

Child Protection Policy and Procedure

**St Peter and St Paul's Parish
Church,
Water Orton**

January 2014 updated 2017

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INTRODUCTION

In 2004, the House of Bishops published ‘Protecting All God’s Children: The Child Protection Policy for the Church of England (Third Edition.)

During the Bishop’s Council in October 2005, this Diocese adopted the policy.

The original policy was revised in November 2011 and retitled ‘God’s Children – Our Diocese.

A hard copy of ‘God’s Children – our Diocese (2011)’ is located within the vestry.

In March 2008, a bespoke Child Protection Policy for St Peter and St Paul’s Parish Church was devised. This document supersedes that initial policy and is to be read in conjunction with ‘God’s Children – our Diocese (2011)’

Hard copies of St Peter and St Paul’s Parish Church Child Protection Policy 2017 are located within the vestry and the vicarage.

Taken from God’s Children – our Diocese (2011):

The protection of children is a shared responsibility and, regardless of our position within the church, we should never feel that as an individual we have to adopt sole responsibility for making decisions.

It is important that concerns or suspicions are shared on a strictly ‘need to know’ basis at Parish or Diocese level.

When procedures are being followed and information is being shared appropriately, we are then able to feel confident that carefully considered decisions are being made about children

AIMS AND OBJECTIVES

The aim of this policy is to define and set out procedures to be followed in the event that any disclosure of physical, sexual or emotional abuse is made by a child or young person within the family of St Peter and St Paul's Parish Church or within the wider community.

This policy is designed to provide clear and unambiguous advice in order to guide recipients of any such disclosure to the relevant persons with responsibility within St Peter and St Paul's Parish Church and to the relevant professional agencies.

'God's Children – our Diocese' sets out the following aims and objectives in order to provide safeguarding for children and young persons:

- **The welfare of children will be given first priority.**
- **The spiritual welfare of children will be seen as particularly important.**
- **Well-informed, professional standards of care will be demonstrated**
- **The procedures to protect children will be open and made clear to all.**
- **The welfare of children will have priority over the interests of the establishment.**

In support of 'God's Children – Our Diocese', the primary aims of the **Child Protection Policy for St Peter and St Paul's Parish Church** are to ensure that we:

- **Create a safe environment for children and their families** - both within the church and its associated premises or any other place / premise where activities with children and young person's take place.
- **Act promptly when any disclosure is made.**
- **Care for those who have been abused in the past.**
- **Minister appropriately to those who have abused.**
- **Provide opportunities for healing and flourishing.**

DEFINITIONS

The following definitions are taken from “Working Together to Safeguard Children 2013 ‘and have been adopted by the Diocese:

CHILD - A person up to the age of 16 years.

YOUNG PERSON - A person between the ages of 16 – 18 years

ADULT - A person over the age of 18 years.

ABUSE

“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others (e.g. on-line.) They may be abused by an adult or adults, or another child or children.”

EMOTIONAL ABUSE

“The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. Some level of emotional abuse is involved in all types of ill treatment of a child or it may occur alone.”

PHYSICAL ABUSE

“A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. This includes induced or fabricated illness.”

SEXUAL ABUSE

“Involves forcing or enticing a child or young person to take part in sexual activities (not always violent) whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration, or non-penetrative acts. They may also include non-contact activities or grooming a child in preparation for abuse (including on line). These acts are not perpetrated solely by adult males. Women can also commit acts of sexual abuse as can other children.”

NEGELCT

"The persistent failure to meet a child's basic physical and / or psychological needs likely to result in the serious impairment of the child's health or development. Neglect may occur during the pregnancy as a result of maternal substance abuse."

ROLES AND RESPONSIBILITIES

The following roles are significant within the parish of St Peter and St Paul's Parish Church. Posters providing names and contact details of all (Appendix A) are displayed prominently within the entrance to the church and the Robert Lloyd Room and the entrance to The Link.

- **Bishop's Safeguarding Children Adviser** – has the overall task of promoting good practice in all aspects of Child Protection within the Anglican Church in the Diocese of Birmingham. The Adviser has responsibility for development of policy, procedures and good practice guidelines, and for ensuring that they are adhered to.
- **The Vicar** – has overall responsibility for safeguarding within the church environment – both internally and externally (other locations where church-based events take place.)
- **Parish Safeguarding Children Co-ordinator** – a person appointed by the 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.

