

# **A POLICY FOR THE PARISH OF ST MARY AND ST MARGARET, CASTLE BROMWICH TO PROTECT AND PROMOTE THE INTERESTS OF CHILDREN AND YOUNG PEOPLE**

**Reviewed by the PCC September 2015**

## **Statement of values**

St Mary and St Margaret Church and PCC seeks to demonstrate that in all of its activities which include children and young people:-

1. The welfare of children will be given first priority in accordance with the principle enshrined in the Children Act 1989
2. The spiritual welfare of children will be seen as particularly important.
3. Well-informed, professional standards of care will be demonstrated.
4. The procedures to protect children will be open and made clear to all.
5. The welfare of children will have priority over the interests of the establishment.

## **Policy statement**

St Mary and St Margaret PCC is committed to the safeguarding of children and to creating a safe, nurturing environment for children and their families. In our church family we believe that our attitude to children, and the way we treat them, must reflect the love that God has for them. We are committed to acting promptly whenever a concern is raised about a child or about the behaviour of an adult or someone under the age of eighteen in a position of trust, and will work with the appropriate statutory bodies when an investigation into child abuse is necessary. We are also committed to the support of those who have been abused both through appropriate ministry and providing opportunities for healing and flourishing.

## **Procedures**

1. A copy of this policy and procedures, including appendices, will be on the noticeboard in St Mary and St Margaret Church and in the adjacent Community Hall building. An electronic or paper copy can be supplied to any individual by the Parish Safeguarding Children Co-Ordinator.
2. The flow chart 'Taking Action when you have a concern about the welfare of a child or when an allegation has been made' will be displayed on the church notice board and in the Community Hall.

3. The policy and procedures and good practice will be reviewed annually in September by the PCC or a subcommittee appointed for that purpose. The review date will be brought forward should a specific need arise.
4. The PCC appointed Parish Safeguarding Children's Co-ordinator will work with the incumbent and the PCC to implement this policy and procedures. The co-ordinator must ensure that any concerns about a child or the behaviour of an adult are appropriately reported both to the statutory agencies and to the diocesan safeguarding children adviser.
5. The Parish Safeguarding Children Co-ordinator will report at least annually on the implementation of the policy within the parish.
6. The PCC will appoint a Children's Advocate to represent and promote the views and needs of children in decisions made by the church in all aspects of the life and ministry of the church.
7. The contact details of the Parish Safeguarding Children's Co-ordinator and Children's Advocate, the 'Childline' and 'Family Lives' (formerly Parentline Plus) numbers will be displayed on Church and the Community Hall notice boards.
8. The policy and procedures, including appendices, will be given to all people who are in direct contact with children in church. This includes but is not limited to: the clergy, lay worship leaders, the Parish Safeguarding Children Co-ordinator, Parish Children's Advocate, children and youth leaders, the captain of the bell tower, the musical director.
9. All people who are in direct contact with children need to be familiar with 'Section 2, God's Children: Our Diocese, Recognition of Abuse'.
10. All people who work directly with children need to be familiar with the good working practices in this policy and 'Section 4, God's Children: Our Diocese, Working with Children and Young People'.
11. All adults involved in activities including children must abide by the Code of Safer Working Practise for volunteers and employees who work with children adopted by our parish.
12. All people who work directly with children need to be familiar with the guidance in 'Section 8 of God's Children: Our Diocese, Health and Safety' and ensure that it is implemented for all children's groups and activities. The PCC and Incumbent have overall responsibility for Health & Safety
13. Other organisations working with children on the church premises should have their own Child Protection Policies and Procedures and the PCC or a representative of the PCC should ask to see these.
14. Anyone wishing to work with children in the church and associated activities will be recruited in line with the Church of England 'Safe Recruitment and Disclosure and Barring Service Applications Procedure Policy'.
15. The PCC will ensure that people working with children are appropriately trained and supported in safeguarding children.

