
**CHILD PROTECTION POLICY DOCUMENT OF BEARWOOD
CHAPEL ISSUED June 2011**

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This document is based on a Model Child Protection Policy supplied by the Churches' Child Protection Advisory Service-a project, of PCCA Child Care. A copy of the policy and all amendments will be filed with CCPAS. (Policy Number 02/065). This policy must not be copied by other churches/organisations without the written permission of CCPAS.

CHILD PROTECTION POLICY STATEMENT

1. Bearwood Chapel regards child protection and good working practice as a priority. In the interests of the safety and well being of all children and young people, it has developed and operates a formal child protection policy, which is registered with the Churches' Child Protection Advisory Service.

2. A child is a whole person with rights and needs to be honoured and respected by us all. We take seriously the charge given by Jesus to: -
 - Welcome children (Luke 9 v 48)
 - Protect them (Matt. 18 v 6-10)
 - Allow them free access to Him (Mark 10 v 13)

3. We recognise that our work with children and young people is the responsibility of the whole Church.

4. The Church aims to provide an environment where: -
 - Children are listened to, given a sense of belonging, nurtured and kept safe.
 - Parents/guardians are supported and encouraged.
 - Those who work with children and young people are supported and protected.

5. To fulfil these aims the Church elders and others in leadership commit themselves to: -
 - Ensure the safety and protection of children and young people during Church activities.
 - Listen to, relate effectively to and value children and young people.
 - Provide activities that will both increase their understanding of how much God loves them and how He wants them to respond to Him.
 - Provide activities that are enjoyable and will develop a positive attitude to coming to Church.
 - Exercise care in the appointment of all those working with children and young people in the church, working to 'Safe from Harm' principles.
 - Follow statutory and specialist guidelines in working with children and young people.
 - Support, train and resource those who work with children and young people and provide regular supervision.
 - Manage and supervise known offenders in the church.
 - Reviewing its child protection policy annually and register it with CCPAS.

If you have any concerns for a child or in relation to any child protection matters then please speak to the Safe Guarding Officer – Jane Linton.

Bearwood Chapel is committed to supporting victims and perpetrators of abuse. Guidelines for dealing with allegations of abuse are clearly described in the Church's procedures that follow. The protection and welfare of all children and young people in the church community is paramount. Everyone has the right to make a direct referral to the Sandwell Child Protection Team or seek advice from CCPAS, although it is hoped that members of the church in the first instance will refer their suspicions to the church's child protection co-ordinator Jane Linton

Telephone numbers

Sandwell Child Protection Team	0845 351 0131
CCPAS	0845 120 4550
Jane Linton	0121 558 2259
Bob Sharples	0121 434 4960

Further details about child protection policies, training in child protection, the Criminal Records Bureau and the quality assurance review can be obtained from the Churches' Child Protection Advisory Service, P O Box 133, Swanley, Kent, BR8 7UQ.

Email: info@ccpas.co.uk

Web: www.ccpas.co.uk

References.

- 1 Safe to Grow. Published by the Baptist Union ISBN 1-89807786-X**
- 2 Policy Statement on Children, Young people and the Church of Kennet Valley Free Church.**
- 3 Building New Bridges Claire Gibb. Nat Soc/Church House Publishing ISBN 0-7151-4862-1**
- 4 Guidance to Churches Manual Churches Child Protection Advisory Service (CCPAS)**
- 5 Updates to Churches from CCPAS**

