



Child Protection in Practice - Procedures

Last updated May 2018

The following procedures arise from the St Andrew's Church Leadership commitment to ensuring the safety and wellbeing of children and young people participating in church activities and the church workers involved. For further information please refer to St Andrew's Child Protection Policy, which is available through the church office.

1. AWARENESS of child protection measures

The PCC will review the policy and procedures relating to child protection annually and advise any changes to the church community. These posters will be displayed in the entrance to the church, Hickman Hall and St Andrews House.

- 'Child Protection is a Priority here'
- Bucks County Council's 'First Response'

Copies of the Leadership statement of policy and this 'Child Protection in Practice: Procedures' document will be available through the church office.

2. PREVENTION of Abuse in church activities

a. Registration

Where relevant, registration with OFSTED will be undertaken. St Andrew's Playgroup have their own Safeguarding policy a copy of which can be accessed on request from the church office.

b. Workers Code of Conduct

The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual or otherwise abusive relationship to develop for as long as the relationship of trust continues. The Leadership will ensure that workers engaged in church ministry follow the following code of conduct.

You should:

- Treat all children and young people with respect & dignity.
- Watch your own language, tone of voice and body language.
- Avoid unnecessary informal touching.
- If a young child needs comforting, respond warmly but sensitively and ensure other adults are around. Tell the parents as soon as possible afterwards.
- Very occasionally it may be necessary to restrain a child or young person who is harming himself or others. Use the least possible force and inform the parents as soon as possible. All such incidents should be recorded and the information given to the Child Protection coordinator.
- All physical contact should be an appropriate response to the child's needs not the needs of the adult.
- Always aim to work within sight of another adult. Ensure another adult is informed if a child needs to be taken to the toilet. Toilet breaks should be organised for young children.
- If known in advance, seek a parent's permission if a child or young person is to be seen on their own. Another adult must be nearby and the child or young person must know this.
- As far as possible ensure that each group includes a male and female helper.

Ensure that children and young people know who they can approach if they need to speak to someone.

- Administer any necessary First Aid with others around.
- Record any concerning incidents and give the information to your Group Leader or the Child Protection co-ordinator.
- Sign and date the record, and also print your name in capital letters.

You should not:

- Invade a child's privacy whilst washing or toileting.
- Play rough physical or sexually provocative games.
- Be sexually suggestive about or to a child or young person even in fun.
- Use physical punishment to discipline children.
- Touch a child inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child, young person or group.
- Show favouritism to any one child, young person or group.
- Allow a child or young person to involve you in excessive attention seeking that is overtly physical or sexual in nature.
- Share sleeping accommodation with young people.
- Invite a young person to your home alone.
- Permit abusive peer activities e.g. initiation ceremonies, ridiculing or bullying.
- Allow unknown adults access to children. Visitors to children's groups should always be accompanied by a known person.
- Allow strangers to give children lifts.
- Work with children or young people if you have taken medication which may impair your ability to work with children and maintain their safety.

We recommend that all leaders' mobile phones with cameras are put away safely during activities so that in the unlikely event of any accusation of misuse, leaders are not put under any suspicion. If you are uncomfortable with the behaviour of a child and young person then discuss with your team leader or the Child Protection co-ordinator.

c. Registration of participants

- A Registration Form will be completed for every child or young person attending a group / groups.
- A Register will be kept of all children & young people's groups that meet regularly. For one-off events a list of the children will be kept.
- All Registers and lists will be retained according to current document retention regulations.
- Written parental consent will be obtained for all activities that involve leaving the church premises.

d. Staffing levels

- As far as is reasonably practicable the recommended minimum staffing levels listed below will be maintained:
 - 0 - 2 yrs: 1 person for every 3 children 1 : 3
 - 2 - 3 yrs: 1 person for every 4 children 1 : 4
 - 3 - 8 yrs: 1 person for every 8 children 1 : 8
 - Over 8 yrs: 1 person for the first 8 children then 1 extra person for every extra 12 children
- Where activities require it, more help will be brought in.
- As far as possible each group will normally have at least 2 adults in attendance. If groups are in the same room or adjoining rooms with doors open then one person per group is allowed.
- Young people aged 16 & 17 are welcome to help with groups but will be supervised by an adult helper who will be responsible for ensuring good practice and that child

protection procedures are followed. Young people under 16 are welcome to help but will not have responsibility for children.

