

**United Benefice of
St. John the Baptist's Church, Ault Hucknall
and St. Leonard's Church, Scarcliffe
Diocese of Derby**

Child protection policy and procedures February 2003

Policy

The PCC will take all reasonable care to ensure the safety of the children and young people for whom it bears responsibility.

Procedures

1. Mrs. Judith Ottewell is our approved Child Protection Co-ordinator for the calendar year 2003.
2. She is the point of contact through which concerns about child protection will be channelled.
3. She is responsible to the PCC for ensuring that these procedures are implemented.
4. The PCC is directly responsible for the following groups which include children and young people:-
 - Confirmation Classes
 - The Sunday school
 - Any occasional group or event in the name of either or both churches which contains young people who do not have a parent or parentally nominated guardian present.
5. The PCC will ensure that any group using or hiring any church buildings for any purpose have an adequate child protection policy.
6. Validation: Leaders aged 18 or over working with children and young people will:-
 - be required to complete the Derby Diocesan declaration
 - be required to provide two references using the Diocesan Child Protection Policy form.
7. Churchwardens and key holders to Church property will satisfy the requirements in 6.

8. Completed declaration forms and references will be confidential to and securely held by the Incumbent or, in the event of a vacancy, by the Rural Dean or Archdeacon. (Sample forms in appendices below)
9. The PCCs will use the Criminal records Bureau for checking leaders', churchwardens and key holders' criminal records, as it becomes available. This will be done via the Derby Diocesan Child Protection Committee.
10. The PCCs requires groups listed in 4 to provide, in writing, at least the following:-
 - A list of its current leaders and details of their roles, provision for training and support.
 - When and where the group meets, its normal working pattern and the age range it covers.
11. Every third year, starting in 2003, the PCCs will make available training in child protection.
12. The PCCs will publish on the notice boards at the back of churches and in the church hall, a copy of the Diocesan Child Protection Flow Chart (page 19). In addition, all validated leaders and key holders will be given a copy.
13. The PCCs will work to section 2 of the Derby Diocesan Child Protection Policy (see below)
14. The PCCs will carry public liability insurance of at least £5m and will insure all leaders and staff for personal accident.
15. The PCCs will send a copy of this policy and its procedures to the Diocesan Child Protection Committee within one month of its adoption by the PCCs
16. This Policy and its procedures will be monitored by the Child Protection Co-ordinator who will report to the PCCs in September annually.
17. Following 16 (above) the PCCs will review the policy and its procedures annually.

DIOCESE OF DERBY

A DIOCESAN POLICY FOR PARISHES WORKING WITH CHILDREN AND YOUNG PEOPLE

The Diocese is committed to good practice in working with children and young people

This Policy and its associated guidelines towards good practice combine both the well-being of children whilst in the care of the church and the safeguarding of the church as an institution.

To implement this locally:

1. Parishes are required to have a written policy for working with children and young people and a copy lodged with the Bishop of Derby's office.
2. Parishes are required to use the Declaration Forms for all those who work with children and young people. This is not only a matter of good practice but is increasingly becoming a serious issue affecting insurance. These are confidential documents and should be kept by the Incumbent (or Rural Dean in an interregnum), Declaration forms must be kept indefinitely in case of litigation in the future.
The Bishop requires Declaration Forms to be completed by all licensed clergy, licensed readers and accredited lay workers. Those exercising a ministry with children and young people under the authority of the incumbent with the PCC need to follow an equivalent procedure.
- 3.1 Should evidence of, or an allegation of, abuse or neglect, be made against a volunteer church worker or should such an incident arise which is in any way to do with the life and work of a particular church, the circumstances should be referred immediately to the incumbent who will inform the Archdeacon. An allegation will be taken seriously and dealt with promptly. Other agencies will be involved at this stage if necessary.
- 3.2 The task of church officers is referral and emphatically not investigation. An eventual court case could be prejudiced by any investigation later deemed to have been inappropriate.
- 3.3 The care of those involved and the healing of the wider community are part of the church's role.
- 3.4 Any allegation of abuse or neglect made against clergy or church workers, paid or licensed, or action taken by the statutory authorities against such a person, should be communicated immediately to the Archdeacon or Diocesan Bishop.
- 3.5 If an allegation is made, any church worker, paid or unpaid, should cease immediately from working with children as much for their own protection as for the children's during the investigation and assessment.
- 3.6 All PCC's and Incumbents should be familiar with **Safe From Harm: Guidelines** (yellow) and have copies available in the parish.