This includes reviewing the implementation of the Child Protection Policy, procedures and good practice at least annually. The Co-ordinator should be a member of the PCC or have the right to attend the PCC annually to report on the implementation of the policy within the parish.

- **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.

At the time of writing, it is felt that there is not a requirement for a Parish Children's Advocate due to the ages of the children who currently attend. This is will be reviewed annually and be amended if appropriate.

POLICY

THE VICTIM

WHEN A CHILD OR YOUNG PERSON MAKES A DISCLOSURE OF ABUSE TO YOU:

If a child or friend of the child tells that abuse has taken place, this must be taken seriously. Having reassured the child that they have been right to tell you, you should immediately record the exact details of this conversation - what the child said - what you said.

Whilst it is not always possible or appropriate to record what a child is saying as they are talking, a written record of the conversation should be made as soon possible after the conversation has finished. 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.

The form entitled "**Recording Proforma – Concerns about, or allegations of, child abuse**" must be used to record the conversation and a copy of this is found at **Appendix B**.

When recording allegations made by a child or young person 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;
- Record any subsequent relevant incidents or conversations up to the point that the child is no longer in your care;
- Remember to date, time and sign all reports.

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
- Having reported the matter to Children's Services, you must now advise the Bishop's Safeguarding Children Adviser **within 24 hours**. She/he will arrange support and advice for you, keep the Bishop informed if appropriate, and liaise with the statutory agencies.

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 Children's 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, we would seek to establish agreement from a parent with parental responsibility before making a referral to an agency such as Children's Services.

In addition, if the child or young person is of sufficient age and/or understanding we would usually seek to inform him/her 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 Churches' Child Protection Advisory Service suggests that the decision to advise the parent/carer should be left to Children's Services or the Police. Clearly, care should be taken to consider fully the implications of someone from the church informing a parent/carer at an early stage.

Advice should be sought from the Bishop's Safeguarding Children Adviser if possible. If an urgent referral to Children's 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 Services without parental consent then the justification for this should be recorded in writing.

When considering how we share information with parents/carers, it is necessary to distinguish between situations where we need to consult with parents in order to establish agreement about the action to be taken and those where we merely need to inform parents about the action we plan to take (regardless of whether consent is forthcoming).

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

However, 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 and young people are of sufficient age and understanding they should also be consulted and informed in the same way.

MAKING A REFERRAL TO CHILDRENS' SERVICES

The form entitled “**Referral Form – Concerns about a child(ren)**” must be used to refer the incident to Children’s Services and a copy of this is found at **Appendix C**.

Relevant telephone numbers referred to in this section can be found in **Appendix C**

If a referral to Children’s Services is necessary, you should contact the Children’s Services area for where that child lives.

If information about a suspected child abuse situation is obtained out of normal working hours, you will need to contact Children’s Services Emergency Duty Team. Contact number and address of both the Emergency Duty Teams and the daytime Children’s Services department are found in **Appendix D**.

If there is immediate danger to the child, or if Children’s Services cannot be contacted, you must inform the police. Contact number and address are found in **Appendix D**.

When you contact Children’s Services, 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 on your Referral Form.

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 Services will now do. Government guidance 'What to do if you are worried a child is being abused' recommends that you then confirm the referral in writing within 48 hours.

Children's Services should send you a letter acknowledging receipt of the referral.

It is quite common for the referrer to be filled with doubt about whether he/she has done the right thing, so he or she too will need support and advice.

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. It is now for others – the professionals in the statutory sector – to determine what happened and what to do next.

Police and Children's 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.

ACTIONS FOLLOWING A REFERRAL TO CHILDRENS' SERVICES

Once a referral is made to Children's Services, a legal and nationally recognised process begins in order to safeguard the child and to investigate any offences disclosed and bring the offender to justice.

This includes:

- Initial enquiries,
- Strategy discussions between partner agencies (Children's Services, Police, Education, Housing etc.),
- Core assessments
- Initial child protection conferences.

Fuller information in relation to these processes can be found in God's Children – our Diocese (2011)

Once a disclosure is made and / or a referral is made to Children's Services or the Police, the Bishop's Safeguarding Children Adviser will provide the liaison between the church and those statutory agencies.

RETENTION OF DOCUMENTS

All documents completed as a result of any disclosure will be passed to the Vicar who will ensure that they are retained in a secure location.