**Contact details:**

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**Incumbent**

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**Parish Children's Advocate** – role to be appointed

**Bishop's Safeguarding Children Adviser**

Contact through

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## **Appendices**

**Appendix A. Definitions**

**Appendix B. Taking Action when there are concerns or suspicions about the welfare of a child**

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## **Appendix A.**

### **Definitions**

**Abuse** – child abuse consists of anything that individuals, institutions, or processes do, or fail to do, which directly or indirectly harms children or damages their prospects of a safe and healthy development into adulthood. Children may suffer from one or more categories of abuse: sexual abuse, physical abuse, emotional abuse and neglect, as identified in interdepartmental government Guidelines ‘Working Together to Safeguard Children’ 2010. (For detailed definitions see ‘God’s Children: Our Diocese, CofE Birmingham Safeguarding Policy)

**Allegation** – when someone, who may or not be the child concerned, makes a direct statement that abuse has taken place.

**Child** – a person under the age of 18 years as defined by the Children Act 1989 when addressing issues of abuse. ‘Children’ therefore means ‘children and young people’ throughout this document. (Note that although 16-18 year olds are legally able to give their consent to sexual activity, they may nevertheless be harmed by those who are responsible for them and whom they trust).

**Employee** – clergy are not employees as such but are office holders. Because of the position of trust inherent in their role and the authority vested in them, they and non-stipendiary ministers are considered to be employees for the purposes of this policy, as are paid parish staff.

**Parish Children’s Advocate** -A person appointed by a Parish to represent and promote the views and needs of children in decisions made by the church in all aspects of the life and ministry of the church. The person will be a member of the PCC and should be in regular and direct communication with children, young people and those who lead their groups.

**Parish Safeguarding Children Co-ordinator** – A person appointed by a Parish to co-ordinate all Parish matters relating to the safeguarding of children and to help the Parish develop a culture of ‘informed vigilance’. This will involve passing on relevant information, maintaining records, ensuring children and youth workers receive appropriate training, and maintaining an up to date Parish policy. It may also include taking action or being involved in recruitment.

**Perpetrator** – a person who uses their position of trust, influence and power to force another to participate in sexual activities

**Safeguarding** – covers vetting and safer recruitment, safer working practices, responding to concerns, working with partner agencies, dealing with allegations against those responsible for children and other matters that may be relevant. The proactive safeguarding and promotion of the welfare of children should aim to reduce the need to protect children from harm.

**Safeguarding Children Agreement** – a written agreement between an offender or suspected abuser and the church outlining the conditions on which the individual may attend a specified place of worship. Offender applies to someone who has a conviction or has accepted a caution, reprimand or warning for a criminal offence. A suspected abuser applies to someone who has been the subject of allegations which have not been formally substantiated but which appear to be reasonably well founded.

**Significant Harm** – Harm is the ill-treatment or the impairment of health or development and includes impairment suffered from seeing or hearing the ill-treatment of another. Significant harm is the threshold used by statutory authorities in deciding whether compulsory intervention is required in family life in the best interests of the child

**Survivor** – an adult or a child, male or female, who has been a victim of abuse. Such abuse could have taken the form of a “one off” incident, or have been ongoing for a number of years.

**Suspicion** – there are indicators that child abuse may have taken place but there is no direct allegation or disclosure to confirm this. Indicators may include: the behaviour or appearance of a child, the emotional responses or reactions of a child to a particular situation, physical signs, such as the presence of unexplained injuries and environmental factors, e.g. domestic violence within the family, the presence of a known abuser in contact with the family or the worrying behaviour of an adult.

**Volunteer** – someone who carries out unpaid work, which may involve contact with children and young people in the name of the Church. The nature of the work varies from formal to informal, education to leisure, in small and large groups, in all sorts of contexts. Good practice applies every bit as much to somebody opening their home on occasion, as it does to officially appointed volunteers.

## **Appendix B**

### **Taking Action when there are concerns or suspicions about the welfare of a child**

Volunteers and employees who are in direct contact with children and other leaders must be aware of the following.

All allegations of child abuse, from whatever source, should be referred to social services as soon as possible.

Where there are suspicions of abuse but where no allegation of abuse has been made, you should share your concerns with, and seek guidance from, the incumbent, and/or the Parish Safeguarding Co-ordinator, and/or the Bishop's Safeguarding Children Adviser.

