

Safeguarding

Children and Young People

Procedures and Good Practice Guidelines

June 2008



PREFACE BY THE BISHOP OF DERBY

I commend this important document to you; it is the result of work undertaken by the Diocesan Safeguarding Children's Procedures Group and others who have helped in the latter stages of production.

Children and young people are an important part of the family of the church: we value the part that they play in all aspects of church life. We have adopted these procedures and guidelines as a means of ensuring the protection, care and welfare of our children and young people.

Throughout the document the words 'child' or 'children' are used to denote any person who has not reached their 18th birthday. These are the terms used in legislation and government guidelines. However when explaining the document to our young people it might be as well to clarify why these words are used to avoid possible misunderstanding.

These procedures are mandatory to all who are employed or who work in a voluntary capacity within this Diocese; the guidelines are minimum standards of good practice and have been designed to ensure that this valuable work can proceed in safety and with confidence.

This document and some of the forms can also be downloaded from the grapevine section of the Derby Diocesan Webpages. **www.grapevine.derby.anglican.org**

I wish to record my appreciation to all who have played a part in producing this document.

+ Alastair Derby

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Part A INTRODUCTION

These procedures are being written at a time when great changes are taking place. There has been new legislation, fresh guidelines [nationally and locally] and some of the language, concepts and terminology have changed.

A separate section will deal with some of those changes, but for those of you who feel that you spend excessive amounts of time trying to disentangle yourselves from an ever increasing amount of red tape, this document is written with the intention of freeing you to do what we all believe is important. In this case it is helping children to move forward in the adventure of life hand in hand with God. Its authors share your motivation and want you to be able to work creatively and safely.

Principles of the House of Bishops' Child Protection Policy*

- 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 using the Criminal Records Bureau, amongst other tools, to check the background of each person.
- We will respond without delay to every complaint made that a child 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.

DERBY DIOCESE IS COMMITTED TO THESE PRINCIPLES AND WILL, WHERE APPROPRIATE, WORK WITH THE STATUTORY AND VOLUNTARY SECTORS, INCLUDING OTHER FAITH GROUPS, TO ENSURE A SAFE, STIMULATING ENVIRONMENT FOR OUR CHILDREN AND YOUNG PEOPLE.

** 'Protecting all God's Children' Church House Publishing 2004*

Full document available online at www.cofe.anglican.org/info/papers/protectingchildren.pdf

Notable changes since the last Diocesan Procedures were written in July 2002 and up-dated in December 2003

'Protecting All God's Children', the latest House of Bishops' policy document, published in 2004 anticipated most of the changes that have followed and is still highly relevant.

Lord Laming's Inquiry Report into the death of Victoria Climbié resulted in 'Every Child Matters: Change for Children Strategy'. This identified the following five outcomes for all children.

BE HEALTHY:	physical, mental and emotional health and well-being
STAY SAFE:	protection from harm and neglect
ENJOY AND ACHIEVE:	education, training and recreation
MAKE A POSITIVE CONTRIBUTION:	the contribution made by them to society
ACHIEVE ECONOMIC WELL-BEING:	social and economic well-being

The concept of 'Safeguarding' demonstrates a shift from a focus only on 'child protection' to a more holistic approach to children helping them achieve the five outcomes noted above. A child is legally defined as a person under the age of 18 years.

This Diocese is registered as an 'umbrella body' with the Criminal Records Bureau [CRB] and the procedure is that all those licensed by the Bishop and those in leadership positions with children have, as part of their acceptance, been through the validation process, details of which are in B.3 and Appendix A.

The validation process must be completed before new people begin their tasks and those whose records show up concerns about their past [usually convictions], will undergo confidential assessment by the Diocesan Adviser for Child Protection [DACP] and if required the CRB Committee.

In the last year a Protocol has been put in place with MAPPA [Multi Agency Public Protection Arrangements] to try to make it possible for a supervised offender to attend church services/activities.

Training has operated at two levels since our procedures were written. The first level was to deliver a basic awareness of child protection and the second a course for Parish Child Protection Co-ordinators [CPCs] and Incumbents.

OUR EXPERIENCE OVER THE LAST FEW YEARS HAS TAUGHT US THAT WE HAVE TO ACCEPT THESE PROCEDURES AS MANDATORY.

ON OCCASIONS WORK HAS BEEN SET BACK AND CHILDREN HAVE SUFFERED BECAUSE PROCEDURES HAVE NOT BEEN FOLLOWED PROMPTLY. THIS IS UNACCEPTABLE.

IF THERE IS DOUBT OR CONCERN ABOUT A PARTICULAR SET OF CIRCUMSTANCES, THEN SUPPORT IS AVAILABLE FROM THE DIOCESAN ADVISER FOR CHILD PROTECTION.

Part B PROCEDURES

What you have to do straight away – Sections B.1 – B.4

B.1 Parishes and Diocesan organisations will

- Adopt the House of Bishops' Policy on Child Protection [2004].
- Appoint a CPC and elect them to full membership of the Parish Church Council.
- Accept and make your own the following Procedures even if structured work with children does not currently exist in your setting.
- Review these procedures annually and ensure they are being followed.

B.2 Buildings and Contents

PCCS and Diocesan Organisations have a responsibility to ensure that their building and contents used for organised activities involving children should:-

- Be subject to an annual risk assessment.
- Meet current fire, disability discrimination and health and safety regulations. (Including regular fire drills)
- Be kept in good repair.
- Have a music and entertainment licence where the law requires. (For further information refer to Christian Copyright Licensing International, www.ccli.co.uk)
- Have a maintained First Aid Box and Accident Book that meets current legislation.
- Have third party and employers liability insurance cover.

B.3 Validation Process for Leaders of groups involving children

All those who act in a leadership capacity in parishes and organisations linked to the Diocese, paid or unpaid, are required to go through a validation process. This will involve completing the Diocesan Declaration Form and applying for a CRB Disclosure at the Enhanced Level. In addition applicants must provide two references. If they are new to the post they must successfully go through the process before working with children. From October 2009 a new system will come into operation which will involve requiring all those who work with children to register with the Independent Safeguarding Authority (ISA).

Who needs to go through the process?

- 1 The Bishop, his Advisers, all those who hold his licence, the clergy, including those who have Permission To Officiate and Readers will go through this process as part of the process of their appointment.**
- 2 All newly appointed volunteers, paid workers or established** Sunday School Teachers, Children's Group Leaders, Youth Leaders, Crèche Assistants, Holiday Club Leaders etc. If in doubt, refer to Diocesan Youth Adviser.
- 3 Churchwardens** appointed or re-appointed after their election must complete a Diocese of Derby Confidential Declaration Form and return this to the CPC or Parish Priest and should apply for a Standard Disclosure. They must apply for an Enhanced Disclosure if they are also involved directly in working with children.
- 4 Mixed age group leaders** ie a church group which has children as regular members (eg Bellringers, Choirs, Orchestras, Music Groups, Servers, Parents and Toddler Groups etc). After consultation with representatives from the RSCM (Royal School of Church Music), the Servers Guild and Bellringers, it was agreed that we would require that two appropriate adult leaders from each group would go through the CRB process. This would usually be the main leader of the group and at least one other.

The details of this process are set out in Part D, Appendix A.

B.4.1 The Parish Child Protection Co-ordinator [CPC] – see Appendix J

PCCs must appoint a CPC who will work closely with the Incumbent or manager in matters of protection and safeguarding children. The CPC must complete the required Diocesan training and his/her responsibilities are to:

- Be the main contact through whom safeguarding concerns for children are channelled.
- Offer support and advice about the welfare of a child.
- Support any person referring a child where abuse and/or neglect is suspected and keep the incumbent informed.
- Ensure that the referral is not discussed with anyone without the express agreement of the referrer unless in the opinion of the CPC the child's safety and welfare would be jeopardised.
- Report annually to the PCC or management group to ensure that Diocesan Policy and Procedures are being followed.
- Approve, in consultation with leaders within the Parish or organisation and, if doubtful, the Diocesan Youth Advisor, those under 18 years old who wish to assist group leaders. Under 18 years old assistants must complete a Confidential Declaration and provide two references.
- Maintain a list of the activities involving children for which the parish or organisation is responsible. A list should also be made of affiliated groups – both uniformed and non-uniformed. The lists should include details of when and where each group normally meets, its normal staffing arrangements and the age range.
- Ensure that where parish premises are loaned or let out then the user groups have acceptable child protection procedures.
- Keep an up to date list of validated leaders.
- Keep an up to date list of key holders.
- Address issues of good practice with group leaders.
- Participate in the implementation of Confidential Agreements involving those who may pose a risk to children.
- Arrange an appropriate level of training in child protection through the Diocese.
- Ensure that the Diocesan Flow Chart on child protection contains contact phone numbers and is prominently displayed in places where it might be needed.
- Ensure that Confidential Declarations match with CRB Disclosures and arrange for their safe storage. If they do not match, then consult with the DACP.
- Respond to requests from the DACP for confirmation that these Procedures are being followed.

B.4.2 Tasks for the PCC or Diocesan Organisation Management Group

- The CPC must either be elected or co-opted onto the PCC or a member of the Diocesan Organisation's formal Management Group.
- Affirm the role of the CPC in implementing Diocesan Child Protection Procedures.
- Ensure that Insurance cover meets the requirements of Appendix I.
- Church Wardens and organisation managers should check with the CPC that only suitable and responsible people are key-holders and that access and usage of church premises is monitored as far as is reasonably possible. The Church Wardens should provide a list of key-holders to the CPC and notify them of any changes.

