



St. Mary's Church

Safeguarding and Child

Protection Policy and

Procedures

2017

*Reviewed and adapted from the Diocesan Safeguarding
Policy for children 2015*

Date written: January 2017

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Written by: Safeguarding Team

Contents

Throughout this policy children/child refers to all up until their 18th birthday as defined in Working Together to Safeguard Children 2010. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, prison or in a Young Offender's Institution, does not change his/her status or entitlement to services or protection under the Children Act 1989.¹

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¹ Diocese of Rochester - The Protection and Safeguarding of Children P.32

Introduction

A message from the Bishop of Rochester²:

Safeguarding is a relatively new term which is broader than child protection as it also includes prevention. The term safeguarding covers safer recruitment, safer working practice, responding to concerns, working with partner agencies, dealing with allegations against those responsible for children and other matters that may be relevant. The term child protection is used for responding to concerns where it appears that a child has or may have been harmed.

“Working Together to Safeguard Children (HM Government March 2015)” sets out how organisations and individuals should work together to safeguard and promote the welfare of children and children in accordance with the Children Act 1989 and the Children Act 2004. It is important that all practitioners working to safeguard children and children understand fully their responsibilities and duties as set out in primary legislation and associated regulations and guidance.

Safeguarding children plays a vital part within the church community. Having safeguarding in place not only protects the welfare of children, but also enhances the confidence of parents, staff, volunteers and the congregation.

While there is no single way to prevent opportunities for abuse, various measures can be used to lessen the risk of abuse occurring.

The House of Bishops has therefore published three safeguarding policies. Together these three policies provide the basis to promoting the safest possible environment:

1. Protecting all God’s children (4th edition 2010)
2. Promoting a safe church 2006 (Safeguarding vulnerable adults)
3. Practice guidance: safer recruitment June 2015

In addition, the House of Bishops in its pastoral duty has published a further two documents in order to give guidance on the church’s commitment to prevent or halt any abuse:

1. Responding to domestic abuse 2006
2. Responding well to those who have been sexually abused 2011 (1st edition 2011)

² Diocesan Policy Procedures for Good Practice for Safeguarding Children P.4

The safeguarding and protection of children is everyone's responsibility; procedures and formal processes alone (though essential) will not protect children. The Church, including all its members, needs to be aware of dangers and be prepared to report concerns and take action if necessary. The child's welfare is paramount and where there is conflict between the welfare of the child and that of the adult, it is the welfare of the child that will be given priority.

Our theological approach³

Every human being has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm. Christ saw children as demonstrating a full relationship with God. He gave them status, time and respect.

Every person is equally precious to God. Each one needs the assurance that respect for this brings. Individuals who suffer abuse often experience a loss to their identity and worth; there is often shame and a misplaced guilt. The Church is intended to be a place where men, women and children, including those who are hurt and damaged, may find healing and wholeness.

Safeguarding good practice is concerned with the development of safer expressions of care to all and underpins the love and welcome of God for all people. Nevertheless, those who have suffered child abuse have sometimes found an unsympathetic hearing. They may be disbelieved, discouraged and damaged further. Some people may side with the alleged perpetrator. This occurs in all parts of society, but it is particularly hurtful when it occurs within the Church. Such actions compound the sense of injustice that many feel.

Many who have endured child abuse consider that mercy towards those who have sinned is set above the need for the victims to be enabled to find justice. Both are essential. In creating humankind God made us to be together, to live in community. When one suffers, we all suffer. We are all made poorer by every incidence of child or adult abuse as by all sin.

In similar ways, offenders may also be assured that they are precious to God, and find healing and wholeness. Because redemption and the possibility of forgiveness are so central to the Gospel, the Church is not only well equipped to assist in the rehabilitation of offenders, but is also challenged by the issues their presence raises for us. The Church is part of a society where collusion with violence in families, emotional abuse or certain taboos on sexual abuse often holds sway. It is our calling to hold on to both justice and grace and to build safer church communities, often in challenging circumstances. Church people have sometimes required those who have suffered abuse to forgive. We need to understand forgiving and receiving forgiveness as a lifelong process.

³ Diocese of Rochester - The Protection and Safeguarding of Children P.5

Our congregations can be a refuge for those who have perpetrated abuse but are seeking help in maintaining a non-abusive way of life. We have also to be aware that some who abuse may see church membership as an opportunity to be close to children in order to continue their abusive patterns of behaviour. Experience shows that whether penitent or not, those who abuse need support in taking responsibility for their own actions and in stopping their abusive behaviour. In addition, of course, the vulnerable need protection from them. The genuine penitent will accept the need for careful arrangements, including some restrictions, for his or her return to church fellowship. This is in line with the Church's realistic understanding of sin and its effects, and the Church's responsibility to love all God's people.

The Church must take seriously both human propensities to evil but also the God-given resources of goodness, peace, healing and justice: in short, God's love, God's life.

Policy Statement⁴

This page will be updated annually at the first PCC meeting following the APCM.

The PCC of St. Mary's Church declares:

St Mary's is a community of volunteers, with members contributing to its life in different ways. In today's busy world it is often difficult for people to take on new responsibilities, but especially in the care and nurture of children a long-term commitment is needed. It is, nevertheless, important that those working with children should be carefully selected, checked, supported and trained. We are responsible for all parish activities and must satisfy ourselves that everything is being done to provide a safe environment for children. We are also responsible for making sure, as far as possible, that no false accusations can be made against our workers and volunteers.

Part of St. Mary's mission statement says that we will be a learning, growing and caring Church. For many years now St. Mary's has been a church that has welcomed children wherever they are on their journey and seeks to nurture these disciples as they discover more about God's love for them. However, whilst enabling this to happen, we must satisfy ourselves that everything is being done to provide an environment for children where they are safe from harm.

If St. Mary's takes seriously the charge given by Jesus to welcome children (Luke 9:48) to protect them (Matthew 18: 6-10) and to allow free access to Him (Mark 10:13-16) then it must also take Safeguarding and Child Protection issues seriously as well.

Our Parish will:

- adopt and implement a safeguarding children policy and procedures, accepting as a minimum the House of Bishops' Policy, Protecting All God's Children (4th edition 2010) on Safeguarding Children. In addition, we will follow the diocesan procedures and recommended good practice, while being responsive to local parish requirement which means Bromley Local Safeguarding Board and London Child Protection Procedures;
- accept the prime duty of care placed upon the Incumbent and PCC to ensure the wellbeing of children in the church community;
- endorse the safeguarding policies annually, at the first meeting of the new PCC, so that new members are aware of their responsibilities, and confirm the existence of our policy on child

⁴ Taken from Parish responsibility P.9 of the Diocesan Policy

protection using the annual Parish Child Protection Policy Statement. This must be signed by the Incumbent and a Churchwarden. One copy is to be kept in the parish records, one copy sent to the Diocese and one copy displayed prominently in the church. When a parish is in a vacancy, the form should be signed by the chair of the PCC and a Churchwarden during the meeting at which the policy is endorsed;

- appoint at least one Parish Children’s Representative (PCR) known at St Mary’s as the Child Protection Officer to work with the PCC, through the Safeguarding Team to implement policy, procedures and good practice. He or she will have an overview of all the children within St Mary’s church. The Safeguarding Team will take responsibility for the implementation of these procedures and guidelines, liaising as necessary with the Diocesan Safeguarding Adviser;
- the Safeguarding Team will make regular reports to the PCC;
- display in the church premises where children’s activities take place, contact details of the Parish Children’s Representative (known at St Mary’s as the Child Protection Officer) and the Safeguarding Team;
- display the “Childline” and “Parentline Plus” telephone number and Child Exploitation and Online Protection Centre (CEOP) website;
- appoint a Lead Recruiter, who is known as the DBS (formerly CRB) Officer here at St Marys.
- provide all authorised personnel with access to copies of parish, diocesan and House of Bishops’ policies, procedures and good practice guidelines, as well as Bromley Local Safeguarding Board and London Child Protection policies and procedures;
- ensure that all those authorised to work and/or volunteer with children or in a position of authority are appropriately recruited, trained and supported according to the safer recruitment documents produced by the House of Bishops and the Diocese of Rochester;
- ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish; and
- ensure that a risk assessment is undertaken for activities (on and off parish property) involving children. This is signed off by the Risk Assessment Officer on the Safeguarding Team.

Signed on behalf of the PCC

Alan Keeler (Incumbent)

Parish Policy Statement for Safeguarding Children 20...

Parish of

in the Church of England Diocese of Rochester.

The following policy was agreed at The Parochial Church Council (PCC)
meeting held on

- We are committed to implementing a safeguarding children policy and procedures, accepting as a minimum the House of Bishops' Policy, Protecting All God's Children (4th edition 2010). In addition, the Parish will follow the diocesan procedures and recommended good practice, while being responsive to local parish requirement.
- We will review and endorse all safeguarding policies annually, at the first meeting of the new PCC, so that new members are aware of their responsibilities and confirm the existence of their parish policy on child protection.
- The highest standards will be maintained in all the Church's contacts with children and children, and adult volunteers will be given appropriate support and opportunities for training.
- We will respond without delay to every complaint made, that a child or child for whom we are responsible may have been harmed.
- This parish will cooperate fully with the statutory agencies in every situation and will not conduct its own investigations.
- We will seek to offer informed pastoral care to any child, child or adult who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended against a child.
- The Parochial Church Council of this parish acknowledges its responsibility for all work with children and children done in the name of the Church and requires all those engaged in such work to be properly appointed and supported in accordance with current good practice and guidelines issued through the Diocese of Rochester.

We have appointed, as our Parish Children's Representative (*please complete all details clearly*):

Name

Address (including postcode)

Telephone Email

Signed: *Parish Priest/Incumbent* OR *Chair of PCC in a vacancy*

.....
AND
.....

Churchwarden

Please keep one copy with PCC minutes, display one on a church notice board, AND return one copy to The Administrator, Diocesan Safeguarding Advisory Group, Diocese of Rochester, Diocesan Office, St Nicholas' Church, Boley Hill Rochester, ME1 1SL.