If there is uncertainty about whether the Bishop's Safeguarding Children Adviser should be consulted, then the Bishop's Adviser for Children's Ministry, who has significant experience in these situations, could be contacted for further advice.

If you are unhappy with the advice provided by Diocesan staff and believe that a child continues to be at risk of significant harm, then you should consult directly with children's social care services. You do not have to give the child's specific details at this stage and you would need to be clear when speaking with the social worker that you are seeking advice as to the appropriateness of making a referral. If you subsequently decide that it is in the child's interests to make a referral to children's social care services in your own right, contrary to advice provided by designated Diocesan staff, then the Bishop's Safeguarding Children Adviser should be informed immediately.

In some situations it will be necessary to take immediate action to ensure a child's safety and there may not be the opportunity to consult with the designated people within the parish/ Diocese.

For example, the following situations would require immediate action:

A child has sustained injuries as a result of abuse that require urgent medical attention (ensure that the child sees a doctor who is informed of concerns about the child's welfare);

A child is refusing to return home because of the abuse (contact children's social care services or the Police);

A child has disclosed that there is a likelihood of them suffering significant harm on returning home (contact children's social care services or the Police).

Whatever the circumstances, it will be necessary to make a judgement about the extent to which a child may be at continued risk of significant harm as a result of any delay in taking further action.

#### **The action will be:**

##### **a) to continue to monitor the situation closely**

Review in 2 weeks with the incumbent and/or Parish Safeguarding Children Co-ordinator.

If after 3 months there are no further concerns, then a decision should be made as part of a review meeting to discontinue monitoring.

The Bishop's Safeguarding Children Adviser should be informed.

The record must be kept indefinitely.

If concerns or suspicions grow, review the situation with the Parish Safeguarding Children Co-ordinator and seek advice from the Bishop's Safeguarding Children Adviser.

**b) and/or to speak to the parent(s)/carer(s) about your concerns**

If there is a suspicion that the parent or carer is the abuser or has allowed the abuse to take place, the Bishop's Safeguarding Children Adviser should be contacted before speaking to the parent or carer.

**c) to report the matter to children's social care services**

The Bishop's Safeguarding Children Adviser must be advised within 24 hours, if not already involved

**d) to take no further action**

If an adult confides concerns regarding a child within the Church community:

The incumbent and the Parish Safeguarding Children Co-ordinator must be consulted in the first instance.

The Bishop's Safeguarding Children Adviser must also be informed within 24 hours.

If an adult confides concerns regarding a child who is not part of the church community:

The adult should be supported to seek advice from children's social care services.

If the adult is unwilling to take this action, the Bishop's Safeguarding Children Adviser will contact children's social care services.

A written note of any discussions and the decisions reached must be made and stored securely in a locked cabinet or safe, access to which is restricted to the incumbent, church wardens and Parish Safeguarding Children Co-ordinator. Any electronic records must be password protected.



## **Appendix C.**

### **Taking action when a child confides in you**

If a child or friend of the child tells that abuse has taken place, this must be taken seriously. For a child to confide in an adult that s/he is being/has been abused, they must feel enough trust to be able to tell about their problem. This is both a privilege and a responsibility. It is important to be aware that:

- the child may want the abuse to stop but still love the abuser
- the child may think you are able to stop the abuse without anything else happening. If it is possible, try to have another adult present whilst the child speaks, but do not prevent the child from speaking if this is not a possibility or if it would inhibit the child.
- Reassure the child that he/she is right to tell, that you are glad they came to you, that you are sorry this has happened, that they have been brave to tell
- Be honest with the child. Be clear that, in order to help the child, you cannot keep this information to yourself
- Explain to the child what will happen next, and reassure that you will support them

Record the exact details of the allegations as soon as possible after the conversation, if it is not possible or appropriate to record what a child is saying as they are talking. If it is necessary to make initial notes on a piece of rough paper, then these should be retained along with the formal written record completed at a later time.