B.5 What you should be aware of and how you should act.

B.5.1 Help with recognising and responding to abuse of a child

The purpose of this section is to enable people to act appropriately in those situations where a child might be being abused, neglected or at risk. This can happen to a child of any age, disability, race, skin colour, culture, religion, from a rich or poor family and usually is inflicted by someone known to them, including other young people. Often the abuse happens in the home, at school, within the community or even within the church; more rarely a stranger is involved in the abuse of a child.

B.5.2 What is abuse and neglect? Key definitions and concepts

In this document, as in the Children Acts of 1989 and 2004, a child is anyone who has not reached their 18th birthday irrespective of their circumstances. Abuse and neglect are forms of maltreatment of children and somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Cultural and religious beliefs should not be used to justify hurting a child.

B.5.3 Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical abuse may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

B.5.4 The impact of physical abuse can lead directly to neurological damage, physical injuries, pain, disability or death. Physical abuse has been linked to aggressive behaviour, emotional and behavioural difficulties. Violence is pervasive and the physical abuse of a child frequently co-exists with domestic violence. Corporal punishment that leaves marks or injuries should be considered as physical abuse.

B.5.5 Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on a child.

These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing a child frequently to feel frightened or in danger, or the exploitation or corruption of a child. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

B.5.6 The impact of emotional abuse. There is increasing evidence of the adverse long-term consequences for children's development where they have been subject to sustained emotional abuse, including the impact of serious bullying and racism. Emotional abuse has an important impact on a developing child's mental health, behaviour and self-esteem. It can be especially damaging in infancy. In families where the child experiences a low level of emotional warmth and a high level of criticism, negative incidents may have a more damaging impact on the child. Adult mental health problems and parental substance misuse may be features in families where children are exposed to emotional abuse.

B.5.7 Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not they are aware of what is happening. The activities may involve physical contact [eg rape, buggery or oral sex] or non-penetrative acts. They may include non contact activities, such as involving children in looking at, or in the

production of, sexual online images, watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

B.5.8 The impact of sexual abuse manifests itself in various ways including self-harm, inappropriate sexualised behaviour, sadness, depression and a loss of self-esteem. The severity of impact is believed to increase the longer the abuse continues, the more extensive the abuse, and the older the child. The adverse effects of sexual abuse may endure into adulthood.

B.5.9 Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter, including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

B.5.10 The impact of neglect is associated with major impairment of growth and intellectual development. It may have adverse effects on a child's ability to learn or to develop relationships. In its extreme form neglect can lead to death. Neglected children may experience loss of self-esteem, feelings of being unloved and isolated. The impact of neglect varies depending on how long children have been neglected, their age and the multiplicities of neglectful behaviours they have experienced.

B.6 Examples of when a child is, or might be at increased risk of, being abused

- Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk of abuse and neglect.
- Bullying, whether physical, verbal or emotional is damaging.
- Self harm or suicidal behaviour may be indicative of serious abuse occurring and should always be taken seriously.
- Female Genital Mutilation is abuse and is also a criminal offence.
- Forced marriages – ie where duress is a major factor and where the union is conducted without the informed consent of both parties.
- Within families where there is domestic violence, defined by the Home Office as, 'Any incident of threatening behaviour, violence or abuse [psychological, physical, sexual, financial or emotional] between adults who are, or who have been, intimate partners or family members, regardless of gender or sexuality'.
- Family separation and its consequences can be traumatic for children, especially if threats or violence are part of the history.
- There is clear evidence of a link between the abuse of animals and the abuse of children and adults.
- Other factors where tensions and pressures are increased include social exclusion, racism, parental mental health problems, disability, illness, or misuse of alcohol or substances.

B.7 Signs of abuse

B.7.1 There are signs that indicate a child may have suffered abuse or maltreatment and the following list, whilst not exhaustive, is intended to raise awareness of that possibility. A child may:

- Have injuries – bites, burns, bruises, fractures – for which there are no explanations, or the explanations offered raise suspicion and concerns.
- Have inadequate or inappropriate clothing.
- Be unresponsive, nervous, watchful, lethargic, or conversely, demanding of attention and aggressive.
- Behave like a much younger child.
- Self harm or have eating problems, including over-eating or loss of appetite.
- Be kept away from social activities and have few friends.
- Confuse affection with sexual behaviour, or seek to have relationships with adults that are secretive.
- Display sexualised behaviour through their actions, drawing, words, play, writing or appear to have sexual knowledge beyond their age.
- Change their behaviour such as becoming withdrawn or 'depressed'.
- Have disturbed sleep, nightmares and bedwetting.
- Run away.
- Tell you.

Remember these signs may not be evidence of abuse but may constitute a reasonable cause for concern. Indeed some may have innocent explanations. However, a child showing these signs is likely to need support and you should accept the possibility that she or he might have been significantly harmed. If abuse is occurring it is likely to be by someone the child knows and who has control over her or him. It is comparatively rare for them to be abused by a stranger.

B.8 Taking Action

B.8.1 What to do if a child tells you that someone is seriously hurting them.

- **Stay calm** so as not to frighten them.
- **Reassure** them that they are not to blame and that it was right to tell you.
- **Listen** to them, showing that you are taking them seriously.
- **Never** say that you do not believe them.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. Only ask questions to clarify and allow them to use their own words.
- **Inform** them that you may have to tell other people what you have been told.
- **Do not make false promises** – tell them you may need to speak to someone else, eg from Children's Social Care [formerly Social Services]. Do not promise to keep any secrets.
- **Do promise**, wherever appropriate, to let them know with whom you have shared the information. Be aware that they might have been threatened so offer them your continued support.
- **Safety of the child** is paramount. If they need urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware of what the child has told you. In this instance Children's Social Care [CSC] need to be informed immediately and an agreement reached with them as to who will tell the child's parents/carers.
- **Record** all information within 24 hours. Record dates and times of events, using where possible the child's own words. This record should be signed and dated.

- **Report** the incident to the CPC. If the CPC is not available follow the reporting process [see B.10 and the Diocesan Child Protection Flow Chart]. If in any doubt report your concerns to CSC.

Remember it is not your task to investigate what you have been told! [see B.10]

Helpful things to say

I will try to help.

I am glad you have told me.

It is OK to tell.

What happened was wrong.

It is not your fault.

Try to avoid

What? Why? How? When? Where?

Are you sure?

Why didn't you say before?

I can't believe it!

Don't tell anyone.

B.8.2 What to do if you hear from someone other than the alleged victim that they are being abused. You should:

- Take the concerns seriously. Listen carefully and ask only sufficient open-ended questions to establish whether or not the child is in immediate danger. If they either require medical treatment or have said they are in danger then immediately refer to CSC [see B.10].
- Acknowledge that sharing news like this can be upsetting.
- Not promise confidentiality but tell them that you will have to share information with someone else, and let them know who [see B.10].
- Ensure that the CPC becomes involved and, if a referral to CSC is thought appropriate, decide between you which of you should do it.
- If there is ever a doubt always discuss the concerns with CSC [see B.10].
- Record all information within 24 hours, noting dates and times of events, using where possible the informant's own words. This record should be signed and dated.

Remember it is not your task to investigate what you have been told! – [see B.10.]

B.9 Whistle-blowing

B 9.1 All suspicions and allegations have to be taken seriously and appropriately reported. It is recognised that strong emotions can be aroused particularly in cases where any form of abuse is suspected or where there is loyalty, sometimes misplaced, to a colleague or to someone known to you. In addition, individuals may not express their concerns because they fear harassment or victimisation. In these circumstances it may be thought easier to ignore the concern rather than report what might be regarded as just a suspicion of malpractice. It is important to understand these feelings but not to allow them to interfere with any action we feel is necessary.

The Diocese is committed to the highest standards of openness, honesty and accountability. In line with that commitment you are encouraged to come forward and voice any concerns. It is recognised that certain cases will have to proceed on a confidential basis.

B.9.2 The Bishop expects all individuals in the church to discuss concerns they have about the safety and welfare of a child in the church setting with the Parish CPC and through them, their Archdeacon and the DACP. **Not acting is not an option.**

B.9.3 If you are worried about raising concerns through this route or are not sure what to do in the first instance please contact the DACP at Church House [01332 388676 or 01332 388650] or outside office hours through one of the Archdeacons or Youth Adviser. (see Useful Contacts or Flowchart) It is essential that these concerns are reported and an individual who raises them in good faith, will be supported. For sources of advice and help, including those outside of the Diocese, see the 'Useful Contacts' page – Part E3.

B.10 Referring to Children's Social Care (CSC)

B.10.1 You must inform and involve the CPC in the following processes unless to do so would cause delay and put the child at risk of further harm. The CPC will discuss the concerns with the DACP who will offer advice and support and will also ensure that the Bishop and Archdeacon[s] are kept informed, particularly if the alleged abuser is an officer of the church or a member of the clergy.

B.10.2 If a child alleges abuse or neglect from a parent, carer, or a person in a position of trust, you must contact CSC or the police.

B.10.3 Good practice demands that those with Parental Responsibility are informed before making a referral to CSC unless to do so would put the child or the referrer at risk. In this latter instance decide with CSC who needs to inform the people with Parental Responsibility and record why the decisions were made.