Safeguarding Team

Rachel Archer

Safeguarding Chair

Tel: 020 8464 5848

Co-ordinates safeguarding and protection issues within St Marys and chairs this team.



Anthia Page

Child Protection Officer (known as the PCR in the Diocesan Policy)

Tel: 020 8460 1960

All child protection matters, including allegations against paid staff and volunteers, should be referred to Anthia in the first instance.



Sharon Ibbotson

Adult Safeguarding Officer (known as the PASR in the Diocesan Policy)

Tel: 07463854137

All adult protection matters, including allegations against paid staff and volunteers, should be referred to Sharon in the first instance.

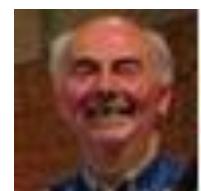


Peter Fall

Risk Assessment Officer

Tel: 0208 464 1239

Responsible for signing off risk assessments.



Anne Yolland

DBS Officer (known as the Lead Recruiter in the Diocesan Policy)

Tel: 0208 466 1939

Responsible for DBS disclosures and taking up references.



George Eke

Pastoral Lead Officer

Tel: 07941426720

Responsible for the pastoral care of victims and perpetrators.



Safeguarding Team terms of reference

Permanent committee of the PCC

Aim

To provide a safe environment for all

Objectives:

1. To safeguard children and adults with care and support needs.
2. To review and implement all safeguarding and protection policies.
3. To ensure all volunteers are recruited using safe practice guidelines.

Responsibilities

This Committee shall undertake the following tasks:

1. Ensure risk assessments are completed, checked and implemented for all activities.
2. Provide procedures for safely recruiting volunteers in all aspects of church life (for example DBS, references, role descriptions etc)
3. Make referrals to Social Services and/or the Police and follow up with the required paperwork.
4. Keep the Diocese informed of any referrals that have been made.
5. Monitor and review, and if necessary, update all safeguarding and protection policies in time for distribution and discussion/sign off at the 1st PCC meeting following the APCM.
6. Keep ourselves up to date with Bromley's and the London Council's safeguarding and protection procedures for children and adults with care and support needs, as well as anything coming from the House of Bishops and/or the Diocese of Rochester.
7. Provide adequate training in safeguarding and protection matters by using external and internal providers to all our volunteers.
8. Raise awareness of the safeguarding/protection policies and members of the Safeguarding Team within St Marys.
9. Share and appropriately act upon information (confidentiality).

Financial responsibilities

We will need to be allocated money to provide training.

Membership

The personnel on this committee are:

1. Chair – Rachel Archer
2. Child Protection Officer – Anthia Page

3. Adult Safeguarding Officer – Sharon Ibbotson
4. Risk Assessment Officer – Peter Fall
5. DBS Officer – Anne Yolland
6. Pastoral Care Officer – George Eke

Members were recruited by the PCC.

Meeting arrangements

- This Committee will meet every 2 months.
- Confidential minutes will be taken with action points and circulated to members of the Safeguarding Committee.
- A report will be submitted to every PCC meeting highlighting any decisions that need to be taken. This will be done by the Chair.
- If an adult protection or a child protection matter arises the committee will meet as and when required to do so.
- Meetings will be held at 102 Queen Anne Ave.

ROLE DESCRIPTIONS OF COMMITTEE MEMBERS:

CHAIR

1. To prepare the agenda for the Safeguarding Committee meetings.
2. To call emergency meetings and/or liaise with Committee members should a child or vulnerable adult protection matter arise.
3. Make referrals to Social Services and/or support the Child or Adult Protection Officer to do so.
4. Liaise with the Diocesan Safeguarding Adviser when necessary.
5. Submit reports to the PCC about the work of this committee.
6. Keep the committee on track with tasks as laid out in our yearly workplan.
7. Keep up to date with current legislation and procedures from external Safeguarding sources.
8. To encourage volunteers from church involved with groups which include vulnerable adults and/or children to attend Safeguarding training.

CHILD PROTECTION OFFICER

1. To make, if necessary, child protection referrals to Social Services and/or the Police.
2. To advise the Safeguarding Committee in child protection and safeguarding issues.
3. To keep up to date with safeguarding legislation and procedures.
4. To keep a record of any safeguarding concerns and child protection referrals in a secure and confidential manner.
5. To attend relevant training in order to carry out the role.

6. To have knowledge of all children and youth activities taking place within St Mary's church.
7. To be either a Club leader or helper in one of the Sunday Club groups.
8. To act as the Children's Representative should a child wish to speak with someone.
9. To support and guide volunteers of what to do if a child discloses to them.

ADULT SAFEGUARDING OFFICER

1. To speak on behalf of vulnerable adults within the congregation and to outside bodies if necessary.
2. To receive concerns about vulnerable adults and, if necessary, speak to the adult/adults concerned.
3. To keep a record of any safeguarding concerns and vulnerable adult protection referrals in a secure and confidential manner.
4. Make informed decision as to whether any information received needs to be passed to bodies outside our congregation, ie the police, social services etc.
5. In the event of a vulnerable adult safeguarding referral, to liaise with Social Services, the Police and the appropriate designated safeguarding representative in the diocese.
6. To ensure that adult safeguarding policy is in place within the congregation and also that the policy is up to date as per information from the Bromley Adult Safeguarding Board, London Multi Agency procedures and information coming from the House of Bishops and Rochester Diocese.
7. To attend regular safeguarding meetings with other key safeguarding representatives.
8. To advise the Safeguarding Committee in vulnerable adult protection and safeguarding issues.

RISK ASSESSMENT OFFICER

Aim: to ensure that all events and activities involving children, young people or vulnerable adults have a valid Risk Assessment completed and signed off before the event.

1. By providing training and encouragement where needed, ensure that leaders are able to complete Risk Assessments for events and activities they organise/supervise.
2. By checking and approving Risk Assessments in advance, ensure that these are appropriate and complete.
3. By encouraging leaders, ensure that Risk Assessments are discussed, shared and implemented by the event team.
4. To liaise with the Chair of H+H to ensure that the church hall building is risk assessed.
5. To liaise with the Churchwardens to ensure that the church building is risk assessed.

DBS OFFICER

1. Arrange DBS for new volunteers, including checking of ID documentation (passport, driving licence, utility bill etc)
2. Arrange volunteers DBS renewals every 5 years

3. Send log in instructions to volunteers to complete on line DBS form
4. New volunteers to be sent registration forms and self-declaration form prior to completing DBS
5. Obtain referee information for new volunteers and write for references
6. Monitor progress of DBS through the on line tracking system
7. Check with CCPAS on any role queries or to verify role eligibility
8. Make sure the DBS updates are part of the Safeguarding report to the PCC.
9. Advise Diocese of any volunteers no longer volunteering
10. Attend training days and refresher training, as required
11. Arrange for incumbent to verify ID for family members of DBS officer (Lead Recruiter)
12. Alert Volunteer Co-ordinator when new SC volunteers have received DBS and references are back, so H&S induction can be implemented and Safeguarding policies issued
13. Maintain a database of volunteers and date DBS issued
14. Keep DBS records in a secure and confidential manner in compliance with the Data Protection Act 1998.
15. Advise the CP/AP Officer, in the first instance, if any DBS contains blemished information or the self-declaration form discloses information on previous convictions, cautions, warnings and reprimands, not subject to the DBS filtering rules
16. To take confidential minutes of the Safeguarding Committee meetings.

PASTORAL CARE OFFICER

1. To offer pastoral support to victims of abuse.
2. To offer pastoral support to members of the Safeguarding Committee during times of referrals to Social Services and/or the Police.
3. To offer pastoral support to perpetrators of abuse.
4. To put appropriate measures in place for a member of the congregation who is a suspected abuser, on List 99, or known to Police/Social Services.
5. To attend relevant training to carry out the role.
6. To respect the confidentiality of the role. This also involves the ability to receive and respond to information in a confidential manner.

Key children's groups and personnel

Sunday Club Committee - *this committee exists to maintain the work of the Sunday Clubs, youth group, youth council, worship band and holiday clubs.*

Joint Chairs	Anthia Page	0208 460 1960
	Frances Boyden	0208 464 4086
Administrators	Anne Yolland	0208 466 1939
	Nina Arcuri	0208 464 9179
	Jill Spence	0208 290 1488
Resource Co-ordinator	Elizabeth Sykes	0208 468 7940
Volunteer Co-ordinator	Rachel Archer	0208 464 5848
Youth Co-ordinator	Jacqui Harney	0208 460 4170

BATS – *this is our baby and toddler group run on a weekly basis during term time. The PCC employs a group leader and there is a committee to oversee this ministry.*

Chair	Lynda Zissell	0208 290 4498
Group Leader	Alida Swift	0208 464 6470

Twinkle ministry - *due to the growing numbers of families coming along to St Marys with their babies and toddlers, there is a group to oversee this ministry.*

Twinkle Leaders	Rachel Archer	0208 464 5848
	Verena Magee	0775 106 9519
	Elizabeth Sykes	0208 468 7940

Messy Church - *there is a team of people who run a monthly craft based worship time for families in the church hall.*

Leaders	Alan Keeler	0208 460 1827
	Lisa Morris	0770 328 8160

Youth Group - *this group meets monthly and is for secondary aged children (11-18year olds)*

Leaders	Ruth Peet	0208 289 1892
	Jacqui Harney	0208 460 4170
	Mark Evans	07939717253

Good practice guidelines

These guidelines provide a framework within which children should be safe from harm, and adults protected from false allegations or temptations. Be prepared to remind one another if you forget one of these guidelines. All volunteers and staff **must** adhere to these guidelines.⁵

Safer recruitment – all those volunteering with children must hold a current DBS where the role is eligible for this. For further information about safer recruitment, please see our Volunteer Policy.⁶

- Do treat all children with respect and dignity.
- Ensure your speech, tone of voice, body language and dress code is respectful.
- Do learn to control and discipline children without physical punishment, even if you have the parents' explicit permission for this.
- Do make sure another adult is around if you need to help toilet or wash a child with a disability.
- Do ask parents' permission if you need to see a child on his or her own, make sure another adult is present nearby and that the child knows this, unless it is a child protection matter.
- Do make sure that both genders are represented in the leadership of groups, where at all possible.
- Ensure that a minimum of two adults are always present.
- Keep a register of up-to-date information for your group e.g. all those present, (children and all adult volunteers).
- For any activities, away from the normal meeting place, obtain parental consent. (Anthia Page and Frances Boyden have relevant consent forms.) Also, ensure that relevant risk assessments have been carried out for all activities and signed off by the Risk Assessment Officer.
- Ensure at least one volunteer with the group has a working knowledge of first aid when off-site.
- Ensure all leaders know what to do in the case of suspected or disclosed abuse.
- The PCC are responsible for making sure that the Safeguarding Team contact names and the Childline contact number are prominently displayed.
- Respect confidentiality – but never promise to keep secrets.
- Don't invade a child's privacy whilst washing or toileting.
- Don't play rough physical or sexually provocative games.
- Don't be sexually suggestive about or to a child even in fun.
- Don't touch inappropriately or intrusively, see section on touching.

