</i>	A person acting in a parental capacity
AUTHORISED ACTIVITY	An activity for children and young people which has been authorised by the Church meeting. (<i>The Local Authority is informed, where children under 8 attend for over 2 hours in any one day.</i>)
SCA	Safeguarding Children Administrator
DSA	Diocesan Safeguarding Adviser appointed by the Bishop
DBS	Disclosure and Barring Service – an executive agency of the Home Office formed by the merger of the Criminal Records Bureau and Independent Safeguarding Agency. TCinBW will request a DBS enhanced disclosure for members of the Leadership Team as well as for all adults and teenagers over 16 regularly working with adults at risk.

Policy Statement

This Policy initially agreed at the Church Meeting, January 2000, has been in practice since August 2000. It is intended that it be reviewed annually and updated as necessary

As members of this Church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people.

It is the responsibility of each one of us to prevent the physical, sexual, verbal, emotional and spiritual abuse of children and young people, and to act upon any abuse discovered or suspected.

Therefore:

1. TCinBW is committed to supporting, resourcing and training those who work with children and young people, and to provide supervision and a safe environment.
2. TCinBW adopts the guidelines and procedures attached. These are based on the Home Office Code of Practice “*Safe from Harm*”; “*Safe to Grow*”, published by the Baptist Union of Great Britain, ‘*Protecting all God’s Children*’ published by The House of Bishops, C of E, and the Diocesan 2009 Guidelines- ‘*Safeguarding children and young people in the Diocese of Coventry*’.
3. Each worker with children and young people must know the guidelines, and undertake to observe them. Each shall be given a copy of the agreed procedures and Good Practice guidelines.
4. TCinBW recognises that it has a responsibility regarding the rehabilitation of perpetrators of child abuse. This document does not directly address this issue, however the guidelines regarding the appointment of appropriate adult / teenage leaders and helpers do bear it in mind. See *TCinBW policy Safeguarding Adults*
5. The Church appoints a Safeguarding Children Administrator.
6. TCinBW will ensure that this Policy Statement and contact telephone numbers are displayed at all Church events.
7. TCinBW will provide adequate insurance cover for Leaders, Helpers, Supporters and participants.

The following procedures and guidelines apply to all activities for children and young people carried out on behalf of TCinBW.

This document does not apply to:
activities, which may involve TCinBW children / young people, organised by other groups: who are responsible for ensuring their own safeguarding children policy is followed

Guidelines

1. Safeguarding Children Administrator

- a) ***The SCA will be appointed by the Church Meeting: and made known to all in contact with the Church. The SCA will not be an Authorised Leader or Regular Helper***
- b) The SCA will work closely with the Minister and Leadership Team and give an annual report to the Church meeting regarding the implementation of this Policy.
- c) The SCA will receive training via the Diocese and regular updates.
- d) The SCA will be responsible for the implementation of TCinBW Policy and Guidelines ensuring that they are in accordance with both the Diocesan and Baptist Union *guidelines* (reviewing any revised editions as necessary)

And to that end the SCA will

ensure that every Authorised Leader and Regular Helper has initial training and an annual update, referring to the DSA as required

regularly remind the congregation of their corporate responsibility for the welfare of children and young people and those who work with them

make sure that information, resources and advice re: referral of any concerns are made clear

be involved in the appointment of Authorised Leaders and Regular Helpers and maintain updated lists regarding DBS checks etc

maintain a list of Adult and Teenagers who provide occasional support to groups of children and/or young people.

check each group's procedures and registers annually.

2. Appointment of Leaders and Regular Helpers

The Church Protection Administrator will maintain a list of Authorised Leaders and Regular Helpers, and Supporters which will be reviewed annually and updated.

Appointment

Authorised Leaders and Regular helpers will be Christians who have regularly worshiped in a recognised Christian fellowship for at least 6 months, and have the relevant skills required for the task.

Authorised Leaders will be appointed by an 'Appointments Panel', comprising, the SCA a Leadership Team member, the Minister, and one other Church Member, (who will be elected by the Church Meeting).

The Appointments Panel will include at least one woman and at least one man.

The procedure for appointment is as follows.

- a) A volunteer discusses the possibility of working with children or young people with a member of the Leadership Team.
(The Leadership Team may decide not to proceed at that time)
- b) The SCA explains the procedures, and asks the volunteer to complete confidential application forms [see appendix 8a]
The application includes
Confidential Declaration [see appendix 9]
Background and Qualifications
The form is not to be copied in any way.
- c) If the application contains information about Court orders or Convictions appropriate advice will be sought from DSA before continuing with the application (minor road traffic offences are not included),

The Church Meeting acknowledges that being convicted, cautioned, or bound over for some criminal offences may not debar an individual from working with children.

- d) The SCA requests references.
- e) The volunteer is interviewed by the 'Appointments Panel',
A decision may be taken not to proceed; - ideally reached on a mutual basis.
- f) The agreement to proceed is always subject to a satisfactory DBS disclosure being received. This is completed via the Diocesan Office.
The Disclosure once, seen and noted, remains the property of the applicant.
- g) The volunteer's name is added to the list of 'Leaders and Regular Helpers' and Volunteer agreements exchanged. see Appendix 10
The Leadership Team monitors a six month period of probation and appraisal.
- h) Completed application forms, references and any correspondence arising will be kept in confidence by the Minister for an indefinite period. The Church Meeting accepts that incidents of abuse may only come to light after many years.

