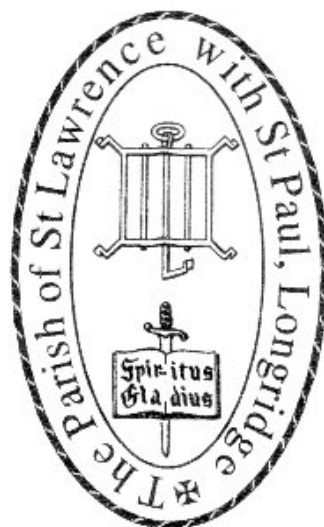


# Diocese of Blackburn

## Parish of St Lawrence with St Paul

### Policy on work with children and young people



Revised September 2010

## **THE PARISH OF ST LAWRENCE with ST PAUL, LONGRIDGE**

### **The Parish Policy on work with children and young people.**

Christians are called to recognise the unique status of children. There is a special need to respect them as individuals and protect them in their vulnerability. Within the kingdom of God children matter in their own right and are to be taken seriously.

The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. As Christians we recognise that all of us should be walking in the way of Christ. All who work in a paid or voluntary capacity for the Church are given power to influence the lives of children and young people and need to exercise the greatest care in their use of that power and must avoid taking advantage of trust.

The purpose of the Policy is to promote a code of practice for all work with children and young people which acknowledges the responsibilities which we have as Christians for the children and young people in our care and to make sure that such work is undertaken to the highest standards possible. This will enable the parish not only to conform to the requirements of the law, but also enable children, young people and their leaders to live and work within a safe and caring Christian setting.

**The Parish of St. Lawrence with St Paul therefore commits itself to providing a safe and creative environment for all its work with children and young people.**

The Policy will be developed by following the Blackburn Diocesan Guidelines which have incorporated the requirements of the Children Act 1989, the Home Office recommendations "Safe From Harm" 1993 and the House of Bishop's Policy Document 'Protecting All God's Children', 2004. Also Included is reference to government legislation influenced by the Police Act 1997, the Data Protection Act 1998, The Human Rights Act 1998 and the recommendations from the Government's Green Paper 'Every Child Matters' 2003.

Our first priority is to create a safe setting as the context for our work with children and young people and then work within set procedures which will endeavour to keep us all safe from harm.

## **From the Bishop of Blackburn**

The house of Bishops Guidelines, "Protecting All God's Children", places a duty on all dioceses to adopt clear and practical child protection procedures to ensure the general well being of children and young people in their care.

Our work with children and young people is at the forefront of our mission to pass on the Christian faith and help people grow to live good Christian lives. It is essential that in carrying out that work we adopt the highest standards and procedures to ensure that those young people entrusted to our care are safe. It is also essential that we have in place procedures that protect those who work with young people. We are all only too aware of the way people's lives can be destroyed by abuse and, sadly, false accusations.

The Church, of course, has always been at the forefront of work with young people and that brings with it a responsibility to espouse the highest standards and procedures to ensure the safety of those with whom we work. There are those who are constantly looking to identify our failings, just as they did with Christ himself.

All those who work with young people at this time are questioning the ever-increasing bureaucracy which goes with that work. There is, unfortunately, no answer to this and it is something we will simply have to live with. Our challenge is to go and make disciples of all nations and to suffer little children to come unto us, so we may share with them the joy and peace of the risen Christ.

## **From the Vicar, Child Protection Officer and Churchwardens**

We are sure that as someone who is involved in working with young people you will want to adopt the highest standards and implement our Parish's policies and procedures to the best of your ability in order to give our young people an excellent and worthwhile experience, protecting both them and you. Remember that should a problem arise we are here to offer advice and support.

## **Establishing the Procedures**

These procedures for those working with children and young people in the parish replace former documentation and have been amended according to the Blackburn Diocesan Guidelines of February 2009.

Appropriate training on these procedures will be given to those involved in working with children and young people in the parish, initially by the Child Protection Officer and the Vicar assisted by the appropriate Key Leaders of each group. At the annual review of the groups more training will be given as appropriate and necessary.

All registered leaders of children's and young people's groups will be provided with copies of these procedures. All other children's and young people's groups which may use our church buildings will be advised of this parish's procedures and, where necessary, given copies. It is understood that some of these groups will have their own Child Protection Measures.

Each member of the PCC will be given a copy of these procedures. Any amendments and adaptations will be authorised by the PCC and noted in the minutes. Amendments will be noted in the parish's document, sited in the Parish Office, by the Vicar/Child Protection Officer. All leaders will be informed of necessary amendments.

The parish's procedures will be reviewed annually by the PCC.

# THE PARISH OF ST. LAWRENCE WITH ST PAUL, LONGRIDGE

## The Procedures to implement the Parish Policy on work with children and young people.

### Glossary:

**Church Groups** = the groups which are run by the church and where the PCC has direct responsibility for appointments and monitoring, i.e. currently Crèche, Walkie Talkies, Choir, Confirmation Group

**Key Leaders** = those with the overall responsibility within a group, the senior leaders.

**Leaders** = all those involved in leadership of a group at whatever level.

### Creating a safe setting

#### Staffing

Whenever possible, leaders will not work on their own.

With all church groups a minimum of two leaders will work together.

When, in exceptional situations, the establishment of a small group that does not require more than one leader has been approved by the PCC, the Child Protection Officer will make note on his/her records and provide additional monitoring of the group.

At no time will anyone under 18 years of age act as a leader, but, when appropriate, a person under 18 years of age may act as an assistant under the supervision of a recognised leader.

Within all groups it is hoped to attract and recruit both male and female leaders, but with groups for those young people over 10 years of age, the aim will be to ensure, when possible, that both a male and female leader is present.

At times when the numbers of leaders is unexpectedly low (e.g. leaders fail to turn up due to illness) the remaining leader(s) should, if necessary, change or reduce the activities planned in order to maintain control of the session. If possible a parent could be asked to stay in such an emergency or be asked to contact another recognised leader.

Rather than cancel a session for a church group, other people on the Parish Register can be recruited to assist the remaining leader(s) with that session.

Where it is either necessary or appropriate for a leader to work alone with a group or in a one-to-one situation (e.g. counselling or confidentiality), the arrangements should be reported to other leaders and, where appropriate, be agreed with the parents.

The following ratios will be followed, when possible, with all church groups:

0 to 2 years	1 adult to 3 children.
2 to 3 years	1 adult to 4 children.
3 to 8 years	1 adult to 8 children
8+	1 adult to 10 children.