⁵ Based on the Diocesan guidelines on P.23

⁶ The Sunday Club Volunteer Policy covers all aspects of safer recruitment: inductions, training, role descriptions, complaints procedure, volunteer agreements etc.

- Don't scapegoat, ridicule or reject a child.
- Don't show favouritism to any one child.
- Don't allow children to involve you in excessive attention seeking that is overtly physical or sexual in nature.
- Don't give lifts to children on their own, unless parental consent has been given. If this is unavoidable, ask the child to sit in the back. Volunteers should ensure they have the necessary insurance cover before giving lifts to children.
- Ensure that where minibuses/private cars are used, there is adequate insurance cover.
- Don't share sleeping accommodation with children.
- Don't invite a child to your home alone. Invite a group, make sure that someone else is around and that the parents are aware where the children are.
- Don't permit abusive peer activities, e.g. initiation ceremonies, ridiculing, bullying.
- Don't allow unknown adults access to children. Visitors should be accompanied by a known person.
- Don't smoke tobacco in the presence of children.
- Don't drink alcohol when responsible for children.
- Ensure that children know who they can talk to if they need to speak to someone about a personal concern.
- Obtain consent for any images to be taken, shown or displayed, see section on photography.
- Always share any concerns about a child or the behaviour of another volunteer with the Child Protection Officer.
- Record any concerning incidents, sign and dated and give to the Child Protection Officer.

Confidentiality⁷

It is very difficult for trust to develop between a child and a member of staff or volunteer if confidentiality is not assured. As a rule, **everything is confidential unless it is agreed that it can be shared.** However, there may be times when it is necessary for the Child Protection Officer to discuss the issue(s) with another member(s) of the Safeguarding Team.

The **exception** to this is when it can be judged that the child's behaviour or situation gravely threatens the well being of themselves or others. If a child wishes to disclose anything of this kind staff and volunteers should draw the child's attention to St. Mary's Church confidentiality statement (see poster on next page) displayed in Church, Church House and Sunday Club boxes and should inform the child of our confidentiality duties. An example of how to do this is:

"Before we go any further, I need to inform you of my position as a Volunteer etc. Whilst our discussions are confidential there may come a time where I feel that you are at risk, in danger, or in breach of the law. If this time comes I may not be able to keep this information to myself, I may have to tell someone else whether you want me to or not. However, you have my word that if that time comes I will inform you of this."

It will become obvious during a conversation with a child, if they are trying to disclose anything, which needs to be passed on. At an appropriate point in the conversation reassure the child that they are right to tell you, but you may need to tell someone else. A child may choose to stop talking at this point. If this is the case, do not press the person for any information. Instead re-emphasise they did the right thing coming to you and that when they are ready to talk some more they can come and see you again, because you want to help them. If you feel the child is at risk at this point, follow the guidelines on P.39. If the child continues to disclose you will need to pass this information on and you cannot keep secrets, continue to follow the guidelines on P.39-41.

DISCLOSURES WHICH NEED TO BE PASSED ON:

Abuse that is happening to them or another person (see P.33-38 for definitions of abuse)

Allegations about a volunteer/staff member

Self-harm and attempts at suicide

Possession, usage or intent to sell drugs

Domestic violence

⁷ Based on advice from Coram, Children's Legal Centre Child Protection Project. For further information see <http://www.protectingchildren.org.uk/crosscutting-legal-issues/confidentiality-and-consent/>

Secrets and surprises⁸: children can be taught to differentiate between surprises and unsafe secrets. Surprises on birthdays, for example, which everyone eventually finds out about, are fun. But secrets that involve someone being hurt or being told to keep silent about something they are frightened of or don't understand is never OK. As a volunteer working with children it is important you use the language of surprises and secrets in the correct way.

⁸ Taken from CCPAS factsheet *Help I want to teach my child personal safety*

Poster Title:

CONFIDENTIALITY,⁹



There may be times when there are things which may be worrying a child and they may want to talk to their leader/helper. At these times, everything will be done to help the child, but they need to know the following:

The leader/helper will often be able to help them with many of the things that may be worrying them but they cannot promise to keep everything to themselves. They may have to speak to a member of the Safeguarding Team, if they have been told something that:

- May be dangerous for them or another child, for instance if someone is trying to harm them or make them do things they are not comfortable with.
- Is illegal and the leader/helper is required to pass this information on to someone else, e.g. to stop a serious crime taking place.

If the leader/helper feels that they have to tell someone else what they have talked about, they will always tell the child first.

We can help them to find support from other people if they want to talk to someone outside of St. Mary's confidentially. They can ring these numbers at anytime for help and advice, the calls will not cost any money:

CHILDLINE: 0800 111 (for children)

PARENTLINE PLUS: 0808 800 2222 (for parents)

NSPCC HELPLINE: 0808 800 50000

**CEOP (child exploitation and online protection centre)
0370 496 7622 www.ceop.police.uk**

**CCPAS (Churches' Child Protection Advisory Service)
0845 120 45 50 www.ccpas.co.uk**

⁹ Based on the advice given in The Confidentiality and Young People Toolkit written by the Royal College of General Practitioners Adolescent Primary Care Society and Department of Health.

Photography¹⁰

There will be times when photographs and or filming will be taken of children, whether it is by members of St. Mary's volunteers or children taking pictures of each other. Photographs and films are an important way of recording activities and celebrating the projects that we undertake with children. To avoid any concerns or unsuitable behaviour these are the guidelines to prevent any mis-understandings:

1. If official photographs and/or films are taken during Sunday Club times, Holiday Clubs, Church services etc. written permission will have already been obtained from parents/carers on the registration form.
2. At special services (e.g. baptisms, weddings, Christingle, First Communion) the person leading the service will draw the congregation's attention to the notice in the pew sheet. This notice is in the pew sheet every week reminding people that photographs may not be taken during the service but any that are taken afterwards are for personal use only and not to be shared on any social media sites.
3. Permission must also be obtained from parents prior to photographs appearing on the St. Mary's website/parish magazine/facebook and a record kept of this. This will be obtained from the registration form. Those groups that have a more fluid attendance (for example Twinkles, BATS and Messy Church) parents/carers will be asked to sign a consent sheet (see appendix) on the day the photographs are being taken, if they are to be used on a website/facebook.
4. There must be an understanding from those taking official photographs that they must delete them from their mobile and/or camera as soon as the images have been uploaded onto the website/facebook and/or publicity.

¹⁰ Based on guidance from CCPAS P.29-30 of the Diocesan Policy

E-Safety¹¹

E-safety stands for electronic safety, it is not just about keeping safe on the internet but also keeping safe on all electronic devices such as mobile phones, games consoles, use of e-mails, social networking and other information communications technologies (ICT). ICT offer excellent resources and effective communication tools but there are unscrupulous individuals who use the technologies to gain access to exploit and even harm children, young people and vulnerable adults. Workers, parents and carers, children, young people and vulnerable adults all need to gain an understanding of e-safety. E- safety considerations are very fluid as technology is constantly changing.¹²

The internet opens a world of entertainment, opportunity and knowledge. By following the digital code '**Zip it, Block it, Flag it**', parents and children can adopt a few simple strategies to help them stay safe online, while continuing to enjoy the internet. The code highlights three things that parents can encourage their children to do:

Zip It: Get your children to keep their passwords private

Block It: Make sure your children know how to block people that upset them

Flag It: Ask your kids regularly if they have seen or done anything online that has upset them¹³

To be able to ensure a child's safety when using technology these are the guidelines to prevent inappropriate use of the internet/social media and maintain the child's wellbeing whilst in the care of any St. Mary's children's and youth activities:

1. Ensure all electronic communications are appropriate and professional. If using e-technology as a group activity, ensure that an adult worker knows and understands what is happening within the group.
2. Communication between children and adults by whatever method should always take place within clear and explicit boundaries. This includes face to face contact, mobile phones, text messaging, emails, digital cameras, videos, webcams, websites and blogs.
3. No images or video footage should ever be permitted in an area of personal privacy e.g. toilet or sleeping quarters.
4. At camp or sleepovers, all mobile phones, cameras and video equipment will be collected by the group leader at a specified time prior sleep, stored in a secure place and given back to the young person in the morning. This is to prevent sleep disruption and inappropriate images being taken.

¹¹ Based on guidance from the Diocesan Policy P.28-29

¹² Based on guidance from CCPAS factsheet *working safely 5.5 ICT and E-Safety*

¹³ Based on guidance from CCPAS factsheet *working safely 5.30 Internet Safety*

- Volunteers should not give their personal contact details to children or young people, including their mobile telephone number and details of any blogs or personal websites.
- Do not make any relationship with a child (other than family members) through a social networking site. Only make contact with children for professional reasons, making sure that their parent/guardian has given permission. The minimum age for social networking should be observed.