- Additional adults may help on occasion but must be responsible to an appointed worker. Beyond one or two occasions they will be properly appointed through the normal recruitment process.

e. Health and Safety

- Insurance cover will be assessed regularly and kept up to date. St Andrew's Playgroup have their own Insurance cover.
- Meeting places will be warm; well lit; well ventilated and kept clean and free of clutter. Electric sockets will be covered in the crèche.
- Toilets and hand basins are easily available and kept hygienic and tidy.
- Sufficient space will be allowed for the intended activity.
- Drinks will always be available.
- Groups will always have access to a phone should the need to call for help arise.
- All adults will be made aware and periodically reminded of the fire procedures. Fire extinguishers will be checked regularly. A fire drill will be should be carried out regularly.
- Alcohol or intoxicating drugs must not be used on the premises at any time by those who have children and young people in their care or at a time when their use could affect their care.
- Unaccompanied children and young people will be advised not to walk to or from the premises along dark or badly lit paths.
- First Aid kits and an accident book are available in the Hickman Hall, main kitchen and church house kitchen. The First Aid Kits are stored in clearly marked waterproof containers and checked at prescribed intervals.
- Key staff and volunteer workers are encouraged to have some First Aid knowledge and a list of qualified first aiders is kept in the first aid boxes.
- All accidents will be recorded in the accident book.

f. Provision for special needs

- Encourage parents to discuss any special needs so the appropriate support can be implemented where possible.
- Access to the building via ramps has been provided at the main entrance and side entrance to the Hickman Hall.
- Accessible toilet facilities have been provided at both levels of the building and are labelled as such.

g. Photographs

- Parental consent will be obtained before taking photographs of children or young people. This will usually be through the registration form for a particular group but may, for an event, be made verbally such as at the beginning of a service.
- Anyone authorised to take photographs for the church will be advised to remember that parents and carers may have good reasons for refusing consent.
- As far as possible each child photographed should be part of a group.
- If the photograph is to be published the child will not be named in full, if at all.
- If the child is named in full, their photograph will not be used.
- Images of children scantily dressed, e.g. for swimming, will not be taken.
- If the image is to be retained for further use it will be stored securely and disposed of when no longer required.
- We recommend that all leaders' mobile phones with cameras are put away safely during activities.

h. Transporting Children By Private Car

- All those who drive children and young people on church-organised activities must have read and signed the " Role Description: Driver for Young People " and the "Guidelines for transporting children by private car" as outlined below.
- Transport and travel arrangements are the responsibility of parents if they make informal arrangements among themselves. They are the responsibility of the church if church workers organize or provide them.
- Children and young people should only be transported in a private car with the prior consent of their parents/carers. This also applies to private arrangements giving lifts to and from a church activity.
- All those who drive children on church-organised activities should normally be over 25 (by recommendation of the Diocese of Oxford) and should have held a full driving licence for over two years. Under 25s can only be designated drivers if parents are aware of this and have given consent.
- The driver should make sure that their insurance covers the giving of lifts during church activities. We recommend that all cars that carry children and young people should be comprehensively insured.
- All cars that carry children and young people should be clean and roadworthy.
- At no time should the number of persons in a car exceed the number of seats. Seat belts must be worn and children must use appropriate booster seats (Guidelines recommend that any young person under 135cm (approx 4'5") is given a booster cushion and that all passengers aged 13 years or older are wearing an adult seat belt.)
- Wherever possible there should be at least two children in the car and a non-driving adult escort as well as the driver especially on longer journeys. If, in an emergency, a driver has to transport a child on his or her own, the child must sit in the back of the car. When you know in advance that this won't be possible please discuss how you plan to transport the children with a member of the leadership team.
- If a child or young person is known to have a disability or special need, consideration should be given as to whether the non-driving adult should sit in the back. If deemed necessary, the adult should sit behind the driver with the child in the seat beside him or her.
- We ask that care is taken when assisting young people to board and alight vehicles, both to ensure the road is safe to do so, and in following the guidelines on physical contact.
- Any driver who has an endorsement of 6 points or more on their licence should inform the Child Protection Co-ordinator.
- Any driver with an "unspent" conviction for a drink driving offence or for Dangerous Driving or Racing on the Highway should not transport children.
- Drivers who are not children's workers should be recruited for the task through the normal recruitment process. (.ie. a DBS will need to be obtained)

3. RECOGNITION of Abuse

a. Definitions of abuse

The following four categories of abuse and neglect have been taken from the Church of England *Working Together to Safeguard Children*. Most instances are perpetrated by someone, adult or child, known to the victim. The definitions of physical, sexual, emotional abuse or neglect can be found in Appendix 1.