3. Supporters Adults and Teenagers

(**note** For the purposes of this section 'occasional' is defined as not more than six times in any period of six months)

- a) The Church Meeting recognises the need for occasional additional support. Church attenders and/or parents may be invited to help supervise a special event, or they may wish to test out the possibility of regular working with children and / or young people.
- b) A Supporter must be known within the community and have the relevant skills.
- c) The SCA, Minister and/or Leadership Team should be made aware of anyone wishing to become a Supporter.

Note: The Church Meeting accepts that the Minister, Leadership Team and/or SCA may be aware of adults and teenagers who are not suited to become Supporters

- d) A Supporter may assist in a group provided that:-
 - this arrangement is only made on an occasional basis;
 - they are aware of and willing to comply with church safeguarding children guidelines,
- e) The SCA will explain the safeguarding children procedures and ask them to complete a **'Confidential Declaration'** form, which will then be kept by the Minister.
- f) Where a Supporter assists on a regular basis, for example every month, they should follow the same application procedure as in Section 2c of these guidelines

4. Responsibilities of Regular Helpers

- a) to accept the leadership of the Authorised Leader(s) and undertake the specific tasks allocated to them.
- b) to be familiar with 'Safe from Harm - Safe to Grow' policies & procedures and be prepared to work within them and attend annual updates.
- c) to meet with their group to pray and plan programmes, and evaluate how procedures are working.

5. Responsibilities of Leaders

- a) to maintain registers and relevant records
- b) to liaise with CPA, Leadership Team and Minister as necessary,
- c) to establish good health & safety practice.
- d) to be familiar with 'Safe from Harm - Safe to Grow' policies and procedures being prepared to work within them and attend annual updates.
- e) to ensure that parents and carers are aware of the relevant 'Safe from Harm - Safe to Grow' policies and procedures
- f) to ensure that Regular Helpers and Supporters are clear about their role and are familiar with and practice 'Safe from Harm - Safe to Grow' procedures.
- g) to meet regularly with their group to evaluate procedures, review accidents or incidents, pray and plan programmes, and ensure that staff and the group as a whole has regular prayer support.

Registers must show:-

- names and addresses of all group members and full contact details
- record of everyone attending at each meeting or event, including visitors
- date of fire drill
- evidence of risk assessment

Records must include notification/consent forms to / from parents / carers

Accidents physical see First Aid section 8 page 9

TCinBW Accident / Incident book must record all accidents however minor

Any 'near misses' which raise concern regarding safety or church policy must always be reported to the SCA, who will alert the Minister and/or Leadership Team.

Incidents Child Protection see sections 10 and 11 pages 11 and 12

Any disclosure or lasting concern must be recorded in the Accident / Incident book with action taken

Details must NOT be recorded in the Accident/Incident book.

A separate report form must be completed asap for the SCA

Concerns as well as incidents must always be reported to the Minister, who will alert the SCA and Leadership Team.

Note

Completed Registers and Accident / incident books are kept by the Minister for an indefinite period.

6. Good Practice: Working with children / young people

It is vital that children and young people should have the opportunity to trust adults and build good safe relationships. All our interaction is based on informed advice, common sense and the Holy Spirit's guidance.

NOTE: in this section for child or children please read child / young person or children / young people

- a) Parents/Carers should always be aware of :
 - where their children are, the Group's telephone contact numbers and arrangements for collection
 - Permission must be given in writing for activities, transport, emergency care.
- b) Each group must have a *minimum* of two staf at any time, (at least one of whom must be an Authorised Leader or Regular Helper).
If possible, each group should also have both male and female staf .
It is however *advisable* to have more than two staf to cover the possibility of an adult needing to take a child and parent/carer home or to hospital etc, being able to use a variety of rooms when children are split into separate groups
- c) These staf -to-child ratios apply:

For 0 to 2 years	1 staf for every 3 children
For 2 to 3 years	1 staf for every 4 children
For 3 to 7 years	1 staf for every 8 children
For over 8 years	1 staf for the first 8 then 1 for every 12 children

Teenage Supporters cannot be counted as 'staf' in the above ratios, but they need not be counted as 'children.
- d) Staf do not meet children alone and never in secret. Where privacy and confidentiality are important, if possible a separate part of the main activity room should be used. Where there is little opportunity of an activity being observed another adult should know what is taking place, with whom and where.
- e) Electronic communication: Care must be taken to avoid any 'secret' communication via texting, emails, 'Facebook' etc. See Appendix 4
- f) In the event of witnessing any inappropriate behaviour between children, staf should always, where possible, involve another adult before intervening.
- g) All children are treated with respect and dignity befitting their age; staf must guard language, volume and tone of voice, and body-language in particular
 - avoiding rough, physical or sexually provocative games;
 - inappropriate and intrusive touching of any form;
 - making sexually suggestive comments, even in fun ;
 - scape-goating, ridicule, or rejection.
- h) Staf must develop skills of control and discipline, including managing excessive attention seeking behaviour, without physical punishment.
- i) Use of toilets needs careful supervision; avoiding one staf to one child
Another adult must be present if a child needs particular care, eg having soiled their underclothes.