B.10.4 If someone within the church or organisation is alleged to have abused a child it is important that you involve CSC and, where a crime is claimed to have been committed, the police. In such an instance it is important that the CPC, Incumbent or manager, [unless they are implicated] and one of the Archdeacons are informed.

B.10.5 Make notes of what you have done immediately and confirm in writing your referral to CSC. They will ask you about any records you have on the child [see Appendix L for a sample referral form]. You will also be asked if you are aware of the child's wishes and feelings. You do not need full information about the family to make a referral.

B.10.6 The list of Useful Contacts, Glossary and Flowchart at the end of these procedures will be of further help in this process.

N.B. DO NOT, UNDER ANY CIRCUMSTANCES, TALK ABOUT YOUR CONCERNS TO THE ALLEGED ABUSER WHETHER THEY ARE THE PARENT, CARER, AN OFFICER OF THE CHURCH OR A MEMBER OF THE CLERGY.

YOU MAY JEOPARDISE A NECESSARY INVESTIGATION AND PUT THE CHILD AT RISK OF FURTHER HARM.

B.11 Ministering to people who might pose a risk to children in churches.

B.11.1 There is a system in place whereby the Manager of the Multi Agency Public Protection Arrangements [MAPPA] informs the DACP when a convicted offender is about to leave prison and is expressing the wish to worship in a particular church. Discussions then take place with the Parish representatives, Police and Probation about risk and management issues.

If it is considered that the offenders can attend the church a Confidential Agreement is drawn up to ensure that they are monitored and offered support. This is to ensure the protection of children and to lessen the likelihood of false allegations being made against the offender. The selection of appropriate supervisors of the offender is of crucial importance as is the reviewing of the Confidential Agreement.

B.11.2 There are however many people in the community who have the sorts of conviction that would give us concerns if they were able to interact freely with our children. In most cases they are not the subjects of supervision from the Police or Probation, although CSC might have an interest in tracking them.

Some of these participate in church activities and where we know about them a condition of their attendance is that we put in place a Confidential Agreement and where possible collaborate with the Police, Probation and CSC.

B.11.3 There is other groups about whom we may have reason to be concerned, for example, those who have not been convicted of offences but about whom grave concerns have been expressed. Consult with the DACP who will work alongside those in the statutory agencies and take legal advice about possible breaches of human rights before beginning any of our processes.

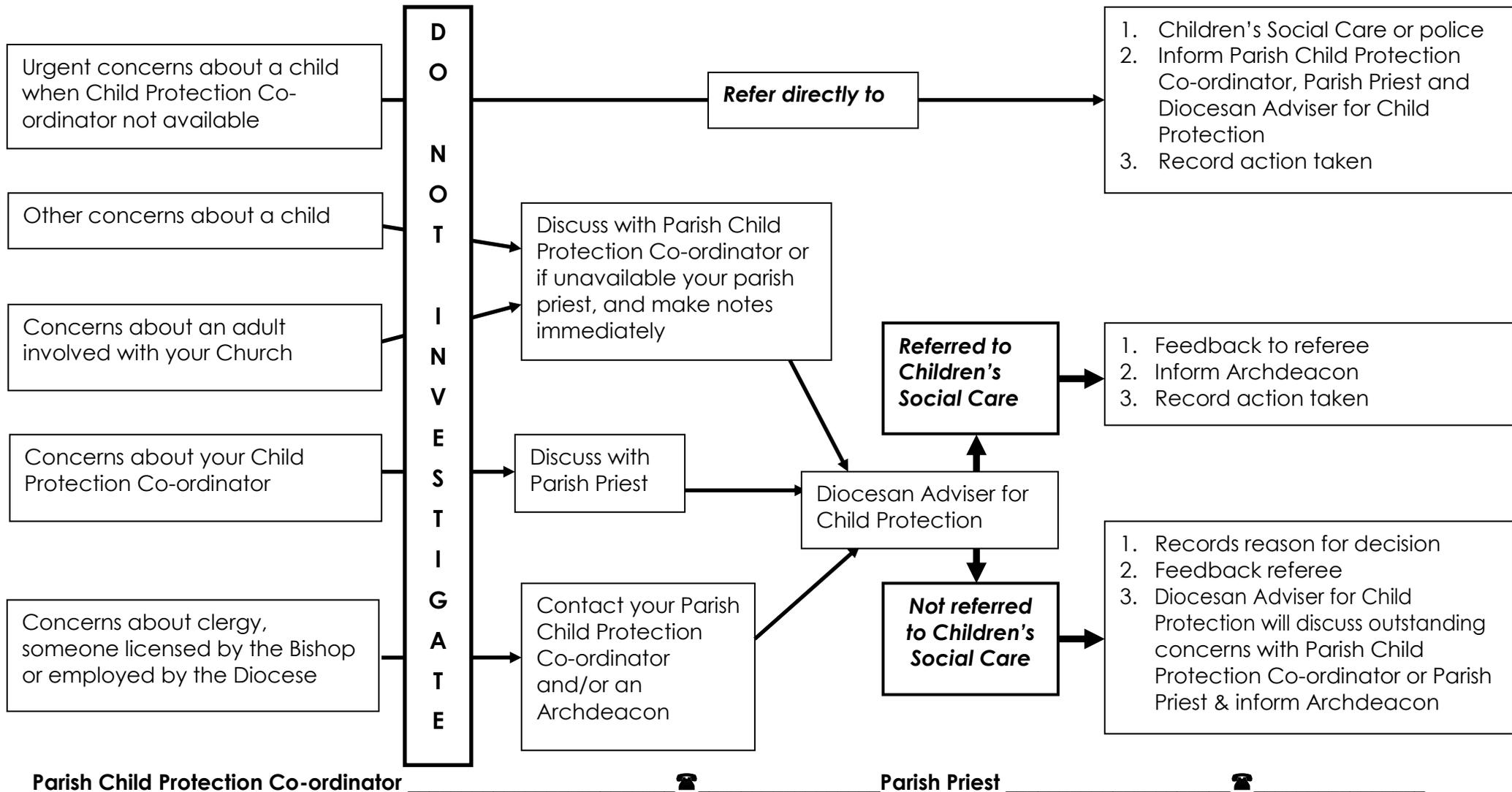
B.11.4 In each of the situations described above the cooperation of the person who will be the subject of the Confidential Agreement is crucial but they need to be aware that their involvement with the church is dependent on their willingness to abide by the conditions of the Agreement. The DACP will help in drafting the agreement and will offer support to the supervisors.

B.11.5 Confidential Agreements are tailor-made to each set of circumstances but will have these elements in common:

- A statement indicating that there is provision, nationally and locally, for those who might pose a risk to children to worship and take part in certain church activities provided they enter into an agreement that ensures the protection of children.
- ALL names, dates of birth and addresses used by the offender.
- The specific church, names of those who will supervise them and the church activities they can attend.
- The reasons for the need of an agreement will be made explicit; the convictions [where applicable] will be recorded as will the sentencing courts.
- That collaboration with the statutory agencies will occur whenever possible.
- There will be specific conditions. For example they should not be alone on church premises, nor should they be key-holders or accept any role in the church which will involve them working with children. They should not be a Churchwarden or have a welcoming role in the church; neither should they attend church worship/activities unless their supervisors are present in that specific church. They must not take photographs or videos of any church activities.
- Where it is not possible or appropriate for their supervisors to be present at activities such as a family event in another church, it will be the responsibility of the offender to help organise appropriate supervision. If they are the subject of a statutory order then they should discuss the arrangements with their supervising officers.
- If the offender moves to another Church the priest/minister will be advised of the agreement by either the Parish CPC or the DACP.

The agreement will be the subject of regular review, normally every six months, and any changes to it will be sent to the Archdeacon and shared with participating colleagues from the statutory sector.

HOW TO ACT IF THERE IS A CHILD PROTECTION ISSUE IN YOUR CHURCH



Children's Social Care ☎ County Council, all hours, 0845 6058058, City Council 01332 717118 or out of office hours 01332 711250
Police ☎ 01773 572058 or 572059 or 572073

Diocesan Child Protection Adviser 01332 388676 or 388650 (office hours). Out of office hours contact through
Archdeacon of Chesterfield 01246 582130, Archdeacon of Derby 01332 553455 or Youth Adviser 01332 388664.

Part C Good Practice Guidelines

C.1.1 Keeping records:

Club and Activity Register

- A register should be kept of children attending, including arrival and departure times.
- A similar register should be kept of helpers.
- A note should be kept of other people or other events in the building.

Club and Activity Logbook or Recording Sheet

A logbook should be kept in a secure place for recording: (see Appendix K)

- A brief record of the programme activity for every session.
- Unusual events or conversations witnessed by leaders or helpers.
- Observations of signs of abuse, eg bruising.
- Fights or bullying.

This may protect both leaders or helpers and children from accusations of assault or abuse by providing a context for the incident/s or by showing patterns of similar behaviour.

Personal Logs

Personal logs may be kept to record worrying incidents such as:

- Repeated bruising on a child.
- Continuing complaints about another person.
- A marked change in a child's behaviour.

This log should be shared with the CPC and the procedures in B.10 followed.

General Information and Consent Forms – Appendices H1 and H2

Permission from parents should always be sought when working with children.

It is recommended that parents should be sent an information form with an annual consent form (Appendix H1). This annual consent form should be returned to the group leader for information and safe-keeping.