In particular circumstances, such as vigorous sports, trips, group visits etc. the ratios will need to be higher. The group leaders will recruit additional helpers for such one-off situations. In order to cater for those children and young people with particular special needs and to provide adequate care and supervision, the leadership ratio will need to be higher, allowing, where possible and appropriate, individual carers. These will be agreed with the parents.

### **Transport**

Where it is necessary to transport children and young people to activities, transport arrangements, must be included on the Parental Consent Form. Ideally, if cars are being used there should be another adult in the car as well as the driver.

Seat belts should be worn at all times and it is the driver's responsibility to ensure that each passenger is provided with a seat belt.

If it is not possible for another adult to travel in the car, the group should travel in convoy so that assistance is close at hand if necessary.

Each driver is responsible for the insurance of his/her vehicle and must agree for its use for a group activity.

When a mini-bus is used it is important to ensure that seat belts are fitted and in use. At all times another adult should travel in the vehicle with the driver.

The use of mini-buses is only allowed where qualified drivers follow the Midas agreement.

### **Insurance**

The Parish Insurance Policy will cover the PCC for the "normal" church activities on church premises (e.g. Sunday Morning Crèche). The PCC will be aware of the normal programme of activities for each group. In the event of any "extraordinary" events/activity within the programme, e.g. outings, trips, details will be submitted to the PCC for approval in advance of the event/activity. The PCC will record its approval in the minutes of its meeting.

It will be in order for the Standing Committee on behalf of the PCC to give approval for a programmed activity and its decision should be minuted.

The church policy does not cover the volunteers' liability, so the PCC will approve each activity and the appropriate leadership. The PCC's approval will be minuted. Where changes in arrangements/personnel are necessary it will be in order for the Standing Committee to approve these changes, but this must be reported and minuted at the next PCC meeting.

The PCC recognises that some activities with our children and young people's groups may be deemed 'extraordinary' and necessary advice and guidance would be sought from Blackburn Diocesan Board of Education before any decision was made.

For any activities or visits off site (church building premises) we will follow the guidance given in the Diocesan Guidelines for Off Site Visits, included in this document as Appendix 1

### **Fire Regulations**

It is important that the fire regulations are understood and enforced.

All group leaders will be informed of the fire regulations and the procedures should there be a fire, and shown the positions of the fire extinguishers and the fire exits.

It is the responsibility of the leaders to check that the fire exits are not obstructed and that they are left unlocked during group sessions.

It is the responsibility of the PCC to ensure that the fire equipment is checked regularly and that the emergency procedures are displayed.

A plan of the church, showing emergency exits and the position of the fire fighting equipment, is included in this document in Appendix 2.

### **First Aid**

There will be a First Aid kit provided for use by all groups in each church. These are located in the kitchen at St Paul's and in the Parish Room at St Lawrence's. It is the responsibility of the PCC to ensure that these are checked and restocked as necessary at regular intervals.

All leaders will be informed as to the location of the First Aid kits and their contents. If possible, there will be a trained First Aider on hand and, in the event of an accident within a group at the time of a church service, assistance from other members of the congregation with the particular expertise can be sought.

For events and activities off the church premises, parents will be informed if there is not a First Aider amongst the leadership available. Particular care will be taken about the storage and administration of any drugs or medication to children and young people. If it is necessary to administer drugs or medication to any child or young person, permission and instructions in writing must be asked for from the parent or responsible carer, as will agreement to 'no liability' of the leaders. In no circumstances will drugs or medication be administered otherwise.

Any accidents will be recorded in the loose leafed Accident Book that is located with the First Aid box, including details of those involved and treatment/action taken. Entries will be signed and dated.

### **Parental Consent**

Consent forms will be used in the following circumstances:

- When the group is meeting outside its normal meeting time and/or place.
- When the group may be involved in a potentially hazardous activity.
- When the topic for the meeting could be deemed to be controversial or outside the normal remit of the group's programme.

Parental consent will be required for any "All Age" events and activities where children and young people unaccompanied by their parent(s)/responsible carer may be present. Adults willing and able to act in loco parentis will need to be identified and agreed with the parents in writing.

In some circumstances, e.g. group visits to a Theme Park, attendance at Diocesan/Deanery celebrations or events, being part of a Festival, it will not always be practical or possible to maintain constant supervision. For such events parents will be informed of the arrangements and understand the level of supervision that can be provided. Parental consent forms will be used for each appropriate activity.

Blank copies of Parental Consent Forms will be kept by the Child Protection Officer and Key Leaders and made available to groups as and when necessary.

Copies of the forms to be used are included in this document in Appendix 7.

### **Aims and Objectives**

For each church group there will be a description of its purpose, including the age group it covers, the overall aims, current Key Leaders, the insurance cover arrangements, its meeting place and times and a brief description of its range of activity. In the first instance these will be drawn up on a Group Compliance Form by the Key Leaders for each group and taken to the PCC for approval.

The Child Protection Officer will keep copies of these and the PCC will maintain a file of this information.

Each leader will receive a specific role description for the involvement undertaken.

Model copies of the Group Compliance Form and the Aims and Objectives Form can be found in Appendix 7.

## **Creating a clear framework**

### **Child Protection Officer**

The Vicar and the PCC have appointed Malcolm Welch as the Child Protection Officer. The role is to provide advice and support to all leaders of church groups for under 18s, to advise the PCC and to act as a reference person for the development of good practice. In no way does this appointment relieve adult leaders or the PCC of their responsibilities. The PCC requires that leaders will give the Child Protection Officer their fullest support and co-operation.

The Child Protection Officer can be contacted at the address given in the parish's monthly magazine (or by other recorded method).

A full role description for the post of Child Protection Officer is included in this document in Appendix 7.

### **Independent advice and disclosure**

Advice on advocacy for children will be included in leaders' initial training by the Child Protection Officer and/or Key Leaders.

### **Register of all roles offering access to the under 18s.**

The Vicar and the Child Protection Officer will maintain a record of which roles within the church currently involve or could involve access to children and young people. This will be agreed by the PCC with advice, as necessary, from the Child Protection Officer.

The list will include roles that are or can be held by stipendiary staff, employees and volunteers. Any new roles will be evaluated for access to under 18s by the Vicar and the PCC.

A list of roles which allow access to under 18s is included in this document in Appendix 4. It will be updated as necessary.

### **Register of volunteers working with the under 18s.**

The Vicar with the Church Wardens and the Child Protection Officer will maintain a list of all adults who have been registered as having access to children and young people. The list will contain names, addresses, telephone numbers and which group and role they have been registered to work with. The list will be updated as necessary and the information submitted to the PCC.

