

St. Mary's Church

Safeguarding and Child Protection Policy and Procedures

2016

*Reviewed and adapted from the Diocesan
Safeguarding Policy for children 2015*

Date written: February 2016

Date to review: February 2017

Written by: Safeguarding and
Child Protection team

Contents

Throughout this policy children/child refers to all up until their 18th birthday as defined in Working Together to Safeguard Children 2010. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, prison or in a Young Offender's Institution, does not change his/her status or entitlement to services or protection under the Children Act 1989.¹

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¹ Diocese of Rochester - The Protection and Safeguarding of Children P.32

Introduction

A message from the Bishop of Rochester²:

Safeguarding is a relatively new term which is broader than child protection as it also includes prevention. The term safeguarding covers safer recruitment, safer working practice, responding to concerns, working with partner agencies, dealing with allegations against those responsible for children and other matters that may be relevant. The term child protection is used for responding to concerns where it appears that a child has or may have been harmed.

“Working Together to Safeguard Children (HM Government March 2015)” sets out how organisations and individuals should work together to safeguard and promote the welfare of children and children in accordance with the Children Act 1989 and the Children Act 2004. It is important that all practitioners working to safeguard children and children understand fully their responsibilities and duties as set out in primary legislation and associated regulations and guidance.

Safeguarding children plays a vital part within the church community. Having safeguarding in place not only protects the welfare of children, but also enhances the confidence of parents, staff, volunteers and the congregation.

While there is no single way to prevent opportunities for abuse, various measures can be used to lessen the risk of abuse occurring.

The House of Bishops has therefore published three safeguarding policies. Together these three policies provide the basis to promoting the safest possible environment:

1. Protecting all God’s children (4th edition 2010)
2. Promoting a safe church 2006 (Safeguarding vulnerable adults)
3. Practice guidance: safer recruitment June 2015

In addition the House of Bishops in its pastoral duty has published a further two documents in order to give guidance on the church’s commitment to prevent or halt any abuse:

1. Responding to domestic abuse 2006
2. Responding well to those who have been sexually abused 2011 (1st edition 2011)

The safeguarding and protection of children is everyone’s responsibility; procedures and formal processes alone (though essential) will not protect children. The Church, including all its members, needs to be

² Diocesan Policy Procedures for Good Practice for Safeguarding Children P.4

aware of dangers and be prepared to report concerns and take action if necessary. The child's welfare is paramount and where there is conflict between the welfare of the child and that of the adult, it is the welfare of the child that will be given priority.

Our theological approach³

Every human being has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm. Christ saw children as demonstrating a full relationship with God. He gave them status, time and respect.

Every person is equally precious to God. Each one needs the assurance that respect for this brings. Individuals who suffer abuse often experience a loss to their identity and worth; there is often shame and a misplaced guilt. The Church is intended to be a place where men, women and children, including those who are hurt and damaged, may find healing and wholeness.

Safeguarding good practice is concerned with the development of safer expressions of care to all and underpins the love and welcome of God for all people. Nevertheless, those who have suffered child abuse have sometimes found an unsympathetic hearing. They may be disbelieved, discouraged and damaged further. Some people may side with the alleged perpetrator. This occurs in all parts of society, but it is particularly hurtful when it occurs within the Church. Such actions compound the sense of injustice that many feel.

Many who have endured child abuse consider that mercy towards those who have sinned is set above the need for the victims to be enabled to find justice. Both are essential. In creating humankind God made us to be together, to live in community. When one suffers, we all suffer. We are all made poorer by every incidence of child or adult abuse as by all sin.

In similar ways, offenders may also be assured that they are precious to God, and find healing and wholeness. Because redemption and the possibility of forgiveness are so central to the Gospel, the Church is not only well equipped to assist in the rehabilitation of offenders, but is also challenged by the issues their presence raises for us. The Church is part of a society where collusion with violence in families, emotional abuse or certain taboos on sexual abuse often holds sway. It is our calling to hold on to both justice and grace and to build safer church communities, often in challenging circumstances. Church people have sometimes required those who have suffered abuse to forgive. We need to understand forgiving and receiving forgiveness as a lifelong process.

³ Diocese of Rochester - The Protection and Safeguarding of Children P.5

Our congregations can be a refuge for those who have perpetrated abuse but are seeking help in maintaining a non-abusive way of life. We have also to be aware that some who abuse may see church membership as an opportunity to be close to children in order to continue their abusive patterns of behaviour. Experience shows that whether penitent or not, those who abuse need support in taking responsibility for their own actions and in stopping their abusive behaviour. In addition, of course, the vulnerable need protection from them. The genuine penitent will accept the need for careful arrangements, including some restrictions, for his or her return to church fellowship. This is in line with the Church's realistic understanding of sin and its effects, and the Church's responsibility to love all God's people.

The Church must take seriously both human propensities to evil but also the God-given resources of goodness, peace, healing and justice: in short, God's love, God's life.

Policy Statement⁴

This page will be updated annually at the first PCC meeting following the APCM.

The PCC of St. Mary's Church declares:

St Mary's is a community of volunteers, with members contributing to its life in different ways. In today's busy world it is often difficult for people to take on new responsibilities, but especially in the care and nurture of children a long term commitment is needed. It is, nevertheless, important that those working with children should be carefully selected, checked, supported and trained. We are responsible for all parish activities and must satisfy ourselves that everything is being done to provide a safe environment for children. We are also responsible for making sure, as far as possible, that no false accusations can be made against our workers and volunteers.

Part of St. Mary's Mission statement says that we will be a learning, growing and caring Church. For many years now St. Mary's has been a church that has welcomed children wherever they are on their journey and seeks to nurture these disciples as they discover more about God's love for them. However, whilst enabling this to happen, we must satisfy ourselves that everything is being done to provide an environment for children where they are safe from harm.

If St. Mary's takes seriously the charge given by Jesus to welcome children (Luke 9:48) to protect them (Matthew 18: 6-10) and to allow free access to Him (Mark 10:13-16) then it must also take Safeguarding and Child Protection issues seriously as well.

Our Parish will:

- adopt and implement a safeguarding children policy and procedures, accepting as a minimum the House of Bishops' Policy, Protecting All God's Children (4th edition 2010) on Safeguarding Children. In addition we will follow the diocesan procedures and recommended good practice, while being responsive to local parish requirement which means Bromley Local Safeguarding Board and London Child Protection Procedures;
- accept the prime duty of care placed upon the Incumbent and PCC to ensure the wellbeing of children in the church community;
- endorse the Safeguarding Policies annually, at the first meeting of the new PCC, so that new members are aware of their responsibilities, and confirm the existence of our policy on child protection using the annual Parish Child Protection Policy Statement. This must be signed by the

⁴ Taken from Parish responsibility P.9 of the Diocesan Policy

Incumbent and a Churchwarden. One copy is to be kept in the parish records, one copy sent to the Diocese and one copy displayed prominently in the church. When a parish is in a vacancy, the form should be signed by the chair of the PCC and a Churchwarden during the meeting at which the policy is endorsed;

- appoint at least one Parish Children's Representative (PCR) known at St Mary's as the Child Protection Officer to work with the PCC, through the Safeguarding and Child Protection Team to implement policy, procedures and good practice. He or she will have an overview of all the children in the parish. The Safeguarding and Child Protection Team will take responsibility for the implementation of these procedures and guidelines and liaising as necessary with the Diocesan Safeguarding Adviser;
- the Safeguarding and Child Protection Team will attend the PCC at least annually to report on the implementation of the safeguarding policy within our church;
- display in the church premises where children's activities take place, contact details of the Parish Children's Representative and the Safeguarding Team;
- display the "Childline" and "Parentline Plus" telephone number and Child Exploitation and Online Protection Centre (CEOP) website;
- appoint a Lead Recruiter, who is known as the DBS Officer here at St Marys.
- provide all authorised personnel with access to copies of parish, diocesan and House of Bishops' policies, procedures and good practice guidelines, as well as Bromley Local Safeguarding Board and London Child Protection policies and procedures;
- ensure that all those authorised to work with children or in a position of authority are appropriately recruited, trained and supported according to the safer recruitment documents produced by the House of Bishops and the Diocese of Rochester;
- ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish; and
- ensure that a risk assessment is undertaken for activities (on and off parish property) involving children. This is signed off by the Risk Assessment Officer on the Safeguarding Team.