- Maintain a log of any electronic contact with an individual regarding all matters or subjects which fall outside of the normal 'day to day' youth work contact.
- Any paid or unpaid worker will have a separate 'facebook' account for their work with young people and should not give out any personal information about themselves.
- Privacy settings and use of strong passwords should be used to keep personal data private. Ensure that all shared computers have a different password for all users so that they cannot be accessed secretly.

Health and Safety guidelines

In conjunction with the health and safety procedures as set out in our Volunteer Policy (P.6-8) the following guidelines should be managed as part of all activities.¹⁴

1. LONE WORKING FOR LEADERS/HELPERS

Wherever possible leaders/helpers should avoid lone working situations with children. However, St. Mary's Church recognises that some lone working situations may be unavoidable. In such situations speak with the Chair of the Committee who has responsibility for your group/activity or the leader in charge. If leaders/helpers are to undertake a one-to-one session with a child they must make sure other leaders/helpers will be available in the building and, if possible, your Chair has been advised of this in advance.

2. REGISTRATION AND CONSENT FORMS

It is the decision of each group (Sunday Clubs, BATS, Messy Church etc) to decide on the level of contact detail they wish parents to give. If a group runs a drop-in style activity (for example BATS) where parents are present, the leader may decide only names and an emergency contact number are needed; whereas a group which meets regularly and children are unaccompanied (for example the Youth Group) the leader may decide a greater degree of contact information is required. Regardless of the amount of contact information which is gathered, at each meeting or activity a register of the children attending must be kept, along with the names of the leaders and helpers present. These registers are then used if there is a fire evacuation. A registration/parental consent form should be completed for every child who attends regular group activities where parents are not present. Consent needs to be from a parent or person with parental responsibility. This is required for those attending the Sunday clubs and youth group.

Logbook¹⁵ – it may also be worthwhile for each group to keep a logbook where by those who are leading that group can write down unusual events or conversations that they witnessed. This may be very helpful if, for example, leaders have to deal with a difficult member who subsequently makes an accusation of assault, or a young person repeatedly makes sexual comments about workers that may, at a later date, result in an allegation of abuse. In this situation, written records would enable any allegations to be seen in context. Patterns of behaviour or concerns might also emerge from log records that might not otherwise be so obvious - for example, bruising noted on a regular basis. Children and their parents/carers should be able to view what is recorded about them in the logbook. This information would need to be kept in a way that does

¹⁴ Based on guidance from the Diocesan Policy P.27 onwards

¹⁵ Taken from CCPAS model Safeguarding Policy 5.11 Keeping records

not breach the confidentiality of an individual. Whilst it is important to observe data protection requirements, remember safeguarding is always the priority. Information about the prevention and detection of crime is exempt from data protection requirements.

3. SPECIAL EVENTS

Forms giving permission for special activities should be used when undertaking one-off events and activities i.e. swimming, sleepovers, outings, going away. No child under the age of 8 can be taken away on residential activities without being accompanied by his or her parent or guardian. Consent forms should be completed for all children and young people under 18 in the group. All leaders and helpers also need to complete these forms so that if there is an accident or emergency they too have a contact number.

St Mary's does not currently undertake residential holidays, camps or retreats with children, nor are sleepovers and swimming trips part of our activities. Should this change the Safeguarding Team will write the relevant guidelines and make sure all the volunteers involved are aware of what is expected of them.

4. MIXED AGE GROUPS

Care should be taken to ensure that children in mixed-age activities such as choirs, are appropriately supervised. It is not possible to request DBS checks for adults in those groups unless they have specific responsibilities for children. In such groups, at least one person as well as the person leading the activity needs to be recruited safely, including a DBS check and to be designated to supervise the welfare of children involved.

5. STAFFING LEVELS

The recommended minimum staffing levels for children's groups are given below. More help may be required if children are being taken out, are undertaking physical activities or if circumstances require it.

0–2 yrs 1 person for every 3 children 1:3

2–3 yrs 1 person for every 4 children 1:4

3–8 yrs 1 person for every 8 children 1:8

Over 8 yrs 1 person for the first 8 children then 1 extra person for every extra 12 children. Outings and outdoor activities are generally more demanding to supervise and consideration should be given to request extra qualified help when these are planned. Each group should have at least two adults and it is recommended that there should be at least one male and one female. If small groups are in the same room or adjoining rooms with open access between them, then it is possible to have only one adult per group, dependent on the nature of the activity.

Young people who are being encouraged to develop their leadership skills through helping, should always be overseen by an appointed worker who will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding. A young person cannot be left in sole charge of children until they have reached their 18th birthday.

6. TRANSPORTATION

Transport, travel or escort arrangements to or from church activities are the responsibility of parents if they make informal arrangements among themselves. They are the responsibility of the PCC if the PCC formally organises them, however parental consent must always be sought in advance. It should be clearly understood by all concerned at which point responsibility for the child is passed from parent to church officer and at which point it is returned to the parent.

Cars must be in a roadworthy condition and drivers need to have comprehensive insurance and ensure that their insurance covers the giving of lifts relating to church activities. Drivers must comply with the law in relation to seat belts, child seats and booster cushions. At no time should the number of those travelling in a car exceed the usual passenger number. There should be a non-driving adult escort as well as the driver. If in an emergency, a driver has to transport one child on his or her own, the child must sit in the back of the car.

All those who drive children on church-organised activities should be over 21 and should have held a full driving licence for at least two years. Any driver who has an unspent conviction for any serious road traffic offence should not transport children on behalf of the church.

The use of minibuses: Appropriate arrangements, for example regarding insurance and driving qualifications, should be made by those driving minibuses on behalf of the church. Workers and helpers should sit among the group and not together. If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored. Before using a minibus, ensure you know the up-to-date regulations for its use and have had a trial drive. A mini-bus with seat belts must be used. All children must have a proper seat. An escort must always be taken.

7. RISK ASSESSMENTS

Risk assessments of new and existing activities should be made in order to identify hazards and take action to minimise risk. The same approach should be taken if buildings are hired or let. Risk assessments should be made covering outside activities including travel arrangements. If specialised activities are to be undertaken, appropriate instructors should be engaged and their credentials confirmed. Risk assessments of all children's and youth activities will be undertaken every two years as well as assessing the venue in which

these activities take place. If visiting another venue a risk assessment must be obtained; either from the venue or by undertaking your own. All risk assessments need to be signed off by the Risk Assessment Officer responsible for risk assessments.

8. INSURANCE

The PCC has made sure that they have adequate insurance cover, including public liability insurance, to cover all their activities both on and off site.

9. HIRE OF PREMISES

It is recommended that all hiring agreements, both one-off and regular bookings, include a clause about safeguarding and child protection. The hiring body is required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring, and that they carry full liability insurance for this. The hiring body should abide by their own safeguarding and child protection policy if they have one, otherwise by that of St Mary's with which they have a hiring agreement.

10. PREPARATION OF FOOD¹⁶

Any food that is made and/or consumed on the premises should meet food safety regulations. **The Food Safety Act 1990** is the principal source of food safety law. Food is very widely defined in the Act and includes drink. Although the Act regulates those who are concerned with the ‘sale’ of food, sale has an extended meaning as it includes food given away in connection with any entertainment (which includes any social gathering) whether on payment of money or not. It follows from this that almost all churches technically operate a ‘food business’ and are subject to some of the provisions of the Act.

There are people in the church congregation who hold a Food Safety qualification, such as the Basic Food Hygiene Certificate, and are knowledgeable in areas such as food preparation, food handling, food storage and disposal of waste. When food is being prepared on church premises advice should be sought from one of these people, who would ideally be present when the food is being prepared and served.

On all occasions when food and drink are being provided as part of an activity on church premises, the following should be observed:

- All food handlers should follow high standards of personal hygiene, e.g. frequent hand washing during food preparation, storage and serving, and after using the toilet.
- Anyone suffering from recent sickness or diarrhea should not prepare food.

¹⁶ Based on Food Safety Act 1990, Food Premises Regulations 1991 and Food Hygiene Regulations 2006

- Food should be protected from all contamination, including by soiled surfaces or utensils, by loose clothing, hair or open wounds.
- Food and drink should be covered and stored at an appropriate temperature,
- Fresh drinking water should be available at all times.
- Any food that contains allergens* should be identified.
- A list of food ingredients should be available.

This advice also covers activities such as shared suppers when food is brought from home to be shared on church premises, or safari suppers, when church members are invited to eat in other members' homes.

When children and/or young people are present, the following should be taken into consideration, in addition to the above guidelines:

- Children under the age of 12 should not generally be allowed into the kitchen during the preparation of food. However, there will be occasions when children and young people may help to prepare food, but this should be under the supervision of a suitably qualified adult.
- Hot food and drink must be kept out of the reach of young children.
- Sharp knives and other dangerous kitchen equipment should be kept out of the reach of children/young people.
- Where parents/carers **are** present, it should be made clear that they take responsibility for food and drink consumed by their children/young people.
- When parents/carers are **not** present, a list of allergies should be available for each child as appropriate, and referred to for guidance.
- Children/young people should not be allowed to run around during eating or drinking due to the risk of choking, or burning with hot food or liquid.
- It is particularly important to clear spillages quickly when children/young people are present to avoid slips and falls.
- The serving or clearing of food and drink with children/young people present should preferably be done with a trolley, rather than trays, to reduce the risk of accidents.

*Allergens: the most common allergens are Milk, Eggs, Peanuts and tree nuts, Soy, Wheat (and other grains) with gluten in, Fish (mostly with adults), Shellfish (mostly with adults) and Sesame. The presence of these ingredients should be labelled. Virtually any food can cause an allergic reaction, but the above ingredients account for over 90% of known allergic reactions.

