

DIOCESE OF WAKEFIELD



Parish of

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Child Protection Policy

This original document has been produced through the assistance of the Bradford Safeguarding Children Board and Education Bradford. It is a model policy for Churches in the Diocese of Wakefield

Jenny Price

Bishop's Adviser for Safeguarding Children & Vulnerable Adults

(NAME OF PARISH)

Safeguarding children is the responsibility of us all

(Name of Church) recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children Act 1989. Anyone under the age of 18 is considered to be a child/young person.

It is difficult to acknowledge sometimes that abuse can happen within a church but any group or organisation working with children needs to be alert to the possibility of abuse occurring. It is the responsibility of us all to put the welfare of children and young people first and to recognise behaviours that can put children at risk.

We are aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives, such as domestic abuse or substance misuse.

We aim to create a safe and respectful environment within which children and young people can thrive and churches can operate with the help and security of clear guidance.

These guidelines are for the use of all clergy, volunteers paid staff and visitors. The guidelines can be shared with the parents and carers of the children and young people to whom we offer a service.

We are committed to the Safeguarding, care and nurture of the children within our church community.

We will carefully select and train ordained and lay ministers, volunteers and paid workers with children and young people using the Criminal Records Bureau and the Vetting and Barring Scheme (as it becomes operational), amongst other tools, to check the background of each person.

We will respond without delay to every complaint made, that a child or young person for whom we are responsible may have been harmed.

We will fully cooperate with statutory agencies during any investigation they make into allegations concerning a member of the church community.

We will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.

We will care for and supervise any member of our church community known to have offended against a child.

[Taken from the House of Bishops Policy for Child Protection 2006]

THE RESPONSIBILITIES OF THE PARISH

- Every Parish should have a designated child protection person who takes responsibility for implementation of the requirements of the House of Bishops Policy and who must undergo child protection training. This training should normally be every 3 years and within the first year of appointment where possible. This is in addition to someone who can be available for children and young people to speak to directly. NB the designated person should not be the Incumbent or their spouse.

- in the absence of the designated child protection person a deputy must be identified;
- The named person's role includes:
 1. ensuring that everyone who works with children and young people are aware of what they should do if they are concerned that a child / young person maybe subject to abuse or neglect
 2. ensuring that everyone who works with children and young people know and understand the child protection policy and how to follow procedures
 3. making referrals through the Local Authority and Diocesan child protection procedures and ensuring that information is shared and recorded appropriately.
 4. establish a good communication with the Diocesan safeguarding Advisor

Further information about the Role of the Church Child Protection Officer is available on the Diocesan website www.wakefield.anglican.org/safe

GOOD PRACTICE

- Everyone is responsible for children while on these premises and must make sure that health and safety guidelines are adhered to;
- Everyone working with children should be encouraged to attend basic child protection training;
- Wherever possible all steps should be taken that a worker is not left alone with a child;
- Under no circumstances should visitors be allowed to wander around the premises unaccompanied when children and young people are present;
- Appropriate adult to child ratios should be observed at all times
- People working with children should be alert to strangers frequently waiting outside a venue with no apparent purpose. Children should not be collected by people other than their parents unless notification has been received;
- Careful consideration will need to be given to ensure the safety of children as they leave the premises;
- Appropriate Health and Safety Guidelines must be adhered to for all visits and trips;
- All activities must be risk assessed and be appropriately insured
- All vehicles hired for outings must be insured, roadworthy and fitted with seatbelts;
- All drivers should travel with at least one escort. Drivers and escorts should have up to date CRB checks and been subject to appropriate recruitment procedures. All drivers and escorts should agree to abide by these guidelines;
- A Roll call will be taken at the start of a journey and again before commencing the return journey; if travelling in more than one vehicle, children will be encouraged to travel in the same vehicle there and back;
- The leaders of trips will carry the contact numbers for the home organisation and emergency services in the event of an alert being necessary;
- If a child goes missing while on a trip, staff should instigate an immediate search. If the child cannot be found within half an hour, the appropriate security staff and the police should be notified;
- If, having notified security staff and the police, the child cannot be found, the parents/carers of the child will be notified immediately;

- The care of the remaining children is paramount. It is imperative that they return to the home site as quickly as possible, while a senior leader remains at the visit site to coordinate contact between security staff and the child's parents/carers.

Further detailed Good Practice is available on the Diocesan website

Use of premises by other organisations

- In the event that a room or rooms on the premises are used by other organisations, the letting agreement should ensure that the hiring organisation works to approved child protection procedures and/or that they read and agree to abide by these guidelines.

N.B. a Model Hiring agreement is on the Diocesan website.