POLICY

THE PERPETRATOR

SAFEGUARDING – THE PERPETRATOR’S PERSPECTIVE

This section of the policy sets out actions to be taken in the following circumstances:

- A perpetrator seeks to joining the parish of St Peter and St Paul.
- A perpetrator is already a member of the congregation.
- A perpetrator leaves the parish of St Peter and St Paul.
- Suspicion / rumour comes to light within the parish of St Peter and St Paul.

In **ANY** of the above circumstances, the vicar **MUST** inform the Bishop’s Safeguarding Children Adviser **within 24 hours** who will advise Children’s Services, Police or Probation Service (Relevant Authorities) as appropriate in order that any risk posed by the individual can be managed at an appropriate level.

In the event of an interregnum, this responsibility will be devolved to the Parish Safeguarding Children Co-ordinator.

INFORMATION GATHERING

It is important that church members or leaders do not attempt to make judgements and assess the person’s risk based only on information given by the person himself.

This is because of the tendency of perpetrators to minimize the full extent of their abusive behaviour and deny responsibility for it. Thus, this denial and manipulation mean that perpetrators become skilled at finding ways of ensuring others are deceived.

Therefore, information needs corroboration by those with a statutory responsibility for the protection of children and the wider public. The person should be informed that the Bishop’s Safeguarding Children Adviser will be communicating with the statutory agencies unless there are reasons not to inform him at this stage.

Such reasons are most likely to relate to situations of suspicion or rumour. The Bishop’s Safeguarding Children Adviser will advise the incumbent or other church leader if this situation arises.

ANALYSIS

Following information received about a perpetrator, and liaison with the Relevant Authorities, a bespoke Safeguarding Children Agreement will be devised that will seek to safeguard the perpetrator, minimise any risk that he / she might pose and also to safeguard any children within the church community.

Liaison with the Relevant Authorities will be co-ordinated by the Bishop's Safeguarding Children Adviser and the following will need to be confirmed and then considered by St Peter and St Paul's parish:

- The nature of the offence (if convicted), suspicion or behaviour giving rise to concern.
- If not convicted, details of why the person may pose a risk to children or adults.
- If a convicted offender, the offending pattern of behaviour, e.g. by teaching children a sport, by leading a choir, by becoming involved in an activity where there are adults and children, by befriending parents and becoming a trusted friend of the family
- If convicted, the person's response to any treatment programme.
- If on licence, when this expires.
- The person's current involvement in the parish.
- The person's known friendship / social network.
- The person's previous history.
- The person's behaviour and attitudes, awareness, empathy, and acceptance of the impact his behaviour has had on the child and the child's family.
- The person's attitude towards what has happened.
- If known, the person's "triggers", i.e. those situations which intensify the person's need or motivation to re-offend, e.g. a summer Guide camp near the church may act as a trigger to an offender with previous offences against Girl Guides/Brownies;
- difficulties with alcohol abuse; relationship difficulties
- Views of the victim where these can be considered.

Having considered these areas and identified a risk, an assessment will be made of what this means for the church. This will depend on:

- The design of the church building and staffing levels in the parish, as this will affect how possible it will be to ensure adequate supervision if this is deemed necessary, e.g. Quest or WOMBATS taking place in The Link.
- The range of services and other activities in the parish, e.g. mid-week services, house groups, play groups, uniformed organisations, music groups, choirs, the bell tower, servers.
- The range of specific children and youth activities in the parish

THE RISK MANAGEMENT PLAN

The parish will be assisted to draw up a plan of action which will include a decision as to whether the person who poses a risk should be integrated into, or remain in, the church community and, if so:

- what risks this poses to children, and how these should be managed.
- what other pastoral concerns this presents, and how these might be managed.
- how those in the parish who 'need to know' about the individual can best respond in order to reinforce any efforts he/she may be making not to repeat his or her abusive behaviour.
- how and when the person who poses a risk may be informed personally of the above steps.

Guidance and advice on this plan will be offered by the representatives from the Relevant Authorities.

It would be exceptional to consider excluding an individual from parish events. Indeed, a parishioner cannot be legally excluded from public worship, unless this is a condition included in a Sexual Offences Prevention Order or other court order with legal force. This doesn't extend to other activities that may go on in the church but are not open to the public - e.g. choir or bell ringing practice, coffee after service. In any case, the advice of Diocesan Registrar should be sought.

Action

This plan will then be actioned within the parish by the Vicar.

The Bishop's Safeguarding Children Adviser will attempt to ensure that the vicar has access to the on-going support needed to continue to manage the situation. It is

hoped that some supervision and support needs will be met by key people within the Relevant Authorities.