Additional consent forms are required for outings or residential events, including sleepovers (Appendix H2).

C.1.2 Adult to Child Ratios

Below are suggested ratios of adult to child, recommended for a specific indoor/outdoor activity or holiday event. These are the ratios required in regulations governing day care for under 8's.

	Adult	:	Children
2 yrs & under	1	:	3
3 years	1	:	4
4 to 8 years	1	:	8
Over 8 years	See below		

NB. Day Care regulations (OFSTED) cover activities which last for six days or more, for children up to eight years of age where there is no one with parental responsibility with them and where the activity lasts for two hours or more in a day. If in doubt phone the OFSTED helpline 0700 263 7833.

It may not, in practice, be possible to achieve the same standards as for registered activities, but it is vital to ensure there are sufficient adults for child supervision.

For children over 8, there is no official guidance. A suggested ratio is two adults (preferably one of each gender) for up to 20 children, with an additional leader for every 10 children. Following a risk assessment, this ratio would need to be increased for outdoor activities and more so if that activity is considered high risk or dangerous, or when catering for children with disabilities/special needs.

In some circumstances a worker might be alone with a child. Examples include a small group situation, listening to a child, acting as a mentor or in transport arrangements. Be specific in your written guidance and expectations.

C.1.3 Parents/carers staying with children's groups

It is possible that parents/carers of younger children may wish to stay with them in their activity on occasion. Some of these may want to respond to children for whom they are not responsible. However, while this natural relationship should not be discouraged, the demarcation between validated leaders and other adults must be maintained.

Toileting and other personal care are examples of activities that should remain the responsibility of parents/carers for the child, unless specific authorisation has been given by the child's parent/carer for the group leaders to undertake those duties.

If you have concerns that a particular adult is getting overly involved with other people's children, discussion should take place with the CPC as how best to address this.

C.1.4 Liaison with Parents/Home

Children's workers and leaders will need to visit children and their families at home from time to time. The parents/carers may or may not attend church and it is important therefore that they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.

Guidelines for visiting a child's home:

- Inform a supervisor or another worker of the proposed visit.
- Never go into a child's home if a parent/carer is absent.
- Keep a written record of the visit detailing the following:
 - Purpose
 - Time you arrived and left
 - Who was present
 - What was discussed
- If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them if the child is 'home alone' or with other children.
- The invitation of a child to a worker's home must be done with the knowledge of the team/leadership, the permission of the parent/carer and there should always be another validated person present throughout the visit.

C.1.5 Children from the street

Sometimes children playing outside or wandering the streets with no adult supervision will want to join in with church activities (eg children's club, Sunday school) without the knowledge of their parents. We support the following recommendations from CCPAS.

On arrival, welcome the children and try to establish their names, ages, addresses and telephone numbers. Record their visit in a register.

- Ask the children if their parents/carers are aware of where they are, and what time they are expected home. If this is before the session ends, the children should be encouraged to return home, unless permission to stay can be obtained from the parents/carers via a telephone call. In any event suggest the child obtains the parent's/carer's permission to return the following week.
- Link the visiting children with regular attendees who can introduce them to the group and 'show them the ropes'.
- On leaving, give the children a leaflet about the group with contact telephone numbers, a letter to the parents/carers inviting them to make contact and a consent form if they wish their children to become regular attenders.
- Without interrogating the children, you will need to find out as soon as possible whether they have any special needs (eg medication), so that you can respond appropriately in an emergency.

C.1.6 Detached Youth Work

Detached Youth Work is a form of street-based youth work provision, which operates without the use of a centre and takes place where children "are at" both geographically and developmentally. This work should be planned and team members should be trained for this role.

It is important that a detached programme has aims and objectives. Questions to be asked are: what are you aiming to achieve and what will be the benefits of the work for the children and the church? The following advice is:

- Detached workers should always work at least in pairs.
- A child may wish to have a one-to-one conversation with a youth worker; this may be acceptable so long as the worker stays in sight of other members of the team.
- Team members should carry a mobile phone and should be aware of other members of the team, their whereabouts, and actions.
- Team members should carry an ID card.
- Allow sufficient time at the end of a session for evaluation and recording [see Appendix K]

C.1.7 Drop-in Centres

Drop-in centres operate in a similar way to detached youth work. Apart from the impracticality of keeping a register of the children attending or obtaining consent from parents/carers, the advice contained in this section is relevant and applicable for this type of activity.

Children come and go where there are drop-in centres so it is difficult to keep track of who is actually in the building. It is therefore important that churches and organisations:

- Conduct regular fire drills to ensure that the building is evacuated completely and within a set time scale.
- Ensure all users of the drop-in centre only have access to specific areas of the building.

- Work with the children to negotiate ground rules for acceptable behaviour in and around the premises and decide what age range you will work with.
- Monitor and, if necessary, supervise any grounds around the building and the immediate vicinity.
- Get to know the names of the children and, if possible, learn and note any special needs or health issues.
- A record sheet should be completed at the end of the session [see Appendix K].
- Consider how to call for help should an incident occur or if parents need to be contacted.
- Ensure that staff are trained and supported.
- Outings and visits will require a completed consent form.

C.1.8 The use of restraint

Children should not be physically restrained except as an absolute last resort to prevent injury to them or another child.

Make every effort to move the child away from the immediate area at an early stage.

- Talking calmly to the child will reassure them that you remain in control of the situation.
- Do not shout or lose your temper.
- Make sure that only one person takes the lead in resolving the situation with assistance from other adults.
- Warn the child about unacceptable behaviour and be clear that they may be asked to leave or be collected by a parent.
- Parents must be informed if the child needs to be excluded from any particular activity.
- Keep a record.
- If you have cause to exclude the same child from activities repeatedly you should discuss it with your CPC as disruptive behaviour could indicate other issues in a child's life.
- Where a child regularly presents with challenging or concerning behaviour, efforts should be made to learn what other support services are involved and try to link in with them. Discussions with the child's parents, in this instance, are crucial.

C.1.9 Substance misuse

It is a criminal offence to allow any child in the care of a church group or organisation to produce, possess, use or supply illegal drugs. It is important to adopt a policy on illegal and potentially harmful substances including the following:

- Asking the child to stop.
- If the child is under 16 years you must inform parents/carers
- If the child is over 16 years inform the parents/carers with their permission.
- Discuss with the child the proposed course of action, particularly if they re-offend, including informing the police and suspending them from the youth group.
- Write down the content of any discussion with the child including the action taken, sign and keep this in a secure place.
- Liaise with the Diocesan Youth Adviser and the police to devise a strategy for dealing with the use of illegal substances.
- If it is thought that the child is suffering significant harm then, preferably with parents' consent, a referral should be made to CSC and the CPC informed.

C.2.1 Helping children help themselves

Children may have a confused understanding of what is acceptable and what is unacceptable behaviour in adults. Abusers may present themselves as having authority in order to convince or silence their victims. This may be the authority of a parent, a church leader or another trusted adult.

The child needs to be able to distinguish acceptable from unacceptable behaviour and be empowered to take appropriate action when threatened with harm.

To help children help themselves in a dangerous situation, you should:

- Always act with integrity, consistency and honesty so that you may be seen as trustworthy and potentially helpful.
- Be sensitive and aware so that you do not miss tentative requests for help.
- Consider the wider picture, for example, can parents, carers or other trusted adults be enlisted to help.

C.2.2 Abuse of Children with Disabilities

The available UK evidence on the extent of abuse among disabled children suggests that they are amongst the *most vulnerable* in our society and they are at *increased risk* of abuse. Also the presence of multiple disabilities increases the risk of both abuse and neglect.

There are a number of reasons why a child with a disability is more vulnerable to abuse eg:

- Communication difficulties may make it difficult to tell others what is happening.
- Children with disabilities tend to have more physical contact than those without disabilities (ie therapists, health or care workers) and may require higher levels of intimate personal care.
- They have fewer outside contacts than other children (personal friends).
- They may have impaired capacity to resist abuse.
- Attitudes can play a part, for example, the belief that a child or young person with a disability cannot be sexually abused because they are seen as "a-sexual".
- Not understanding or being aware of what is or is not appropriate behaviour.

Youth activities leaders must have a commitment to gain an understanding of disabled children's needs in a culture of openness.

Disabled children have the same rights as other children and it is important to respond appropriately when they are seen to have bruises or other marks, signs or indicators of abuse and not to assume that these are due to the disability.

Sex offenders may target disabled children in the belief that they are less likely to be detected. There may be more opportunity to groom a disabled child.

Additional areas of abuse of children with disabilities may include:

- Force feeding
- Excessive physical restraint or rough handling
- Misuse of medication
- Failure to follow medical recommendations
- Invasive procedures against the child's will

When a child has communication impairments or learning difficulties special attention should be paid to their communication needs and to ascertaining their perception of events, their wishes and feelings allowing enough time for them to express themselves freely.

Safeguarding disabled children is essentially the same as for non-disabled and their needs *must* be met in the same way as for any other children.

C.3 Transporting Children

By private car: These guidelines apply to all drivers transporting children, organised by or on behalf of a church/organisation. They do not apply to private arrangements made by those with parental responsibility.

