

## CONTENTS

<b>Page</b>	
<b>2</b>	Introduction
<b>3</b>	Code of Good Practice (Recommended by Home Office “Safe From Harm”)
<b>4-10</b>	Guidelines for implementation of the Code of Good Practice
<b>11-12</b>	Useful telephone numbers
<b>13-14</b>	Annex 1 Parish Child Protection Policy
<b>15</b>	Annex 2 Job Description Parish Child Protection Co-ordinator
<b>16-18</b>	Annex 3 Ministry of Prayer
<b>19-22</b>	Annex 4 Sample License for Hiring Church Hall Premises
<b>23-24</b>	Annex 5 Modern Technologies and Safe Communication
<b>25</b>	Annex 5a A Guide for Children and Young People - ‘Keeping Safe on the Internet’
<b>26-27</b>	Annex 6 Attending Day Activities and Residential Events
<b>28</b>	Annex 7 Parental Consent Form
<b>29</b>	Annex 8 Transportation of Children or Young People by Car or Minibus
<b>30</b>	Annex 9 Images of Children and Young People
<b>31</b>	Annex 10 Outline Job Description and Declaration for Church Workers
<b>32-33</b>	Annex 11 Application Form
<b>34-35</b>	Annex 12 Confidential Reference Request
<b>36</b>	Annex 13 Recruitment of Ex-Offenders
<b>37-38</b>	Annex 14 Criminal Records Checks
<b>39</b>	Annex 14a CRB Checking Process - Volunteers
<b>40-43</b>	Annex 15 What to do if a questionable disclosure is received from the CRB?
<b>44-45</b>	Annex 16 Disclosures Security Policy
<b>46</b>	Annex 17 Parish Safe from Harm Register
<b>47-48</b>	Annex 18 Dealing with Disclosure, Suspicion or Discovery of Abuse
<b>49</b>	Annex 18a Suspicion of Abuse - How to Act
<b>50</b>	Annex 19 Dealing with Allegations against Churchworkers
<b>51-52</b>	Annex 20 Sex Offenders in the Church Community

## INTRODUCTION

Children and Young People are a very important part of the community of the Church in Wales, to be respected and cherished for their own sake. Week after week children visit church premises both for worship and play. This is made possible largely through the dedicated volunteers who give of their time and talents to the services of the Church.

The production of this good practice guide is not to suggest that those involved in paid or voluntary work with children and young people throughout the Church in Wales are under suspicion. The Church in Wales wants to provide a safe and happy environment in which children and young people can grow and develop in their Christian commitment.

Many of you in responding to the Church in Wales wish to provide this safe and happy environment and, have already adopted a policy statement, and are actively promoting good practice. This guide is designed to assist you in promoting better procedures for working with children and young people in the Church in Wales.

Implementation of the recommendations contained within this good practice guide will give children and young people the care and protection they deserve. It will give parents and guardians reassurance that their children are safe when participating in Church activities; It should help to safeguard staff and volunteers from false allegations arising out of misunderstanding; it should also reduce the risk of the Church being found liable in litigation arising from circumstances of abuse.

The good practice guide gives some scope for flexibility and it is hoped that where policies and procedures have already been developed, they can be modified to reflect the detail contained within the good practice guide.

“Let the children come to me; do not try to stop them; for the Kingdom of Heaven belongs to such as these.” Matthew Chapter 19 v.14.

We, your Bishops, commend the procedures contained in the good practice guide to you.



# SAFEGUARDING CHILDREN AND YOUNG PEOPLE

## Code of Good Practice

### Recommended by Home Office “Safe From Harm”

1. Adopt the policy of the Church in Wales on safeguarding the welfare of children and young people
2. Plan the work of the diocese/parish so as to minimise situations where the abuse of children and young people may occur
3. Introduce a system whereby children and young people may talk with an independent person
4. Apply agreed procedures for protecting children and young people to all paid staff and volunteers
5. Give all paid staff and volunteers clear roles
6. Use supervision of staff and volunteers as a means of protecting children and young people
7. Treat all applicants for any position involving contact with children and young people in the same way
8. Gain at least one reference ideally from a person who has experience of the applicant's paid work or volunteering, if any, with children or young people
9. Explore all applicants' experience of working or contact with children or young people in an interview before appointment
10. Find out whether an applicant has any conviction for criminal offences against children or young people
11. Make paid and voluntary appointments conditional on the successful completion of a probationary period
12. Issue guidelines on how to deal with disclosure, suspicion or discovery of abuse
13. Train paid staff and volunteers, their co-ordinators or supervisors and policy makers in the prevention of child abuse

## GUIDELINES

### RECOMMENDATION I

#### ADOPT A POLICY

Good management requires that everyone is clear about what they are trying to achieve and all dioceses and parishes throughout the Church in Wales **MUST** adopt a policy statement. The policy statement should set out your policy on safeguarding the welfare of children and young people associated with the life and activity of the community of the Church in Wales.

The policy shall: -

- apply to all children and young people under the age of 18
- state clearly the duty of all involved to prevent the physical, sexual or emotional abuse of all children and young people with whom they come into contact
- include the following key obligations
- adopt the Code of Good Practice

#### Our Obligations To Children And Young People

There is an obligation to ensure that the following principles are at all times upheld:

1. “Let the children come to me; do not try to stop them; for the kingdom of Heaven belongs to such as these” (Mt. 19v 14). Implicit in the words of Jesus is a recognition of the unique status of children and young people. Therefore they need to be respected as persons in their own right and given especial protection because of their vulnerability.
2. The Church in Wales accepts and stresses the principle of the Children Act 1989 that **the welfare of the child is paramount in all circumstances.**
3. The Church and its workers, whether ordained or lay, whether acting in a paid or a voluntary capacity, must act towards children and young people responsibly and with integrity. Their position of trust must be safeguarded. No advantage may be taken of those in their care.
4. No exploitation of this relationship of trust for purposes of self-gratification will be tolerated. The highest standards of care are to be maintained in all circumstances, such as pastoral care, counselling, worship, education and recreation.
5. Any allegation of abuse or risk of harm to children and young people will be treated seriously.

#### Our Obligations To Persons In Contact With Children And Young People

There is also an obligation to ensure that those in the Church who have responsibility for children and young people, or who come into contact with them, are aware of the procedures and practices which the Church in Wales prescribes for use in dioceses and parishes. This will involve appropriate education and training.

1. The Church in Wales will co-operate fully with statutory and other voluntary bodies.
2. Candidates for ordination and licensed lay ministry, as well as clergy and lay ministers taking up a new appointment, will be asked to declare whether they have ever been the subject of criminal or civil proceedings and whether they have ever caused harm to children or young people or put them at risk. They will also be asked to consent to a Criminal Records Bureau check.
3. Paid staff who may have occasion to be in contact with children or young people will be asked before the appointment is confirmed, whether they have ever been the subject of criminal or civil proceedings and whether they have caused harm to children or young people or put them at risk. They will also be asked to consent to a Criminal Records Bureau check.

4. All volunteers who are likely to be in contact with children will be recruited with care and appropriately trained. They will also be asked to declare whether they have ever been the subject of criminal or civil proceedings and whether they have caused harm to children or young people or put them at risk. They will also be asked to consent to a Criminal Records Bureau check.

A sample Child Protection Policy Statement for use in Parishes can be found at Annex 1.

Parochial Church Council's (PCC) are encouraged to ensure that the adoption of a policy and its aims and objectives are the responsibility of every adult member of the church and not just those who work directly with children and young people.

## RECOMMENDATION 2

### PLAN THE WORK

#### Child Protection Co-ordinator

To ensure that the Code of Good Practice is properly implemented it is recommended that each PCC appoint an individual to act as Child Protection Co-ordinator. A sample Job Description can be found at Annex 2. The identity of the Child Protection Co-ordinator should be brought to the attention of all existing members, new members and to all that work with children in the parish. The role of the Child Protection Co-ordinator is one of responsibility and should be occupied by someone of competence, maturity and experience who attracts the respect and trust of others.

#### Organisation Of Worship And Activities For Children And Young People

Each PCC has responsibility for ensuring: -

- that all organisations within the jurisdiction of the Parish are adequately staffed and well managed.
- that the work of all such organisations is planned so as to reduce to a minimum those situations where it may be possible for children and young people to be abused

Worship and activities for children and young people should always be suitable to their needs and be conducted in such a way as to ensure and assure their protection at all times. There are particular rules about exercising prayer ministry with children and young people. These ministries are normally expected to take place within a corporate time of worship. Should different arrangements for prayer ministry be considered necessary then there are clear guidelines which should be followed to protect children and those who exercise such ministry. These guidelines can be found at Annex 3.

Following some simple guidelines will reduce the risk of harm to children and young people and safeguard adult workers: -

#### Simple Guidelines For Working With Children And Young People

1. At all times and in every way possible arrange activities to reassure parents, children and young people and to protect workers, paid and volunteers, from wrongful allegation.
2. As far as possible an adult should never be left alone with a child or young person in a place or room which cannot be observed easily by others.
3. Workers with children and young people must not arrange to meet a child or young person off church premises except in the presence of a parent or other adult.
4. Consider carefully the use of premises and the access to the built environment e.g. is it well lit? The PCC should ensure special attention is given to arrangements for the hire of Church premises including Church Halls for Children's groups. A sample hire agreement can be found at Annex 4.

5. Consider carefully the use of modern technologies and safe communication and all Church workers should follow the guidelines at Annex 5 and distribute the guide designed for children and young people entitled Keeping Safe on the Internet - Annex 5a.
6. Groups of children or young people should never be taken off site with fewer than two adults. Always plan carefully when considering taking children or young people to day activities and residential events away from the parish. Follow the guidelines at Annex 6
7. Always ensure that there is adequate public liability insurance, particularly when a group goes off site. The EIG block policy provides cover. EIG 0845 777 3322.
8. Incidents concerning conduct of children and young people should be recorded.
9. Consent forms signed by a parent or guardian should always be obtained when an activity takes place away from the normal meeting place. A sample form can be found at Annex 7. NB Where adventure activities are involved then the specific requirements of The Activity Centre (Young Persons' Safety) Act 1995 and The Adventure Licensing Regulations 1996 must be applied.
10. Where children and young people are to be transported by car or minibus arrange to have more than one adult passenger in the vehicle and follow the specific guidelines at Annex 8.
11. Casual visitors should on no account have access to group activities of children and young people without the presence of an adult who is authorised as being responsible for the group.
12. When publishing information about or advertising Church events involving children and young people particular care should be exercised when making and using images of children or young people. Practical guidelines and general rules can be found at Annex 9.
13. A first aid kit must be available. Accidents must be recorded and parents or guardians notified. All workers should know where the nearest telephone is situated.

**RECOMMENDATION 3** - Is not applicable within the Church in Wales

## **RECOMMENDATION 4**

### **APPLY PROCEDURES TO ALL PAID STAFF AND VOLUNTEERS**

Opportunities for abuse of children and young people can be minimised through the management and adoption of good practice in respect of the organisation and the buildings it uses. It is mainly through the good management of paid and volunteer workers that we can be most effective in protecting children and young people.

There is no certain way of identifying a would-be abuser. The fact that the incidence of child abuse is so small in the Church should not lull anyone into a false sense of security. Indeed the press of recent years shows that churches generally are not immune from such incidents.

This is why the procedures recommended in respect of paid and volunteer workers **MUST** apply to **ALL** irrespective of their profession, status, gender, age etc.