A. GOOD PRACTICE FOR WORKING WITH CHILDREN AND YOUNG PEOPLE

A1 Good Practice Guidelines - General

- 1) Try to spend some time in prayer before meeting with the children. Remember how you behave and speak to the helpers and children will speak as much about the God we serve as anything you say. A short time of collective prayer for staff before each session is recommended.
- 2) Keep a log of each activity. Workers should record unusual events with each leader recording what they witnessed. Log books can protect both children and workers.
- 3) It is suggested that workers also record in the logbook incidents such as fights and what action the leaders took. This book should be separate from the accident book. Records should be kept confidentially and securely indefinitely as accusations of abuse may occur after a long period of time.
- 4) Treat all children and young people with the respect and dignity befitting their age. Watch your language, tone of voice and where you put your body. Do not ridicule or physically intimidate them.
- 5) Make sure you know where emergency contact numbers are kept.
- 6) Know where the First Aid cupboard is and who is qualified in first aid. Ensure parents/guardians are informed of any accident. The accident book is kept on top of the First Aid cupboard in the kitchen. It should be filled in by the leader of the activity.
- 7) Encourage and affirm good behaviour. Try to make positive contact with as many children as possible. Make sure the quieter ones are not overlooked.
- 8) Be pro-active, don't wait to be told before you deal with a situation.
- 9) Liaise with the leader of the activity so you know what is expected of you during the session.
- 10) Please try to be prompt. It is always better if leaders are there before the children arrive.
- 11) Keep chatting with other adults to a minimum. Concentrate on the children. Take every opportunity to make contact with the parents/guardians.
- 12) Join in activities with the children. Sit amongst them and support the leader of the activity by helping the children do everything they are asked.
- 13) Do not leave children in a room together unsupervised.
- 14) An adult should always be present if an activity is led by a young person under 18 years old

A2 Good Practice Guidelines -Managing Behaviour

- 1) **Physical punishment should never be used.** If there is a disruptive situation physical contact can only be made where the child is hurting someone else or themselves.
- 2) Do not be alone with a child where the activity cannot be seen.
- 3) Raise your voice as little as possible.
- 4) If you have to reprimand a child try to do it away from other children, in the sight another adult.
- 5) Be consistent with all the children and try to ensure that all the adults are asking the same things of the children.
- 6) If a child's behaviour is continually disruptive speak to the leader of the session. The child may be warned that their parents will be informed and if their behaviour does not improve they may be banned for a set period of time. Let the leader of the session deliver this warning if it is thought necessary.
- 7) Do not engage in any of the following:-
 - Invading the privacy of children when they are in the toilets; if you take a child to the toilet remain outside unless there are particular circumstances or you have specific permission from the parents.
 - Rough, physical or sexually provocative games.
 - Make sexually suggestive comments about or to a young person even in fun.
 - Inappropriate and intrusive touching of any form.
 - Any scapegoating, ridiculing or rejecting a child or young person.
- 8) Do not let youngsters involve you in excessive attention seeking that is overtly sexual or physical in nature.
- 9) Do not invite a child or young person to your home alone; invite a group and ensure that someone else is in the house. Make sure you have parental permission for the visit.
- 10) Try not to give lifts to children or young people on their own. If it is completely unavoidable ask them to sit in the rear.
- 11) Make sure you have read your copy of Procedures if abuse is disclosed, discovered or suspected.
- 12) Guidelines on dealing with disruptive children and young people will be sent to parents/guardians, i.e. if someone's behaviour continually spoils the enjoyment or threatens the safety of other children or helpers then
 - After three warnings to the child the parents/guardians will be informed and asked to speak to the child.
 - If the disruptive behaviour persists the parent/guardian will be asked to stay with the child during the activity.
 - If this does not resolve the problem then the child or young person will be banned for a given number of weeks.

Safety Procedures

- 1) Every effort must be made to ensure that the building and equipment is in good order and access to the building is safe and well lit.
- 2) During children's activities exit doors should be constantly monitored so we know who is on the premises.
- 3) A dated register should be kept for every session.
- 4) Accurate information on names, addresses and contact numbers should be held for all children and young people. These should be updated regularly.
- 5) Ensure that a worker is not alone with a child where their activity cannot be seen. One adult should not be left lone with one child on the premises.
- 6) Recommended minimum staffing allocations for on-site activities are:-
 - Children under 3 years - one adult for every 3 children;
 - Children under 7 - two adults up to 8 children, then an additional adult for every 8 extra children;
 - Children aged 7 and over - two adults up to 8 children then an additional adult for every 12 children;

A3 Good Practice Guidelines - Relations with Colleagues

- 1) Be aware of other helpers, if you see them alone with a child stay in the vicinity.
- 2) If you see another helper acting in a way that might be misconstrued, be prepared to speak to them or the leader about your concerns. We should try to encourage an atmosphere of mutual support and care which allows everyone to be comfortable enough to discuss inappropriate attitudes or behaviour.