General:

- Only adults approved by the group leader should transport children.
- Those transporting children should sign an undertaking to abide by these guidelines. (see website)
- Parental consent is required for all transport of children including to and from a meeting or as part of an activity. [Appendices H.1 and H.2]
- Except in emergency, all journeys should be with the knowledge and consent of the leader in charge.
- The back seats should be used first when transporting children.
- Under normal circumstances, no adult should be alone in a vehicle with a child.
- Consideration should be given to suitable additional adults to support a child with special needs or challenging behaviour.
- When dropping children off, make sure they are met or have access to their home.

Driver Issues:

- It is good practice to limit transport to drivers over 25 who have held a full licence for two years.
- Drivers with unspent convictions for Drink Driving, Dangerous Driving or Racing on the Highway should not transport children. Those with spent convictions for these offences should be assessed by the DACP as to their suitability to convey children on behalf of the church.

Vehicle issues:

- All cars must comply with the law in respect of MOT and roadworthiness.
- All drivers must hold comprehensive insurance and check that it covers the transportation that is proposed.
- All drivers must comply with the seatbelt and child restraint law and must only use seats that are designed for the vehicle.

By minibus:

Minibus law has changed over the years and may continue to do so. However, currently, a small bus permit is required in all cases to carry between 6 and 16 passengers. Up to date regulations and a permit application form can be found by an internet search on "small bus permit".

The Board of Education at Church House has two Small Bus Permits available for group use; contact the Youth Adviser for more information.

NB Driving licence requirements are now more stringent. You must stay within the law and ensure that your driving licence authorises you to drive a minibus (Category D1).

Speed limits for minibuses are currently 50mph on single carriageway roads, 60 on dual carriageways and 70 on motorways.

Everyone must have a proper seat and a seatbelt.

Except in emergency, an additional validated adult should be present.

Further information from www.thinkroadsafety.gov.uk

C.4.1 First Aid

All premises used by children should have a properly equipped First Aid kit. Its contents should be stored in a waterproof container and the designated worker should regularly check the contents. Workers should be encouraged to attend training run by the Diocese or by the Red Cross etc. These are advertised in the Christians Learning Together Programme.

C.4.2 First Aid Kit - Suggested minimum contents:

2 x small wound dressing	2 x large wound dressing
1 x eye pad	2 x triangular bandages
2 x non-stick dressing 5cm x 5 cm	2 x non-stick dressing 10cm x 10cm
1 reel of low allergy adhesive tape	1 pair of scissors
4 x safety pins	5 x pairs of disposable latex gloves
2 x conforming bandages 6cm	1 x resuscitation shield
2 x crepe bandages 5cm	20 x wrapped adhesive dressings (plasters)
1 x disposable apron	1 x sealed eye wash
1 x emergency aid card	4 x individually wrapped cleaning wipes (non alcoholic)

An accident report book with forms (Available from any good stationers)

C.5.1 Children Placed with Host Families

Exchange visits may be arranged locally, nationally or may be foreign exchanges. Children on exchange visits typically stay with a family selected by the local Church or organisation.

Unless the visit is for more than 28 days CSC need not be involved.

It is for the Church or organisation to make arrangements to select host families locally and to negotiate the provision of families with the church or organisation in the area of the visit.

In the event if there is reason to believe that any child in a household is subject to a child protection plan or is the subject of child protection enquiries, the household should be considered to be unsuitable as a host family.

The Church or organisation remains responsible for taking reasonable steps to safeguard and promote the welfare of children when they are on an exchange visit. The Church or organisation must take reasonable steps to ensure that the relevant other Church or organisation on the exchange visit takes a comparable approach.

C.5.2 Sleepovers

Where children sleep in churches, church halls or other public buildings not designed for that purpose, the following good practice must be adhered to:

- Males and females should be allocated separate sleeping areas.
- Consideration should be given as to where staff should sleep so as to ensure the safety, security and supervision of the children.
- Ensure parents understand and agree to the planned arrangements.
- There must be two clear unobstructed marked exits from the sleeping area to the outside.
- All exit doors must be easy to open from the inside.
- To prevent the spread of fire and smoke, all internal doors should be closed at night.
- Portable heaters should not be placed in such a way that they would block an exit if they caught fire.
- Portable heaters should be turned off at night.

- If there is no emergency lighting system that turns on when the power fails, leaders must have torches.
- There must be no smoking inside the building at any time.
- A list of all those staying should be kept by the main exit door.
- Practice evacuating the building to the agreed assembly point before anyone goes to bed.
- Do not park vehicles where they would obstruct an exit or a fire appliance.

C.5.3 Baby Sitting Circles

Many churches and some Christian organisations try to help their members who have young children by organising a pool of babysitters. Care should be taken when offering such services as it has the potential for providing access to young children who could be exploited.

If you run, or wish to run, a babysitting circle it is essential that:

- It is co-ordinated by a validated leader.
- Helpers are over 16 and validated.

Any concerns about the sitting arrangements or adverse comments from children or parents should be discussed with the CPC to agree what further action may be required.

C.6.1 Photography

Since the introduction of the Data Protection Act in 1998, churches and organisations must be careful if they use clearly identifiable photographic, video or web cam images of children.

- Permission (verbal or written) must be obtained from all the individuals (children and adults) before the image is made.
- Some children may be the subject of disputed legal proceedings, a result of which is that information about their whereabouts has to be restricted.
- It must be made clear why the child's image is being used and who might want to look at the pictures.
- Details of the identity of a child must not be attached to the photograph or image.
- Written and specific consent must be obtained from parents or carers before using photographs on a website and ensure any images appropriately represent your activity/event. This can be included in the annual consent form.
- Care must be taken about using children who are scantily dressed, eg on the beach or swimming. Focus on the activity, not the child and try to avoid full face and body shots.

C.6.2 Mobile phones, camera phones and text messages

The use of mobile phones with children can be a valuable tool to aid communication. However, they can be misused:

- Care should be taken when giving out or requesting private numbers, ensuring that they are only used as part of the function of the church or organisation's activities.
- The use of camera phones should follow the Photography guidelines in section C.6.1.
- It is good practice to make it clear that the responsibility for the use of a mobile phone remains with the child.
- Mobile phones are often the reason for children being victims of crime and have been used to record crimes (eg so called 'happy slapping'). Leaders and helpers should be mindful of these risks when working with children.

- Care should be taken when texting children. It is not unusual for them to imagine “feelings” towards adult leaders and the nature of texting can contribute to this confusion.
- If a child shows you inappropriate text messages, photos or videos that they have received or made, try to make sure they do not delete them as they may be evidence of an offence. Consult your CPC to see if further action is needed.
- If you receive a text from a child that causes you concern it should not be deleted. The CPC should be informed and a record kept. If deemed appropriate by the CPC action should be taken in line with these procedures.

C.6.3 Social Networking Web Accounts, eg Myspace, Facebook, Bebo etc.

Many youth groups are using social network sites to build an online community. This allows the youth group to share information, concerns and photographs. Young people often initiate these groups and promote them with their friends.

If the “facebook” or similar account or group is set up in the name of the church or youth group, it is essential that a leader becomes a member of it and oversees the content and activity.

There are other considerations that people need to be aware of:

- Leaders should maintain boundaries between their personal and professional lives by customising their privacy settings and avoiding uploading inappropriate personal information.
- Events or parties at a private address should be reserved for the group's private area.
- The guidelines on photographs should be followed when uploading images.
- Leaders should monitor conversations, the firewall, images and the behaviour of members of the group and challenge, educate or intervene as necessary.

C.6.4 Computers and Laptops

Care should be taken when allowing the use of computers (including laptops) to ensure that children are not given access to information that is either private, personal or of adult nature in content. Children should not be left to use computers unattended even if programmes are password protected.

If the computer belongs to a church or organisation:

- Adequate protection measures must be installed to prevent access to inappropriate adult sites including on-line purchasing, gambling and/or pornography.
- Retail sites that may be useful to your church or organisation could be protected by a password.
- If the laptop is lent out, it is essential that there is a robust system for recording who has used it, when and for what reason.
- It is good practice to have a sheet accompanying loaned equipment specifying the responsibilities of the borrower.
- Equipment should only be lent out for activities related to the church or organisation.

C.7 Carrying out a Risk Assessment

Good practice should be based on a risk assessment that must be able to show that:

- You identified possible hazards.
- You dealt with the hazards by the introduction of control measures.
- The remaining risk is low.

Note that:

- You cannot entirely eliminate risk. Your responsibility is to control it as far as is reasonable.
- You may need to check a building or site immediately before using it.
- The chief responsibility for the safe condition of buildings rests with the owner or landlord; however, if you discover a dangerous defect then you have a responsibility to report it to the person responsible and may even have to cancel your activity until the matter is put right.

Churches and organisations have a responsibility to assess the risk involved in the activities that the children will be involved in. This may be an informal check each evening before the start of an activity that the building is safe and that the planned activities have been assessed, the risks identified and eliminated.

How to carry out a Risk Assessment

The five steps of assessing risk that the Health and Safety Executive suggest are as follows:

Step 1 – Look for the hazards and write them down

Hazard means anything that can cause harm (eg fire, slipping/tripping, lifting and carrying, electricity, cleaning chemicals, working on computers, stairs/ladders, poor lighting]. In office and church environments often the hazards are few and simple. Check them by walking around your building/centre and look for hazards that could cause harm.

Step 2 – Decide who might be harmed and how and then write this down

If you have children with special needs then attention needs to be paid to their particular requirements, specifically access and emergency evacuation assistance.