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- k) Children should not be allowed to leave the premises during any meeting without being supervised.
- l) At the end of a meeting, children must be supervised as they leave. The Leaders must be aware of who is the proper adult/carer responsible for the collection of each child.
- m) Children of primary school age would not be expected to go home alone.
- n) In the event of the late collection of a child, two adults must remain and contact the parent/guardian/carer. In the event of being unable to make contact with them, the two adults will act in loco parentis to make the best possible decisions for the safety of the child
- o) Transporting children, ideally an adult should not be alone with one child. For other important guidelines see Appendix 5
- p) Where an activity is in a worker's home another adult should be present. Children should only be invited as part of a group.
- q) Overnight activities should have separate adult / child sleeping accommodation; where there is no possible alternative another adult must **ALWAYS** be present. See Appendix 6
- r) Praying with children: Children should be free to make whatever prayers they chose. However there are important guidelines which should be followed before engaging in any sort of Prayer ministry with a child. See Appendix 7

7. Good Practice: Working with colleagues

- a) Each Authorised Leader and Regular Helper should be aware of the group's aims and, working as a team, regularly meet to :
 - review and plan the work
 - discuss working and personal relationships with children
 - encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour which might be misconstrued.
 - discuss any 'risk' situations observed and action required to minimise them
- b) A brief written record of the facts of each meeting should be kept.
- c) Where any adult / teenager's behaviour gives cause for concern, the Leader should seek advice from the DiSA **BEFORE** any approach is made to discuss matters with the person concerned.
If the overall Leader is the 'subject' another Leader or Regular Helper should take this responsibility. The SCA and Minister should be kept informed

These measures will also protect workers from false accusation.

8. Health and Safety

The Church has adopted the following statements on Health and Safety:

Safe Location

- a) ***Children should meet in a safe location. An annual risk assessment should be undertaken and recorded of every location at which children regularly meet to identify potential risks and to take measures to minimise them.***
- b) Care should be taken regarding, low level sockets, windows and doors. Glazed doors and low level windows should be fitted with safety glass. All heaters should be securely guarded.
- c) Regarding activities in the Village Hall: the Binley Woods Village Hall Committee has responsibility for maintenance of the property, and the annual check of fire equipment
The Church appoints a representative to this committee.
- d) Purpose designed stackable chairs and tables should not exceed five high. There should be no other stacked furniture.
- e) Public venues should have at least one toilet per ten children and adequate hand washing facilities.

First Aid

- a) ***There should always be a first aid kit available, that leaders are familiar with, which is regularly checked and replenished.***
- b) Disposable gloves must be used when dealing with cuts and broken skin.
- c) During each activity the leader must have available a record of an emergency contact for each child, and know the location of the nearest phone.
- d) All accidents should be recorded in the Church Accident Book regardless of the activity location.
- e) If an accident has been caused by or involved Hall property then details should also be recorded in the Hall Accident book for their records. This is kept in a kitchen drawer
- f) Where the accident requires professional medical treatment; and/or where there is a potential head injury or the child continues to be distressed, parents / carers will be contacted during the session. Otherwise parents/carers will be notified at the end of the session.

Fire safety

Each group must have and record an annual fire drill in line with Church Policy.

9. When the possibility of abuse arises

The child's welfare *must* come first, however awkward for the group's reputation, the worker, or the child's family

Asking the experts and being told 'don't worry' is always better than not asking.

Who are the Experts?

- *some* church members *may* have some expertise in recognising abuse
- *some* church members *may* have experience of dealing with concerns

BUT

the experts are Diocesan Safeguarding Advisor DSA / Social Services / NSPCC / Childline / Stop It Now

Note: in TCinBW, the SCA has a purely administrative role and does not discuss cases

How should the church get involved?

Children's/young people's groups, and the whole church will naturally want to be prayerfully, and sometimes practically involved, in offering support to parents/carers whose children may have suffered abuse.

This can be appropriate where ordinary management difficulties come to light

HOWEVER

the responsibility for following up suspicions, or reports of abuse, lies with the Diocesan Safeguarding Advisor and Social Services.

They will decide whether significant harm has occurred, or may be likely to occur: whether an investigation is warranted and take the necessary steps.

TCinBW and children's/young people's groups should therefore **not** become involved in any discussion with the family, however much they may wish to offer support.

This can obviously be a very difficult situation; misunderstandings and resentments can easily arise and cause future stumbling blocks. The Diocesan SA will suggest who might be a support for the family. The person who has raised the concern will also require skilled support and advice.

Where a case of abuse ***is*** pursued a child protection conference, held by Social Services, will decide the best interests of the child, and the subsequent help needed for the family. There may be criminal prosecution of an abuser.