This process of information and risk appraisal may take several weeks. After consultation with the Bishop's Safeguarding Children Adviser, Parish Safeguarding Children Co-ordinator and church wardens, the Vicar may want to welcome an offender or person about whom there are concerns to worship at their church before a full Safeguarding Children Agreement can be drawn up. In that case, an interim Safeguarding Children Agreement can be considered.

WHAT IS A SAFEGUARDING CHILDREN AGREEMENT?

A Safeguarding Children Agreement is a written agreement between a perpetrator and the parish that aims to safeguard children, safeguard the perpetrator and to minimise any risk that he / she poses in relation to children or reoffending.

It is a bespoke written agreement designed specifically in accordance with the needs of the individual perpetrator, the children, and the wider parish members. It will be prohibitive in relation to the type of and extent of activity that the perpetrator can undertake within the church.

Any breach of the Safeguarding Children Agreement will result in further action and this may include being asked to leave the church and for the Relevant Authorities to be informed accordingly.

Once agreed, it is to be reviewed periodically, as agreed with the Bishop's Safeguarding Children Adviser, and thereafter at least annually in order to ensure that it remains fit for purpose and the Bishops' Children Adviser must be informed of the outcome of every annual review.

An interim review can take place when any significant change in the circumstances arises. For example, concerns that the perpetrator has breached the condition of the Agreement, upon completion of a SOTP, upon lapse of licence or SOPO or if the perpetrator's name has been removed from the Sex Offender's register.

The perpetrator, the Vicar and the Safeguarding Co-ordinator will each sign the Safeguarding Children Agreement together with named personnel from each / any of the Relevant authorities and the original document will be retained by the Vicar in a secure location.

The Safeguarding Children Agreement will be devised by the Vicar, parish safeguarding co-ordinator, church wardens and personnel from the Relevant Authorities in consultation with the Bishop's Safeguarding Children Adviser.

Prohibitions that can be considered include:

- attend designated services or meetings only

- sit apart from children
- stay away from areas of the building where children meet
- attend a house group where there are no children
- decline hospitality where there are children
- never be alone with children
- never work or be part of a mixed-age group with children
- take no official role in the church.
- Will not offer any child under 18 years a lift in his/ her car

The above is not an exhaustive list. Each set of circumstances and each perpetrator are unique and must be considered according to their individual needs and those of the wider church community.

WHEN A PERPETRATOR SEEKS TO JOIN THE PARISH OF ST PETER AND ST PAUL:

When a convicted offender seeks to join the parish, the following actions must be taken:

- a. The Vicar informs the Bishop's Safeguarding Children Adviser.
- b. The Bishop's Safeguarding Children Adviser advises the statutory agencies and seeks guidance.
- c. The Bishop's Safeguarding Children Adviser attends a Risk Management Meeting if appropriate or co-ordinates a meeting with key personnel (Vicar, *Safeguarding Co-ordinator, Church Wardens*) in the parish.
- d. Information is shared.
- e. This is analysed, and guidance and advice offered.

The perpetrator will be made aware that this process is taking place.

In respect of a perpetrator joining a parish, consideration will be given by the group of key personnel (Vicar, Safeguarding Co-ordinator, Church Wardens) to:

- who needs to know within the congregation
- how the perpetrator might be introduced within the congregation
- what safeguarding children agreement should be established with the perpetrator
- who should be responsible for ensuring compliance with this plan
- if not, what sanctions should be imposed, and how

- which named person in the Relevant Authorities will be available for future guidance and advice, and for referring of concerns and any new information
- how the parish can effectively support the perpetrator in ways which encourage him / her not to reoffend
 - what are the time and physical boundary constraints.

Actions are agreed and roles and responsibilities established at the end of this meeting and incorporated into the Safeguarding children agreement.

Actions are implemented within the parish by the Vicar, who will be able to liaise with the Bishop's Safeguarding Children Adviser throughout.

When setting up the Safeguarding children agreement it will be necessary to decide when the first review should take place and the frequency of subsequent reviews. The frequency of reviews should take into account such matters as:

- the level of risk posed,
- the support available in the fellowship,
- the willingness of the offender or person about whom there are concerns to comply with the terms of the Safeguarding children agreement
- any other features which may have an effect on the protection of children and the offender or person about whom there are concerns in the agreement.