## **RECOMMENDATION 5**

### **GIVE ALL PAID AND VOLUNTEER STAFF CLEAR ROLES**

Abuse of children and young people is recognised as most likely to occur where the abuse is unlikely to be discovered. Abuse is most easily concealed where there is confusion amongst adult leaders over their roles, responsibilities and accountability.

You should therefore ensure that all paid and volunteer workers have job descriptions. These should include: -

- a clearly worded description of their responsibility for the protection of children and young people
- the person to whom they are accountable
- responsibility for supervision of others as necessary
- a description of the work they will undertake with children and young people with reference to any guidelines adopted by the PCC for safeguarding the welfare of children and young people
- the duty to prevent the abuse of all children and young people
- reference to the action to be taken if abuse is discovered or disclosed

A sample job description can be found at Annex 10. It is recommended that job descriptions should also be issued to existing paid and volunteer workers as well as to new paid or volunteer workers when they are appointed to their new roles.

## RECOMMENDATION 6

### SUPERVISION

There should be regular opportunities for those in supervisory capacities to meet each paid and volunteer worker in order to review and plan their work, as well as opportunities to observe those for whom they are responsible as they work with the children and young people. This will assist in developing training programmes for workers and also in providing positive feedback on practical aspects of what they are doing.

The supervisor should take these opportunities to ask questions about their working and personal relationship with the children and young people, and, to discuss circumstances where a child or young person has suddenly absented themselves from activities.

Where a supervisor identifies concerns about the security of a child or young person's welfare then the supervisor should avoid acting rashly or judgementally but seek the assistance of the Parish Child Protection Co-ordinator in considering the matter further.

## RECOMMENDATION 7 & 8 & 9

### TREAT ALL PAID AND VOLUNTEER WORKERS IN THE SAME WAY EXPLORE ALL APPLICANTS' EXPERIENCE INCLUDING INTERVIEW

PCC's are advised to treat all persons wishing to take up work with children or young people as applicants for a post. This will entail gathering information about the person.

For paid posts, this will form part of the recruitment process including completion of an application form, obtaining references, medical checks and criminal record checks.

For volunteer workers, the extent of involvement in children and young people's activities may vary considerably. Some may be involved regularly, serving most weeks, others may only help occasionally or on a rota basis. However they should be treated in the same way as paid workers. Therefore references and criminal records checks must be completed.

It is common practice to interview applicants for paid posts. It is recommended that a similar if less formal practice be adopted in respect of the selection of volunteers. The main purpose of the interview would be to explore would-be volunteer's experience of working with children and or young people. The style of interview should be conversational, relaxed and should be conducted in the spirit of inclusiveness. The importance and seriousness of what you are trying to achieve must not be overlooked. In the case of occasional helpers the interview may be combined with the completion of the style of form shown at Annex 11.

The information required to be completed on the form should be obtained through an informal interview. The would-be volunteer should sign the form. This may seem an onerous process but is recommended as good practice in order to ensure as far as possible the welfare of children and young people at all times. Most mature adults will readily see the need for such procedures and will co-operate in the most positive terms.

If there is any doubt about the suitability of the person this should be explored further through more searching questions and possibly by asking specific questions of the persons referees.

## **RECOMMENDATION 8**

### **REFERENCES**

Before a volunteer is accepted at least one reference must be obtained as to the suitability of the volunteer to work with children and young people. A sample confidential reference request form can be found at Annex 12.

## **RECOMMENDATION 10**

### **CRIMINAL OFFENCES**

The Church is obliged to take steps to ensure that children and young people in their community are protected from persons who have a record of child abuse. Obtaining criminal records checks ensures that convicted abusers are identified. This is a very important step in the process for selecting “safe” persons to work with children and young people and for safeguarding against convicted abusers who themselves admit to constantly seeking new opportunities to abuse. However, obtaining criminal records checks are but the beginning of our safeguard against potential abusers.

All situations that involve working with children and young people are exempt from the Rehabilitation of Offenders Act 1974. This means that all convictions relating to children and young people must be disclosed. Information about other criminal convictions is asked for because these may be relevant to the suitability of the applicant. Information concerning the recruitment of ex-offenders can be found at Annex 13.

All such appointments and existing appointees must therefore submit themselves to a criminal records check. The procedure for making application for a check is set out at Appendices 14, 14a.

All new paid and volunteer workers **MUST NOT** be allowed to work unsupervised with children and young people until the criminal records checking procedures are completed and the parish has been notified that the person has been cleared to work with children and young people.

Guidance on what to do if a questionable disclosure is received from the Criminal Records Bureau can be found at Annex 15.

The Church in Wales is a registered body for the purpose of processing and administering CRB disclosures. A copy of the Disclosure Security Policy can be found at Annex 16.

## **RECOMMENDATION 11**

### **PROBATIONARY PERIODS**

It is recommended that all who work with children and young people should serve a probationary period of 3 months. It should not be assumed that a person has automatically successfully completed their probationary period merely by surviving in the post until the review date. The supervisor must be in no doubt at the end of the probationary period as to the persons ability to do the job and their commitment to preventing abuse of children and young people before confirming the successful completion of the probationary period.



## RECOMMENDATION 12

### GUIDELINES ON DEALING WITH DISCLOSURE, SUSPICION OR DISCOVERY OF ABUSE

Paid and volunteer workers in church organisations may gain the trust of children and young people to the extent that it is to them that a child may turn when wishing to talk about his or her experiences. All workers should know how to deal with this situation.

The recommended guidelines for handling such situations can be found at Annex 18. These should be given to all workers.

Where concerns regarding possible physical, sexual or emotional abuse comes to the attention of the Parish Child Protection Co-ordinator then the action recommended in Annex 18a should be followed. It is possible that allegations may be made against a Church worker, a flow chart setting out how to deal with such situations can be found at Annex 19.

It is very likely that if a child protection issue arises in your parish there will be significant media interest. **YOU SHOULD NOT ATTEMPT TO DEAL WITH ANY PRESS ENQUIRIES. YOU SHOULD REFER ALL PRESS ENQUIRIES TO THE CHURCH IN WALES COMMUNICATIONS OFFICER WHO WILL BE THE SOLE CONTACT TO THE PRESS CONCERNING THE MATTER.**

You can contact the Communications Officer, currently **Anna Morrell**, at:

**Address:**

39 Cathedral Road  
Cardiff  
CF11 9XF

**Telephone number:**

029 2034 8208 or 029 2034 8200

**Fax number:**

029 2038 7835

**E-mail:**

annamorrell@churchinwales.org.uk

## RECOMMENDATION 13

### TRAINING

Suitable training and awareness raising should be provided for all those paid and volunteer workers and others from within our church community who work with or come into contact with children and young people. It is insufficient to give workers guidelines without equipping them with the skills and knowledge required to do the jobs you are asking of them. Such training may include:-

- planning activities in a manner to prevent abuse
- using supervision as a means of protecting children and young people
- interviewing applicants for positions involving work with children and young people
- dealing with abuse that has been disclosed or suspected
- counselling skills

The Diocesan Child Protection Officer will be able to provide advice on training opportunities.

### Parish Records

PCC's should retain a register of persons who have made application to work with children and young people. A sample register can be found at Annex 17.

## **SEX OFFENDERS IN THE CHURCH COMMUNITY**

It is possible that sex offenders may wish to join the congregation and the Church has a duty to welcome all people. However the Church also has a paramount duty of care for the safety of all children. Guidelines on dealing with known sex offenders including arrangements for establishing a contract can be found at Annex 20.

## Useful telephone numbers

### ChildLine

ChildLine	0800 1111
ChildLine Cymru/Wales 9 <sup>th</sup> Floor Alexandra House Alexandra Road SWANSEA SA1 5ED	0870 3362935
ChildLine Cymru/Wales Royal Alexandra Hospital Marine Drive RHYL LL18 3AS	0870 3362930

### Police

Dyfed – Powys Police	0845 3302000
Gwent Police	01633 838111
North Wales Police	0845 6071002
South Wales Police	01656 655555

## Provincial Safeguarding Team

<b>Provincial Safeguarding Team</b>	<b>Elaine Cloke</b> Tel: 029 20348200 Mobile: 0778 7244 037 Email: <a href="mailto:elainecloke@churchinwales.org.uk">elainecloke@churchinwales.org.uk</a> <b>Fay Howe</b> Tel: 029 20348200 Mobile: 07551 124219 Email: <a href="mailto:fayhowe@churchinwales.org.uk">fayhowe@churchinwales.org.uk</a>
<b>Safeguarding Administrator</b>	<b>Glenda Edwards</b> Tel: 029 20348216 Email: <a href="mailto:glendaedwards@churchinwales.org.uk">glendaedwards@churchinwales.org.uk</a>
<b>Head of Resources</b>	<b>Karen Phillips</b> Tel: 029 20348234 Email: <a href="mailto:karenphillips@churchinwales.org.uk">karenphillips@churchinwales.org.uk</a>

## Diocesan Safeguarding Team

<b>St Asaph</b>	<b>Fay Howe</b> Tel: 029 20348200 Mobile: 07551 124219 Email: <a href="mailto:fayhowe@churchinwales.org.uk">fayhowe@churchinwales.org.uk</a>
<b>Bangor</b>	<b>Contact: Elaine Cloke</b> Tel: 029 20348200 Mobile: 0778 7244 037 Email: <a href="mailto:elainecloke@churchinwales.org.uk">elainecloke@churchinwales.org.uk</a>
<b>St Davids</b>	<b>Contact: Elaine Cloke</b> Tel: 029 20348200 Mobile: 0778 7244 037 Email: <a href="mailto:elainecloke@churchinwales.org.uk">elainecloke@churchinwales.org.uk</a>
<b>Llandaff</b>	<b>Contact: Elaine Cloke</b> Tel: 029 20348200 Mobile: 0778 7244 037 Email: <a href="mailto:elainecloke@churchinwales.org.uk">elainecloke@churchinwales.org.uk</a>
<b>Monmouth</b>	<b>The Reverend Sue Collingbourne</b> Tel: 01633 680687 Email: <a href="mailto:susan.collingbourne@tinyworld.co.uk">susan.collingbourne@tinyworld.co.uk</a> or <b>Contact: Elaine Cloke</b> Tel: 029 20348200 Mobile: 0778 7244 037 Email: <a href="mailto:elainecloke@churchinwales.org.uk">elainecloke@churchinwales.org.uk</a>
<b>Swansea &amp; Brecon</b>	<b>The Reverend Canon Robert Jones</b> Tel: 01792 424114 Email: <a href="mailto:robert.jones480@ntlworld.com">robert.jones480@ntlworld.com</a> or <b>Contact: Elaine Cloke</b> Tel: 029 20348200 Mobile: 0778 7244 037 Email: <a href="mailto:elainecloke@churchinwales.org.uk">elainecloke@churchinwales.org.uk</a>

**Social Services**

Isle of Anglesey County Borough Council	01248 752703
Blaenau Gwent County Borough Council	01495 350555 (Main switchboard)
Bridgend County Borough Council	01656 642200
Caerphilly County Borough Council	01443 864603
City and County of Cardiff	029 20872000 (Main switchboard)
Carmarthenshire County Council	01267 224421 (Main switchboard)
Ceredigion County Council	01545 572616
Conwy County Borough Council	01492 574060
Denbighshire County Council	01824 706655
Flintshire County Council	01352 762898
Gwynedd County Council	01286 672255
Arfon	01286 682646
Pwllheli	01758 613131
Meirionydd	01341 424539
Merthyr Tydfil County Borough Council	01685 724680
Monmouthshire County Council	01633 644644
Neath Port Talbot County Borough Council	01639 763279
Newport City Council	01633 656656
Pembrokeshire County Council	01437 764551 (Main switchboard)
Powys County Council	01597 876805
Rhondda Cynon Taff County Borough Council	01443 424000
City and County of Swansea	01792 636000
Torfaen County Borough Council	01633 648150
Vale of Glamorgan Council	01446 730402
Wrexham County Borough Council	01978 292000

## **PARISH CHILD PROTECTION POLICY**

**PARISH :**

**DATE :**

The Church in Wales established its obligations to the child in 1995 (The Cure of Souls).