There will be a confidential file with information of each volunteer. This file will be kept in a locked filing cabinet in the vicarage. Only the Vicar, Church Wardens and the Child Protection Officer will have access to the file. The Church Wardens and the Co-ordinator will take responsibility for its safe-keeping during an interregnum.

All registered leaders will be over 18 years of age. For one-off events which require additional helpers, a list of those recruited to act as helpers who must hold CRB clearance, including names and addresses, will be submitted to the PCC or Standing Committee for approval prior to the event.

The PCC recognises the appointments procedures of the Church Lads' and Church Girls' Brigade. All leaders of this group will be included in the parish's register of volunteers. The leaders of any other user groups involving children and young people will be included in the parish register, although their appointments will not necessarily be the responsibility of the PCC.

Each user group of church buildings will be required to complete the User Group Registration Form a copy of which can be found in Appendix 7.

### **Role Descriptions**

Each person undertaking work with under 18s will have a clear role description which will set out the key features of what that role involves, how this relates to other volunteers and to whom the person is responsible. The role descriptions will be agreed with the Child Protection Officer. When new appointments are made role descriptions will be part of the appointment process.

Role descriptions for current posts in church groups for children and young people can be found in Appendix 7.

### **Regular Reviews**

The leaders of each church group will meet together regularly to discuss and review their work. Arrangements for these meetings will be the responsibility of the Key Leaders for each group. They will be expected to submit their programme of activities to the PCC for approval. Annually the Child Protection Officer and the Key Leaders will prepare reports to be presented to the PCC to enable the PCC to review the work. This review will happen at the summer meeting of the PCC.

It is noted that the Church Wardens will be required to complete information regarding the parish's policy and procedures for the Archdeacons' Visitation Articles of Enquiry.

The list of registered roles should be reviewed annually by the PCC.

All leaders of church groups will have their role description reviewed individually and annually by the person to whom they are responsible named on their role descriptions, together with the Child Protection Officer.

### **Training**

All leaders of church groups will be given copies of the Parish Policy and Procedures and opportunity to familiarise themselves with the content. All leaders will be guided by the Key Leader(s) and/or the Child Protection Officer through the procedures for dealing with disclosure of abuse.

All new leaders on registration will receive an induction from the Child Protection Officer which will explain the Procedures. They will be given their own copy of the Parish Policy and Procedures.

Key Leaders will be required to offer new leaders an initial induction to their specific role within the group and to make sure that they are familiar with the procedures as they affect the particular group with which they are involved.

The PCC are keen that all leaders should be encouraged undertake training which is relevant to the age group with which they will work.

The PCC has funding to support leaders with training costs and, where relevant, travel and/or childcare expenses as and when necessary. Enquiries should be made via the Vicar.

### **Attendance Records**

Records of children and young people attending church groups will be kept in registers or as a simple card index system. The information in the registers and/or card index will include names, addresses, telephone numbers, date of birth and an emergency contact number. A copy of an Annual Registration Form can be found at Appendix I

It is the responsibility of each leader to keep the attendance record of the children and young people with whom they work. If appropriate, any young adults who are included as helpers must also be included in the register.

Records will also be kept of children and young people attending church activities. It will be the responsibility of those organising the activity to make the record. The Child Protection Officer will advise as necessary. For all “off-site” activities such as trips, outside events, away days or any activity requiring staying away overnight, this parish will follow the Diocesan Guidelines for Off Site Visits, a copy of which is included in Appendix 1. This includes off site visits during normal meeting times (form included in Appendix 7). PCC approval will be required for specific off site visits.

# Appointing new leaders

## Procedure for appointments

All adults taking up new roles with the possibility of access to under 18s will be required to comply with the parish's appointments procedure.

It is a requirement that the person(s) recruiting follows the procedure and is responsible to the Vicar and PCC. The Child Protection Officer can be consulted to offer advice and support and will also monitor appointments made.

It is a requirement that a volunteer does not assume a leadership role until this procedure is completed.

### 1. Preparation for appointment.

Before approaching or advertising for volunteers, the person(s) responsible for recruiting should ensure that the agreed Aims and Objectives for the particular role or work are available together with an approved role description.

### 2. Expressions of interest.

The recruiter will notify the Vicar or the Child Protection Officer of expressions of interest and ensure that there is not a prior reason for not proceeding to the next stage.

Any people wishing to work with children and young people must have a commitment to them. They must have relevant experience to undertake the role or, if not, be willing and able to undertake suitable training within the first 12 months. They should have an understanding and respect of the background and culture of the young people with whom they will be working. They need to have a clear understanding of the aims and objectives of the role they are about to fulfil.

If any leaders are appointed as paid employees, the parish will seek the advice of the Diocesan Board of Education in regard to forms of contract and related material.

### 3. Declaration Form.

If the volunteer wishes to take up the role of leader, then he/she is required to complete the Confidential Declaration Form (in Appendix J) and must also complete an application form for an Enhanced CRB Disclosure. This will then be returned to the CRB Officer at the Board of Education. The parish will follow the Diocesan Guidelines re Obtaining a CRB Disclosure.

### 4. Checks and references.

If the person is to be a paid employee, references will be obtained. If the person is to be a volunteer, then references must be obtained, except where the person has been known to the vicar for more than three years or has been a regular worshipper at the church for more than two years. Any references obtained will be checked and validated by the Vicar and the Child Protection Officer.

The Vicar and the Child Protection Officer will make a decision about the suitability of the volunteer and a record will be made in that person's file of any actions, advice, reasons or justifications which they regard as appropriate. They may make recommendations as to the nature of the role or specify training requirements.

In the case of a person deemed to be unsuitable, any records on file will be kept secure in the locked filing cabinet in the Vicarage for any appropriate future reference.

## **5. Confirmation**

The CRB will communicate directly with the person concerned. He/she will be asked to bring their enhanced disclosure certificate. A record will be made of the serial number and the certificate returned to the person concerned. If the disclosure includes any information about any item, advice will be sought from the Bishop of Blackburn's Child Protection Officer.

The Vicar will confirm the appointment with the recruiter. The appointment will be confirmed at the next PCC meeting and the name of the person added to the register.

## **6. Induction training**

The Vicar, Child Protection Officer and the Key Leader(s) will provide the induction training as appropriate and necessary.

# Dealing with abuse

## Introduction

The Vicar and the PCC of this parish are committed to a policy that abuse is taken seriously, that we co-operate fully with the statutory agencies and that we do not conduct our own internal investigations.

