

# Child Protection Policy

May 2009

**Christ Church**  
CLIFTON, BRISTOL

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## **Christ Church Clifton Child Protection Policy Statement**

Our first concern is that children and young people are safe while in our care. Therefore we:

- Appoint Child Protection Representatives.
- Plan the work of the church among children and young people so as to minimise situations where abuse of children or young people may occur.
- Carry out tight appointment procedures for anyone applying to work among children and young people.
- Are committed to supporting and providing appropriate training for all paid leaders and volunteer leaders in relation to child protection.
- Are committed to supporting parents and families.
- Are committed to nurturing, protecting and safeguarding children and young people in our care, especially the young and vulnerable.
- Recognise that child protection is everyone's responsibility.
- Follow appropriate measures should any disclosure of abuse be made.
- Seek to support all in the church affected by abuse.
- Review this policy annually.

If you have any concerns for a child in relation to any child protection matter then speak to one of the following people, who have been approved as child protection officers for this church.

Prof Chris Salisbury  
(Christ Church)

Mrs Linda Witham  
(Christ Church)

Jo Head  
(Emmanuel)

Agreed by the parochial Church Council on .....

Signed (by PCC Secretary).....

Date: .....

# Christ Church Clifton Child Protection Policy

**Name of Church:** CHRIST CHURCH (hereafter 'the church')

**Location:** Clifton Down Road, Clifton, Bristol, BS8 and the Church Plant at Badminton School, Westbury-on-Trym, BS9 known as Emmanuel.

**Denomination:** Church of England

## **Vision for Children's and Youth Ministry at Christ Church**

The Children's and Youth Ministry at Christ Church Clifton exists to fulfil the mission statement of *Belonging, Growing & Going* amongst children and young people, and to glorify God as we do so.

This is done by:

- Supporting and encouraging parents who are primarily responsible for the teaching of Biblical truths to their children.
- Making the whole counsel of God known to children, with particular emphasis on the Gospel of Jesus Christ.
- Equipping the children and young people to live for Jesus Christ.
- Relying on God for the children and young people's spiritual life and growth, by praying for them.
- Living faithfully before the children, modelling for them how Christians are called to relate to God, each other and the world around.

## **Church Statement**

The church has an established and growing children's and young people's ministry and the Parochial Church Council (PCC) recognise that children and young people are a crucial part of today's Church. The church aims to protect and safeguard the welfare of children and young people entrusted to the church's care.

## **Why a protection policy?**

Experience has shown that those who work with children in any and every setting can subject them to abuse. All allegations of abuse of children by a professional, staff member, foster carer or volunteer should therefore be taken seriously and treated in accordance with child protection procedures.

## **Church aims**

The PCC of the church, through its delegated staff and volunteers responsible for working with children and young people (see appendix 1), is committed to:

- Listening to, relating effectively and valuing children and young people whilst ensuring their protection within church activities.
- Encouraging and supporting parents/ carers.
- Ensuring that children's/ youth leaders are given support and training.
- Having a system for dealing with concerns about possible abuse.
- Maintaining good links with the statutory child care authorities.

## **Areas of policy**

The PCC recognises that some children and young people are victims of neglect, and physical, sexual and emotional abuse. Accordingly, the PCC

has adopted the policy contained in this document. The policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against leaders or members of the church.
- Appointing children's and youth leaders.
- Supervision of activities and practice issues.
- Helping victims of abuse.
- Working with offenders.

### **Appointment of leaders**

Ensuring a safe environment for children and young people begins long before a Saturday evening or Sunday morning. All prospective volunteers for children's and youth ministry will go through the screening procedure described in Appendix 1 Screening . This section also describes arrangements for initial observation of childrens/youth work by potential volunteers, their probationary period after initial appointment and arrangements for renewal of leader status every 5 years.

### **Supervision of groups, activities and residential events**

The supervision of all groups and their associated activities are outlined in the document 'Guide to Best Working Practice at Christ Church Clifton.'

### **Helping victims of abuse**

As a church we are committed to supporting victims of abuse and encouraging them in their faith (see Guide to Best Practice for Christ Church Clifton).

### **Working with offenders**

Where someone attending church is known to have abused children, then, whilst extending friendship to the individual, the PCC in its commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep (see guide to Best Practice for Christ Church Clifton).

### **Guidelines for Recognising Abuse**

All staff and volunteers will be trained in how to recognise abuse and the appropriate procedures for dealing with abuse. These guidelines can be seen in the document 'Christ Church Clifton, Guide to Best Working Practice.'

This policy is based on a model child protection policy supplied by the Churches' Child Protection Advisory Service and the 'Safe from Harm' document provided by the Bristol Diocese. This policy will be kept in the church office at 16 Mortimer Road, Clifton, Bristol, BS8 4EY, and a copy of the policy and any amendments will be filed with the CCPAS and Bristol Diocese.

## Child Protection Responsibilities and Accountability

ALL THOSE INVOLVED IN THE CHILD PROTECTION PROVISION AND POLICY AT CHRIST CHURCH WILL BE CHECKED THROUGH THE CHURCH SCREENING PROCEDURE

*The Child Protection Group*

<b>Name</b>	<b>Role</b>	<b>Reason for involvement</b>
Chris Salisbury	Child Protection Representative (CPR)	Lay representative from CC Independent from management and children's work
Linda Witham	Child Protection Representative (CPR)	Lay representative from CC Independent from management and children's work
Neil Hopkins	Youth Minister (YM)	Staff representative and practical implementation of the CC child protection policy.
Jane Simpkins	Children's Minister (YM)	Staff representative and practical implementation of the CC child protection policy.
Olivia Murray	Director of Operations (Dir of Ops)	Oversight of implementation of Child Protection policy on behalf of the PCC and PCC secretary

For those additional people involved at Emmanuel see Section 7 of the best practice document.

### **The Child Protection Representative(s)**

#### *Role*

The Child Protection Representatives (CPRs from now on) are the first port of call for any allegation or other issue relating to child protection. They will work to promote and raise awareness of child protection issues and take an interest in the church's work with children and young people so as to be familiar with children and young people's groups, their activities and their leaders.

The CPRs will also take a role in the administration of the Child Protection Policy (CPP) – in practice, this means:

- They will ensure that the annual review of the CPP takes place.
- Be familiar with the procedure for contacting the Diocesan Child Protection Officer (DCPO) and social services where appropriate – to understand the method for reporting and dealing with an allegation or other child protection issue, and perform appropriate risk assessments.
- Ensure appropriate systems are in place with regard to the selection, appointment and training of leaders

The CPRs will also have some involvement in training in Child Protection issues – in practice, this means:

- In conjunction with the Dir of Ops, ensure all training of the CM and YM is appropriately undertaken.
- With the YM and CM, work to ensure suitable training is delivered for all relevant parties (to include wardens).

#### *Suitability and availability*

- Someone who is approachable to others.
- Someone not involved in children's and youth work or the church management team.
- Someone who is able to make themselves known to children and youth leaders.

#### *Accountability*

Appointed by, and accountable to, PCC.

### **The Children's Minister and Youth Minister**

#### *Role*

These two staff members will have oversight for the practical implementation of the CPP throughout the work of the church. This means that they will be responsible for interviewing, reviewing and training all leaders appropriately, ensuring the CPP is relevant, working and up to date. In addition, these members of staff will be familiar with appropriate reporting procedures and act in accordance with the policy.

These staff members will also:

- Inform the church administration of all new recruits and maintain correct records.
- Oversee the interviewing, reviewing and appraisal structures of the volunteers, ensuring that the records in the church office are correct and up-to-date.
- Monitor the operation of the policy within the specific children's and youth groups. Ensure that all those in overall charge of leading groups are fully aware of all aspects of the policy and seeking to ensure that every individual leader within those groups are following the policy.
- Ensure that no-one is leading a group who is not an approved leader, and wearing their badge.
- Attend Diocesan training events in child protection issues and bring changes or relevant issues to the CPG.

#### *Suitability and availability*

These staff members have been entrusted by the Vicar with the operational implementation of the CPP. They will be responsible for the practical outworking of this policy.

#### *Accountability*

To the Vicar (or his representative – see below) and PCC.

### **Director of Operations**

#### *Role*

The Dir of Ops is the Vicar's representative for child protection issues at CC and, where deemed appropriate, will bring issues to the Vicar, PCC and CPRs. As PCC secretary, the Dir Ops will ensure that correct information is passed to the PCC and that the PCC is kept suitably informed of any relevant CP issue (while maintaining confidentiality, as described in the document 'Christ Church Clifton, Guide to Best Working Practice).'

The Dir of Ops is to ensure that the CPG understands their roles and responsibilities and adheres to them.

The Dir of Ops will co-ordinate the administrative process of the child protection policy in co-operation with other administrative staff. This includes overseeing the correct administration of the CPP and ensuring that both the church office and relevant staff members are keeping correct records. Where appropriate, the Dir of Ops will inform the CPRs of any positive disclosure from CRB procedure.

The PCC delegates to the Director of Operations the responsibility to approve off-site activities based on a completed record form and risk assessment.

#### *Suitability and availability*

This staff member has been entrusted by the Vicar and PCC to ensure that the PCC policy on Child Protection is effectively and efficiently implemented, including compliance with CRB requirements.

*Accountability* – to the Vicar and PCC.

***In the event of the disclosure of any criminal record of any member of the church or its staff members, the clergy will oversee appropriate handling of such persons (see Christ Church Clifton, Guide to Best Practice) and any necessary pastoral care.***

***Ultimate oversight and responsibility of the child protection policy rests with the Vicar and PCC.***

# Christ Church Guidelines to Child Protection

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## **Introduction**

Thank you for volunteering to serve here at Christ Church Clifton with the work among children or young people. As we hope you will find out, working with children and young people is extremely rewarding, being at the same time, a challenge.

As you may be aware, any ministry among children and young people is working towards keeping children and young people safe from harm. With this in mind, we have produced these 'Guidelines to Best Practice at Christ Church Clifton', provided to all Children's and Youth leaders within the church.

The guidelines aim to ensure that the Child Protection Policy (CPP) of the church is understood and carried out by its leaders. The provision and working of this policy is for the benefit and protection of all children and young people who attend the church and at the same time it provides a pastoral cover to the leaders. Any other users of the premises of Christ Church Clifton will be required to produce a copy of their Child Protection Policy to the Director of Operations, or agree to the church Child Protection Policy as part of a letting agreement.

Please read through the sections, as directed, and if you have any questions regarding these guidelines please do discuss them with your ministry leader.

All leaders are expected to read and abide by the Child Protection Policy and these Guidelines. They do not need to read the appendices, which are for reference when needed.

Thank you for your time, and we look forward to working with you among children and young people.

## **1. Guidelines to Appointing and Supporting Leaders**

### **1.1 Appointing Volunteers & Leaders**

All potential children and youth leaders will be required to complete a screening procedure. Only upon the successful completion of this procedure will the volunteer leader be allowed to serve within the children and youth ministries. For details of this procedure see Appendix 1. All forms and leader details will be kept in a locked filing cabinet in the church office.

All appointments will be reviewed after an initial probationary period of 4 months and then every 5 years.