### **OUR OBLIGATIONS TO CHILDREN AND YOUNG PEOPLE**

There is an obligation to ensure that the following principles are at all times upheld:

1. 'Let the children come to me; do not try to stop them; for the kingdom of Heaven belongs to such as these' (Mt. 19 14). Implicit in the words of Jesus is a recognition of the unique status of children and young people. Therefore they need to be respected as persons in their own right and given especial protection because of their vulnerability.
2. The Church in Wales accepts and stresses the principle of the Children Act 1989 that **the welfare of the child is paramount in all circumstances.**
3. The Church and its workers, whether ordained or lay, whether acting in a paid or a voluntary capacity, must act towards children and young people responsibly and with integrity. Their position of trust must be safeguarded. No advantage may be taken of those in their care.
4. No exploitation of this relationship of trust for purposes of self-gratification will be tolerated. The highest standards of care are to be maintained in all circumstances, such as pastoral care, counselling, worship, education and recreation.
5. Any allegation of abuse or of risk of harm to children and young people will be treated seriously.

The Parish of ..... is a "Safe from Harm Parish" and agrees to work within the recommendations as set in the Home Office Publication 1993 entitled 'Safe from Harm' and the Code of Good Practice and Guidelines adopted and recommended by the Church in Wales.

### **PURPOSE**

To provide a safe environment for our work in the Parish with children and young people.

### **SIMPLE GUIDELINES FOR WORKING WITH CHILDREN AND YOUNG PEOPLE**

1. At all times and in every way possible arrange activities to reassure parents, children and young people and to protect workers, paid and volunteers, from wrongful allegation.
2. As far as possible an adult should never be left alone with a child or young person in a place or room which cannot be observed easily by others.
3. Workers with children and young people must not arrange to meet a child or young person off church premises except in the presence of a parent or other adult.

4. Consider carefully the use of premises and the access to the built environment e.g. is it well lit? The PCC should ensure special attention is given to arrangements for the hire of Church premises including Church Halls for Childrens groups. A sample hire agreement can be found at Annex 4.
5. Consider carefully the use of modern technologies and safe communication and all Church workers should follow the guidelines at Annex 5 and distribute the guide designed for children and young people entitled Keeping Safe on the Internet - Annex 5a.
6. Groups of children or young people should never be taken off site with fewer than two adults. Always plan carefully when considering taking children or young people to day activities and residential events away from the parish. Follow the guidelines at Annex 6
7. Always ensure that there is adequate public liability insurance, particularly when a group goes off site. The EIG block policy provides cover. EIG 0845 777 3322.
8. Incidents concerning conduct of children and young people should be recorded.
9. Consent forms signed by a parent or guardian should always be obtained when an activity takes place away from the normal meeting place. A sample form can be found at Annex 7. NB Where adventure activities are involved then the specific requirements of The Activity Centre (Young Persons' Safety) Act 1995 and The Adventure Licensing Regulations 1996 must be applied.
10. Where children and young people are to be transported by car or minibus arrange to have more than one adult passenger in the vehicle and follow the specific guidelines at Annex 8.
11. Casual visitors should on no account have access to group activities of children and young people without the presence of an adult who is authorised as being responsible for the group.
12. When publishing information about or advertising Church events involving children and young people particular care should be exercised when making and using images of children or young people. Practical guidelines and general rules can be found at Annex 9.
13. A first aid kit must be available. Accidents must be recorded and parents or guardians notified. All workers should know where the nearest telephone is situated.

**SIGNED ON BEHALF OF P.C.C. ....**

**POSITION HELD.....DATE.....**



## **JOB DESCRIPTION**

**Job Title :** Parish Child Protection Co-ordinator

**Responsible to :** .....

**Context :** Responsible for advising, and monitoring the Parish Child Protection Policy

**Purpose :** To facilitate and promote the dissemination of information for the protection of children and young people from abuse.

To advise on training opportunities for all who are engaged directly or indirectly in work among children and young people.

To facilitate such vetting procedures as may be required in respect of would-be volunteer workers.

To be available to leaders and other adults associated with the congregation who may wish to express concerns relating to persons or procedures.

To monitor on behalf of the P.C.C. the continuing implementation of the Code of Good Practice by all groups or organisations under the jurisdiction of the P.C.C.

To receive reports of any physical, sexual or emotional abuse of children or young people and to be responsible for liaison with the police or other authorities in any further action taken.

### **Tasks and Responsibilities**

1. Assisting the clergy and P.C.C. to implement the parish child protection policy.
2. Ensuring that those who exercise a ministry with children and young people in the parish know about the parish policy and have access to the Code of Good Practice and its Guidelines.
3. Ensuring that all those who are obliged to do so have filled in the CPP/I forms and returned them to the incumbent.
4. Maintaining a list for parish records and the Archdeacons' Returns of all those, whose work in the parish brings them into contact with children and young people.
5. Encouraging those, whose names are on the list, and the congregation at large, to take child protection issues seriously.
6. Disseminating information on child protection issues.
7. Being well informed and up-to-date on child protection issues.
8. Being aware of the Diocesan support, advice and training, and encouraging participation.
9. Keeping a watchful eye on buildings and activities to advise how risks to children may be minimised.

## MINISTRY OF PRAYER WITH CHILDREN AND YOUNG PEOPLE

### Prayer Ministry includes

- Laying on of hands and anointing
- Confession and absolution
- Praying with people
- Individual counselling

Prayer Ministry will normally be administered during a corporate time of worship but there will be occasions when they will be administered on a one to one basis. Prayer Ministry must not be confused with Ministry of Deliverance which is specifically provided for within the Church in Wales. Ministry of Deliverance in the Church in Wales must only be conducted by those nominated clergy who are authorised by their diocesan bishop to undertake this ministry. Clergy who practice such ministry without the bishop's authority are not covered through the Ecclesiastical Insurance Group for professional indemnity insurance.

### Basic Principles

- Always have the health and well being of the child or young person at the heart and exercise of your Ministry in a way that protects them.
- Never arrange to see a child or young person on your own. Always make sure there is another adult close by and in sight.
- Only those authorised by the church should carry out this Ministry (e.g. Priests and appointed youth leaders with clear enhanced CRB disclosure).
- Ensure that the young person feels welcomed, valued and accepted. Young people are vulnerable when they come to you. They may be anxious, worried or nervous about talking to someone, or telling something. Always respect the dignity of the young person and keep in mind their best interests and concerns.
- Secrecy. It is important to set the boundaries from the outset, by explaining to the child or young person that everything they talk about is confidential unless they tell you something that puts them in danger
- Respect the issues that the child or young person brings to you. For example, do not laugh or dismiss them, if they want to pray for something you may regard as trivial, such as a sick pet. If they do not have specific issues then you may want to offer a general prayer of blessing or thanksgiving.
- Always talk to and explain to the young person about what is happening. For example, if you would like to pray with them, ensure that they agree to it, and know how prayer will be exercised.
- Use appropriate ways of asking questions that enable the young person to talk. Use open questions that enable them to say how they feel. Do not be afraid of silence. Know when to bring the session to an end.
- If you are exercising a Ministry of prayer or laying on of hands that involves more than one authorised minister, then try to avoid a feeling of overcrowding which maybe intimidating and overbearing for the person concerned.
- Laying on of hands is part of the churches Ministry of Healing for God's grace to be received for the healing of body, mind and spirit. However, laying on of hands has also become a recognised way of making a physical gesture that is affirming and comforting, a service to the particular ministry to be exercised in a way that reflects this.
- Adopt appropriate body language, touch and posture, especially if the young person

is upset. Avoid anything that is or could be interpreted as inappropriate.

For example, if you are praying for physical healing it is appropriate to place your hands only on the head or shoulders of the individual and unwise to hold hands with the young person during time of prayer.

- The Sacramental Ministry of anointing should only to be carried out by a priest.
- When praying with young people choose your words carefully so that the prayer reflects the concerns that the young person has brought and offers them affirmation and comfort.
- Do not expect or anticipate something to happen, or let the individual think that they will have some kind of experience. Although God does give us these occasions it is not something anyone should come to expect. Prayer and any Ministry we exercise is part of an ongoing relationship with God that develops over time and God will do things in His own time and His own way. Some parts of the Church lay great emphasis on the Gifts of the Spirit and this needs to be expressed with sensitivity, care and gentleness.
- Some young people will come to you when they are upset or crying, others may get upset or emotional whilst they are talking with you, or whilst you are praying with them. If a person becomes distressed when you are praying with them then stop praying, and talk about what has upset them. The young person's emotions need to be respected and dealt with sensitively, acknowledging for example that it is alright to cry or express their anxiety or sadness.  
However, you should see that person through the crying and take time to reflect on the positive things in their life before moving on to agree together on what will happen next. Ask them to repeat what you have agreed so you know they have understood.
- Sometimes people want to talk to you or make a confession about something that has happened to them. Some people will come to you with a feeling of guilt for something that has happened which was not their fault, so it is important to tell them explicitly what they have experienced is not a sin on their part, and it was not their fault. If this occurs during sacramental confession you should use an appropriate prayer that asks God's help them to be free of feelings of guilt, rather than the prayer of absolution which may make them think it is still their fault.
- Always talk to and discuss with a young person any action you may have to take. If you have reservations about this, ask yourself why this young person has decided to tell you something in the first place. It may be their way of asking for help in some way.

## Follow up

- It may be that you will need follow up sessions with the person concerned. Again these need to have boundaries – both in terms of time and acknowledging what you can do. You may get to a stage when you need to commend the individual to someone else who can help them with a specific issue. Ask the young person if they would like you to talk to someone about the issue they have raised so it can be followed up and they can continue to receive the support they need.
- Do not make promises that you will not or cannot keep, for example do not tell young people you will follow up something then fail to do so.
- If you are out of your depth with a particular issue they have shared then acknowledge this by telling the young person and getting their permission to talk to someone who can help you understand.
- Young people can easily become attached to or dependent on someone who is helping them so you must be disciplined about the time you spend with them and the access they have to you. Normally you need to work within the boundaries that have been set.