**Remember that diagnosis is a specialist task, so you would normally be dealing with your personal suspicions or with a disclosure from a child or teenager.**

**Please take either situation very seriously and act according to the advice below. Your actions could save further pain and suffering.**

## Abuse takes many forms:

The Government has gained an inter-agency agreement on what constitutes abuse:

- a) Neglect: is persistent or severe neglect of a child which results in a serious impairment of a child's health or personal development.
- b) Physical: physical injury by deliberate action or by not knowingly preventing.
- c) Sexual: involving Under 16s in sexual activities which they are unable to comprehend or give informed consent, or which crosses normal social taboos.
- d) Emotional: persistent or severe emotional ill-treatment or rejection having an effect on behaviour and emotional development.
- e) Grave concern: situations where an Under 18 year old is deemed to be at risk of abuse, e.g. when another child is being abused.
- f) Situational abuse: where social or economic situations determine that a child cannot develop or thrive properly.
- g) Systemic abuse: not, as might be expected, meaning long-term, but meaning where the "system" designed to protect in itself produces abuse, e.g. abuse in Children's Homes.

## Warning signs

**It cannot be over-emphasised that “diagnosis” is a specialist social and medical task and that these signs might be indications of other problems.**

The NSPCC lists the following as being signs for lay people to watch for. This parish accepts and adopts this list:

- Aggressive behaviour or severe tantrums.
- An unexpected air of “detachment” or “not caring.”
- Sexual explicit behaviour inappropriate to the age group, including open or aggressive sex play.
- Child is happier away from home, or is kept at home for unexplained or inconsistent reasons.
- Does not join in with activities, ignores friends and suddenly does not trust adults.
- Complains of “funny pains” with no medical cause.
- Eating problems, under and over.
- Running away.
- Suicide attempts.
- Self injury.
- Depression and withdrawal.

Plainly some of these may be everyday behaviour for a ‘normal teenager’, but **remember that the diagnosis is a specialist task.**

## Thinking through and rehearsing how to react.

A positive calm response is crucial to the child or teenager whether the adult is dealing with suspicions or disclosure. Above all, do not avoid the issue; children suffer for years as a result of adults not acting on well-founded suspicions or mishandling disclosures.

### Some advice:

- Be prepared and ensure that other volunteers are also prepared. Rehearse what you might say.
- Believe the child. Even if you think the disclosure is malicious you need to act. A clear verbal disclosure is a supreme act of trust, particularly for young children.
- Do not promise absolute confidentiality or anything else that you cannot guarantee.
- You may need to discuss the matter with the Child Protection Officer and or Vicar or report without their consent.
- Do not investigate allegations, confront abusers or make hasty judgements.
- Be prepared for strong feelings of guilt, fear and anger within yourself and other volunteers that become involved.
- Don’t let surprise at the identity of the abuser prevent you from acting. People with high standing in the community, people with caring roles and even personal friends of many years can all be abusers.
- If you really cannot cope with the situation involve another person, the Child Protection Officer or the Clergy. Do not let this new person dissuade you from taking the matter further.

## **The required Parish Procedure**

- a) Allow the discloser to talk. Create the space and time for this and demand that other people allow this. If possible, make some notes as is practical and sensitive.
- b) With “suspicions”, think through the signs and, if necessary, check with the NSPCC Help line on an anonymous basis.
- c) Make the decision whether or not to report. (Seek advice from the Child Protection Officer or vicar)  
  
If yes, contact the NSPCC or Social Services or assist the abused person to make a report.  
  
If the child is in immediate danger (e.g. returning home at the end of a session), contact the Police on 999.
- d) Ensure that the child or young person knows that they can return for help or contact other agencies such as NSPCC or Child Line.
- e) Advise the Vicar or, if the allegation is against the Vicar, the Church Wardens.
- f) Either the Vicar or Church Wardens must then report the circumstances to the Bishop of Blackburn’s Child Protection Officer.
- g) Or if the alleged abuser is a licensed clergy person or lay worker, then the Diocesan Bishop must be informed by a Church Warden or other responsible person.
- h) Where the abuse has taken place in a parish context, the PCC Treasurer will notify EIG in case of a subsequent claim.

In all cases strict confidentiality must be observed.

## **What comes next**

Once the matter has been reported, an official investigation may have to be undertaken. This will be very stressful for all concerned. It is important that work with young people continues and therefore essential that anything that you have been told is treated as strictly confidential, apart from passing on information as identified above.

Sadly, we live in a world where people are often considered guilty until proven innocent. Malicious allegations of abuse are just as damaging and devastating to those accused as abuse can be to a child or young person. It is therefore essential that any information you have been provided with is treated in the strictest confidence.

## **Sexual Exploitation**

The most common form of sexual exploitation is the ‘grooming’ of young people over the Internet by adults.

A lesser well known form of sexual exploitation is carried out by individual or small groups of men usually in the 20 to 30 years age bracket who identify where groups of young people meet up e.g. out side ‘take-aways’, off- licences or even youth clubs.

These adults befriend the young people and over time 'groom' them until the most susceptible young person is invited for a car ride which then leads to more serious events.

Adults need to be alert to unknown adults chatting to young people before or after activities and immediately raise any concerns with the Child Protection Officer or the Vicar.

## **Off Site Visits**

**An off site visit is any visit which involves leaving the normal meeting place.**

Where, for example, the Sunday School meets on a regular basis in a building not on the same site as the church arrangements for moving children can be part of the overall policy agreed by the PCC. Taking children into the park or other place on a warm summer day as an alternative to staying in the hall will require approval under this guidance.

In all cases where an off site visit is planned the permission of the PCC must be obtained prior to the visit. The PCC minutes should clearly show that they have given approval.

The Health and Safety Regulations 1999 require PCCs to:

- Assess the risk of any activity
- Introduce measures to those risks
- Inform all those involved in those activities of the measures they have taken

Those who are responsible for visits must

- Take reasonable care of their own and other peoples safety
- Follow guidance issued by the PCC
- Carry out activities in accordance with in a safe and reasonable manner

In common law those who organise visits have a duty to act as any reasonably prudent parent would in the same circumstances.

### **PCC Guidance**

The PCC have duty to establish a written procedure for different types of visit.

All visits should be preceded by a risk assessment. The risk assessment should include the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place
- What are the emergency procedures?

The risk assessment should be included with the request for the PCC to approve the visit.

Regular visits to a park or swimming pool may not need a risk assessment every time (but each visit does need specific approval from the PCC). It is essential not to become complacent.