b. Hearing A Child Abuse Disclosure

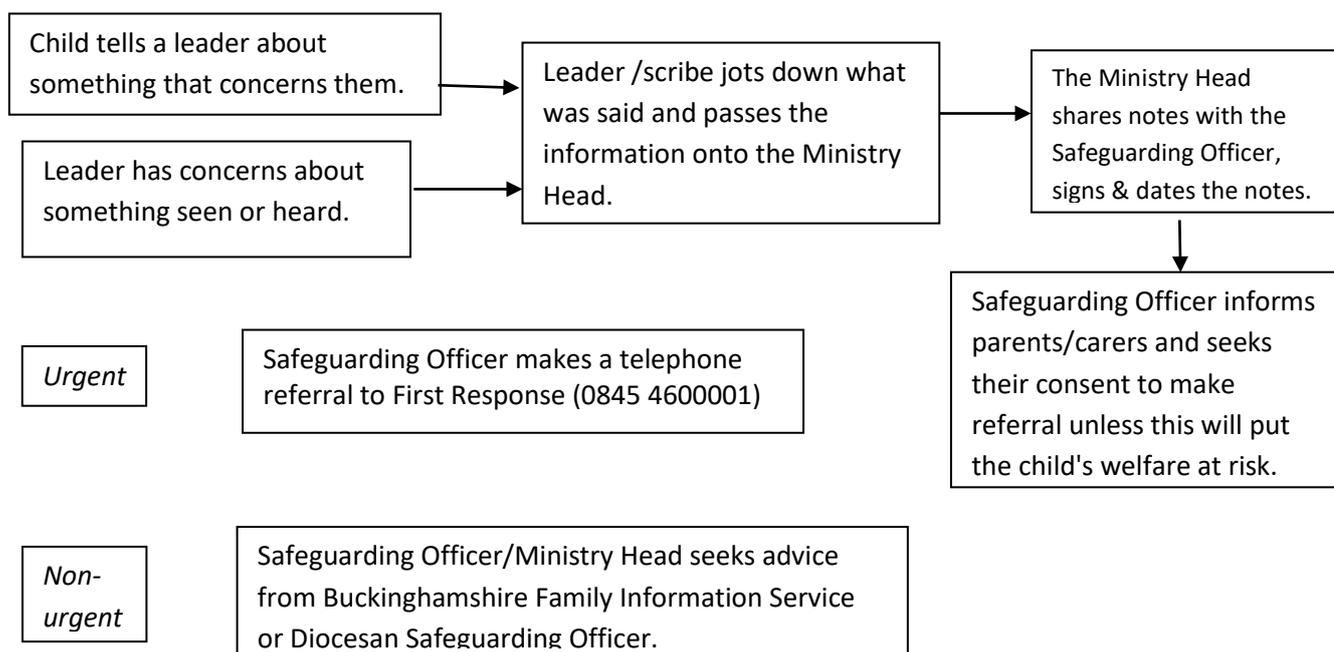
If a child asks to talk in confidence **do not** promise confidentiality – you have a duty to refer a child or young person who is at risk. Explain that you may have to get other people to help if they are being harmed. Ensure you have as much privacy

as possible but try to have another adult present when the child is speaking to you - who could scribe for you.

- Stay calm and listen attentively
- Maintain eye contact
- Allow the child to talk but do not press for information
- Tell the child that they are not to blame for anything that has happened
- Reassure the child that they were right to tell
- Let the child know that other people will have to be told so that the abuse can stop
- Try to explain what will happen next in a way the child can understand
- Reassure the child that he or she will continue to receive support during the difficult time to come
- Jot down what was said, quoting the child's actual words, where possible. Note as accurately as you can, all that happens, and anything that was said. Include the child's name, age, address, telephone number and GP from the church's registration records. Under the Data Protection Act, any notes will be made available to the child & family if they request them.
- Share your notes with the Child Protection Co-ordinator as soon as possible. They will handle the matter from thereon.

c. Responding to allegations of abuse

The Child Protection Co-ordinator will follow up any concerns raised by children or leaders. The nature of the event/disclosure will determine the approach the Child Protection co-ordinator follows.



In ALL cases

- Under no circumstances carry out your own investigation into an allegation or suspicion of abuse.
- Only discuss concerns with the Child Protection Co-ordinator or their deputy.
- Seek support for yourself from an appropriate person within the church

Where a church worker is implicated

- If an accusation is made against a church worker (whether paid or voluntary) the Child Protection Co-ordinator, whilst following the procedure outlined above, will

need to liaise with the vicar and local child protection unit with regards to suspension of the worker.

- Where a Child Protection Co-ordinator is implicated the vicar should be informed and assume the role the coordinator would otherwise have played in reporting the matter
- Where a member of the clergy is implicated the Bishop of Oxford must also be informed.

d. What to do if you suspect abuse

Pass the information onto the session leader who will then ensure the Safeguarding Officers are updated and a written record made including date.

Where there is a concern about another leader

- In an instance of whistle-blowing, the person with a concern should speak directly to the Child Protection Co-ordinator.

Appendix 1

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

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- _ provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- _ protect a child from physical and emotional harm or danger;
- _ ensure adequate supervision (including the use of inadequate care-givers);
- _ ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ridiculing what they say or how they communicate. Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations; serious bullying (including cyber-bullying); causing children frequently to feel frightened or in danger; exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child but it may occur as the sole or main form of abuse.