

BETHLEHEM CHURCH LIFE CENTRE - CEFN CRIBWR CHILD PROTECTION POLICY INDEX



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BETHLEHEM CHURCH LIFE CENTRE - CEFN CRIBWR

CHILD PROTECTION POLICY

Introduction

Church Details

Name of the church: Bethlehem Pentecost Church (hereafter called "the church")
Location: Cefn Cribwr

Church Children's & Youth Ministry Mission Statement

The church has a growing children's and young people's ministry. The Church takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

As part of its mission, the Church is committed to:

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

Areas Of Policy

The Church recognises that many children and young people today are the victims of neglect and physical, sexual and emotional abuse. Accordingly, the Church has adopted the policy contained in this document, (hereafter "the policy"). The policy sets out agreed guidelines relating to the following areas:

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

As a church we undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office. It will therefore be unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

We are members of the Bridgend Children's and Young People's Partnership and agree with its Terms of Reference and to the United Nations Convention on the Rights of the Child and The Welsh Assembly Government's Core Aims and Entitlements for Children and Young People. (See Appendix 1 - 3)

The Church recognises the need to build constructive links with the child care agencies. Accordingly, these guidelines have been prepared in consultation with the Bridgend County Borough Council and the Churches Child Protection Advisory Service, (CCPAS) who hold a copy of this policy.

The local Social Services office telephone number between 9.00am and 5.00pm is _01656 642200

The out of hours telephone number known as the Emergency Duty Team is _01443 204010

South Wales Police – 01656 655555

The content of the policy has formed the basis of a seminar/presentation for all children's/youth workers in the church in conjunction with CCPAS. The Church is committed to an on-going training programme for all such workers.

Recognising and responding to abuse, including those made against leaders or members of the church.

(See Guidance Notes 2 and 3)

What To Do If It Is Suspected That Abuse May Have Occurred

Report concerns as soon as possible to Pastor Mike Holmes or Mrs Heulwen Webb (hereafter the "Co-ordinators") (phone number) 01656 745655 who is nominated by the Church to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. He or she may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. In the absence of the Co-ordinators the matter should be brought to the attention of the Deputy Co-ordinators.

If the suspicions in any way involve a Co-ordinator then the report should be made to Mr. Dave Muckell (hereafter the "Deputy Co-ordinator") (phone numbers) 079744112096
If the suspicions in any way implicate both the Co-ordinators and the Deputy Co-ordinator, then the report should be made in the first instance to the **Churches' Child Protection Advisory Service** (hereafter "CCPAS"), PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4551 or 0845 1204550. Alternatively contact the Bridgend Social Services on Telephone No. 01656 642200.

Suspicions will not be discussed with anyone other than those nominated above.

It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from CCPAS, although we hope that members of the church will use this procedure. If, however, you feel that the Co-ordinators or Deputy has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of the church to effective child protection.

See Guidance Note1 – Flow Chart - 'What to do when you suspect abuse'

Allegations Of Physical Injury Or Neglect

If a child has a physical injury or symptom of neglect, the Co-ordinator will:

- 1 Contact Social Services (or CCPAS) for advice in cases of deliberate injury or where concerned about the child's safety. The parents should not be informed by the church in these circumstances.
- 2 Where emergency medical attention is necessary it will be sought immediately. The Co-ordinator will inform the doctor of any suspicions of abuse. Doctors Tel Nos. 01656 746611 (Stormybrooke Surgery) or 01656 740359 (Heathbridge Surgery)
- 3 In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor, (or health visitor) will then initiate further action, if necessary

- 4 If appropriate the parent/carer will be encouraged to seek help from the Bridgend Social Services Department.
- 5 Where the parent/carer is unwilling to seek help, if appropriate, the church Co-ordinator will offer to go with them. If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services for advice.
- 6 Where the Co-ordinators are unsure whether or not to refer a case to the Social Services, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

Allegations Of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Co-ordinator will:

- 1 Contact the Social Services duty social worker for children and families or Police Child Protection Team directly. The Co-ordinators will **NOT** speak to the parent (or anyone else).
- 2 If, for any reason, the Co-ordinators are unsure whether or not to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- 3 Under no circumstances will the Co-ordinators attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- 4 Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinators or Deputy should not delay referral to the Social Services Department.
- 5 Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinators or Deputy as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.
- 6 The Church will support the Co-ordinators or Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

How To Respond To A Child Wanting To Talk About Abuse

(see Guidance Note 4)

Reassure the child that they were right to tell you and show acceptance

Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)

Contact the person in your church responsible for co-ordinating child protection concerns or contact CCPAS for advice or go directly to Social Services/Police/NSPCC. Consider your own feelings and seek pastoral support if needed

Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when he/she said it, what you said in reply and what was happening immediately beforehand (eg a description of the activity). Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records will be kept in a locked case in the Church safe for an indefinite period. (Form 9 to be used make such records)

What To Do Once A Child Has Talked To You About Abuse:

The Procedure

- 1 Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said, write what you said in reply to the child, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently. Use Form 9 – (see appendix)
- 2 Report your discussion as soon as possible to the Co-ordinator. If the latter is implicated report to the Deputy Co-ordinator. If both are implicated, report to CCPAS or to Social Services if preferred.
- 3 You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
- 4 Once a child has talked about abuse the worker / co-ordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect safety measures for the child so that they do not return home.

Appointment Of Workers

General

Children's workers will be given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline.
(See Guidance Note 5 - *Guidelines for discipline*)

The procedure for the appointment of all workers will be reviewed on a regular basis.
(Annual reviews for all who work with children and youth will be carried out by the church leaders,).

Full Time Paid / Part Time Paid Workers

In appointing Full Time Paid / Part Time Paid workers, the Church will be responsible for the following:

- 1 All prospective workers will be asked to complete an application form.
(See Form 2) and voluntary disclosure form (Form 3)
2. The procedure for the appointment will be 1. Write Job Description. 2. Advertise job in appropriate local media. 3. Produce shortlist. 4. Interview. 5. Take up references, Apply Child Protection Policy, carry out Police Checks. 6. Appointment procedure, sign contract of employment.
3. The criteria for NOT appointing children's workers are: Previous offences against children and issues at interview.– see Guidance Note 10 – *Boundaries and contracts for offenders in churches*
- 4 Workers will be given a document of appointment.
(See Form 4 – this form will be part of contract of employment/appointment.)

Voluntary Workers

In appointing Regular Voluntary workers, the Church will be responsible for the following:

- 1 All prospective workers will be asked to complete an application form.
(See Form 2) and voluntary disclosure form (Form 3)
- 2 The procedure for the appointment will be: 1. Write job description. 2. Church Leaders approval. 3. Team Leaders interview. 4. CCP checks. 5. Take up references. 6. Appointment procedure, 7. Sign contract of appointment.

- 3 The criteria for NOT appointing children's workers are previous offences against children, issues at interview.
see Guidance Note 10 – *Boundaries and contracts for offenders in churches*

Occasional Voluntary Workers – church members

In appointing Occasional Voluntary workers who are members of the church, the Church will be responsible for the following:

- 5 All persons who are asked to occasionally assist in children's and youth work such as catering assistants, will be given the Church's Child Protection Policy leaflet and asked to sign that they have read and understood its contents and agree to work within its guidelines.
- 6 Any person asked to occasionally assist in children's or youth work will be vetted by the church elders. Only persons known to the elders will be asked to serve in this way.

Occasional Voluntary Workers – non - church members

In appointing Occasional Voluntary workers who are not members of the church, the Church will be responsible for the following:

1. All persons who are asked to occasionally assist in children's and youth work such as catering assistants, will be given the Church's Child Protection Policy leaflet and asked to sign that they have read and understood its contents and agree to work within its guidelines.
2. Any person asked to occasionally assist in children's or youth work will be vetted by the church elders. Only persons known to the elders will be asked to serve in this way.
3. Form 3a to be completed, Police checks carried out, references taken up from their sponsoring organisation.

Arrangements For Supervision Of Group/Children's Activities

The church will follow the guideline as laid out in the Guidance Notes 8 & 12 (*Guideline for supervision of Children*)

This section should contain details of activities in the church and detailed arrangements for the supervision of groups, day activities, camps etc. – LIST REGULAR ACTIVITIES.

Helping victims of Abuse

As a church we are committed to supporting victims of abuse, and encouraging them in their faith.
(see Guidance Note 11 – *Helping Victims of Abuse*)

Working with Offenders

Where someone attending the church is known to have abused children, then whilst extending friendship to the individual, the Church, in its commitment to the protection of all children, will meet with the individual and discuss boundaries that the person will be expected to keep. (see Guidance Note 10 '*Boundaries and contracts for offenders in churches*')
Due to the emphasis the Church places on Children's and Youth work in this small community, sex offenders will be encouraged to find a more suitable church. This church is considered to be unsuitable for sex offenders.

General

All workers in the centre will carry and display a picture ID Badge

All out reach workers will carry a picture ID Badge, personal alarm and mobile phone and will inform their Team Leader of their out reach diary and actual location when carrying out this work.
(ref appendix 4 – Lone working policy)

Note

This policy is based on a model child protection policy supplied by the Churches' Child Protection Advisory Service. A copy of the policy and all amendments will be filed with CCPAS

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Guidance 2

Definitions of Abuse

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, Working Together to Safeguard Children (1999) are as follows:

Abuse and Neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy*.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. 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 children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, 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.

Organised Abuse

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

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

*Munchausen's Syndrome by proxy

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: *"A form of child abuse in which the parents, or carers, give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children."*

Guidance 3

Signs of Abuse.

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

PHYSICAL SIGNS OF ABUSE

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries which have not received medical attention
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

INDICATORS OF POSSIBLE SEXUAL ABUSE

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

EMOTIONAL SIGNS OF ABUSE

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness

Running away/stealing/lying

Guidance 4

How To Respond To A Child Wanting To Talk About Abuse

GENERAL POINTS

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

HELPFUL THINGS YOU MAY SAY OR SHOW

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- It's not your fault
- I will help you

DON'T SAY

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

CONCLUDING

- Again reassure the child that they were right to tell you and show acceptance
- Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)
- Contact the person in your church/organisation responsible for co-ordinating child protection concerns or contact an agency such as CCPAS for advice or go directly to Social Services/Police/NSPCC
- Consider your own feelings and seek pastoral support if needed

GUIDANCE 5

GUIDELINES FOR DISCIPLINE

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12:5-12 and Proverbs 22:6)

Ask God for wisdom, discernment and understanding and pray for and with the child.

Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.

Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.

Take care to give quieter and well behaved children attention and don't allow some children to take all your time and energy.

Be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation.

Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?

NEVER smack or hit a child and don't shout – change voice tone if necessary.

Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)

Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.

Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.

Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.

Have the child sit right in front of you or get a helper to sit next to the child.

Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.

Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.

Warn a child that you will speak to their parents and do so if necessary. Warn them, send them outside the room (care re supervision), back into the service or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases of banning.)

If a child's behaviour is constantly disruptive, seek advice and guidance from a leader. (See church policy on Child Protection)

Pray before you meet and talk over the session before you leave.

GUIDANCE 6

AREAS TO BE CONSIDERED IN A COUNSELLING CENTRE POLICY

1 Aims

- a) To act at all times, in the best interests of the child.
- b) To alert relevant authorities without undue delay where other children may be at risk.
- c) If there is a conflict between these two aims, the latter is likely to take precedence.
- d) To care for the child's immediate needs and draw in the relevant statutory bodies where appropriate.
- e) Make contact with the Social Services Department to discuss your policy on dealing with girls under the age of 16 who have been abused, to see how best you can work together.
- f) Obtain suitable training and materials for your Centre staff.

2 Means

- a) In order to most effectively help the girl initially, encourage her to talk without feeling the need to identify the perpetrator. She is coming to you in a very vulnerable state. Your attitude towards her needs to be one of respect and that the information she shares is hers, that she understands what she has shared, remembering it is her choice what she tells you.
- b) Once the relationship is established and the facts known, encourage her to give details – names etc., being careful not to put words in her mouth or ask leading questions to “establish” facts which may be allegations, but untrue. If other children appear to be at risk, she needs to understand that this will lead to the involvement of statutory authorities.
- c) Emphasise that she is not to blame for the abuse and that the authorities are there to protect her and other children.
- d) Contact an outside agency – e.g. *Churches Child Protection Advisory Service* for advice. They will confirm advice in writing, as to whether the abuse should be reported and to whom. You may need to contact Social Services directly. If the advice suggests that further action is necessary:
 - DO NOT encourage the girl to talk to parents or other family member except where this is advised. (In some cases this will be considered inadvisable at this stage.)
 - Ensure that police or Social Services are informed, if possible by the young person herself, perhaps with you offering to go with her.
 - If she is unwilling, tell her that you may have to report it, depending on her age. Reassure her that you will tell her who you will be talking to and what you will be saying.
- e) Never promise absolute confidentiality. Explain the difference between good and bad secrets. Assure her that you will not tell anyone without first telling her what you are going to say and to whom.
- f) If the girl is no longer a minor the decision to report abuse rests with her unless other children are at risk from her abuser. In that case you should follow the above procedures.
- g) If the abuse is still continuing, she is not willing to tell anyone else and no children are at risk, help her to devise strategies to minimise the abuse. This could involve finding alternative accommodation for someone 16 years old and over.
- h) Make an accurate record of each conversation to include your comments, her responses, carefully dated and signed by the counsellor (not the client). Keep all hand-written notes securely even if subsequently typed up. Record within one hour.

Conclusion

At all stages, DO NOT TAKE CONTROL AWAY. Present choices and explain why it might be important for what they have experienced to be investigated.

Priority is to:

- Gain their confidence
- Gather valuable information
- Protect from further harm (especially if a minor)

Don't

- Try to sort it all out as quickly as possible
- Try to cover up or contain the facts to protect the abuser, the family, your centre, a local church or any other body.

GUIDANCE 7

An Example Of A Counselling Contract Used By CCPAS

Some Questions About Counselling And Social Work Support

1 Where will we meet?

Normally counselling sessions take place at Bethlehem Church. There are a few occasions when we will make other arrangements to meet elsewhere.

2 Who will know that I am seeing you?

We place a high emphasis on providing a confidential service.

There might be occasions when, because of what you tell us, we feel that either you, or someone else, particularly a child, is at risk of serious harm. In such circumstances, we might need to share our concern with your doctor or the Social Services Department, but we would tell you if that was the case and also what we proposed saying to them.

Each counsellor receives supervision on a regular basis and the supervisor would, therefore, need to know some detail in order to advise and support.

3 Will you keep records of the session and if so, are they kept safely?

Yes, we keep written notes. Confidentiality is maintained by all workers and notes are kept in a locked filing cabinet. We operate an "open file" policy which means you can look at your file on request.

4 What will I be expected to do?

Obviously, we can only offer help to people who want to receive it – even if they are nervous about so doing. How a session progresses is up to you but we would be exploring problems, looking at how you want things to be in the future and discovering ways, with God's help, of achieving that.

5 How often will I need to come?

That depends! Some people may only need to talk things through to see things more clearly. Others may need to come each week for a few months or more in order to come to a place of wholeness. We would probably ask you to commit yourself to 4 – 6 sessions in the first place.

6 How long is a session?

Normally a session lasts for one hour, but there might be occasions when a shorter time is enough or when we need a few minutes extra. If you have been brought by someone else we would not want to keep them waiting unduly for you.

7 Supposing I can't make a session?

Do, please give us as much notice as possible if you are unable to keep an appointment. This may enable us to offer time to somebody else on the waiting list.

8 Supposing I need to see you before my next counselling session?

We would prefer you to telephone us at the office (0845 120 45 50). Out of office hours an answer phone will give an emergency number if you need to use it.

9 I haven't any transport! How can I get to your office?

Please talk to your church leader – s/he may well be able to arrange for a volunteer driver to bring you.

10 What if we don't get on?

There may be times when a counsellor and client don't hit it off. It will certainly be helpful if we are honest with each other. Maybe one of us has misunderstood something and it can be sorted out quite easily. It might be that we would agree to make alternative arrangements.

11 And if I decide I don't want to see you any more?

You are free to stop coming at any time. However, do give us as much warning as you can of your intentions. If you feel able to discuss your feelings with your counsellor, so much the better. It's much better if you and your counsellor can plan towards a time when you both feel ready to say goodbye.

12 Do I have to pay to see you?

We don't charge fees, but if you are able to give something we will gratefully receive your donations!

We hope this leaflet has answered your queries. If you want to discuss these or any other worries with your counsellor, please feel free. We're here to help if we can!

I have read/have had read to me and understand these guidelines and agree to work within them:

Signed _____
Counsellor/Social worker

Signed _____
Client

Date _____

Date _____

Signed _____
Client's parent (where appropriate)

Date _____

Copies of this will be signed and one kept by the counsellor and one kept by the client.

GUIDANCE 8

ISSUES RELATING TO CAMPS AND OTHER RESIDENTIAL ACTIVITIES

Details of the Camp

Include name of the camp, its location, dates of the camp and church/denomination or organisation responsible.

Policy Ownership

The Camp Organisers recognise that where workers from other churches/organisations are joining the camp there is a need for clarity in regards to the reporting mechanism and response to allegations of abuse. Many churches / organisations have their own child protection policy and procedures. Therefore for the benefit of the camp and for clarity:

It is expected that all sending churches agree to the following:

- All allegations of child abuse will be referred to the Camp Child Protection Co-ordinator, (hereafter the "Co-ordinator") or their deputy. Any allegations which in any way involve both of them would be reported direct to Social Services.
- All allegations will be dealt with on a *need to know* basis.
- If allegations involve a child or worker from a sending church then the leader of that church or a nominated person (i.e. their child protection co-ordinator) will be informed. It is expected they will keep confidence and not investigate the matter themselves.
- The Co-ordinator will have the responsibility to action all allegations (unless s/he was involved in the allegation).
- The Co-ordinator will contact either the home Social Services Department or the SSD/Police local to the Camp.
- Should some sending churches have reporting mechanisms which involve those other than the minister / elders of the church this will be discussed and an agreement made between that church and the Camp Organisers (e.g. a church may have a responsibility to inform a bishop or other official).

It is the expectation that all those at the Camp accept the camp policy and act according to it.

Responsibility at Camp

The Camp Child Protection Co-ordinator (name) _____ has responsibility to action all allegations or suspicions of abuse. If the suspicions in any way involve the Co-ordinator then the matter should be reported to the Deputy Co-ordinator (name) _____.

If the suspicions in any way implicate both the Co-ordinator and the Deputy Co-ordinator, then contact Social Services or the church co-ordinator (denominational advisor) in accordance with the child protection policy. CCPAS can be contacted for advice.

Appointment Of Camp Workers

Where camps are organised with workers from various churches the procedure can be carried out by the home church and information passed to the Co-ordinator. It is important that all churches / organisations use the same forms and use identical procedures.

Children's workers will be given an opportunity of meeting together before the camp to discuss the programme/activities.

Supervision of Group / Children's Activities at Camp

Taking care of children who are away from home involves taking responsibility for their well-being at all times, being prepared for every eventuality, and anticipating situations where there is harm and taking steps to minimise the risks.

Camp Safety

It is the responsibility of all workers to know the whereabouts of all children and young people who are on Camp.

The supervision ratio of workers to children per age range is as follows:
(Please insert ratios and age ranges see Chapter 6 for guidance)

Parental Consent

No children should be allowed to participate in any activity without the written consent of the parent/guardian. (see Form 7)

Logs

Daily Logs of Camp activities will be kept by all workers. All significant incidents should be recorded therein.

Health Information and Consent Form

All children on camp should have completed a Health Information and Consent Form (see Form 7)

Fire Hazard

Everyone on camp should be warned of the danger of fire. If the camp is in a building then everyone will be made aware of the fire exits. A fire drill will be practiced on the first day of camp.

First Aid

Best practice dictates that there should be at least one worker qualified in first aid (through a course run by St. John Ambulance or similar.)

The First Aider _____ (name) should ensure that on the camp:

- First Aid boxes are available and their location known.
- That the First Aid kit contains those items recommended by St. John Ambulance. (see First Aid Figure 10)
- The First Aider should record all accidents and injuries. (see Form 9)
- That the location and telephone numbers of the nearest doctor and hospital are readily available.

Camp site

The safety of the building, chalets or tents needs to be considered and rules applied as appropriate (i.e. no running round tents due to the risk of injury from tripping over guy lines). Inspect the condition of fires and electrical appliances.

Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must follow the regulations. As technically food is being sold (if food is included and a charge is made for the camp) then best practice dictates that those with responsibility for food should possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

Adventurous Activities

No adventurous activities will be engaged in without the written consent of the parent/guardian. The Camp Organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. If use is made of an activity centre or organisation whose own staff undertake all instructions then the Camp Organisers will ensure that the premises are licensed, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996.