Signed on behalf of the PCC

Alan Keeler (Incumbent)

Parish Policy Statement for Safeguarding Children 20...

Parish of

in the Church of England Diocese of Rochester.

The following policy was agreed at The Parochial Church Council (PCC)

meeting held on

- We are committed to implementing a safeguarding children policy and procedures, accepting as a minimum the House of Bishops' Policy, Protecting All God's Children (4th edition 2010). In addition the Parish will follow the diocesan procedures and recommended good practice, while being responsive to local parish requirement.
- We will review and endorse all safeguarding policies annually, at the first meeting of the new PCC, so that new members are aware of their responsibilities and confirm the existence of their parish policy on child protection.
- The highest standards will be maintained in all the Church's contacts with children and children, and adult volunteers will be given appropriate support and opportunities for training.
- We will respond without delay to every complaint made, that a child or child for whom we are responsible may have been harmed.
- This parish will cooperate fully with the statutory agencies in every situation and will not conduct its own investigations.
- We will seek to offer informed pastoral care to any child, child or adult who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended against a child.
- The Parochial Church Council of this parish acknowledges its responsibility for all work with children and children done in the name of the Church and requires all those engaged in such work to be properly appointed and supported in accordance with current good practice and guidelines issued through the Diocese of Rochester.

We have appointed, as our Parish Children's Representative (*please complete all details clearly*):

Name

Address (including postcode)

Telephone Email

Signed: *Parish Priest/Incumbent* **OR** *Chair of PCC in a vacancy*

.....

AND

Churchwarden.....

Please keep one copy with PCC minutes, display one on a church notice board, AND return one copy to The Administrator, Diocesan Safeguarding Advisory Group, Diocese of Rochester, Diocesan Office, St Nicholas' Church, Boley Hill Rochester, ME1 1SL.

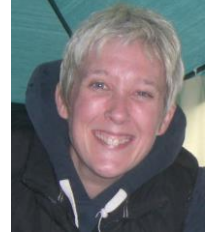
Safeguarding and Child

Protection team

Rachel Archer **Safeguarding Chair**

Tel: 020 8464 5848

Co-ordinates safeguarding and protection issues within St Marys and Chairs this team.



Anthia Page **Child Protection Officer (known as the PCR in the Diocesan Policy)**

Tel: 020 8460 1960

All child protection matters, including allegations against paid staff and volunteers, should be referred to Anthia in the first instance.



Sharon Ibbotson **Adult Protection Officer**

Tel: 07546 758350

All adult protection matters, including allegations against paid staff and volunteers, should be referred to Sharon in the first instance.



Peter Fall **Risk Assessment Officer**

Tel: 0208 464 1239

Responsible for signing off risk assessments.



Anne Yolland **DBS Officer (known as the Lead Recruiter in the Diocesan Policy)**

Tel: 0208 466 1939

Responsible for DBS disclosures and taking up references.



????????? **Pastoral Lead Officer**

Tel:

Responsible for the pastoral care of victims and perpetrators.



Children's key groups and personnel

1. Sunday Club Committee

This committee exists to maintain the work of the Sunday Clubs, youth council, worship band and holiday clubs.

| | | |
|------------------------|-----------------|---------------|
| Joint Chairs | Anthia Page | 0208 460 1960 |
| | Frances Boyden | 0208 464 4086 |
| Administrators | Anne Yolland | 0208 466 1939 |
| | Nina Arcuri | 0208 464 9179 |
| | Jill Spence | 0208 290 1488 |
| Resource Co-ordinator | Elizabeth Sykes | 0208 468 7940 |
| Volunteer Co-ordinator | Rachel Archer | 0208 464 5848 |

2. BATS

BATS is our baby and toddler group run on a weekly basis during term time. The PCC employs a group leader and there is a committee to oversee this ministry.

| | | |
|--------------|---------------|---------------|
| Chair | Lynda Zissell | 0208 290 4498 |
| Group Leader | Alida Swift | |

3. Twinkle ministry

Due to the growing numbers of families coming along to St Marys with their babies and toddlers, there is a group to oversee this particular ministry.

| | | |
|-----------------|-----------------|---------------|
| Twinkle Leaders | Rachel Archer | 0208 464 5848 |
| | Verena Magee | 0775 106 9519 |
| | Elizabeth Sykes | 0208 468 7940 |

4. Messy Church

There is a team of people who run a monthly craft based worship time for families in the church hall.

| | | |
|---------|-------------|---------------|
| Leaders | Alan Keeler | 0208 460 1827 |
| | Lisa Morris | 0770 328 8160 |

Good practice guidelines

These guidelines provide a framework within which children should be safe from harm, and adults protected from false allegations or temptations. Be prepared to remind one another if you forget one of these guidelines. All volunteers and staff **must** adhere to these guidelines.⁵

Safer recruitment – all those volunteering with children must hold a current DBS where the role requires this. For further information about safer recruitment, including ministering to people who are known to have sexually abused children⁶, please see our Volunteer Policy.

- Do treat all children with respect and dignity.
- Ensure your speech, tone of voice, body language and dress code is respectful.
- Do learn to control and discipline children without physical punishment, even if you have the parents' explicit permission for this.
- Do make sure another adult is around if you need to help toilet or wash a child with a disability.
- Do ask parents' permission if you need to see a child on his or her own, make sure another adult is present nearby and that the child knows this, unless it is a child protection matter.
- Do make sure that both genders are represented in the leadership of groups, where at all possible.
- Ensure that a minimum of two adults are always present.
- Keep a register of up-to-date information for your group e.g. all those present, (children and all adult volunteers).
- For any activities away from the normal meeting place obtain parental consent. (Anthia Page and Frances Boyden have relevant consent forms.) Also ensure that relevant risk assessments have been carried out for all activities and signed off by the Risk Assessment Officer.
- Ensure at least one volunteer with the group has a working knowledge of first aid when off-site.
- Ensure all leaders know what to do in the case of suspected or disclosed abuse.
- The PCC are responsible for making sure that the Safeguarding and Child Protection Team contact names and the Childline contact number are prominently displayed.
- Respect confidentiality – but never promise to keep secrets.
- Don't invade a child's privacy whilst washing or toileting.
- Don't play rough physical or sexually provocative games.
- Don't be sexually suggestive about or to a child even in fun.
- Don't touch inappropriately or intrusively, see section on touching.

