



Diocese of Wakefield

Child Protection Officer Information pack

***Guidance for those newly
appointed as a
Parish Child Protection Officer***

www.wakefield.anglican.org/safe



Introduction

This pack has been produced for those newly appointed to, or for those who may be thinking about, the post of Parish Child Protection Officer.

It provides signposts to the available advice and information needed when beginning this role, or perhaps when a member of the parish has been asked to consider an invitation from the Parochial Church Council

The pack does not replace the training that the Diocese recommends should be taken as soon as is practicable, and as a minimum every 5 years.

Key documents that should be available to support the contents of this pack:-

- Protecting all God's Children
The Child Protection Policy for the Church of England.
- Promoting a Safe Church Policy for Safeguarding Adults in the Church of England
- Working Together to Safeguard Children HM Government
- Local Safeguarding Children's Board multi agency procedures, including procedures for dealing with allegations against adults and other professionals. [West Yorkshire Interagency Safeguarding Children Procedures]

WHAT DO I NEED TO KNOW?	WHERE CAN I GET MORE INFORMATION?
<p>The Child Protection Officer</p> <p>Each parish should appoint a child protection officer or coordinator who will work closely with the incumbent. They will be a member of the parish, and should be willing to take on this role. It is helpful if they have some understanding of child protection, and safeguarding adults, although this would be part of initial training. They should be someone without other pastoral responsibility for children within the parish.</p> <p>There should also be a children’s advocate, someone different from the coordinator but a person that children know that they can talk to if they feel the need to.</p>	<p>Protecting all God’s children Section 3.4</p>
<p>Legislation and regulations</p> <p>The Church of England is committed to and will champion the protection of children and young people both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle enshrined in the Children Act 1989 that the welfare of the child is paramount. Sections 17,27 and 47 place specific duties on the Local Authority to take statutory action where they believe that children or young people may suffer significant harm. However, it is the duty of every Christian to be vigilant about the care of children in the congregation, and this duty extends to all members of the parish, even in situations where an individual with a concern does not have direct contacts with the child.</p>	<p>Protecting all God’s children Part 3 procedure 1</p>
<p>Guidance and procedures</p> <p>Each parish should accept the prime duty of care placed upon the incumbent and Parochial Church Council [PCC] to ensure the wellbeing of children and young people in the church community.</p> <p>Clear guidance about the referral processes when professionals have concerns about children, including a referral form. Copies of all referrals to social care services must be copied to the Diocesan Child Protection Adviser.</p> <p>Ensure that all those authorised to work with children, young people or vulnerable adults or in a position of authority are appropriately appointed, trained and supported, and provide all authorised personnel with a copy of the parish child protection policy, procedures and good practice guidance.</p>	<p>Copy of Wakefield Diocese referral form</p>

<p>Local Safeguarding Children Boards [LSCB] have a responsibility to develop local policies and procedures for interagency work within the national framework of 'Working Together to Safeguard Children'. There should be links between the Diocesan Child Protection Adviser and the LSCB.</p> <p>Parishes should have a child protection policy and procedures that are consistent with 'All God's Children' and the LSCB procedures. It is important that policies are reviewed regularly</p> <p>Create a culture of informed vigilance which takes children seriously.</p> <p>Ensure that Health and Safety policies are in place.</p> <p>Ensure that those who may pose a threat to children and young people are effectively managed and monitored</p>	
<p>Training for Child Protection Officers</p> <p>Ensure that they and other members of the Church community access the training offered through the Diocese of Wakefield Child Protection Adviser. Details of training that has taken place should be maintained in the parish, and refresher training should be undertaken every five years.</p>	
<p>Record keeping</p> <p>Child Protection Officers must keep detailed accurate secure written records of referrals and concerns relating to children and adults.</p> <p>Liaise with the Diocesan Child Protection Adviser-regarding the storage and or transfer of such files.</p>	
<p>Communication with Parents</p> <p>There is a general requirement to make contact with parents prior to making a referral. However, if it is suspected that seeking consent may cause a child to suffer significant harm, it will be legitimate to make a referral without this contact.</p> <p>There may be exceptional circumstances in which a police and social care investigation may be undermined if parental consent is sought e.g. where evidence is destroyed. In such case advice should always be sought from the Diocesan Child Protection Officer</p>	<p>What to do if you're worried a child is being abused</p> <p>www.teachernet.gov.uk/publications</p>

<p>Crucial Matters when facing a concern</p> <ul style="list-style-type: none"> • Listening to children • Recording (see above) • Analysis of information • Advice to colleagues • Consultation with other colleagues and the Diocese of Wakefield. • Confidentiality and sharing information on a need to know basis • Initial crisis management (where appropriate) of CP issues e.g. First aid, Support arrangements for the child or young person Liaison with colleagues in church and in the Diocese 	
<p>Other Child Protection Roles</p> <p>The Church of England</p> <p>The Church of England, within its national institutions and dioceses, has an obligation to support parishes and those working with children and young people in exercising their primary responsibility for those entrusted to them</p> <p>The House of Bishops</p> <p>The House of Bishops will</p> <ul style="list-style-type: none"> • be responsible for this policy, and for future revisions • approve procedures to promote consistency and best practice • appoint a bishop with lead responsibility for child protection to work with the Church of England Child Protection Adviser to coordinate a church wide strategy <p>The Diocese</p> <p>The role of the Diocese is to provide a structure within the Diocese that reflects and implements the policy of The House of Bishops. This work will be coordinated and managed by the diocesan Child Protection Adviser who will offer advice, training and support in all matters relating to the protection of children and staff within the Diocese. Updates to this guidance will be sent via email to Child Protection Officers and will also be available on the Diocesan website www.wakefield.anglican.org</p>	<p>Protecting all God's Children Section 3.1</p> <p>The responsibilities of the Church of England</p> <p>Protecting all God's Children Section 3.2</p> <p>The responsibilities of the House of Bishops</p> <p>Protecting all God's children Section 3.3</p> <p>The responsibilities of the Diocese</p>

<p>Role of Other Agencies</p> <p>It will be essential for the Diocesan Child Protection Adviser to establish meaningful and informed working relations with the following key agencies:-</p> <p>Children's services Children's Social Care teams act as the principal point of contact for children about whom there are welfare concerns.</p> <p>Police The police have a duty and responsibility to investigate criminal offences committed against children</p> <p>Probation services The Probation Service can provide valuable assistance in the management of sex offenders who wish to become or have become part of a churches community.</p>	<p>Meeting the Challenge.</p> <p>How Churches should respond to Sex Offenders.</p> <p>The Church of England 1999</p>
<p>Who can help me ?</p> <p>The Diocesan Child Protection Adviser</p> <p>The Child Protection Administrator</p>	<p>Name Jenny Price Phone 01924 371802 Mobile 07800740001</p> <p>Name Ann Hall Phone 01924 234944</p>
<p>This document was endorsed by the Diocese of Wakefield Child Protection Support Group on September 2008..... It will be reviewed by this group in September 2009.....</p>	