If as a camp or residential activity organiser you wish to check which activities are covered under the Adventure Activities Licensing Regulations you may wish to contact the Adventure Activities Licensing Authority at Tourism Quality Services Ltd. 17 Lambourne Crescent, Llanishen, Cardiff CF4 5GG. Telephone 02920 755 715

The Department for Education & Employment have issued a Circular (DfEE Guidance 22.94 – Safety in Outdoor Activity Centres), which provides guidance on safety when taking children and young people away on trips to Outdoor Activity Centres. A copy can be obtained from HSE Books, P O Box 1999, Sudbury, Suffolk CO10 6FS.

Transportation

The Camp Organisers will ensure that all drivers have adequate car insurance if they are transporting children on a camp.

Mini-buses:

Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit is therefore required for all mini buses used to carry between 6 and 16 passengers.

All minibuses used to transport children at the camp should therefore have:

- a small bus permit,
- the necessary insurance.
- A driver with a valid driving licence, which entitles them to drive a minibus.

Insurance

Ascertain the type of insurance you will require such as personal accident (for death, disablement), personal property (items which are lost or stolen), personal liability. If you are staying at a centre, check to see if they have Public Liability Insurance.

Camp Supervision - Workers

To ensure a consistent approach to all work on a camp, particularly where a number of individual groups have come together it is essential that there is opportunity for workers to meet together and receive supervision.

Sleeping Arrangements

Specify sleeping arrangements. (It would be unwise for workers to share accommodation with one or two children. A worker in a larger dormitory might be acceptable.)

Look at arrangements, which are age-appropriate and provide security for the child and that would be deemed safe for the children and workers.

Look at the safety and access of the camp.
(insert agreed policy)

Guidelines on touching

Guidelines on touch for those who work with children.

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors
- Touch should be related to the child's needs, not the worker's
- Touch should be age-appropriate and generally initiated by the child rather than the worker
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything, which could be misunderstood.
- Pointing out anything, which could be misconstrued. Concerns about abuse should always be reported.

Camps offer a great opportunity to teach children personal safety skills and to encourage them to be assertive and learn how to say no to physical contact they may feel uncomfortable with.

Guidelines For Discipline whilst at Camp

See Guidance Note 2

Safety during camps and other residential activities

The following publications may be helpful to churches and organisations planning future camps and residential activities where there are outdoor activities:

Department for Education Safety in Outdoor activity centres: guidance Circular 22/94

This circular is designed to provide organisations, parents and youth workers with advice on the procedures to ensure young people's safety in outdoor activity centres and is available from Her Majesty's Stationary Office.

The following organisations can also be contacted for advice:

Adventure Activities Licensing Authority (AALA) 17 Lambourne Crescent, Llanishen, Cardiff
CF4 5GG

Telephone: 029 2075 5715 Fax: 029 2075 5757 Web: <http://www.aala.org>

Association for Outdoor Learning, 12 St Andrew's Churchyard, Penrith, Cumbria CA11 7YE

Telephone: 01768 865 113

Web: www.outdoor-learning.org

GUIDANCE 9

IMPLICATIONS FOR OVERSEAS MISSIONS/EXPATRIATE FAMILIES

This guidance is specifically to address problems faced by UK based agencies where there are child protection concerns or allegations involving overseas personnel.

1. Some additional problems

The employing agency will face many additional difficulties in responding to such concerns, some of which are illustrated below:

- Differences in the legal framework - what would constitute an offence in the UK might not in the country concerned. Alternatively children may be protected under the same law as adults eg. sexual abuse becomes indecent assault or rape.
- Attitudes and expectations (such as sexual abuse doesn't really happen here)
- Cultural expectations may be very different
- There may be no equivalent to our statutory agencies to ensure an independent and thorough enquiry.
- Lack of experienced and appropriately qualified personnel to investigate and provide skilled support/therapy
- A project's isolation, so supervision is poor and *cover-up* relatively easy
- Logistical problems faced by an agency in the UK in determining an appropriate response thousands of miles away
- How to ensure the protection of a child and other children once a report is received
- Knowing what action to take with regard to an employee/volunteer following an allegation and in relation to affected family members where a partner might be an employee in their own right and where their own children need to be considered
- Victims could include children of the employee/volunteer concerned or of other personnel, those served by the agency or living in the local community. Whilst one situation might come to light you cannot exclude the possibility that children in other parts of this group might also have been affected.
- Paedophiles are turning to Africa, Asia or elsewhere as laws are tightened in Europe and North America.

No doubt agencies will be able to identify many other problems too.

2. Reacting to concerns

Even if the concern seems relatively minor you need to bear in mind that it could be the *tip of the iceberg*. There is always an understandable temptation to *play-down* the concern. To do so might well result in children continuing to be abused and any suggestion of *cover-up* could also have serious consequences for an agency. The needs and interests of both children and innocent adults who could be implicated demand a proper enquiry when concerns are raised.

The response needs to be measured and the Agency would be well advised to seek outside advice (e.g. from the *Churches Child Protection Advisory Service*) to ensure a considered response appropriate to the circumstances and to ensure that the agency is not seen as covering up a situation.

Agencies are advised to follow the procedures outlined elsewhere in this Manual. It will be important to adopt clear, written procedures, perhaps based on our model policies for churches and camp organisations (see appendices 1 and 5). Special attention will also need to be paid to matters listed in the next section.

3. Points for consideration

- There should be a commitment on the part of the agency and all personnel along the lines of everyone having a responsibility to prevent the physical, sexual and emotional abuse and neglect of children and young people.
- All concerns/incidents should be reported to a named person locally and there should be a clear procedure as to what should happen next. Presumably this will include the sending of an immediate report by phone/fax/email or whatever to a named person at headquarters. The procedure would need, of course, to follow our guidance for churches and ensure there were deputising arrangements in case a named individual was implicated or unavailable.
- There needs to be an acceptance to work with local statutory agencies of the country in which the work is operating. The policy should state clearly what the expectations are. If the concern is to be investigated by the authorities then, of course, they will have their own expectations, which will influence follow-up action. Inaction by the authorities does not mean that the agency should not then deal with the issue directly. The standards operating in the UK should apply.
- In the light of the concern, can the safety of children be guaranteed? If not, should the adult be removed to another building or repatriated to the UK immediately?
- Is the agency satisfied that arrangements made in regard to children and the alleged perpetrator will prevent further acts of abuse? If not, immediate repatriation should be considered.
- If there is to be no enquiry by the statutory agencies, how are the concerns/allegations to be investigated? In no circumstances should an alleged victim (child or adult) be required to face the abuser (some agencies have allowed this to happen and, in our view, this compounds any abuse and may lead to the victim, under pressure, withdrawing the allegation).
- Anyone speaking to a child or adult about concerns should follow the principles in this Manual and should not ask leading questions or make assumptions. It will be important that children have access to persons they feel are independent and not someone who has a close relationship in family or employment terms to the alleged perpetrator.
- Consider what implications there are in relation to any necessary further action. Generally speaking consideration will need to be given to suspension and repatriation (which should be considered neutral acts) to allow the matter to be properly considered.
- The possibility of abuse against other children either in the overseas field or elsewhere must be carefully considered. If there are allegations concerning a person's conduct in the UK then an investigation in this country might be necessary.
- Any children and other family members will need sensitive skilled support. The alleged perpetrator will also need support, but follow the principles outlined in Chapter 4 page 20 to ensure there is no collusion or to prevent any inappropriate use of information.
- Contact should be made with a senior manager in the Social Services Department responsible for the usual area of residence for the children to seek their advice in the event of the alleged perpetrator or his/her family returning to the UK. There will then be an agreed plan of action to ensure the children's safety, provide support and ensure any appropriate investigations are made in this country.

4. Other Matters

It will be important for the agency to consider all these issues in relation to their personnel procedures. The agency's child protection procedure should be separate from the disciplinary procedures. Child protection procedures are about the best interests of children. Disciplinary procedures will need to clearly state action to be taken in the light of allegations or serious concerns, for example, that suspension and repatriation would follow in order for any concern to be properly investigated.

Recruit carefully. e.g. Using the Criminal Records Bureau.

Other areas covered elsewhere in this Manual relating to expectations of staff, supervision of activity etc. will also be of vital importance in overseas projects. Expectations might be even more varied

because multi-national workers are used and there are different cultural expectations. Such guidance will, of course, need to take into account cultural and other issues.

Wherever possible provide children with training in personal safety skills. The *Churches Child Protection Advisory Service* can supply information and help and there are many valuable resources produced by Kidscape and other organisations.

Ensure child protection training for staff so they know how to identify possible abuse and respond appropriately using the agency's procedures.

Guidance 10

Boundaries and contracts for offenders in churches

Where someone attending the church is known to have abused children, then it will be important to extend love and friendship to the individual, but at the same time the leadership will need to ensure that a frank discussion takes place with the person concerned and efforts made to sustain open communication. It will be necessary to establish clear boundaries for both the protection of the young people and to lessen the possibility of the adult being wrongly suspected of abuse.

Someone who is on an after-care licence for sexual offences against children may be receiving a high level of intensive supervision from a specialist probation officer. There could well be a restriction on where he lives and works – particularly if he is thinking of returning to his family when children are still living there, or if he was lodging where there are children, or if he was living close to a school. An offender who has served his sentence may still have restrictions placed on him and be registered with the police. Not everyone who commits sexual offences against children will have a custodial sentence, some will have been placed on probation.

Sexual offences are often addictive, so you cannot assume that he has “*learnt his lesson*”, “*forgive and forget*”, etc. He may well be tempted to re-offend, he may fantasise about abusing and he might try to gain access to children and young people by befriending their parents. He may try to manipulate and control and be coming to the church specifically to contact children.

Churches should be looking for direct contact with the person’s supervising probation officer, and also expect that the supervising officer would be making contact with the church on any issue relating to the safety of children.

With the individual’s agreement, (and, in certain cases, even without the individual’s agreement) it may be possible to explain the circumstances to the church congregation in such a way that promotes understanding and support to the individual, but at the same time ensuring that other church members do not unwittingly allow children contact with the individual concerned. Often church leaders fear the effect that telling everyone would have on the congregation –they may gossip it widely, tell the press or vote with their feet! The offender might not want the church to know anyway, or get sexual pleasure or undue attention from relating their story.