11. DISABILITIES¹⁷

Volunteers should be aware that any child attending an activity who has a special need or disability may need extra help in areas such as communication and mobility (e.g. use of sign language and assistance in going to the toilet). They may behave in a non-age appropriate way. For example, a young person of 17 might behave more like a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. So, it is important to set appropriate boundaries that take their needs into account, but also protect you from false accusation.

- Ask the child attending the activity, and parents or carers how their needs can be met, ensuring all workers involved with them are aware of their expectations. This includes the number of workers needed to assist for a specific activity to prevent injury. Some of these needs may be more easily met than others, so be realistic. A family may ask for changes to enable easier access to the building (ensure you meet the requirements of the Equality Act 2010). Listen, and give feedback to the person, family or carer as to what can or can't be achieved and the reasons why.
- Ideally ensure that a worker of the same gender assists if they need help with toileting, but again discuss with the person, their family or carer to discuss their preference and your ability to provide this.
- The PCC is committed to making our premise accessible (e.g. ramps, toilets for the disabled and hearing loop system) and is putting things in place to make this achievable.

12. FIRST AID¹⁸

Provision should be made for an appropriately qualified first-aider to be available at all activities together with an adequate First Aid kit. There is a list at the back of church of volunteers available during Sunday morning worship times. Good hygiene should always be practised. Disposable latex gloves and an apron should be used when dealing with broken skin, bodily fluids or faeces. Should you use any items in the first aid kit, please let the First Aid Administrator (currently Geoffrey Blatchford) know. The first aid kit will be checked periodically by the First Aid Administrator. There are 4 first aid kits located in Twinkles, back of church, photocopy room and the kitchen in church house. All parents/carers will be asked to sign the accident book should an incident take place.

Accident book: All accidents, however minor, should be recorded in an accident book. In the event of an accident, the parent/carer of a child should be asked to read and sign the accident book. If the child is not collected at the end of a session by the parent, a letter/email/text should be sent to the parent or carer explaining what has happened in much the same way a school would respond.

¹⁷ Taken from CCPAS model safeguarding policy 5.17 Special Needs and Disability

¹⁸ Based on the InFocus fact sheet from CCPAS *First Aid*

A touchy subject¹⁹

The guidelines have already stated that inappropriate physical contact must be avoided, but is it inappropriate to hug a child who is obviously distressed?

All people need physical contact. Without such positive touching, we ‘die’ inside emotionally. It is an essential part of life and necessary for basic care, showing love and reassurance, for praise and communication. As far as touch is concerned we need to be wise. Touch only becomes dangerous when it lacks respect for the child, when it’s about the adult’s needs rather than those of the child’s, or it is violent and abusive.

TAKING CARE OF TOUCHING

- 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 and not the staff/volunteers.
- Touch should be age appropriate and generally initiated by the child rather than the workers.
- Avoid any physical activity, which is, or may be thought to be, sexually stimulating to the adult or child.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- There may be the rare occasion when it is necessary to restrain a child who is harming themselves or others. If this is the case use the least possible force and talk to the child at all times about what it is you are doing. All such incidents should be recorded and passed to the Child Protection Officer. You will also need to inform the parents of what has taken place.
- Staff and volunteers should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood.

Physical contact during sport:

There will be times when St. Mary’s Church activities involve sport and physical contact during sport should always be intended to meet the child’s needs and not the adults. Staff and volunteers should only use physical contact if their aim is to:

- a) To treat an injury
- b) To prevent an injury or accident from occurring

¹⁹ Based on guidelines from the Diocesan Policy P.24

- c) To meet the requirements of the sport
- d) Develop sport skills or techniques

Sexually active children²⁰

An assessment to determine if there are child protection issues surrounding the sexual activity of a child.

Indicator of Risk or Harm	Considerations for Assessment	Level of Concern
Is the child competent to understand, and consent to, the sexual activity they are involved in?	Competence is relative to the seriousness of the situation. The less a child is able to appreciate the risks involved in their sexual relationship the less s/he is likely to be able to protect her/himself.	
Is the child under 13 years old? Children under 13 years old are considered of insufficient age to give consent to sexual activity (Sexual Offences Act 2003). Children 13 to 16 years.	All cases of children under the age of 13 years believed to be or have been engaged in penetrative sexual activity must be referred to Social Services/Police as a potential case of rape (rape is penetration of any orifice by a male penis). Sexual activity with a child under 16 is also an offence. Where it is consensual it may be less serious than if the child were under 13, but may nevertheless have serious consequences for the child's welfare.	HIGH
Are the living circumstances of the child secure and supportive? Are they attending school, are they living with their parents, are they or their siblings receiving services from Children's Social	Young people whose home/social/school circumstances are not robust are likely to have lower self-esteem and less resilience and are therefore more vulnerable to coercion. They are less likely to be able to resist forceful or seductive sexual advances.	

²⁰ Taken from protecting sexually active children section of the London Child Protection Procedures. For more information see http://www.londoncp.co.uk/chapters/sg_sex_active_ch.html

Services or another social care agency etc?		
Is the relationship between those involved equal and consensual or are there power imbalances?	<p>These can result from differences in size, age, material wealth and/or psychological, social and physical development. In addition gender, sexuality, race and levels of sexual knowledge can be used to exert power.</p> <p>Whilst a large age differential could be a key indicator, there can also be bullying present where the children are in a similar age relationship. There will also be instances when the sexual predator is a woman or girl and the victim is a boy.</p>	
Is the child in any way disabled or learning disabled or does s/he have a communication difficulty?	<p>Disabled children are more likely to be abused than non-disabled children.</p> <p>A child is considered unable to give consent if the sexual partner is in a position of trust or is a family member (Sexual Offences Act 2003; and/or any pre-existing legislation).</p>	
Is coercion or seduction/bribery involved including misuse of alcohol or other substances as a disinhibitor?	A child may not see the activities of another as aggressive, coercive or seductive. Similarly they may be unaware and reluctant to recognise that drugs and alcohol are offered to facilitate sex or sexual exploitation.	
Does the child's own behaviour, for example through misuse of alcohol or other substances, place him/her in a position where he/she is unable to make an	Anyone who takes advantage of a child's temporary disinhibition or incapacity for sexual purposes, whether by accident or design, does so without consent. The sexual activity is always unlawful.	

informed choice about the activity?	Children who regularly abuse alcohol or other substances are likely to need protection irrespective of their views.	
Has the sexual partner made attempts to secure secrecy beyond what would be considered usual in a teenage relationship?	Leaders/helpers should seek advice from the Safeguarding Team about what would be considered a usual degree of secrecy in a teenage relationship, if they are unsure.	
Are the methods used to secure a child's compliance and trust and/or secrecy by the sexual partner consistent with grooming for sexual exploitation?	<p>Adults and children who are paedophiles are extremely adept at presenting themselves as benevolent (gifts, help, money) and trustworthy (friend of the family or responsible older friend).</p> <p>Adults and children who are pimps may develop the relationship with the child first, by offering them money or drugs, before coercing them into prostitution.</p>	
Is the sexual partner known by one of the agencies as having or having had other concerning relationships with children/children?	<p>Checks should be made with the Police.</p> <p>A decision not to request police information should be exceptional and supported by Child Protection Officer and must be recorded with clear reasons.</p>	

Risk Assessment Scoring

1. The indicators above should be assessed using a professional standard of judgement and individually rated as **HIGH**, **MEDIUM** or **LOW** risk.
2. A single occurrence of **HIGH** would be sufficient to generate a referral to Police and Children's Social Services.
3. Two or more occurrences of **MEDIUM** would be sufficient to generate a referral to Police and Children's Social Services.
4. Assessments of risk below these thresholds may also be referred to the Police and Children's Social Services.

5. Confidentiality is never absolute and, in most cases, competent professionals will be able to articulate the need for information from the police in a manner that does not undermine the integrity of the agency.
6. Decisions not to refer to the Police and Children's Social Services must be recorded as to why a decision was made not to refer.

Club leader/helper..... (signature)

(printed name) date

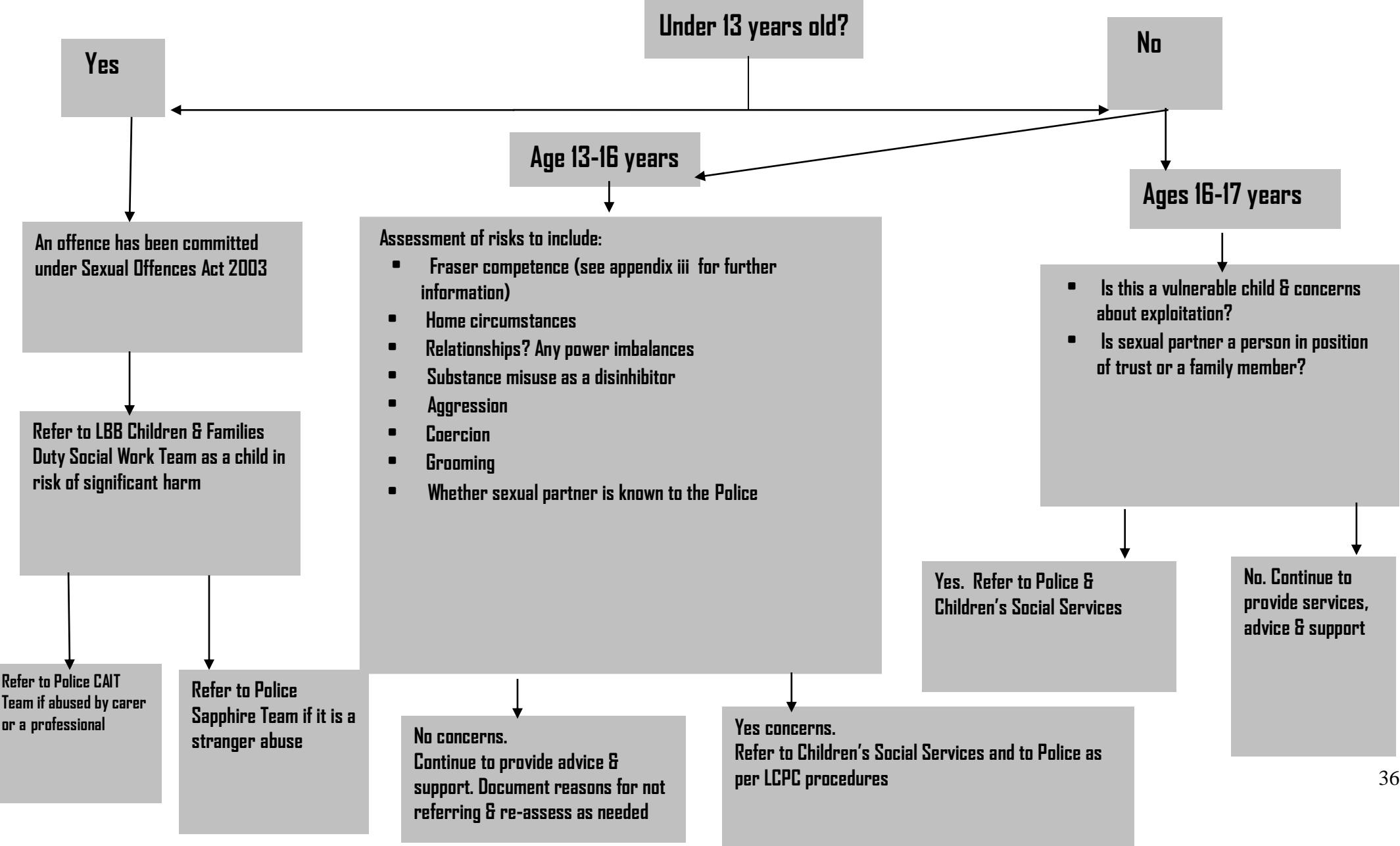
Child Protection Officer:..... (signature).....