### Decision not to appoint

An applicant will not be appointed to any position within the children's or youth ministry if:

- Any indication of abuse of children/ young people is revealed by the application form, references, checks with the Criminal Records Bureau or interview
- The applicant refuses to a check being made on their past background
- The applicant refuses to answer questions in interview or application form
- The applicant refuses to accept the church's CPP.

If a decision not to appoint for the above reasons is made, the applicant will be told in a sensitive and loving manner, explaining the church's position in respect to these matters. Emphasis will be made of their worth and an assurance that they will be helped into exploring other areas of church ministry that do not involve children or young people.

If during the process of application it becomes known that the applicant has a criminal record then the church will follow its procedures concerning offenders (see Appendix 11 Ministering to Offenders).

## 1.2 Training & Supervision

It is the responsibility of the incumbent and the PCC to offer and encourage training in Child Protection. The practical outworking of training and ongoing supervision for all those involved in children's and youth ministry has been delegated to the Children and Youth Ministers and, where necessary, the Child Protection Representatives (CPRs from now on), on the PCC's behalf.

It is the responsibility of all leaders who are serving in the children's and youth ministry at Christ Church to read the details of the church Child Protection Policy and the 'Guidelines to best practice' that are specific to the area of ministry they wish to work in. They also need to sign that they have read the policy and guidelines and agree to all its procedures as part of the application form. If they do not agree to the policy then they will not be allowed to serve within the children's or youth ministry.

After four months of being in post each leader within the Children and Youth Ministry will be reviewed as to their suitability to continue as a leader.

Each leader will be clear about their tasks and responsibilities, and about those of the relevant member of staff who is supporting and overseeing the ministry they are involved in.

Training will be provided at the beginning of each academic year for all those involved in children and youth ministry at Christ Church and the policy will be discussed at this meeting. It will be encouraged that all leaders, staff members and churchwardens attend this training session at least once every two years. The training will include the following topics:

- Raising awareness of the problems encountered in keeping children safe
- How to put into effect the good practice guidelines outlined here
- What to do in the case of an allegation or suspicion of abuse
- How to protect children involved in the church when a known child sex offender is in the congregation
- The outworking of 'Christ Church Clifton, Guidelines to Best Practice.'

If a leader is unable to attend the meeting then the children or youth minister, or the leader of the specific group in which the new leader will serve, will run through the guidelines with them at another time.

The children's and youth ministers will attend training provided by the Bristol Diocese and will inform the Child Protection Group, leaders and staff of any changes or additions to the policy.

## **2. Guidelines to Leading Church Programmes**

### **2.1 Child Registration Record/ Medical Consent form**

A parent/ guardian of a child (under 18 years of age) will be asked to complete an initial registration form for that child. This form will ask for permission to look after their child during each main session (Sunday mornings and Saturday evenings), and to provide all relevant consent (road crossing, photographs etc) for the running of the yearly programmes (see Appendix 2). The form will also contain *Information for Parents/ Guardians*, which will inform parents/guardians of the times of the programmes and the leaders' and parents' / guardians' responsibilities (see Appendix 3).

### **2.2 Registration**

All children and adults present in each group must be registered, stating who was at each group, and the leaders present during the group session (see Appendix 4). This register should be made up at each meeting, including time of arrival and departure of any child or young person who does not stay for the whole session and any other people in the rooms used by the children at the time. Completed registers will be filed and kept secure for in perpetuity

### **2.3 Logbook**

Group leaders will keep a logbook of each activity (Appendix 5). Any unusual events during the session should be recorded and, where appropriate, what action was taken. Such unusual events might include:

- A young person making too many throw-away sexual comments about church workers and other people
- Too much physical contact by a young person
- The need to restrain a young person or child due to disruptive behaviour
- Fights that occurred during the activity

- Allegations may be made later on and records of previous behaviour by the child or young person will enable an allegation to be seen in context. Logbooks can protect both children and youth leaders.

## 2.4 Responsibility

Leaders are responsible for the children and young people once they have been registered or dropped off for a particular group.

Parents/guardians are responsible for their children at church once they have been collected from their groups or returned to them by leaders on Sunday morning children and youth groups at the set times. Parents are informed of the times on the *Information for Parents/Guardians* sheet given out with the Child Registration Record form (See Appendix 2 & Appendix 3). For all children's and youth groups it is the parent's/guardian's responsibility to drop their child off or know how their child is getting to the group and to collect their child at the correct time or know how they are getting home from the group. The leaders are not responsible for the safe return of *young people* after the group has finished.

If a child arrives late for a group meeting then it is the parent's/ guardian's responsibility to make sure the child gets to their group. The church cannot be responsible if a parent leaves a child at the church but that child's group has already left to go to another site.

## 2.5 Collection of children after meetings, groups or events

- For each children's group, there will be a system for ensuring that children are only allowed to leave once an appropriate adult has arrived to take responsibility for them.
- Written consent can be given by parents/guardians for children in Explorers, Trailblazers and Pathfinders to arrive at, and leave the group on their own (without an adult). Leaders will have responsibility for the children/young people during the group session, but they will accept no responsibility for the children outside of the stated group times.
- With regard to groups for children of secondary school years 10 and above (e.g. Meeting Point), the young people will be allowed to make their own way home. However there will be a system for registering that these children have arrived at the group and the time that they leave.
- Arrangements for collection of children, or allowing them to leave after meetings, will be notified to parents as part of the initial registration procedure.

## 2.6 Unaccompanied children

Sometimes children and young people may attend worship or specific groups, apparently without the knowledge of their parents. No hard and fast guidelines can be given, and the age of the child/ young person should be taken into consideration. The following points may assist:

- Establish whether the child/ young person attends with his/her parents'/guardians' knowledge, or at least without his/her parents'/ guardians' objections.
- Establish their contact details (address and home telephone number). Include these on the register/ signing in book.
- Provide information about the group to the child to take to his/her parent/ guardian and a registration card (see Appendix 2& 4). Inform the child or young person that they can enter but if they wish to return they can only do so if they bring their completed registration card.
- If someone turns up for a second time without their registration card we would phone the parent/ guardian to gain verbal consent and explain to the parent/ guardian that we need the form for the next time.
- If there are very exceptional circumstances where a child is vulnerable and doesn't want to seek parental consent, they can keep coming only after the situation has been checked with one of the church CPRs.
- Bear in mind that the child may have some school, home or personal difficulties, which s/he may not be willing to disclose, and which need sensitive handling.
- Where a child is visiting the church for the first time in the company of their parents they may attend a group without need for a completed child registration record. If the return to the church and subsequent groups a child registration record will be required.

Remember that, for an unaccompanied child/ young person, Church may be a rare 'safe place.'

## 2.7 Adult: Child Ratios

Specific ratios are recommended for the number of children to adults, and it is necessary to be aware and plan these levels. Wherever possible *there should always be two adults with any group of children, however small the group.*

In line with Ofsted we recommend:

<i>Age of Children</i>	<i>Maximum group size with TWO ADULTS</i>	<i>ADDITIONAL Adults required</i>
Aged 0-2 years	4	For additional children up to a maximum of 2 – one additional adult
Aged 2-3 years	8	For additional children up to a maximum of 4 – one additional adult
Aged 3-8 years	16	For additional children up to a maximum of 8 – one additional adult
Over the age of 8 years	20	For additional children up to a maximum of 12 – one additional adult

In a crèche the specific ages of children and any special needs or circumstances should be assessed at the beginning of each session. Necessary action should be taken if it is felt that the adults present would be unable to deal with the children if an emergency arises. *It is important to note that you can only carry two babies at a time should you need to leave the premises in the event of an emergency.*

A married couple, or a couple in a close personal relationship, should not be the only leaders of a group. However, as long as there are other adult leaders present, a married couple can count as two individuals for the purpose of the adult/child ratios above.

No children or young people under the age of 18yrs will be left in overall charge of other children and young people. A volunteer leader under the age of 18 does not count as an adult in the required child/adult ratios.

## 2.8 Activities in private houses belonging to members of the congregation.

Sometimes activities may be hosted in private houses belonging to people who are not the group leaders. It is important not to make any assumptions about the owners and other adults in the house, even if they are well known members of the congregation. Normal procedures about the minimum of accredited leaders should always apply, along with all other requirements of this policy e.g. with regard to toileting. Adults in the house who are not leaders should not be left alone with any children. If a particular house is used regularly the adults in the house should go through the normal church recruitment process for working with children. (see Appendix 1).

## 2.9 Accident & First Aid

There will be accidents and injuries during the life of the church. The following procedures will be followed:

- The crypt is equipped with a basic first aid kit.
- Only qualified first-aiders are allowed to administer first aid, although any adult should provide necessary help until the first-aider arrives (e.g. applying pressure on a wound).
- In case of serious injury or life-threatening illness the emergency services will be called and parents contacted immediately.
- All incidents and accidents will be recorded in the accident record book (See Appendix 5) which will be with the registration book. If a minor injury then the children or Youth Minister should be informed at the earliest opportunity. If a major accident then they should be contacted immediately. The accident form should be forwarded to the children or youth minister who will store this in a secure place for an indefinite period of time.
- Each team member will be informed of who the qualified first aider is and the location of the first aid box and Accident Report book.

## 2.10 Illness

Children with infectious illnesses must be kept at home and not brought into the children's groups. Children who appear ill whilst in the church's care will be isolated from the other children by a leader, who will remain with them whilst the parents are located.

## 2.11 Fire – evacuation procedures

The overall leader for each Junior church group or Youth Ministry group will take charge of the group. They will ensure that all children are assembled ready to depart and that leaders are assisting in the evacuation procedure. Each group will leave the building via their designated fire exit or, if in a family home, through the nearest door. The group will then assemble on the green outside the church or, if at a family home, at a safe distance from the building (i.e. the other side of the road). All group leaders will be aware of the procedure and relevant assembly point. The register will be taken to ensure that all children are present and out of the building. The children will stay with the leaders until collected by parents or it is safe to return to the building. The children and young people would then be registered again when they have returned to their groups.

## 2.12 Toileting

Parents are asked to take their children to the toilet prior to leaving them to be registered in their class.

No male leader should take any child to the toilet unless he is the child's father or legal guardian.

### *Pre-school Children (age 5 and under)*

A female leader will accompany the child to the toilet. The leader should wait outside the closed cubicle door unless the child requires assistance. The cubicle door must not be closed with the leader and child inside. The child and leader must wash their hands with soap before returning to their group.

### *Older Children*

Leader will allow individual children to go to the toilet at their discretion.

## 2.13 Transport

For each event and meeting Christ Church is not responsible for how children and young people get to and from an event/ meeting, unless it has been made clear that Christ Church is arranging transport as part of the event. In particular, youth leaders cannot be responsible for decisions young people make about getting home from events (e.g. taking public transport late at night, walking home at night or going home in a car driven by another young person who may be under 18 yrs old).

Where Christ Church arranges transport as part of an event, this will be made clear to parents/ guardians, and the policy described below will be followed.