In deciding whether or not to tell the church, it will be important to not only listen to what the offender says but talk to statutory agencies who may be involved. For example, a probation officer will know the person’s background, crime details, risks, treatment plans, etc and will be able to advise you on management.

In any event, it will be important for key people, like crèche leader, Sunday school leader, youth leader, etc to know that the person is attending the church and that he should not be having contact with the children. He should never be on his own with children and young people.

In all circumstances we advise that leaders (we suggest more than one) should meet with the offender at an early stage. Boundaries that the person will be expected to keep to should be discussed. A written contract is advisable. Although this sounds very formal, it would need to be because of the manipulative ways of sex offenders. This contract should involve the person’s family and partner who may also be attending church and will need to be informed. The statement might begin by setting out the pastoral support and care, which is being offered. The following example might be helpful in considering other points to be included:

- *I will never allow myself to be in a situation where I am alone with children/young people*
- *I will attend meetings/house groups as directed by the church leadership*
- *I will sit where directed in the church and will not place myself in the vicinity of children and young people*
- *I will not enter certain parts of the building designated by the leadership, nor any area where children’s activities are in progress*
- *I will decline invitations of hospitality where there are children in the home*
- *I accept that “x” and “y” will sit with me during church activities, accompanying me when I need to use other facilities. They will know I am a Schedule 1 offender/registered with the police under the terms of the Sex Offenders Act*

- *I accept there are certain people who will need to be told of my circumstances in order for them to protect the children/young people for whom they care*
- *I accept that contact will need to be made with my probation officer, who will meet with church leaders as and when necessary (where appropriate)*
- *I accept that “z” will provide me with pastoral care*
- *I understand that if I do not keep to these conditions, then I may be barred from attending the church, and in such circumstances the leadership may choose to inform the statutory agencies (eg probation and social services) and any other relevant organisation, and the church congregation*
- *I understand that any other concerns will be taken seriously and reported*
- *I understand that this contract will be reviewed regularly every _____ months and will remain for an indefinite period*

The document will need to be signed and dated by the offender and by the church representatives. There is, of course, always the issue of someone not keeping to the boundaries set. The legal advice we have received is that the management body of the church (Trustees or whoever) are perfectly entitled to prohibit someone coming onto the premises. In circumstances where you have concerns and someone leaves to go elsewhere, then we do feel that the statutory agencies, such as probation and social services, as well as other local churches or relevant organisations, should be informed.

These issues do raise a lot of anxiety. However, if you know of someone’s past, then you can do something actively to protect children. The fact of the matter is that the majority of those who offend against children are not caught. Of those who are, few are prosecuted, and of those few are convicted. Therefore, there is a sense in which it is easier to deal with one known person than the other ninety and nine we don’t know about and who could be coming to our church every week. Sometimes it is worth reminding congregations of this fact. In certain circumstances the grass might seem greener down the road, but that church might not take child protection as seriously as we do!

Every effort should be made to protect children whether or not we have a known problem. If we have established boundaries already as to who has access to the crèche, etc then we don’t suddenly have to change everything immediately a person with a known problem comes into our church. However, be prepared to re-assess arrangements on a regular basis as well as when a known offender joins the church. See also Chapter 6, section 3

GUIDANCE 11

Helping Victims of Abuse

1. Pastoral Care/Counselling

Counselling for sexual abuse is complex, requiring a great deal of skill and training. As a general rule counselling will not be offered until after any court proceedings unless agreed by Social Services and/or Crown Prosecution Service/police. Where professional counselling is needed before a court case, it should be made available subject to the above.

Pastoral support, however, is often useful in helping the survivor to deal with the situation, acknowledge feelings and pray about issues. (For guidance see figure 2 and “Caring for the Abused” from “Caring About Abuse”)

2. Physical effects

Some children will have been hurt so badly that they will need medical help. There could be lasting damage. Sexual and emotional abuse and neglect may not, perhaps, leave visible scars (although in certain cases it will) but there are often other possible effects, which could continue into adulthood as outlined below.

3. Emotional and spiritual effects

There can be problems of poor self image and blame. A child may feel s/he is “dirty” or unlovable. Self-esteem may be affected. “God couldn’t love me, I am too bad”. We need to stress that they are not to blame for the abuse. Sensitive pastoral support can help a child to accept that God loves them just as they are, no matter what. Romans 8 v 35-39 asks if anything or anyone can separate us from the love of God. The answer is no, nothing can.

As this truth begins to dawn on them, their self-esteem and confidence may grow. They also need to know that you will not reject them either because of the “shameful” things that have happened to them. John 15 v 12 says, “Love each other as I have loved you.”

4. Issues of Father God

Abused children and adults will often speak of difficulties in relating to “Father God”. This may be because “Father” represents an absent, silent, mocking, violent or sexually abusive person in a position of power and authority. A child or young person needs to understand that truth that Father God will not treat them as the abuser did, but it may take some time to fully accept. Be patient – God is patient!

Some survivors may relate more comfortably to Jesus, the Good Shepherd, or the imagery of a Mother Hen (Matthew 23 v 37).

5. Future relationships and sexual issues

Sexual abuse may make the victim feel they could never have a sexual relationship again – they have been too hurt; it would bring back memories of the abuse and the abuser; they feel that they are not good enough for someone to love.

Others might feel that the only safe sexual partner would be one of the same sex, because their abuser was of the opposite sex. Still others might chose to have a same sex relationship because they “*must be gay for it to have happened*”. Just because a person is abused by a person of the same sex, it does not mean that they will necessarily acquire homosexual tendencies. Conversely, just because someone is homosexual it does not mean they have been abused.

A young person may need reassurance on what is OK within the sexual side of a relationship. Although a partner may be of the same sex as the abuser, it does not mean to say that s/he will abuse them also.

Sexual abuse may have the effect of awakening the sexual feelings of the child in a way, which they find hard to deal with and feel guilty about. They might have “enjoyed” certain touches and feelings; they might even have approached the abuser for further contact because it felt “nice” or because it was expected. They may indulge in frequent masturbation. All this happens because children may have had their sexual beings aroused for the purpose of gratifying their abuser. Such activity is age-

inappropriate. A crime has been committed against them. They will need reassurance that they are not to blame for the abuse. Sexual feelings just show that their bodies are working OK. (Read Song of Solomon, ch 8 v 4 NIV)

6. Forgiveness

Sometimes Christians make the mistake of forcing an abused person to forgive. Certainly, many Christians accept that God expects us to forgive those who sin against us, (Matthew 6 v 12) but you cannot rush people – forgiveness may eventually be achieved in stages. In counselling, survivors of abuse are helped to understand that it is impossible to fully forgive until the full effects of that abuse is known (eg a child who is abused and subsequently suffers pelvic inflammation leading to sterility, will not understand that at the time. Further *layers* of forgiveness must follow as an adult). Forgiveness may be an act of the will first but, by God's grace, it can become a reality. This has the effect of freeing the victim and releasing the abuser into God's hands. Forgiveness may be at the end of the road to healing. Whatever we believe, the victim may choose not to forgive and it is not for us to condemn them. God knows the difficulties that survivors face in this area.

7. The other side of forgiveness

The other side of forgiveness is for an abuser to understand the awfulness of the crime committed by them against the child. If they are able to lessen the harmful after-effects by a full apology and an offer to pay for any therapy needed by the person, so much the better, providing that the survivor does not see this as another attempt to control them. However, just because someone apologises and is forgiven, it does not mean that all can be forgotten and that the victim can/should be fully reconciled with them. That might be very unwise (see *Responding to perpetrators, ch 4*) nor would we assume that forgiveness is inevitable.

8. Issues of touch

The abused person may be frightened by touch because they associate it with violence or sexual assault. They may not have received tenderness and love, so hugging or even a handshake could feel threatening.

Consider how you pray for someone who has experienced abuse. Don't assume it will be OK to "*lay hands*" on them. Ask first and respect their answer.

Children and young people who associate touch with sexual activities may feel sexually aroused and flirt provocatively with adults or other children, touching them in the genital or breast area. For your own safety and to help them learn what is acceptable behaviour, you will need to explain why you are not responding to their overtures. It might be wise not to see such children and young people on their own. (See chapter 6 section 3)

9. Other counselling issues

Like some victims of other kinds of trauma, survivors of child sexual abuse may try to avoid remembering what happened and many report periods of time when they totally or partially forgot the abuse. Remembering may be triggered by an event or may be spontaneous. Memories leading to allegations of abuse may emerge in the course of counselling or therapy quite unconnected with abuse.

Church leaders and counsellors need to take *memories* of sexual abuse seriously. They are not necessarily the key to the person's present problems. The counsellor or therapist should work with the individual examining memories, thinking about experiences and dealing appropriately with the past and the present. ***Counsellors must not impose their own conclusions even if they suspect that child sexual abuse may have occurred.***

Distressed people are in a vulnerable state and may be susceptible to suggestion from an untrained counsellor or other helper. They may fear being rejected if they appear un-co-operative or may want to please the person helping them. Both counsellor and client may be tempted to look for a single identifiable cause for a complex problem. Group sessions, hypnotism, workbooks or other techniques, which strongly encourage the pursuit of *memories* of abuse may actually make it harder to determine truth unless carried out in a professional way. It could damage not only the individual, but others too, if that person responds to what they have come to believe by, for example, wrongly accusing family members of abuse.

There have been occasions when a well-meaning leader has suggested to a person seeking counsel that perhaps they have been a victim of abuse. Such remarks can be taken on board and *owned* by the counselee without any foundation whatsoever, but the person comes to believe it. In some cases it has been known that an individual providing this information has claimed it is a message from God --a *word of knowledge*. **Great pastoral care is required in churches, which use spiritual gifts and the Bible also tells us to test these gifts (1 John 4:1).**

10. Counselling and confidentiality

Trained counsellors will need to consider very carefully the basis on which services are provided, as in some circumstances it will not be possible to maintain confidentiality if this places a child at risk. This can include circumstances when an adult tells you of past abuse, naming the perpetrator as someone who is known still to have responsibilities for or contact with children. Understandably, you are concerned for your counselee, but it is quite possible that other children are being abused now or could be in the future. You may have information, which could protect them.