Situations of concern raised in the local church may well not come under the heading of child abuse. However experience within the Coventry area, and nationwide, has shown that abuse does occur within church situations. Our vigilance and ability to take prompt action will, in the end, be of service to both abused and abuser.

NOTE The following procedures are not a substitute for training. The flowcharts give an outline of what to do.

10. What to do when abuse is suspected

These situation will hopefully be rare but all who work with children and young people should be prepared and familiar with 'signs of abuse' see appendix 3

**When you SEE something
Don't ignore it
THE WORST THING YOU CAN DO IS NOTHING
Identify what concerns you**

you *might* be able to

Ask a non-leading question

Be sensitive

Choose a moment out of ear-shot of other children to say something like

"how are you today X?" "any good news / bad news?"

NOT *why are you so skinny? what's all these bruises? did your dad do this?*

Do not alarm or interrogate

ACT NEVER DECIDE ALONE

TELL only the group's overall Leader as soon as possible
*Explain your concerns;
The leader will ask other helpers what they have observed*

GET ADVICE

The Leader should call an Expert from resource list to
discuss as soon as possible

Diocesan Safeguarding Advisor 07906 627052

The child's welfare must come f rst, however awkward

WRITE

i. in the church accident / incident book, follow 'sample entry' appendix 11
"concern noted re: a child's behaviour/bruising / A separate report made"

ii Fill in a 'Report Form' appendix 12

Be accurate, describe what you have seen, use the child's words

NOTIFY

Give accident book 'tear out slip' and Report Form to Minister

The Minister will alert the church SCA, Leadership Team and DSA

FOLLOW ADVICE GIVEN

The group should also objectively review matters at a later date

11. What to do when abuse is disclosed

These situation will hopefully be rare but all who work with children and young people should be prepared and willing to act

When a child DISCLOSES

DO NOT DELAY
THE WORST THING YOU CAN DO IS NOTHING

Listen

Do not alarm

Do not interrogate

Look at the child directly

Believe, don't be shocked

Reassure say *"it's not your fault"*

Do not give your opinion

Do not promise confidentiality

Tell them the truth say *"we have to write this down" "we both need advice with this"*

Be positive say *"you've done the right thing" "thank you for telling me"*

TELL only the group's overall leader as soon as possible
The child may be in immediate danger, you cannot know

ALWAYS IMMEDIATELY GET EXPERT ADVICE
NEVER DECIDE ALONE

The child's welfare must come first, however awkward

CALL an Expert see resource list for 24 hour cover

FOLLOW ADVICE GIVEN

Do not discuss with other leaders/helpers at the time

NEVER approach child's parents/carers

WRITE

i. in the church accident t /incident book follow the 'sample entry' appendix 11
"concern noted re: a child's behaviour/bruising/ A separate report made"

ii Fill in a 'Report Form' appendix 12

Be accurate, describe what you have seen, use the child's words

NOTIFY

Give accident book 'tear out slip' and Report Form to Minister

The Minister will alert the church SCA, Leadership Team and DSA

The group should objectively review matters at a later date

Expert Advice and Resources List

Expert advisers

Diocesan Safeguarding Adviser: Mrs Carol Clarke

[REDACTED]
[REDACTED]

Children's Services

NB Binley Woods is under Rugby Borough Council and so they are TCinBW contact regardless of the child's address or school

Office hours, ask for Duty social Worker 01788 570011

Out of hours 01926 886922

Police 24 hours 01788 541111, in emergency 999

NSPCC Helpline 24 hours 0800 800 5000

Childline 24 hours 0800 1111

Useful contacts

CCPAS Churches' Child Protection Advisory Service for guidance, advice, notes and seminars 0845 120 4550 www.ccpas.co.uk

Stop It Now UK

Confidential advice to those who suspect abuse or those seeking to stop abusive thoughts or behaviour

PO Box 9841, Birmingham B48 7WB Helpline 0808 1000 900 www.stopitnow.org.uk

Kidscape, Campaign for Children's Safety

Leaflets for children, parents and teachers 020 7730 3300, anti-bullying helpline for parents 0845 1205 204 www.kidscape.org.uk

CEOP, Child Exploitation & Online Protection Centre, www.ceop.gov.uk

HOPE UK, drug addiction charity, www.hopeuk.org

NAPAC, National Association for People Abused in Childhood

Safety Net Support Group for Christian Survivors of sexual abuse, PO Box 883, Harrow HA3 7UX

SAFE Supporting Survivors of Ritual abuse, training and newsletter 01772 410889, 6-8pm (not Tuesday or Sunday), PO Box 1557, Salisbury SP1 2TP

What sort of children are abused?

All sorts! Whether a child is abused or not depends on the abuser!

Being middle class, well educated, big for their age, or naturally gifted does not make a child immune to abuse.

Some children *are* more vulnerable, eg those who spend hours alone, those in families with poor parenting skills / resources, those educationally / physically disadvantaged, those needing special adult help/training / coaching,

BUT Whether a child is abused or not, *always* depends on the abuser!

Appendix 2b

Who abuses children?

Probably all parents / carers at some time or another, especially when at the end of their tether! Probably most people are *capable* of child abuse.