### *Private Transport*

- Children and young people should not be taken out by leaders or on behalf of leaders in private cars without the prior consent of their parents. This also applies to giving lifts to and from a church activity.
- If any leaders or helpers use their own cars for youth and children's work, it is essential that they consult their insurers about such use and confirm this to the PCC, via the youth or children's ministers (who will pass this onto the church office).
- Employed children and youth ministers using their vehicle should have business cover on their insurance.
- Whoever makes the transport arrangements it is always the responsibility of the driver to ensure the vehicle is roadworthy (valid MOT and the car is good condition) and adequately insured.
- At no time should the number of children in a car exceed the usual passenger number. There must be a seat belt for every passenger, and these must be worn.
- A leader should never give a lift to a single child or young person. If, in an emergency, a driver has to transport one child on his or her own the child should sit in the back of the car, and this should be recorded.
- Except in an emergency, there should be a minimum of two adults and two children in a car.
- Drivers who are not approved children or youth leaders should be recruited for the task through the normal screening procedures.
- If the child is under 11 years old then a suitable booster seat is required.
- If the child is under 11 years old and the car has airbags in the front (on the passenger side) then the child needs to be seated in the rear of the vehicle.

### *Minibuses*

- If a minibus is hired then motor insurance will need to be arranged, and this should be available as part of the hiring arrangement. A minibus with seat belts should be used, and all children/ young people must have a proper seat. Some hire companies require evidence of a Midas Minibus test.

### *Coaches*

- The leader of an activity should check that any independent coach company used for transporting children has appropriate insurance in place.

## 2.14 Photographs. Website & Media

- Careful consideration will be given as to why photographs are to be taken of children and what their subsequent use might be.
- Permission will be obtained from parents before photographs of their children are taken
- Permission will be obtained from parents if photographs of their children are to be used for publicity purposes, either on flyers or on the church website.

- Care will be taken to try to obscure individual faces and not allocate names to individuals in any photographs posted in a public place (e.g. Notice Boards, church magazine, website etc.)
- If photographs or video recordings are made of childrens' group activities for publicity purposes and it is not practical to obscure faces, then the resulting files, videos or photographs will be stored securely on church owned premises. Normally there will be only one copy of the images. If it is necessary to make a minimum number of further copies then a record will be made of the number and location of any copies of these files, photographs or recordings (e.g. DVDs, computer files). No-one may take any copies away from church premises (including the church, the office, the vicarage and Linden Gate) without written permission from the Dir of Ops. If it is necessary to edit images, recordings etc on computers away from church premises, then the person taking the images off site must sign that they will destroy any copies of these images (e.g. on home computers) after the immediate need for them for editing purposes has passed.

### **3. Guidelines for Activities & Residential events**

#### **3.1 Activities**

Any activity that takes place outside regular programme times (see Appendix 3) and/or takes children away from the church building or allocated venues will require dynamic planning by the group leader.

Activities taking place on the Downs will not be considered an off-site activity but will be included within the normal initial consent procedures (see section 2.1)

The group organiser will:

- Acquire written consent from parents/ guardians with their knowledge of proposed activity using the consent form in Appendix 6
- Ensure appropriate adult supervision
- Ensure any accident details are recorded
- Check, where necessary, all insurance conditions for vehicles, activities and personnel
- Ensure that any specific activities that require qualified instructors are staffed appropriately
- Have made risk assessments
- If the group is taken outside for an outdoor activity, the appropriate risk assessments will be made and procedures followed for crossing roads and ensuring the safety of the children.
- Ensure parents/ guardians have been informed of any necessary kit lists.
- It is the parents'/ guardians' responsibility to ensure their child wears suitable clothing and footwear.
- Complete a visit/activities form for any activity to take place that is not covered in the standard consent form (Appendix 6), using the form in Appendix 7.

## 3.2 Residential Events

The group organiser must ensure the smooth and safe running of the residential event. They will pay attention to the following areas:

### Health and Safety

- All leaders from Christ Church attending residential events will have been through the Christ Church appointment process.
- Acquire written consent from parents/ carers with their full knowledge of proposed activities, obtaining the following information:
  - Health
  - Medication that the child is taking and consent to administer it.
  - Dietary requirements
  - Allergies & medication
  - Doctor's name and telephone number
- All inhalers are to be kept on the child at all times, and it is the parent's/ guardian's responsibility to make sure that their child brings them on the residential event.
- Ensure that proper adult to child ratios are maintained (see 2.7).
- Provide a qualified first aid administrator for the residential event, ensuring they have all the medical details of each child.\*
- Parents/ carers will provide a contact number in case of emergency
- Whenever possible first aid is to be administered by the First Aid administrator. For any serious injuries or life-threatening illness the emergency medical services will be called and parents informed immediately. All incidents, whether minor or major, will be recorded by the first aid administrator or leader of the trip.
- Complete a visit/activities form (Appendix 7) and send it to the church office before the event providing details of the event and contact details for the leader.

### The Site & Accommodation

- Check all insurance conditions for buildings used and vehicles, and their drivers being used to transport young people, and ensure that activity instructors and specialised team members are qualified and insured (e.g. cooks have an up to date food hygiene certificate) to perform their task.
- Check details of the premises, ensuring that there are adequate fire precautions (exits, extinguishers, drills and alarms).
- All leaders are to have separate sleeping accommodation from the members, whilst still being accessible in case of an emergency \*
- Ensure that adequate sleeping and toilet arrangements are made for each gender group \*.

### The Programme

- Plan the itinerary and timetable well in advance.
- Issue kit lists to all who are coming away so that proper clothing, equipment and footwear are brought.
- Complete a risk assessment for each activity during the residential event. (see section 3.4)
- Ensure all activities during the week are staffed appropriately.

\*= see overseas mission trips for amendment

### 3.3 Overseas Mission Trips

When taking young people on an overseas Mission Trip, the leader of the mission will seek to apply, where possible, the guidelines above. It must be noted that when dealing with mission agencies in other countries child protection may not be as tight as here in the UK, and, although certain guidelines may be desirable, they may not be able to be met (e.g. leaders may have to sleep in the same room as young people from the UK, simply due to the fact that there is no space for separate rooms). Additional guidelines and amendments to above guidelines will also be applied (those in italics are amendments to guidelines above):

#### Health and Safety

- No young people under the age of 16yrs old will be allowed on the Mission.
- Ensure that the Mission trip is suitably insured by the Mission agency that the trip is organised by or through each individual's own personal insurance.
- Appropriate training and support will be provided before and after the Mission trip.
- In relation to any children and young people who will be cared for at the overseas site, the Mission team (adults and young people) will follow the Child Protection Policy of the Mission agency that we work with.
- It is not the responsibility of the Christ Church Mission Team to provide appropriate medical care for any children or young people who are not on the Christ Church Mission team.
- Inform young people and parents of the immunisation injections that are needed for the Mission trip.
- Ensure that there will be a qualified first aider on the Mission trip.
- Parents/ guardians' will be given, in advance, details of flight numbers, Mission itinerary and emergency contact numbers.

#### The Site & Accommodation

- Where possible leaders are to have separate sleeping accommodation to the members, whilst still being accessible in case of an emergency.
- Where possible ensure that adequate sleeping and toilet arrangements are made for each gender group.

#### The Programme

- No young person will be responsible for any children without adult supervision

### 3.4 Risk Assessment

Risk Assessments will be made of every activity. The risk assessments will be dynamic during the activity (for a sample risk assessment see Appendix 8).

## **4. Guidelines to Other Activities at Christ Church**

### **4.1 Babysitting**

Christ Church will not formally offer any babysitting facilities for its programmes (e.g. Marriage Course). Any such facilities will be provided on an informal basis and will not be monitored by Christ Church or fall under the Church Child Protection Policy.

### **4.2 Mums groups and daytime Christianity Explored courses**

The Mums groups and daytime Christianity Explored courses will follow the child protection policy. All crèche leaders will have gone through the church screening process.

### **4.3 Christ Church Toddlers**

The overall leaders will have gone through the leaders screening process. Responsibility for the children lies with the parents during the session.

### **4.4 School Visits and Schools Work**

All Christ Church volunteers helping with a school visit to Christ Church building must have been through the same screening process as other leaders (see Appendix 1). The visit itself will be covered by the school's own policy for School trips and will not fall under the Church Child Protection arrangements.

All Christ Church volunteers helping with schools work (i.e. taking assemblies and lessons, helping with clubs, etc.) must have been through the same screening process as other leaders (see Appendix 1). The schools work activities will be covered by the school's own policy and will not fall under the Church Child Protection arrangements. However, the volunteers will always follow guidance and advice given in the Church Child Protection Policy.

### **4.5 1-2-1 Contact**

Young people in secondary school years 10 and above (Meeting Point) have the option to meet up with a leader on an individual basis or to meet up for coffee with them.

- It is the responsibility of the leader to inform the young person of the time they are meeting, the venue and when the meeting will finish.
- It is the responsibility of the young person to inform their parent/guardian of the meeting, its time and venue.
- The leader will meet with the young person in a public place (coffee shop) or in a home where there is at least one more adult present. This venue is not to change unless parents are informed.
- They are to never meet in a closed room where they are the only people present.

- They will meet for around 1 hour. It is the parents' responsibility to pick their child up or be informed of how they are returning home.

## 4.6 Peer-Led Groups

In Meeting Point, some activities within the programme are led by the members themselves (peer-led). Named adults who have been screened by Christ Church Clifton should oversee all youth activities according to the child: adult ratios. In all peer-led groups organised under the auspices of Christchurch there will be adult leaders readily available, i.e. in the same building. In addition they should contribute to any planning and review of events.

Christchurch cannot be responsible for meetings that young people arrange themselves, and which are not on the programme, even if all the young people themselves are members or a church group and even if they arrange to meet on church premises.

## 5. Guidelines to Behaviour and How to Recognise Abuse

### 5.1 Appropriate behaviour and discipline

All clergy, paid employees and volunteers should:

- Treat all children with the respect and dignity befitting their age.
- Watch their own language, tone of voice and body language.
- Learn to control and discipline children and young people without physical punishment, which is illegal for children's workers.
- Ensure that another adult is informed if a worker needs to take a child to the toilet – toilet breaks should be organised for young children.
- Try to ensure that a mixed group has male and female helpers.
- If known in advance, seek a parent's permission if a child is to be seen on his or her own. The meeting should always take place in public (e.g. a coffee shop).
- Ensure that children and young people know that they can speak to an independent person (CPR) in the parish.
- Ensure that a loving, respectful, and orderly atmosphere is created in which children/young people can learn, play, and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children / young people towards acceptable activities and behaviour, verbally encouraging positive behaviour and, when necessary, correcting or redirecting inappropriate behaviour.
- Use acceptable means of redirecting behaviour including: correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child / young person from the group for a brief time (particularly if his/her behaviour is endangering or upsetting others).
- Follow the guidelines for transport in connection with giving lifts to children and young people (see section 6.10)

All clergy, paid employees and volunteers should not:

- Invade a child's privacy whilst toileting or washing.
- Play rough physical or sexually provocative games.
- Be sexually suggestive about or to a child or young person even in fun.
- Touch a child or young person inappropriately.
- Scapegoat, ridicule or reject a child or young person or group.
- Allow a child or young person to involve the worker in excessive attention-seeking that is overtly physical or sexual in nature.
- Share a bed/bedroom with a child/children, a young person, or young people.
- Place themselves in a situation where they are alone with a child, children, a young person or young people.
- Permit abusive peer activities, e.g. initiation ceremonies, ridiculing, bullying.
- Allow unknown adults access to children or young people. A known person should always accompany visitors.
- Allow strangers to give children or young people lifts within Christ Church organised activities. Christ Church are not responsible for how children or young people get to or from meetings/ events.