There are a couple of things we need to remember. Firstly, the sexual abuse of children is often addictive. People can continue abusing into old age. Secondly, it is our view that responsibilities for the protection of children override

our responsibility towards a counselee. Clearly the matter has to be handled very sensitively and the *Churches' Child Protection Advisory Service* would be happy to advise in individual circumstances. We suggest that in any event total confidentiality should never be offered. (For further information see Figure 4, *Past abuse, present risk – telling the authorities?* and CCPAS's counselling contract – Appendix 4.)

Guidance 12

Child supervision: practical issues

- Ratio of adults to children. Number of adults who should be present for a specific indoor/outdoor activity or holiday event. As a guide, it might be helpful to consider the ratios required in regulations governing day care for under 8's. These are:

Adults : Children	
0 to 2 years	1 : 3
2 to 3 years	1 : 4
3 to 8 years	1 : 8

Notes. These are suggested figures – you may not, in practice, be able to achieve the same standards as for registered activities, but we need to ensure sufficient adults for child supervision. For further information see our booklet “Day care for the under 8’s”.

- Circumstances when a male or female worker should be involved, or a worker of each sex, or more than one worker.
- Where possible, ensure that a worker is not alone with a child, but being realistic in acknowledging circumstances when this might be necessary or helpful. Sometimes it might be advisable to leave doors open when seeing a child.
- In planning new buildings, consider glass panels in doors.
- Where confidentiality is important (eg counselling) and a young person is being seen on their own, then ensure that others know the interview is taking place and that someone else is around in the building.
- No person under 16 years of age should be left in charge of any children of any age. Nor should children or young people attending a group be left alone at any time.
- A register of children or young people attending the club or activity should be kept, and a register of helpers. This should include times of arrival and departure if any individual is not attending the whole session, and any others in the building at the time (eg a maintenance person).
- Keep a log of each activity. Workers should record unusual events with each leader recording what they witnessed. This can be very helpful if leaders have to deal with a difficult young person who may subsequently make accusations of assault. A young person who constantly makes throwaway sexual comments about church workers may later make an allegation of actual abuse. Records of previous examples of this behaviour will enable any allegation to be seen in context. Of course, if a number of young people all make similar comments about one worker, this should warn the leadership that they have a problem with that person. Log books can protect both children and workers.
- It is suggested that workers also record in the logbook incidents such as fights and what action was taken by the leaders. As the information in the logbook is likely to be very sensitive, the logbook should be kept separate from the accident book that is used to record any accidents or injuries. Parents (and older children) should be asked to sign the accident book, (but they would not see what was written in the log book). You can consider using the accident/ incident form (Form 8) Because accusations of abuse may be made many years later, records should be kept for as long as possible. Insurance companies advise that records should be kept indefinitely. Certainly the experience of the *Churches’ Child Protection Advisory Service* is that allegations can be made very many years after an event.

Guidance 13

Other users of church premises

When letting church premises to individuals or organisations it is suggested that the following clause be included in agreements:

*The Licensee confirms that they are fully aware of the principles contained in the Home Office Code of Practice **Safe from Harm** and undertake to adopt the recommended practice in all work with children and young people under the age of sixteen years.*

Guidance 14

Bethlehem Church Life Centre Lone Working Policy and Procedures for Work with Youth

Background

All youth organisation policy makers and managers should have a clear understanding of the actual working situations of the employees and volunteers who are involved with their organisation. If this entails any periods of lone working for staff or volunteers, it is essential that this is acknowledged and that a Lone Working Policy Statement is accepted and that the Procedures are implemented. Within each organisation there will be different systems and procedures to ensure that worker and young people safety is maximised. These will vary according to the purpose and nature of the organisation, the working environment, the young people with whom the organisation works etc.

Policy Statement

Bethlehem Church Life Centre recognises that during the course of their work, it may be essential for employees to work alone. This may occur as a regular part of an employee's working practice or may occur on an occasional basis. In either situation it will arise from the understanding that this is the most appropriate and effective way of working with a particular young person. The safety of both young people and workers is paramount and Bethlehem Church Life Centre is committed to minimising the risk of lone working of its employees.

The purpose of this policy is to ensure that within this organisation the necessary systems and working practices are adopted and maintained to provide for the safety of all employees undertaking lone working.

The church leaders will ensure that systems are adopted and resources made available to support these systems, which will provide for worker safety.

Training will be provided for all relevant staff members regarding the systems and procedures that have been adopted regarding to lone working.

All Lone Workers will be fully trained in the systems and procedures employed to ensure their safety, as well as training in the practical safety issues related to the content of their work. The training will include:-
initial generic lone working training, induction into the specific role and provision made for ongoing training and supervision.

Only experienced workers who have completed the relevant training will undertake lone working.

Systems & Procedures

At the introduction of the Lone Working Policy, the church leaders and youth workers will meet together to review the existing systems and working practices with regards to their effectiveness and any requirements for change.

Reviews of the Lone Working Procedures will take place annually.

Prior to any worker undertaking lone working with a young person, any potential hazards in that particular situation will be identified, recorded and a risk assessment completed in conjunction with the worker.

All relevant information about the young person, including information from referral agencies (if applicable) will be obtained and made available to the worker.

All initial visits will be undertaken by 2 workers.

Outreach and detached youth working will be undertaken by more than one youth worker and codes of practice will be developed for these workers.

Clear records will be kept of all lone working being undertaken. Workers will give a name, address and concise relevant information relating to the circumstances of a lone working visit. Time of starting and finishing the visit will be recorded and a system developed for the worker to have a contact colleague to log off after every completed visit.

Emergency Situations

If the worker fails to phone to base at the end of a lone visit, after allowing a 30 minute time extension, Base Contact will ring the lone workers mobile phone and use the previously agreed emergency passwords. If it is obvious that an emergency situation actually exists the police will be called and informed of the situation.

A record will be kept of any instances that constitute a threat or risk to the worker's safety and any instances of actual harm.

All individual work with young people will be recorded.

Training will be given to all staff relating to lone working procedures.

Procedures - Lone Workers Checks

Gain background information on family/young person they are to work alongside

All first time visits to be done with two workers .

Workers should have some knowledge of the working area & associated risks within that area - e.g. Drugs, criminal activity etc.

Procedure - Period of Lone Working

Before leaving the worker should always inform a nominated member of staff of :
Where they will be going and any risk factors
Approximately how long the visit will last.
What time they are expected to return.

Procedure - In the event of no contact from the worker e.g.:-

- Ring mobile of worker
- Ring home/mobile of place visited
- Ring worker's contact
- Ring worker's Team Leader
- Ring police

Procedure - Self Check

Do a risk assessment, identifying any potential risks.
Check that mobile phones, personal alarms, torches etc, are fully charged and in good working order.
Always ensure you have a reliable contact and prearranged password in case of an emergency
Always carry an up to date I.D card with picture.
Always keep timetable up to date - one for personal use and one to be left in office at all times.
First aid kit to be kept in car.
Wear appropriate clothing - i.e. flat shoes/boots and clothing that will not restrict from making a quick departure.

These details are part of Bethlehem Church Life Centre's procedures relating to Lone Working.

Training for Lone Workers

Training is particularly important with lone working, to avoid panic reactions in unusual situations. All lone workers need to be sufficiently experienced, trained and understand all risks and procedures before starting to work alone.

Training should heighten staff awareness with regard to-

1. Up to date Child Protection procedures, emergency duty arrangements and after hours Working.
2. Workers being street wise, aware of potential risks, of violence, verbal physical aggression and allegations
3. Maintaining a safe environment for staff and young people at all times, including practical issues including the use of personal alarms and mobile phones.
4. Action to be taken if staff or young people are put at risk.
5. Worker to be de-briefed immediately.

Persons to be effected by these guidelines:-

All paid full / part-time staff, voluntary workers required to carryout lone working.

These guidelines to apply within a varied working context, at all times of day or night, however within the hours of darkness, two workers should be present at all times, preferably one male & one female.

Lone working has been acknowledged as necessary to progress in work with young people, however this work needs to be as secure and as safe as possible at all times.

Guidance Note 15

Youth Mentoring Programme Lone Working Policy

Purpose.

Although much of the County guidelines discourage lone working we feel within the Youth Mentoring Programme that it is vital to the process of relationship building with the client group that we have. A definition of lone working found in the Safety Office document on lone working is that;

Lone work is work which is specifically intended to be carried out unaccompanied or without immediate access to another person for assistance.

The Youth Mentoring Programme understand that building relationships is at the heart of our work, with the worker being available as an advocate, advisor, or facilitator who can access services and resources. Some relationships develop over long periods and require a considerable amount of the workers time and energy.

Others can be forged relatively quickly. It is important to stress that the programme recognises the value of all contact with vulnerable young people no matter how short term or long term the contact and that much of the most successful and incisive work is done a lone or 'one to one'. We also do this in order to broaden the options available to young people by introducing them to experiences and ideas which are often new to them in order to bring about a positive change.

We recognise however that working with vulnerable people on their own territory can be a difficult and potentially dangerous activity. The young people that the programme wants to work with and sometimes their associates may have little faith in traditional services and may at times even feel frightened, apprehensive or angry towards them. To this end we have looked at designing a series of simple procedures aimed at minimising the potential risks.

Procedures.

Trust your intuition. The programme values each mentor's professionalism and integrity and as such supports the judgements made by each mentor in relation to acting on the procedures listed below.

Leadership responsibilities.

Staff to be provided with and carry visible county council issued ID at all times.

Mentors to receive a full induction before beginning any case work.

Thorough identification and implementation of all the staffs training needs and support in relation to lone working.

All workers to be issued with mobile phones which should be fully charged before the commencement of work.

All workers to be issued with personal alarms and trained in their use.

Project responsibilities.

House Keeping plan. In accordance with paperwork time-table, one mentor should be based in the team office for a morning or an afternoons paperwork session.

While there they will also be 'on shift' and utilised as a check in point for workers in the field engaging in home visits, one to one work etc. They will also be required to work a 'handover' period where information from the morning session will be shared. Please refer to appendix for clarity.

Programme to have an involvement in regional and national conferences looking at the issues surrounding lone working and training.

Mentor responsibilities.

Risk assessments to be carried out on areas of lone work

All mentors to engage in 'house keeping' operation.

Each mentor to complete a proposed working week.

Staff to take minimal equipment out with them to minimise potential of robbery.

Staff to wear suitable clothing for activity, weather and conditions.

Mentors to make regular contact with other appropriate and involved professionals to keep updated on clients life developments.

Where possible all mentors should ring ahead to confirm contact and to also assess the clients state of mind.

Where possible all mentors should ring the client if they are likely to be delayed.