Step 3 – Evaluate the risks and decide whether the existing precautions are adequate. Write this down too

Risk is the chance, high or low, that someone will be harmed by the hazard. Think about who uses your premises. The risks may be different for different groups of people.

Assess the likely severity of each hazard.

Comply with regulations on fire exits, emergency lighting and extinguishers. Make sure they are serviced. Store cleaning chemicals such as bleach securely and keep COSHH (Control of Substances Hazardous to Health) sheets. (See www.hse.gov.uk/coshh/index.htm)

Risk can be measured by the likelihood of the incidence/injury.

ie 1 = Improbable, 2 = Possible, 3 = Likely, 4 = Very Likely, 5 = Certain

And by the severity of the consequences

**ie 1 = Trivial (grazing, soreness), 2 = Minor (small cuts, bruising),
3 = Severe (broken bones), 4 = Major, 5 = Fatal**

By multiplying the likelihood by the severity you can quantify risk.

For example, a loose carpet in an open area gives to a very likely hazard of tripping (4) with the likely consequence of soreness or grazing (1). The risk is therefore 4.

The same loose carpet but this time at the top of the stairs, however, may still be very likely (4) but the consequences could be severe (3). The risk is therefore 12. This should have greater priority than the previous situation but both need attention to remedy the hazard.

Draw up a prioritised list of hazards to be dealt with.

Step 4 – Record your findings

Step 5 – Review your assessment and revise it if necessary.

Review your assessment annually; do it also if you bring in new equipment, change the way you work or the people who use the building.

If you would like more detail then have a look at Charity and Volunteers Workers – a guide to health & safety at work, HSE1999, www.hsebooks.co.uk or 08701 545500.

A sample form and an example of a completed risk assessment will be put in the grapevine section of the Diocesan Website. www.grapevine.derby.anglican.org

Part D: APPENDICES

Appendix A The Validation Process

There are three necessary parts to this process.

- 1 Confidential Declaration and taking of references
- 2 Criminal Records Bureau Checks [CRB]
- 3 Registration with the Independent Safeguarding Agency [ISA]

- 1 Through their CPC the Confidential Declaration Form is filled in by the candidate and is usually used as a pre-cursor to the CRB. The explanatory notes are in Appendix B and the form is Appendix C.

This gives the candidate an opportunity to declare, in advance of the CRB checks, anything in their history that might be regarded as questionable. Together with the taking of references this is an essential part of the process.

- 2 CRB application forms are provided from two sources: the Diocesan Youth Adviser [01332 388664] facilitates the checks with the support of the CPC for volunteers, and the Archdeacon of Derby's secretary [01332 388676] administers them for people licensed by the Bishop.

There are two levels of CRB disclosure, ENHANCED and STANDARD. The Enhanced level must be applied for by those wishing to work with children because the Disclosure gives information about any criminal or non criminal history which, when considered, might make them unsuitable to work with children.

Churchwardens who have no contact with children should, because of their position of trust, apply for a Standard Disclosure that will demonstrate whether they have criminal convictions.

- 3 From October 2009, new legislation comes into force that will require all of those who work with children or vulnerable adults to be registered with the Independent Safeguarding Authority [ISA]. The ISA will use existing processes and lists, for example CRB disclosures, List 99, The Protection of Children Act [POCA] and Protection of Vulnerable Adults [POVA], to distinguish between those who are suitable and those who are barred from working with these vulnerable groups.

It will become an offence for people to work with a vulnerable group if they are on a barred list. Similarly organizations will commit an offence if they use individuals to work with vulnerable groups if they are on a barred list. There will be cost implications for those who receive payment for their work but not for volunteers. The Diocese through its named officials will be able to feed in, access and use information from the ISA.

Appendix B Diocese of Derby Confidential Declaration form - Notes

The office, post or position for which you have applied or currently hold could give opportunity for unsupervised contact with children and because of the sensitive nature of the duties it will be necessary for you to make a Declaration.

This Declaration will include details of any criminal convictions, cautions, reprimands and final warnings *and any other information that may have a bearing on your suitability for the post.* You need to understand too that a Disclosure from the Criminal Records Bureau will be sought in the event of a successful application. This will be done with your full co-operation and knowledge. A copy of the disclosure will be sent to you by the CRB.

Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining the position.

Please complete and return the enclosed declaration.

Under the provisions relating to work with children and young people in the Rehabilitation of Offenders (Exceptions) order 1975, you are not entitled to withhold information about convictions which for other purposes are 'spent' under the Rehabilitation of Offenders Act 1974. You are required to provide such information in relation to the Children and Young Persons Act 1933 or the Schedule to the Disqualification for Children Regulations 1991 and certain other serious sexual offences.

If you do not complete the form, or do not disclose a conviction or any other relevant information, this may lead to your not receiving the appointment, licence, permission or approval you are seeking or to its being terminated or withdrawn.

The *Data Protection Act* requires that personal information is obtained and processed fairly and lawfully; is only disclosed in appropriate circumstances; is accurate, relevant and not held longer than necessary; and is kept securely.

If you have declared a criminal record and we believe this to have a bearing on the requirements of the post, we will discuss the matter with you. If you require further information or have any concerns about filling in this declaration, please contact the person who gave you this form.

Question 1a and b Declare all convictions, cautions, warnings or reprimands or whether you are at present under investigation by the police. Posts where the person is working or coming into contact with children are exempt from the "Rehabilitation of Offenders Act 1974" **so that ALL spent convictions must be declared**. Any technical motoring offences dealt with by fine do not need to be declared.

Question 1c 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 2a Make a Statement regarding any incident you wish to declare

Question 2b Declare any allegations made against you, however long ago, that you have significantly harmed a child or young person. Any allegations that have been investigated by the police, social services, employer or voluntary body must be declared. Checks will be made with the relevant authorities.

Question 3 All these matters will be checked with the relevant authorities.

Question 4 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 eg because of a recurring health problem.

Some of the information requested on the 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.

If there are doubts or concerns about any of the above please discuss with the Diocesan Adviser for Child Protection.

Appendix C: Diocese of Derby Confidential Declaration

– to be completed using notes [Appendix B]

Beneficed clergy, those who hold the Bishop's Licence or Permission to Officiate, employees, ordinands and volunteers who are likely to be in regular and direct contact with children and young people under 18 years of age must complete this form .

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and when appropriate the Diocesan Adviser for Child Protection. 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, on a separate sheet if necessary

1a Have you ever been convicted of a criminal offence? [Read the notes before answering this question]

YES **NO** *Please tick as appropriate*

1b Have you ever been cautioned by the Police, given a reprimand or warning or bound over to keep the peace? Are you at present under investigation?

YES **NO**

1c Have you ever been found by a court exercising civil jurisdiction (including Matrimonial or family jurisdiction) to have caused significant harm ie serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development to a child or young person under the age of eighteen 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**

2a. Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

YES **NO**

2b To your knowledge, has it ever been alleged that your conduct has resulted in any of those 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.

3 Has a child in your care, or for whom you have 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 a similar order under other legislation?

YES **NO**

4 Have you any health problem(s), which might affect your work with children or young people?

YES NO If yes, please give full details.

5 Have you, since the age of eighteen, ever been known by any name other than the one given below?

YES NO If yes, please give full details.

6 Have you, during the past five years, had any home address other than that given below?

YES NO If yes, please give full details.

I declare that the information I have given on this form (and that on any attached sheets) is correct and complete to the best of my knowledge.

SIGNED: DATE:

FULL NAME:

ADDRESS:
.....

DATE OF BIRTH: Daytime telephone number:

Please return the completed form to..... Child Protection Co-ordinator/Incumbent/ Manager

Before an appointment can be confirmed applicants must provide an Enhanced Disclosure from the Criminal Records Bureau.

Consult with the Archdeacon of Derby's office, the Diocesan Youth Adviser, your Incumbent, or Child Protection Co-ordinator for details of the process.

APPENDIX D. Application Form for Voluntary Workers

CHURCH OF ENGLAND DIOCESE OF DERBY

Application and declaration form for those volunteering to work with children and young people.

1. Personal details

Surname/family nameForenames.....

Former surname/family name.....

Preferred title: (Mr/Mrs/Miss/Ms/Other).....Date of Birth.....

Address.....

e-mail.....

How long have you been at the above address?

If less than 12 months please state your previous address and church

.....

Telephone number (Day).....(Evening).....

2. Your suitability for work with children and young people

It is important that:-

- if you have no previous experience you are willing to be trained.
- that you can provide warmth and consistency.
- you are willing to respect the background and culture of the children and young people.
- you will treat all children and young people as individuals and with equal concern.

Please give details of your previous experience of looking after or working with children or young people:

Please give details of any relevant qualification or appropriate training:

3. **References.** Please provide the names and addresses of two people who have known you for at least two years and who would be able to provide a reference.

A. Name

B. Name

Address

Address

.....

.....

Tel. number.....

Tel. number.....

4. **Signature**.....Date.....

APPENDIX E Letter to be sent to a referee

Church of England, Diocese of Derby: Parish of _____

Date

To:

Dear

(Name of volunteer/worker) has offered to help with our children's/young people's work and has given us your name as someone who can give a character reference.

S/he would be working with _____ year olds and the nature of the work is: -

Before we can accept any new volunteers/paid workers, we must be sure that they are suitable.