⁵ Based on the Diocesan guidelines on P.23

⁶ Guidance from the Diocesan Policy P15 on suspected abusers/known abusers and ministering to people who are known to have sexually abused children are located within our Volunteer Policy. This also covers all aspects of safer recruitment: inductions, training, role descriptions, complaints procedure, volunteer agreements etc

- Don't scapegoat, ridicule or reject a child.
- Don't show favouritism to any one child.
- Don't allow children to involve you in excessive attention seeking that is overtly physical or sexual in nature.
- Don't give lifts to children on their own, unless parental consent has been given. If this is unavoidable, ask the child to sit in the back. Volunteers should ensure they have the necessary insurance cover before giving lifts to children.
- Ensure that where minibuses/private cars are used, there is adequate insurance cover.
- Don't share sleeping accommodation with children.
- Don't invite a child to your home alone. Invite a group, make sure that someone else is around and that the parents are aware where the children are.
- Don't permit abusive peer activities, e.g. initiation ceremonies, ridiculing, bullying.
- Don't allow unknown adults access to children. Visitors should be accompanied by a known person.
- Don't smoke tobacco in the presence of children.
- Don't drink alcohol when responsible for children.
- Ensure that children know who they can talk to if they need to speak to someone about a personal concern.
- Obtain consent for any images to be taken, shown or displayed, see section on photography.
- Always share any concerns about a child or the behaviour of another volunteer with the Child Protection Officer (Anthia Page).
- Record any concerning incidents, sign and dated and give to the Child Protection Officer.

Confidentiality⁷

It is very difficult for trust to develop between a child and a member of staff or volunteer if confidentiality is not assured. As a general rule **everything is confidential unless it is agreed that it can be shared**. However, there may be times when it is necessary for the Child Protection Officer to discuss the issue(s) with another member(s) of the Safeguarding and Child Protection Team. Use your common sense though, as repeating what a child's father is buying his wife for Christmas is not, but relaying an intimate story they have told you about their family may well be. It is important to safeguard the right of the child to share personal information without it being passed on.

The **exception** to this is when it can be judged that the child's behaviour or situation gravely threatens the well being of themselves or others. If a child wishes to disclose anything of this kind staff and volunteers should draw the child's attention to St. Mary's Church confidentiality statement (see poster on next page) displayed in Church, Church House and Sunday Club boxes and should inform the child of our confidentiality duties. An example of how to do this is:

“Before we go any further, I need to inform you of my position as a Volunteer etc. Whilst our discussions are confidential there may come a time where I feel that you are at risk, in danger, or in breach of the law. If this time comes I may not be able to keep this information to myself, I may have to tell someone else whether you want me to or not. However, you have my word that if that time comes I will inform you of this.”

It will become obvious in the course of a conversation with a child, if they are trying to disclose anything, which needs to be passed on. At an appropriate point in the conversation reassure the child that they are right to tell you, but you may need to tell someone else. A child may choose to stop talking at this point. If this is the case, do not press the person for any information. Instead re-emphasise they did the right thing coming to you and that when they are ready to talk some more they can come and see you again, because you want to help them. If you feel the child is at risk at this point, follow the guidelines on P.26. If the child continues to disclose you will need to pass this information on and you cannot keep secrets, continue to follow the guidelines on P.27-29.

DISCLOSURES WHICH NEED TO BE PASSED ON:

Abuse that is happening to them or another person (see P.23 for definitions of abuse)

Allegations about a volunteer/staff member

⁷ Based on advice from Coram, Children's Legal Centre Child Protection Project. For further information see <http://www.protectingchildren.org.uk/crosscutting-legal-issues/confidentiality-and-consent/>

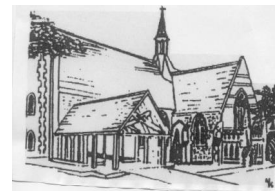
Self-harm and attempts at suicide

Possession, usage or intent to sell drugs

Domestic violence

Poster Title:

CONFIDENTIALITY⁸



There may be times when there are things which may be worrying a child and they may want to talk to their leader/helper. At these times everything will be done to help the child, but they need to know the following:

The leader/helper will often be able to help them with many of the things that may be worrying them but they cannot promise to keep everything to themselves. They may have to speak to a member of the Safeguarding and Child Protection Team, if they have been told something that:

- May be dangerous for them or another child, for instance if someone is trying to harm them or make them do things they are not comfortable with.
- Is illegal and the leader/helper is required to pass this information on to someone else, e.g. to stop a serious crime taking place.

If the leader/helper feels that they have to tell someone else what they have talked about, they will always tell the child first.

We can help them to find support from other people if they want to talk to someone outside of St. Mary's confidentially. They can ring these numbers at anytime for help and advice, the calls will not cost any money:

CHILDLINE: 0800 111 (for children)

PARENTLINE PLUS: 0808 800 2222 (for parents)

NSPCC HELPLINE: 0808 800 50000

CEOP (child exploitation and online protection centre)

0370 496 7622 www.ceop.police.uk

CCPAS (Churches' Child Protection Advisory Service)

0845 120 45 50 www.ccpas.co.uk

⁸ Based on the advice given in The Confidentiality and Young People Toolkit written by the Royal College of General Practitioners Adolescent Primary Care Society and Department of Health.

Photography⁹

There will be times when photographs will be taken of children, whether it is by members of St. Mary's volunteers or children taking pictures of each other. Photographs are an important way of recording activities and celebrating the projects that we undertake with children. To avoid any concerns or unsuitable behaviour these are the guidelines to prevent any mis-understandings:

1. If official photographs are taken during Sunday Club times, Holiday Clubs, Church services etc. written permission will have already been obtained from parents/carers on the registration form.
2. If there is a trip with children outside of St. Mary's Church a written consent form from the children's parents/carers stating that photos may be taken, needs to be signed. This forms part of the activity consent form signed before any trip takes place.
3. At special services (e.g. baptisms, weddings, Christingle, First Communion) an announcement will be made by the person leading the service that photographs may not be taken during the service but any that are taken afterwards are for personal use only and not to be shared on any social media sites.
4. Permission must also be obtained from parents prior to photographs appearing on the St. Mary's website/parish magazine/facebook and a record kept of this. This will be obtained from the registration form. Names of children must not be shown. With regards to the Twinkle Sunday Club parents/carers will be asked to sign a consent sheet on the day the photographs are being taken, if they are to be used on a website/facebook.
5. There must be an understanding from those taking official photographs that they must delete them from their mobile and/or camera as soon as the images have been uploaded onto the website/facebook and/or publicity.

⁹ Based on guidance from CCPAS P.29-30 of the Diocesan Policy

Internet access¹⁰

To be able to ensure a child's safety when using technology these are the guidelines to prevent inappropriate use of the internet/social media and maintain the child's wellbeing whilst in the care of any St. Mary's children's and youth activities:

1. Ensure all electronic communications are appropriate and professional. If using e-technology as a group activity, ensure that an adult worker knows and understands what is happening within the group.
2. Communication between children and adults by whatever method should always take place within clear and explicit boundaries. This includes face to face contact, mobile phones, text messaging, emails, digital cameras, videos, webcams, websites and blogs.
3. No images or video footage should ever be permitted in an area of personal privacy e.g. toilet or sleeping quarters.
4. At camp or sleepovers, all mobile phones, cameras and video equipment will be collected by the group leader at a specified time prior sleep, stored in a secure place and given back to the young person in the morning. This is to prevent sleep disruption and inappropriate images being taken.
5. Adults should not give their personal contact details to children or young people, including their mobile telephone number and details of any blogs or personal websites.
6. Do not make any relationship with a child (other than family members) through a social networking site. Only make contact with children for professional reasons, making sure that their parent/guardian has given permission. The minimum age for social networking should be observed.
7. Maintain a log of any electronic contact with an individual regarding all matters or subjects which fall outside of the normal 'day to day' youth work contact.
8. Any paid or unpaid worker will have a separate 'facebook' account for their work with young people and should not give out any personal information about themselves.