The named personnel in the Relevant Authorities will be advised of any significant issues relating to the perpetrator by the Vicar.

Representatives in the Relevant Authorities will advise the Bishop's Safeguarding Children Adviser if any pertinent information comes to light, concerning the perpetrator, that is relevant to his / her involvement in the parish.

During the duration of the perpetrator's licence, the incumbent/church leader and the supervising Probation Officer will remain in contact. The co-ordination of this will be the responsibility of the Probation Officer. Should any difficulties in communication emerge, the incumbent should advise the Bishop's Safeguarding Children Adviser.

When the licence expires, the supervision by the Probation Officer terminates. However, the management of risk will remain an issue and, therefore, there will be a continued need to review and plan appropriately. A decision will be made about frequency of reviews.

WHEN A PERPETRATOR IS ALREADY A MEMBER OF THE CONGREGATION

When a perpetrator is already a member of the parish, the following actions must be taken:

- The Vicar must advise the Bishop's Safeguarding Children Adviser, within 24 hours of that information being known who will meet with them to assess what risk is posed.
- A decision will be made about how the perpetrator is to be made aware of the actions that will be necessary to assess this risk.
- If the church has not accessed information from the statutory agencies, the Bishop's Safeguarding Children Adviser will liaise with these organisations to gather information and analyse the implications.
- This may result in an inter-agency strategy meeting between the parish and other agencies, which results in the parish implementing new actions to manage the situation.

These actions are likely to include:

- What Safeguarding children agreement should be established with the perpetrator
- Who should be responsible for ensuring the conditions of this agreement are kept
- What sanctions should be imposed, and how
- Who needs to know within the congregation?
- How the perpetrator can best be supported in ways which encourage him / her not to reoffend.

In the event of a full inter-agency strategy meeting not being deemed necessary, the Bishop's Safeguarding Children Adviser will co-ordinate a planning meeting with the Vicar and key personnel (Safeguarding co-ordinator, Church Wardens) to plan an agreed course of action and draw up a Safeguarding Children Agreement.

These actions will be implemented by the Vicar, supported by the Bishop's Safeguarding Children Adviser.

WHEN A PERPETRATOR LEAVES OUR PARISH AND JOINS ANOTHER

When a perpetrator leaves St Peter and St Paul's Parish Church, the following actions must be taken:

The Vicar must inform the Bishop's Safeguarding Children Adviser, who will take steps to:

- establish whether the perpetrator has, with the Vicar's support, informed the new church leadership himself / herself of the conditions in the Safeguarding Children Agreement;
- If not, then negotiate with the Vicar how they intend to ensure this information is passed on to any new parish, within or outside the diocese, and with the perpetrator's 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 Services, and attend a strategy meeting with the Vicar if requested
- ensure that the perpetrator is informed of the action that has been taken.

SUSPICION / RUMOUR / UNCORROBORATED INFORMATION COMING TO LIGHT WITHIN THE PARISH

When suspicions, rumours or uncorroborated information comes to light within the parish of St Peter and St Paul's regarding an individual, the following actions must be taken:

- The Vicar will discuss these rumours or suspicions with the source person(s), and establish their substance without approaching the individual at this stage.
- The Vicar will then discuss further with the Safeguarding Co-ordinator and record full details.
- The Vicar must inform the Bishop's Safeguarding Children Adviser, who will assess how to act, and advise accordingly. This may result in a subsequent joint meeting with the source person(s).
- Depending on the outcome, this is likely to involve the Bishop's Safeguarding Children Adviser making enquiries with the Relevant Authorities to gather information.

The outcome of these enquiries will lead to:

- rumours/suspicions being confirmed
- rumours/suspicions not being confirmed.

In the event of confirmation by other agencies that there is a known history of sexual abuse, or that there have been previous concerns, the process of information sharing risk management and liaison with the Relevant Authorities will be followed.

In the event of no confirmation, then advice will be given by the Bishop's Safeguarding Children Adviser on whether it is necessary to monitor the situation, and for how long.

WHAT HAPPENS DURING THE TERM OF AN INTERREGNUM?

In order to manage these four situations, it is important to have the following procedures in place in the event of the Vicar leaving the parish.