Adults who are sick, exhausted, overwhelmed, inexperienced, frightened, can resort to abuse in an attempt to deal with a child who is screaming, refusing food, sleep or medicine, being defiant or destructive, or likely to *show them up* in public.

Shaking or locking a child under the stairs or a hard push into the wall, even if it's a one-off event, however understandable, does not mean the abuse is not serious.

Care for stressed or inept adults, befriending etc *is* needed,

BUT the child's needs must always come first

Purposeful abusers

People with distorted attitudes about the equal value of all human beings will be more likely to ignore their 'duty of care' to children

Abusers often have an over-inflated sense of their needs/importance / 'rights'

Calculated abuse is *always* an inappropriate use of power

Abusers can come from all walks of life, from childhood to the elderly

Sexual abusers [figs from surveys of perpetrators via Diocese information]

- are *always* con-men/women, well-liked, plausible, skilled with children
although more women have been prosecuted as abusers, over 90% *are* men
- may have 'stable' marriages/adult sexual partners
- are nearly *always* known to the child
- often spend months, even years 'grooming' a targeted child to accept the abuse
- often feed their addiction through pornography/internet, some, maybe many, through groups/ritual abuse
- are *always* addicted, they will abuse again on average 100s of incidents before caught
- are *always* vulnerable to temptation as far as is known
- of those charged 33% are under 21 years old
- and 25% attend church, many may move churches, often with 'good excuses'

Contracts Christian forgiveness does not eliminate addiction: Jesus can and does heal **HOWEVER** within the church 'contracts' of behaviour with ex offenders must be agreed with the DSA.

Types and Signs of Abuse

NOTE most children have lumps, bumps, dif culties, bad habits and lapses of 'good' behaviour that are normal!!

Emotional Neglect Physical Sexual Spiritual

Emotional abuse is....

any persistent emotional ill-treatment that has a severe and long-lasting detrimental af ect an the child's development.

present in all forms of abuse

perhaps the easiest type of abuse to detect.

telling a child they are inadequate, unloved, unlovable

treating a child as a commodity, valued only to meet others needs

imposing inappropriate expectations, standards, regimes

causing a child to feel insecure, frightened or in danger

Signs...

disordered behaviour	low self esteem, self harm, neurotic, bully
eating problems	refusing food, greediness
loss of weight	failure to thrive, always hungry
disturbed sleep	'won't go to bed', looks exhausted
behaviour change	withdrawn, school trouble, speech disorder wetting, soiling, regression, aggressive, bullying, 'don't care' attitude, stealing,

Neglect is....

the persistent failure to meet a child's basic physical and/or psychological needs that is likely to impair their development

sometimes the result of innocent inadequate parenting

sometimes easily hidden by 'real' illness and plausible excuses

failing to provide adequate food, shelter, clothing

failing to protect from harm or danger

failing to seek and/or act upon medical advice or treatment

failing to address emotional development

Signs...

loss of weight, failure to thrive, always hungry, ill-kempt, hungry, smelly, dirty, untreated illness, genital itching

cont>>>

physical abuse is....

causing, or allowing a child to suffer physical harm

often hidden by 'accidents' and plausible excuses
too often still not looked for by professionals dealing with the results
often accompanied by threats/emotional blackmail
hitting, shaking, throwing, burning, poisoning, scalding, part-drowning,
suffocating, starving, torturing
creating a real, or imaginary illness that requires treatment
exposing a child to unnecessary medical/surgical intervention

Signs...

bruising,	frequent and / or in inappropriate places
cuts, burns, rashes	may always wear long-sleeves, refuse to go swimming
anxious about an adult	' <i>don't like him/her</i> ' or over anxious to please

sexual abuse is....

- **forcing or enticing a child to take part in sexual activity, whether or not they are aware of what is happening**
- never the fault of a child
- never acceptable even within a 'loving' relationship
- possible with children under 1yr
- sexual contact that may include penetration rape, buggery
- non-contact sexual behaviour, looking at/producing pornographic material
watching sexual acts of adults / other children / bestiality
- encouraging inappropriate sexual behaviour, language

Signs..

inappropriate sexually explicit games or drawings or talk
inappropriate attitude promiscuous, 'freezing', 'sly knowing'
anxious about an adult '*don't like him/her*' or over anxious to please

spiritual abuse is....

inappropriate use of religious belief or practice to manipulate or coerce someone into thinking or behaving in ways which they have not chosen

not only found in 'weird cults'
wrong, however dedicated or sincere the perpetrator
sometimes a means of discipline
misusing authority to impose acts of worship
oppressive teaching
imposed healing or deliverance ministry
denying the opportunity to grow in the knowledge and love of God

Signs..

over-anxious when faced with 'religious' activity
'boasting' about special care received
any of the 'emotional' symptoms

Electronic Communication

These recommendations are made to keep both young people and leaders safe, young people from perhaps unintended pressure or suggestions and leaders from allegations of inappropriate or unwise behaviour (even if misunderstood).

Using mobile phones, email, chat rooms, instant messaging and social networking sites

Parents should be aware that we have young people's email addresses and / or mobile numbers and give us permission to use them.