¹⁰ Based on guidance from the Diocesan Policy P.28-29

9. Privacy settings and use of strong passwords should be used to keep personal data private. Ensure that all shared computers have a different password for all users so that they cannot be accessed secretly.

Health and Safety guidelines

In conjunction with the health and safety procedures as set out in our Volunteer Policy (P.6-8) the following guidelines should be managed as part of all activities.¹¹

1. LONE WORKING FOR LEADERS/HELPERS

Wherever possible leaders/helpers should avoid lone working situations with children. However, St. Mary's Church recognises that some lone working situations may be unavoidable. In such situations speak with the Chair of the Committee who has responsibility for your group/activity. If leaders/helpers are to undertake a one-to-one session with a child they must make sure other leaders/helpers will be available in the building and, if possible, your Chair has been advised of this in advance.

2. ADMINISTRATION

A register must be kept, and regularly updated, for all children attending our groups and activities. As well as attendances, it should include up to date details of home address and telephone number, any specific medical information and parents' or carers' names and contact numbers. At each meeting or activity a register of the children attending should be kept, along with the names of the leaders and helpers present. Registers should be kept indefinitely.

3. REGISTRATION AND CONSENT FORMS

Registration and consent forms are not required for attendance at worship, although if young children regularly attend without their parents, contact should normally be made with a parent. Contact details and special requirements should be noted for all who regularly attend our activities such as Sunday clubs, holiday clubs, choir, Messy Church and BATS, and registers taken. A registration/parental consent form should be completed for every child who attends regular group activities where parents are not present. Consent needs to be from a parent or person with parental responsibility.

4. SPECIAL EVENTS

Forms giving permission for special activities should be used when undertaking one-off events and activities i.e. swimming, sleepovers, outings, going away. No child under the age of 8 can be taken away on residential activities without being accompanied by his or her parent or guardian. Consent forms should be completed for all children and young people under 18 in the group. All leaders and helpers also need to complete these forms so that if there is an accident or emergency they too have a contact number. Activities planned to take place away from church premises must have the permission of the PCC in order to be covered by insurance. Parental consent must be given in writing.

¹¹ Based on guidance from the Diocesan Policy P.27 onwards

5. MIXED AGE GROUPS

Care should be taken to ensure that children in mixed-age activities such as choirs, are appropriately supervised. It is not possible to request DBS checks for adults in those groups unless they have specific responsibilities for children. In such groups, at least one person as well as the person leading the activity needs to be recruited safely, including a DBS check and to be designated to supervise the welfare of children involved.

6. STAFFING LEVELS

The recommended minimum staffing levels for children's groups are given below. More help may be required if children are being taken out, are undertaking physical activities or if circumstances require it.

0–2 yrs 1 person for every 3 children 1:3

2–3 yrs 1 person for every 4 children 1:4

3–8 yrs 1 person for every 8 children 1:8

Over 8 yrs 1 person for the first 8 children then 1 extra person for every extra 12 children.

Outings and outdoor activities are generally more demanding to supervise and consideration should be given to request extra qualified help when these are planned.

Each group should have at least two adults and it is recommended that there should be at least one male and one female.

If small groups are in the same room or adjoining rooms with open access between them, then it is possible to have only one adult per group, dependent on the nature of the activity.

Young people who are being encouraged to develop their leadership skills through helping, should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding. A young person cannot be left in sole charge of children until they have reached their 18th birthday.

7. TRANSPORTATION

Transport, travel or escort arrangements to or from church activities are the responsibility of parents if they make informal arrangements among themselves. They are the responsibility of the PCC if the PCC formally organises them, however parental consent must always be sought in advance. It should be clearly

understood by all concerned at which point responsibility for the child is passed from parent to church officer and at which point it is returned to the parent.

Cars must be in a roadworthy condition and drivers need to have comprehensive insurance and ensure that their insurance covers the giving of lifts relating to church activities. Drivers must comply with the law in relation to seat belts, child seats and booster cushions. At no time should the number of those travelling in a car exceed the usual passenger number. There should be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport one child on his or her own, the child must sit in the back of the car.

All those who drive children on church-organised activities should be over 21 and should have held a full driving licence for at least two years. Any driver who has an unspent conviction for any serious road traffic offence should not transport children on behalf of the church.

The use of minibuses: Appropriate arrangements, for example regarding insurance and driving qualifications, should be made by those driving minibuses on behalf of the church. Workers and helpers should sit among the group and not together. If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored. Before using a minibus, ensure you know the up-to-date regulations for its use and have had a trial drive. A mini-bus with seat belts must be used. All children must have a proper seat. An escort must always be taken.

8. RISK ASSESSMENTS

Risk assessments of new and existing activities should be made in order to identify hazards and take action to minimise risk. The same approach should be taken if buildings are hired or let. Risk assessments should be made covering outside activities including travel arrangements. If specialised activities are to be undertaken, appropriate instructors should be engaged and their credentials confirmed. Risk assessments of all children's and youth activities will be undertaken every two years as well as assessing the venue in which these activities take place. All risk assessments need to be signed off by the Risk Assessment Officer responsible for risk assessments.

9. INSURANCE

The PCC has made sure that they have adequate insurance cover, including public liability insurance, to cover all their activities both on and off site. The Ecclesiastical Insurance Group states: *"Ecclesiastical considers that the implementation of the House of Bishops Policy Document by all church organisations is essential for the maintenance of liability insurance in relation to the issues it addresses"*. Policies of insurance require the insured to take all reasonable steps to prevent injury, loss or damage occurring. Failure to take such precautions may prejudice the insurance arrangements in force. A duty therefore

exists upon the insured to research and adopt best practice based upon current and ongoing guidelines. ***It is also a condition of a policy of insurance that any incident or allegation is notified to the insurer immediately. Failure to comply with this requirement may prejudice any cover provided by the policy.***

10. HIRE OF PREMISES

It is recommended that all hiring agreements, both one-off and regular bookings, include a clause about safeguarding and child protection. The hiring body is required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and that they carry full liability insurance for this. The hiring body should abide by their own safeguarding and child protection policy if they have one, otherwise by that of St Mary's with which they have a hiring agreement.

A touchy subject¹²

The guidelines have already stated that inappropriate physical contact must be avoided, but is it inappropriate to hug a child who is obviously distressed?

All people need physical contact. Without such positive touching, we 'die' inside emotionally. It is an essential part of life and necessary for basic care, showing love and reassurance, for praise and communication. As far as touch is concerned we need to be wise. Touch only becomes dangerous when it lacks respect for the child, when it's about the adult's needs rather than those of the child's, or it is violent and abusive.

TAKING CARE OF TOUCHING

- 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 and not the staff/volunteers.
- Touch should be age appropriate and generally initiated by the child rather than the workers.
- Avoid any physical activity, which is, or may be thought to be, sexually stimulating to the adult or child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- There may be the rare occasion when it is necessary to restrain a child who is harming themselves or others. If this is the case use the least possible force and talk to the child at all times about what it is you are doing. All such incidents should be recorded and passed to the Child Protection Officer. You will also need to inform the parents of what has taken place.
- Staff and volunteers 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.