- a. Prior to the Vicar's departure, two persons should be given responsibility for ensuring that the Safeguarding children agreement with the perpetrator is reviewed and monitored.
- b. 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.
- c. It is likely that a group of people responsible for monitoring the Safeguarding children agreement will have been identified when setting up the agreement.
- d. It is important to carefully consider who should be nominated for this responsibility. The Vicar may seek support and advice from the Bishop's Safeguarding Children Adviser before a decision is reached.
- e. These two people may already be aware of the background, and involved with the individual in his life in the church.
- f. 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 Vicar 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.
- h. The Vicar will arrange a meeting with them for the purpose of amplifying and clarifying the agreement.
- i. When a new Vicar is appointed, the Bishop's Safeguarding Children Adviser will be responsible for ensuring they are briefed about the situation.

PASTORAL CARE TO THE PERPETRATOR

The main focus of pastoral care will be for the individual. It is important to be aware of, and accept, the view of most professionals who work with perpetrators, who believe that they will need maintenance counselling for the rest of their lives. Thus in theological terms, recovery from the “sin” of sexual abuse is a daily ongoing process.

A small number of committed people can play a valuable role in this by:

- Following the advice given by those with knowledge of, or who are working with, the perpetrator.
- Seeking guidance and supervision from these professionals, the Bishop’s Safeguarding Children Adviser and the Vicar.
- Continually reaffirming to the perpetrator that it is because of their care for him / her that they will not tolerate abusive behaviour any more, and that they are committed to supporting him / her as he / she makes efforts to change his / her offending pattern of behaviour.
- Giving the message that, because they love their children, and because they love the person, they will not allow him/ her to be in situations where he / she might be tempted to abuse.
- Helping the perpetrator to understand and accept that repentance is much more than saying sorry - it is an ongoing turning away from the destruction caused to another child of God, attempting to make amends, and offering restitution.
- Encouraging him/ her / her to co-operate with the legal system if he/ she has been convicted, and to participate in any treatment programme available to him/ her

PASTORAL CARE TO OTHERS

On occasions, the Vicar will need to ensure that pastoral care is extended to others - especially should a perpetrator or alleged perpetrator become publicly known within the church. This might involve:

- Those who are party to the agreement and/or work with the individual
- The wider congregation
- The family and close friends of perpetrators
- The Vicar
- The community

In these circumstances, the Vicar will convene a meeting of key personnel (safeguarding co-ordinator, church wardens, and decide the most appropriate method of administering pastoral care (e.g. individually, sections, or collectively.

ALLEGATIONS MADE AGAINST THE VICAR

When an allegation has been made against the Vicar, the Bishop's Safeguarding Children's Adviser MUST be informed at the earliest opportunity and in any case, within 24 hours. This will be the responsibility of the Safeguarding Co-ordinator, or in their absence, a Church Warden.

Bishop's Safeguarding Children's Adviser will attend the inter-agency meetings between the Diocese and the Relevant Authorities and all media enquiries will be co-ordinated by the Bishop's Director of Communications.

A core group of key personnel will be identified and that group will be a liaison for the congregation and wider community with the Diocese and the investigation process.

Fuller details surrounding outcomes can be found in God's Children – our Diocese.

POLICY

WORKING WITH CHILDREN

WORKING WITH CHILDREN

At the time of reviewing this policy, there are three bespoke activities for children run within St Peter and St Paul's Parish Church:

- **WOMBATS – Water Orton Mothers, Babies, and Toddlers.**

WOMBATS is held every Thursday morning between 10 am to 11.30am Also, every Wednesday afternoon between 1pm and 2.30pm both at The Link.

It is a stay and play group where babies and toddlers, along with their parents/ carers meet together to play and form friendships in a safe social setting. Both WOMBAT sessions are run by Gary Daniel St Peter & St Paul's Children & Families Missioner, along with a team of volunteers from both Within the church congregation and parents from the group and local Community. Being a Stay & Play group, supervision, and responsibility of Children who attend is maintained by the parent or carer who brought them.

- **Quest – Sunday School**

Quest – St Peter & St Paul's Sunday School, is held every Sunday of the month at The Link unless we have an All-in All-Age service which is held in church and is usually the last Sunday of the month.

This is run by Gary Daniel St Peter St Paul's Children & Family Missioner, along with a team of volunteers from within the church congregation.

- **Quest: Lighthouse- Children's Discipleship Group**

Quest: Lighthouse is held fortnightly on a Monday afternoon between 5pm & 6pm in the Robert Lloyd Room. It is a children's discipleship group for children aged between 7 & 11 years old and years 3 – 6 of primary school.

It is run by Gary Daniel, St Peter & St Paul's Children & Family Missioner, along with a team of volunteers from within the church congregation.