When recording these allegations the following advice should be followed:

- Record the time the conversation took place, the setting and those present;
- Record accurately what the child said using his/her own words and remember to record what you said in response;
- Keep your report factual and guard against making judgements;
- Ensure that any opinions expressed by you are identified as such;
- If you have seen injuries, sketch where they are and describe them (approximate size, shape, colour). Do not try and examine the child;
- Record how the child presented during the conversation and immediately afterwards;
- Remember to date, time and sign all reports. Have your signature witnessed.
- Consult and get support, from the incumbent or the Parish Safeguarding Children Co-ordinator
- Report to the Bishop's Safeguarding Children Adviser or the Children's Social Care Services Department
- Record any subsequent relevant incidents or conversations up to the point that the child is no longer in your care;

It is vital that:

- you do not speak to anyone implicated in the allegation
- you do not attempt to obtain further information from the child/young person
- you only talk to those people in your parish who have a responsibility for these matters
- you reassure the child and tell them what you will do next.

## Confidentiality

In all areas of Child Protection, the highest degree of confidentiality must be maintained at all times, and information only passed to others who need to know in order to protect children from significant harm. This personal information is exempt from the provisions of the Data Protection Act 1998.

Children or adults who disclose significant harm will need to know that the information will be passed to a statutory agency, usually the children's social care services, so that it can be properly investigated and help obtained. This will also be necessary where significant harm is suspected. If there is conflict of interest between the needs of a child who is suspected of suffering significant harm and the needs of an adult, the welfare of the child is paramount.

In general, agreement should be sought from a parent with parental responsibility before making a referral to an agency such as children's social care services. In addition, if the child is of sufficient age and/or understanding they should be informed of such a referral.

**However, we need to recognise that there are some situations where it may not be in the child's interests to attempt to seek such agreement, or even to inform the parent/carer.**

Examples of such situations might include:

- Risk of parent/carer alerting deliberately or inadvertently the abuser or of taking matters into their own hands, thus compromising a possible criminal or child protection investigation;
- If made aware, the risk of the alleged abuser attempting to silence the child with bribery or threats;
- If made aware, the risk of the alleged abuser removing incriminating evidence;
- Increased risk of harm to the child if the parent/carer does not believe them or if they feel angry with the child for disclosing;
- Risk of pressure being put on the child to retract allegations or to change their version of events.

There may also be the need to consider any risk of harm to the church member making the referral.

The decision to advise the parent/carer should be left to children's social care services or the Police.

Advice should be sought from the Bishop's Safeguarding Children Adviser if possible.

If an urgent referral to children's social care services is in the child's interests, then advice should be taken directly from them as to who should inform the parent/carer and the appropriate timing of this.

**When a decision is made to disclose information to children's social care services without parental consent then the justification for this should be recorded in writing.**

When a family are in need of services, but where the child is not yet at risk of significant harm, always seek to consult with parents/carers and secure their agreement to the making of a referral to a professional agency.

If a child is clearly at risk of significant harm it may be necessary for parents/carers to be advised that the church has a duty to make a referral to children's social care services regardless of their wishes.

When children are of sufficient age and understanding they should also be consulted and informed in the same way.

**An allegation of child abuse is made against a member of the clergy or someone holding a Bishop's license**

It is the responsibility of the person to whom the allegation is made to follow established safeguarding children procedure.

Contact the Bishop's Safeguarding Children Adviser immediately

It may also be appropriate to contact the Local Authority Designated Officer and the Police

You must not inform the alleged perpetrator

## **Appendix D.**

### **Making a referral to children's social care services**

Remember:

- the child's welfare is the paramount consideration
- if abuse is happening it needs to be stopped
- you are clear that what you have learned is a cause for concern.

Contact the children's social care services area for where that child lives

### **SOLIHULL CHILDREN'S SOCIAL WORK SERVICES**

<http://www.solihull.gov.uk/staysafe/18809.htm>

In office hours: 0121 788 4333

Email: [childrensservices@solihull.gov.uk](mailto:childrensservices@solihull.gov.uk) Emergency Duty Team (Social Work)

Contact Line - 0121 605 6060

Or contact the police: - 0345 113 5000

### **BIRMINGHAM CHILDREN, YOUNG PEOPLE AND FAMILIES DIRECTORATE (PREVIOUSLY SOCIAL SERVICES)**

Outside normal office hours please contact the Emergency Duty Team.