Physical contact during sport:

There will be times when St. Mary's Church activities involve sport and physical contact during sport should always be intended to meet the child's needs and not the adults. Staff and volunteers should only use physical contact if their aim is to:

- a) To treat an injury
- b) To prevent an injury or accident from occurring
- c) To meet the requirements of the sport
- d) Develop sport skills or techniques

¹² Based on guidelines from the Diocesan Policy P.24

Sexually active children¹³

An assessment to determine if there are child protection issues surrounding the sexual activity of a child.

| Indicator of Risk or Harm | Considerations for Assessment | Level of Concern |
|--|--|------------------|
| Is the child competent to understand, and consent to, the sexual activity they are involved in? | Competence is relative to the seriousness of the situation. The less a child is able to appreciate the risks involved in their sexual relationship the less s/he is likely to be able to protect her/himself. | |
| <p>Is the child under 13 years old?</p> <p>Children under 13 years old are considered of insufficient age to give consent to sexual activity (Sexual Offences Act 2003).</p> <p>Children 13 to 16 years.</p> | <p>All cases of children under the age of 13 years believed to be or have been engaged in penetrative sexual activity must be referred to Social Services/Police as a potential case of rape (rape is penetration of any orifice by a male penis).</p> <p>Sexual activity with a child under 16 is also an offence. Where it is consensual it may be less serious than if the child were under 13, but may nevertheless have serious consequences for the child's welfare.</p> | HIGH |
| <p>Are the living circumstances of the child secure and supportive?</p> <p>Are they attending school, are they living with their parents, are they or their siblings receiving services from Children's Social Services or another social care</p> | Young people whose home/social/school circumstances are not robust are likely to have lower self-esteem and less resilience and are therefore more vulnerable to coercion. They are less likely to be able to resist forceful or seductive sexual advances. | |

¹³ Taken from protecting sexually active children section of the London Child Protection Procedures. For more information see http://www.londoncp.co.uk/chapters/sg_sex_active_ch.html

| | | |
|--|---|--|
| agency etc? | | |
| <p>Is the relationship between those involved equal and consensual or are there power imbalances?</p> <p>Is the child in any way disabled or learning disabled or does s/he have a communication difficulty?</p> | <p>These can result from differences in size, age, material wealth and/or psychological, social and physical development. In addition gender, sexuality, race and levels of sexual knowledge can be used to exert power.</p> <p>Whilst a large age differential could be a key indicator, there can also be bullying present where the children are in a similar age relationship. There will also be instances when the sexual predator is a woman or girl and the victim is a boy.</p> <p>Disabled children are more likely to be abused than non-disabled children.</p> <p>A child is considered unable to give consent if the sexual partner is in a position of trust or is a family member (Sexual Offences Act 2003; and/or any pre-existing legislation).</p> | |
| <p>Is coercion or seduction/bribery involved including misuse of alcohol or other substances as a disinhibitor?</p> | <p>A child may not see the activities of another as aggressive, coercive or seductive. Similarly they may be unaware and reluctant to recognise that drugs and alcohol are offered to facilitate sex or sexual exploitation.</p> | |
| <p>Does the child's own behaviour, for example through misuse of alcohol or other substances, place him/her in a position where he/she is unable to make an informed choice about the activity?</p> | <p>Anyone who takes advantage of a child's temporary disinhibition or incapacity for sexual purposes, whether by accident or design, does so without consent. The sexual activity is always unlawful.</p> <p>Children who regularly abuse alcohol or</p> | |

| | | |
|--|--|--|
| | other substances are likely to need protection irrespective of their views. | |
| Has the sexual partner made attempts to secure secrecy beyond what would be considered usual in a teenage relationship? | Leaders/helpers should seek advice from the Safeguarding and Child Protection Team about what would be considered a usual degree of secrecy in a teenage relationship, if they are unsure. | |
| Are the methods used to secure a child's compliance and trust and/or secrecy by the sexual partner consistent with grooming for sexual exploitation? | Adults and children who are paedophiles are extremely adept at presenting themselves as benevolent (gifts, help, money) and trustworthy (friend of the family or responsible older friend). Adults and children who are pimps may develop the relationship with the child first, by offering them money or drugs, before coercing them into prostitution. | |
| Is the sexual partner known by one of the agencies as having or having had other concerning relationships with children/children? | Checks should be made with the Police. A decision not to request police information should be exceptional and supported by Child Protection Officer and must be recorded with clear reasons. | |

Risk Assessment Scoring

1. The indicators above should be assessed using a professional standard of judgement and individually rated as **HIGH**, **MEDIUM** or **LOW** risk.
2. A single occurrence of **HIGH** would be sufficient to generate a referral to Police and Children's Social Services.
3. Two or more occurrences of **MEDIUM** would be sufficient to generate a referral to Police and Children's Social Services.
4. Assessments of risk below these thresholds may also be referred to the Police and Children's Social Services.
5. Confidentiality is never absolute and, in most cases, competent professionals will be able to articulate the need for information from the police in a manner that does not undermine the integrity of the agency.

6. Decisions not to refer to the Police and Children's Social Services must be recorded as to why a decision was made not to refer.

Club leader/helper..... (signature)

(printed name) date

Child Protection Officer:..... (signature).....

(printed name) date

The flow chart on the following page is also taken from the London Child Protection Procedures, working with sexually active children. For further information please see http://www.londoncp.co.uk/chapters/sg_sex_active_ch.html

Working with Sexually Active Children

The child's welfare is paramount. Any departure from protocol needs to be agreed with the Designated Adviser & reasons for doing so must be recorded. Wherever possible the child should be encouraged to discuss the issues with a parent or person in position of trust.

Under 13 years old?

No

Yes

Age 13-16 years

Ages 16-17 years

An offence has been committed under Sexual Offences Act 2003

Assessment of risks to include:

- Fraser competence (see appendix iii for further information)
- Home circumstances
- Relationships? Any power imbalances
- Substance misuse as a disinhibitor
- Aggression
- Coercion
- Grooming
- Whether sexual partner is known to the Police

- Is this a vulnerable child & concerns about exploitation?
- Is sexual partner a person in position of trust or a family member?

Refer to LBB Children & Families Duty Social Work Team as a child in risk of significant harm

Refer to Police CAIT Team if abused by carer or a professional

Refer to Police Sapphire Team if it is a stranger abuse

No concerns. Continue to provide advice & support. Document reasons for not referring & re-assess as needed

Yes concerns. Refer to Children's Social Services and to Police as per LCPC procedures

Yes. Refer to Police & Children's Social Services

No. Continue to provide services, advice & support

Signs and symptoms¹⁴

The term ‘child abuse’ is used to describe a range of ways in which people harm children. This ‘harm’ can be in the form of physical injury, sexual, emotional, or spiritual abuse or neglect (failing to take steps to protect a child).