B. CHURCH'S AGREED PROCEDURE FOR APPOINTING CHILDREN AND YOUTH WORKERS

- 1) All new helpers will be interviewed by an elder or Safeguarding Officer
- 2) They will be asked to fill in a short form to provide personal details including any previous experience that may be relevant.
- 3) Two references will be taken up, preferably from people who have first hand knowledge of the volunteer's work with children. If the applicant has no experience of working with children, their referees should be reputable people who can comment on their character and relationships with others.
- 4) A volunteer may be unsuitable for a number of reasons. A referee may suggest this without being specific. Respect that confidentiality and try to channel the person's offer into another area of church work.
- 5) All volunteers will be given a copy of the Church's Child Protection Policy and the volunteer contract. They will be informed of the need for all prospective workers to be checked by the Criminal Records Bureau. If a new worker has a recent certificate i.e. within the last four years, they will be asked if they are willing to show it to the Church recruiter. The Church recognises the need to follow the correct procedures when handling, storing and disposing of this data.
- 6) This information will be entirely confidential between the volunteer, the Elders and the Safe Guarding Officer. Information disclosed will not necessarily exclude someone from children's work but the Elders need to be aware of it in order to make an informed decision. Failure to disclose any relevant information will lead to an interview with the Elders to discuss why the volunteer felt it necessary to withhold the information.
- 7) Appointments should be conditional on the successful completion of a three-month probationary period, during which time appropriate training should be given.
- 8) At the end of this period the appointment should be reviewed and confirmed or terminated.
- 9) If the volunteer is to continue working with children a volunteer contract should be completed and signed.

Suggested Letter to Parents/Guardians Concerning the Church's Policy on Discipline.

Dear Parent or Guardian,

The various children's activities organised at Bearwood Chapel aim to give the children an enjoyable time and help them develop a positive attitude to coming to Church. Through these activities we want to introduce them to the God who loves them and to help them respond to that love.

We have been very fortunate so far in that the children we have in our Junior Church and Friday Club are, on the whole, well behaved, good-natured and very positive. We want to continue to maintain an atmosphere where good behaviour, good manners and respect for other people and property are the norm. I should therefore like to explain clearly the discipline policy we have at the Chapel, so that you as parents/guardians and we as leaders of the activities can act consistently and the children can be aware of the structure which will help everyone get the maximum benefit from the activities we run.

Any child who's behaviour is disruptive that is if their behaviour continually spoils the enjoyment or threatens the safety of other children or helpers, will be given three warnings. If he behaviour does not improve parents/guardians will be informed and asked to speak to the child. If the disruptive behaviour persists the parent/guardian will be asked to stay with the child during the activity. If this does not resolve the problem then the child will be banned from the activity for a given number of weeks.

We hope that such a final sanction will not be necessary but we feel we need to have it in place as a safety net.

At the end of each session when parents/guardians arrive to collect their children we would ask them to assume responsibility for their children's behaviour when they are on the premises.

I would be grateful if you could sign and return the slip below so that I know you have received your copy of this letter.

Thank you for your help

Bob Sharples pp Bearwood Chapel.

Return Slip

I have seen the letter explaining the discipline policy at Bearwood Chapel for their children's activities and agree to co-operate with the procedures outlined.

Signed _____ Date. _____

C. DEALING WITH ABUSE

The church and its appointed children and youth workers are committed to the protection of children from physical, sexual or emotional abuse.

1) Types of abuse.

- a. Physical - where children's bodies are hurt or injured.
- b. Emotional - where children don't receive love and affection, may be frightened by threats or taunts, or are given responsibilities beyond their years.
- c. Sexual - where adults (and sometimes other children) use children to satisfy sexual desires.
- d. Neglect - where adults fail to care for children and protect them from danger, seriously impairing health and development.

2) Signs of abuse.

The following may indicate abuse, but do not jump to conclusions. There could be other explanations.

- a. Physical: unexplained or hidden injuries, lack of medical attention.
- b. Emotional: reverting to younger behaviour, nervousness, sudden underachievement, attention seeking, running away, stealing, and lying
- c. Sexual: pre-occupation with sexual matters evident in words, play, drawings; being sexually provocative with adults; disturbed sleep, nightmares, bedwetting; secretive relationships with adults or children; tummy pains with no apparent cause.