Out of office hours - 0121 675 4806 (Mon – Fri 5pm - 9am, all weekends and Bank Holidays)

Out of Hours Domestic Violence Helpline: - 0121 643 4800

Area Offices

North & East Birmingham Yardley / Hodge Hill 0121 303 6541 Areas Covered: Acocks Green, Bordesley Green, Hodge Hill, Shard End, Sheldon, South Yardley, Stechford, Washwood Heath, Yardley North.

If there is immediate danger to the child, or if children's social care services cannot be contacted, you must inform the Police.

Have your written account of the incident to hand.

State clearly and assertively your name and role in the parish, and the matter you want to refer.

Ask for the name and role of the social worker you are speaking to, and note this.

Be prepared for the social worker to ask for information about the following areas. This is the normal procedure. Do not be concerned if you cannot provide answers to all the questions.

Questions you may be asked:

The reason for the referral, including:

- have you discussed your concern with the parent/carer? If not, why not?
- nature of the alleged or suspected abuse
- date and frequency of the abuse (if known)
- name of the child,
- age / date of birth of the child
- address of child or current whereabouts
- ethnicity of the child

- gender of the child
- disability / special needs of the child.
- names and addresses of parents • brothers and sisters in the family
- name and address of school or nursery attended
- name of General Practitioner
- how long you have known the child / family
- details of why you are making this referral.

Having given as many details as you can (even if the details to hand are vague), you should then ask the social worker what will happen next. Give the social worker the name, telephone number and address of the Bishop's Safeguarding Children Adviser, and explain that he/she is the liaison person in the Diocese. Clarify what should be said to family members at this stage, if anything. Having made the referral, record the date and the name of the social worker, details of any guidance given to you, and information about what children's social care services will now do. Confirm the referral in writing within 48 hours.

The referrer will need support and advice from the incumbent and/or Parish Safeguarding Children Co-ordinator after a referral, to allay any doubts they may have.

What happens next?

The professionals in the statutory sector are now responsible for determining what happened and what to do next. Police and children's social care services may identify you as a trusted adult, and may ask you to support the child or otherwise ask you to assist with their enquiries.

Children's social care services initial enquiries and checks will be made within 24 hours, which can result in:-

- No further action being taken, as the concerns have not been substantiated;
- Services to the family being arranged;
- An initial assessment of the needs and circumstances of the child, which may be followed by a child protection investigation (Section 47 of the Children Act 1989);
- Immediate child protection investigation (Section 47 of the Children Act 1989).

### **Involvement of statutory workers**

The Bishop's Safeguarding Children Adviser will provide a liaison role between the church and the statutory agencies.

Pastoral support must not unwittingly undermine the intervention and goals of the agencies working with the family but informed, cooperative and sensitive pastoral support is seen as part of the resources required to support the family by statutory agencies.

## **Appendix E.**

### **The role of the church in providing support during a child protection enquiry**

#### **Support for the parish**

The Bishop's Safeguarding Children Co-ordinator is responsible for supporting the parish and those involved.

If the allegations are against the incumbent or other priest attached to the parish, the archdeacon will manage the impact on the parish.

The impact within the parish will be affected by factors such as –

- whether or not the alleged perpetrator
- whether the alleged perpetrator holds a position of leadership
- whether or not the alleged victim's family belongs to the church
- the length of time there has been church involvement by either the victim and/or the alleged perpetrator and their family belongs to the church
- whether or not the alleged abuse has come to light via a source in the congregation.

#### **Pastoral Support**

- The family will need support during the investigation
- If the alleged perpetrator belongs to the church, a separate person will need to support this person
- If the alleged perpetrator belongs to the church, practical arrangements will need to be made for the persons pastoral care and, if appropriate, their family
- These people should not be involved in the investigation and may be chosen from outside of the parish
- These people must not communicate with each other about the allegation

#### **Support for the child**

Advice, on all of these aspects, should be sought from the Bishop's Safeguarding Children's Adviser who will have sought guidance from the social worker involved.