It is worth noting four points:

- That child can suffer from one or a combination of these forms of abuse.
- Abuse can take place at home, school, church or anywhere where children spend their time.
- It can happen to children of any age, sex, ethnicity, sexual orientation or disability.
- In almost all cases, the abuser is someone known (and often trusted) by the child such as a parent, carer, teacher, relative or youth worker.

| | PHYSICAL/DOMESTIC VIOLENCE | SEXUAL | EMOTIONAL | NEGLECT |
|--|--|--|---|--|
| S Y M P T O M S | Adults hitting, shaking, squeezing, burning, biting or attempting to drown or suffocate a child. | Enticing or forcing a dependent to take part in any sexual activity whatsoever that is inappropriate to their age, that they do not truly comprehend, and to which they are unable to give their informed consent. | Persistently withholding love and affection which are essential to a child’s development. | A child’s basic needs not being met such as an inadequate diet, being denied proper health care or being inadequately dressed. |
| | Giving the child alcohol, poison or inappropriate drugs. | The activities may include penetrative and non-penetrative acts. | Constantly shouting at, threatening or demeaning a child. | Failure to provide them with love and affection. |

¹⁴Based on the definitions used in the Diocesan Policy P.32-35

| | | | | |
|----------------------------------|---|---|---|--|
| | Munchausen's Syndrome by proxy is a condition where one or both parents invent stories of illness about their child and substantiate the stories by fabricating false physical signs e.g. by secretly administering dangerous drugs to their child. | Making a child observe inappropriate sexual behaviour, showing them pornographic materials or engaging them in discussion about sexual relations. | Being over-protective to the extent that a child is not allowed to mix with others. | Children left in situations that could be dangerous whether inside or outside of the home. |
| S I G N S | Have injuries that they cannot explain or cannot explain convincingly. | Stomach pains or discomfort when the child is walking or sitting down. | Delayed physical or emotional development, sudden speech disorders. | Being constantly hungry and sometimes stealing food, loss of weight. |
| | Have injuries on parts of their body where accidental injury is unlikely such as the chest, cheeks or thighs or bruising which reflects hand marks. | Bruising or other injuries on areas of the body not normally seen. For this reason they may only be noticed during activities such as swimming. | Compulsive nervous behaviours, excessive deference, lack of confidence, or need for approval, attention or affection. | Being dressed inappropriately for the weather or in an unkempt way. |
| | Cigarette burns, bite marks or scalds, especially those with upward splash marks where water has been thrown, or rings on the person's body where they have been made to sit or stand in very hot water. | | Reluctance to have parents contacted. | |

Other types of abuse include:

1. SPIRITUAL ABUSE¹⁵

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval. The issue of the exploitation of vulnerable children and adults by people in positions of power within the church is covered in some detail in the report "Time for Action", produced by Churches Together in Britain and Ireland (CTBI).

It is sometimes suggested that a child is possessed by evil spirits¹⁶ and that this may account for behavioural issues in the child or be considered to justify harsh treatment by the parents or carers. If parents seek the assistance of the Incumbent, this will be referred to the Safeguarding Team and the Bishop will be informed and consulted with.

2. DOMESTIC VIOLENCE

If a child discloses that there is domestic violence happening to a member of their family at home this is to be treated the same as an abuse disclosure. It may involve the child seeing or hearing the ill-treatment of another. The guidelines on P.26 should therefore be followed. Domestic violence is also an example of an issue that must be passed on even without the consent of a child, see P13.

3. INTERNET RELATED ABUSE

Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings. Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent.

4. BULLYING

There is no clear boundary between bullying and abuse, and a significant number of sex offenders are themselves minors. Young perpetrators of abuse are still children and are entitled to have their needs considered though steps may need to be taken to protect other children. Such cases should always be referred to children's social services.

¹⁵ Taken from 'Guidance to Churches' child protection manual published by the Churches' Child Protection Advisory Service (CCPAS)

¹⁶ P.18 Diocesan Policy

5. GANG ACTIVITY

Such children are at risk of violent crime and are therefore considered vulnerable. Risk includes access to weapons (including firearms), retaliation violence and territorial violence with other gangs. Other risks include increased likelihood of involvement in knife crime, dangerous dogs, sexual violence and substance misuse.

6. SELF HARM

For example overdose, cutting, misuse of drugs or alcohol. Local Safeguarding Children Boards vary in their approach to deliberate self-harm. It will always be appropriate to discuss such a case with children's social services.

7. FEMALE GENITAL MUTILATION

This is an offence and any suggestion that it is being sought or has been carried out should be referred to children's social services or the police.

8. CHILD TRAFFICKING

Child trafficking is the bringing of children into the country, sometimes without proper immigration arrangements, for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution. Such children may have little English. The police or children's social services should be contacted immediately if a church comes across such a child.

9. FORCED MARRIAGE

Disclosure of actual or possible forced marriage should not be treated as a family matter or be disclosed to family members. Children's social services or the police should be contacted.

10. PROSTITUTION

Children can be exploited by being given rewards in return for sexual activities. Internet and other media technology may be used in the abuse. Violence, coercion and intimidation are common. Regardless of the challenging behaviours they may display, exploited children should be viewed as victims of child sexual exploitation/abuse, not as criminals.

11. RADICALIZATION¹⁷

¹⁷ Taken from The Prevent Duty June 2015 by the Department for Education

Radicalization refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. During that process it is possible to intervene to prevent vulnerable people being drawn into terrorist-related activity. It is essential that staff/volunteers are able to identify children who may be vulnerable to radicalization. We are in a position to build children's resilience to radicalization by promoting Christian values and enabling them to challenge extremist views. It is important to emphasise that the Prevent duty is not intended to stop children debating controversial issues. On the contrary, churches should provide a safe space in which children and adults can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

What to look out for:

Many abused children become withdrawn, introverted and depressed, making it hard for outsiders to help. They also often suffer from low self-esteem. If they have been treated as though they are worthless they begin to believe it. The effects of abuse are long lasting and sadly many victims also suffer a sense of guilt believing that they themselves caused the abuse to take place.

Fortunately, abused children can be helped. What is vital is that you are equipped to recognise the signs of child abuse at the earliest opportunity so that harm can be stopped and the damage start to be repaired.

The list below is by no means exhaustive and a child could be suffering from one or a combination of the signs and indicators. It is important to remember that most children you know will have one or more of these indicators at some stage; so don't jump to conclusions. If you are concerned you must seek advice and help from the Child Protection Officer.

- Be alert to any injury a child cannot explain. If a child has an injury, ask yourself whether the accident seems ordinary and whether it appears appropriate in relation to the child's age.
- Be wary of bruising or other injuries inflicted on areas of the body not usually seen.
- An abuser may threaten a child or tell them that what has just happened they must keep a secret. For this reason, a child may hide injuries and avoid activities, which may reveal them.
- In the case of sexual abuse, inappropriate language or a preoccupation with sexual matters may arouse your suspicion. A child may know more than is natural for their age.
- Parents' and carers' attitudes towards a child may indicate emotional abuse – persistent insults, putting a child down, absence of affection. Also excessive or inappropriate discipline or rejection may be noticed.
- Neglect may become apparent through the child being insufficiently dressed for the time of year, repeatedly not being collected from activities, constantly seeming hungry or unwell or having medical conditions left untreated.

- Other indicators could be anti-social behaviour, low self-esteem, an over eager desire to please, self-deprecation, over-activity, clumsiness, unusual bruising or bleeding, self mutilation, recurring nightmares, unexplained sums of money, depression and passive or lethargic behaviour.

All observations, however trivial they may seem at the time, should be passed onto the Child Protection Officer or a member of the Safeguarding and Child Protection Team and will be recorded in writing and kept by the Child Protection Officer in an appropriate secure place.

Procedures if abuse is disclosed or discovered¹⁸

Worried About A Child?

If you are concerned about a child, please share your concerns with the Child Protection Officer or a member of the Safeguarding and Child Protection Team and **nobody else**. After discussion, contact a Duty Social Worker within the Referral and Assessment Team to discuss your concerns.

Children's referral and assessment team

Email: mash@bromley.gov.uk

Tel: 020 8461 7373 / 7379 / 7026

Fax: 020 8313 4400

Civic Centre, Stockwell Close, Bromley, BR1 3UH

To contact the Emergency Duty Social Worker (after 5pm Monday – Friday, weekends and bank holidays) contact: 020 8464 4848.

In the event of an emergency, please dial 999.