Neglect: looking ill cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems.

2. WHAT TO DO IF YOU SUSPECT THAT ABUSE MAY HAVE OCCURRED.

a. You must act quickly to report concerns to Jane Linton (thereafter the Safe Guarding Officer) phone number: 0121 558 5509 who is nominated by Bearwood Chapel to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. He or she may also be required by conditions of the church insurance policy to immediately inform the Insurance company. In absence of the Safe Guarding Officer, the matter should be brought to the attention of Bob Sharples, the Deputy Safe Guarding Officer.

b. If the suspicions in any way involve the Safe Guarding Officer, then the report should be made to Bob Sharples, (hereafter the Deputy Safe Guarding Officer) phone number 0121 420 4582. If the suspicions in any way implicate both the Safe Guarding Officer or Deputy Safe Guarding Officer, then the report should be made in the first instance to the

Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 01322 660011 or 01322 66707. Alternatively contact Social Services on 0845 351 0131 – out of hours 0121 561 3704

c. Suspicions will not be discussed with anyone other than those nominated above.

d. It is, of course the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from CCPAS, although we hope that members of the church will use this procedure. If, however you feel that the Co-ordinator or Deputy has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of the church to effective child protection.

The church will support the Safe Guarding Officer or Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

D. ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT

If a child has a physical injury or symptom of neglect, the Co-ordinator will;

- 1 Contact Social Services (or CCPAS) for advice in cases of deliberate injury or where concerned about the child's safety. The church in these circumstances should not inform the parents. Where emergency medical attention is necessary it will be sought immediately. The Co-ordinator will inform the doctor of any suspicions of abuse.

- 2 If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.

- 3 Where the parent /carer is unwilling to seek help, if appropriate the church Co-ordinator will offer to go with them. If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services for advice.

- 4 Where the Safe Guarding Officer is unsure whether or not to refer a case to the Social Services, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

- 5 Although everyone has the right to make a direct referral to the Sandwell Child Protection Team or to seek advice from CCPAS, the Church leadership team hope that members of the Church, in the first instance will refer suspicions to the Church's Safe Guarding Officer i.e. Jane Linton 0121 558 5509

E. ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Safe Guarding Officer will:

Contact the Social Services duty social worker for children and families or Police Child Protection team directly. The Co-ordinator will not speak to the parent or (anyone else).

If for any reason the Safe Guarding Officer is unsure whether or not to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference in the future.

Under no circumstances will the Safe Guarding Officer attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator is to record details and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.

Whilst allegations or suspicions of sexual abuse will normally be reported to the Safe Guarding Officer, the absence of the Co-ordinator or Deputy should not delay referral to the Social Services Department.

Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Deputy as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.

The church will support the Safe Guarding Officer or Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

F. HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE

The following is a summary only, for reference. It is no substitute for training.

Look directly at the child.

Accept what the child says.

Be aware that the child may have been threatened.

Tell the child they are not to blame.

Do not press for information.

Reassure the child they are right to tell and you believe them.

Let them know what you are going to do next, who you are going to tell and why, and roughly what will happen.

Finish on a positive note.

G. WHAT TO DO ONCE A CHILD HAS TALKED TO YOU ABOUT ABUSE

The Procedure

1. Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said. Write what you said in reply to the child, when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently.

2. Report your discussion as soon as possible to the Safe Guarding Officer. If the latter is implicated report to the Deputy Safe Guarding Officer. If both are implicated report to CCPAS or to Social Services if preferred.

3. You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.

H. ABUSE OF TRUST

As a church we undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office. It will therefore be unacceptable for those people in apposition of trust to engage in any behaviour which might allow a sexual relationship to develop whilst ever the relationship of trust continues.

I. WORKING WITH OFFENDERS

Where someone attending church is known to have abused children then whilst extending friendship to the individual and encouraging them in their faith, the church in its commitment to the protection of all children will meet the individual and discuss boundaries that the person will be expected to keep.

The leaders should liaise as a matter of urgency with appropriate supervisory bodies to establish what limitations there are on an individual's access to children.

A mentor will be appointed to advise the person, liaise with probation services if appropriate and monitor involvement in church activities.