The House of Bishops Child Protection Policy 1999

1. Christians are called to recognise the unique status of children. There is a special need to respect them and protect them in their vulnerability. Jesus warned that those who exploited or abused children deserved profound condemnation. Within the Kingdom of God, children matter in their own right and are to be taken seriously.
2. The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Clergy and laity who work with children within the Church, in any paid or voluntary capacity, need to operate within a carefully thought-out framework of good policy and practice, which will ensure that children are safeguarded and nurtured physically and emotionally as well as spiritually. Clergy and laity need to exercise the greatest care in their use of power and authority. They must avoid taking advantage of trust.
3. The highest professional standards will therefore be maintained in all pastoral, counselling, educational, worship, and recreational situations. The exploitation of any relationship for self-gratification will not be tolerated.
4. The Church of England accepts the principle enshrined in the Children Act 1989, that the welfare of the child is paramount.
5. Allegations of abuse will be taken seriously, and appropriate steps will be taken.
6. The Church of England will collaborate fully with the statutory and voluntary agencies concerned with child abuse. It will not conduct investigations on its own.
7. All those working or seeking to work with children will be properly recruited, trained and supported, and will be subject to whatever supervision is appropriate.
8. All candidates for ordained ministry and accredited lay ministry will be asked to declare whether they have any criminal convictions or whether certain types of orders of the civil courts have been made against them, and whether they have caused significant harm to a child or put a child at risk of significant harm.
9. The following people will be asked to complete and submit the confidential declaration form set out in Appendix F to this Policy Statement:
 - a. **all** clergy, whether stipendiary or not, who hold or are seeking to hold an office, a licence, or a permission to officiate or exercise their ministry;
 - b. **all** members of the accredited lay ministry (including lay workers within the meaning of Canon Law and Readers) who hold or are seeking a licence or permission to exercise their ministry; and
 - c. **all** paid staff and volunteers working or seeking to work in a capacity which involves work with children, or which is likely to involve opportunities for unsupervised contact with them.
10. A search in the Department of Health's Consultancy Service Index will be made against all candidates for ordained ministry or accredited lay ministry, all those in categories (a) and (b) in paragraph 9, and those working or seeking to work as paid staff as set out in category (c).
11. In the case of all those seeking to do paid or unpaid work under category (c) in paragraph 5.9, references will be obtained which satisfy the recommendations in the Home Office's Guidelines 'Safe From Harm'. The procedures under paragraphs 9 - 11 above will be repeated on the person concerned seeking to move to a new appointment, new position, or new work.

Appendices

Forms

1. Confidential Declaration form to Derby Diocese.
2. Application Form for voluntary workers working with young people or children.
3. Letter to a referee.
4. Reference form to be returned by a referee.
5. Worker's declaration
6. Parental information form re. regular groups
7. Parental permission form for regular event.
8. Parental permission form for single event or outing or residential event.

The forms in this booklet below are samples for information only and are not to be used for the purposes they indicate.

Forms are obtainable from the Vicar or from the Child Protection Officer

Diocese of Derby Confidential Declaration

1a Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? (Note that the post you have applied for is excepted from the *Rehabilitation of Offenders Act 1974*, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed.)

YES **NO**

If yes, please state the nature and date(s) of the Offence(s), continuing on a separate sheet if necessary.

1b Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

YES **NO** *If yes, please give details.*

2. Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm, or to your knowledge has it ever been alleged that your conduct has resulted in any of those things? This question relates to any conduct, whether in a paid capacity, as a voluntary worker, or otherwise.