In the event of:

1. **DISCLOSED ABUSE**

It can take a great deal of courage for a child to talk to an adult about their abuse, because the child is 'telling' on someone who is more powerful than they are. They maybe having to betray a person who is not only close to them but also loved by them and they are risking a great deal in the hope that you will believe what they say.

¹⁸ Based on the procedures in Bromley Safeguarding Board's the child's journey in Bromley: a partnership model for providing services to support children and families in Bromley - including the safeguarding thresholds guidance. In particular P.15 onwards

Some helpful responses:

- *Remain calm, approachable and receptive.*
- *Listen carefully, without interrupting.*
- *Make it clear that you are taking them seriously.*
- *Acknowledge their courage and reassure them that they are right to tell you.*
- *Reassure them that they should not feel guilty and that you're sorry that this has happened to them.*
- *Let them know that you are going to do everything you can to help them and what may happen as a result.*

Responses to avoid:

- *Do not allow your shock or distaste to show.*
- *Do not probe for more information than is offered.*
- *Do not speculate or make assumptions.*
- *Do not make negative comments about the alleged abuser.*
- *Do not make any promises that you cannot keep, remember the confidentiality statement.*
- *Do not agree to keep the information a secret.*

What to do next:

a) If the Child Protection Officer or a member of the Safeguarding and Child Protection Team decides that the child is in immediate danger:

- A referral is made to the Social Services Emergency Duty Officer, 24 hrs, 0208 464 4848 or the Police direct. Tell them you are making a **child protection referral** and need to speak to the appropriate person and explain the situation to them. Also explain that you have the child with you at St. Mary's.
- Explain to the child the events which might happen next.
- Reassure the child that you will support them during the difficult time to come.
- When it is appropriate write down a careful record of what was said, using the child's actual words wherever possible, and how they appeared to be. Include in this report what you said, the date, place and time of disclosure, and then finally sign it as an accurate record of what happened. There is a sample records form in this policy. These are held by the Child Protection Officer.
- Stay with the child until either the police or social services arrive.
- The child may wish you to accompany them. You are under no obligation to do so, and you must use your own discretion. Seek advice from the Child Protection Officer.
- The next day you and the Child Protection Officer need to confirm your telephone referral in writing to Social Services within 48 hours, using the appropriate records sheet. Copies of these are held by the Child Protection Officer. Inform the Diocesan Safeguarding Officer, for their records, that a referral has been made.

- Also make sure you take the time to off-load onto a member of the Safeguarding and Child Protection Team, in particular the Pastoral Care Officer who is the Incumbent, as you will find this whole process quite draining, and your needs are important as well.

OR

b) You decide it is safe for the child to return home:

- Reassure the child they did the right thing in telling you.
- Explain to the child the events which might happen next.
- Reassure the child that you will support them during the difficult time to come.
- Explain that you and the Child Protection Officer will contact Social Services tomorrow and let them know what you have told them.
- When it is appropriate write down a careful record of what was said, using the child's actual words wherever possible, and how they appeared to be. Include in this report what you said, the date, place and time of disclosure, and then finally sign it as an accurate record of what happened. There is a sample record form in this policy. Spare forms are held in the Parish Office.
- You may wish to follow up with the child at your next group session they attend to see how they are doing. The child chose to tell you about the abuse because they trust you, it's important you maintain an attitude of care towards the child in the days, weeks and months following a disclosure.
- You and the Child Protection Officer must contact social services and make a referral. If this is done via the telephone it must be followed up within 48hrs using the disclosure of abuse multi-agency referral form. These are held by the Child Protection Officer.
- Also make sure you take the time to off-load onto a member of the Safeguarding and Child Protection Team, in particular the Pastoral Care Officer who is the Incumbent, as you will find this whole process quite draining, and your needs are important as well.

2. DISCOVERED ABUSE

In the volunteering that you undertake you will come to know the child/children very well. In the course of this you may well suspect that a child is suffering abuse; they could display signs as described on P21-22 of this policy document. If so you should follow the procedures detailed below:

a) You suspect a child is suffering from abuse:

- Share your concerns with the Child Protection Officer.
- Write down your concerns on the discovered abuse forms, (if available, if not, make a record on a piece of paper and transfer to sheet as soon as possible) and why you have concerns, making sure to include

any dates and times of specific incidents. There is a sample form at back of this policy you should use. Spare forms are held in the Parish Office.

- The above will be discussed, if appropriate, amongst the Safeguarding and Child Protection Team and a written record kept by the Child Protection Officer.
- The Child Protection Officer will monitor the observations and will contact Social Services or the CAF team (0208 461 7174) and seek advice on whether a referral should be made, if they think this is necessary.
- If this is the case and if Social Services advise such, the Child Protection Officer will discuss their concerns with the child and their family and seek their agreement in making a referral to social services.
- If the above is considered to put the child at risk, no such consent will be sought and the Child Protection Officer will contact the Social Services directly.
- The Child Protection Officer will confirm all telephone referrals in writing to Social Services within 48 hours using the discovered abuse multi-agency form.

b) You suspect a colleague is behaving inappropriately:

- Unless it is the Child Protection Officer whom you suspect, all such concerns should be shared with the Child Protection Officer.
- In the case of suspecting the Child Protection Officer you should contact the Chair of the Safeguarding and Child Protection Team. If it is this person you suspect you should contact the Diocesan Adviser for Safeguarding and discuss your concerns.
- If you suspect the Incumbent you should speak with both the Chair of the Safeguarding and Child Protection Team and the Diocesan Adviser for Safeguarding and discuss your concerns.
- In either case it is important that you write down your concerns and why you have them, making sure to include any dates and times of specific incidents. You should use the sample form at the back of this pack. Spare forms are kept by the Child Protection Team in the Parish Office.
- The Child Protection Officer will consult with the Safeguarding and Child Protection Team, where they will discuss what action to take.
- If there is evidence that a paid worker or volunteer is behaving inappropriately, that worker/volunteer will be suspended pending the outcome of an investigation.
- Any investigations will be handled by the police. Further advice can be sought from the Diocese, CCPAS and Bromley Safeguarding Children's Board.

Managing your own feelings

The existence of child abuse is both distressing and disturbing. As a caring adult, it is natural for you to feel shocked and angry. It is important, however, for you to manage your own feelings so that you can react appropriately. Awareness of child abuse can sometimes remind adults of painful situations in their own past. If this applies to you, you may find it helpful to talk to a member of the Safeguarding and Child Protection Team, especially the Pastoral Care officer who is the Incumbent. It can also be emotionally draining to accompany a child through an investigation, and it is important for you to be able to off-load your feelings.

Involving and informing parents

In line with the guidelines in the London Child Protection procedures¹⁹, which Bromley Safeguarding Board²⁰ has adopted, the Safeguarding and Child Protection Team will involve and inform parents in the following way:

CHILD'S CONSENT

1. You need to ask the child for their permission to pass this information on.
2. If consent is given then the referral can go ahead. This must be recorded.
3. If consent is not given then the referral cannot go ahead. This must be recorded.
4. If you think not making a referral puts the child at risk, you can override the child's non-consent and make the referral. If this is the case, talk to the Child Protection Officer and obtain their permission to move ahead in this way (the Frazer²¹ guidelines will be followed to make this assessment). This must be recorded and the reasons why.

“Whilst the child's view should be considered, it remains the responsibility of the professional to take whatever action is required to ensure the safety of that child and any other children.” 4.4.8 from the *London Child Protection Procedures*.