The mentor must ensure that they are never alone with a child in the church.

The person will be advised not to accept hospitality in homes where there are children, unless the parents know the history, and it's deemed acceptable by the church elders and any supervisory body.

The person will be asked to sign a formal contract, which clearly states the boundaries within which they operate.

In the event of a young person being listed as a schedule 1 offender, joining one of the chapel's activities, the Safe Guarding Officer will liaise with the Young Persons' Offending Officer and be guided by their advice.

APPLICATION FORM FOR PAID OR VOLUNTARY WORK WITH CHILDREN OR YOUNG PEOPLE AT BEARWOOD CHAPEL

We ask all prospective workers and young people to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church. Unless requested by an appropriate authority.

1. PERSONAL DETAILS

We may need to see birth/marriage certificates to check names.

Full name _____

Maiden/All former names _____

Date and place of birth //

Address

Town

City/County

Postal Code

Day Time Telephone No. _____

Evening Telephone No.

How long have you lived at the above address? _____ years.

If less than 3 years please give previous addresses with dates.

Please tell us about your Christian experience (i.e. how long you have been a Christian, which church (es) you have attended and dates. Name of minister/leader, any activities undertaken.

Do you have any relevant qualifications or training for working with children or young people either in a paid or voluntary capacity?

Please give details of previous experience of looking after or working with children and/or young people.

Have you ever had an offer to work with children/young people declined?

Yes/No Please delete as applicable.

If yes please give details.

Do you suffer, or have you suffered any illness which may directly affect your work with children or young people?

Yes/No. Please delete as applicable.

If yes please give details.

2. REFERENCES.

Please give the names, addresses and telephone numbers of two people who know you well, who would be able to give a personal reference. Please tell us their relationship to you. In addition we reserve the right to take up character references from any other individuals deemed necessary.

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2

Name _____ Name

Address _____ -Address

Town _____ Town

City/County _____ City/County

Postal Code _____ City/County

Telephone No. _____ Telephone No.

Relationship _____ Relationship

Please give a short resume of your employment history.

Please would you complete the attached self declaration form, place it in a sealed envelope and address it to Celia Rush the Bearwood Chapel recruiter with whom you are welcome to discuss any aspects of this procedure.

Disclosure check: Please confirm that you understand and agree to the Disclosure check should we wish o appoint you to a post working with children.

I confirm that the submitted information is correct and complete.

Signed

Date

Self Declaration Form for a position requiring a Standard or Enhanced Disclosure.

As a church we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999/ Protection of Children (Scotland) Act / the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

All applicants are asked to complete this form and return it in a sealed envelope

To: Jane Linton
122 Manor Road
Smethwick B67 7HH

Disclosures

Have you ever been charged with, cautioned or convicted of a criminal offence; or are you at present the subject of criminal investigations/pending prosecution?

Yes/No. Please delete as applicable.

If yes, please give details including the nature of the offence(s) and dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate if necessary.

Police Investigations - this should include relevant police non-conviction information. Please complete this section

If the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation which didn't lead to a criminal conviction? Yes/No

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and the disposal(s) if known.

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?

Yes/No please delete as applicable. If yes please give details and dates.

Has there ever been any cause for concern regarding your conduct with young children? Please include any disciplinary action taken by an employer in relation to your behaviour to children.

Yes/No please delete as applicable.

If yes please give details.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by Social Services and/of the Social Work Department?

Yes/No. Please delete as applicable.

If yes please give details and dates. If yes please provide details, we will need to discuss this with you.

Declaration.

(Please read the accompanying notes before signing this declaration)

Disclosure

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that the details of pending prosecutions, previous convictions, cautions or bindovers against me will be disclosed along with other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003

I confirm that the information given above is accurate and correct.

I agree to inform the recruiter (as named above) if I am convicted of an offence after I take up any post within the church. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of this work.

I agree to inform the recruiter (as named above) if I become the subject of a police and /or social services/ social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of this work.

To help us ensure that we are complying with child protection laws, please complete the following declaration.

I _____(Full Name)

Of

(address) _____

Confirm that I am not subject to any of the disqualifications set out in the Protection of Children Act 1999/the Protection of Children (Scotland) Act 2003/ Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003

Signed _____

Date _____

CONTRACT FOR CHILDREN'S WORKERS AND YOUNG PEOPLE'S WORKERS AT BEARWOOD CHAPEL.

