



Child Protection Policy and Statement

St Margaret's Church
Registered Charity no. 1132549
Burnage Lane, Burnage, M19 1FL

Revised March 2013

**Policy Statement on Children, Young People and the
Church of St. Margaret's, Burnage**

This statement was agreed at the PCC meeting held on 18 March 2013

It was read at the Annual General Meeting held in the month of April 2013

It is monitored each year by the PCC

- As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people
- It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children and young people and to report any abuse discovered or suspected
- We recognise that our work with children and young people is the responsibility of the whole church
- Our church is committed to supporting, resourcing and training those who work with children and young people and to providing supervision
- Our church is committed to following the policy and guidelines and published by the Diocese
- The parish will adopt good practice guidelines
- Each worker with children and young people shall be given a copy of the parish's agreed procedures and good practice guidelines and must undertake to follow them
- As part of our commitment to children and young people, the PCC has appointed a Child Protection Coordinator

Children and young people are an important part of our Church today

They have much to give as well as to receive

We will listen to them

As we nurture them in worship, learning, and in community life, we will respect the wishes and feelings of children and young people

Recommended good practice

Adult / Child Ratios

Guidance recommends the following ratio of leaders to children according to their age:

For 0 to 2 years - 1 leader to every 3 children (1:3)

For 2 to 3 years - 1 leader to every 4 children (1:4)

For 3 to 8 years - 1 leader to every 8 children (1:8)

For over 8s - 1 leader for the first 8 children followed by 1:12

(i.e. 32 children would require 3 leaders).

Recruitment

All leaders and helpers will be checked via the Disclosure and Barring Service (DBS) and have in house checks completed. Any helper aged 16-18 years old will also have a DBS disclosure completed. Two references are taken up as part of this process.

It will be a minimum requirement that any person helping or leading work with children under 18 in a voluntary capacity will have attended St Margaret's for at least 6 months as a regular worshipper.

Any person helping or leading work with those aged under 18 in a voluntary capacity will have a job description which will need to be signed and retained.

Toilet Facilities

The ideal is 1 toilet and 1 hand basin per 10 children.

Warm and Clean

Group areas should be warm, adequately lit and ventilated.

High standards of cleanliness should be maintained.

Special Needs

Groups should be able and willing to accommodate and welcome children with special needs.

Entrances and Exits

These should be well lit and easily accessible.

Fire exits should only be used in an emergency.

Registration

Where activities take place for more than 2 hours in any one day, or if a holiday club runs for more than 6 days a year, registration of the provision with Ofsted is required.

More than one leader

There should always be more than one leader for any group.

If possible have at least one male and one female leader if the group is mixed.

Time alone

Minimise time alone with any child or young person.

If it is vital to be isolated with an individual ensure that another leader is informed of where you will be and why. If possible remain in the view of another leader. Try never to be behind a closed door but if necessary tell someone that you are there.

Administration

Keep an up-to-date register and record of children, their parents and contact phone numbers, attendance and other specific information (such as asthma, epilepsy, diabetes, allergies and medication etc.).

Touch

Touch is an important part of human relationships: for example, it can be necessary to stop a young child from hurting herself or himself; it can also be a natural way of responding to someone in distress. However, everyone working with children should be sensitive to what is appropriate and inappropriate physical contact, both in general terms, and in relation to a specific individual. Leaders need to be conscious of situations in which their actions, however well intentioned, could be misconstrued by others or be harmful.

Good Practice of Workers

Treat all children and young people with respect and dignity befitting their age; watch language, tone of voice and where you put your body.

- Do not invade the privacy of children when they are showering or toileting
- Do not engage in rough, physical or sexually provocative games
- Do not make sexually suggestive comments about or to a young person, even in fun
- Do not engage in inappropriate and intrusive touching or any form of scapegoating, ridiculing, or rejecting a child or young person
- Learn to control and discipline children without using physical punishment
- Do not let youngsters involve you in excessive attention-seeking that is overtly sexual or physical in nature
- Do not invite a child or young person to your home alone: invite a group, or ensure that someone else is in the home. Make sure the parents know where the child is
- Do not share sleeping accommodation with children or young people if you take a group away

Good Practice with Colleagues

If you see another leader or helper acting in ways which you feel might be inappropriate, be prepared to speak to them or to the Child Protection Coordinator about your concerns.