- Sometimes it may be appropriate to ask the young person if they think their parents need to be involved or informed about a particular issue, or if the young person should be encouraged to talk to them. Remember the young person's family and home situation as well as the age of the child/young person and the issue involved. You may want to ask the young person if you could talk to their parents.
- Do not confuse the difference between prayers for someone who has been affected by the supposed experience of the supernatural or the occult and the Ministry of Deliverance. Some young people may want to speak to you because they are bedevilled with aspects of the occult, which needs careful sensitive handling.
- Preferably have another person (Priest or Lay) with you when you know in advance you are going to be asked questions about or asked to pray about an issue of supposed supernatural experience or other aspect of the occult.
- It is essential that you do not offer help, advice or prayer until you have listened to what the child/young person has to say and then clearly help them differentiate (according to their age and ability) between what popular imagination may refer to as "exorcism" and what you can offer them at this time.
- Ministry of Deliverance is specific and must only be carried out under certain circumstances. The Church in Wales is clear about this "the Priest should exercise great care to ensure that he/she acts only with the knowledge and authority of the Diocesan Bishop, and, where possible, with the co-operation of the medical profession."  
(Book of Common Prayer volume 2)
- You must always refer to the Diocesan Bishop's Advisor on deliverance any matter which causes you concern and follow the advice given.
- For further guidance on Ministry of Deliverance refer to the Bench of Bishops guideline issued in 2001 obtainable from your Diocesan Bishop.

**ANNEX 4**

**SAMPLE LICENCE FOR HIRING CHURCH HALL PREMISES**

Please contact the Representative Body Property Section (029 2034 8200) if the hall is to be used for filming or if it is proposed that a user will be in occupation for a regular booking of 3 hours or more a week. This agreement may not be appropriate for such use.

Name of Organisation or Individual (The Hirer): \_\_\_\_\_  
 If an organisation, name of authorised person: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Email: \_\_\_\_\_

In consideration of the sum(s) mentioned, the Parochial Church Council permits the Hirer to use the Premises for the period(s) set out in the schedule.

**A. Where hirer is using the building for one session.**

The Hirer agrees to pay a licence fee of £\_\_\_\_\_ in total/ per hour (delete as appropriate) payable upon the day of hire or, if agreed otherwise, within 14 days of receipt of an invoice from the Parochial Church Council

**B. Where hirer's use is on a recurring basis**

The Hirer agrees to pay a licence fee of £\_\_\_\_\_ per session/ per week/ per annum payable within 14 days of receipt of and invoice from the Parochial Church Council

**Delete A or B as applicable**

Booking Deposit £\_\_\_\_\_

Where applicable, any balance shall be payable on or before the conclusion of the hiring event/s or as otherwise set out in the schedule

Damages Deposit £\_\_\_\_\_

Where applicable, any damages deposit shall be refunded within 7 days of the period of hire provided that no damage or loss has been caused to the premises and/or contents during the period of hire.

## **PREMISES**

The Hirer shall have use of the whole / part of the premises (Please delete as appropriate)

If part, specify the areas: \_\_\_\_\_

Purpose of Hiring: \_\_\_\_\_

Is alcohol to be provided at the event(s)?                      YES/NO (delete as appropriate)

Will it be for sale?                                                              YES/NO (delete as appropriate)

**N.B.** If yes, Hirer, after consulting with the Parochial Church Council will need to ensure that the event is covered by an appropriate licence under the Licensing Act 2003

If the Hirer is in any doubt as to the meaning of the following, the authorised person acting on behalf of the PCC should be consulted.

For the purposes of these conditions, the term Hirer shall mean individual Hirer or, where the Hirer is an organisation, the authorised person.

### **1. Supervision**

The Hirer shall, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents: their care, safety from damage however slight: or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction of the highway. The Hirer shall ensure that no activities shall take place that would be offensive to the Church, particularly anything associated with the occult.

### **2. Use of Premises**

The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

### **3. Licences**

The Hirer shall be responsible for obtaining such licences under the Licensing Act 2003 as may be needed whether for the sale or supply of alcohol or for supplying or performing music or other entertainment.

### **4. Public Safety Compliance**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. The Hirer shall make all users aware of the fire exits and where to meet in the event that the building has to be vacated. In such circumstances, users should leave the building as quickly as possible without stopping to gather belongings.

## **5. Health and Hygiene**

The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

## **6. Electrical Appliance Safety**

The Hirer shall ensure that any electrical appliances brought to the premises and used there shall be safe and in good working order and used in a safe and proper manner.

## **7. Indemnity**

The Hirer shall indemnify the Parochial Church Council for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings that may occur during the period of the hiring as a result of the hiring or for any failure to secure any licences referred to in 3 or other statutory requirements.

The Hirer shall be responsible for making arrangements to insure against any third party claims that may be made against him or her (or the organisation if acting as a representative) arising out of negligence while using the Hall.

## **8. Accidents and Dangerous Occurrences**

The Hirer must report all accidents involving injury to the public to the appointed member of the Parochial Church Council as soon as possible. Any failure of equipment whether belonging to the premises or brought in by the hirer must also be reported as soon as possible.

### **Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises unless provided for in the schedule

## **9. Compliance with The Children Act 1989 and the Church in Wales Child Protection Policy**

The Hirer shall ensure that any activities for children comply with the Children Act 1989 and the provisions of "Children and Young People", a code of practice for use by parishes in the Church in Wales.

## **10. Cancellation**

The Parochial Church Council reserves the right to cancel the hiring event in unforeseen circumstances but shall provide such notice as is reasonable and the Hirer shall be entitled to a refund of any payment paid.

If the Hirer wishes to cancel within \_\_\_\_\_ weeks of the event/s, the Parochial Church Council may at its discretion retain the deposit or require payment of the balance if an alternative event could have been arranged or cannot be arranged following the cancellation.

## **11. End of Hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. A charge may be made in default.

**12. Noise**

The Hirer shall ensure that minimum noise or disturbance is caused to neighbours. Users should be asked to leave the premises quietly and with respect for neighbours.

**13. Termination of Licence**

Where a licence continues from week to week, each party can terminate the agreement by serving 6 months notice upon the other except where there is a breach of any of the terms within this licence the Parochial Church Council may terminate the agreement at its discretion.

---

*On behalf of the Parochial Church Council*

---

*On behalf of the Hirer*

---

*Date*



**ANNEX 5****MODERN TECHNOLOGIES AND SAFE COMMUNICATION**

The introduction of modern technologies (Internet, email, messenger services, chat rooms and mobile phones) has created a wide range of educational and recreational opportunities for children and young people, who, more than any other group, have embraced the new technologies and made them their own. It is estimated that, in 2006, 75% of nine to nineteen year olds have internet access at home, 92% have access at school.

However, alongside the benefits, this 'Internet revolution' has also brought new danger into homes, schools and 'cyber centres'. It is essential that all providers of services, including Churches, take measures to control the potential risks posed by new technologies in order to protect children and young people and to safeguard the integrity of workers.

**A GUIDE TO PARISHES**

- All contracts of employment/job descriptions for people working with children should clearly state that any access to IT is only given to them to perform their job. It should not be used for any other purpose.
- If the Church is providing internet access to children and young people (e.g. cyber café), it is essential that workers are made fully aware of both its opportunities and hazards. An 'Acceptable Use' policy should be formulated which must be signed by the child or young person and their parent/carer before they can be given access.
- Filtering and blocking software should be deployed where this is appropriate. Advice on this can be obtained from the Internet Service Provider (ISP).
- Children and young people who use the internet should be provided with a copy of the guide entitled 'Keeping Safe on the Internet' at Annex 5a.
- Any church which accepts second hand computer equipment should establish that the equipment is safe to use, free of viruses or other defects which might compromise the system, - and that the hard drive or other storage devices do not contain inappropriate material.
- There should be strict policies on passwords and logging in and all church owned computers which may be used by children, young people or church youth workers must have software installed which will allow the organisation to ensure, as far as possible, that its policy on 'Acceptable Use' is observed. Internet accountability software packages are available which monitor the internet use and scores sites visited based on objectionable content.
- If designing a website take advice from the Internet Content Rating Association (ICRA) [www.icra.org](http://www.icra.org)

The following should be viewed as serious breaches of trust:-

- Searching for and/or entering pornographic, racist or hate motivated sites.
- The use of IT provided by the Church to store, display and/or transmit pornographic, sexist, racist, homophobic or violent material.
- Downloading, forwarding and/or burning on to any CD any music, images or movies from the internet without permission of the copyright holder.
- Disclosure of any personal information relating to others e.g. addresses, (personal, email or messenger), telephone numbers or bank details.

Mobile phones, email and instant messenger programmes are all popular forms of communication for children and young people.

- Some children/young people, and their parents, may not be willing to be contacted by church workers in this way – their wishes must be respected and Church workers who communicate with children/young people in this way must exercise particular care.
- They should keep a log of conversations/communications and should always use clear language (not abbreviations e.g. luv, lol) to avoid ambiguity or misinterpretation.
- Any messages, conversations or texts which raise concern should be passed on or reported to the person responsible for the group and/or the Parish Child Protection Officer.
- Digital photographs of children and young people should only be taken with consent and should not be kept on a church worker's mobile phone – they should be downloaded, if appropriate, to a church computer and stored securely. Please see advice in relation to images of children and young people at Annex 9.

More specific and detailed guidance on these issues can be obtained from your Diocesan Child Protection Officer.

#### Some helpful Information References

- 'Being Savvy Online' A Wise Kids Guide [www.wisekids.org.uk](http://www.wisekids.org.uk)
- Keeping your child safe on the internet – Home Office – [www.wiseuptothenet.co.uk](http://www.wiseuptothenet.co.uk) - explains the main issues in simple terms – gives tips to help minimise risks.
- Internet Watch Foundation – industry funded body with hotline to report illegal material. [www.iwf.org.uk](http://www.iwf.org.uk) telephone 08456 008844.
- Police Child Pornography Information Line: Freephone police number to report incidents of child pornography. Telephone 0808 100 0040
- Childnet International  
[www.childnet-int.org](http://www.childnet-int.org)  
[www.kidsmart.org.uk](http://www.kidsmart.org.uk) - not for profit organisation aiming to make the internet a safe and great place for children
- [www.nch.org.uk/itok/netsmart](http://www.nch.org.uk/itok/netsmart) - gives very useful information to parents/children and young people in user friendly language.
- Internet Content Ratings Association – [www.icra.org](http://www.icra.org)
- UK Online ISP Child Check information – [www.ukonline.co.uk/childcheck](http://www.ukonline.co.uk/childcheck).
- Safety 'net Communications and Child Safety – Independent Television Commission (Now replaced by OFCOM) – <http://wiki.media-culture.org.au/> - Sets out clearly the benefits and concerns of Chat/ Instant Messaging/World Wide Web/Mobile Phones.
- Child Exploitation and Online Protection(CEOP) Centre  
[www.thinkuknow.net](http://www.thinkuknow.net)
- Funky Dragon - the Children and Young People's Assembly for Wales - is a peer-led organisation – [www.funkydragon.org](http://www.funkydragon.org)
- Churches Child Protection Advisory Service - [www.ccpas.co.uk](http://www.ccpas.co.uk)

## ANNEX 5A

# A GUIDE FOR CHILDREN AND YOUNG PEOPLE KEEPING SAFE ON THE INTERNET

- Always check that your parent/carer is happy for you to enter a chatroom.
- Check that any chatroom you enter is regulated and run by a reputable organisation that monitors activity.
- When you visit a chatroom, it is a good idea to sign in using a nickname or password when you are chatting,
- Don't give out your real name, your home address or email address, your age, your name, telephone or mobile phone number, your school or church/youth group name or any other identifying information. Remember to keep all this information to yourself because chat rooms are 'public places' and you never know who might be in there and see it. Keep your passwords private, don't even tell your friends. Only give out as much information as you are happy with. If a site has a compulsory field you have to fill in and you don't think it is really necessary – go elsewhere.
- Chat safely – you can't always be sure that it is only people your age in a chat room – it may be an adult winding you up or trying to trick you.
- Block people who make you feel uncomfortable.
- Keep clear of 'over-18' chatrooms, websites and other parts of the internet intended for adults. The warnings are for your protection. Adult sites can cost a lot more on your phone bill too.
- Leave a chatroom the moment anything worries you. Let your parent/carer/youth leader know and report any bad taste/bad attitude messages to the chat service provider/internet service provider. Save any conversations that you think could prove someone has been bullying or harassing you.
- Don't send your photo to anyone and if you download photos make sure they are from approved free sites.
- Never arrange to meet anyone you have met online without first agreeing it with your parent/carer and get them to come with you to the first meeting, which should always be in a public place. People you contact online are not always who they seem, and people don't always tell the truth online – no one can see them.
- Be careful when entering competitions etc. you may be signing up to services you don't want.
- Never give out your credit card or bank details without first checking with your parent/carer – and if you do, make sure there is a credit card safety symbol on the site, it looks like a yellow padlock and means your details will be safe.