(printed name) date

The flow chart on the following page is also taken from the London Child Protection Procedures, working with sexually active children. For further information please see
http://www.londoncp.co.uk/chapters/sg_sex_active_ch.html

Working with Sexually Active Children

The child's welfare is paramount. Any departure from protocol needs to be agreed with the Designated Adviser & reasons for doing so must be recorded. Wherever possible the child should be encouraged to discuss the issues with a parent or person in position of trust.



Signs and symptoms²¹

The term ‘child abuse’ is used to describe a range of ways in which people harm children. This ‘harm’ can be in the form of physical injury, sexual, emotional, or spiritual abuse or neglect (failing to take steps to protect a child).

It is worth noting four points:

- That child can suffer from one or a combination of these forms of abuse.
- Abuse can take place at home, school, church or anywhere where children spend their time.
- It can happen to children of any age, sex, ethnicity, sexual orientation or disability.
- In almost all cases, the abuser is someone known (and often trusted) by the child such as a parent, carer, teacher, relative or youth worker.

	PHYSICAL/DOMESTIC VIOLENCE	SEXUAL	EMOTIONAL	NEGLECT
S Y M P T O M S	Adults hitting, shaking, squeezing, burning, biting or attempting to drown or suffocate a child.	Enticing or forcing a dependent to take part in any sexual activity whatsoever that is inappropriate to their age, that they do not truly comprehend, and to which they are unable to give their informed consent.	Persistently withholding love and affection which are essential to a child’s development.	A child’s basic needs not being met such as an inadequate diet, being denied proper health care or being inadequately dressed.
	Giving the child alcohol, poison or inappropriate drugs.	The activities may include penetrative and non-penetrative acts.	Constantly shouting at, threatening or demeaning a child.	Failure to provide them with love and affection.

²¹Based on the definitions used in the Diocesan Policy P.32-35

	Munchausen's Syndrome by proxy is a condition where one or both parents invent stories of illness about their child and substantiate the stories by fabricating false physical signs e.g. by secretly administering dangerous drugs to their child.	Making a child observe inappropriate sexual behaviour, showing them pornographic materials or engaging them in discussion about sexual relations.	Being over-protective to the extent that a child is not allowed to mix with others.	Children left in situations that could be dangerous whether inside or outside of the home.
S I G N S	Have injuries that they cannot explain or cannot explain convincingly.	Stomach pains or discomfort when the child is walking or sitting down.	Delayed physical or emotional development, sudden speech disorders.	Being constantly hungry and sometimes stealing food, loss of weight.
	Have injuries on parts of their body where accidental injury is unlikely such as the chest, cheeks or thighs or bruising which reflects hand marks.	Bruising or other injuries on areas of the body not normally seen. For this reason they may only be noticed during activities such as swimming.	Compulsive nervous behaviours, excessive deference, lack of confidence, or need for approval, attention or affection.	Being dressed inappropriately for the weather or in an unkempt way.
	Cigarette burns, bite marks or scalds, especially those with upward splash marks where water has been thrown, or rings on the person's body where they have been made to sit or stand in very hot water.		Reluctance to have parents contacted.	

Other types of abuse include:

1. SPIRITUAL ABUSE²²

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval. The issue of the exploitation of vulnerable children and adults by people in positions of power within the church is covered in some detail in the report "Time for Action", produced by Churches Together in Britain and Ireland (CTBI).

It is sometimes suggested that a child is possessed by evil spirits²³ and that this may account for behavioural issues in the child or be considered to justify harsh treatment by the parents or carers. If parents seek the assistance of the Incumbent, this will be referred to the Safeguarding Team and the Bishop will be informed and consulted with.

2. DOMESTIC VIOLENCE

If a child discloses that there is domestic violence happening to a member of their family at home this is to be treated the same as an abuse disclosure. It may involve the child seeing or hearing the ill-treatment of another. The guidelines on P.26 should therefore be followed. Domestic violence is also an example of an issue that must be passed on even without the consent of a child, see P13.

3. INTERNET RELATED ABUSE

Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings. Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent.

4. BULLYING

There is no clear boundary between bullying and abuse, and a significant number of sex offenders are themselves minors. Young perpetrators of abuse are still children and are entitled to have their needs considered though steps may need to be taken to protect other children. Such cases should always be

²² Taken from 'Guidance to Churches' child protection manual published by the Churches' Child Protection Advisory Service (CCPAS)

²³ P.18 Diocesan Policy

referred to children's social services.

5. GANG ACTIVITY

Such children are at risk of violent crime and are therefore considered vulnerable. Risk includes access to weapons (including firearms), retaliation violence and territorial violence with other gangs. Other risks include increased likelihood of involvement in knife crime, dangerous dogs, sexual violence and substance misuse.

6. SELF HARM

For example overdose, cutting, misuse of drugs or alcohol. Local Safeguarding Children Boards vary in their approach to deliberate self-harm. It will always be appropriate to discuss such a case with children's social services.

7. FEMALE GENITAL MUTILATION²⁴

Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. The procedure is typically performed on girls aged between four and thirteen, but in some cases FGM is performed on new born infants or on young women before marriage or pregnancy. A number of girls die as a direct result of the procedure from blood loss or infection, either following the procedure or subsequently in childbirth. FGM has been a criminal offence in the UK since the Prohibition of Female Circumcision Act 1985 was passed. The Female Genital Mutilation Act 2003 replaced the 1985 Act and made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal. FGM is much more common than most people realise, both worldwide and in the UK. It is reportedly practised in 28 African countries and in parts of the Middle and Far East but is increasingly found in Western Europe and other developed countries, primarily amongst immigrant and refugee communities. There are substantial populations from countries where FGM is endemic in London, Liverpool, Birmingham, Sheffield and Cardiff but it is likely that communities in which FGM is practised reside throughout the UK.

8. CHILD TRAFFICKING

Child trafficking is the bringing of children into the country, sometimes without proper immigration arrangements, for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution. Such children may have little English. The police or children's social services should be contacted immediately if a church comes across such a child.

²⁴ Taken from Working Together 2010

9. FORCED MARRIAGE

Disclosure of actual or possible forced marriage should not be treated as a family matter or be disclosed to family members. Children's social services or the police should be contacted.

10. PROSTITUTION

Children can be exploited by being given rewards in return for sexual activities. Internet and other media technology may be used in the abuse. Violence, coercion and intimidation are common. Regardless of the challenging behaviours they may display, exploited children should be viewed as victims of child sexual exploitation/abuse, not as criminals.

11. RADICALIZATION²⁵

Radicalization refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. During that process it is possible to intervene to prevent vulnerable people being drawn into terrorist-related activity. It is essential that staff/volunteers are able to identify children who may be vulnerable to radicalization. We are in a position to build children's resilience to radicalization by promoting Christian values and enabling them to challenge extremist views. It is important to emphasise that the Prevent duty is not intended to stop children debating controversial issues. On the contrary, churches should provide a safe space in which children and adults can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

What to look out for:

Many abused children become withdrawn, introverted and depressed, making it hard for outsiders to help. They also often suffer from low self-esteem. If they have been treated as though they are worthless they begin to believe it. The effects of abuse are long lasting and sadly many victims also suffer a sense of guilt believing that they themselves caused the abuse to take place.

Fortunately, abused children can be helped. What is vital is that you are equipped to recognise the signs of child abuse at the earliest opportunity so that harm can be stopped and the damage start to be repaired.

The list below is by no means exhaustive and a child could be suffering from one or a combination of the signs and indicators. It is important to remember that most children you know will have one or more of these indicators at some stage; so don't jump to conclusions. If you are concerned you must seek advice and help from the Child Protection Officer.

- Be alert to any injury a child cannot explain. If a child has an injury, ask yourself whether the accident seems ordinary and whether it appears appropriate in relation to the child's age.