Leaders should encourage an atmosphere of mutual support and care which allows all to be comfortable enough to discuss inappropriate attitudes or behaviour.

Casual Visitors

Casual visitors, i.e. those who have not been authorised by the Church as leaders or helpers, should not have access to children without the presence of an adult who is deemed to be responsible for the group.

Health and Safety

- All leaders should know the location of the nearest telephone.
- Adults must be aware of the safety / fire procedure. A fire drill should be carried out regularly. Fire extinguishers should be available and regularly checked.
- Children with infectious illnesses must not attend.
- No smoking should be permitted near the areas children will be in.
- Parents should submit a health form before an activity that details any of their children's issues. Leaders should take the health forms when going off-site.
- Accidents should be recorded with a note of any action taken and signed by the leader involved.
- A first aid kit should always be available and its location must be well known.
- No medication should be administered without written parental consent.
- One leader should ideally be a first-aider.
- A responsible adult should make sure that the premises are open in good time.

Transport

If at all possible do not give lifts to children and young people on their own other than for short journeys. If they are alone ask them to sit in the back seat. Check that insurance covers the vehicle and passengers. Seat belts must be worn.

Insurance

Leaders should ensure that adequate insurance protection is in place for any activities undertaken.

Volunteers

Volunteers, particularly those under the age of 18, should never work unsupervised and should be given clear guidance and support.

Communication

The Rector and Child Protection Coordinator are to be informed of any activities outside of the normal hours and/or off the church site. If the Rector or the Child Protection Coordinator has any concerns about the activity, they will discuss them further with the relevant group leader.

Finance

If money is collected, an account of this should be given to the PCC.

What is child abuse?

Physical abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving children opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Spiritual Harm

Church communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically.

Domestic Abuse

It must be recognized that children and young people may be harmed in homes where there is domestic abuse. The Archbishops' Council has produced guidelines for those with pastoral responsibility "Responding to domestic abuse" Archbishops' Council (2006).

How to respond to a report of abuse

The following procedures are designed to support you in dealing with disclosures of abuse that may arise in the course of your work with children and young people.

For the purposes of this work a child is a person under the age of 18 years.

Do

- Make it clear that you cannot be asked to keep a secret
- Listen to the child or young person, let them express their views and feelings without interruption, accept what they are saying
- Reassure the child or young person that they have done the right thing in telling someone
- Explain that you must pass this information on
- Make notes of what was said using the child or young person's words whenever possible
- Speak to the Parish Priest or Child Protection Coordinator (unless the subject of an allegation)
- Refer to the Diocesan Child Protection Adviser
- Contact the Archdeacon or Diocesan Child Protection Adviser If the subject of the allegation is the Parish Priest (The Bishop cannot be involved as per Clergy Discipline Measure)

Do not investigate any allegation

Don't

- Show shock or disbelief
- Agree to keep the disclosure a secret
- Make a promise or suggestion that you can stop the abuse
- Ask questions seeking further detail – you risk contaminating evidence
- Investigate any allegation - specially trained professionals undertake this role
- Contact the alleged perpetrator
- Make any statement or comment to the press