## EMAILS

- If you get an email from someone you don't know, don't open their links or attachments, they could contain viruses which can damage or destroy your computer or lead to inappropriate sites.
- Have a virus checker on board. See e.g [www.norton.com](http://www.norton.com) – [www.mcafee.com](http://www.mcafee.com)
- Never send chain letters via the internet – they are forbidden on the internet – if you receive one notify your Internet Service Provider.
- Never respond to nasty, suggestive or offensive emails or postings in user net groups.
- Always be yourself – do not pretend to be anything you are not.
- Remember if you receive an offer that seems too good to be true via email – it probably is!

## **CHILD PROTECTION AND ATTENDING DAY ACTIVITIES AND RESIDENTIAL EVENTS**

Any residential event organised for children and young people will involve taking responsibility for their well being, being prepared for any eventuality and anticipating situations where there is possible harm and taking steps to minimise risks.

Before any residential event takes place the leader must carry out a risk assessment of the venue and activities. The following areas must be considered:

- Check that the venue has a Child Protection Policy
- Identification of hazards
- Who might be harmed and how this might happen
- Fire procedures / exits
- Assess the risks and take action to remove or avoid them
- Record the details of the risk assessment and make it available to the other leaders and to the parent / carer / guardian of the child or young person

The activity/event organiser, including events organised by other denominations, must have a Child Protection Policy Statement in line with that of the Church in Wales. The Policy Statement must set out clearly the child protection procedure that will be followed at the event, and must also be written down and agreed, and a Child Protection Co-ordinator appointed for the event.

The Policy Statement must contain details of the procedure to be followed for dealing with suspicion or allegations of abuse and must give a clear reporting line. This must include the names and contact details of the persons to be contacted within each of the participating organisations.

All parents / carers/ guardians must receive full information of the venue, travelling arrangements, activities, supervision etc and must give written permission for their child/children to attend. A sample parental consent form can be found at Annex 7.

Where camps are organised with workers from different organisations or denominations, it is important that all use the same forms and procedures when recruiting leaders.

All leaders must be given the opportunity to meet together before the activity/event to discuss the programme, activities, child protection arrangements and health and safety provisions. The child protection policy for the duration of the activity/event must be clearly understood.

A daily log of all activities must be kept by the group leaders and any significant incidents recorded.

It is the responsibility of the leaders to know the whereabouts of every child / young person who is attending the activity/event at all times.

General safety rules should be explained to all attending the activity/event before it commences.

A Health Information and Consent Form must be completed for every child / young person who will be attending. No child / young person must be allowed to attend the activity/event without a completed form. The forms must be held by the group leader in case of emergency. All forms will be destroyed on the return from activity/event. If swimming is to be undertaken, this must be included on the form. It is important to ascertain who can swim unaided.

The supervision ratio for children aged 3 – 8 years is 1 adult : 8 children. For children over 8 years there is no official guidance, however, a suggested ratio is two adults ( preferably one male, one female with mixed gender groups) per 20 children. This ratio may need to be increased if catering for children / young people with disabilities / special needs.

Children attending the event/activity must not be permitted to bring any electrical equipment to the activity/event e.g. ipods, hairdryers

The activity/event organiser must ensure adequate first aid facilities including first aid boxes, where appropriate St. John's Ambulance. All accidents and injuries must be recorded. Any medication brought by a child / young person is the responsibility of the first aider and suitable storage must be provided. Such medication must always be available to the child (e.g. do not forget inhalers if a trip is planned away from the activity or event location).

The Food Safety (General Food Hygiene) Regulations 1995 states that anyone who handles food must comply with those regulations.

Arrangements for sleeping must be considered carefully. Adults should not share sleeping accommodation with children / young people . However, adults should be near at hand and accessible at night in case of an emergency. The children / young people should be made aware of where adults are sleeping. Adults should not enter sleeping accommodation of the children / young people alone.

It is important that the activity/event organiser ensures that there is adequate insurance cover for all eventualities such as personal accident (e.g. death or disablement), lost or stolen property and personal liability. If the activity/event is being held at a centre it is important to establish that there is appropriate Public Liability Insurance.

Group leaders must follow the advice given in respect of taking and using images of children and young people. Please see Annex 9.

**PARENTAL CONSENT FORM - VISITS AND ACTIVITIES**

CHURCH / GROUP: .....

Proposed visit or activity:

Please indicate on the return slip if you wish your child to be withdrawn from any of the activities.

DATE OF VISIT / ACTIVITY: .....

DEPARTURE PLACE AND TIME: .....

RETURN PLACE AND TIME: .....

COST: (cheque made payable to: .....) )

TRANSPORT ARRANGEMENTS: .....

ITEMS TO BE BROUGHT: .....

**Consent form to be returned by:** .....

I give permission for: .....

to take part in the visit / activity to take place on: .....

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

I enclose a cheque / cash for the sum of: .....

Signature of Parent / Guardian: .....

Date: ..... Emergency contact telephone number: .....

**ADVENTURE ACTIVITIES AND MEDICAL EMERGENCIES**

Name, address & telephone number of family Doctor: .....

.....

.....

**Please give information of any specific medical or dietary requirements**

## **TRANSPORTATION OF CHILDREN OR YOUNG PEOPLE BY CAR OR MINIBUS**

Children or young people should not be transported without the prior consent of their parents or guardians. There should always be a non-driving adult in the vehicle.

### **DRIVERS**

The driver should be over 25 years of age and have held a full driving licence for over 2 years and should confirm with the DVLA that the licence entitles the driver to drive a minibus.

The driver of the vehicle must ensure that they have adequate comprehensive insurance and that this covers them for church activities.

Drivers with more than 6 points on their licence must inform the Parish Child Protection Co-ordinator.

Any driver with a conviction for drink driving, Dangerous Driving or Racing on the Highway should not transport children or young people.

Drivers transporting children or young people must adhere to the same checks as other volunteers or paid workers who have contact with children or young people within the Church in Wales. A CPP/I and Criminal Records Bureau Disclosure application form should be completed.

### **VEHICLES**

The vehicle must be road worthy.

A seat belt must be available and must be used for every individual in the vehicle.

The total number of children and adults in the vehicle must not exceed the passenger limit.

### **CHILD RESTRAINTS IN VEHICLES**

Children under 3 years **MUST** use the child restraint appropriate for their weight in any vehicle (including vans and other goods vehicles). The is only on exception:-

- A child under three may travel unrestrained in the rear of a taxi if the right child restraint is not available.

Rear-facing baby seats **MUST NOT** be used in a seat protected by a frontal air-bag unless the air-bag has been deactivated manually or automatically.

In vehicles where seat belts are fitted, children 3 years to 135cms in height (approx 4ft 5ins) **MUST** use the appropriate child restraint.

These are exceptions which allow children to travel in the rear and use an adult belt:-

- in a taxi, if the right child restraint is not available;
- for an occasional journey over a short distance, if the right child restraint is not available,
- where two occupied child seats in the rear prevent the fitment of a third child seat.
- Children from 3 years to 135cm in height (or 12th birthday whichever they reach first) must use correct booster seat (same exemptions as above).
- Children aged 12 or 13, or over 135cm in height a seat belt must be worn if fitted.

## **IMAGES OF CHILDREN AND YOUNG PEOPLE**

Consent is necessary before making and using images of children or young people.

It is very important to take particular care when making images of children and young people as there may be instances whereby there are very good reasons for the refusal of a parent or guardian for the taking or use of images e.g. the child may be the subject of a legal dispute or in authority care where the whereabouts of a child or young person must not be widely known. It is also very important to take care in naming children and young people when publishing images, because doing so may make them a target for potential abusers and in the case of digital images these could be manipulated for child pornography.

### **PARENTAL CONSENT**

The consent of parents / guardians and children is required before making images. Consent in writing should be obtained prior to publication in a newsletter, notice board or on the Internet.

If an event such as a church service or nativity play is to be photographed, advance warning should be given to allow a parent or guardian to remove a child or young person from view of the camera. This also allows the parent or guardian to contact the leader afterwards to ensure that the image of their child is not published in any form.

### **GENERAL RULES**

- Whenever possible each child or young person should be part of a group
- If names are to be published only the first name of a child or young person should be used.
- Should a child or young person be named in full an image of the individual should not be used.
- Avoid images of scantily clad children or young people - if this is unavoidable e.g. if they are swimming, only group images should be used and full body or face shots must be avoided.
- Information should be given if the image is to be retained for future use.
- The image must be securely stored and disposed of/deleted when no longer required.

Photographs, digital images and film (referred to as images) are all classed as personal data. As such this data is subject to the Data Protection Act 1998. Further information on the act can be found on the website [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) or by contacting the Information Commissioners office in Wales: Information Commissioner's Office, 2 Alexandra Gate, Ffordd Pengam, Cardiff, CF24 2SA.



**ANNEX 10**

## OUTLINE JOB DESCRIPTION AND DECLARATION FOR WORKERS WITH CHILDREN AND YOUNG PEOPLE

This form should be completed for all workers with children and young people. If the role changes substantially a new form should be completed. Copies should be retained by the worker, the Incumbent and the Child Protection Co-ordinator appointed by the P.C.C.

**To be completed on behalf of the P.C.C.**

Name of worker	Name of group (e.g. Sunday School)
----------------	------------------------------------

Where / when they meet
------------------------

Age range
-----------

Person to whom responsible (e.g. Youth Group Leader)
------------------------------------------------------

Work to be undertaken
-----------------------

Signed (on behalf of the P.C.C.)
----------------------------------

**To be completed by the worker with children / young people**

I have understood the nature of the work I am to do with children / young people. I have read the Code of Good Practice for safeguarding children and young people. I understand that it is my duty to protect the children and young people with whom I come into contact. I know what action to take if abuse is discovered or disclosed.

Signed:

Date:

## **APPLICATION FORM FOR WORK WITH CHILDREN AND YOUNG PEOPLE**

**PARISH OF:** \_\_\_\_\_

**POSITION FOR WHICH APPLYING:** \_\_\_\_\_

**The Church in Wales accepts and stresses the principle of the Children Act 1989 that *the welfare of the child is paramount in all circumstances*. Every person who will have opportunities for contact with children, as part of any authorised ministry in the Church in Wales, is required to complete both sides of this form and return it to their Incumbent.**

Surname:	Title:
Full Christian Names:	Maiden or any other Surname:
Date of Birth:	

Full Address including Postcode
---------------------------------

If you have lived at the above address less than 5 years, previous address
----------------------------------------------------------------------------

Telephone Number	Evening:
Day:	

Please specify relevant experience or qualification gained through employment or voluntary work that would be of assistance to you in your intended work with children and young people. This section should be used to demonstrate personal qualities or interests.
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges?