## Risk Assessments

The following should be taken into consideration. This is not an exhaustive list.

- The type of visit/activity and the level at which it is being undertaken
- The location, routes, mode of transport
- The competence, experience, qualifications of the staff involved
- The ratios of staff to children. This should include an assessment of those who have an enhanced CRB Disclosure and can have unsupervised access and those who do not and must not have unsupervised access. In the case of a residential visit no adult should be present who does not have an enhanced disclosure.
- The group members age, competence, fitness and temperament for the activity
- Any special medical needs of participants
- Conditions, weather etc.
- The quality, suitability of equipment
- Qualifications, insurance etc. of any organisation or group who will be involved in the activity. It is not good enough to assume that because a group offers to carry out an activity it is qualified or insured to do so.
- Emergency procedures
- Who will provide first aid if it is needed
- Means of coping if a child becomes unwell.
- Ways of monitoring risks throughout the activity.

The information provided to the PCC should also include

- Information provided for parents (a parental consent form is required for each visit)
- Transport arrangements and details of the contact person, not involved in the visit, who will hold lists of those being transported
- Supervision ratios (young people under 18 do not count and must be included in the numbers to be supervised) There is a need to assess the male/female make up of the group. High risk activities inc. swimming need higher ratios
- Some activities are designed to allow participants to be independent. Where remote supervision is part of the visit it is essential to ensure that parents have agreed to it. A trip to Camelot may well involve young people being allowed to wander in the park – this does not reduce the responsibility of the group leader.

The risk assessment should be available to all those involved in leading and supervising the visit.

## Transport

- **Private Cars** – it is essential to make sure that the driver has the relevant insurance cover for transporting children. The maximum number of people in the car must be no greater than the number of seat belts. Procedures need to be agreed in the event of a car breaking down or needing to return early.
- **Minibuses – Self Drive** – make sure the driver has the relevant driving licence and the hirers insurance covers the trip. Minibuses should have seat belts for each

occupant. It is advisable, in case of an emergency, to have an adult in addition to the driver in each minibus even if the supervision ratios do not require it.

- **Coach travel** – Coaches should be fitted with seat belts.

In all instances a person not travelling should have a list of names of those in each vehicle in case of an emergency and be the emergency contact point.

### **Role of parents whose own child is involved in the visit**

If a parent brings their own child who would not normally be involved in the visit e.g they are too young, then the parent cannot be counted as one of the supervising adults. In such cases, it will be necessary to increase the adult ratio to children, making sure there is always one extra adult than the numbers normally would necessitate.

Parents whose own child is on the visit must be fully aware of their role with regard to all children.

### **First Aid**

The Health and Safety Executive recommend that:

- The minimum first aid provision for a visit is a suitably stocked first-aid box and a person appointed to be in charge of first aid arrangements.
- The first-aid box should contain:-
  - Six individually wrapped sterile adhesive dressings
  - One large sterile unmedicated wound dressing approximately 18cm x 18cm
  - Two triangular bandages
  - Two safety pins
  - Individually wrapped moist cleansing wipes
  - One pair of disposable gloves
  - A resuscitator for hygienic mouth to mouth resuscitation

All minibuses are required by law to carry a first-aid kit.

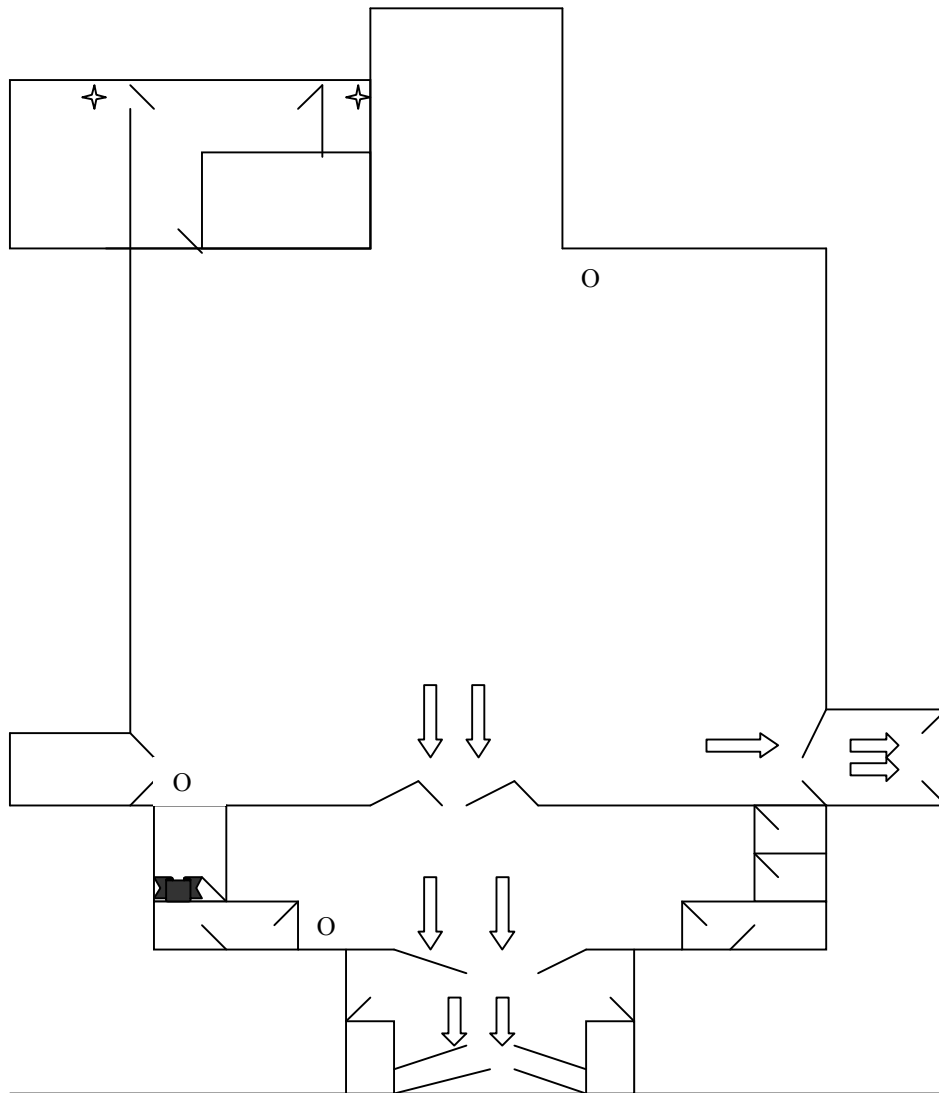
### **Getting PCC approval**

It is recommended that:

- Low risk visits i.e visiting a park or taking a football team should be approved at a suitable PCC meeting prior to the visit
- Medium risk visits i.e. swimming, coastal visits, theme parks should be approved at least one month in advance.
- High risk visits e.g. residential or trips abroad should be approved at least four months in advance

If the PCC do not approve the visit and make a clear indication of their decision in the minutes it is likely that the visit will be uninsured and if an incident happens the leader will possibly be personally liable.

