



Child Protection Policy

CHURCH DETAILS

Name:	Crofts End Church (hereafter, "The Church")
Address:	1 Crofts End Road, St George, Bristol. BS5 7UW
Telephone Number:	0117 9513520
Email address:	office@croftsend.org
Denomination:	Free evangelical

MISSION STATEMENT

The Crofts End Church Leadership Team [hereafter referred to as CL] recognises the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care.

As part of its mission, the Church is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the children's/youth workers within the church.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse in the church.
- Maintaining good links with the statutory childcare authorities and other organisations.

CHURCH POLICY

The [CL] recognises the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. The [CL] has therefore adopted the procedures set out in this document (hereafter “the policy”). It also recognises the need to build constructive links with statutory and voluntary child protection agencies. The policy and attached practice guidelines are based on a model published by the Churches' Child Protection Advisory Service (CCPAS) . The [CL] undertake to file a copy of the policy and practice guidelines with CCPAS and social services, and any amendments subsequently published. The [CL] agrees not to allow the document to be copied by other organisations.

The [CL] is committed to on-going child protection training for all children/youth workers and will regularly review the operational guidelines attached.

The [CL] also undertakes to follow the principles found within the Abuse of Trust guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a church worker carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to Jill Davis (hereafter the "Co-ordinator") telephone number: 0117 9555912 who is nominated by the [CL] to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- The Co-ordinator may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company.
- In the absence of the Co-ordinator, or if the suspicions in any way involve the Co-ordinator then the report should be made to Andrew Yelland (hereafter the "Deputy Co-ordinator") Tel no: 0777 5741787. If the suspicions implicate both the Co-ordinator and the Deputy Co-ordinator, 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 0845 120 4550 or alternatively contact First Response Bristol team on 0117 9036444. The Police Child Abuse Investigation Team telephone number is 0117 9454320.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with church procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy Co-ordinator should not delay referral to the Social Services Department.
- The [CL] will support the Co-ordinator/ Deputy Co-ordinator 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.
- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from CCPAS, although the [CL] hope that members of the church will use this procedure. If, however, the individual with the concern feels that the Co-ordinator / Deputy Co-ordinator has not responded appropriately, or where they have a disagreement with the Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the [CL] demonstrate the commitment of the church to effective child protection.

The role of the Co-ordinator/ Deputy Co-ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department. It is Social Services task to investigate the matter under Section 47 of the Children Act 1989.

ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT

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

- Contact Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Will not tell the parents or carers unless advised to do so having contacted Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of injury.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Social Services.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the Co-ordinator / Deputy Co-ordinator will:

- Contact the Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Social Services/Police. CCPAS will confirm its advice in writing for future reference.

APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS

The [CL] will ensure all workers will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines “Safe from Harm” (HMSO 1993), the Criminal Records Bureau / Scottish Criminal Records Office / PECS Codes of Practice, CCPAS guidance and Church practice guidelines attached. The same principles will be applied to those appointed to work with vulnerable adults.

SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES

The [CL] will provide details of the supervision for each specific activity in the church practice, find guidelines attached.

SUPPORT TO THOSE AFFECTED BY ABUSE

The [CL] is committed to offering pastoral care, working with statutory agencies as appropriate, and support to those attending the church who have been affected by abuse.

WORKING WITH OFFENDERS

When someone attending the church is known to have abused children, the [CL] will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, set boundaries for that person which they will be expected to keep.

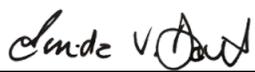
WORKING WITH VOLUNTEERS

Any person under the age of 18 is required to provide written consent from a parent or guardian before embarking on voluntary work within Crofts End Church or George's Coffee House. Each volunteer under 18 years is required to provide full contact details including an emergency contact number for the adult / carer providing consent. These details will be kept securely in line with the Data Protection Act 1998.