## 5.2 Touching

One of the aims of the following guidelines is for us as a church to provide a warm, nurturing environment for children and young people whilst avoiding any inappropriate behaviour. It may be appropriate to comfort a child or young person who has either hurt him/herself or is distressed, but adults should be encouraged to take their cue from the child/young person. Try to make sure other adults are around.

Child abuse is harm of a very serious nature. It is unlikely that appropriate physical contact in the course of work with children and young people could be misconstrued as abuse if the following guidelines are followed:

- All volunteers must work with, or within sight of, another adult.
- If any activity requires physical contact make sure that the child/young person and their parents are aware of this and its nature.
- There must be no physical punishment of any kind.
- Avoid physically rough games.
- Avoid unnecessary touch.
- Avoid taking young children to the toilet, but when unavoidable make sure another adult is informed or organise a toilet break for the whole group.
- First aid should be administered by someone suitably qualified and with others present. The child should administer possible first aid itself.
- Very occasionally it may be necessary to restrain a child or young person who is harming him/herself or others. If possible, try to make sure there is another adult present. Use the least possible force and inform the parents as soon as possible.
- All significant incidents of physical touching (e.g. restraining a child or young person who is violent, physically removing a young person from the group, or preventing a young person from entering the group) that could give rise to concern or complaint should be recorded in

the incident book (see Appendix 5). The incident will be reported to the CPRs if the children or youth minister feel it is necessary.

- All physical contact should be an appropriate response to the child/young person's needs and not the needs of the adult (i.e. initiated by the child/cue from the child).
- Colleagues must be prepared to support each other.
- Other adults should be prepared to speak out and take necessary action if any adult is behaving inappropriately and make sure the children's and youth minister and CPRs are aware of the situation.

### 5.3 Definitions of Abuse

*What is a child?*

Any person under the age of 18 years old.

*What is abuse?*

*Working Together to Safeguard Children*<sup>1</sup> states that 'somebody may abuse or neglect a child by inflicting harm, or 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.' It recognises four areas of potential abuse for children: physical, sexual, emotional and neglect. Abuse can be described under any one of these four categories or a combination of categories.

*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 feigns the symptoms of, or deliberately causes ill health to, a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

*Emotional abuse:* is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. Children may be harmed by constant lack of love or affection, or threats, verbal attacks, taunting or shouting. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

*Sexual abuse:* Involvement of dependent, developmentally immature children or adolescents in sexual activity that they do not fully comprehend, or to which they are unable to give informed consent, or which violate the social taboos of family roles. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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<sup>1</sup> Working Together to Safeguard Children, Department of Health, 1999, quoted in Protecting all God's Children: The Child Protection Policy of the Church of England, 3rd Edition, 2004, p.5

*Neglect*: is a failure to meet basic essential needs of a child, or if a child is left unsupervised at a young age, is likely to result in the serious impairment of the child's health or development.

*Spiritual Abuse*: could be defined as an abuse of power. It is often done in the name of God or Religion. It can involve manipulating or coercing an individual into thinking, saying or doing something without respecting an individual's right to choose for themselves. (Reference 4)

The issues of the exploitation of vulnerable young people and adults by people in positions of power within the Church is covered in more detail in the report "Time for Action" produced by Churches Together in Britain and Ireland.<sup>2</sup>

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

## 5.4 Recognising signs of Abuse

*Warning signs*: these are only guidelines and are not necessarily proof of abuse, but they may be useful indicators.

### *Signs of possible Physical Abuse*

- Any injuries not consistent with the explanation given for them, or where differing explanations have been received
- Injuries which occur on the body in places which are not normally exposed to falls, rough games, etc.
- Injuries or illnesses which have not received medical attention
- Any signs of neglect, under nourishment or inadequate care
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Substance abuse

### *Indicators of possible Sexual Abuse*

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Severe sleep disturbance with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotation
- Eating disorders – anorexia, bulimia

### *Signs of possible Emotional Abuse*

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- Nervousness/ watchfulness

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<sup>2</sup> *Time for Action, Sexual abuse, the Churches and a new dawn for survivors*, Published by Churches Together in Britain and Ireland, 2002.

- Sudden under-achievement or lack of concentration
- Changed or inappropriate relationships with peers and/ or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away, stealing, lying

Many symptoms of distress in a child can point to abuse, but there are other explanations too. This has sometimes been the reason for falsely accusing parents of sexual abuse.

It is important that the above signs are not taken as indicating that abuse has taken place, but that the possibility should be considered far more than in the past. They should make us stop and think – not jump to inappropriate conclusions.

## 5.5 What to do when a child tells you they have been abused

It is not easy to give precise guidance but the following is a guideline to what to say:

### *General Points*

- Above all else, listen, listen, and listen!
- Show acceptance of what the child says, however unlikely it seems
- Keep calm
- Look at the child directly
- Be honest
- Let them know you will need to tell someone else – don't promise confidentiality
- Even when a child has broken a rule they are not to blame for the abuse
- Be aware the child may have been threatened
- Never push for information. If the child decides not to tell you after all, then accept that and let the child know that you are always ready to listen.

### *Helpful things you might say or convey:*

- I believe you (or showing acceptance of what the child says)
- I am glad you have told me
- It's not your fault
- I will help you

### *Things to avoid saying or doing:*

- Why didn't you tell anyone before?
- I can't believe it
- Are you sure this is true?
- Never make false promises
- Never make statements such as 'I am shocked, don't tell anyone else.'

### *Concluding*

- Reassure the child that they were right to tell you and that you believe them
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent the child returning home if you consider them to be seriously at risk of further abuse)
- Report your discussion to the children's or youth minister and they will contact the CPRs for advice. If the children's or youth minister are implicated then telephone the CPRs directly. If all are implicated then telephone the Bristol Diocesan Child Protection Officer (these numbers can be found in section 7)
- Consider your own feelings and get pastoral support if needed.

## 5.6 What to do after a child has disclosed incidents of abuse to you

- Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when he/she said it, what you said in reply and what was happening immediately beforehand e.g. description of the activity.
- Record dates and times of these events and when you made the record.
- Keep all hand written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place.
- Take action to report the disclosure of abuse, as described in section 5.9 below
- You should not discuss your suspicions or allegations with anyone other than the children or youth ministers and CPRs.
- Once a child has talked about abuse and the children or youth minister and CPR has been informed, they will follow the procedures in Section 5.7. They should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it may be necessary to take immediate action to contact Social Services and/or the police to discuss putting into effect safety measures for the child so that they do not return home. The CPRs will make this decision.

## 5.7 Procedures for responding to abuse

**Under no circumstances should a church volunteer or employee investigate allegations of abuse.**

Our responsibility is to refer concerns to Social Services, who will do the investigating required.

The child's welfare is paramount. In general, when abuse is disclosed or suspected we should seek to obtain the parents' agreement to involve social services, unless contacting parents may put the child at significant risk of further harm or it may prejudice a police investigation (e.g. where there is an allegation of abuse perpetrated by a parent/ guardian) . However the

decision to discuss concerns about abuse with parents should also take account of the rest of this section and also section 5.8 below.

Although parents/ guardians will usually be informed, involvement of Social Services does not depend on their permission. Significant concerns about child abuse will have to be referred to Social Services, whether or not the parents/ guardians agree.

Confidentiality must be maintained as far as possible. When someone discloses information about possible child abuse they will be informed that it cannot be kept confidential and will have to be disclosed to the appropriate agencies. Any allegations or suspicions are covered by pastoral confidentiality so church members have no rights to this information. The sharing of information is therefore limited to a need-to-know basis with as few people within the church knowing about possible incidences of child abuse.

However CPRs and the children and youth minister (as appropriate) should always be informed of any potentially significant incidents or allegations, as they are responsible for ensuring that procedures are followed correctly. This is intended to protect the interests of all parties concerned.

Whilst church volunteers will normally refer directly to the CPRs or children or Youth Ministers before reporting suspicions of child abuse to Social Services, the volunteer, as a member of the public, retains the right to report serious matters to Social Services directly.

If the alleged abuser has a role among children in the church, or has other contact with children, speak to Social Service first before taking any action such as suspension during an enquiry. It will be necessary to supervise the volunteer leader as closely as possible without raising suspicion during the very short period between the matter coming to the CPRs attention and the authorities being informed. Any suspension that follows is a necessary but neutral act. If the allegations are true it is vital to protect children and young people from further abuse or being influenced in any way by the alleged abuser.

The role of the church is essentially collecting and clarifying the precise details of the allegation and providing the information to Social Services, whose task it is to investigate the allegation.

If the allegation is against a Church leader who has responsibility for implementing the policy, the DCPO should be contacted directly. You should also advise any member of the PCC (church wardens or member) who is not involved in the allegations. The church may also need to contact its insurance company.

The incumbent and the Director of Operations will be informed of any parties against whom allegations of abuse have been made.

*If a child has a physical injury or symptom of neglect*

Contact the children's or youth minister and the CPRs. They will then do the following:

- Subject to the clause above, normally speak with the parents and suggest that medical help/ attention is sought for the child.
- The doctor will then initiate further action, if necessary. Alternatively, encourage the parents to seek help from the Social Services.
- If the parents are unwilling to seek help, the CPRs should offer to go with them. If they still fail to act the CPRs may need to seek help themselves, i.e. via Social Services.
- Where emergency medical attention is necessary then this should, of course, be sought immediately, informing the doctors of any suspicions you may have.

*If there are allegations of sexual abuse*

Contact the CPRs immediately. They will then adhere to the following procedure:

- Do not inform the parents, under any circumstances (they could have been involved)
- Do not inform/ confront any alleged perpetrator, under any circumstances
- The fact that you feel the child's story is unlikely must not prevent appropriate action being taken. For example, a child may say that they have been abused by another young person. In reality, the perpetrator could be a parent or close relative, but naming another person may be the only way in which this child can seek help.
- The CPRs will contact the Diocesan Child Protection Officer (DCPO) and will then refer the matter to Social Services.
- Keep information on a 'need-to-know' basis so that the alleged perpetrator is not 'tipped off'. The child or young person also has a right for their privacy to be respected as much as possible.
- In cases of severe sexual assault (such as rape) which you believe has occurred over the last few hours, and you have not been able to get an immediate response from Social Services the CPRs will contact the police directly in order to facilitate a medical examination by a police surgeon. This could provide evidence of the assault.
- If the allegations involve a church leader then the DCPO will be contacted.

In exceptional cases, where there is any disagreement between the volunteer leader and the church leaders / CPRs on the appropriateness of making a referral to the statutory authorities, then the volunteer leader retains a responsibility as a member of the public to report serious concerns to the Social Services Department. Remember that sexual abuse of children is a serious crime.

## 5.8 Why in some circumstances you should not speak to the parent or alleged abuser

A child might make an allegation naming someone as the abuser. That might not be the absolute truth; it could be that a child feels safer to name someone else because they are being told not to tell, or the child is presenting the situation in a confused way.

If a parent knew about the allegation and they were innocent, they might go and confront the alleged abuser and ruin a police or social services investigation. They might also, in anger, take physical action against him/her, which would not be very helpful.