Mobile phones: whether for telephone calls or for texting, These should be avoided if possible as it is not possible to make them public *ie* in the open for other youth leaders to see or monitor. When telephone contact is needed, this should preferably be on the family landline so parents are more likely to be aware that we are calling.

Email: any email messages to young people should be public *ie* either a group email to all young people copying in all youth leaders or, if legitimately applicable to one young person, then to them, again copying all other youth leaders. The reply option should be used showing previous email correspondence so everything is out in the open.

Chat rooms and instant messaging: due to the potential for misuse by those who are a risk to children and young people and the difficulties of managing the use of chat rooms and instant messaging, youth leaders should not communicate with young people in this way.

Social networking sites (eg Facebook): these are now very popular with adults and young people and used to keep in touch with friends all over the world. However there are hidden dangers in add on applications which could lead to misunderstanding or offence.

It is therefore strongly advised that youth leaders do not use them to link with young people or "accept them as friends" or use "chat".

Young people also need to be warned that not all users are who they appear to be; some young people have been lured into meeting up with people they have met online.

Blogging / Twitter: If leaders wish to blog or use similar sites such as twitter, they are advised to do so with great care.

When blogging, leaders should be extremely careful what they write about in terms of youth and church work avoiding all negative comments, naming individuals and anything that could be construed as gossip.

When using twitter, it is suggested they do not allow young people to "follow" and read their personal updates.

Transporting Children and Young People

- Children and young people should not be taken out with transport without the prior consent of a parent/guardian/carer.
- If in an emergency a driver has to transport a child on his/her own, the child must sit in the back of the car. The parents / guardians / carers should be phoned explaining the situation and for their agreement if at all possible.
- Best practice would be to have two adults in the car, one of whom at least was DBS checked. The reality in many areas is that only one adult will be available, in which case this adult **must** have a clear DBS check.
- The law requires all children travelling in cars to use the correct child restraint (baby seat, booster seat or booster cushion) until they are either 135 cm or 12 years of age (whichever they reach first). After this they must use an adult seat belt.
- Drivers who take children on church organised activities should be over 25 and should have held a full driving licence for over 2 years. -
- The insurance of all cars used should be fully comprehensive. The insured person is responsible for making sure that their insurance covers the giving of lifts during church activities to children and young people.
- At no time should the number of children exceed the number of passenger seats for that vehicle.
- If a child is known to have a disability or special need, consideration should be given whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him/her.
- Any driver who has been convicted of driving offences (other than minor ones) should not transport children.

Overnight / sleepovers and groups at Home

[Peter Ball the National Youth Advisor (C of E) recommends the following which comes from the Methodist Church:

Greg Bartlem Diocesan Youth Officer]

- Adults need to sleep in separate but adjacent sleeping quarters.
- Attention needs to be given to adequate provision for each gender, together with those providing the accommodation/site.
- Separate sleeping areas need to be provided for each gender and age group (under 8's, 8+, 13+) of children and young people. Where this is not possible, arrangements need to be made to ensure adequate separation of the age groups within the sleeping accommodation.
- Attention needs to be given to safe access for the children/young people to adult leaders and to toilet facilities during the night.
- Adequate preparation means that if a visit to accommodation is not carried out beforehand a floor plan and a set of dimensions needs to be obtained.
- Where this is delegated to an events organiser discussion needs to take place regarding estimated numbers and group leaders as to the adequacy of the accommodation offered. Responsibility for ensuring the adequacy of the accommodation to be provided remains with the group leaders and churches.
- Ensure that your own policy is followed and the event hosts are aware of this. Where they have a policy that is contrary to or less stringent than this seek diocesan advice but stick to your own policy as the minimum standard.
- Your appointed leaders are acting on behalf of your church for these children/young people.

Groups at home

- Groups that are led in-or take place in - someone's house. As with all other work with children & young people a risk assessment needs to be carried out (and regularly reviewed). Attention needs to be given to suitable standards such as access, hygiene, 'publicly' available materials, Internet access, and use of TV and DVD etc.
- A home where a youth group is hosted (manse/other venue) should ideally have a downstairs toilet and a separate living area. Attention needs to be given to adequate leadership ratios and gender balance. Leaders need to have had relevant training.

Prayer Ministry for Children

IMPORTANT note:

These guidelines relate to adults praying about a particular issue involving a child/children who are present at the time of their prayer. – i.e. ‘Prayer Ministry’

The adults might/might not include the parents/guardian

The guidelines **do not** refer to prayer made for children in their absence **or** to regular prayer times which children share in as part of their group session.

Media concern during 2005/06 highlighted the issue of religious abuse of children. Particularly high profile cases involved praying for ‘demonised’ children –largely it seems within African Caribbean churches.

Anyone working with children who has concerns regarding ‘deliverance ministry’ must raise the issue with the Minister and / or Leadership Team before proceeding.