YES **NO**

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

3. Has a child in your care or for whom you have had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a Care Order, a Supervision Order, a Child Assessment Order or an Emergency Protection Order under the Children Act 1989, or a similar order under other legislation?

YES **NO** *If yes, please give full details.*

4. Have you any health problem(s) which might affect your work with children or young people?

YES NO *If yes, please give full details.*

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

YES NO *If yes, please give full details.*

6. Have you, during the past five years, had any home address other than that given below? YES NO *If yes, please give full details.*

7. Do you consent to a Criminal Records Bureau check YES NO

I confirm that the information I have given on this form is correct and complete.

SIGNED:

DATE:

FULL NAME

.....
.....

ADDRESS

.....
.....
.....
.....

DATE OF BIRTH: Daytime telephone number
.....

I am attaching a copy of my birth certificate or Current passport

Please return the completed form to

Application form for voluntary workers

CHURCH OF ENGLAND DIOCESE OF DERBY

Application and declaration form for those volunteering to work with children and young people.

1. Personal details

Surname/family nameForenames.....

Former surname/family name.....

Preferred title: (Mr/Mrs/Miss/Ms/Other).....Date of Birth.....

Address.....

How long have you been at the above address?
.....

If less than 12 months please state your previous address and church
.....
.....
.....

Postcode.....Telephone number (Day).....(Evening).....

2. Your suitability for work with children and young people

It is important that:-

- if you have no previous experience you are willing to be trained.
- that you can provide warmth and consistency.
- you are willing to respect the background and culture of the children and young people.
- you will treat all children and young people as individuals and with equal concern.

Please give details of your previous experience of looking after or working with children or young people:

Please give details of any relevant qualification or appropriate training:

3. **References.** Please provide the names and addresses of two people who have known you for at least two years and who would be able to provide a reference.

A. Name **B.** Name
.....

Address
Address.....

.....
.....

Post codeTel. number..... Post code.....Tel.
number.....

E. Letter to be sent to a referee

**Church of England, Diocese of Derby:
United Benefice of Ault Hucknall and Scarcliffe, Parish of**

Date

To:

Dear

(Name of volunteer/worker) has offered to help with our children's/young people's work and has given us your name as someone who can give a character reference.

S/he would be working with _____ year olds and the nature of the work is: -

Before we can accept any new volunteers/paid workers, we must be sure that they are suitable.

In commenting on the volunteer, please address the bullet points below:-

- Previous experience of looking after or working with children or young people
- Ability to provide warm and consistent care.
- A willingness to respect the background and culture of children in their care.
- Commitment to treat all children and young people as individuals and with equal concern.
- Do you have any reason to believe that they might cause harm to children/young people, or do you know of any instances of their having caused harm?

I would be grateful if you would complete the enclosed questionnaire, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

With thanks,

Yours sincerely,

(Incumbent)

F. Reference Form

Private and Confidential

Name of volunteer

What is your relationship with the volunteer?

- Friend
 - Employer
 - Other (specify)
-

How long have you known the volunteer?

With your knowledge and experience of the volunteer, please comment on his/her suitability to work with children/young people. Please include comments about his/her honesty, reliability and experience of working with children/young people. (continue on separate sheet if necessary.)

Do you have any reason to believe that this person might cause harm of any kind to the children/young people in their care? No/Yes (delete which does not apply)

If yes, then please give the reasons:

Are there any other comments you would like to make about the volunteer?

Signed _____ Date

Print name _____

G. The Worker's Declaration

Declaration

To be completed by the worker.

I understand the nature of my work with

(Fill in the name and age range of the group.)

I have read the church's child protection policy and guidelines. 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 suspected or disclosed.

Signed _____
Date _____

H. Registration Forms for Children and Young People

H1b is a consent form to be completed every year and kept with group records.

H2b is a consent and health form for special outings and residentials.

Groups who have regular outings and residential can adapt the forms to include detailed health information in the initial registration to be kept on file. This can then be updated with fresh health information and parental permission.