The alleged abuser (if guilty) might try to silence the child with bribery or threats. He could remove any incriminating material (books, photos, computer files).

False allegations by teenagers are, of course, possible but not very common. Why would someone wish to make something up and go through the process of statements etc. if there is no basis of truth? Do not assume that the retraction of an allegation means that it was untrue in the first place. So often the cost to the child or young person of pursuing a matter proves too high.

## 5.9 What to do when you have suspicions or concerns of abuse or have received information that may point to abuse

The correct course of action is:

- Keep a written report of the concerns and decisions made, with outcomes and other relevant details. Keep the report in a safe place
- Do not ignore your concerns but take advice on what to do.

There are several ways that you can do this:

- Inform and discuss with the CPR. The CPR may already be aware of other concerns about the child or family and your information may help to fill out the picture
- Contact the Diocesan Child Protection Officer
- Discuss your concerns with the local Social Services Department Child Protection Team (this may be done by the leader, the CPR or the incumbent, as appropriate). You can discuss your concerns and ask for advice without giving the child's details. You should be willing to give your own name and telephone number. If in doubt, it is better to make a referral than to do nothing
- Contact details for all of the above are given in section 7

## 5.10 When you are told by a third party that they believe a child is being abused:

The correct course of action is;

- Take the allegation seriously
- Keep a record of the time, date and nature of the allegation. You may wish to discuss the information with the CPR
- Ask the referrer to inform the Social Services Department. If he/she feels unable to do this, then you will need to do so, giving details of the source of your information
- If the referrer is not willing to be named, explain that no further steps can be taken and the possible implications for the child

## 5.11 Ministering to victims of abuse in their childhood

Though we do not want to relinquish our role as pastors, the counselling of people who have been abused, especially children, is a very sensitive area and is often best dealt with by those who are trained in this area. See Appendix 9  
Details of leaders to be maintained in church office on database

- Name
- Address
- Relevant leader (Jane or Neil)
- Group
- Date interviewed
- Interviewed by
- Date Forms sent out to applicant
- Date forms received back from applicant
- CRB form sent to agency
- Letter to referees sent
- Reference 1 received
- Reference 2 received
- CRB check received
- CRB seen by Dir of Ops and approved

- Date application approved & leader informed
- Date probation meeting held
- Date last attended training

Review due

Appendix 10 for guidance on Pastoral care within the church for those who have been abused.

## 5.12 Ministering to Offenders

All those within the church who have a criminal record will be cared for under the guidelines in Appendix 11. Please remember that our first concern is the protection of children and young people in our care, whilst trying to minister to those who are offenders.

## **6. Review of policy**

### 6.1 Review of Child Protection Policy

The policy will be reviewed annually in conjunction with suitable leaders from each group, the Director of Operations, CPRs and the children and youth ministers. The PCC will receive an annual report, assuring that all leaders have been checked and to confirm that the policy has been reviewed and informed of any changes to policy.

## 7. Useful telephone numbers & other information

### Child Protection Representatives

Chris Salisbury 0117 9685398  
Jo Head

### Incumbent

Rupert Higgins 0117 9743404

### Children's Minister

Jane Simpkins 0117 973 2593

### Youth Minister

Neil Hopkins 0117 973 9640

### Diocesan Child Protection Officer

Carolyn Buckeridge 0844 8920104  
Bishop of Bristol 0117 973 0222  
Diocese of Bristol Office 0117 906 0100  
Parish development team 0117 906 0100

### Social services departments

South Gloucestershire Child Assessment Team 01454 868501  
Emergency (for South Gloucestershire out of office hours) 01454 615165  
Bristol Child Care Teams  
East 0117 954 8453  
South 0117 353 2160  
North 0117 903 8766  
Central 0117 903 6774  
Emergency (for Bristol out of Office hours) 01454 615 165

### Police

Avon and Somerset Constabulary 08454567000  
In emergency, ring 999

### National organisations

Child line 020 7239 1000  
Helpline for children 0800 1111  
Church's child protection advisory service 0845 1204550  
NSPCC Child protection helpline 08088005000  
[www.nspcc.org.uk](http://www.nspcc.org.uk)  
Child Exploitation and Online Protection Centre [www.ceop.gov.uk](http://www.ceop.gov.uk)  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

## 8. Appropriate application of the Child Protection Policy for the Christ Church plant (Emmanuel)

### 8.1 Introduction

Emmanuel is a separate congregation planted by Christ Church, Clifton. Emmanuel operates with the support of Christ Church and within its legal entity. Consequently Emmanuel operates under the same child protection policy. The unique nature of Emmanuel and the separateness of the congregation means that to best implement the policy requires certain practical differences which are outlined below

### 8.2 Appointment of Leaders

In the appointment of leaders (section 6 of the child protection policy) the role of the Children or Youth Minister is taken on by the overall leader of the age group or an Elder at Emmanuel.

To simplify communication with Christ Church office, contact regarding status and completion of the checks will be co-ordinated through the Child Protection Administrator for Emmanuel.

<b>Name</b>	<b>Role</b>
Jo Head	Child Protection Representative (CPR)
Paul & Jo Stacey	Overall leadership of Junior Church groups (4 to 12 years)
Sian Allen	Overall leadership of Crèche ( 0 to 4 years)
Jim & Helen Higham	Overall leadership of youth work (12 to 18 years)
Simon Russell	Elder with responsibility for Child Protection Administration and oversight.

The role of the CPR is as defined in Child Protection Policy. The overall leaders of the groups will fulfil a similar role to the Children's and Youth Minister. The elder with responsibility for child protection administration and oversight will fulfil the remaining responsibilities in the context of Emmanuel in liaison with the Director of Operations. Given the roles at Emmanuel are performed by volunteers where appropriate there may be some cross over of performance of responsibilities.

### 8.3 Guide to Best Practice

The following should be noted in the application of the guide to best practice for Emmanuel. Where there is reference to the role of the Children and Youth Minister this will be performed by the overall leaders of the group except where specified. This role will be carried out with the support and assistance of the Eldership where appropriate. It should be noted that any reference to Christ Church as an organisation includes Emmanuel.

*The following specific differences should also be noted:*

- First Aid Kits at Emmanuel are kept with the equipment for each Children's group.

- The fire evacuation assembly point will be the junior school car park a safe distance from the Junior School Hall.
- Emmanuel related photographs may only be stored on computers of individuals authorised by the eldership.

*Guidelines to specific Children's and Youth Groups. This section applies to Emmanuel only as detailed below:*

All children are taken to the children's groups by a parent/guardian/carer. Children in junior church are returned to the hall where their parent/guardian/carer will have responsibility for them. Crèche children may be returned to their parents in the Hall or are collected at the end of the service from the Crèche room. Children can only be returned to an adult known to the Crèche leaders. Parents of those meeting as part of the youth group will be responsible for their transport to and from the venue.

Children are not allowed outside their venue during the programme time unless this is for a group game with proper supervision or they are returning home with the knowledge of a leader and parent. Upon leaving the building with or without a leader's knowledge the child is no longer under the care of Christ Church and is the responsibility of the parent/guardian. Reasonable care will be taken that children do not leave a group without the knowledge of a leader particularly where this relates to those under 12 years of age.

Babysitting will not be formally offered by Emmanuel. Any such facilities will be provided on an informal basis and arranged between parents. Informal baby sitting arrangements within the Emmanuel congregation will not be the responsibility of Emmanuel or fall under the child protection policy.

## 8.4 Adjustments to appendices

Appendices involving completion of forms will be adjusted where necessary to relate to the people and procedures as adjusted for Emmanuel and noted previously in this section.

The principle adjustment relates to information to parents/guardians in Appendix 3 and is given below:

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## INFORMATION FOR PARENTS/GUARDIAN

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Group	Venue	Start time	Finish time
Crèche	Room 11 (top of stairs accessed from rear of School Hall)*	Between 3.55pm and 4pm	When the children are returned to the service or at the end of the service.
Junior Church	Junior School Hall*	3.55pm	When the children arrive back in the service
Youth Group	Jim & Helen Higham's 94 Coldharbour Road,	6pm	8pm

\* An alternative venue within the grounds of Badminton School may be used from time to time.

### *Leaders' Responsibility*

- The leaders will be responsible and care for the child within the times stated above, in accordance with the Christ Church Child Protection Policy.
- To care and look after the child(ren) during the allocated time, making sure that all measures of safety, as stated in the Church Child Protection Policy, are adhered to.
- To provide teaching and support in the Christian faith for the child(ren), alongside the lifelong support of the family.

### *Parent/ Guardian Responsibility*

- To pick up your child(ren) at the given time or arrange for them to get home safely.
- To be responsible for your child outside the set programme time.
- To work in partnership with the children / youth leaders in the growth and development of your child(ren).
- To allow your child to be supervised under Christ Church Child Protection policy.

### *Christ Church Child Protection Policy*

Emmanuel operates under the Child Protection Policy of Christ Church Clifton, Emmanuel's parent church and legal entity. If you wish to see a copy of the Child Protection Policy please contact Simon Russell at Emmanuel (0117 373 1963) or Olivia Murray at the Christ Church office on 0117 973 6524. If you have any questions about specific groups then please speak to Simon Russell. If you have any concerns please contact our Child Protection Representatives, Jo Head (phone number to follow).

## Appendix 1 Screening & Appointment of leaders

### Initial interview

The children or youth minister, will meet with anybody seeking to serve in the ministry and have an initial interview to establish their standing as a Christian and within the church. If necessary the children or youth minister can delegate this responsibility to an experienced 'senior leader' of one of the children's groups, with the agreement of the appropriate child protection representative.

All leaders must be 18 years of age or older. Young people who are at least 14 years of age are welcome to help with children and youth teams, subject to the approval of the children or youth minister, but this is always under the supervision of the adult leaders.

Individuals will not normally be considered for a position leading children's work until they have attended Christchurch regularly for at least 6 months.

### Observation

Someone interested in offering to volunteer as a leader may attend the relevant group on one occasion only in order to observe the activities. This is in order to help them decide if they wish to volunteer. This observation visit would take place after the initial interview and without having been through the full screening procedure. The group leader will record this observation visit in the relevant group log book. It will be made clear to the children that the potential volunteer is a visitor and not a leader, and they will not be given any leadership responsibilities.

### Contact details

If appropriate, the applicant's contact details will then be passed onto the church office, and all forms (application, CRB and CPP) will be forwarded to them. The applicant will fill them in appropriately and return them to the church office. The forms are:

- CRB form filled in and returned with correct identification.
- Application form completed and signed. This will include a statement that they have read and accept the 'Christ Church Clifton, Child Protection Policy' document.<sup>3</sup>

Refusal or failure to complete these forms will deem the applicant unable to work with children or young people, and their application will not be taken any further.

### References

Once all forms have been received two references will be requested and the CRB form sent off.

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<sup>3</sup> In order for a fair and thorough screening procedure of each individual volunteer both a church application form and a CRB is required of each applicant.

### CRB form and references received

Once the CRB report has been received this will be reviewed by the Director of Operations. When a clear CRB report and two satisfactory references have been received, the church office will write to the applicant informing them that they have now been appointed a leader, with a copy sent to the children or youth minister. The new leader will be given an official name badge confirming their status as a leader. The appropriate minister will discuss with them how they can further serve within the ministry.