These guidelines are taken from the Churches Child Protection Advisory Service child protection manual ‘Guidance to Churches’

- a) Within a church, parents/guardians should be made aware of the prayer element of the children’s groups to which they have given written consent.
- b) Within a school, it is the Head teacher’s responsibility to ensure that parents/guardians are aware of the prayer element of a Christian assembly, whoever it is taken by.
- c) Parental/guardian permission and the permission of the child must always be sought before any Prayer Ministry is undertaken with a child/children
- d) Those praying should always be members of the church, suitably trained and formally authorised by the church in recognition of their expertise and experience in this sensitive area.
- e) Children are very susceptible to suggestion and easily frightened
They will be upset by shouting and demonstrative behaviour or language.
A child should **never** be shouted at **or** told they are demonised, possessed or oppressed by the devil, evil spirits or such like.
- f) It is very important not to assume that a child’s difficulties are always spiritual. Behavioural problems, mental health problems, learning difficulties, imitated behaviour, or any form of abuse should always be considered first.

Application to work with children and young people under 18 years

Thank you for of ering to work with children/young people with the Church in Binley Woods on a regular basis. The Church Meeting is responsible for the acceptance of all workers with children and young people under the age of 18 years. Following Diocesan and Baptist Union guidelines every worker must f ll in the following personal information and declarations.

This conf dential information will be seen by the Appointments panel and kept by the Minister

Personal details

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Rev ☐ Other title _____

First names: _____

Surname: _____

any name previously known by _____ date of birth: _____

Address: _____

_____ postcode _____

Telephone: _____ email: _____

How long have you lived at the above address? _____

Previous address [if less than 5 years at current address] _____

_____ postcode _____

Church currently or previously attended _____

Name of Vicar / Minister _____

Do you have any health problem[s] which might af ect your work with children or young people? YES / NO

details if 'yes' _____

Jobs **and** work with/looking after children/young people since your 16th birthday

<u>Job/work</u>	<u>Employer / group</u>	<u>date started</u>	<u>date ended</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

cont over

<u>Job/work</u>	<u>Employer / group</u>	<u>date started</u>	<u>date ended</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please give details of any relevant training or qualifications with dates

Those working with children and young people will follow an agreed probationary period

From time to time there will be necessary training and preparation

Are you prepared to undertake appropriate training? YES / NO

[note this is an essential requirement for all who work with children/young people]

References

Please give names and addresses of two referees (preferably one male, one female) one for a character reference and one with respect to your experience of work with children/young people

character reference

work with children reference

Name _____ Name _____

Address _____ Address _____

Tel: _____

Tel: _____

known for ____ years

known for ____ years

as _____ eg employer/friend

as _____ eg employer/friend

I confirm that the above information is accurate and complete to the best of my knowledge,

Signed _____ Date _____

‘Safe from Harm -Safe to Grow’ reference and letter**For** _____

Your personal details

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____

First names: _____

Surname: _____

Address: _____

_____ postcode _____

Telephone: _____ email _____

How long have you known this person? . _____

In what capacity do you know them now? _____

When was your last *direct* experience of seeing how they worked with children _____

Please comment on what you know of their experience of working with children:

Please comment on *any* concerns you may have had, or known of, regarding their dealings with children

Please comment on what you know of their general qualities and abilities:

signed _____ date _____

THIS FORM WILL BE HELD IN STRICT CONFIDENCE under existing data protection legislation
people do have the right to see any references applying to themselves



The Church in Binley Woods



Anglican/Baptist LEP

Minister: Jonny Fillis

Tel: 024 7654 3003

email: jonnyfillis@binleywoods@gmail.com

20 Daneswood Road
Binley Woods
Coventry
CV3 2BJ

date

Dear

I understand from _____ that you are willing to provide a reference for them. They have applied to work with children within the Church in Binley Woods.

It would help us considerably if you could return the enclosed reference form 'Safe from Harm - Safe to Grow' by _____ to the address below. I enclose a s.a.e.

Whilst we encourage your frank views and comments, you should be aware that under existing data protection legislation, people do have the right to see any references applying to themselves.

Thank you for your help in this matter

Yours sincerely

Mrs J Outhwaite
Child Protection Administrator
40 Pinewood Drive
Binley Woods
COVENTRY
CV3 2BX

Confidential Declaration

Because of the nature of the work for which you are applying, all roles are exempt from the provision of Section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are therefore **not** entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of appointment, failure to disclose such convictions will result in the withdrawal of approval to work with children/young people.

No person with a conviction for offences against children will receive approval

Please 'circle' yes or no to each question. If you answer 'yes' to any question please give details on a separate paper, giving the number of the question you are answering

1. Have you ever been convicted of a criminal offence [including any spent convictions under the Rehabilitation of Offenders Act 1974] do not include technical motoring offences leading to a fine YES / NO

2a Have you ever been cautioned by the police, given a reprimand or bound over to keep the peace? YES / NO

2b Are you at present under any investigation? YES / NO

3. Have you ever been found by a Civil court [including matrimonial or family court] to have caused significant harm* to a child or young person under 18 years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you? YES / NO

4a. Has your conduct ever caused, or been likely to cause significant harm* to a child or young person under 18 years, or put them at risk of significant harm*? YES / NO

4b. To your knowledge has it ever been alleged that your conduct has resulted in any of these things? YES / NO
[* significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.]