- If the alleged perpetrator belongs to the church, the child and child's family may not wish to receive contact from the church
- It is important that the child and their family do not feel abandoned or blamed by the church community
- If the child returns to church and children's activities, they need to be confident both that they will not meet the alleged perpetrator and that they are very welcome.
- If the alleged abuse has become public knowledge

#### **Advice for children's workers**

The Bishop's Safeguarding Children Adviser, Incumbent and Diocesan Advisers will decide if leaders of children's activities need to know about the child protection enquiry. They will provide appropriate support if this is the case.

## DO

- Treat the child normally
- Give the child the usual opportunities for participation in all the group's activities
- Accept that the child may display his or her anxieties/distress through aggressive or withdrawn behaviour, so make allowances
- Be patient; affirm and reassure the child if or when s/he shows distress God's Children: Our Diocese - 2011 November 2011 Revision Section 7, Page 15
- If the child expresses concern about what is happening, continue to reassure him or her that this is not their fault
- Tell the parents if the child is upset during a group activity.

## DON'T

- Question the child about the alleged abuse
- Question the child about what is happening
- Question the child about his/her feelings
- Attempt to contact the child if the parents/carers don't want you to.

## **Support for the child's family**

Any direct contact with the family during the investigation should only be made after consultation with the Bishop's Safeguarding Children Adviser, due to the need to have guidance from the investigating officers. There will be the need for very strict boundaries, regarding confidentiality in this matter. It may be that knowledge of the alleged victim is not known within the congregation. Any approach to the family should initially come from the incumbent, who could include the Bishop's Safeguarding Children Adviser.

The purpose of this contact would be to:

- establish what support, if any, the family would find helpful from the church.
- convey to the family that the parish and the diocese are working with the investigating officers and taking this matter very seriously.
- communicate to the family that the alleged perpetrator, if they have held a position of responsibility in relation to work with children, has been suspended from these duties pending the outcome of the investigation.
- advise the family that an independent group of people should be established to provide support if they prefer to receive help from someone outside the congregation.

## **Appendix F.**

### **Working with children**

#### **Good working practice**

Child abuse is harm of a very serious nature so while it is unlikely that any type of physical contact in the course of children and youth work could be misconstrued as abuse, workers should adhere to the good working practice guidelines to avoid any inappropriate behaviour or the risk of allegations being made.

#### **Group leaders**

- Ensure any health and safety requirements are adhered to;
- Undertake risk assessments with appropriate action taken and record kept;
- Keep register and consent forms up to date;
- Have an awareness, at all times, of what is taking place and who is present;
- Create space for children to talk – either formally or informally;
- Liaise with the Parish Safeguarding Children Co-ordinator / Incumbent / Bishop's Adviser for Children's Ministry over good practice for safeguarding;
- Always inform the Parish Safeguarding Children Co-ordinator and/or Incumbent of any specific safeguarding concerns that arise. The Parish Safeguarding Children Co-ordinator or Incumbent should liaise with the Bishop's Safeguarding Children Adviser;
- Liaise with the PCC.

#### **All workers**

- Treat all children and young people with respect and dignity;
- Ensure that your own language, tone of voice and body language is respectful;
- Always aim to work within sight of another adult;
- Do not go into a toilet with a child, if they need help, their parent or carer must take them
- Ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern;
- Respond warmly to a child who needs comforting, but make sure there are other adults around;
- If any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand;
- Administer any necessary First Aid with others around;
- Any physical contact should only take place in public.
- Physical contact should reflect the child's needs, not the adult's. As adults, we do well to check what is motivating us to reach out physically to a youngster. Do we need this contact for our own comfort/reassurance?
- Any physical contact should be age-appropriate, and generally initiated by the child rather than the adult.
- Remember that it is children who have the right to decide how much physical contact they have with others, except in exceptional circumstances where they need medical attention.
- Any physical activity which is, or may be thought to be, sexually stimulating to the adult or the child should be avoided.