**Parish of St. Lawrence with St Paul, Longridge,  
Plan of St Paul's Church showing Fire Exits and Extinguishers**



- O = water extinguisher
- ☆ = carbon dioxide extinguisher
- = fire blanket
- = fire exit

### **Parish of St Lawrence with St Paul, Longridge**

#### **ROLE DESCRIPTION FOR THE CHILD PROTECTION OFFICER.**

The Child Protection Officer will ensure that any person who is working with children or young people within the church community under 18 years of age or who has access to the under 18s through their church role, understands what they must do to protect children from harm. The Co-ordinator will also draw the attention of other people using the church or other church buildings to the need to protect children.

To do this:

- He/she will become familiar with the Diocesan Guidelines on keeping children safe and may attend any courses arranged by the Diocese to do this.
- He/she will be available to consult with the Vicar over any problem which may arise about the suitability of anyone wishing to become involved in working with children or young people within the parish, and will be involved in the appointment procedure for all new leaders.
- He/she will be available to advise any leader on matters regarding the safety of children and young people.
- He/she will be available to offer advice and guidance to any new leaders completing the Declaration Form and CRB Disclosure.
- He/she, together with the Vicar, will have access to records of leaders and will, during an interregnum, take responsibility with the Church Wardens for their safe-keeping.
- He/she and the Vicar will notify the PCC of any additions to the Register of Volunteers working with the under 18s and the Register of Roles allowing access to Under 18s.
- He/she will be available to provide introduction to and guidance on the Parish's Policy and Procedures for all new leaders together with the Key Leader(s) as and when necessary.
- He/she will have responsibility for organising annual reviews for Key Leaders and Assistant Leaders and for providing a written report annually to the PCC at its summer meeting.
- He/she will be available to provide advice and assistance to Key Leaders and to be involved in any training initiatives run within the parish for those working with children and young people.
- He/she will have knowledge of and be able to offer advice on insurance cover for children, young people and adults involved in church-based groups or church activities.

- He/she will hold blank copies of Parental Consent Forms, the Group Compliance Form and the model Role Description Form and offer advice to all leaders as to the agreed procedure for their usage.
- In emergency, he/she may take any action immediately to protect children.
- He/she will inform the Vicar, or, in his/her absence, the Church Wardens, of any problems or anxieties about the safety of children and/or young people.
- Should any allegation involve the Vicar, the Co-ordinator will inform the Church Wardens who will report the matter to Bishop's House without delay.
- He/she will have the right to contact the Bishop of Blackburn's Child Protection Officer for advice or information.
- He/she will report to each meeting of the PCC, either in person or by informing the Vicar or Church Wardens, any matters arising in connection with the safety of children.

**Parish of St Lawrence with St Paul, Longridge**

**REGISTER OF ROLES ALLOWING ACCESS TO UNDER 18s.**

**SAMPLE**

- . Clergy
- . Readers
- . Church Warden responsible for junior sides people.
- . Choir/Music Leaders
- . Junior Choir Leaders
- . Crèche Workers
- . Sunday School Leaders
- . Youth Group Leaders
- . Confirmation Preparation Leaders
- . Server Trainers
- Walkie Talkie Leaders
- Church Brigade Leaders
- Child Protection Officer

This is not an exhaustive list, but just serves as an example of possible roles to be included.

### Taking and Storage of Photographs.

The taking of photographs of children and young people involved in group activities can be a useful and important part of our work e.g.

- to provide a child/young person with a record of their achievements in the group,
- to maintain a historical record of the groups activities over a period of time.
- to demonstrate to parents what happens and what activities their child/young person takes part in.

Group leaders and helpers however need to be aware of the potentially sensitive nature of photographing children/young people and the storage of photographs. The following recommendations are therefore made equally for the protection of adult workers and the children/young people.

Taking photographs:

- The child/young person should be informed of the purpose of any photograph and be agreeable to the photograph being taken.
- Where possible avoid taking pictures of a single child/young person unless for a particular purpose e.g. winning an award.
- A photograph of several children/young people together usually provides a better record of activities.

Storage of photographs:

- All digital or paper photographs of young people taken whilst participating in group/organisation activities should be considered the property of the child and that group/organisation. Digital photographs should be stored on a memory stick clearly labelled as the property of the group/organisation.
- No photographs of children/young people (unless a personal relative) should be stored on a home or personal computer.
- Paper photographs should be kept in a file or box labelled as the property of the group/organisation or destroyed.
- Photographs of children/young people must not put on public display e.g in the newspaper or with in the church without the agreement of the young person and a parent. (Unless the young person has attained 16 years of age when only the young person's consent is required).

Many parents are understandably very sensitive to photographs of their son or daughter being held by 'non-related' adults whatever their role.

With the increase in child pornography the unauthorised possession of such photographs (even if completely innocent) could easily be misunderstood.

### ICT Safety Policy for those working with Children and Young People

#### ***Email***

- Obtain parental permission before sending emails to communicate with children and young people.
- Use clear language to reduce the risk of misinterpretation. Try to make a clear ending never using terms such as `luv`.
- Explain to the children that all emails may be viewed by other supervisory adults. This may deter bullying, insulting or abusive emails.
- Wherever possible any e mail to a child should be copied to the parent/carer.

#### ***Advice and Confidentiality***

Children and young people may be more willing to share personal and sensitive information about themselves or a situation by email rather than face to face. It is advisable to attach this rider below to the bottom of any email stating the level of confidentiality.

- *Any views or opinions presented are solely those of the author and do not necessarily represent those of (organisation) unless otherwise stated. If there is concern that there may be at risk of serious harm, we may need to share those concerns. In such circumstances we would inform the sender giving details of who would be contacted.*

#### ***Mobile phones***

- Parents may not want the child to give out their mobile phone number to anyone else so it is important that those working with young people have alternative means of communication.
- Try to group text- i.e. send one message to a large group rather than individuals.
- Any texts or conversations that raise concern should be saved and passed to the Child Protection Officer or safe from harm officer.
- Only take photographs of children and young people in accordance with the church's policy on photography. Do not keep images on your phone.