PARENT'S CONSENT

1. Where practicable concerns should be discussed with the family and agreement sought before making a referral.
2. If consent is given then the referral can go ahead. This must be recorded.
3. If you believe to obtain consent would put the child at risk then you must go directly to Social Services without notifying the parents. If this is the case you must talk to the Child Protection Officer and obtain their permission to move ahead in this way. This must be recorded and the reasons why.
4. It should be noted that referrals from named professionals cannot be treated as anonymous, so the parent/s will ultimately become aware of the identity of the referrer.
5. Where the parent/s refuses to give permission for the referral, you must seek advice from Social Services or the Churches' Child Protection Advisory Service (CCPAS) and the outcome fully recorded.

¹⁹ For a full copy of the London Child Protection Procedures go to their website <http://www.londoncp.co.uk>

²⁰ For copies of all the policies and procedures produced by Bromley Safeguarding Board go their website <http://www.bromleysafeguarding.org/documentdetails.asp>

²¹ See appendix for Frazer guidelines explanation

6. If having taken full account of the parent's wishes, it is still considered that there is need for a referral:
 - a. The reason for proceeding without parental consent must be recorded.
 - b. Social Services should be told that the parent has withheld their permission.
 - c. The parent/s should be contacted to inform them that after considering their wishes a referral has been made. The Child Protection Officer, accompanied by a member of the Safeguarding and Child Protection Team, would arrange a meeting with the parents to inform them of this decision.

Record keeping

Incidents of abuse may only come to light after a long period of time, in some cases many years, and so the retention of documents should be on an indefinite basis. Keep a copy for yourself and give the original to the Child Protection Officer who will hold them in a secure place.

The DBS Officer will also hold all DBS checks and references in a secure place for an indefinite period.

Documentation

The Safeguarding and Child Protection Team will keep in a locked cupboard in the Parish Office all relevant referral forms, including multi-agency referral forms, together with copies of the following record sheets:-

Disclosure of abuse record sheet (appendix iii)

Discovered abuse record sheet (appendix iv)

Concerns about a colleague record sheet (appendix v)

Data protection²²

The Data Protection Act 1998 contains principles governing the use of personal data. This means that the eight principles put in place by the Data Protection Act 1998 need to be applied. These say that the data must be:

- (i) fairly and lawfully processed;
- (II) processed for limited purposes;
- (III) adequate, relevant and not excessive;
- (iv) accurate;
- (v) not kept for longer than is necessary;
- (vi) processed in line with your rights;
- (vii) secure; and,
- (viii) not transferred to countries without adequate protection.

All records relating to volunteer appointments, including a note of when a DBS check was obtained will be kept by the DBS Officer in a secure place. Records of child protection matters will be kept, together with a note of the outcome, by the Child Protection Officer in a secure place. These will be retained even if the information received was judged to be malicious, unsubstantiated or unfounded.

²² Based on the guidance in the Diocesan Policy P.21

Appendix

- I. Useful safeguarding board and social care contacts**

- II. Fraser Guidelines**

- III. Disclosure of abuse record sheet**

- IV. Discovered abuse record sheet**

- V. Concerns about a colleague record sheet**

Appendix 1

Useful contacts:

Denise Partridge – Lead Officer for Education Safeguarding

020 8461 7669, Room B28, St Blaise, Civic Centre, Bromley BR1 3UH

(First contact regarding allegations against staff; advice and support regarding safeguarding matters; can provide specific whole school, or group, training)

Julie Daly – Head of Safeguarding and Quality Assurance

020 8461 7816, Room B33A, St Blaise, Civic Centre, Bromley BR1 3UH

(To be contacted in the absence of the above regarding allegation matters, plus advice on a variety of safeguarding issues. Please note that a duty team operates in Quality Assurance to offer advice regarding safeguarding matters. Please ring 020 8313 4325)

Bromley Safeguarding Children Board

020 8461 7563

020 8461 7816

(Training details/protocols/advice)

Jennie Clark – Education Welfare Service Manager

020 8313 4152, Civic Centre, Stockwell Close, Bromley BR1 3UH

(To be notified when a child is identified as not attending a school or not on a school roll; advice on Education Welfare matters, and to be informed when a parent withdraws a pupil to educate them at home. The EWS can also provide single agency basic safeguarding training.)

Angela Huggett – HR Consultancy Services Team Leader

020 8313 4083 (Advice on recruitment, discipline matters, terms and conditions etc.)

Social Care and Assessment Teams:

(For advice and to make referrals)

West District

Yeoman House, 4th Floor

57-63 Croydon Road

Penge

SE20 7TS

020 8461 7050/7058

East District

The Walnuts

Orpington High Street

Orpington

BR6 OUH

020 8461 7319

Jean Norton – WRL Adviser & EBP Manager

020 8462 5046

Education Development Centre, Church Lane, Princes Plain, BR2 8LD

(Educational visits/work related and volunteer programmes/business links.)

Creek Wier – Professional Development & Learning Manager

0208 461 6262

Education Development Centre, Church Lane, Princes Plain, BR2 8LD

(Safer Recruitment and safeguarding training)

Appendix 2

Frazer guidelines

*Frazer Guidelines*²³

Although it is an offence for a man to have sex with a girl under 16 (17 in Northern Ireland) it is lawful for doctors to provide contraceptive advice and treatment without parental consent providing certain criteria are met. These criteria, known as the Fraser Guidelines, were laid down by Lord Fraser in the House of Lords' case and require the professional to be satisfied that:

- The child will understand the advice and the moral, social and emotional implications.
- The child cannot be persuaded to inform their parents/guardians or allow you as the worker to tell them that you are seeking contraceptive advice.
- The child is having, or is likely to have unprotected sex whether they receive advice or not.
- The child's physical and mental health is likely to suffer unless they receive the advice or treatment.
- It is in the child's best interest to give contraceptive advice or treatment without parental/guardian consent.

²³ This was clarified in England and Wales by the House of Lords in the case of Gillick vs West Norfolk and Wisbech AHA & DHSS in 1985.

Disclosure of abuse record sheet

| Date of disclosure | Time | Place of disclosure |
|---|--|---------------------|
| Adults present were: | | |
| What the child/child said: | | |
| What you said: | | |
| Comment on how the child/child seemed and reacted: Name of child/child: D.o.B Address: | Action you took: Signed: Date: | |

Discovered abuse record sheet

| Dates of your suspicions | Times | Places |
|--|-------|--------|
| <ul style="list-style-type: none">▪▪▪▪▪▪▪ | | |
| <p>Concerns that you have:</p> <p>Name of child/child:</p> <p>D.o.B</p> <p>Address:</p> | | |
| <p>Signs that you think the child/child is displaying:</p> | | |
| <p>Action you decide to take:</p> <p>Signed: _____ Date: _____</p> | | |

Concerns about a colleague record sheet

| Dates of inappropriate behaviour | Times | Places |
|---|-------|--------|
| <ul style="list-style-type: none">▪▪▪▪▪▪▪ | | |
| Adult in question: | | |
| What is concerning you: | | |
| Action you took: | | |
| Signed: | Date: | |

Volunteer Policy and Procedures

All Volunteers and staff also adhere to St Mary's Volunteer Policy and Procedures. This is to be read in conjunction with the Safeguarding and Child Protection Policy and Guidelines. The contents of the Volunteer Policy are as follows:

- 1. Recruitment of volunteers including safer recruitment practices**
- 2. Role of the volunteer**
- 3. Induction and training**
- 4. Support**
- 5. Expenses**
- 6. Diversity**
- 7. Health & safety**
- 8. Insurance**
- 9. Role descriptions**
- 10. Volunteer agreement**
- 11. Complaint procedure**
- 12. Contact numbers for Sunday Clubs Committee**