5. Has a child in your care ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children's Act 1989, or a similar order under another legislation? YES / NO

6. Have you a Disclosure & Barring Service (DBS) disclosure as a result of your occupation or activity? YES / NO
If 'yes' please state by whom and the date _____

#####

I declare that the above information [and on attached sheets] is accurate and complete to the best of my knowledge. I consent to any DBS and/or Dept. of Health Consultancy Service checks being sought that may be necessary:

Name [PRINT] _____ D.O.B _____

Address _____

phone _____ Sign _____ DATE _____

Topz [children's club]

All the data on this form will be held and used in accordance with the Data Protection Act 1998.

Section 1: this data will help us keep in touch with you and provide the best possible care for your child during our normal Group Meetings

Name of child:

Date of birth:

Address:

Post code:

Home tel. no:

Mobile number:

Name of family doctor:

Address and phone number of family doctor:

Details of any health problems, medical conditions or allergies affecting your child, any medication they are taking or any disabilities they have that may affect normal activity:

I give permission for sticking plaster to be used on my child when necessary

YES* NO*

*please delete as appropriate

Name of parent(s) or other adult(s) with parental responsibility for your child

Name of parent(s) or other adult(s) who are allowed to pick up your child

If the child does not live with the parent(s) or other adult(s) with parental responsibility, with whom do they live?

Name:

Relationship to the child:

Section 2: This will help us in planning our weekly programmes and other activities.

School your child attends:

Church your child attends (if any):

Your child's interests and hobbies:

Section 3: To be signed only by a parent or other adult with parental responsibility

By signing this, I apply for my child to become a member of Topz and acknowledge they will become a member when the leaders receive this form. I give permission for my child to take part in the normal weekly activities of Topz. I understand the leaders will take all reasonable care in looking after my child but the leaders cannot be held responsible for any loss, damage or injury suffered by my child at Topz.

In an emergency, if I cannot be contacted despite all reasonable efforts to do so by the leaders, I give permission for my child to receive emergency medical / dental treatment including the use of anaesthetics as considered necessary by medical authorities.

Signature:

Date:

Parent or other adult with parental responsibility

Volunteer Agreement

(one copy to be kept by the Volunteer and one by the Minister)

Name of Volunteer _____

Role _____

You are joining a team which, together with the whole church, is committed to the care, nurture and safeguarding of children and young people. On behalf of the members of this church, we undertake to support you and your work by prayer, our interest and providing the relevant resources and training.

The person who will give you primary support is _____

He/she is there to discuss any matters of concern you may have. and will regularly meet with you to talk about your work, how it may develop and appropriate training.

The responsibilities of your job are _____

We welcome you and hope that in taking on this responsibility you will find great rewards

signed [Group Leader] _____ Date _____

signed [Minister] _____ Date _____

(completed by the volunteer)

I understand the nature of the work I am to do with _____

I have received and read TCinBW policy and procedures concerning Safeguarding and Child Protection.

I understand how to apply it and am willing to undertake annual training and reviews.

Signed _____ date _____

Print name _____

ACCIDENT/INCIDENT BOOK SAMPLE ENTRY – Recording an INCIDENT**PLEASE NOTE****GREEN section with names****to be given to Minister a.s.a.p****To be retained in confidential file for 3 years**

About the accident	Report Number
--------------------	---------------

When did it happen	Date: 31 / 02 / 04	Time: 7.00 pm.
--------------------	--------------------	----------------

Where did it happen	MAN HALL, VILLAGE HALL, BINLEY WOODS
---------------------	--------------------------------------

How did it happen and why	
---------------------------	--

Give details of any injury suffered and treatment given

CONCERN UNDER "SAFE FROM HARM - SAFE TO GROW" POLICY
--

Give any recommendations to avoid similar accidents occurring

AFTER MEETING ADVISED BY BISHOPS ADVISOR; CHILD PROTECTION. SEPARATE WRITTEN REPORT TO TCIBW's CPA.

Employers report

Complete this section if the accident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

How was the accident reported

Date reported:	Signature:
----------------	------------

TEAR OFF HERE

THIS SECTION GIVEN TO MINISTER A.S.A.P

About you, the person filling in this report	About the person who had the accident
--	---------------------------------------

Name: MARGARET BOLTON	Name: DONALD DUCK
-----------------------	-------------------

Address: 151 RUGBY RD.	Address: 9 THE MANSIONS,
------------------------	--------------------------

BINLEY WOODS	BINLEY WOODS
--------------	--------------

Postcode: CV3 2AY	Postcode: CV3 9XX
-------------------	-------------------

Occupation: TOPZ LEADER	Occupation: TOPZ MEMBER
-------------------------	-------------------------

Signature: MBolton	
--------------------	--

Date: 31 / 02 / 04	Report Number: SAMPLE 2
--------------------	-------------------------

Report Form for recording suspicion or disclosure of child abuse

Minister Jonny Fillis 024 7654 3003

Name and phone number of person completing report	
Date of report	
Date and place of disclosure or suspicions raised	
Name of group	
Child/young person name	Date of birth
Address	
Name and phone number of parent or carer	
Report	
Advice given/action taken	
Signed	

Minister