Remember, you do not investigate

Referral procedure for those with responsibility for children

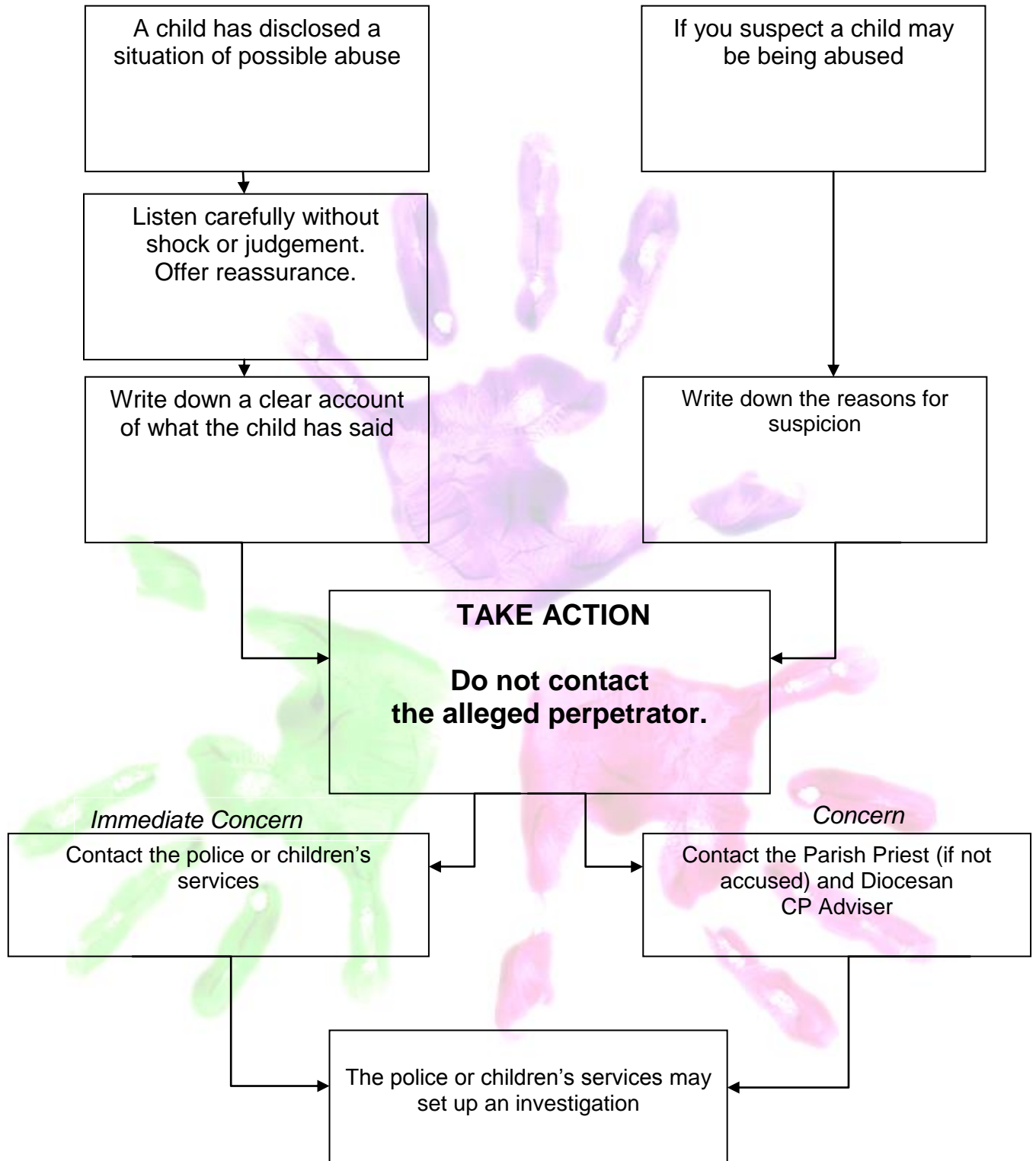
Any child who is or has been exposed to danger of abuse must be protected without delay. Think clearly about the cause for concern and make brief notes (dated and timed) recording the facts as you understand them. You have a duty to refer your concern.

Unless it would cause a delay, you must discuss your concerns with your Parish Priest, providing that he/she is not the cause of the concern. You should also speak with the Diocesan Child Protection Adviser; she/he is also available if the priest is unsure of what action to take.