Name of Worker

We welcome you at Bearwood Chapel.

Name of Group

Meeting Details

Age Range

You are joining a team, which together with the whole church commits itself to the care and nurture of children and young people.

On behalf of the members of this church, we undertake to support you and your work by prayer, by our interest, and by providing resources and training where necessary.

The person who will give you primary support is

He/She is there to discuss any matters of concern you may have.

Range of work/tasks to be undertaken.

From time to time we will meet with you to see how things are going and if there is any help you need.

Signed _____ Date / /

(Elder/Leader)

To be completed by the Worker with Children/Young People

I confirm that I have read the church policy on protecting children and young people.

I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders.

I will follow guidelines on safe working practice and the code on discipline.

Signed _____ Date / /

J. EQUAL OPPORTUNITIES POLICY

1. Bearwood Chapel is a church committed to social justice and resolutely opposed to discrimination in society. We are committed to providing help on a fair and equitable basis, regardless of race, ethnicity, religion, life-style, sex, physical/mental disability, offending background or any other factor.
2. In taking on both paid and volunteer workers we seek to recruit the right mix of talent, skills and potential, promoting equality for all. We select all candidates for interview based on their personal merit and ability relevant to the aims of Bearwood Chapel.
3. As a Christian Church most posts can only be filled by Christians. The nature of these posts and the context in which they are carried out give rise to genuine occupational requirement (GOR) for the post holders to be Christians. All workers in these posts are required to demonstrate a clear personal commitment to the Christian faith. This policy is implemented in accordance with Employment and Race Directives issued by the government and the ACAS guidance.
4. As an organisation using the Criminal Records Bureau (CRB) Disclosure Service, the church undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any person on the basis of a conviction or other information revealed.
5. A Disclosure is only requested if relevant for the position concerned. For those positions where a Disclosure is required all prospective workers will be told that a disclosure will be requested in the event of a person being offered the position.
6. Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage of the application process. We request that this information is sent separately and in confidence to the Recruiter within the organisation and we guarantee that this information will only be seen by those who need to, as part of the recruitment process.
7. Unless the nature of the position allows questioning about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
8. At interview, or in separate discussions, we ensure that an open and measured discussion takes place on the

subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is

directly relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.

9. Every person undergoing a CRB check will be made aware of the CRB Code of Practice and a copy will be available on request.

10. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

11. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences

K. HANDLING, USE, SECURE STORAGE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION

In consideration of our use of the Criminal Records Bureau Disclosure Service to help assess the suitability of applicants for positions of trust, we agree to comply with the CRB Code of Practice, Data Protection Act and other legislation in regard to the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

Storage and access

Disclosure information is never kept on an applicant's personal file but stored separately and securely in a lockable, non-portable, storage container (e.g. filing cabinet), with access strictly limited to those who are entitled as part of their official duties.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosure or Disclosure information have been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, Disclosure information may be kept for up to six months for the resolution of disputes or complaints, unless there are exceptional circumstances. If this happens it will be down in consultation with the CCPAS

Disclosure Unit who will seek advice from the CRB giving full consideration to the Data Protection and Human Rights legislation. The conditions regarding safe handling and storage will continue to apply.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately and appropriately destroyed (e.g. by shredding, pulping or burning). While awaiting destruction, Disclosure information will continue to be kept securely. We will not keep any original documents or copies relating to the disclosure. However we may keep a record of it, i.e. the name, date and type of disclosure, the position for which it is requested, the unique reference number and the details of the recruitment decision taken.

Our relationship with CCPAS as an Umbrella Organisation.

We accept that the CCPAS Disclosure Unit, as our umbrella organisation, has a responsibility to ensure, as far as possible, that we comply with all the requirements in the CRB Code of Practice, this and the other policy statements, and in the other CRB procedures and processes. We undertake to keep CCPAS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.

L. PROCEDURES RELATING TO OFFSITE ACTIVITIES

Supervision of children and young people during off site activities.

1. Taking care of children who are away from home involves taking responsibility for their well-being at all times,

being prepared for every eventuality, and anticipating situations where there is potential harm and taking steps to minimise the risks.