YES / NO

(N.B. The disclosure of an offence may not be a bar to your appointment)

Nature of offence:

Date of offence:

Please give the name and address of two referees from whom the parish may seek information regarding your suitability for appointment.

Name:

Address:

Telephone Number:

Occupation:

Relationship (if applicable)

Name:

Address:

Telephone Number:

Occupation:

Relationship (if applicable)

*I certify that the information given on this form is true and complete to the best of my knowledge, and I hereby consent to the Criminal Records Bureau checks being examined to verify the information on this form. I am aware that details of spent convictions will be disclosed, along with other relevant information which may be known to the Police.*

**SIGNED:** ..... **DATED:** .....

## CONFIDENTIAL REFERENCE REQUEST

Parish of: .....

Name: .....

Address: .....

Position: .....

How long have you known the person named above? .....

In what capacity do you know the person? .....

Have you seen this person work with Children or Young People? YES/NO

Do you know any reasons why this person should not work with Children or Young People?  
YES/NO

*If you say YES to the above, please show the worry you have below. (eg criminal charges/ other legal judgements/ violence in the home/ mental illness/ children removed from their care/ alcohol abuse/ drug abuse/ solvent abuse/ or another problem.)*

**Do you believe this person is:**

- Honest? YES/NO
- Trustworthy? YES/NO
- Reliable? YES/NO
- Able to keep confidences? YES/NO
- Able to work as part of a team? YES/NO
- Able to follow procedure? YES/NO

**Does this person:**

- Like Children & Young People? YES/NO
- Treat Children & Young People with dignity? YES/NO
- Listen to Children & Young People & respect their views? YES/NO

Please state any qualifications and/or experience this person has relating to work with Children & Young People?

What gifts, skills and personal qualities do you believe this person could bring to work with Children & Young People?

Do you have any other comments to make that may have a bearing on this person's suitability to work with Children & Young People?

Would this person notice dangers a child or young person might not notice?      YES/NO

Signature:

Printed Name:

**Thank you for completing this form please return it to:** \_\_\_\_\_

***N.B. In accordance with the Data Protection Act the information contained in this form will be used solely to aid the appointment decision and will be destroyed within 3 months of making the appointment.***

## RECRUITMENT OF EX – OFFENDERS

The Church in Wales uses the Criminal Records Bureau to assess applicants' suitability for both paid and volunteer positions working with children and young people.

The following statement complies fully with the Criminal Records Bureau Code of Practice. The Church in Wales undertakes not to discriminate unfairly against a subject of a Disclosure on the basis of conviction or other information revealed.

The Church in Wales is committed to the fair treatment of its paid and volunteer workers, potential workers and those who worship and participate in church life, regardless of race, gender, disability, age. Whilst the Church in Wales is committed to providing equality to all sectors of society it must be recognised that all paid and volunteer posts with the exception of administrative posts within the Representative Body, Diocesan Boards of Finance and Social Responsibility Groups are directly involved in worship activity and as such there is a genuine occupational requirement for that person to be an Anglican or an individual that is in communion with the Anglican Church.

The Church in Wales through its Code of Good Practice for use by parishes in Wales states that "the disclosure of an offence may not be a bar to your appointment".

The Church in Wales promotes equality for all including those with criminal records and in particular those with the right mix of talent, skills and potential for paid and volunteer posts are selected based on their skills, qualifications and experience.

All successful applicants for paid and volunteer posts working with children will be required to obtain either an Enhanced or Standard Disclosure as directed. A Disclosure is only requested following a thorough risk assessment which has shown that one is both proportionate and relevant to the paid or volunteer post concerned.

Where a Disclosure is deemed necessary all recruitment material will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is deemed necessary applicants are encouraged to provide details of any criminal record at the application stage of the recruitment process. The information requested is in respect of both "spent" and "unspent" convictions as defined by the Rehabilitation of Offenders Act 1974.

All those who have responsibility or are involved in recruitment decisions will have appropriate advice and or training to identify and assess the relevance and circumstances of any offence and the relevant legislation relating to the employment of ex-offenders.

Where applicants reveal unspent criminal convictions; the person responsible for the appointment decision will ensure that an open and measured discussion takes place on the subject of any offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of appointment, both paid and volunteer. In such circumstances, you should refer to the guidance issued - "what to do if a questionable disclosure is received from the Criminal Records Bureau".

The person responsible for the appointment decision will discuss any matter revealed in a Disclosure with the applicant before withdrawing a conditional offer of employment or appointment.

A copy of the Criminal Records Bureau Code of Practice can be made available on request.

## **DISCLOSURE AND BARRING SERVICE CRIMINAL RECORDS**

### **INTRODUCTION**

The Home Office publication “Safe from Harm” states that:-

**“Organisations should seek to gain information from all applicants for paid or voluntary work about any previous criminal offences against children”**

The Church in Wales in its commitments to adopt the principles of “Safe from Harm” has determined that all existing and new paid and volunteer workers must submit themselves as part of the selection procedures to a criminal records check.

Parishes are also encouraged to use form CPP/1 to facilitate the checking procedure for new workers. Each paid and volunteer worker will also be required to obtain a criminal records check and complete the Disclosure Application form.

Criminal record checks are now known as Disclosure Certificates and are obtained from the Disclosure and Barring Service. Information on the posts in the Church in Wales where a Disclosure and in some circumstances Barred List Check is required can be found on pages 5 and 6.

### **PROCEDURE FOR OBTAINING CRIMINAL RECORDS CHECKS**

**(see flow chart 1 for Lay Appointments and flow chart 2 for Clergy Appointments)**

All new paid and volunteer workers will be required to obtain an acceptable criminal records disclosure from the Disclosure and Barring Service in advance of taking up the appointment or undertaking voluntary work and will also be required to renew the disclosure periodically (i.e. every 3-5 years) when requested to do so by the Safeguarding Administrator.

If you are already Registered with the Disclosure and Barring Service please go to SECTION TWO below.

If you are not already registered with the Disclosure and Barring Service then follow the instructions set out below in SECTION ONE.

## **LAY APPOINTMENTS**

### **SECTION ONE**

1. You will be required to complete a Disclosure Application Form which if you have not already been supplied with an application form then you can obtain the form free of charge from the Safeguarding Administrator at the Archbishop's Registry, Cathedral Road, Cardiff CF11 9XF.
2. Once completed you must submit the form to the cleric of the parish to confirm your identity. The cleric must check all evidence of identity.
3. The form must be returned to the Safeguarding Administrator in the pre-paid envelope provided.
4. The Safeguarding Administrator will arrange for the application to be countersigned and submit the application to the Disclosure and Barring Service.
5. The Disclosure and Barring Service will undertake the checks free of charge for volunteers and return the results in a Disclosure Certificate to you.
6. On receipt of the Disclosure result you should send the original Certificate to the Safeguarding Administrator in the pre-paid envelope provided.
7. On receipt of the Disclosure the Safeguarding Administrator will enter the information onto a database with confirmation that you are clear to work with children, young people and vulnerable adults and return the Certificate to you.
8. The Safeguarding Administrator will inform the cleric of the parish that your Disclosure is acceptable. Should the Disclosure Certificate contain information that does not meet normal expectations then the Disclosure Certificate will be forwarded to the Provincial Safeguarding Panel for review.
9. The Cleric of the Parish or Parochial Church Council will confirm your appointment.



## **SECTION TWO**

If you have registered with the Disclosure and Barring Service since 17 June 2013 and have a current Disclosure Certificate then:-

1. You must forward confirmation of your registration to the Safeguarding Administrator using the Form provided (see page 7). This will allow the Safeguarding Administrator with your permission to check your on-line record.
2. The Safeguarding Administrator will check your on-line record and will enter the information onto a database with confirmation that you are clear to work with children, young people and/or vulnerable adults.

Should the on-line Disclosure record contain information that does not meet normal expectations then the information will be forwarded to the Provincial Safeguarding Panel for review.

3. The Safeguarding Administrator will inform the cleric of the parish that your Disclosure is acceptable.
4. The Cleric of the Parish or the Parochial Church Council will confirm your appointment.

Advice and guidance about this procedure can be obtained from Glenda Edwards, Safeguarding Administrator Tel: 029 2034 8216 (direct line) or 029 2034 8200 (switchboard).

Advice and guidance on any other issue concerning Safeguarding should be referred in the first instance to your Diocesan Safeguarding Officer or the Provincial Safeguarding Team. Contact names, addresses and telephone numbers can be found at page 4.

## **CLERGY APPOINTMENTS**

Clergy appointments are handled by the Diocese.

All serving clergy are required to obtain an Enhanced Disclosure and Barred List Check through the Disclosure and Barring Service before taking up any new appointments and periodically (i.e. every 3-5 years) when requested to do so by the Safeguarding Administrator.

## **PROCEDURE FOR CLERGY**

1. You will be required to complete a Disclosure Application Form. The Safeguarding Administrator will send you the application along with two pre-paid envelope.
2. Once completed you must submit the form together with your evidence of identity to either the Safeguarding Administrator or the Bishop's Secretary in the pre-paid envelope provided.

3. Either the Safeguarding Administrator or the Bishop's Secretary will undertake the identity check by completing the appropriate section of the Application Form. On completion of the identity check your identity documents will be returned to you.
4. All applications must be checked for accuracy and countersigned by the Safeguarding Administrator prior to submission to the Disclosure and Barring Service.
5. You will receive a Disclosure Certificate. On receipt of that Disclosure Certificate you must send the Disclosure Certificate to the Safeguarding Administrator in the pre-paid envelope provided.
6. On receipt of the Disclosure Certificate the Safeguarding Administrator will assess the result and if it meets normal expectations will enter the information onto a database with confirmation that your current clergy status is updated.

Should the Disclosure Certificate contain information that does not meet normal expectations then the Disclosure Certificate will be forwarded to the Provincial Safeguarding Panel for review.

7. When all checks have been completed the Safeguarding Administrator will confirm to your Diocesan Bishop that your current Clergy Status has been updated and that you are clear to work with children, young people and vulnerable adults and return the Certificate to you.

Advice and guidance about this procedure can be obtained from Glenda Edwards, Safeguarding Administrator on 029 2034 8216. For advice on operating safe recruitment practices please refer to the contact list on page 4.