If any issues are raised by the CRB report, this may mean that the individual cannot serve as a children's leader. However if the issue(s) concerned do not appear relevant to working with children, the Director of Operations will discuss with the Vicar whether or not the individual should be appointed. A written record of this discussion and the decision will be kept with the CRB report in the church office.

### Probation

Once becoming a leader the applicant will have a probation period of 4 months (1 academic term) and during this time the children or youth minister or other group leaders will observe their interaction with children. At the end of the period the relevant leader of the group will discuss with them their continuation in the ministry area and agree that it should be continued or, if deemed appropriate, ended. Also, if the applicant feels they wish to stop serving then they are free to do so. If continuing as a leader, the applicant will be given a review date.

*NB: all leaders details are kept securely at Church office in perpetuity.*

### Renewal

Appointment of all leaders of children's work will be renewed every five years. The church office will send a renewal form and CRB application form to the Children's worker or Youth worker. The Children or Youth worker, or one of the designated overall group leaders, will have an informal review discussion with the leader and both will sign that they are happy for the appointment to continue. This review form will be returned to the Dir of Ops with the completed CRB forms for a renewed application for CRB clearance. The date of next renewal will be maintained on the church database.

### Maintenance of records

*NB: all leaders' details are kept securely on hard copy at the Church office in perpetuity.*

## Children and Youth Ministry Volunteer Application Form

Please complete ALL sections of this form and return it to the Parish office, 16 Mortimer Road, Clifton, BS8 4EY.

Whom did you speak with concerning your involvement within the children or youth ministry here at Christ Church? *(Please tick)*

Jane Simpkins (Children's)

Neil Hopkins (Youth)

### PERSONAL DETAILS

Full name:

D.O.B:

Home Address:

Postcode:

How long have you resided at this address?  
( If less than 12 months please give previous address)

Term Address (if student):

Postcode:

Email address:

Tel no:

Mobile:

Occupation / Course:

Are there any special issues or circumstances that will have an impact on your commitment and involvement in the children or youth ministry? (E.g. A relationship, shift work, you are seeking work elsewhere etc.)

YES

NO

### CHRISTIAN COMMITMENT

Briefly describe how and when you became a Christian?

Previous church attended ( if you have attended Christ Church for less than 2 years):

Address of church:

Name of Minister:

Period of attendance:

How long have you been attending Christ Church Clifton?:

## **WHY WOULD YOU LIKE TO SERVE ON EITHER THE CHILDREN'S OR YOUTH TEAM?**

### **SKILLS AND EXPERIENCE**

What previous experience have you had in children's or youth work, either in church or outside? Don't worry if you haven't had any!

Please give details of any qualifications or appropriate training?

Do you have any skills or gifts in a particular area? E.g. games, craft, drama, music, any other areas?

### **CONFIDENTIAL SELF-DECLARATION FORM**

Under the terms of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 the age range you will be working with is a 'vulnerable' group, and this means that you are exempt from the Act and can be asked to declare any previous criminal convictions, including 'spent' convictions. This information can then be used as a basis for deciding whether or not you are suitable to work with the age-range group. The disclosure of an offence will not necessarily be a bar to you working with the age-range group. Failure to disclose criminal convictions may result in the termination of your leadership status.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for leading the children's or youth ministry and, when appropriate, the Church's Child Protection Representative or Diocesan Child Protection Officer. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer YES to any question, please give details, using a separate sheet if necessary, giving the number of the question you are answering.

### **Data Protection**

In order to comply with the Data Protection Act 1998 it is necessary to inform you that the information you provide on this form will be held securely within our recruitment system indefinitely.

**Please tick either YES or NO box in answer to EVERY QUESTION.**

1. Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)? \*  
YES  NO
2. Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?  
YES  NO
3. Are you at present under investigation?  
YES  NO
4. Have you ever been found by a court exercising Civil Jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm to a child or young person under the age of 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
5. Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of 18, or put a child or young person at risk of significant harm?  
YES  NO
6. Has your conduct ever caused or been likely to cause significant harm to a vulnerable adult, or put a vulnerable adult at risk of significant harm? \*\*  
YES  NO
7. To your knowledge, has it ever been alleged that your conduct has resulted in any of these things?  
YES  NO

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

8. Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a Care Order, a Supervision Order, a Child Assessment Order or an Emergency Protection Order under the Children Act 1989, or similar Order under other legislation?  
YES  NO

9. Have you any health problem(s) which might affect your work with children or young people under the age of 18 or vulnerable adults?

YES  NO

10. Have you ever been known by any name other than that given on this form?

YES  NO

11. Have you, during the past five years, had any home address other than that given on this form?

YES  NO

\* All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.

\*\* Significant harm involves serious ill-treatment of any kind, including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

**REFERENCES**

Please can you give two referees whom we can contact. One referee must be someone from church e.g. home group leader, someone who you have worked with in a Christian context etc. Neither must be a relative nor close friend.

Referee 1:  
Name:  
Address:  
Tel:

Referee 2:  
Name:  
Address:  
Tel:

**DECLARATION**

I declare that the all of the above information (and that of attached sheets) is accurate and complete to the best of my knowledge and accept that if any information becomes known that is contrary to what has been stated in this form then my role as a leader within the children's or youth ministry at Christ Church will be reviewed.

I hereby confirm that I have read the Christ Church Child Protection Policy and the Christ Church Clifton Guide to Best Practice and understand that I must comply with them. I understand that it is my duty to safeguard the wellbeing of all young people with whom I come into contact. I know what action to take if abuse is disclosed or discovered. I agree to undertake such training as is arranged on behalf of the PCC.

Signed: ..... Date: .....

Full Name:..... Date of Birth:.....

Please return this form to the Parish Office, Christ Church Clifton, 16 Mortimer Road, Clifton, Bristol, BS8 4EY. Before an appointment can be confirmed applicants must provide an Enhanced Disclosure from the Criminal Records Bureau.

## **GUIDANCE NOTES FOR COMPLETION OF THE CONFIDENTIAL DECLARATION FORM**

### **Questions 1 and 2:**

Declare all convictions, cautions, warnings or reprimands. Posts where the person is working or coming into contact with children are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 so that all spent convictions must be declared. Any technical motoring offences dealt with by fine do not need to be declared.

### **Question 3:**

Declare if you are at present under investigation by the police, social services or an employer.

### **Question 4:**

You must declare any finding of fact by a civil court that your actions have significantly harmed a child. Declare any court orders made on this basis.

### **Question 5:**

Make any statement you wish regarding any incident you wish to declare.

### **Question 7:**

Declare any allegations made against you, however long ago, that you have significantly harmed a child or young person. Any allegation must be declared which has been investigated by the police, social services, employer or voluntary body. Checks will be made with the relevant authorities.

### **Question 8:**

All these matters will be checked with the relevant authorities.

### **Question 9:**

Please declare in confidence any health problems that may affect your ability to work with children. This question is primarily intended to help you if you subsequently need to withdraw from work with children, for example because of a recurring health problem.

Some of the information requested on this form will be checked with the Criminal Records Bureau. All information received will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of protecting children or vulnerable adults.

## Appendix 1b

### Sample Interview Questions

This list of questions is not comprehensive, but a sample that could be asked, depending on the situation and circumstances.

1. Why do you want to work with children and young people?
2. What experience do you have in working and caring for children and young people, and over what period of time is that experience?
3. What do you feel you can bring to enhance the work of the church with children and young people?
4. How do you think your faith may influence your work?
5. What experience do you have working as a member of a team?
7. \*Have you ever had an application for work with children and young people declined?
8. \*Have you ever had any concern expressed to you about your conduct with children and young people?
9. \*Have you ever been investigated by the police or Social Services in regard to children, either in this country or abroad?
10. \*Have you ever been the subject of court proceedings concerning harm to a child?
11. \*If you were offered this post/voluntary role is there anything else we should know in terms of your previous work or relationship with children?
12. Can you tell us about any experiences of working with children who have been difficult or unpleasant, and how you dealt with these?
13. How would you deal with a child who was being aggressive and challenging towards you personally?
14. Have you any experience in dealing with children and young people who face problems in the areas of drug and alcohol misuse or child abuse?
15. Is there anything you would like to know about working with, and caring for, children within our church?

These questions should be asked, and you may feel that they could more easily be used at the beginning of the interview.

## Appendix 2 Initial Child Registration Record

For use in non-residential activities/visits

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### DETAILS OF CHILD/ YOUNG PERSON

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
School: \_\_\_\_\_ School year: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile phone no: \_\_\_\_\_  
Group Attending at Christ Church: \_\_\_\_\_

---

### PARENT/GUARDIAN CONTACT DETAILS

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Parent/ Guardian home number: \_\_\_\_\_  
Parent/ Guardian work number: \_\_\_\_\_  
Parent/ Guardian mobile number: \_\_\_\_\_  
Person other than parent/guardian who could contacted in case of  
emergency if parent/guardian is not available:  
Name: \_\_\_\_\_ Phone numbers: \_\_\_\_\_

---

### HEALTH

Whilst your child attends any activity provided by Christ Church and is under our care, it is important to know whether they... (Please fill in as appropriate)

- Suffer from any allergies .....
- Are on any medication .....
- Have any health conditions .....
- we should know about .....
- Have any dislikes or fears .....

Registered GP's name, practice name, phone number:

**Please sign consent form overleaf**

---

## CONSENT

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I confirm that I have read the "Information for Parents/Guardians" and agree with all that it has said. I hereby give permission for my son/daughter named above to take part in the activities listed on the programme or group information under the supervision of the leaders.

As well as the usual meeting place for my child's group described in the 'Information for Parents/ Guardians' form, I understand that during the course of the normal group activities my child may also be taken to other rooms in the Church building, Linden Gate, Auburn House, Christchurch School, onto Christchurch Green, or the Downs, and I give permission for this to take place, according to the guidelines set out for leaders within the church. I understand that I will be asked to sign a separate consent form for activities in any other venues.

I understand that this information will be kept securely and indefinitely by the church in line with the Data Protection Act 1998.

In case of illness or accident I authorise...

- 1) The leader of the activity to sign on my behalf any written form of consent required by medical authorities if a delay in obtaining my signature is considered inadvisable or unnecessary by the doctor.
- 2) The leader to administer prescribed and non-prescribed medication if necessary.

Signed:

Name:

Date:

## Appendix 3 Information for Parents/ Guardians

### *Leaders' Responsibility*

- The leaders will be responsible and care for the child within the times stated above, in accordance with the Christ Church Child Protection Policy
- To care and look after the child(ren) during the allocated time, making sure that all measures of safety, as stated in the Church Child Protection Policy, are adhered to.
- To provide teaching and support in the Christian faith for the child(ren), alongside the lifelong support of the family.

### *Parent/ Guardian's Responsibility*

- To pick up your child(ren) at the given time or arrange for them to get home safely
- To be responsible for your child outside the set programme time.
- To work in partnership with the children / youth minister in the growth and development of your child(ren).
- To allow your child to be supervised under Christ Church Child Protection policy

### **Christ Church Child Protection Policy**

If you wish to see a copy of the Child Protection Policy please contact Olivia Murray at the church office on 0117 973-6524.