In commenting on the volunteer, please address the bullet points below:-

- Previous experience of looking after or working with children or young people.
- Ability to provide warm and consistent care.
- A willingness to respect the background and culture of children in their care.
- Commitment to treat all children and young people as individuals and with equal concern.
- Do you have any reason to believe that they might cause harm to children/young people, or do you know of any instances of their having caused harm?

I should be grateful if you would complete the enclosed questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible. Please be aware that under Data Protection Law the applicant can ask to see a copy of your reference.

With thanks,

Yours sincerely,

(Incumbent/Child Protection Co-ordinator/Manager)

APPENDIX F.

Reference Form

Private and Confidential

Name of volunteer _____

Name of Referee _____

Address _____

What is your relationship with the volunteer?

How long have you known the volunteer? _____

With your knowledge and experience of the volunteer, please comment on his/her suitability to work with children/young people. Please include comments about his/her honesty, reliability and experience of working with children/young people. (Continue over the page if necessary.)

Do you have any concerns about this person's ability to care for children/young people?

Are there any other comments you would like to make about the volunteer?

Signed _____ Date _____

Print name _____

APPENDIX G. Letter of acceptance and agreement for all Volunteers

Name of Worker _____

Job Title _____

Job Description

Specific Responsibilities

Person to Whom You Are Responsible (eg Youth Group Leader) _____

We are committed to helping you give the best possible service to the children you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.

Signed _____ Date _____

(Church Minister/Leader)

Signed _____ Date _____

(Child Protection Co-ordinator)

- I understand my employment is for a probationary period of _____ months after which there will be a review and by agreement of the Church Minister/Leader my appointment will be confirmed.
- I confirm that I have read the church policy on protecting children and young people.
- I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders.
- I will follow guidelines on safe working practice and discipline.

Signed _____ Date _____

APPENDIX H. Registration Forms for Children and Young People

The following examples can either be copied or adapted to suit individual and local circumstances:-

H1b is a consent form to be completed every year and kept with group records.

H2b is a consent and health form for special outings and residential stays.

Groups who have regular outings and residential stays can adapt the initial registration forms to include detailed health information. These can be updated as necessary.

The form allows leaders to make transport arrangements and the photographing of children in group sessions.

Leaders are advised to complete a personal health form. If confidentiality is important it can be kept in a sealed envelope until needed.

Church of England, Diocese of Derby, parish of _____

Details of our regular meetings and activities

Name of the group:

Where and when we normally meet:

How often:

Leader's name address and contact phone number:

(This form should be filled in annually and kept in group records)

Date

Dear Parent

We are pleased to welcome your child to our activities. Details of the group, showing times of meeting, names of leaders, etc. are given in the box above.

To help us to care for your child, please complete and return the attached consent form to me.

This consent form is valid for up to 12 months.

Please contact me if there is anything you need to discuss.

With best wishes

(Group leader)

Date

APPENDIX H1b Consent and health form for regular meetings and activities

PLEASE WRITE ONLY IN THE RIGHT HAND SIDE BOXES

Church of England, Diocese of Derby, parish of _____

Name of the group:

Where and when we normally meet:

How often:

Leader's name, address and contact phone number:

(This form should be filled in annually and kept in group records)

Child or Young Person's details	
Name	
Date of Birth	
Address	
Phone numbers including mobiles	
Doctor's name, address and phone number.	
NHS Number [this is not the same as a National Insurance number]	
Are there any medical problems that could affect normal activity? (eg allergies, asthma, epilepsy, diabetes, attention deficiency syndrome, learning difficulties, hearing or sight problems etc.)	

Emergency Contact details	
Name	
Address (if different from above)	
Day, evening and mobile numbers	
Phone numbers of additional Emergency Contacts, grandparent, neighbour etc.	

<ul style="list-style-type: none"> I consent to the child named above taking part in the regular activities of this group. I understand that separate permission will be sought for any other activities. I consent to the leaders making appropriate transport arrangements for my child. In emergency I authorise the leaders to sign any written form of consent required by the medical authorities. 	Signature of Parent or Guardian
<ul style="list-style-type: none"> I consent to my child's photograph being taken (with their verbal consent) for use in reports and on church internet sites. <p>Please cross out this box if you do not consent.</p>	Please print name
	Date

This consent form is valid for one year from today.

APPENDIX H2a Letter to parents about Outings and Residential Stays

Church of England Diocese of Derby, parish of _____

Details of activities and arrangements:

Name of the group:

Nature of activities/residential and where they/it will happen:

Dates and times of activities/residential:

Things to bring:

Travel arrangements, including departure and return times and venues:

Dear Parent

It is proposed to take our group on the above (*special activity/residential*). If you agree to your child taking part in this group activity please complete the attached consent form and return it to me as soon as possible.

Please contact me if there is anything more you need to know.

With best wishes

(group leader)

APPENDIX H2b Consent and Health Form for Outings and Residential Stays
Church of England Diocese of Derby, parish of _____

Name of the group:

This form to be returned to:

Dates and times of activity/residential:

Travel arrangements, including departure and return times and venues:

Name of group leader:

Phone number:

Child or Young Person's details	
Name:	
Date of Birth:	
Address:	
Home phone numbers including mobiles:	Day: _____ Evening: _____ Mobile: _____
Doctor's name, address and phone number:	
NHS Number (NB this is not the same as a National Insurance number)	
Are there any medical problems that could affect normal activity? (eg allergies, hay fever, asthma, epilepsy, diabetes, glandular fever, migraine, fits or faints, period pains, nervous disorders, attention deficiency syndrome, learning difficulties, hearing or sight problems etc.)	
Are there any specific dietary needs?	
Date of last anti-tetanus injection:	
Will they have any medicines or tablets with them?(including headache tablets) If so please give details:	

Emergency contact details for the activity/residential.	
Name:	
Address:	
Relationship to young person;	
Daytime, evening and mobile numbers:	Day: _____ Evening: _____ Mobile: _____
Phone number for additional emergency contact eg grandparent, neighbour etc:	

<ul style="list-style-type: none"> • I consent to the child named above taking part in the activities/residential detailed above • I consent to the leaders making transport arrangements for my child. • In emergency I authorise the leaders to sign any written form of consent required by the medical authorities on my behalf 	<p>Signature of Parent or Guardian</p> <p>Please print name</p>
<ul style="list-style-type: none"> • I consent to my child's photograph being taken (with their verbal consent) for use in reports and on church internet sites. <p>Please cross out this box if you do not consent.</p>	<p>Date</p>

APPENDIX I Parish Insurance

Most PCCs in this Diocese are covered by the Ecclesiastical Insurance Group plc (01452 528533) **Churchguard**, **Church Combined** or **Parishguard** policy. These provide public liability insurance and protect the interests of the Incumbent, Churchwardens, PCC and include mainstream youth and children's activities organised under the auspices and control of the PCC anywhere in the British Isles. (NB not just in the Church or the Hall.)

The **Parishguard** policy also includes personal accident cover for church workers, children and young people involved in such activities. **Church Combined** or **Churchguard** policies are unlikely to include personal accident cover for this work.

For a children's or young people's group to be covered by the above policies the PCC must minute its acceptance of responsibility for all the activities of the group and, through the CPC, approve the leaders.

The PCC must provide:

1. Public liability cover for the PCC, leaders, volunteers and the children. This should (2008) be a minimum of £10m. This must cover claims made against any leader, helper or member by anyone, wherever the incident happens.
2. Personal accident cover for leaders and volunteer helpers wherever the accident happens. Whether you exceed standard levels is your choice. NB this may overlap with travel insurance or be part of a Parishguard Policy.
3. Indemnity for leaders providing hazardous activities like mountain biking, skiing etc.
4. Travel Insurance if the group is going away.

A PCC may provide:

1. Personal accident cover for children and young people.
2. Cover for property, money etc.

The leader in charge of the group will need increased or alternative cover if:

1. The group works jointly across parish or deanery or denominational boundaries.
2. The group wants to be independent of the PCC.
3. New things happen too fast to get PCC agreement.
4. The PCC don't have a **Parishguard** policy and personal accident cover is needed for leaders and young people.

The Diocesan Youth and Children's Policy offers economical cover directly for leaders. More details from The Education Office, Church House (01332 388660).

APPENDIX J. Child Protection Co-ordinator's check list

1. Has your PCC or organization agreed to adopt the Diocesan Safeguarding Procedures? **Yes/No**
2. Are you a member of the PCC or on the management group of your organisation? **Yes/No**
3. Have you agreed to be a channel for child protection concerns? **Yes/No**
4. Are you aware of a known perpetrator in your congregation? **Yes/No**
5. If yes, are you following the requirements in section B.11 of the Derby Diocesan Child Protection procedures? **Yes/No**
6. Have you received training/help to understand the issues involved in section B.11? **Yes/No**
7. Has your parish a list of groups involving children for whom the parish has direct responsibility? **Yes/No**
8. Has a recruitment and validation procedure, including the Derby Diocesan declaration form and references, been designed and implemented? **Yes/No**
9. Have you made use of the Criminal Records Bureau, via the Diocesan Child Protection Committee to assist in the validation procedure? **Yes/No**
10. Are you satisfied that each group identified in your parish procedures has:-
 - a) agreed clear roles for its leaders? **Yes/No**
 - b) set up structures to train and support them? **Yes/No**
 - c) agreed statements of working practice? **Yes/No**
11. Have all validated leaders received training in child protection and understanding child abuse? **Yes/No**
12. Is there a copy of the child protection flow chart on all relevant notice boards? **Yes/No**
13. Are you satisfied that there are clear guidelines for avoiding situations where children and young people could be in danger? **Yes/No**
14. Have there been any accidents involving children in the last year? **Yes/No**
If yes, what action has been taken to prevent any recurrence? (If necessary, continue overleaf)
15. Have you seen evidence of public liability insurance? **Yes/No**
16. Have you affirmed your parish's or organisation's acceptance of the Diocesan Safeguarding Procedures to the Diocesan Adviser for Child Protection? **Yes/No**

Name _____(CPC)

Signed _____ Date _____

Address _____

Appendix K: CHILDREN'S OR YOUTH WORK RECORD

Group: _____

Date: _____

Activity: _____

Leaders / Helpers:

_____	_____
_____	_____
_____	_____

Young People: include arrival and departure times: **(or see register)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Report: Brief record of programme activity, including any incidents or unusual events, conversations witnessed by leaders or helpers, observations of signs of abuse, eg bruising fights or bullying. Plus a note of other users of the building.