## Provincial Safeguarding Team

<b>Provincial Safeguarding Team</b>	<b>Elaine Cloke</b> Tel: 029 20348200 Mobile: 0778 7244 037 Email: <a href="mailto:elainecloke@churchinwales.org.uk">elainecloke@churchinwales.org.uk</a> <b>Fay Howe</b> Tel: 029 20348200 Mobile: 07551 124219 Email: <a href="mailto:fayhowe@churchinwales.org.uk">fayhowe@churchinwales.org.uk</a>
<b>Safeguarding Administrator</b>	<b>Glenda Edwards</b> Tel: 029 20348216 Email: <a href="mailto:glendaedwards@churchinwales.org.uk">glendaedwards@churchinwales.org.uk</a>
<b>Head of Resources</b>	<b>Karen Phillips</b> Tel: 029 20348234 Email: <a href="mailto:karenphillips@churchinwales.org.uk">karenphillips@churchinwales.org.uk</a>

## Diocesan Safeguarding Team

<b>St Asaph</b>	<b>Fay Howe</b> Tel: 029 20348200 Mobile: 07551 124219 Email: <a href="mailto:fayhowe@churchinwales.org.uk">fayhowe@churchinwales.org.uk</a>
<b>Bangor</b>	<b>Contact: Elaine Cloke</b> Tel: 029 20348200 Mobile: 0778 7244 037 Email: <a href="mailto:elainecloke@churchinwales.org.uk">elainecloke@churchinwales.org.uk</a>
<b>St Davids</b>	<b>Contact: Elaine Cloke</b> Tel: 029 20348200 Mobile: 0778 7244 037 Email: <a href="mailto:elainecloke@churchinwales.org.uk">elainecloke@churchinwales.org.uk</a>
<b>Llandaff</b>	<b>Contact: Elaine Cloke</b> Tel: 029 20348200 Mobile: 0778 7244 037 Email: <a href="mailto:elainecloke@churchinwales.org.uk">elainecloke@churchinwales.org.uk</a>
<b>Monmouth</b>	<b>The Reverend Sue Collingbourne</b> Tel: 01633 680687 Email: <a href="mailto:susan.collingbourne@tinyworld.co.uk">susan.collingbourne@tinyworld.co.uk</a> or <b>Contact: Elaine Cloke</b> Tel: 029 20348200 Mobile: 0778 7244 037 Email: <a href="mailto:elainecloke@churchinwales.org.uk">elainecloke@churchinwales.org.uk</a>
<b>Swansea &amp; Brecon</b>	<b>The Reverend Canon Robert Jones</b> Tel: 01792 424114 Email: <a href="mailto:robert.jones480@ntlworld.com">robert.jones480@ntlworld.com</a> or <b>Contact: Elaine Cloke</b> Tel: 029 20348200 Mobile: 0778 7244 037 Email: <a href="mailto:elainecloke@churchinwales.org.uk">elainecloke@churchinwales.org.uk</a>

The following will require as now an Enhanced Criminal Record plus Barred List Check.

Role
Archbishop, Bishop, Dean, Archdeacon
Ordained and licensed clergy <ul style="list-style-type: none"> <li>- stipendiary parish clergy</li> <li>- SSM and NSM clergy</li> <li>- chaplains</li> <li>- local ordained clergy</li> <li>- 'permission to officiate' clergy</li> </ul> licensed lay ministers readers
Seeking ordination training or ordination (NB extra check not needed when first at college after acceptance for training)

### **Working with children / young people**

The following posts will require as now an Enhanced Criminal record plus Barred List Check.

Role
Youth worker e.g Youth Club Leaders, Worship Leaders, Leaders Residential Camps (employee/volunteer)
Children's worker e.g Sunday School Leaders, Holiday Club Leaders, Messy Church Leaders (employee/volunteer)
Family workers (with assumption that work done separately with children)
Managers of youth, children's, family workers
Bell ringers who teach/train –the adults who train/teach children plus the Tower Captains who manage those adults
Music leader e.g Organist, Music Directors, Choir Leaders, Voice Coaches, where the choir/musical group is mainly with children or young people
Server-when the role includes supervision or training of children < 18 Church Warden – where there is regular and unsupervised responsibility for caring for children <18 Verger – where there is regular and unsupervised responsibility for caring for children <18
Caretaker-where there is regular and unsupervised responsibility for children< 18
Leader of Parent & Toddler Groups-only where children are cared for away from the parents at any stage
Drivers for young people or children's activities organised by the church

## Church in Wales - Working with Vulnerable Adults

Most posts will require and be eligible for an Enhanced Criminal Record Check (without Barred information) although there may be some posts where an Enhanced Criminal Record plus Barred List Check will be required.

There are a number of roles and situations across the Church where careful consideration needs to be given to decide whether an individual appointed is eligible for either an Enhanced Criminal Record Plus Barred List Check or an Enhanced Criminal Record Check (without Barred Information). Examples of these are listed below.

Role
Readers licensed by Bishop
Local preachers and worship leaders
Pastoral assistants
Lay ministers
Home visitors
Pastoral visitors
Drivers for church activities
Church-organised driver for transporting someone to receive health, personal or social care
Managers of anyone undertaking Regulated Activity with adults

The following are posts where eligibility for an Enhanced Criminal Record Check is unlikely.

Members of the PCC / Church council
Shop staff
Flower arranger
Gardener
Verger
Caretaker
Refreshment servers
Choir members

**DISCLOSURE AND BARRING SERVICE**

**AUTHORITY TO ACCESS ON-LINE RECORD**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Post: \_\_\_\_\_

Parish: \_\_\_\_\_

\_\_\_\_\_

Disclosure Certificate Number or On-line Number: \_\_\_\_\_

I am already registered and I hereby authorise the Archbishops Registry to conduct a check of my on-line records with the Disclosure and Barring Service.

Yours sincerely

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Return to: The Archbishop's Registry  
39 Cathedral Road  
Cardiff  
CF11 9XF

## DBS DISCLOSURE PROCEDURE

### CLERGY APPOINTMENTS

#### STEP 1

Cleric completes application form and passes to Archbishop's Registry with identity documents



#### STEP 2

Safeguarding Administrator verifies identity, countersigns application and

Returns ID Documents

Sends Application to DBS



#### STEP 3

DBS sends disclosure certificate to cleric.



#### STEP 4

On receipt of disclosure cleric sends original disclosure certificate to Archbishop's Registry



#### STEP 5

Safeguarding Administrator on receipt of disclosure will review and

*either*

Confirm to Bishop clear to appoint

*or*

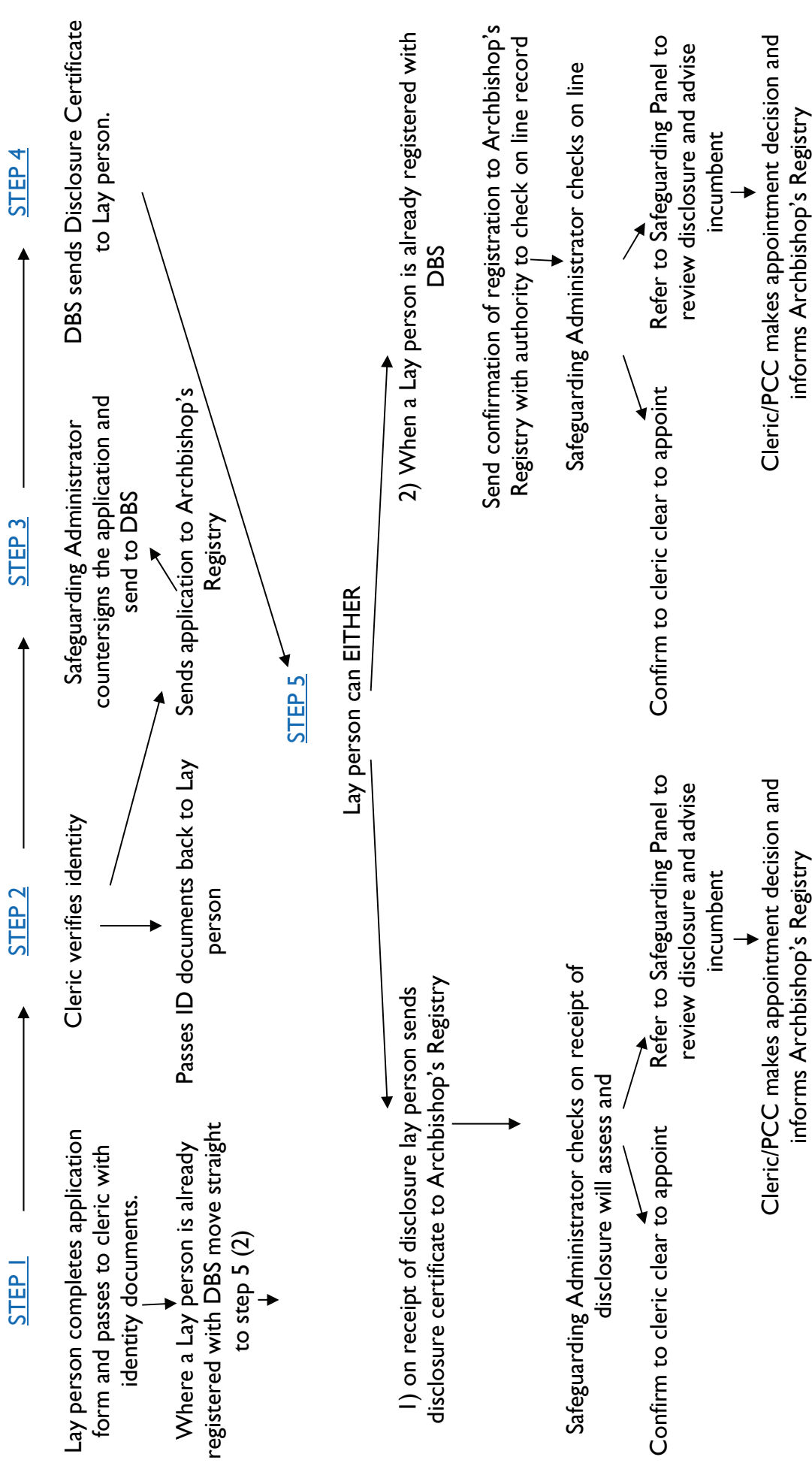
Refer to Safeguarding Panel to review disclosure and advise Bishop



Bishop makes appointment decision and informs Archbishop's Registry



## DBS DISCLOSURE PROCEDURE LAY AND VOLUNTEER APPOINTMENTS



# **GUIDELINES FOR DEALING WITH ALLEGATIONS, DISCLOSURE AND SUSPICION OF ABUSE OR RISK OF SIGNIFICANT HARM.**

## **GUIDELINES**

It is the duty of all people working with children and young people to prevent and to report any abuse discovered or suspected.

### **Types of abuse:**

- **Physical** where a child or young person is physically hurt or injured.
- **Sexual** where a child or young person is used for sexual gratification or exploitation.
- **Emotional** where a child or young person is subjected to treatment or behaviour which severely affects their emotional development.
- **Domestic** where a child or young person may be harmed as a result of violence or abuse in the home.
- **Neglect** where the health and/or development of a child or young person is severely impaired by the persistent failure to meet their basic physical and/or psychological needs.

### **The following may be signs of abuse:**

A child is abused or neglected when somebody inflicts harm, or fails to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. A child or young person up to the age of 18 years can suffer abuse or neglect and require protection via an inter-agency child protection plan.

### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after.

## **Sexual abuse**

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

## **Emotional abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, or, the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. In addition, neglect may occur during pregnancy as a result of maternal substance misuse.