Be sensitive and respectful of an individuals territory, identity and peer group.

To only work with vulnerable people in settings that are non-threatening (to themselves and the worker) and within which they feel able to express themselves without intimidation.

Whilst in work if a mentor feels a situation to be potentially hazardous and might lead To personal danger then the worker should take steps to remove themselves from the situation immediately.

If the worker finds themselves in danger, for example at risk of assault or allegation being made against them then they should remove themselves from the situation and contact the office or line manager immediately. An immediate discussion should be had with the coordinator regarding further measures to be taken eg ending contact or contacting the police.

Workers should not interfere in street crime /violence themselves.

Workers to utilise incident book and record instances of threats, concerns and uncertainties.

Risk Assessment

See county code of guidance on risk assessment in the appendix and risk assessment Flow chart.

Before every new activity, be it a home visit or an activity a risk assessment should be carried out. Ideally this should be on paper and filed in the appropriate young persons section, but mentally at the very least.

When carrying out a risk assessment on a proposed visit or activity there are things should be considered. These list as;

Risk assessment (to consider)

- i. Will anyone know where you are?
- ii. Is the client expecting you?
- iii. Do they know why you are visiting?
- iv. Have circumstances changed since arranging the visit?
- v. If you change plans have you informed anyone?
- vi. Do you have all the background information?
- vii. Can you be contacted?
- viii. Is the place to park safe?
- ix. Do you use the quickest route?
- x. Do you need to carry money or valuables?

After considering the above the following should be included in the risk assessment.

Risk assessment (to carry out)

1. What are we planning to do?
11. Who will be doing it?
111. How will it be done?
- IV. What are the benefits?
- V. What are the risks?
- VI. What will we do when things go wrong?
- VIII. Do they have a history of violence?
- IX. Have they ever made threats to other staff or other services?
- X. Is the locality safe for you to enter?
- XI. Are there other people present who could represent a threat (wildcards)?
- XII. Is the route between your car and the visit, short, safe and well lit?
- XIII. Who needs to know?
- XIV. Will the client be safe?
- XV. How will 1 evaluate?
- XVI. Is there a safe way in and out?
- XVII. Is there a risk of violence?

Guidance 16

Ground Rules for Campaigners Club & After School Club

RESPECT - you must respect all staff – no backchat or threatening behaviour

SWEARING - swearing including blasphemy is not allowed

LITTER - bins are provided, please put your litter in the bins.

PHYSICAL AND VERBAL VIOLENCE - no fighting of any kind, this includes play fighting, bullying or abusive language.

SMOKING - smoking is not permitted in the building.

CHEWING GUM - **chewing of gum in the building is not allowed**

EQUIPMENT - you must treat the building and equipment with care.

SUBSCRIPTIONS - all subs for trips etc must be paid in full one week before the event.
Club subs must be paid on the same night

Guidance 17

Ground Rules for T.A.Z youth clubs

**T.A.Z
(The Active Zone)
Bethlehem Church Life Centre Youth Clubs**

Contract

Anyone attending youth events/clubs in or as part of Bethlehem Church must agree and follow the rules.
A strike system is in operation. All staff have the power to enforce this.

3 Strikes - Ban for 7 days
(breaking the rules will result in a strike)

RESPECT - you must respect all staff – no backchat or threatening behaviour

SWEARING - swearing including blasphemy is not allowed

ALCOHOL - alcohol is not allowed on the premises or to be taken on trips. Anyone under the influence of alcohol will be asked to leave.

DRUGS & ILLEGAL SUBSTANCES - if anyone is found to be taking drugs or illegal substances you will be asked to leave.

LITTER - bins are provided, please put your litter in the bins.

PHYSICAL AND VERBAL VIOLENCE - no fighting of any kind, this includes play fighting, bullying or abusive language.

SMOKING - smoking is not permitted in the building.

CHEWING GUM - chewing of gum in the building is not allowed **EQUIPMENT** -

you must treat the building and equipment with care. **INAPPROPRIATE BEHAVIOUR**

- no kissing or petting and no talk of a sexual nature. **SUBSCRIPTIONS** - all subs for

trips etc must be paid in full one week before the event. Club subs must be paid on the same night

Everyone is welcome to the clubs and events (age restriction may apply to some events/clubs).
Everyone, staff and youth must make everyone feel welcome. If you feel that this is not the happening,
then please talk to a leader.

Guidance 18

Other Guidance Notes

Other guidance notes are available. The church will encourage all those who have contact with children and young people to be familiar with these helpful guidelines. The church will make available for viewing the following guidance notes: -

CCPAS advice

- working with children in the community
 - Visiting children at home
 - Children from the street

CCPAS advice – church babysitting circle

CCPAS advice – church-based young persons' peer group activities

CCPAS advice – working with disruptive children

CCPAS advice – talking and listening to children

CCPAS advice – Young helpers and those from abroad

CCPAS advice – Transporting children

CCPAS advice – Children with special needs

CCPAS advice – Swimming trips

Information sheet – use of the internet – child protection guidelines for churches and organisations

Information sheet - Helping children and young people stay safe when using the internet and communications systems such as text messages, e-mails, chat rooms etc.

Information sheet – disagreements and complaints about social services

Information sheet – children placed with host families

Information sheet – Use of videos / camcorders and taking of photographs of children

USEFUL FORMS

1. Notice Board Display – Church Child Protection Policy Statement
2. Application form for paid or voluntary work with children and young people
3. Voluntary disclosure
4. Sample contract for children's and young people's worker
5. General information and consent
6. Camps and residential holidays health information consent
7. Activities and day visits information and reply slip
8. Accident and incident
9. Response to abuse – Worker's action sheet
10. Information leaflet for parents

FORM 1

For display on church notice board

CHURCH CHILD PROTECTION POLICY STATEMENT

Name of Church Bethlehem Church, Cefn Cribwr, Bridgend.

The following policy has been fully discussed and agreed by the Church Leaders.

- We are fully committed to supporting parents and families that come to church and use our facilities
- As leaders of the church we are committed to the nurturing, protection and safeguarding of all, especially the young and vulnerable
- We recognise that child protection is everybody's responsibility
- We are committed to following the agreed procedures and following statutory and specialist guidelines
- We review this policy, annually.

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

Pastor Mike Holmes and Mrs Heulwen Webb (Child Protection Co-ordinators) Mr.

Dave Muckell (Deputy Child Protection Co-ordinator)

An information leaflet for parents has been prepared and a copy of the full policy can be seen in the church office.

Signed (by leaders)

Mike Holmes (Pastor) _____

Mal Thomas (Elder) _____

Date _____

Form 2

Application Form including reference to disclosure checks.

Name of Church/Centre/Organisation _____

APPLICATION FORM FOR PAID OR VOLUNTARY WORK WITH CHILDREN AND YOUNG PEOPLE

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the church/centre, unless requested by an appropriate authority.

1. Personal Details

We may need to see birth/marriage certificates to check names.

Full Name _____

Maiden/All former Name(s) _____

Date and place of birth ____/____/____ _____

Address _____

Town _____

City/County _____

Postal Code _____

Daytime Telephone No. _____

Evening Telephone No. _____

How long have you lived at the above address? _____ Years

If less than 3 years, please give previous address(es) with dates

From/To ___/___/___ ___/___/___

Previous
Address _____

Town _____

City/County _____

Postal Code _____

From/To ___/___/___ ___/___/___

Previous
Address _____

Town _____

City/County _____

Postal Code _____

Please tell us about your Christian experience (if any)

Please give details of previous experience of looking after or working with children and/or young people. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

Have you ever had an offer to work with children/young people declined?

YES NO (Please tick)

If yes, please give details

Do you suffer, or have you suffered, from any illness which may directly affect your work with children or young people? YES NO (Please tick)

If yes, please give details.

2. Employment History

Please tell us about your past and current employers in the table below.

Employers Name & Address	Employed From (Date)	Employed To (Date)	Job Title & Description of Duties	Reason for Leaving

3. References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference. In addition we reserve the right to take up character references from any other individuals deemed necessary.

	1	2
Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Postal Code	_____	_____
Telephone No	_____	_____
Role	_____	_____

4. Declaration

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? YES NO (Please tick)

If yes, please give details and dates

Has there ever been any cause for concern regarding your conduct with children?
YES NO (Please tick)

If yes, please give details

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services and/or the Police?

YES NO (Please tick) If yes we will need to discuss this with you.

As this post involves substantial, unsupervised contact with children or vulnerable adults, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Criminal Records Bureau/Scottish Criminal Records Office. As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions*. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB/SCRO Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

Please would you complete the attached voluntary disclosure form, place it in a sealed envelope and address it to _____ (name of 'recruiter') with whom you are welcome to discuss any aspects of this procedure.

I have sent the voluntary disclosure form to the recruiter in a separate, sealed envelope.

I confirm that the submitted information is correct and complete.

Signed _____

Date _____

As a church / organisation we undertake to meet the requirements of the Data Protection Act 1998*, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000*

The Disclosure of an offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy

Because of the nature of the work for which you are applying this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church

As a church we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the Criminal Records Bureau/Scottish Criminal Records Office.

Under the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specific offences, or included on the PoCA List or DfES List 99.

FORM 3

VOLUNTARY DISCLOSURE FORM

STRICTLY CONFIDENTIAL

All applicants are asked to complete this form (making a 'nil' return if appropriate), returning it in a separate sealed envelope, as below:

To: _____(name of 'recruiter')

Address/other contact details_ _____

Appointment of _____ (state position)

Voluntary Disclosure

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that that details of pending prosecutions, previous convictions, cautions, or bind-over's against me will be disclosed along with any other relevant information which may be known to the police, Department of Health or the Department for Education and Skills.

Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of criminal investigations/pending prosecution?

YES NO (Please tick)

If yes, please give details including the nature of the offence(s) and dates

Signed _____ Date _____

Print name _____

Address _____

Telephone _____

FORM 3A

VOLUNTARY DISCLOSURE FORM (NON CHURCH MEMBER – OCCASIONAL VOLUNTARY WORKER)

STRICTLY CONFIDENTIAL

All occasional voluntary workers who are not Church Members are asked to complete this form (making a 'nil' return if appropriate), returning it in a separate sealed envelope, as below:

To: _____ (name of Team Leader)

Address/other contact details_ _____

Voluntary Position of _____ (state position)

Voluntary Disclosure

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that that details of pending prosecutions, previous convictions, cautions, or bind-over's against me will be disclosed along with any other relevant information which may be known to the police, Department of Health or the Department for Education and Skills.

Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of criminal investigations/pending prosecution?

YES NO (Please tick)

If yes, please give details including the nature of the offence(s) and dates

Signed _____ Date _____

Print name _____

Address _____

Telephone _____

FORM 4

A SAMPLE CONTRACT FOR CHILDREN'S AND YOUNG PEOPLE'S WORKER

Name of Worker _____

We Welcome You At _____

Name of Group _____

Meeting Details _____

Age Range(s) _____

Person to Whom You Are Responsible (e.g. Youth Group Leader)

Range of work/tasks to be undertaken:

We want to help you give the best possible service to your group, so we will meet with you from time to time to see how things are going. We would also like to make sure that you receive any training needed.

Signed _____ DATE _____
(Church Minister/Leader)

To Be Completed By the Worker With Children/Young People

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 the code on discipline.

Signed _____ DATE _____

FORM 5

GENERAL INFORMATION AND CONSENT

Church _____

Group _____

Full name of child/young person _____

Date of Birth ____/____/____

Address _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:

Please state date of last anti-tetanus injection if known ____/____/____

With whom does your child live? _____

Telephone number Day: _____ Evening: _____

Name of additional contact (grandparent etc or other holding parental responsibility)

_____ Telephone number _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Names _____

Address(es) _____

Telephone number(s) _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic

YES NO (Please tick)

Signed (parent/or adult with parental responsibility) _____

NB The information part can be completed by a carer. Only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.

FORM 6

CAMPS AND RESIDENTIAL HOLIDAYS HEALTH INFORMATION AND CONSENT FORM

Name of Church/Group _____

To be signed by Parent/Carer

Name _____

Address _____

Telephone No _____

Date of Birth _____

Name of Doctor _____

Doctors Tel No _____

National Health No _____

Address where I can be contacted including phone no.

Details of any illness about which the leaders should be aware.

Details of any medication required during the camp (all medication to be labelled correctly and clearly with name and dose needed each day)

Details of any allergies or special diet

Signed

PARENTAL CONSENT

In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic

YES NO (Please tick)

Signed (parent/or adult with parental responsibility) _____

NB The information part can be completed by a carer. Only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.

FORM 7

ACTIVITIES AND DAY VISITS

Name of Church/Group _____

Proposed Visit or Activity _____

Design your own form to include the following

Name of visit or activity: _____

Date: _____

Venue/destination: _____

Departure place and time: _____

Return place and time: _____

Cost (cheques payable to Bethlehem Church): _____

Transport arrangements: _____

Items to be brought (coat, swimming kit, packed lunch, money etc):

Date by which reply is to be made: _____

Please return this form to: _____

Reply Slip *(One form per person)*

Full name of child/young person _____

Address _____

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

Telephone number for emergencies Day: _____

Evening: _____

*I have read the above information and I give permission for _____
to take part in this activity.*

*I give my consent to any medical treatment that may be necessary in event of an
emergency*

I enclose a cheque or cash to the sum of £____:_____

Signed (parent/or adult with parental responsibility) _____

Date ____/____/____

*This consent form should be taken with the worker on the activity or visit. This sheet should be
photocopied*

FORM 8

ACCIDENT AND INCIDENT FORM

This form should be completed immediately after any accident or significant incident. The worker should discuss with the minister what follow up action is necessary

Day, date and time of the incident _____

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

Where did this incident take place? _____

Name of church: _____

Name of your group _____

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

Who was responsible for the group at the time of the incident, if different from the above?
(name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (names,
addresses and telephone numbers)

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under
16) Normally only two witnesses would be needed.

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

Have you retained any defective equipment?

YES NO NONE INVOLVED (Please tick)

If so, where is it being kept and by whom?

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

Is the site or premises still safe for your group to use YES NO (Please tick)

Is the equipment still safe for your group to use? YES NO (Please tick)

Who else do you need to inform?

Have they been informed? YES NO (Please tick)

If so, when and by whom?

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

_____ Print Name _____

Date ____/____/____

Form seen by Minister/Leader

Signature _____ Date ____/____/____

FORM 9

Responding to abuse – Worker’s action Sheet

CONFIDENTIAL

Name of Church/Group _____

Name of Child/Young Person: _____

Address _____

Date of Birth _____/_____/_____

Name of Person Reporting Event _____

Date _____/_____/_____ Time _____

Sequence of Events/Actual Words Used/Observations
(Use body chart overleaf where appropriate, but do not undress the child!)

Action Taken

Name of Person Contacted: _____

Date _____/_____/_____ Time _____

Notes:

FORM 10

Bethlehem Church Life Centre

Information for Parents

Church's Children's & Youth Ministry Mission Statement

The two great commandments, To Love God and To Love Our Fellow Man (Luke 10 v 25,28) are at the heart of the Church, its worship and its work in our community.

The church has a growing children's and young people's ministry. The Church takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

As part of its mission, the Church is committed to:

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

Children's and Youth Programmes

The church runs Parents & Toddlers group, Campaigners Club for 4½ years –11 years and T.A.Z. Youth Clubs for Youth to 18 years.

We are committed to provide a safe and enjoyable environment for all children & youth. To facilitate this we have a Child Protection Policy.

GOOD WORKING PRACTICE

We will treat all children and young people with dignity and respect.

We will respect personal privacy

We will be available for the children and young people, but ready to refer to someone more experienced if required.

We will be sensitive to the needs of others and their likes and dislikes.

We will avoid questionable activity e.g. rough/sexually provocative games and inappropriate language.

We will follow accepted guidelines/policy relating to contact with children/young people and in all other respects.

We will challenge unacceptable behaviour and report all allegations and suspicions of abuse.

If any parent wants to see the full Child Protection Policy, which is kept in the Church, please ask pastor Mike Holmes or Mrs. Heulwen Webb, the Child Protection Co-ordinators, who will be pleased to show it to you.

Appendix 1

Bridgend County Borough Council Framework Partnership Terms of Reference

1. To oversee the preparation and implementation of a comprehensive strategy and action plan for the delivery of services to children, young people and their families, in the Bridgend County Borough Council area, in accordance with the Guidance issued by the Welsh Assembly Government.
2. To represent the interests of children, young people and their families in the delivery of services, keeping informed of those interests through the implementation of a comprehensive and inclusive system of consultation and involvement with all service users and potential service users in the area.
3. To support the ideals and practices embodied in the United Nations Declaration on the Rights of the Child.
4. To monitor, evaluate and report on the implementation of the Framework strategy and action plan, and those of the two age-specific Partnerships, to local service users and to the Welsh Assembly Government, in accordance with the statutory Guidance.
5. To ensure the establishment, regular convening and effective operation of the Children's Partnership and the Young People's Partnership, in accordance with the statutory Guidance.
6. To oversee the effective use of financial and other resources associated with the Framework strategy and action plan.
7. To ensure the co-ordination of the Framework strategy with those other strategies which direct resources into services for or affecting children and young people.

Steering Group Terms of Reference

1. To act as a steering group to the Framework Partnership, developing appropriate strategies and action plans for its consideration, approval and adoption.
2. To consider the implementation of the approved strategy and to make recommendations to the Framework Partnership on implementation.
3. To develop and co-ordinate the multi-agency operational structures which implement the strategy and action plan, and to make arrangements for the effective commissioning of services, including the co-ordination and authorisation of multi-agency funding applications or bids.
4. To monitor progress on implementation of the approved strategy through the collection and collation of information from operational managers.
5. To undertake financial monitoring of operational structures, including the identification and rectification of potential under or over spending of resources.
6. To prepare, on behalf of and for recommendation to the Framework Partnership, the annual review of the Cymorth Plan, and of the Framework, Children's and Young People's Plans.
7. To arrange for the regular convening of the Framework, Children's and Young People's Partnerships, and the preparation of reports, agendas etc. for those meetings, in accordance with the Welsh Assembly Government's statutory Guidance.

Appendix 2

Welsh Assembly Government

Assembly Core Aims for Children & Young People

Ensure that all children and young people have a flying start in life and the best possible basis for their future growth and development;

Have access to a comprehensive range of education, training and learning opportunities, including acquisition of essential personal and social skills;

Enjoy the best possible physical and mental, social and emotional health, including freedom from abuse, victimisation and exploitation;

Have access to play, leisure, sporting and cultural activities

Are listened to, treated with respect, and are able to have their race and cultural integrity recognised;

Have a safe home and a community that supports physical and emotional well-being.

Are not disadvantaged by child poverty.

The Ten Entitlements for Young People

Every young person in Wales has a basic entitlement to:

education, training and work experience - tailored to their needs;

basic skills which open doors to a full life and promote social inclusion;

a wide and varied range of opportunities to participate in volunteering and active citizenship;

high quality, responsive and accessible services and facilities;

independent, specialist careers advice and guidance and student support and counseling services;

personal support and advice - where and when needed and in appropriate formats - with clear ground rules on confidentiality;

advice on health, housing benefits and other issues provided in accessible and welcoming settings;

recreational and social opportunities in a safe and accessible environment; sporting, artistic, musical and outdoor experiences to develop talents, broaden horizons and promote rounded perspectives including both national and international contexts;

the right to be consulted, to participate in decision-making, and to be heard, on all matters which concern them or have an impact on their lives in an environment where there is :

a positive focus on achievement overall and what young people have to contribute;

a focus on building young people's capacity to become independent, make choices,

and participate in the democratic process and a celebration of young people's successes.

Appendix 3

UN Convention on the Rights of the Child

Article 1: Everyone under 18 years of age has all the rights in this Convention,

Article 2: The Convention applies to everyone whatever their race, religion or abilities,

whatever they think or say and whatever type of family they come from.

Article 3: All organisations concerned with children should work towards what is best for each child

Article 4: Governments should make the rights available to children.

Article 5: Government should respect the rights and responsibilities of families to direct

and guide their children so that, as they grow, they learn to use their rights properly.

Article 6: All children have the right of life. Governments should ensure that children survive and develop healthily.

Article 7: All children have the right a legally registered name, the right to a nationality

and the right to know and, as far as possible, to be cared for by their parents.

Article 8: Governments should respect children's right to a name, a nationality and family ties

Article 9: Children should not be separated from their parents unless it is for their own good, for example if a parent is mistreating or neglecting a child. Children whose parents have separated have the right to stay in contact with both parents, unless this might hurt the child.