If the child is in immediate danger contact the police straight away

- In the case of a clear allegation or a strong suspicion the case must be referred to the Police or Children's Services. Clarify who is making the referral.
- The decision as to how the parents should be informed will be made in conjunction with the Local Authority or Police Representative.
- If one of the clergy is the subject of the allegation, the Diocesan Child Protection Adviser and/or the Archdeacon must be consulted for advice.
- You are advised that, in consultation with the Diocesan Child Protection Adviser, any serious incident should be reported to your insurers. This enables them to be prepared should any claim arise.
- All communications and media enquiries must be handled in a sensitive manner and should be steered by the Diocesan Communications Department.

Referral flow chart



You will be advised and supported at each stage by the Child Protection Coordinator

Useful contacts

Diocesan Child Protection Advisor

Safeguarding Helpline 0845 120 45 53

A special helpline has been set up for those who have been affected either directly or indirectly by abuse in a church or cathedral setting. The helpline will be staffed by the Church's Child Protection Advisory Service (CCPAS) - an independent safeguarding charity and is available 7 days a week. Calls will be handled sensitively and confidentially.

Childline, Freepost 1111, London, N1 0BR, 0800 1111

Churches Child Protection Advisory Service, Helpline 0845 1204550

NSPCC, 0808 800 5000

Samaritans, 0845 7909090

Manchester Children's Services Contact Centre, 0161 255 8250

Stockport Children's Social Care 0161 217 6028

Publications and Websites

Protecting All God's Children (2010) House of Bishops, *Church House Publishing*

Working Together To Safeguard Children (2013)

www.education.gov.uk/publications/standard/publicationDetail/Page1/DFE-00030-2013

Promoting a Safe Church (2006)

Policy for safeguarding in the Church of England

www.cofe.anglican.org/info/papers/promotingasafechurch.pdf

www.manchester.anglican.org

Manchester Diocese E-Learning Course on Child Protection

<http://www.manchester.anglican.org/safe-church/training-resources>

Volunteer role description - Children and Young People's Leaders and Helpers

Urban Saints, Boys Club, Boys Club Xtra, Youth Group

St Margaret's aim is to:-

Worship God - Grow In The Spirit - Proclaim Jesus - Serve The World

It is also our aim that volunteers will nurture children and young people in worship, learning, and in community life so they can live lives of faith, hope and love through Jesus Christ.

Name of Volunteer:.....

Group

Address.....

.....

.....

.....

Contact telephone number.....

We want you to know that:-

- You can make a positive difference to the lives of children and young people
- You will be provided with information and guidance required for you to carry out your volunteering
- You will be encouraged to develop in your role
- Your views will be sought on your role to ensure you are able to carry it out well
- Your gift of time, skills and experience will be used well and is appreciated

As part of your commitment to the work with children and young people you have particular responsibilities to:-

- Ensure all children and young people are safe and in a supportive environment
- Prepare and teach age appropriate and relevant material
- Attend briefing sessions when required

For this role it is essential that you:-

- Have a desire and passion to share and develop children and young people's relationships with God
- Enjoy working with children and/or young people and have some knowledge of age level characteristics relevant to your group
- Work within the policies and procedures of St Margaret's (i.e. Child Protection Policy, Health and Safety)
- Are accountable to others for your own Christian maturity and development

The Parochial Church Council (PCC) places a very high value on work with children and young people; this is reflected in the policy statement that is agreed every year at the PCC and Annual General Meeting. The PCC hopes you find the work you are engaged in rewarding.

The Under 18's Coordinator will be available to discuss any particular issues with you and to offer you support and guidance relevant to your role if you need it.

Once a year the Under 18's Coordinator and Child Protection Officer will meet with all volunteers to allow further opportunity to discuss any issues.

Signature of Incumbent/Priest in charge
(or other authorised person):.....

Date.....

I have received and read a copy of the Parish Child Protection Procedures and agree to abide by them.

I understand the referral procedures and who to contact if I have any concerns relating to child protection.

Signature of volunteer.....

Date.....