This policy will be reviewed annually on or before 31st Jan 2020

Signed  Date 2nd January 2019

Print Name **Andrew Yelland** Appointment **Pastor**

Signed  Date 2nd January 2019

Print Name **Lynn Davis** Appointment **Church Leader**



Crofts End Church Children's Work / Practice Guidelines (Any reference to 'child' refers to a child or young person under 18)

General

- All children and young people should be treated with dignity and respect.
- Respect personal privacy
- Be available to listen, but also be ready to refer a situation or problem to the child protection co-ordinators
- Be sensitive to needs, likes and dislikes
- Avoid questionable activity eg. rough/sexually provocative games and inappropriate language
- Follow guidelines relating to physical contact (see '*Physical contact*')
- Challenge unacceptable behaviour
- Report all allegations/ suspicions of abuse.¹ Church

Procedures for reporting abuse

(refer to flow chart)

- Accept what you hear without passing judgement
- Don't promise confidentiality
- Don't ask questions
- Tell the child what you are going to do
- Contact Child Protection Co-ordinators
- As soon as possible write careful notes of what was said using the child's actual words and then sign, date and pass your notes to the Child Protection Co-ordinator¹

In an emergency (if a child is at imminent risk of significant harm) if the Child Protection Co-ordinator cannot be reached contact police or Children's Social Services direct. Inform Child Protection Co-ordinator of the action you have taken.

Responding to allegations

If you receive a complaint or allegation about any adult or about yourself

- Immediately tell either of the Child Protection Co-ordinators, or the Pastor if neither are available.
- Write careful notes of what you witnessed, heard or were told (include dates, times etc)
- Sign date and pass your notes to the Child Protection Co-ordinator
- Try to ensure no-one is placed in a position which could cause further compromise

Remember, listen and pass on. You must not investigate.

Any information that is disclosed must be kept confidential and must not be disclosed to any other party except to those named above.

Supervision

These are the required staffing ratios for children's groups

Adult to Children

2 yrs & under	1 : 3
3 years	1 : 4
4 to 8 years	1 : 8

9 years and over Suggested levels are two adults for up to 20 children (preferably one of each gender) with an additional leader for every 10 children.²

¹ From 'Safe and Secure' published by CCPAS

² 'Guidance to Churches 2007' published by CCPAS

Keeping Records

A register of children or young people attending a club or activity should be maintained, together with a register of helpers. This should include a record of arrival and departure times, particularly relevant if the child is not attending the whole session. Make a note of other people in the building (e.g. maintenance person, visiting speaker etc) and any other events taking place at the same time.

The register should also contain up to date information on parents' contact numbers and any relevant medical information on the children or young people.²

Any accident or incident which occurs will also be recorded within the register.

Parents must sign a consent form before children or young people are taken off site for activities and the Child Protection Co-ordinator must be informed.

Physical contact

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse should always be reported.²

Home Visits

No children's worker or church representative should visit a child at home. If you think it is necessary, contact the Child Protection Co-ordinator for advice.

Transporting Children

Where practicable, transport by church workers is to be discouraged, however where this cannot be avoided the following guidelines should be followed

- Only those who have gone through the church recruitment procedures for workers should transport children.
- All drivers should have read the child protection policy of the church and agree to abide by it.
- Written parental consent should be given and all journeys should be carried out with the knowledge of the leadership of the church.
- The driver should hold a full driving licence, have adequate insurance and the vehicle should be road worthy.
- Drivers should not spend unnecessary time alone in a car with a child.
- When travelling in groups with more than one vehicle it is good practice to insist children stay in the same groups on the out-going and return journey. This will avoid the confusion over whether a child has been transported home or at worst left behind.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult or watch that they go into the house.
- Regulations governing the use of child restraints came into force on 18th September 2006. From that date all children carried as passengers in cars are subject to the following rules:
 - ✓ Children under three years of age must have the correct child restraint. (Exceptions: taxis and private hire vehicles)
 - ✓ All children between the ages of three and before they have reached twelve years of age, unless the child is over 135 cms in height, must use the correct child restraint. (Exceptions: where a child travels in a taxi, or private hire vehicle, over a short distance in an unexpected necessity, where two child restraints are already fitted preventing a third from being fitted.)
 - ✓ Children over 135 cms in height or aged 12 or 13 must wear adult seat belts if fitted.
 - ✓ Passengers over 14 years of age must wear adult seat belts where fitted (it is the passenger's responsibility and not the drivers for ensuring this).
- If you intend to use a minibus, separate guidance should be sought.²
- Where possible children will be seated in the rear of the vehicle only.

Appointment process

Those seeking to work with children in any capacity will be subject to interview by the Child Protection Co-ordinator and one other leadership team member. An application form should be filled out providing details of referees. New recruits will be required to comply with the Criminal Records Bureau procedures. All appointments will be on a "negotiated" trial probationary period and this to be confirmed in a letter which also contains specific times and dates relating to the trial period.

This document was reviewed on: 2nd Jan 2019

Signed on behalf of the Crofts End Leadership Team



Andrew Yelland
Pastor