If you have any questions about specific groups then please contact Jane Simpkins (Children's Minister, responsible for Children age 0 – 11) on 0117 973-2593 or Neil Hopkins (Youth Minister, responsible for young people in School years 7-13) on 0117 973-9640. Alternatively, if you have any concerns please contact one of our Child Protection Representatives, Chris Salisbury (0117 968-5398) or Ann Skerratt (01275-394053)

<b>Group</b>	<b>Venue</b>	<b>Start Time</b>	<b>Finish Time</b>
Creche (0-2 yr olds)	Brentnall Room	When dropped off by parent and signed in during set time in the 9.30am service	10.45am (Upon collection)
Mini-Scramblers (2yr olds)	Brentnall Room	When dropped off by parent and signed in during set time in the 9.30am service	10.45am (Upon collection)
Scramblers (3-4 yr olds)	Hallam Rooms	When dropped off by parent and signed in during set time in the 9.30am service	10.45am (Upon collection)
Climbers (School yrs 1 & 2)	Far end of Crypt	When dropped off by parent and signed in during set time in the 9.30am service	10.45am (Upon collection)
Explorers (School yrs 3 & 4)	Near end of the Crypt	When dropped off by parent and signed in during set time in the 9.30am service	10.45am (Upon collection)
Trailblazers (School yrs 5 & 6)	Andrew Room and Christ church primary school grounds, and occasionally the park/area by the Observatory.	When registered during the set time in the 9.30am service (This group does not ask parents/carers to sign/register their children in – the children are free to come on their own. Children can be dropped off by an adult if this is preferred.)	10.45am (Children are not collected by parents/carers, they are just dismissed. But if parents/carers wish to collect their children they should tell the overall leaders. New or visiting children are generally collected by parents/carers).
Trailblazer socials (school yrs5 & 6)	Different locations	Fridays – varying start times	Varying finish times (upon collection)
Wahey it's Wednesday (Reception –year 6)	Crypt	Wednesday 4.15pm	Wednesday 5.45pm (upon collection)
Big Noise (school yrs3-6)	Main church and crypt	Tuesday 4.15pm	Tuesday 5.30pm (upon collection)
Friday Night Youth Service (School yrs 7-13)	Crypt	Friday 7.30pm	10pm
Saturday Night Club (School yrs 7-13)	Crypt	(yrs 7&8) Saturday 7pm (yrs 9-13) Saturday 8pm Event nights: (yrs 7-13) 7.30pm	8.30pm 10pm 10pm
Pathfinders Sunday Morning	Auburn House, Cecil Road, Clifton, Bristol	Sunday 9.30am (meet in information area at the back of church)	10.45am (Children are not collected by parents, but are dismissed upon return to Christ Church. Local children may walk home and this is noted on the register).
Pathfinder Impact Groups	Check website for venues	Wednesday or Thursday (fortnightly) 7pm (Parents to drop off)	8.30pm (parents to pick up)
Going Deeper	Crypt or other venue advertised in advance	Sunday 5.15pm (various dates advertised in advance)	6.15pm
Meeting Point Impact Houses	Check Website for venue and dates	Wednesday or Thursday 7.30pm	9.30pm
Frisbee	The Green outside church (check website for dates)	Sunday 8pm	9.15pm



## Appendix 5 Accident and Incident Form

*This form should be completed immediately after any accident or significant incident.*

Day, date and time of incident:

What are the names, addresses and ages of those involved?

Where did the incident take place?

Name of your group?

Who is normally responsible for the group? (name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above?

Which other workers were supervising the group at the time of the incident?

Who witnessed the incident? (names, addresses, ages if under 16):

Describe the accident/ incident (include injuries received and treatment given):

Have you retained any defective equipment? (if so, where is it being kept):

What action have you taken to prevent a recurrence of the incident?

Is the site still safe for the group to use?

Is the equipment still safe to use?

Who else needs to be informed, and have they been informed?

Signature of person in charge of group at time of accident/ incident:

Print Name:

Date:

## Appendix 6 Parent/ Guardian Activity Consent Form

If you are a parent or guardian of a child under 18 yrs old the form below must be filled out in full and brought to any social activity organised by Christ Church Clifton. Thank you.

Activity:

Date of Activity:

Venue:

Transport:

Cost:

Start Time:

End time:

---

Name of

Child:

Age:

D.O.B:

Address:

Home Tel:

Mobile:

Does your child have any medical conditions we should be aware of?  
YES/NO (if yes please state what they are)

Is your child taking any medication? YES/NO (if yes please state the full name of the medication)

---

Parent/guardian/emergency contact details:

Name:

Address:

Parent/ Guardian home number:

Mobile tel no:

Doctor's Name

Tel:

I understand that

- My child will be under the care of the leaders and will abide by the rules and guidelines laid down by the leaders of the activity/visit.
- If my child's behaviour during the visit/ activity is unacceptable I may have to collect my child
- If my child is unwell during the visit/ activity I may have to collect my child
- Whilst those in charge of the party will take all reasonable care, they cannot necessarily be held responsible for an injury, loss or damage suffered during the visit/ activity
- In the event of an emergency, every effort will be made to obtain my consent to any medical/surgical/dental treatment and/or administration of anesthetic/ blood transfusion
- If these efforts prove unsuccessful, the leader(s) in charge of the visit/activity will then use their best endeavors to contact the

parent/guardian or other person listed as emergency contact.

I hereby give permission for my son/daughter named above to take part in the activity described above.

In case of illness or accident I authorise...

- 1) The leader of the activity to sign on my behalf any written form of consent required by medical authorities if a delay in obtaining my signature is considered inadvisable or unnecessary by a doctor.
- 2) The leader to supervise and administer prescribed and non-prescribed medication

Signed:

Name:

Date:

## Appendix 7 Visit/ Activity Details Form

To be completed by Visit/Activity organiser and sent to the church office before the event.

<b>General arrangements</b> Visit/Activity Description	
Visit/Activity Destination	
Inclusive dates	
Departure time	
Return time	
Assembly point	
Dismissal point	
Attach timetable and activities involved	
<b>Details of leadership team</b> Visit/Activity organiser	
mobile phone number	
Deputy Visit/Activity leader	
mobile phone number	
Attach list of all adults attending	
<b>Details relating to young people</b> Number of young people attending	
Attach list of young people attending	

## Appendix 8 Sample Risk Assessment Form

<b>Date</b>	<b>Activity</b>	<b>Risk Level</b>	<b>Risk</b>	<b>Precautions</b>
10, 11, 15 April	Coach Journeys	Medium	Coach Accident, losing youngster	Professional coach company used. Leaders on coach Leader checking members on and off the coach.
10 April	Bench Ball	Medium	Physical Injury; sprain ankles, broken limbs, concussion, asthma attacks	Leaders present First Aider present Referee to make sure no excessive force used,
10 April	Mascot-making and song	Low	Scissor cuts	Leaders present First Aider present Instructions on safety given by leader.
11 April	Knitting	Low	Needles in body	First Aider on site (contactable via mobile)
11 April	Football	Medium	Physical Injury; sprain ankles, broken limbs, concussion,	Leaders Present/ Referee First Aider on site (contactable via mobile)
11 April	Box-Kart	High	Physical Injury; deep cuts, hammer injuries, amputation	Leader present Leaders supervise tool use First Aider contactable
11,12,14 April	Swimming	High	Drowning, death	First Aider present Qualified Life-guard present Members informed not allowed in pool area without lifeguard present.
11-14 April	Craft	Low	Cuts, glue on fingers.	Leader present First Aider on site (contactable via phone)
10 April	Contraband Game Escape from Alcatraz Game Prison Break Game	Low	Physical Injury; sprain ankles, broken limbs,	Leader Present with torches First Aider on site Clear instructions given Adult Supervision

13 April	Alton Towers	High	Physical Injury: sprain ankles, broken limbs. Death by machinery Contact with unknown adults	Leaders on site Stay in groups of four or more. Fixed point during day which members can return to if parted from their group. Professional centre with staff on each activity. First Aid staff on site from organisation. Every child will have one leader's number to call in the event of emergency (Meeting Point: Crispin Keanie/ Pathfinders: Helen Saunders)
12 April	Uni-Hoc	Medium	Physical Injury; sprain ankles, broken limbs, concussion, eye injuries, cuts & abrasions	First Aider Present & contactable via mobile

## Appendix 9 Details of leaders to be maintained in church office on database

- Name
- Address
- Relevant leader (Jane or Neil)
- Group
- Date interviewed
- Interviewed by
- Date Forms sent out to applicant
- Date forms received back from applicant
- CRB form sent to agency
- Letter to referees sent
- Reference 1 received
- Reference 2 received
- CRB check received
- CRB seen by Dir of Ops and approved
- Date application approved & leader informed
- Date probation meeting held
- Date last attended training
- Review due

## Appendix 10 Ministering to Victims of Abuse in their Childhood

Current research and media coverage is helping to reveal the extent of child abuse. Often the tendency is to think that child abuse is something that happens somewhere else – not where I live, or to anyone I know. The reality is that abuse happens to all sorts of people, real people living real lives. Sadly the extent of abuse and the resultant past hurts and present suffering are widespread and exist in all parts of society, including our congregations.

Many people have been exposed to abuse during their lifetimes. There are people around us every day who, in very individual ways, live with its after-effects. It is to these people, often called 'survivors' (especially if they have experienced child sexual abuse), still suffering from the effects of abuse, that we seek to extend the care of the Church. We know that it is God's will for all to share the deep peace and wholeness of body, mind and spirit that Jesus Christ came to give. It is our privilege as church members to be able to minister to them.

### **Pastoral Care/ Counselling**

Counselling for sexual abuse survivors is complex, requiring a great deal of skill and training. As a general rule, counselling will not be offered until after any court proceedings unless agreed by Social Services and/or the Crown Prosecution Service/ Police. Where professional counselling is needed before a court case, it should be made available subject to the above. Pastoral support, however, is often useful in helping the survivor to deal with the situation, acknowledging feelings and pray about issues.

### **Physical Effects**

Some children will have been hurt so badly that they will need medical help. There could be lasting damage. Sexual and emotional abuse and neglect may not leave visible scars but there are often other possible effects, which could continue into adulthood.

### **Emotional and Spiritual Effects**

There can be problems of poor self-image and blame. A child may feel s/he is 'dirty' or unlovable. Self-esteem may be affected. There will be a need to stress they are not to blame for the abuse. Sensitive pastoral support can help a child to accept that God loves them just as they are, no matter what.

### **Issues of Father God**

Abused children and adults will often speak of difficulties in relating to 'Father God'. This may be because 'Father' represents an absent, silent, mocking, violent or sexually abusive person in position of power and authority. A child or young person needs to understand the truth that the Father God will not treat them as the abuser did. This may take some time.

### **Future Relationships and Sexual Issues**

Sexual abuse may make the victim feel they could never have a sexual relationship again. Others might feel that the only safe sexual partner would be one of the same sex, because their abuser was of the opposite sex. Still

others might choose to have a same-sex relationship because they 'must be gay for it to have happened.' Also, just because a person is abused by someone of the same sex, it does not mean that they will necessarily acquire homosexual tendencies.