²⁵ Taken from The Prevent Duty June 2015 by the Department for Education

- Be wary of bruising or other injuries inflicted on areas of the body not usually seen.
- An abuser may threaten a child or tell them that what has just happened they must keep a secret. For this reason, a child may hide injuries and avoid activities, which may reveal them.
- In the case of sexual abuse, inappropriate language or a preoccupation with sexual matters may arouse your suspicion. A child may know more than is natural for their age.
- Parents' and carers' attitudes towards a child may indicate emotional abuse – persistent insults, putting a child down, absence of affection. Also excessive or inappropriate discipline or rejection may be noticed.
- Neglect may become apparent through the child being insufficiently dressed for the time of year, repeatedly not being collected from activities, constantly seeming hungry or unwell or having medical conditions left untreated.
- Other indicators could be anti-social behaviour, low self-esteem, an over eager desire to please, self-deprecation, over-activity, clumsiness, unusual bruising or bleeding, self mutilation, recurring nightmares, unexplained sums of money, depression and passive or lethargic behaviour.

All observations, however trivial they may seem at the time, should be passed onto the Child Protection Officer or a member of the Safeguarding Team and will be recorded in writing and kept by the Child Protection Officer in an appropriate secure place.

Procedures if abuse is disclosed

or discovered²⁶

Worried about a child?

If you are concerned about a child, please share your concerns with the Child Protection Officer or a member of the Safeguarding Team and nobody else. After discussion, contact a Duty Social Worker within the Referral and Assessment Team to discuss your concerns.

Children's referral and assessment team

Email: mash@bromley.gov.uk

Tel: 020 8461 7373 / 7379 / 7026

Fax: 020 8313 4400

Civic Centre, Stockwell Close, Bromley, BR1 3UH

To contact the Emergency Duty Social Worker (after 5pm Monday – Friday, weekends and bank holidays) contact: 020 8464 4848 or the Children's referral and assessment out of hours' number: 0300 303 8671

In the event of an emergency, please dial 999.

In the event of:

1. DISCLOSED ABUSE

It can take a great deal of courage for a child to talk to an adult about their abuse, because the child is ‘telling’ on someone who is more powerful than they are. They maybe having to betray a person who is not only close to them but also loved by them and they are risking a great deal in the hope that you will believe what they say.

²⁶ Based on the procedures in Bromley Safeguarding Board’s the child’s journey in Bromley: a partnership model for providing services to support children and families in Bromley - including the safeguarding thresholds guidance. In particular P.15 onwards

Some helpful responses:

- *Remain calm, approachable and receptive.*
- *Listen carefully, without interrupting.*
- *Make it clear that you are taking them seriously.*
- *Acknowledge their courage and reassure them that they are right to tell you.*
- *Reassure them that they should not feel guilty and that you're sorry that this has happened to them.*
- *Let them know that you are going to do everything you can to help them and what may happen as a result.*

Responses to avoid:

- *Do not allow your shock or distaste to show.*
- *Do not probe for more information than is offered.*
- *Do not speculate or make assumptions.*
- *Do not make negative comments about the alleged abuser.*
- *Do not make any promises that you cannot keep, remember the confidentiality statement.*
- *Do not agree to keep the information a secret.*

What to do next:

a) If the Child Protection Officer or a member of the Safeguarding Team decides that the child is in immediate danger:

- A referral is made to the Social Services Emergency Duty Officer, 24 hrs, 0208 464 4848 or the Police direct. Tell them you are making a **child protection referral** and need to speak to the appropriate person and explain the situation to them. Also explain that you have the child with you at St. Mary's.
- Explain to the child the events which might happen next.
- Reassure the child that you will support them during the difficult time to come.
- When it is appropriate write down a careful record of what was said, using the child's actual words wherever possible, and how they appeared to be. Include in this report what you said, the date, place and time of disclosure, and then finally sign it as an accurate record of what happened. There is a sample records form in this policy. These are held by the Child Protection Officer.
- Stay with the child until either the police or social services arrive.
- The child may wish you to accompany them. You are under no obligation to do so, and you must use your own discretion. Seek advice from the Child Protection Officer.
- The next day you and the Child Protection Officer need to confirm your telephone referral in writing to Social Services within 48 hours, using the appropriate records sheet. Copies of these are held by the Child Protection Officer. Inform the Diocesan Safeguarding Officer, for their records, that a referral has been made.

- Also make sure you take the time to off-load onto a member of the Safeguarding Team, in particular the Pastoral Care Officer who is the Incumbent, as you will find this whole process quite draining, and your needs are important as well.

OR

b) You decide it is safe for the child to return home:

- Reassure the child they did the right thing in telling you.
- Explain to the child the events which might happen next.
- Reassure the child that you will support them during the difficult time to come.
- Explain that you and the Child Protection Officer will contact Social Services tomorrow and let them know what you have told them.
- When it is appropriate write down a careful record of what was said, using the child's actual words wherever possible, and how they appeared to be. Include in this report what you said, the date, place and time of disclosure, and then finally sign it as an accurate record of what happened. There is a sample record form in this policy. Spare forms are held in the Parish Office.
- You may wish to follow up with the child at your next group session they attend to see how they are doing. The child chose to tell you about the abuse because they trust you, it's important you maintain an attitude of care towards the child in the days, weeks and months following a disclosure.
- You and the Child Protection Officer must contact social services and make a referral. If this is done via the telephone it must be followed up within 48hrs using the disclosure of abuse multi-agency referral form. These are held by the Child Protection Officer.
- Also make sure you take the time to off-load onto a member of the Safeguarding Team, in particular the Pastoral Care Officer who is the Incumbent, as you will find this whole process quite draining, and your needs are important as well.

2. DISCOVERED ABUSE

In the volunteering that you undertake you will come to know the child/children very well. In the course of this you may well suspect that a child is suffering abuse; they could display signs as described on P21-22 of this policy document. If so you should follow the procedures detailed below:

a) You suspect a child is suffering from abuse:

- Share your concerns with the Child Protection Officer.
- Write down your concerns on the discovered abuse forms, (if available, if not, make a record on a piece of paper and transfer to sheet as soon as possible) and why you have concerns, making sure to include any dates and times of specific incidents. There is a sample form at back of this policy you should use. Spare forms are held in the Parish Office.

- The above will be discussed, if appropriate, amongst the Safeguarding Team and a written record kept by the Child Protection Officer.
- The Child Protection Officer will monitor the observations and will contact Social Services or the CAF team (0208 461 7174) and seek advice on whether a referral should be made, if they think this is necessary.
- If this is the case and if Social Services advise such, the Child Protection Officer will discuss their concerns with the child and their family and seek their agreement in making a referral to social services.
- If the above is considered to put the child at risk, no such consent will be sought and the Child Protection Officer will contact the Social Services directly.
- The Child Protection Officer will confirm all telephone referrals in writing to Social Services within 48 hours using the discovered abuse multi-agency form.

b) You suspect a colleague is behaving inappropriately:

- Unless it is the Child Protection Officer whom you suspect, all such concerns should be shared with the Child Protection Officer.
- In the case of suspecting the Child Protection Officer you should contact the Chair of the Safeguarding Team. If it is this person you suspect you should contact the Diocesan Adviser for Safeguarding and discuss your concerns.
- If you suspect the Incumbent you should speak with both the Chair of the Safeguarding Team and the Diocesan Adviser for Safeguarding and discuss your concerns.
- In either case it is important that you write down your concerns and why you have them, making sure to include any dates and times of specific incidents. You should use the sample form at the back of this pack. Spare forms are kept by the Safeguarding Team in the Parish Office.
- The Child Protection Officer will consult with the Safeguarding Team, where they will discuss what action to take.
- If there is evidence that a paid worker or volunteer is behaving inappropriately, that worker/volunteer will be suspended pending the outcome of an investigation.
- Any investigations will be handled by the police. Further advice can be sought from the Diocese, CCPAS and Bromley Safeguarding Children's Board.

Outside agencies who need to be informed with regards to the above: The Local Authority Designated Officer (LADO) must be contacted within 24 hours when an allegation is made against a worker/volunteer with children or young people. This position is currently held by Rita Dada 0208 461 7669. St Marys is a registered charity, and so the Charity Commission also needs to be contacted, although this is likely to happen later in the process. If a person has a Criminal Records Disclosure Certificate, the DBS will need to

be notified at the point at which any allegation is confirmed, a person is withdrawn permanently or at such other point that you are guided by the statutory agencies to make such a referral

Managing your own feelings

The existence of child abuse is both distressing and disturbing. As a caring adult, it is natural for you to feel shocked and angry. It is important, however, for you to manage your own feelings so that you can react appropriately. Awareness of child abuse can sometimes remind adults of painful situations in their own past. If this applies to you, you may find it helpful to talk to a member of the Safeguarding Team, especially the Pastoral Care officer. It can also be emotionally draining to accompany a child through an investigation, and it is important for you to be able to off-load your feelings.

Involving and informing parents

In line with the guidelines in the London Child Protection procedures²⁷, which Bromley Safeguarding Board²⁸ has adopted, the Safeguarding Team will involve and inform parents in the following way:

CHILD'S CONSENT

1. You need to ask the child for their permission to pass this information on.
2. If consent is given then the referral can go ahead. This must be recorded.
3. If consent is not given then the referral cannot go ahead. This must be recorded.
4. If you think not making a referral puts the child at risk, you can override the child's non-consent and make the referral. If this is the case, talk to the Child Protection Officer and obtain their permission to move ahead in this way (the Frazer²⁹ guidelines will be followed to make this assessment). This must be recorded and the reasons why.

“Whilst the child’s view should be considered, it remains the responsibility of the professional to take whatever action is required to ensure the safety of that child and any other children.” *4.4.8 from the London Child Protection Procedures*.