- **Big Family Gathering**

The Big Family Gathering (BFG) is held monthly on the second Sunday of the month, between 4pm & 5.30pm at The Link. It is church for all the family; a time for people to come together and enjoy craft activities, fun, friends, and food in a relaxed and friendly environment. It is run by Gary Daniel, St Peter & St Paul's Children & Family Missioner, along with a team of volunteers from within the church congregation, although supervision and responsibility of children who attend is maintained by the parent or carer who brought them.

All children's workers (paid and unpaid) will be recruited with written details, confidential declaration form, interview and references. All relevant documents are found within God's Diocese- our Children (2011) and it is the ultimate responsibility of the vicar to retain these documents in a secure location.

All children's workers will be appointed subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Scheme (formerly Criminal Records Bureau.)

DBS checks will be reviewed and renewed according every 5 years. This will be the responsibility of the Vicar or nominated person in his absence.

All children's workers will receive training about child protection and First Aid. Refresher courses are to be held at least annually.

STAFFING RATIOS

Children

For safety reasons, it is recommended that at least the following numbers of PCC-appointed leaders are present at each session. This is only a minimum and should be adjusted according to the activity or the building and the ability of the children.

Age Group	Staff – child ratio
0 – 2	1 : 3
2 – 3	1 : 4
3 – 8	1 : 8
8 – 17	1 : first 8 then 1 : 12

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

WORKING WITH CHILDREN AND YOUNG PEOPLE

General guidance about the ratio of adults is affected by a number of variants. Ideally, there should be a minimum of two adults to each group.

Other variants that affect ratios are:

- The age of the children or young people
- The venue in which they meet, the style of the building, its location
- The level of their abilities
- Any special needs

- The activity to be undertaken
- The need for special instruction

Judgements should be made on the basis of any varying circumstances, e.g. if children meet in a site with separate rooms, then open the doors and have a 'floating adult'.

It is also advisable to have staff or volunteers of both genders if working with a mixed gender group. If any of the group members come from a minority community, it is ideal if the adult team includes a member of that community.

In the event that any activities take place involving taking children or young persons on a day trip or on a residential trip, full guidance and relevant documentation can be found in God's Children – our Diocese (2011.)

PREMISES

Quest takes place at The Link, WOMBATS takes place in The Link.

Quest: Lighthouse takes place in the Robert Lloyd Room.

Both premises must comply with the standards included within God's Children – our Diocese (2011) which are copied below.

Additionally, a quarterly health and safety walk through must be undertaken in order to ensure compliance.

In the RLR, the Vicar and a church warden to complete and at The Link, the Vicar, and a manager to complete. Relevant documentation can be found in God's Children – our Diocese (2011)

The building should:

- be accessible – taking account of people who use a wheelchair or pushchair
- be in good repair
- be well lit for normal activities – internally and any external entrances and pathways
- be clean
- have appropriate fire exit notices posted appropriately
have fire extinguishers placed appropriately and serviced regularly
- have furniture that is in good repair
- have licenses for music and entertainment (e.g. for discos)
- have a fire certificate
- have notices about what to do in the event of a fire
- have a First Aid box
- have a defined cupboard for storing cleaning materials (away from food, and inaccessible to small children)

When hosting a youth group or activities for children and young people, ensure:

- equipment is in good repair
- there are enough staff and of mixed gender for a mixed group
- the premises are suitable for the activities undertaken
- there is adequate insurance
- staff know about relevant procedures, including the parish child protection policy
- there are no trailing leads when equipment is put out
- young people are protected from danger (e.g. boiling kettles)
- there are no obstructions in passageways
- out of sight places are regularly checked, e.g. toilets
- electric sockets are covered, where appropriate
- the group has access to a phone in order to call for help if necessary.

PUBLIC LIABILITY INSURANCE

St Peter and St Paul's Parish Church will ensure that adequate insurance cover to the level of public liability is in place. This will be the ultimate responsibility of the Vicar.