The forms allow for consent to the leaders making appropriate transport arrangements for children,

The National Health Number is necessary because it enables immediate access to medical records.

Leaders are advised to complete a personal health form. If confidentiality is important it can be kept in a sealed envelope until needed.

H1a Letter to parents about regular activities

Church of England, Diocese of Derby,
parish of _____

Details of our regular meetings and activities

Name of the group:

Where and when we normally meet:

How often:

Leader's name address and contact phone number:

(This form should be filled in annually and kept in group records)

Dear Parent

We are pleased to welcome your child to our activities. Details of the group, showing times of meeting, names of leaders, etc. are given in the box above.

To help us to care for your child, please complete and return the attached consent form for our regular meetings and activities to me. Please contact me if there is anything you need to discuss.

With best wishes

(group leader)

H1b Consent and health form for regular meetings and activities

Church of England, Diocese of Derby, parish
of _____

Name of the group:

Where and when we normally meet:

How often:

Leader's name address and contact phone number:

(This form should be filled in annually and kept in group records)

<i>Child or Young Person's details</i>	
Name	
Date of Birth	
Address	
Phone numbers including mobiles	
Doctor's name, address and phone number.	
National Health Number (NB this is not the same as a National Insurance number)	
Are there any medical problems that could affect normal activity (e.g. allergies, asthma, epilepsy, diabetes, attention deficiency syndrome etc.)	

Emergency Contact details	
Name	
Address (if different from above)	
Day, evening and mobile numbers	
Phone numbers of additional emergency Contacts, grandparent, neighbour etc.	

Consent – This is only valid for:	Signature of Parent or Guad
<p>nt to the child named above taking part in the regular activities of this group. I understand that separate permission will be sought for any other activities.</p> <p>nt to the leaders making appropriate transport arrangements for my child.</p> <p>rgency I authorise the leaders to sign any written form of consent required by the medical authorities.</p>	
Please note that this consent form will last for one year, until:-	

H2a Letter to parents about Outings and Residentials

Church of England Diocese of Derby, parish
of _____

Details of activities and arrangements:

Name of the group:

Nature of activities/residential and where they/it will happen:

Dates and times of activity/residential:

Things to bring:

Travel arrangements, including departure and return times and venues:

Name of group leader:

Phone numbers:

Address:

Local phone number in case of emergency at home:

Dear Parent

It is proposed to take our group on the above (*special activity/residential*). If you agree to your child taking part in this group activity please complete the attached consent form and return it to me as soon as possible.

Please contact me if there is anything more you need to know.

With best wishes

(group leader)

H2b Consent and health form for Outings and Residentials

Church of England Diocese of Derby, parish
of _____

This form to be returned to:

Name of the group:

Nature of activities/residential and where they/it will happen:

Dates and times of activity/residential:

Travel arrangements, including departure and return times and venues:

leader:

Name of group

Phone number:

Child or Young Person's details	
Name:	
Date of Birth:	
Address:	
Home phone numbers including mobiles:	Day: Evening: Mobile:
Doctor's name, address and phone number:	
National Health Number (NB this is not the same as a National Insurance number):	
Are there any medical problems that could affect normal activity? (e.g. allergies, hay fever, asthma, epilepsy, diabetes, glandular fever, migraine, fits or faints, period pains, nervous disorders attention deficiency syndrome) etc:	
Are there any specific dietary needs?	
Date of last Anti-tetanus injection:	
Will they have any medicines or tablets with them? If so please give details:	

Emergency contact details for the activity/residential.	
Name:	
Address:	
Relationship to young person;	
Daytime, evening and mobile numbers:	Day: _____ Evening: _____
Phone number for additional emergency contact e.g. grandparent, neighbour etc:	

Consent – valid only for	Signature of Parent
consent to activity	
ent to the leaders making appropriate transport arrangements for my child.	
gency I authorise the leaders to sign any written form of consent required by the medical authorities on my behalf	