Signature: _____

APPENDIX L CHILD REFERRAL FORM

Sent to.....Children's Social Care

REFERRED BY: (print)				Status		
Address						
Telephone						
Confirmation of verbal referral: YES/NO		If Yes, Date:		Receiving Worker:		
Child's Surname:		Forename:		DOB:	Child/Expected baby	
Gender M/F	Disability:			Ethnic Origin:		
Address:						
Postcode:		Telephone:		Mobile:		
Main Address if different from above:						
Telephone:						
Child/Young Person's Principal Carers/Expectant Mother						
Name	Relationship to Child	Address	Telephone Number	Parental Responsibility	Ethnic Origin	Disability
				YES/NO		
				YES/NO		
Other Household Members (including children and non family members)						
Surname	Forename	DOB	Relationship to Child	Concerns	Ethnic Origin	Disability
				YES/NO		
				YES/NO		
				YES/NO		
				YES/NO		
Other contact addresses and telephone numbers (eg Grandparents)						
Agencies Involved						
GP:		Base:			Tel. No.:	
Health Visitor:		Base:			Tel. No.:	

School Nurse:	Base:	Tel. No.:	
School/Day Care			
Other Agencies Involved			
Is parent/carer aware of referral?	YES/NO	Re-referral	YES/NO
Has consent been obtained to refer?	YES/NO	Date discussed	
If no, give reason:			
Is an interpreter/signer required?	YES/NO	Language/method required:	
Additional information			
Do you believe the information is sufficient to warrant enquiries under the Safeguarding Children procedures? Is the child at risk of significant harm?			
Additional information			
According to YOUR current knowledge of the family, complete where possible each section with information you currently hold. Be clear and specific about why you feel Children's Social Care involvement is warranted now.			
Child's developmental needs (may include health, education, emotional and behavioural development, family and social relationships, social presentation, self-care skills):			
Parenting capacity (may include basic care, ensuring safety, emotional warmth, stimulation, guidance and boundaries and stability):			
Family and environmental factors (may include wider family, housing employment, social/community integration – include any worker safety issues):			
Reason for request for Children's Social Care assessment:			

Signature: _____ **Date:** _____

PART E.1 GLOSSARY

Terminology in this area is both complex and changing as services are reshaped. This glossary sets out what is meant by some key terms.

Abuse and neglect	Forms of maltreatment of a child.
Child	Anyone who has not yet reached their 18th birthday.
Child protection	Process of protecting individual children identified as either suffering, or at risk of suffering, significant harm as a result of abuse or neglect
'Children's Social Care' or 'Local Authority Children's Social Care'	The work of local authorities exercising their social services functions with regard to children. This is not meant to imply a separate 'children's social services' department.
Fraser Competence	This describes factors that can be used to help judge if a child is able to understand a question, the implications of what is being asked and is able to express an opinion or consent. Each child and young person is an individual and their "Fraser Competence" would depend on factors including their age, development and capacity to demonstrate an understanding of the issue under discussion. Previously referred to as "Gillick Competent".
Fraser Guidelines	The Fraser guidelines give specific guidance on providing advice and treatment to young people under 16 years of age.
Inter Agency	A term indicating those different agencies who have formal arrangements or come together to provide services for children and their families.
Local Authorities	In this guidance this generally means Local Authorities that are Children's Services Authorities – effectively, local authorities that are responsible for social services and education. Section 63 of the Children Act 2004 defines a Children's Services Authority in England as: a county council in England; a metropolitan district council; a non-metropolitan district council for an area where there is no county council; a London Borough Council; the Common Council of the City of London and the Council of the Isles of Scilly.
Multi Agency	A more general term to describe the involvement of different agencies.
Parent	This generic term may include birth parents, step-parents and carers. The term will specify parental responsibility where necessary.
Parental Responsibility - PR	A legal term from section 3(1) of the Children Act 1989 , meaning 'all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and his property.' Always held by the mother and by a father where the parents are married. An unmarried father acquires parental responsibility if he becomes registered as the child's father (for a child born after 01/12/03), or through a legal order. Only removed from parents completely at the point of a child being adopted. Acquired by the local authority if the court commits a child to its care.
Safeguarding and promoting the welfare of children	The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care which is undertaken so as to enable children to have optimum life chances and enter adulthood successfully.
Welfare	Section 10 of the Children Act 2004 requires local authorities and other specified agencies to co-operate with a view to improving the well being of children in relation to the 5 outcomes first set out in " Every Child Matters ".

PART E.2 References, source material and abbreviations

The Children Act 1989. London: HMSO

The Children Act 2004. London: HMSO

Working Together to Safeguard Children [2006] HMSO www.tsoshop.co.uk

HM Government [2004] Every Child Matters: DFES www.everychildmatters.gov.uk

Data Protection Act 1998. London: HMSO. www.opsi.gov.uk

The Common Assessment Framework for children and young people the practitioners' guide [2006b] DES www.everychildmatters.gov.uk/caf

What To Do If You're Worried A Child Is Being Abused. [2006d] DES www.everychildmatters.gov.uk/safeguarding

Human Rights Act 1998: HMSO www.opsi/ACTS1998/19980042.htm

Protection of Children Act 1999. HMSO www.opsi.uk/acts199814.htm

Sexual Offences Act 2003: HMSO www.opsi.gov.uk/acts2003/200330042.htm

The Derby and Derbyshire Safeguarding Children Procedures and additional useful information on safeguarding. www.derbyshirescb.org.uk

Protecting All God's Children. House of Bishops 3rd edition [2004] the Child Protection Policy for the Church of England. www.chpublishing.co.uk

Protecting Children in the Diocese of Oxford [2005] www.oxford.Anglican.org

Churches Child Protection Advisory Service www.ccpas.co.uk 0845 120 4550

Resources available for loan from Council for Social Responsibility, Church House:

A copy of the Gathering of Survivors, service liturgy: Derby Cathedral 2003.

How to cope when your child has been sexually abused. A leaflet for Carers. Derbyshire Child Protection Team

Time for Action, CTBI 2002.

Sex Offenders. Reducing the Risk. NACRO.

Abbreviations

CPC	Child Protection Co-ordinator
CSC	Children's Social Care
CRB	Criminal Records Bureau
DACP	Diocesan Adviser for Child Protection
ISA	Independent Safeguarding Authority
MAPPA	Multi Agency Public Protection Arrangements
OFSTED	Office for Standards in Education
PCC	Parish Church Council
POCA	Protection of Children Act
POVA	Protection of Vulnerable Adults
RSCM	Royal School of Church Music

Part E. 3 Useful Contacts

Diocesan Adviser for Child Protection, Derby Church House, Full Street, Derby DE1 3DR. Office Hours 01332 388676 or 388650. Out of Office Hours through one of the Archdeacons or the Diocesan Youth Adviser, Diocesan Education Office.

Diocesan Child Protection Committee, c/o the Education Office, Derby Church House. 01332 388660. Advice on recruitment and validation of volunteers, good practice issues and training.

The Archdeacon of Derby, Derby Church House. 01332 388676 or 553455
archderby@derby.anglican.org

The Archdeacon of Chesterfield, The Vicarage, Edensor, Bakewell DE45 1PH 01246 582130
davidcgarnett@yahoo.co.uk

Children's Social Care, Derby City Council. Office Hours – 01332 717118 Out of Hours 01332 711250

Children's Social Care, Derbyshire County Council, All Hours – 0845 6058058

Derbyshire Police – Central Referral Unit. 01773 572058/59/73.

NSPCC – Derbyshire Unit 01773 744877. National Helpline 0808 8005000

Childline 0800 1111

Derby Rape Crisis 01332 372545, info@drconline.org.uk Provides a service to either gender.

SAIL [Sexual Abuse and Incest Line] 01246 559889556114 email@sail1.freeseve.co.uk A counselling service for women only.

Parentline 0808 800500

Samaritans – Counselling for those in despair or suicidal 0845 7909090

Christian Survivors of Sexual Abuse [CSSA] and Minister and Clergy Sexual Abuse Survivors [MACSAS], 38 Sydenham Villas Road, Cheltenham GL52 6DZ

Victim Supportline 0845 3030900

National Runaways Helpline 0808 800 7070

National Missing Persons Helpline 0500 700 700

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