APPENDIX A

POSTER

Child Protection Policy and Procedure

**St Peter and St Paul's Parish
Church,
Water Orton**

**Who to contact for any
safeguarding incidents or child
protection matters:**

Vicar for St Peter and St Paul's Parish Church	Rev Paul Tillett	The Vicarage, Vicarage Lane, Water Orton, North Warks	0121 730 2081
Safeguarding Children Co-ordinator	Alice Townsend	c/o The Vicarage, Vicarage Lane, Water Orton, North Warks	0121 730 2081

APPENDIX B

RECORDING PROFORMA – CONCERNS ABOUT, OR ALLEGATIONS OF CHILD ABUSE

RECORDING PROFORMA **CONCERNS ABOUT, OR ALLEGATIONS OF, CHILD ABUSE**

DO

- Listen and take time
- Reassure the child that he/she is right 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
- Write down immediately what the child has said. Have your signature witnessed and dated
- Report to the Bishop's Safeguarding Children Adviser or to Children's Social Care Services

DON'T

- Show shock or try to silence
- Ask leading questions
- Keep the secret or agree to keep the secret, or make promises you can't keep
- Jump to conclusions

- Alert the perpetrator

Name of person Competing report	
Date of Report	
Date and place of Observations or incident	
Name of child / Young person) God's Children: Our Diocese – 2011	
Address of child/ Young person	
Date of birth of child/ Young person	
Report (continue on separate sheet if necessary)	
Action taken/ Advice given	

Signature / Print name	

Hand this report directly to the incumbent.

This report must be kept under lock and key in the Parish Office in the folder provided.

For office use only Copy to Children's Social Care Services Y/N

Copy to Bishop's Safeguarding Children Adviser Y/N

Date sent God's Children: Our Diocese – 2011

APPENDIX C

REFERRAL FORM – CONCERNS ABOUT A CHILD(REN)

Referral Form – Concerns about a Child(ren)

DIOCESE OF BIRMINGHAM

To be used when making a referral to Children's Social Care Services and/or the Police.
This form must be completed and sent to the appropriate agency within
24 hours of making a telephone referral.

Child's name _____

Ethnic origin _____

Address

Tel No _____

Other family members (if known)

Name	Date of birth	Relationship to child	Member of the church
			YES/NO
			YES/NO
			YES/NO

School or Nursery details (if known)

G.P. details (if known)

Details of concern

Have parents been informed about this referral? YES/NO
If not, why? Would place child at risk of further harm YES/NO
Risk of harm to Referrer YES/NO
Could interfere with future criminal proceedings YES/NO

What support can be provided by the church for the family?

Name of Parish _____

Incumbent's name _____
Address _____

Tel No _____

In the event of an interregnum (i.e. when the church does not have an incumbent):
Church Warden(s)

Address _____
Tel No _____

Children's Activity or Group attended by the child

Attended since (date) _____

Leader(s) of Group _____

Names & contact details _____

Name of referrer _____
Address and Telephone Number of Referrer:-

A copy of this referral form should be retained confidentially in the parish by the Parish Safeguarding Children Co-ordinator.

A copy should be sent to the Bishop's Safeguarding Children Adviser c/o The Bishop's Croft, Old Church Road, Birmingham, B17 OBG.

In case of any query relating to this referral, please contact the Bishop's Safeguarding Children Adviser via the Bishop's Chaplain, telephone number 0121-427-1163.
God's Children: Our Diocese – 2011

APPENDIX D

USEFUL TELEPHONE NUMBERS

Safeguarding Contact Numbers

Role / organisation	Name	Address	Telephone number
Bishop's Adviser for Children's Ministry	Peter Baldwin	Bishop's Croft	0121 427 1163
Vicar for St Peter and St Paul's Parish Church	Rev Paul Tullett	The Vicarage, Vicarage Lane, Water Orton, North Warks	0121 730 2081
Safeguarding Children Co-ordinator	Alice Townsend	c/o The Vicarage, Vicarage Lane, Water Orton, North Warks	0121 730 2081
Birmingham Children's Services	Local offices Emergency Duty Team (out of hours, PHL and weekend)		Check locally 0121 675 4806
Solihull Children's Services	In office hours Emergency Duty Team (out of hours, PHL and weekend)		0121 788 4333 0121 605 6060
Warwickshire Children's Services	Local offices Emergency Duty Team (out of hours, PHL and weekend)		Check locally
Warwickshire Police			101 – non-emergency 999 - emergency
West Midlands Police			0345 113 5000 Or 101 – non-emergency 999 - emergency

St Peter & St Paul, Water Orton

Reviewed by Trixie Twigg – PCC Secretary

Accepted by Rev Paul Tullett – Vicar St Peter and St Paul Parish Church

Endorsed by Sue Walker – Church Warden

Endorsed by Tony Roberts - Church Warden