## Church/Organisation Websites

### **Do's And Don'ts**

- *When designing a web site, make clear what is available for copying and what is not and don't refer to other sites without permission.*
- *Avoid using photos of individual children. In preference use a group photograph. However, DO NOT USE IT if a child can be identified by their name or the location they are in and never provide names, addresses or locations. This could inadvertently help a sex offender to identify or gain access to a child.*
- Children should not be identified by surname or other personal details such as email, postal address or telephone.
- Try to use group photographs.
- Any photographs posted on the internet are personal data and subject to data protection legislation. Written permission must be obtained from parents before using photographs on a website.

List of Forms

- Form A** - **Annual Registration Form**  
[ A form should be held for every child/young person attending the group and renewed each September]
  
- Form B** - **Parental Consent Form for Offsite Visit**  
[ If not covered by consents on Annual Registration Form]
  
- Form C** - **Application to PCC by an Organisation for an Offsite Visit**
  
- Form D** - **Group Compliance Form**  
[ Form to register a group with PCC and Child Protection Officer]
  
- Form E** - **Group Aims and Objectives Form**  
[Form to accompany Form D to register group]
  
- Form F** - **Role Description Form**  
[Listing duties and responsibilities of each approved adult working with a group]
  
- Form G** - **Confidential Declaration by Adult Applying to become an Approved Children's Worker**  
[Completed along with application for CRB check]
  
- Form H** - **Groups hiring the Centenary Room of Parish Rooms**
  
- Form I** - **User Groups making use of Church Buildings**

**Parish of St Lawrence with St Paul, Longridge  
ANNUAL REGISTRATION FORM**

Name of Organisation:

Name of Child:

Home Address:

Date of Birth:

- I agree to my son/daughter being involved in the activities of this group. I understand the necessity to complete the normal forms for Off Site Visits
  - I acknowledge the need for good contact and responsible behaviour.
  - I agree to my son/daughter taking part in activities outside the normal meeting place but within walking distance (i.e. no vehicular transport will be used).
  - I agree that photographs of my son/daughter may be taken in connection with activities of the organisation. I agree that any photograph may be used within the church buildings and parish magazine. (Photographs may not be used for any other public purpose without my permission.)
- \* Does your child have any medical condition, allergy, special need or disability that leaders need to be aware of to keep him/her safe and healthy? (You will be informed if your child becomes ill)

**Please give your e mail address**

(Should any e mail be sent to your child a copy will be sent to you for information)

Signed: (Parent/Guardian)

**Date:**

<p>Contact Name:</p> <p>Contact address:</p> <p>Telephone number</p> <p>Mobile number:</p> <p>Alternative contact :</p> <p>Telephone number:</p>
--------------------------------------------------------------------------------------------------------------------------------------------------

**Parish of St Lawrence with St Paul, Longridge**

**PARENTAL / CARER CONSENT FOR SPECIFIC OFFSITE VISIT**  
(This form to be completed in full by the parent / carer and returned to the relevant person)

**Organisation:**

**1. DETAILS OF VISIT**

**Date:** \_\_\_\_\_ **Time - From:** \_\_\_\_\_ **To:** \_\_\_\_\_

I agree to my son/daughter ..... (full name) taking part in the above stated visit and having read the information sheet, agreed to his/her participation in any or all of the activities described. I acknowledge the need for good conduct and responsible behaviour on his/her part.

**2. EMERGENCY DETAILS**

a) I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

b) I may be contacted by telephoning the following number(s):  
Home: ..... Work .....  
Mobile .....

c) Please state an alternative contact point  
Name & Address of Contact .....  
Telephone No:.....  
Family Doctor (name, address & telephone no) .....  
.....

**3. MEDICAL INFORMATION**

**Does your child have any medical condition, allergy, special need or disability that leaders need to be aware of to keep him/her safe and healthy? (give details).**

**Is your child allergic or sensitive to any medication (e.g. Penicillin), insect bites or food?** yes/no

If YES, please provide details:

.....  
.....

**Is your child taking any form of medication on a regular basis?** yes/no

If YES, please give full details, indicating the type of medication and dosage

.....

Do you give your consent to this medication being administered to your child? yes/no

Please ensure that you supply adequate supplies of medication, dosage and written instructions to the person in charge

**You will be contacted immediately if your child is ill**

**In the case of a residential course, does your child have any special dietary needs?**

.....  
.....

**4. INSURANCE COVER**

I understand that the visit is insured in respect of legal liabilities (third party liability) but that my child has no personal accident cover unless I have been specifically advised of this in writing by the organiser of the visit. I also understand that any extension of insurance cover is my responsibility.

**5. DECLARATION**

- I have read the attached information provided about the proposed off site visit
- I consent to my child ..... taking part in the visit and, having read the information sheet, declare my child to be in good health and physically able to participate in all the activities mentioned
- I have noted where and when the children are to be returned and I understand that I am responsible for my child getting home safely from that place
- I am aware of the levels of insurance cover
- I will ensure that any change in the circumstances will be notified prior to the visit

**Signature of Parent / Carer (Parental/Carer consent required for children aged 17 and under)**

.....

**Name (in block letters)** .....

**Address**

## Parish of St Lawrence with St Paul, Longridge

**APPLICATION FOR APPROVAL BY THE PCC  
FOR ORGANISATIONS TO UNDERTAKE AN OFFSITE VISIT**

**\*PCC approval is required prior to the event taking place \***

**Organisation/Group:**

**Contact Name:**

**Place to be visited:**

**Date:** \_\_\_\_\_ **Time – From** \_\_\_\_\_ **to** \_\_\_\_\_

**ACTIVITY DETAILS** (Details of the Programme of Activities)

**Transport Arrangements:**

**If using hired transport please give details:**

**Proposed cost and financial arrangements:**

Please give details of any insurance arrangements, if in addition to PCC insurance, for all members of the proposed party, including voluntary helpers:

**Size & Composition of Group:**

Age Range: \_\_\_\_\_ No of Boys: \_\_\_\_\_ No of Girls: \_\_\_\_\_

Adult to Child Ratio: \_\_\_\_\_ Leader/Participant Ratio: \_\_\_\_\_

**Names of All Leaders with Specific Responsibilities Accompanying the Party:**

Name:  
Specific Responsibility:

Name:  
Specific Responsibility:

Name:  
Specific Responsibility:

**HEALTH & SAFETY**

Intended date of briefing to young people:

Parental consent obtained:                      Medical information provided:  
Emergency Contact Person (who is not going on the visit) :

Name:                                                              Telephone No

(Emergency Contact Person **MUST** be available for the whole duration of the visit/activity and in possession of all details from this sheet – they must also have participants’ names, addresses and telephone numbers)

**RESIDENTIAL DETAILS** (attach brochure or additional information as necessary)

**Designated Person in Charge** (to be contacted in the event of a major incident):

Name:                                                              Contact No

**FOR PCC USE ONLY**

**Approval Signed By:**

**Chairperson** ..... **Date** .....

A copy of this form to be returned to the Organiser/Group Leader

**Appendix D**

**Parish of St Lawrence with St Paul, Longridge  
GROUP COMPLIANCE FORM**

**Name of Group:**

**Key Leaders:**

**Approved/Registered Leaders:**

**Main Activity:**

**Aims and Objectives:**

**Age group:**

**Principal meeting place:**

**Insurance Company and scheme:**

**Review Procedures:**

**Appendix D****Parish of St Lawrence with St Paul, Longridge,  
AIMS AND OBJECTIVES****SAMPLE****Name of Group:** *The Sunday School***Aims:** *To develop and nurture Christian principles with our young church members**To introduce them to the life and work of Jesus and a wider knowledge of the Bible**To teach the children about the church year and involve them in the witness and worship of the church family***Objectives:** *To recruit and organise a team of Sunday school leaders to provide Christian Teaching in a stimulating and caring atmosphere**To run regular Sunday School Sessions at the same time as the main service (excluding Parade/Family services and All Age Worship)**To make use of a variety of methods and materials, to include singing, prayer, drama, art work, creative writing, Bible study/stories and discussion***This is not exhaustive, but serves as an example of possible things to be included.**

**Parish of St Lawrence with St Paul, Longridge,  
ROLE DESCRIPTION**

**Name:**

**Role:**

**Group:**

**Where and when they meet:**

**Age Range:**

**Principal Duties:**

**Person to whom responsible:**

**Committee to whom responsible:**

**Parish of St Lawrence with St Paul, Longridge**  
**CONFIDENTIAL DECLARATION**

For beneficed clergy, those who hold the bishop's licence or permission to officiate, employees, ordinands and volunteers who are likely to be in regular and direct contact with children and young people under eighteen years of age.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan/bishop's child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

If you answer YES to any of these questions, please give details

- 1a Have you ever been convicted of a criminal offence\* (including any spent convictions under the Rehabilitation of Offenders Act 1974)?\*

*Please tick*                      YES                       NO

Details of these will be contained in your Enhanced CRB Disclosure

- 1b Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

*Please tick*                      YES                       NO

- 1c Are you at present under investigation?

*Please tick*                      YES                       NO

- 1d Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm\*\* to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

*Please tick*                      YES                       NO

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

*Please tick*                      YES                       NO

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

*Please tick*                      YES                       NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

3 Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

Please tick YES  NO

4 Have you any health problem(s) which might affect your work with children or young people under the age of eighteen?

Please tick YES  NO

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

Please tick YES  NO

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

Please tick YES  NO

\* All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed

\*\* Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

**Declaration**

I declare that the above information (and that on the attached sheets\*\*\*) is accurate and complete to the best of my knowledge

Signed .....

Date ..... Date of Birth .....

Full Name .....

Address .....

.....

.....

\*\*\* Please delete if not applicable

Please return completed form to: .....

.....  
Before an appointment can be confirmed applicants must provide an enhanced/standard disclosure from the Criminal Records Bureau. Consult with your bishop's office, vicar, or child protection co-ordinator for details of the process.

# Groups and Individuals hiring the Centenary or Parish Rooms

## Child Protection

This church has and operates an active Child Protection Policy, in accordance with the rules laid down by the House of Bishops and Child Protection Legislation.

The Parochial Church Council, as owner of the property, is anxious to ensure that all children and young people using our premises are safe. The Parochial Church Council and the Vicar accept responsibility for Church events but draw your attention to the need for you to ensure that children for whom you are responsible are also safe. The PCC insures against Public Liability, but are not responsible for the actions of hall users.

Please make sure that you –

- Know where the fire exits and fire extinguishers are
- Know where First Aid equipment is available if you do not provide your own
- Report any safety hazard to the Hall Manager as soon as possible
- Make sure that you have sufficient adults present at all times to supervise children present at your activity
- Make sure that children are not allowed onto the premises before the appropriate adults arrive or are left at the end of your event

The Parochial Church Council wishes it to be clear that the care of children and young people attending your event is your responsibility. Your use of the Hall is conditional upon this. You may wish to take this into account in considering insurance as well as safety.

If you wish to examine a copy of the PCC Policy to assist you in deciding on your own arrangements, please ask the Hall Manager.

Please complete the attached form and return it to the Hall Manager or the Vicar before you use the Hall.

✂ \_\_\_\_\_

**Name and Address of Organiser** (Please Print)

I understand that the care and safety of children and young people attending events I organise is my responsibility. I have received a copy of the document explaining that this is so, and I accept that the use of the Hall is dependent on this.

Signed ..... Date.....

# User Groups making use of Church Buildings

## Child Protection

This church has and operates an active Child Protection Policy, in accordance with the rules laid down by the House of Bishops and Child Protection Legislation.

The Parochial Church Council, as owner of the property, is anxious to ensure that all children and young people using our premises are safe. The Parochial Church Council and the Vicar accept responsibility for Church events but draw your attention to the fact that we recognise that your group has its own appointments procedure and follows its own policy and procedures for work with children and young people. The PCC is not responsible for the actions of the hall users. We ask each user group to register acceptance of this.

Please make sure that you –

- Know where the fire exits and fire extinguishers are
- Know where First Aid equipment is available if you do not provide your own
- Report any safety hazard to the Hall Manager as soon as possible

The Parochial Church Council wishes it to be clear that the care of children and young people attending your event is your responsibility. Your use of the Hall is conditional upon this. You may wish to take this into account in considering insurance as well as safety.

Please complete the attached form to register your group and confirm your agreement . Please return it to the Hall Manager or the Vicar before you use the Hall.

✂ -----

**Name and Contact Address of Organisation (Please Print)**

I understand that the care and safety of children and young people attending events I organise is the responsibility of .....(Name of group) .I Confirm this group has its own appointments procedure and policy and procedures for working with children and young people.

Signed .....Date.....

(Role in Group.....)