2. No children should be allowed to participate in any activity without written consent from the parent /guardian.

3. Contact numbers for the children should be taken on the trip by the organiser. It is helpful if parents are given a contact mobile number for a leader on the trip.

Transport

1. The activity organiser will ensure that all drivers have comprehensive insurance.

Mini-buses

1. An appropriate licence is required for all mini-buses used to carry 6 - 16 passengers
2. Seat belts must be fitted and used
3. The driver needs a valid driving licence, which entitles them to drive a mini-bus.

Organised Residential Camps

1. As a church we will not promote camps that do not have a Child Protection policy and use CRB checks.
2. Adults helping at such camps will need to familiarise themselves with the camps Safe Guarding Officer and the camps procedures for dealing with allegations of child protection issues.

Residential Trips Organised by Bearwood Chapel

Adventurous Activities

1. No adventurous activities will be engaged in without the written consent of the parent/guardian. The camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. If use is made of an activity centre or organisation whose own staff undertake all instructions then the camp organisers will ensure that the premises are licensed, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996. (As amended)

Insurance

1. The camp organisers will ascertain which type of insurance you will require, such as personal accident (for death or disablement), personal property (items which are lost or stolen), and personal liability. If they are staying at a centre you should check to see if they have Public Liability Insurance

Camp Supervision of workers

1. To ensure a consistent approach to all work on a camp it is essential that there is an opportunity for meet together and receives supervision.

Sleeping arrangements

1. Specify sleeping arrangements. (It would be unwise for workers to share accommodation with one or two children).
2. Look at arrangements which are age appropriate and provide security for the child and that would be deemed safe for the children and workers.
3. Look at the safety and access of the camp.

Parental consent

1. No children should be allowed to participate in any activity without the written consent of the parent or carer.

Logs

1. Daily logs of camp activities will be kept by all workers. All significant incidents should be recorded in them.

Health Information and Consent Form

1. All children on camp should have completed a Health Information and consent form.

Fire Safety

1. Everyone on camp should be warned of the danger of fire.
2. If the camp is in a building then everyone will be made aware of the fire exits.
3. A fire drill will be practised on the first day of camp.

First Aid.

1. There should be at least one worker qualified in first aid
2. The First Aid administrator should ensure that:-

First aid boxes are available and their location known.

That the first aid kit contains those items recommended by St. John Ambulance.

All accidents and injuries are recorded.

That the location and telephone numbers of the nearest doctor and hospital are readily available.

Camp Site

1. The safety of the building, chalets or tents needs to be considered and rules applied appropriately, (i.e. no running round tents due to the risk of injury from tripping over guy lines).
2. Inspect the condition of fires and electrical appliances.

Health and Hygiene

1. The Food Safety (General Food Hygiene) Regulations 1995 9 (as amended) state that anyone who handles food or whose actions could affect its safety must follow the regulations. As technically food is being sold (if food is included and a charge is made for the camp) then those with responsibility for food should possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste etc).

Child Protection Issues

1. The Camp Child Protection Co-ordinator has the responsibility to action all allegations or suspicions of abuse.
2. If the suspicions in any way involve the Co-ordinator then the matter should be reported to the Deputy Co-ordinator.
3. If the suspicions in any way involve both of them the Social Services should be contacted or the church co-ordinator in accordance with the child protection policy.
3. CCPAS can be contacted for advice.
4. All allegations will be dealt with on a need to know basis.

M. GUIDELINES FOR PRAYING WITH CHILDREN AND YOUNG PEOPLE

Never promise total confidentiality. You have a duty to pass on to your churches child protection officer, social services or the police any information they may give you. Reassure the child that if you share anything about their situation with someone else it will be on a need to know basis only and you will make sure that they are supported and cared for.