RECOGNISING SIGNS OF ABUSE

It can often be difficult to recognise abuse. The signs listed in these guidelines are only indicators and many can have reasonable explanations. Children may behave strangely or seem unhappy for many reasons, as they move through the stages of childhood or their families experience changes. It is nevertheless important to know what could indicate that abuse is taking place to be alert to the need to consult further.

Someone can abuse a child by actively inflicting harm or by failing to act to prevent harm. Abuse can take place within a family, in an institutional or community setting, by telephone or on the Internet. Abuse can be carried out by someone known to a child or by a complete stranger.

If you are worried about a child it is important that you keep a written record of any physical or behavioural signs and symptoms. In this way you can monitor whether or not a pattern emerges and provide evidence to any investigation if required.

Examples and definitions of the different type of abuse are enclosed in Appendix A.

WHAT TO DO WITH YOUR CONCERNS?

In the event that a child makes an allegation or disclosure of abuse by an adult or another child or young person, it is important that you:

- Do not agree that what they tell you will be kept a secret, even if they then choose not to say anything further
- Listen to them and/or closely observe their presentation and behaviour;
- Let them know that you take what they are saying seriously;
- Do **not** attempt to question or interview them yourself;
- Let them know that you will need to tell someone else in order to help them
- Inform your designated child protection officer and/or the Diocesan Safeguarding Adviser as soon as possible;
- Make a written record of the incident or events.

Sometimes you may just feel concerned about a child but do not know whether to share your concerns or not. In this situation you should always raise your concerns with your designated child protection officer or the Diocesan Safeguarding Officer, who will decide what to do next.

The responsibility for investigating allegations of abuse, whether they result from the disclosure of a child or the concerns of an adult, lies with social workers and the police. It is normally the responsibility of your designated child protection officer to make a referral to these agencies, but if you judge the situation to be an emergency and/or you require advice in the absence of the designated officer, you must report your concerns directly, using the contacts listed at the back of these guidelines.

Social Services will advise you when or whether to inform the child's parents or carers about any concerns. If they decide to pursue a child protection investigation, you should:

- Work closely and collaboratively with all professionals involved in the investigation, in order to keep the child safe;
- Attend a child protection conference if you are invited. You will be asked to provide information about your involvement with the child, which is why it is important to keep records of your concerns;
- Attend any subsequent child protection review conferences.

! PRACTICE TIPS!

You can find more detail about the identification of abuse and what to do about it in the booklet, "What to do if you're worried a child is being abused". This is available from the DCSF website, www.everychildmatters.gov.uk

ALLEGATIONS MADE AGAINST MEMBERS OF STAFF OR VOLUNTEERS

Organisations that work or come into contact with children and young people need to be aware of the possibility that allegations of abuse will be made against members of their staff or volunteers. Allegations can be made by children, young people, parents and they can be made by other concerned adults. Allegations can be made for a variety of reasons. Some of the most common are:

- Abuse has actually taken place;
- Children can misinterpret your language or your actions because they are reminded of something else

All allegations should be brought to the notice of the designated child protection officer for the church immediately. In cases where the allegation is made against this person, the complainant should approach a more senior official or take the following action him or herself:

- Make sure that the child in question is safe and away from the person alleged to have abused a child;

- Contact the Diocesan Safeguarding Adviser immediately. The Diocesan Safeguarding Adviser will liaise with the Local Designated Officer [LADO].
- Contact social services in the team relevant to where the child lives (see contacts on the back page);
- Contact the parents or carers of the child if advised to do so by the social worker/officer in charge of allegations;
- Irrespective of any investigation by Social Service or the police, you should follow the appropriate disciplinary procedure; consideration must be given as to whether the member of staff or volunteer should be suspended from duty while the investigation is carried out. The Diocesan Safeguarding Adviser will provide advice.
- Consider whether the person has access to children anywhere else and whether those organisations or groups need to be informed;
- Support for the person who is facing the allegation should be discussed at any strategy meeting which will take place;
- Act upon the decisions made in any strategy meeting.

All incidents should be investigated within the organisation after any external investigation has finished, reviewing practice and putting in place any additional measures based on lessons learned.

! PRACTICE TIPS!

Well functioning organisations encourage an environment where people feel safe to express their concerns about the practice of others. The term 'whistleblowing' is often used perjoratively; if a staff member, volunteer or visitor has concerns, they should not be victimised in any way for expressing them.

SAFE RECRUITMENT

The application of rigorous procedures for the recruitment of any employees or volunteers who come into contact with children, both directly and indirectly, can reduce the likelihood of allegations of abuse being made that are founded. As an absolute minimum, the following standards should be followed:

Prospective appointees should:

- Be regarded as job applicants and have a defined role;
- Complete an application form;
- Name two referees, one of which must be the current employer or previous church;
- Complete a confidential declaration form
- Have an appropriate interview

If the decision is made to appoint, the appointee should:

- Provide a disclosure at the appropriate level from the Criminal Records Bureau; (& Individual Safeguarding Authority from 2010)
- Be offered the post subject to a probationary period;
- Have the appointment confirmed in writing by the authorising body
- Be formally commissioned for their role.