PARENT'S CONSENT

1. Where practicable concerns should be discussed with the family and agreement sought before making a referral.
2. If consent is given then the referral can go ahead. This must be recorded.
3. If you believe to obtain consent would put the child at risk then you must go directly to Social Services without notifying the parents. If this is the case you must talk to the Child Protection Officer and obtain their permission to move ahead in this way. This must be recorded and the reasons why.
4. It should be noted that referrals from named professionals cannot be treated as anonymous, so the parent/s will ultimately become aware of the identity of the referrer.
5. Where the parent/s refuses to give permission for the referral, you must seek advice from Social Services or the Churches' Child Protection Advisory Service (CCPAS) and the outcome fully recorded.
6. If having taken full account of the parent's wishes, it is still considered that there is need for a referral:

²⁷ For a full copy of the London Child Protection Procedures go to their website <http://www.londoncp.co.uk>

²⁸ For copies of all the policies and procedures produced by Bromley Safeguarding Board go their website

<http://www.bromleysafeguarding.org/documentdetails.asp>

²⁹ See appendix for Frazer guidelines explanation

- a. The reason for proceeding without parental consent must be recorded.
- b. Social Services should be told that the parent has withheld their permission.
- c. The parent/s should be contacted to inform them that after considering their wishes a referral has been made. The Child Protection Officer, accompanied by a member of the Safeguarding Team, would arrange a meeting with the parents to inform them of this decision.

Supporting known offenders

Ministering to people who are known to have sexually abused children³⁰

Where a sex offender is known, befriended and helped by a group of volunteers to lead a fulfilled life without direct contact with children, the chances of reoffending are diminished and the church has thus an important role in contributing to the prevention of child abuse.

When it is known that a member of the congregation has sexually abused a child, the Pastoral Care Officer will contact the Diocesan Safeguarding Adviser so that a written agreement/contract can be drawn up between the offender and St Marys. This will be done in consultation with the relevant statutory agencies.

The Pastoral Care Officer, in consultation with the Diocesan Safeguarding Adviser and the Incumbent, will form a small supervision group for the known offender. This group which will include the Pastoral Care Officer, a Churchwarden, the Child Protection Officer and the Incumbent. The Diocesan Safeguarding Adviser will provide the necessary training for this group.

A meeting will be held with the offender, explaining that the appointed small group from the congregation will need to know the facts to create a safe environment for them. The police will be invited to the meeting, in addition to the probation service and children's social services, if they have a role. It will be made clear that no one else apart from those identified on the agreement will be informed of the facts without the offender's knowledge. The highest levels of confidentiality will be maintained unless there is a breach of the agreement and it is necessary to inform others to protect a child.

This group will offer support and friendship as well as supervision. They will endeavour to keep channels of communication open. The Pastoral Care Officer will discuss with the group appropriate ways for the offender to develop and grow as a Christian without putting themselves and others at risk. It will be necessary to establish clear boundaries, both to protect children and to lessen the possibility of the adult being wrongly accused of abuse.

The Diocesan Safeguarding Adviser will assist in drafting the written agreement which might include the following elements with regard to the offender, who should:

- attend designated services or meetings only;

³⁰ Diocese of Rochester Safeguarding policy P.15 onwards

- have an approved chaperone on specified occasions;
- 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; and
- take no official role in the church.

The offender will be asked to sign the agreement. Other parties will be members of the group noted earlier. It should be made clear that as people change role, their successors will take on becoming involved. The agreement should be enforced, and no changes made without consultation with the Diocesan Safeguarding Adviser and other parties involved. It will be made clear that a breach or other relevant information could lead to a referral to the police and probation service and advise that the offender attends a different church.

The agreement will be reviewed at regular intervals, at least annually, with the Diocesan Safeguarding Adviser. A review must take the form of a face-to-face meeting with the offender and at least two members of the group. The meeting will be recorded and the record retained. An agreement must remain in place so long as the person is a part of the congregation, whether or not they are on licence or their name appears on the Sex Offenders Register.

If the agreement is breached, the police or the probation service will be informed. In some cases it may be possible to restrict attendance at church. If the person cannot be banned because they live in the parish, the advice of the Diocesan Registrar should be sought and a high level of supervision maintained. It may be necessary, following consultation with the police, to inform other relevant organisations that the person presents a risk.

If the person leaves the church for another church, then the police should be involved and a new agreement should be made. If the person leaves without informing anyone where or whether they might attend for worship, the police should be informed.

Whenever possible, the agreement should be drawn up as a two-way covenant: the church will agree to levels of support and appropriate access to worship etc. while the offender agrees to the appropriate behavioural guidelines included in the agreement.

If the offender's victim, or in some cases the victim's family, attends St Marys, it is likely that the offender will be introduced to another congregation. Where this happens the police will be informed and the receiving church so all necessary safeguarding procedures can be put in place.

Disclosures by perpetrators of past abuse

In some cases offences only come to light after many years. In such situations it must be remembered that there may still be a substantial risk to children, therefore, the police should be informed. It is necessary to tell a person who admits an offence against a child that such information cannot be kept confidential.

Record keeping

Incidents of abuse may only come to light after a long period of time, in some cases many years, and so the retention of documents should be on an indefinite basis. Keep a copy for yourself and give the original to the Child Protection Officer who will hold them in a secure place. The DBS Officer will also hold all DBS checks and references in a secure place for an indefinite period.

Documentation

The Safeguarding Team will keep in a locked cupboard in the Parish Office all relevant referral forms, including multi-agency referral forms, together with copies of the following record sheets:

Disclosure of abuse record sheet (appendix iii)

Discovered abuse record sheet (appendix iv)

Concerns about a colleague record sheet (appendix v)

Data protection³¹

The Data Protection Act 1998 contains principles governing the use of personal data. This means that the eight principles put in place by the Data Protection Act 1998 need to be applied. These say that the data must be:

- (i) fairly and lawfully processed;
- (II) processed for limited purposes;
- (III) adequate, relevant and not excessive;
- (iv) accurate;
- (v) not kept for longer than is necessary;
- (vi) processed in line with your rights;
- (vii) secure; and,
- (viii) not transferred to countries without adequate protection.

All records relating to volunteer appointments, including a note of when a DBS check was obtained will be kept by the DBS Officer in a secure place. Records of child protection matters will be kept, together with a note of the outcome, by the Child Protection Officer in a secure place. These will be retained even if the information received was judged to be malicious, unsubstantiated or unfounded.

³¹ Based on the guidance in the Diocesan Policy P.21

Appendix

I. Useful contacts

II. Fraser Guidelines

III. Disclosure of abuse record sheet

IV. Discovered abuse record sheet

V. Concerns about a colleague record sheet

VI. Photography and filming consent form

Appendix 1

Useful contacts:

Children's referral and assessment team

Email: mash@bromley.gov.uk

Tel: 020 8461 7373 / 7379 / 7026

Fax: 020 8313 4400

Civic Centre, Stockwell Close, Bromley, BR1 3UH

Disabled children's social work and short break team

Email: mash@bromley.gov.uk

Tel: 020 8461 7373 / 7379 / 7026

Fax: 020 8461 7551

Civic Centre, 2nd Floor North Block, Stockwell Close, Bromley, BR1 3UH

Out of hours emergencies only

5.00pm - 8.30am and weekends

Tel: 0300 303 8671

Heads of Service

Gillian Halden – Interim Head of Quality Improvement and Principal Social Worker

T: 0208 461 7393

Email: gillian.halden@bromley.gov.uk

Susan Phillips - Head of Service for Referral, Safeguarding and Children's Disabilities

T: 020 8313 4026

Email: susan.phillips@bromley.gov.uk

Rachel Dunley – Head of Service Early Interventions & Family Support

T: 020 8461 7261

Email: rachel.dunley@bromley.gov.uk

Appendix 2

Frazer guidelines

Fraser Guidelines³²

Although it is an offence for a man to have sex with a girl under 16 (17 in Northern Ireland) it is lawful for doctors to provide contraceptive advice and treatment without parental consent providing certain criteria are met. These criteria, known as the Fraser Guidelines, were laid down by Lord Fraser in the House of Lords' case and require the professional to be satisfied that:

- The child will understand the advice and the moral, social and emotional implications.
- The child cannot be persuaded to inform their parents/guardians or allow you as the worker to tell them that you are seeking contraceptive advice.
- The child is having, or is likely to have unprotected sex whether they receive advice or not.
- The child's physical and mental health is likely to suffer unless they receive the advice or treatment.
- It is in the child's best interest to give contraceptive advice or treatment without parental/guardian consent.

³² This was clarified in England and Wales by the House of Lords in the case of Gillick vs West Norfolk and Wisbech AHA & DHSS in 1985.

Disclosure of abuse record sheet

Date of disclosure	Time	Place of disclosure
Adults present were:		
What the child/child said:		
What you said:		
Comment on how the child/child seemed and reacted:	Action you took:	
Name of child/child: D.o.B	Signed:	Date:
Address:		

Discovered abuse record sheet

Dates of your suspicions	Times	Places
<ul style="list-style-type: none">■■■■■■■■		

Concerns that you have:

Name of child/child:

D.o.B

Address:

Signs that you think the child/child is displaying:

Action you decide to take:

Action you decide to take:

Signed:

Date:

Concerns about a colleague record sheet

Dates of inappropriate behaviour	Times	Places
<ul style="list-style-type: none">■■■■■■■■		
Adult in question:		
What is concerning you:		
Action you took:		
Signed:	Date:	

PHOTOGRAPHS/FILMING

I hereby give consent for my child/ren photo/film to be taken and used on the St Mary's website, facebook and/or Twitter account.

Date _____ Event _____

Child name	Parent signature

Volunteer Policy and Procedures

All Volunteers and staff will also adhere to St Mary's Volunteer Policy and Procedures when this is written and adopted by the PCC in July 2017. Until then this policy is to be read in conjunction with the Sunday Clubs Volunteer Policy. This policy sets out how volunteers are safely recruited, trained and supported throughout their volunteering role. The guiding principles are the same for volunteers working with adults who have care and support needs. The contents of the Volunteer Policy are as follows:

- 1. Recruitment of volunteers including safer recruitment practices**
- 2. Role of the volunteer**
- 3. Induction and training**
- 4. Support**
- 5. Expenses**
- 6. Diversity**
- 7. Health & safety**
- 8. Insurance**
- 9. Role descriptions**
- 10. Volunteer agreement**
- 11. Complaint procedure**
- 12. Contact numbers for Sunday Clubs Committee**