

The Parish of Bollington Child Protection Policy

We believe that every human being has a value and dignity which comes from God's creation of male and female in his own image. Therefore we will respect all people and seek to protect them from harm.

We recognise that children can be particularly vulnerable and so we will seek via the implementation of this Child Protection Policy to provide a safe, caring environment, within a culture of informed vigilance, in regard to children and those with special needs, in which such persons can feel secure and respected.

We will adhere to the child protection Guidelines issued by Chester Diocese. A copy of these is held by both the Incumbent [Rev. Veronica Hydon] and the designated Child Protection Coordinator [Mrs Beverley Nixon] and is available for inspection.

The guidelines commit the parish to the following principles:-

- The safeguarding, care and nurture of children, young people and vulnerable adults within our church community.
- Careful selection and training of all who will have responsibility for groups which include children and young people, using the Criminal Record Bureau, among other tools, to check the background of each person.
- Responding without delay to every complaint made that a child or young person, for whom we are responsible, may have been harmed.
- Full co-operation with statutory agencies during any investigation they make into allegations concerning a member of the church community.
- Seeking to offer informed pastoral care to any child, young person or adult who has suffered abuse.
- The PCC will seek to offer pastoral care and support for any members of our church community known to have offended against a child.

In this parish we expect all parishioners to adhere to this policy and to Parish Guidelines and Practice when working with children (for the purposes of Child Protection children are defined as anyone under the age of 18).

In this parish **Leaders** are defined as any adult (over 18) who has responsibility for organising and leading a particular group which involves children, Eg. Praise & Play, RICH

A **Helper** is defined as an adult who helps in a children's group and who is under the supervision of a Leader. Helpers must not be left alone with groups of children, but must be within eyesight of a Leader at all times.

The **Child Protection Team** is made up of the Child Protection Coordinator, the Incumbent, and one other PCC member. The team will meet at least twice a year to keep up to date with national and diocesan legislation, to discuss, maintain and ensure the implementation of the parish policy and to keep the PCC informed of Child Protection matters.

The Parish of Bollington
Parish Practice for all who work with children

When working with children, young people and vulnerable adults, their welfare will be our primary concern. Therefore, in this parish, we require each person who works with children as a Leader in a regular group to;

- 1 Make yourself aware of and adhere to Parish Policy and Practice with regard to working with children.
- 2 Complete a Criminal Record Bureau disclosure form which will then be processed by the Criminal Record Bureau. This will be need to be repeated every five years in accordance with The House of Bishops Policy for Child protection
- 3 Complete a Confidential Declaration form, which will be held securely by the parish. Access will be restricted to those who need to know [ie. the Incumbent, the Child Protection Coordinator, other clergy and statutory bodies who may request access]. Those about whom we hold information will be expected to update us on any changes which occur to the information we hold, [eg. change of name or address]
- 4 Respect children as individuals and protect their well being in every way.
- 5 Never misuse a child's trust in them.
- 6 Never exploit a relationship with a child for the adults own gratification.
- 7 Never promise a child who speaks to you that no-one else will be told until you know the nature of the problem.[there is a statutory requirement to report abuse]
- 8 Be sensitive to what is appropriate and inappropriate physical contact.. A quick hug for comfort is fine, but prolonged contact can be very open to misinterpretation by children, their parents and other adults.
- 9 Ensure that, wherever possible, there is always more than one leader with any group of children where parents are not present.
[If you need to speak to a child in confidence then ensure another adult is within eyesight]
- 10 Take seriously any allegations of abuse made by children or adults. Write a brief factual statement about what they have been told or have witnessed and contact either the Incumbent or the Child Protection Coordinator as soon as possible,
- 11 In the event of either the Incumbent or the Child Protection Coordinator being accused, see the other person. If neither are available seek the advice of another member of the Child Protection Team or the Churchwardens.
- 12 Collaborate with statutory bodies, voluntary agencies and church authorities as necessary. [Do not contact them in the first instance, the Child Protection Coordinator or the Incumbent will do this. If neither is available speak to a Churchwarden, a member of the Child Protection Team or a PCC member who will contact the statutory bodies and the church authorities]

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In addition we will expect group leaders to;-

- 13 In groups where the parents are not present, keep a record of each child's name, address, emergency contact number, signed form to show parental permission for the child to be in the group and relevant other information. [For example food allergies]
This information must be kept in a secure place.
- 14 Ensure the area they work in and any equipment used is safe and meets health and safety requirements.
- 15 Ensure that all who help in any capacity are asked to complete the necessary paperwork and interviews before any work with children is undertaken.
[This should be done via the Child Protection Coordinator or the Incumbent]
- 16 All those working with children will be given a copy of these guidelines
- 17 Ensure any who come as Helpers to the group understand their role and comply with the Parish Child Protection policy.