1. Some of the main factors that underpin any effective ministry to children and young people are acceptance respect, non-judgemental listening, sensitivity, discernment and patience.
2. It is important that parents or carers are aware that prayer is an integral part of church life (especially if they don't attend church themselves), and that on occasions you may pray with their child corporately
3. Prior to praying always make sure that you have the child's permission. Always pray in an open area where there are other leaders or children around. Only those authorised by the church leadership should be involved in this ministry.
4. Ask the child what they are requesting prayer for.
5. Listen carefully to their reply.
6. Speak quietly or calmly, never shout or raise your voice.
7. Don't laugh or dismiss out of hand if they want to pray for something that you consider trite or irrelevant.
8. If they do not have specific needs or requests, simply ask God to bless them.
9. Those praying with children and young people should always be alert to child protection issues or other concerns such as bullying.
10. If you have prayed about a specific issue it might be helpful to write it down afterwards and give it to the child so that they can let their parents or carers know if they want to and remember it themselves.
11. If the child or young person becomes distressed, stop praying. Stay calm and gently ask them what has caused the distress.

12. Talk to another leader if appropriate.
13. Before continuing to pray consider if there is anyone they might feel more comfortable, are there any gender issues?

14. If unsure or the child or young person remains distressed do not continue praying but stay with them until they are calm, offering them complete acceptance and reassurance.
15. Talk to the child's parents or carers assuming you have no child protection concerns.

N. VIDEO AND TAKING OF PHOTOGRAPHS OF CHILDREN

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use photograph, videos and web cams of clearly identifiable people. There are several issues to be aware of:

1. Permission (verbal or written) must be obtained of all the people (children and adults) who will appear in a photograph, video or web cam before the photograph is taken or footage recorded.
2. It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures
3. If photographs or recordings of children's/youth groups are made and individual children can be easily identified, children's/ youth leaders must find out whether any parents do not want their children to be in the photograph.
4. Children and young people under the age of 18 should not be identified by surname or other personal details. These details include email or postal addresses, telephone or fax numbers.
5. When using photographs of children and young people, it is preferable to use group pictures.
6. Obtain written permission and specific consent from parents and carers before using photographs on a website

O. WORKERS COMMUNICATION WITH YOUNG PEOPLE

It is important to remember that as well as the parent/carer, children and young people have a right to decide whether they want a church worker to have their email address or mobile telephone number and should not be pressurised into divulging information they would rather keep to themselves. Workers should not show favouritism to children and young people in relation to communication technologies

Email: Email is often used to remind children/young people about meetings (e.g. times, dates, themes). If email is being used, workers should consider the following e.g. :

1. Ensure messages are in the public domain by being printed off and kept securely and/or copies being sent to a third party. Although unlikely to happen, this method of accountability will be a deterrent against bullying, insulting or abusive emails being sent by a worker

2. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off

Workers need to be careful, and it would be advisable to add the following rider to the bottom of any email stating the level of confidentiality.

IMPORTANT

'Any views or opinions presented are solely the author and do not necessarily represent those of Bearwood Chapel unless otherwise stated. The author places a high emphasis on confidentiality. If in receipt of any electronic communication the content of which the author has concern e.g. the sender or someone else, particularly a child, may be at risk of serious harm, the author would inform the sender giving details of who would be contacted and what information would be shared'

Communicating using Internet Relay Chat (IRC) e.g. Face book

IRC is a way of communicating with young people in real time on a one-one basis. It follows that therefore that just as there is protocols that a worker should follow if they physically meet with a young person on their own; the same applies to communicating via messenger service.

1. All messaging should be kept to public areas and workers ensure that only moderated chat rooms are used
2. Workers should save their conversations as a text file: it is important that the child or young person you are talking to is aware that you are doing this. Workers should keep a log of their communication stating with whom and what they communicated.
3. Instant messenger services are private conversations and because they can be saved as text files, care should be taken by the worker in relation to nature, content and language so there is no room for ambiguity or misinterpretation.

There should be an agreed length of time for a conversation and a curfew e.g. No communication after 10am

Mobile Phones

Mobile phones are perhaps the most popular way of communication. It can be done anywhere. At anytime and is far more difficult to monitor. Particular diligence need to be applied therefore when workers use mobile phones to communicate to children and young people.

All mobile phones have digital cameras. Workers should ensure they only take photographs of children and young people in accordance with their church's policy on photography e.g. ensure consent is obtained and all images are stored in accordance with the Data Protection Act principles. It would be unwise to keep images on a worker's mobile phone. Images should be downloaded to the church laptop and kept securely.