Sexual abuse may have the effect of awakening the sexual feelings of the child in a way they find hard to deal with and feel guilty about. They might have enjoyed certain touches and feelings and might have approached the abuser for further contact because it felt nice or was expected. They may indulge in frequent masturbation. All this happens because children may have had their sexual beings aroused for the purpose of gratifying their abuser. Such activity is age-inappropriate. A crime has been committed against them. They will need reassurance that they are not to blame for the abuse.

### **Forgiveness**

Sometimes Christians make the mistake of forcing an abused person to forgive. Certainly, many Christians accept that God expects forgiveness of those who have sinned against us, but you cannot rush people. Forgiveness may happen in stages. Forgiveness may be an act of the will at first but, by God's grace, it can become a reality. Alternatively the victim may choose not to forgive, and it is not for us to condemn them. God knows the difficulties survivors face in this area.

The other side of forgiveness is for the abuser to understand the crime he/she has committed against a child. We must be open to the abuser being forgiven. However, just because someone seeks forgiveness, it does not mean that all can be forgotten and that the victim should be fully reconciled to the abuser.

### **Issues of Touch**

The abused person may be frightened by touch because they associate it with violence or sexual assault. They may not have received tenderness and love, so hugging or even a handshake could feel threatening. Consider how you pray with someone who has experienced abuse. Do not assume that it is OK to 'lay hands' on them. Always ask first and respect their answer.

Children and young people who associate touch with sexual activities may feel sexually aroused and flirt provocatively with adults or other children, touching them in the genital or breast area. For your own safety and to help them learn what is acceptable behaviour, you will need to explain why you are not responding to their overtures.

### **A Learning Community**

Learning to be communities where people feel safe enough to share their pain, and learning to give appropriate support to the survivors of personal traumas, is an important aspect of each church's call to be a healing community open to all. Every one of us needs the healing that only Christ can give, and our church communities need to be able to share that healing in Christ's name.

Our congregations can learn to develop a healing environment. We are all called to be part of Christ's healing body. There are a number of resources available to us to help us grow in developing that environment, both in us as individuals and in our congregations. Developing good practice in our children's work is an important start. See the list following this article for some books and organisations.

## **Useful Information**

### **Books**

Surviving Child Sexual Abuse – Supporting Adults in the Church  
Jeanette Gosney, Grove Books, 2002

The Courage to Heal  
Ellen Bass and Laura Davis, Cedar 1988

From Silence to Sanctuary  
Jane Chevous, SPCK 2004

Victims No Longer: men recovering from incest and other sexual abuse  
M. Lew, Harper and Row, 1990

Time for Action – Sexual Abuse, the Churches and a new dawn for survivors  
Churches Together in Britain and Ireland 2002

The Courage to Tell  
Margaret Kennedy, Churches Together in Britain and Ireland, 1999

### **Organisations**

#### **Bristol Crisis Service for Women**

A national Helpline for women: Friday and Saturday evenings 9.00 pm – 12.30am and Sundays 6.00pm – 9.00pm.

Address: PO Box 654, BRISTOL, BS99 1XH

Tel: 0117 925 1119

Christian Survivors of Sexual Abuse (CSSA)

An organisation for Christian adults sexually abused in childhood.

Address: BM-CSSA, LONDON, WC1N 3XX

#### **Ministers and Clergy Sexual Abuse Survivors (MACSAS)**

A group for women and men sexually abused by clergy or ministers as children or as adults.

Address: c/o CSSA, BM-CSSA, LONDON, WC1N 3XX

#### **Network Christian Counselling**

Address: College Park Road, Henbury Road, BRISTOL, BS10 7QD

Tel: 0117 950 7271

#### **Willows Christian Counselling Service**

Address: 496 Cricklade Road, SWINDON, SN2 7BG

Tel: 01793 706646

#### **S:VOX**

A voice for abuse survivors and those who support them

Address: S:VOX, c/o St James' Church, 236 Mitcham Lane, LONDON, SW16 6NT

E-mail: info@svox.org.uk

Website: www.svox.org.uk

## Appendix 11 Ministering to Offenders

The gospel teaches us that we have all offended God – we have all pushed Him away and continue to do so. The presence of sin in our lives means that we hurt others, and hurt God by the way we live, but the good news is that we have the possibility of change, through accepting and loving Jesus as our Lord. The Bible teaches that we can change through the power of the Holy Spirit, and we believe in His power to facilitate healing and reconciliation in our lives.

'Ministering to Offenders' is about how we, as a church, deal wisely and responsibly with those who join our church after having been convicted of a criminal offence. 'Offenders' for the sake of this document is how we will refer to people who have been convicted in this way.

The teaching of Christ is to forgive those who hurt us, love the unloveable and bear with one another. As a church, we want to ensure that we are Christ-like in the way we deal with all people – but we are also called to be discerning, use our wisdom and protect others who are vulnerable. For these reasons, we feel it is important to understand as a church how to deal with those who have been convicted of a criminal offence and wish to be members of our church.

### **Teaching and Pastoral Care**

We are committed to teaching the gospel – the good news that, although we are all sinful people, Christ died to set us free from sin. We believe in the power of God to heal and save the broken, and in our calling as a church to teach that by example.

This is what we hope to teach to all people – both those who have criminal convictions and those who don't. Where appropriate it may be right to teach and mentor someone one-on-one to further explain this, and, where this is deemed suitable, it will take place and be encouraged by the church leadership.

### **Protection of Others**

We will protect others by:

- Informing appropriately those who may be at risk of harm due to the presence of an offender in our church.
- Training all our staff in how to deal with those who have a criminal record.

### **Protection of the Offender**

We will protect the offender by:

- Limiting the number of people who are informed of the identity of someone who has been convicted of an offence.
- Offering to meet with such an individual to teach and pastor them regularly.
- Praying for them.
- Completing a risk assessment.

## **Confidentiality**

The following procedure is suggested:

When someone tells a staff member or volunteer something in confidence, they must explain to them that, if the matter relates to a conviction, others may need to be informed (see below).

If a staff member or volunteer is informed by someone that they have been convicted of an offence, the church wardens and the Vicar must be informed. Depending on the nature of the offence, the church wardens and vicar will then decide on the best course of action.

If the conviction was for abuse of children, the Child Protection Representative must be informed – the Diocesan Child Protection Officer will then also be informed, and a risk assessment of the situation undertaken.

## **Rehabilitation**

Part of rehabilitation of offenders is ensuring that the conditions that caused them to offend originally are reduced or removed. For this reason, a risk assessment of every individual who could pose a risk to others will be undertaken by the Vicar and the Wardens (or their representatives) when such an individual is made known.

As a church, we will endeavour to work with those who have been convicted of a criminal offence in such a way so as to offer ongoing support and counselling.

Ministering to people who are known to have sexually abused children

It is very important that churches always take steps to protect the children in their congregation by engaging in dialogue with the offender and promoting a safe environment. Where a sex offender is known, befriended and helped by a group of volunteers to lead a fulfilled life without direct contact with children, the chances of re-offending are diminished, and the church has thus an important role contributing to the prevention of child abuse. However it may become known that a member of the congregation has sexually abused a child or young person, the Diocesan Child Protection Officer should be consulted, so that a safe course of action can be agreed in conjunction with the relevant statutory agencies. Owing to the compulsive nature of child sexual abuse, it is expected that the parish will negotiate a formal agreement with the offender.

If the person's victim attends the church the offender should be introduced to another congregation. Consideration must be given to other people who have been abused in the past.

## **Policy for Christ Church Clifton with regard to those who may pose a risk to children**

Although this section refers to offenders, the same principles apply to any other individual who may pose a risk to children, whether or not they have committed an offence. For example, someone may disclose a history of

violence towards adults or feelings of sexual attraction towards children to a church leader. If they have not committed an offence, such individuals will not be identified through CRB checks so it is especially important that these principles are followed.

The offender will not be offered or accept any role or office in the church which gives them status or authority, as a child or young person may deem that person to be trustworthy.

An honest and in-depth discussion should be held with the offender, explaining that a small group from the congregation will need to know the facts in order to create a safe environment for him or her. Those needing to know are likely to include the clergy, churchwardens, CPR and the children's and youth ministers.

The group should offer pastoral care, support and friendship as well as supervision.

They should endeavour to keep channels of communication open. It must be made clear that no one else will be informed of the facts without the offender's knowledge. The highest levels of confidentiality should be maintained.

Alongside the setting up of a support group, consideration should be given as to whether, with the offender's permission, the congregation should be told. The advantages and disadvantages of this course of action should be carefully considered.

It will be necessary to establish clear boundaries, both for the protection of the young people and to lessen the possibility of the adult being wrongly accused of abuse. The support group should prepare an agreement with the offender and either the Vicar and the churchwardens or the PCC which might include the following elements:

- attend designated services/meetings only where support group members are present
- sit apart from children
- stay away from areas of the building where children meet
  
- attend a house group where there are no children
- decline hospitality where there are children
- never be alone with children
- never work, or be part of a mixed age group, with children

The offender should be asked to sign the agreement. The agreement should be enforced, with no manipulation allowed, and be reviewed at regular intervals with the Diocesan Child Protection Officer. An agreement must remain in place so long as the person is a member of the congregation, whether or not their name appears on the Sex Offenders Register. If the agreement is broken, consult the Diocesan Child Protection Officer. It may be necessary to consider banning the offender from church, telling other

churches, the police or the probation service. If the person cannot be banned because they live in the parish, the advice of the Diocesan Registrar should be sought and a high level of supervision maintained. In some cases offences come to light only after many years. In such situations great sensitivity will be required. It must, however, be remembered that there may still be a substantial risk to children.

### **Useful Information**

#### Meeting the Challenge

How Churches Should Respond to Sex Offenders, Board of Social Responsibility, Occasional Paper No.1, 1999.

Most churches should have a copy of this A5 booklet as it was sent to all incumbents by the Bishop of Bristol in 1999.

#### Stop It Now!

This is an organisation which, amongst other things, runs a confidential freephone help and advice service. This is for people who are looking for help, either because they are, or are thinking of, abusing a child and is an advice service for those with concerns about someone who may be abusing or is at risk of abusing.

Address: Stop It Now! UK & Ireland, PO Box 9841, BIRMINGHAM, B48 7WB

Tel: Freephone helpline 0808 1000 900

E-mail: [help@stopitnow.org.uk](mailto:help@stopitnow.org.uk)

Website: [www.stopitnow.org.uk](http://www.stopitnow.org.uk)

#### Circles of Support and Accountability

Circles of Support and Accountability are being piloted by various organisations, including the Society of Friends and the Lucy Faithfull Foundation, under the guidance of the Home

Office. They offer a system of structured befriending and supervision for sex offenders, often at the point of release from prison. Many of the volunteers involved in the circles are recruited from churches although the offenders are not necessarily Christians. If a known sex offender who attends a church is also part of a Circle of Support and Accountability they will have a specific contract with the circle as well as any parish arrangements.

Address: The Lucy Faithfull Foundation, The Wolvercote Centre, Nightingale House,

46-48 East Street, EPSOM, Surrey, KT17 1HB

Tel: 0870 774 6354

E-mail: [tlffwol@lucyfaithfull.org](mailto:tlffwol@lucyfaithfull.org)

Website: [www.lucyfaithfull.org](http://www.lucyfaithfull.org)