The Parish of Bollington
Duties of Child Protection Coordinator

- 1 To ensure that our churches are safe environments for children to work and play in.
- 2 To provide guidelines for the Parochial Church Council (PCC) and all who work with children in this parish.
- 3 To review guidelines and the implementation of the guidelines annually.
Reporting the review to the PCC.
- 4 To check the suitability of persons who work with children in this parish. This includes completion of Self -Declaration forms, submission of Criminal Records Bureau forms.
Following up at least two references for all new workers.
- 5 To discuss and agree job descriptions for all who work with children on a regular basis.
- 6 To keep securely, and maintain, written records of all who work with children which shall include,
A copy of the Criminal Record Bureau search result.
A self declaration form.
Copies of any references.
A written report of any verbal interviews undertaken in respect of the work to be assigned.
A Copy of job description.
- 7 To liaise with and provide supervision and support for those who work with children, and to ensure they are familiar with child protection matters.
- 8 To encourage attendance at available and appropriate training sessions.
- 9 To liaise with statutory and voluntary bodies and church authorities as necessary and in cases of suspected abuse.
- 10 To provide access to support from a member of the Child Protection Team for both the person who is alleging abuse and the suspected perpetrator.
[The support given to the one making allegations and the support given to the accused must not be from the same person. It is strongly suggested that the supporter be someone of the same gender as the alleged abused and the accused perpetrator]

**Confidentiality in all of the above will only be guaranteed as far as the Children's Act allows.
By Law abuse of children under 17 must be reported to the Social Services.**

CONFIDENTIAL

The Anglican Parish of Bollington
Volunteer Agreement

Name of Volunteer: _____

Address: _____

Postcode: _____ Telephone No: _____

E-mail: _____

How long have you lived at this address? _____

(If less than 5 years please state your previous address and parish / church)

Name of Group to be worked with [eg. Sunday School] _____

Regular place and time of meetings: _____

You are responsible for [eg. a Sunday school group of 5 -7 year olds]:

These are the tasks and responsibilities of the volunteer work that have been discussed with you:

The PCC hopes that you find this work interesting. Any further questions that arise from time to time can be discussed with:

Declaration

I understand and agree with the above tasks and responsibilities.

I have read the guidelines on working with children and understand them.

I understand it is my duty to protect the children under my care.

Signature of worker

date

Signature of witness

date

CONFIDENTIAL

The Anglican Parish of Bollington
Self Declaration Form

This form is strictly confidential and, except under compulsion of law, will be seen only by the Vicar, the Parish Child Protection Team and, when appropriate, the Diocesan Child Protection Advisor. All forms will be kept securely under the terms of the Data Protection Act 1998.

Guidelines from the Home Office following the children Act 1989 advise that all voluntary organisations, including churches, should take steps to safeguard children who are entrusted to their care. In accordance with the House of Bishops' Policy on Child Protection, you are therefore required to make the following declaration:

1. Have you ever been convicted of a criminal offence, (Including any 'spent convictions' under the Rehabilitation of Offenders Act 1974). Or placed on probation, or discharged absolutely or conditionally for a criminal offence?

Yes / No
2. Have been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Yes / No
3. Are you currently under investigation for any alleged offence?

Yes / No
4. Have you ever had a child removed from you or placed under supervision by the local authority?

Yes / No
5. Do you suffer, or have you suffered from any illness, disease or disability which may affect your ability to work with children or young people?

Yes / No
6. Has your conduct ever caused, or been likely to cause, harm to a child or put a child at risk, or, to your knowledge, has it ever been alleged that your conduct has resulted in either of those things?

Yes / No

7. Have you, since the age of eighteen, ever been known by any other name other than that given below?

Yes / No

If you answered YES to any of the above, please give details which may, if you wish, be enclosed in a separate sealed envelope. It will be regarded as relevant only to this application and will not necessarily debar you from consideration. The object of this is not, in any way, to reflect upon your integrity, but it is necessary simply to protect the children and young people, the parish priest and the PCC.

Full Name: _____

Signed _____ Date _____

Before an appointment can be confirmed applicants must provide a satisfactory enhanced disclosure from the Criminal Records Bureau