- Thus in offering physical contact, it is not appropriate to hold the youngster face to face. An arm around the shoulder when the youngster is alongside the adult is more appropriate.
- It is appropriate for helpers to monitor one another in the area of physical contact. Helpers should be free to help each other by pointing out anything which could be misunderstood. If a worker persists in inappropriate touch with a young person, this must be challenged. If there are concerns about an adult's contact with a young person, advice must be sought, without delay, from the incumbent and/or the Parish Safeguarding Children Co-ordinator and/or the Bishop's Safeguarding Children Adviser.
- Any guidelines on physical contact should be discussed with parents/carers and confirmed in writing with them. The wishes of parents/carers in relation to physical contact should always be respected and adhered to.
- obtain consent for any photographs/videos to be taken, shown or displayed;
- record any concerning incidents and give the information to your group Leader. Sign and date the record;
- always share concerns about a child or the behaviour of another worker with your group leader and/or the Parish Safeguarding Children Co-Ordinator / Incumbent.

#### Do not

- give lifts to children or young people on their own or on your own;
- smoke tobacco in the presence of children;
- drink alcohol when responsible for young people;
- share sleeping accommodation with children;
- invite a child to your home alone;
- arrange social occasions with children (other than family members) outside organized group occasions;
- allow unknown adults access to children. Visitors should always be accompanied by a known person;
- allow strangers to give children lifts.

#### Staffing

- A minimum of two adults should be present in the room at each activity that includes children
- If circumstance arise where only one adult is present in the room in which children are included, there must either be a window in the door or the door is left open.

Diocesan advised staffing ratios will be adhered to

Age Group	Staff	Children
0 – 2 years	1 for every	3
2 - 3 years	1 for every	4
3 – 8 years	1 for every	8
8 – 17 years	1 for first	8 children then 1 for every 12

(Anyone under 18 years old cannot be included in staff ratios and should not be solely in charge of a group)

### **Activities away from Church premises**

- Parents will be required to sign a consent form prior to a child/young person taking part in an activity run by St Mary & St Margaret Church, but away from normal church premises

### **Photography and social media**

- Written permission must be obtained from parent/carer of each child before any photograph, video or web cam images of the child are captured.
- Form S3 should be used to capture this information
- Photographs of children must not be used on the internet if the children can be easily identified.
- Use group shots or scenes.
- Do not give any identifying details of the child or personal information that could be used to gain the trust of a child/young person.
- Notify parents and carers what will happen to any photographs/film after it has been used e.g. disposal Photographs or film recorded on disc should be kept safe and disposed of carefully as soon as it is no longer required.
- Be aware that there is the potential for photographs displayed in church buildings to be taken, scanned and posted on the internet, displaying photos.
- No photos of children should be displayed in the entrance to the Community Hall or on outside notice boards

## **Appendix G.**

### **Perpetrators of Child Sexual Abuse**

We recognise with regret, that there are individuals who abuse children and they may be part of our church community. However, the safety of children must always be paramount. This is not to exclude from the love of God through the church but to recognise that these people will need support and boundaries. We need to provide structures in church for perpetrators who want to stop.

There is a range of terminology used currently; this document will use the term perpetrator.

Perpetrators in the church may range from:

- Those who have been convicted or cautioned
- Those who are known in the criminal justice system
- Those who are known to others but no action has been taken
- Those who are not known

They may or may not be still abusing.

Perpetrators can come from any walk of life and are practised in deception. They may be attending church in order to gain access to children by building relationships with them.

#### **The incumbent might learn about the perpetrator from:**

- The police, probation service, social services or rehabilitation clinic
- The prison service or the courts
- The Archdeacon or Bishop
- The incumbent of a previous church
- The Criminal Records Bureau
- The abuser in person
- A member of the congregation

### **Confidentiality**

Confidentiality of this sensitive information is of prime importance for everyone involved. The boundaries need to be set with the Bishop's Safeguarding Children Adviser and they will be different in every situation.

Outside formal sacramental confession these boundaries may need to be broken if the incumbent thinks children, young people or vulnerable adults are at risk. It is imperative that children, young people and vulnerable adults are safe. Consideration also has to be given to the safety of the abuser.

Because of the changing face of church officers and congregation the issue of "who knows" will be constantly reviewed.

Such knowledge is a burden for those who hold it and they will need support.