IMPLEMENTATION CHECKLIST

These child protection procedures will only be effective if all staff and volunteers in your place of worship own and understand them. This checklist is designed to help you to go through that process:

- Identify designated child protection officer (CPO)

- Add CPO name and contact details to the policy

- Ensure CPO attends training on child protection and updates that training every three years

- Ensure all staff and volunteers have a copy of child protection procedures

- Ensure all existing staff and volunteers who have contact with children have Enhanced CRB Disclosures before they start work (or are registered with the Independent Safeguarding Authority when it becomes operational)

- Ensure that annual self declaration are completed

- Ensure that the premises conform to health and safety Guidelines

- Ensure that the premises and activities are risk assessed and adequately insured

- Ensure that any letting arrangements are bound by contracts that include an agreement to adhere to the host organisation’s child protection procedures

- The parish Child Protection Policy is endorsed by the PCC and reviewed annually

For.....[Signed on behalf of the PCC].....Date

Physical Abuse

Physical abuse can involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, and suffocating. It is against the law to discipline a child by deliberately doing any of these things. Physical abuse can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention; this is called fabricated illness or Munchausen's Syndrome by Proxy. Symptoms that indicate physical abuse include:

- Bruising in unusual places, such as the face or the back
- Finger mark bruising or grasp marks on the limbs or chest of a small child
- Bites
- Burn and scald marks; small round burns that could be caused by a cigarette
- Fractures to arms, legs or ribs in a small child
- Large numbers of scars of different sizes or ages

Children who have been physically hurt can be fearful of others. They may also wear clothes that cover most of their body in order to cover their injuries and be resistant to explaining how the injury happened.

Emotional Abuse

Emotional abuse happens when a child's need for love, security, praise and recognition is not met. Some level of emotional abuse is involvement in all types of ill treatment of a child. Emotionally abusive behaviour occurs if a parent, carer or authority figure is consistently hostile, rejecting, threatening or undermining. It can also result when children are prevented from social contact with others, or if developmentally inappropriate expectations are imposed upon them. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention-seeking behaviour
- Very low self esteem or excessive self-criticism
- Excessively withdraw behaviour or fearfulness
- Anxious behaviour, such as rocking, hair twisting or self harm
- Lack of appropriate boundaries with strangers; too eager to please
- Eating disorders

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing damage to their health and development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from harm or danger, or failing to access appropriate medical care and treatment when necessary. It can exist in isolation or in combination with other forms of abuse. Symptoms of physical and emotional neglect can include:

- Inadequate supervision; being left alone for long periods of time
- Lack of stimulation, social contact or education
- Inadequate nutrition, leading to ill-health – a child may look too thin, too fat and/or undernourished
- Constant hunger; stealing or gorging food
- Failure to seek or to follow medical advice such that a child's life or development is endangered
- Repeated wearing of inappropriate clothing for the weather

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact, both penetrative and non-penetrative, or involve no contact, such as watching sexual activities, harassment or looking at pornographic material. Encouraging children to act in sexually inappropriate ways is also abusive. Under the Sexual offences Act 2003, any sexual activity – contact or non-contact – with a child under the age of 13, is a crime. Symptoms of sexual abuse include:

- Allegations or disclosure
- Genital soreness, injuries or discomfort
- Sexually transmitted diseases; urinary infections
- Excessive preoccupation with sex; inappropriately sexualised play, words or drawing
- A child who is sexually provocative or seductive with adults

Other children and young people may additionally exhibit:

- Depression
- Drug and/or alcohol abuse
- Eating disorders; obsessive behaviours
- Self mutilation; suicide attempts
- School/peer/relationship problems

CHILD PROTECTION PROCEDURES

All child protection concerns should be acted upon immediately. If you are concerned that a child might be at risk or is actually suffering abuse, you should tell the designated child protection officer within your church. You may also wish to speak to the Diocesan Safeguarding Adviser.

Your designated officer is:.....

Telephone number:.....

The Diocesan Safeguarding Officer is Jenny Price. 01924 371802 or 07800740001

In an emergency situation, contact Social Services or the police directly:

Please insert the relevant telephone numbers for your church from the numbers below:

Children Social Services:

Office Hours		Emergency Duty Team
Wakefield:	08458 503503	08458 503503
Calderdale:	01422 353729	01422 365101
Kirklees:	01924 326093	01924 326489
Barnsley:	01226 438830	0844 984 1800
Leeds:	0113 247 8652	0113 240 9538
Bradford:	01274 437500	01274 431010