*(Definitions taken from the All Wales Child Protection Procedures 2008)*

**The above signs should always make us stop and think but it is important not to jump to conclusions. Any concerns should be reported to the Diocesan Safeguarding Officer without delay.**

**The Diocesan Safeguarding Officer will inform the Provincial Safeguarding Officer and, if appropriate, inform the statutory agencies and the Diocesan Bishop.**

## **N.B.**

**THESE GUIDELINES HAVE BEEN AMENDED IN ACCORDANCE WITH THE "ALL WALES CHILD PROTECTION PROCEDURES" 2008, ISSUED BY THE WELSH GOVERNMENT.**

**How to react if a child or young person wants to talk about abuse:**

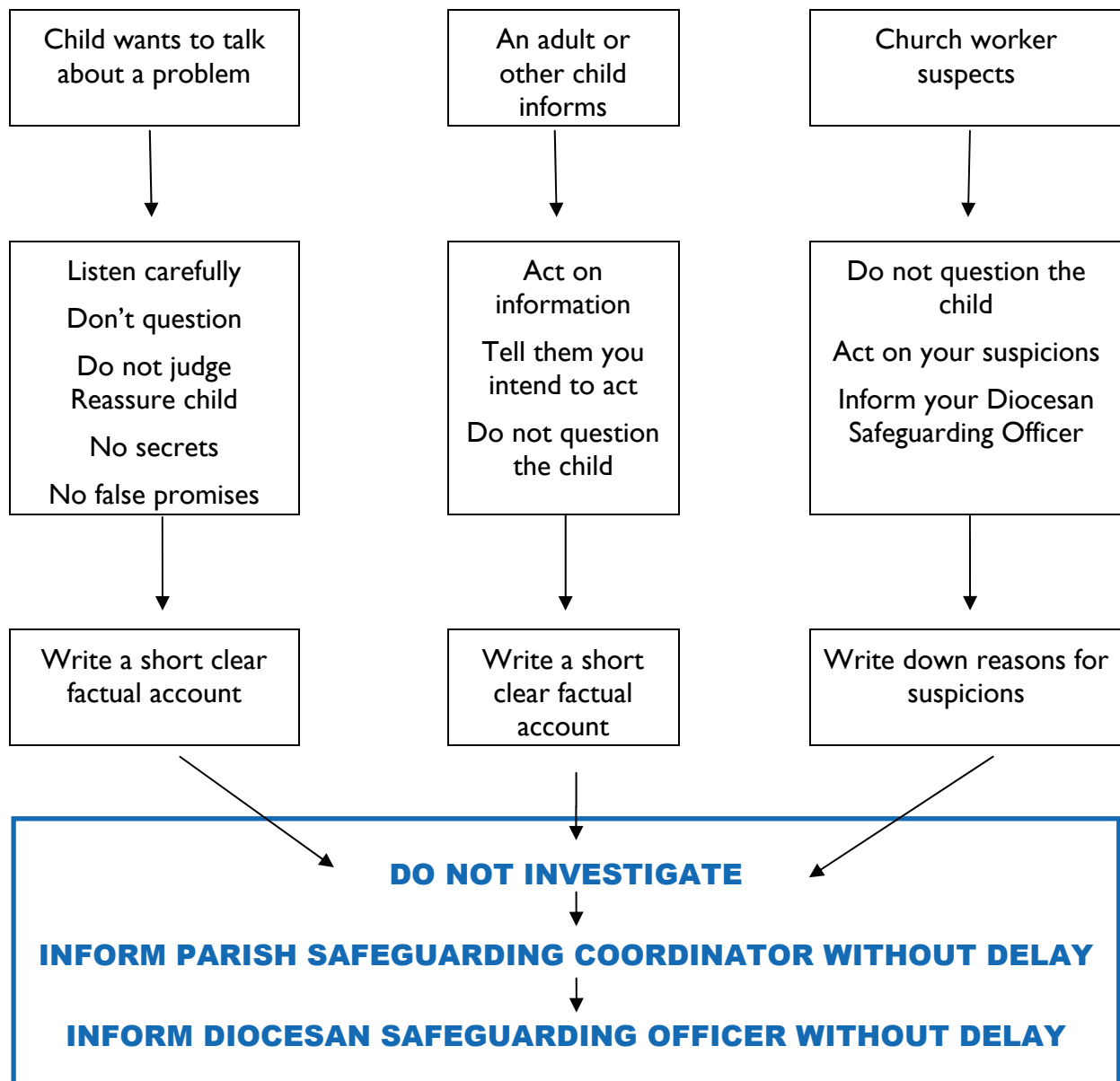
- Stay calm – even if you find the disclosure shocking
- Show you take seriously what you are being told
- Do not make judgements or investigate further
- Child may need to repeat the account - difficult for the listener but can be helpful for the person disclosing
- Reassure the child that disclosure is the right thing to do
- Talk through the next steps
- Write down as soon as possible exactly what was said and when, including details of what you said in response. Record the date and time. Your hand-written records, even if subsequently typed, should be kept.

## Suspicion or Disclosure of Abuse: How to Act

For queries or general concerns contact either your Parish Safeguarding Co-ordinator or Diocesan Safeguarding Officer. Names and contact numbers can be found on the Safeguarding Policy displayed in your Church.

### SHARE CONCERNS BUT RESPECT CONFIDENTIALITY

#### Where there are safeguarding concerns: Steps to follow



**The Diocesan Safeguarding Officer, when appropriate, will consult with the Provincial Safeguarding Officer and the Diocesan Bishop who will arrange pastoral support for:**

- **Alleged Abuser**
- **Child and Family**
- **Church Community**

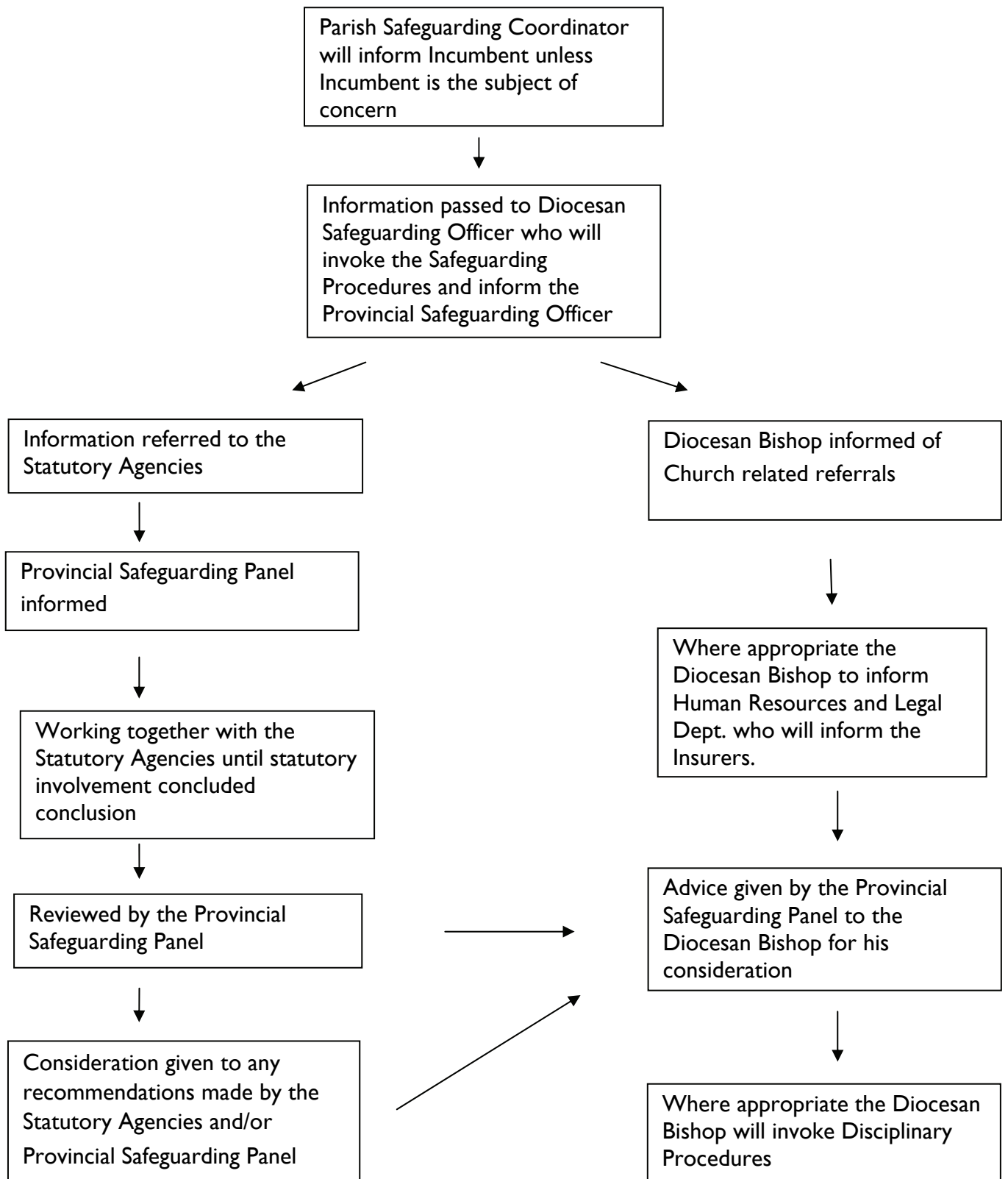
**N.B.**

**ALL PRESS ENQUIRIES WILL BE DEALT WITH BY THE  
CHURCH IN WALES COMMUNICATIONS OFFICER**

**TEL: 029 2034 8208**

## Dealing with Allegations against a Church Worker

### Safeguarding Flow Chart



## **SEX OFFENDERS IN THE CHURCH COMMUNITY**

The Church has a paramount duty of care for the safety of all children. No known sex offender may be authorised to work with children in the Church in Wales. The Church also has a duty to welcome all people into the congregation, including ex-offenders who may have no family, settled accommodation or employment.

The Church community will be advised of any known sex offender settling in the area. The Church has a vital role to play, in partnership with the police, probation service and other statutory agencies, in the crucial work of monitoring, and, supporting known sex offenders.

Where a known sex offender seeks to join a Church, then, guidance and advice must be sought from the statutory agencies with the aim of doing everything possible to protect children in our community, and, keep them safe from harm.

You must follow the advice and guidance of the statutory agencies, be prepared: -

- To conduct open and frank communication with the individual.
- To establish clear boundaries.
- To maintain close links with statutory agencies and the Diocesan Child Protection Officer.
- To establish a formal agreement or contract with the individual.
- To enforce the agreement.
- To identify another person from within the Church community to act as a “minder” to the individual.
- To inform the statutory agencies, the Diocesan Child Protection Officer and other churches when an agreement breaks down.

A flow chart describing the various stages for dealing with known sex offenders in the Church setting is attached. Help and assistance may be obtained from your Diocesan Child Protection Officer.



## Guidance on dealing with known Sex Offenders in the Church Community

**DO NOT** Investigate  
**DO NOT** make judgements or assess risk  
**DO NOT** deal with Press Enquiries

**YOU MUST** co-operate with and follow the advice of the Statutory Agencies

**N.B.** The Church Community will be advised of a known sex offender settling in the area.

Where a known sex offender seeks to join a Church.

Inform the Diocesan Child Protection Officer.  
Keep him/her informed of actions.

A frank discussion must take place and communication maintained.

Clear boundaries must be established to protect both children and young people and to minimise the possibility of the adult being accused.

Church leaders must maintain close links with any probation officer or other professional involved with the offender.

The P.C.C must decide who is responsible for making any agreement (contract). Prepare an agreement (contract). If appropriate the Police will advise in this matter. The agreement (contract) must be signed and dated and must provide for pastoral care support. Information to be shared on a "need to know" basis. Identify an individual from within the Church Community to act as a "minder."

Be open and honest with the offender. Remember you are in control - sex offenders can be manipulative.

Enforce the Agreement (contract)

If the Agreement (contract) is broken.

Inform the Probation Officer and the Police .

Inform Diocesan Child Protection Officer.

Inform other Churches in the area.

**N.B. SEEK ADVICE AND GUIDANCE FROM THE STATUTORY AGENCIES, AND POLICE**

All Press enquiries will be dealt with by the Church in Wales Communications Officer  
Tel: 029 2034 8208