It is important that anyone involved in the process seeks advice and guidance on the nature of abuse and abusers.

### **What the incumbent must do immediately**

- Find out from the person giving information what contact they have with the perpetrator and what safeguards have been put in place.
- Ensure that the perpetrator is not doing any work in the church that brings them into contact with children and if they are, stop this immediately.
- Consider whether children outside the church context are at immediate risk – if so contact social services.
- Contact the Bishop's Safeguarding Children Adviser (through the Bishop's Chaplain who will also inform the Bishop) who will advise you on the future action you will need to take.
- Don't try to deal with it on your own. Get support and help for yourself.
- If the abuser tells you they are still abusing you must follow child safeguarding procedures.

### **What happens next**

Every situation may be different.

When the Bishop's Safeguarding Children Adviser is contacted they will offer appropriate advice and support and a way forward.

An assessment of the risks will be carried out and a written contract with the perpetrator may result.

The Bishop's Safeguarding Children Adviser may also have contact with the statutory authorities.

If an allegation is made against the perpetrator, the safeguarding children policy and procedures should be followed.

### **If an perpetrator leaves the congregation**

If the perpetrator leaves the church the incumbent must inform the Bishop's Safeguarding Children Adviser who will:

- Establish whether the perpetrator has, with the incumbent's support, informed the new church leadership himself of the conditions in the Safeguarding children agreement; if not, then negotiate with the incumbent how they intend to ensure this information is passed on to any new parish, within or outside the diocese, and with the perpetrators knowledge and preferably agreement. If no agreement is given, the Bishop's Safeguarding Children Adviser will seek legal advice
- contact the child protection adviser in another denomination if it is known that the perpetrator intends to join another church community
- contact the church leader in another denomination if there is no child protection adviser
- advise children's social care services, and attend a strategy meeting with the incumbent if requested
- ensure that the perpetrator is informed of the action which has been taken.

## **Communication during an interregnum**

- Prior to the incumbent's departure, two persons should be given responsibility for ensuring that any current Safeguarding children agreements are reviewed and monitored.
- If there are no issues of confidentiality the church wardens, Parish Safeguarding Children Co-ordinator and Area Dean should also be notified and may be able to fulfil this role.
- It is likely that a group of people responsible for monitoring the Safeguarding children agreement will have been identified when setting up the agreement.
- It is important to carefully consider who should be nominated for this responsibility. The incumbent may seek support and advice from the Bishop's Safeguarding Children Adviser before a decision is reached.
- These two people may already be aware of the background, and involved with the individual in their life in the church.
- If it is decided to delegate this responsibility to people who are not aware of the individual's background, it is important that they respect and agree to the boundaries of confidentiality. g.
- The incumbent should advise the individual that these actions will be taken, and introduce him to the two people (if not already known) prior to the incumbent's departure.
- The incumbent will arrange a meeting with them for the purpose of amplifying and clarifying the agreement
- When a new incumbent is appointed, the Bishop's Safeguarding Children Adviser will be responsible for ensuring they are briefed about any Safeguarding children agreements.

**Appendix H.**

**Taking Action when you have a concern about the welfare of a child  
or when an allegation has been made:**

Share your concerns with the incumbent and/or Parish Safeguarding Children Co-ordinator.  
Make a record of the discussion and any decisions reached.



If the child is at risk of harm or an allegation of abuse has been made, refer to children's social care services as soon as possible. Inform Bishop's Safeguarding Children Adviser within 24 hours



Seek advice from the Bishop's Safeguarding Children Adviser. Make a record of the discussion and any decisions reached

Possible decisions

No further action

Continue to observe & offer opportunities for the child to confide in you

If safe, speak to parent(s) /carer(s)

Refer to children's social care services.



Review within agreed timescales with Bishop's Safeguarding Children Adviser

NOTE: If the concern is urgent or the child is in danger contact the emergency services and/or Out of Hours children's social care services immediately. Contact your incumbent and/or Parish Safeguarding Children Co-ordinator as soon as possible. Always inform the Bishop's Safeguarding Children Adviser within 24 hours of any referral made to children's social care services