Article 10: Families who live in different countries should be allowed to move between

those countries so that parents and children can stay in contact or get back together as a family.

Article 11: Governments should take step to stop children being taken out of their own

country illegally.

Article 12. Children have the right to say what they think should happen when adults are

making decisions that affect them, and to have their opinions taken into account.

Article 13: Children have the right to get and share information as long as the information

is not damaging to the or to others.

Article 14: Children have the right to think and believe what they want and to practice their religion, as long as they are not stopping other people from enjoying their rights. Parents should guide their children on these matters.

Article 15: Children have the right to meet together and to join groups and organisations,

as long as this does not stop other people from enjoying their rights.

Article 16: Children have the right to privacy. The law should protect them from attacks

against their way of life, their good name, their families and their homes.

Article 17: Children have the right to reliable information from the mass media. Television, radio and newspapers should provide information that children can understand, and should not promote materials that could harm children.

Article 18: Both parents share responsibility for bringing up their children, and should always consider what is best for each child. Governments should help parents by providing services to support them, especially if both parents work.

Article 19: Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents or anyone else who looks after them.

Article 20: Children who cannot be looked after by their own family must be looked after properly, by people who respect their religion, culture and language.

Article 21: When children are adopted the first concern must be what is best for them. The same rules should apply whether the children are adopted in the country where they were born or taken to live in another country.

Article 22: Children who come into a country as refugees should have the same rights as children born in that country.

Article 23: Children who have any kind of disability should have special care and support so that they can lead full and independent lives.

Article 24: Children have the right to good quality health care and to clean water, nutritious food and a clean environment so that they will stay healthy. Rich countries should help poor countries achieve this.

Article 25: Children who are looked after by their local authority rather than by their parents should have their situation reviewed regularly.

Article 26: The government should provide extra money for children of families in need.

Article 27: Children have a right to a standard of living that is good enough to meet their physical and mental needs. The Government should help families who cannot afford to provide this.

Article 28: Children have a right to an education. Discipline in schools should respect children's human dignity. Primary education should be free. Wealthy countries should help poorer countries achieve this.

Article 29: Education should develop each child's personality and talents to the full. It should encourage children to respect their parent, and their own and other cultures.

Article 30: Children have a right to learn and use the language and customs of their families, whether these are shared by the majority of people in the country or not.

Article 31: All children have the right to relax and play, and to join a wide range of activities.

Article 32: The Government should protect children from work that is dangerous or might harm their health or their education.

Article 33: The Government should provide ways of protecting children from dangerous drugs.

Article 34: The Government should protect children from sexual abuse.

Article 35: The Government should make sure that children are not abducted or sold.

Article 36: Children should be protected from any activities that could harm their development.

Article 37: Children who break the law should not be treated cruelly. They should not be put in prison with adults and should be able to keep in contact with their families.

Article 38: Governments should not allow children under 15 to join the army.

Children in war zones should receive special protection.

Article 39: Children who have been neglected or abused should receive special help to restore their self-respect.

Article 40: Children who are accused of breaking the law should receive legal help.

Prison sentences for children should only be used for the most serious of offences.

Article 41: If the laws of a particular country protect children better than the articles of the Convention, then those laws should stay.

Article 42: The Government should make the Convention known to all parents and children.

Please note: articles 43-54 are in reference to how adults and Governments should work together to ensure all children have all the rights they are entitled to.

Article 43:

1. For the purpose of examining the progress made by States Parties in achieving the realization of the obligations undertaken in the present Convention, there shall be established a Committee on the Rights of the Child, which shall carry out the functions hereinafter provided.
2. The Committee shall consist of ten experts of high moral standing and recognized competence in the field covered by this Convention. The members of the Committee shall be elected by States Parties from among their nationals and shall serve in their personal capacity, consideration being given to equitable geographical distribution, as well as to the principal legal systems.
3. The members of the Committee shall be elected by secret ballot from a list of persons nominated by States Parties. Each State Party may nominate one person from among its own nationals.
4. The initial election to the Committee shall be held no later than six months after the date of the entry into force of the present Convention and thereafter every second year. At least four months before the date of each election, the Secretary-General of the United Nations shall address a letter to States Parties inviting them to submit their nominations within two months. The Secretary-General shall subsequently prepare a list in alphabetical order of all persons thus nominated, indicating States Parties which have nominated them, and shall submit it to the States Parties to the present Convention.
5. The elections shall be held at meetings of States Parties convened by the Secretary-General at United Nations Headquarters. At those meetings, for which two thirds of States Parties shall constitute a quorum, the persons elected to the Committee shall be those who obtain the largest number of votes and an absolute majority of the votes of the representatives of States Parties present and voting.
6. The members of the Committee shall be elected for a term of four years. They shall be eligible for re-election if re-nominated. The term of five of the members elected at the first election shall expire at the end of two years; immediately after the first election, the names of these five members shall be

chosen by lot by the Chairman of the meeting.

7. If a member of the Committee dies or resigns or declares that for any other cause he or she can no longer perform the duties of the Committee, the State Party which nominated the member shall appoint another expert from among its nationals to serve for the remainder of the term, subject to the approval of the Committee.

8. The Committee shall establish its own rules of procedure.

9. The Committee shall elect its officers for a period of two years.

10. The meetings of the Committee shall normally be held at United Nations Headquarters or at any other convenient place as determined by the Committee. The Committee shall normally meet annually. The duration of the meetings of the Committee shall be determined, and reviewed, if necessary, by a meeting of the States Parties to the present Convention, subject to the approval of the General Assembly.

11. The Secretary-General of the United Nations shall provide the necessary staff and facilities for the effective performance of the functions of the Committee under the present Convention.

12. With the approval of the General Assembly, the members of the Committee established under the present Convention shall receive emoluments from United Nations resources on such terms and conditions as the Assembly may decide.

Article 44:

1. States Parties undertake to submit to the Committee, through the Secretary-General of the United Nations, reports on the measures they have adopted which give effect to the rights recognized herein and on the progress made on the enjoyment of those rights:

(a) Within two years of the entry into force of the Convention for the State Party concerned;

(b) Thereafter every five years.

2. Reports made under the present article shall indicate factors and difficulties, if any, affecting the degree of fulfillment of the obligations under the present Convention. Reports shall also contain sufficient information to provide the Committee with a comprehensive understanding of the implementation of the Convention in the country concerned.

3. A State Party which has submitted a comprehensive initial report to the Committee need not, in its subsequent reports submitted in accordance with paragraph 1 (b) of the present article, repeat basic information previously provided.

4. The Committee may request from States Parties further information relevant to the implementation of the Convention.

5. The Committee shall submit to the General Assembly, through the Economic and Social Council, every two years, reports on its activities.

6. States Parties shall make their reports widely available to the public in their own countries.

Article 45

In order to foster the effective implementation of the Convention and to encourage international co-operation in the field covered by the Convention:

(a) The specialized agencies, the United Nations Children's Fund, and other United Nations organs shall be entitled to be represented at the consideration

of the implementation of such provisions of the present Convention as fall within the scope of their mandate. The Committee may invite the specialized agencies, the United Nations Children's Fund and other competent bodies as it may consider appropriate to provide expert advice on the implementation of the Convention in areas falling within the scope of their respective mandates. The Committee may invite the specialized agencies, the United Nations Children's Fund, and other United Nations organs to submit reports on the implementation of the Convention in areas falling within the scope of their activities;

(b) The Committee shall transmit, as it may consider appropriate, to the specialized agencies, the United Nations Children's Fund and other competent bodies, any reports from States Parties that contain a request, or indicate a need, for technical advice or assistance, along with the Committee's observations and suggestions, if any, on these requests or indications;

(c) The Committee may recommend to the General Assembly to request the Secretary-General to undertake on its behalf studies on specific issues relating to the rights of the child;

(d) The Committee may make suggestions and general recommendations based on information received pursuant to articles 44 and 45 of the present Convention. Such suggestions and general recommendations shall be transmitted to any State Party concerned and reported to the General Assembly, together with comments, if any, from States Parties.

PART 111

Article 46

The present Convention shall be open for signature by all States.

Article 47

The present Convention is subject to ratification. Instruments of ratification shall be deposited with the Secretary-General of the United Nations.

Article 48

The present Convention shall remain open for accession by any State. The instruments of accession shall be deposited with the Secretary-General of the United Nations.

Article 49

1. The present Convention shall enter into force on the thirtieth day following the date of deposit with the Secretary-General of the United Nations of the twentieth instrument of ratification or accession.

2. For each State ratifying or acceding to the Convention after the deposit of the twentieth instrument of ratification or accession, the Convention shall enter into force on the thirtieth day after the deposit by such State of its instrument of ratification or accession.

Article 50

1. Any State Party may propose an amendment and file it with the Secretary-General of the United Nations. The Secretary-General shall thereupon communicate the proposed amendment to States Parties, with a request that they indicate whether they favour a conference of States Parties for the purpose of considering and voting upon the proposals. In the event that, within four months from the date of such communication, at least one third of the States Parties favour such a conference, the Secretary-General shall convene the conference under the auspices of the United Nations. Any

amendment adopted by a majority of States Parties present and voting at the conference shall be submitted to the General Assembly for approval.

2. An amendment adopted in accordance with paragraph 1 of the present article shall enter into force when it has been approved by the General Assembly of the United Nations and accepted by a two-thirds majority of States Parties.

3. When an amendment enters into force, it shall be binding on those States Parties which have accepted it, other States Parties still being bound by the provisions of the present Convention and any earlier amendments which they have accepted.

Article 51

1. The Secretary-General of the United Nations shall receive and circulate to all States the text of reservations made by States at the time of ratification or accession.

2. A reservation incompatible with the object and purpose of the present Convention shall not be permitted.

3. Reservations may be withdrawn at any time by notification to that effect addressed to the Secretary-General of the United Nations, who shall then inform all States. Such notification shall take effect on the date on which it is received by the Secretary-General~

Article 52

A State Party may denounce the present Convention by written notification to the Secretary-General of the United Nations. Denunciation becomes effective one year after the date of receipt of the notification by the Secretary-General.

Article 53

The Secretary-General of the United Nations is designated as the depositary of the present Convention.

Article 54

The original of the present Convention, of which the Arabic, Chinese, English, French, Russian and Spanish texts are equally authentic, shall be deposited with the Secretary-General of the United Nations.

IN WITNESS THEREOF the undersigned plenipotentiaries, being duly authorized thereto by their respective governments, have signed the present Convention.