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| Safeguarding  New Leaders Pack  4/20/2011  Under 18 ‘ Coordinator  Lorraine Ricketts |

Recruitment and Selection – Appointment of Volunteers

The following principles, based on the Home Office – Safe From Harm (1993) should be applied when seeking to appoint to a post involving regular contact with children.

**Prospective appointees should:**

• Be treated as job applicants and have a clearly defined role and job description.

• Complete an application form and have an opportunity to discuss the requirements of the role and the church’s vision for children’s ministry.

• Complete a confidential declaration form People seeking to work with children should be given an early opportunity to declare any relevant matters; the confidential declaration form is for this purpose

• Name two referees Prospective candidates must give the name of two referees in order to help assess their suitability for the role. Written references must be obtained and then checked for validity.

**If a decision is made to appoint the appointee should**

• Obtain a Criminal Records Bureau Disclosure. **The Parochial Church Council (PCC) should:**

• Decide on the candidates’ suitability. This is based on their personal qualities in relation to general experience, aptitudes, skills, motivation and willingness to be trained.

• Be prepared to say “No” if the candidate is unsuitable. Try to guide any such volunteer to another form of Christian service.

• Give the volunteer an agreement to ensure mutual understanding of the role.

• Confirm the successful applicant in post after a probationary period

• Ensure safe storage of information: that includes all registration forms, references and confidential declaration forms. They should be stored in a safe and secure place within the parish and the timescale is in perpetuity.

**St Peter’s Woolton**

**Recruitment procedure for Children’s’ and Youth Leaders**

*This procedure has been approved by the Parochial Church Council (PCC) and must be followed in order for the Protection for All Policy to remain effective.*

If a group leader is approached by an individual offering to help with their group, they should pass the individual’s name and contact number to the Incumbent.

The Incumbent/ or person responsible for recruitment will then:

* Have an informal interview with the individual.
* Pass the individuals details to Under 18 coordinator if it is felt right to proceed.

The Child Protection Coordinator/ or person responsible for recruitment will then:

* Give them a Criminal Records Bureau (CRB) form and Welcome pack and encourage them to fill them in as soon as possible. The CRB form will include clear, simple guidelines for completion.
* Explain that they need to contact the CRB verifier and arrange to have their CRB form verified as soon as they have completed the form.
* Pass the individual’s name and contact number to the CRB verifier.
* Pass the individual’s completed self declaration and volunteer application forms to the Under 18’s Co-ordinator, retaining a copy of the volunteer application form for their own records.
* Contact the group leader and the individual, once the CRB form has been verified and satisfactory references received, to say they can start helping.

The individual will:

* Complete all the forms given to them
* Contact the CRB verifier to arrange a time to have their completed CRB form verified within two weeks of receiving the form.
* Contact the CRB verifier when they have received their CRB certificate to give the date of issue and certificate number.

The CRB verifier will:

* Meet with the individual to complete the verification process.
* Inform the Under 18’s Co-ordinator of the date of issue and CRB certificate number once the volunteer has given them the information.

The Under 18’s Co-ordinator will:

* Contact the referees on the application form.
* Inform the Incumbent/person recruitment once references have been received.

**Until a CRB Clearance and satisfactory references have been received, an individual may not help with any form of children’s or young people’s work.**

images

**Good Practice: Guidance for youth Leaders.**

As a youth leader within the Parish of St Peters Woolton you are expected to following Guidance.

* To be familiar with the Parish Protection for All policy.
* To undertake the necessary leadership training provided by the Parish
* Attend Child Protection training session and updates.
* Respect everyone as an individual
* Respect everyone’s right to personal privacy
* Try to ensure that your actions are acceptable within relationship of trust
* Show understanding and be aware of confidentiality around sensitive issues.

**You should never;**

* Permit abusive behaviour i.e. bullying, ridiculing or taunting
* Have inappropriate, physical or verbal contact with others
* Make assumption without checking facts first.
* Encourage inappropriate attention- seeking behaviour such as ‘crushes’
* Make suggestive remarks or action even in jest
* Show favouritism to anyone
* Place yourself or others in compromising position
* Believe ‘it could never happen to me’

If you have any concerns about the welfare of child in your care;

* **Do not challenge** parents/cares about your concerns
* Tell your Group leader/youth pastor or Rector
* Record all details which support your concerns. Sign date and keep in safe private place.

**Insurance**

The parish insurance covers most indoor activities for children and youth. PCCs need a record of any other activities that may take place and it must be checked that insurance cover is adequate. I f you are planning any activities, please check with Graham Paisley re insurance cover first.

* + Do not engage in any of the following:
    - invading the privacy of children when they are showering or toileting
    - rough, physical or sexually provocative games
    - making sexually suggestive comments about or to a young person, even in fun
    - inappropriate and intrusive touching of any form
    - any scape goating, 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.

**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 with Colleagues**

If you see another member of staff acting in ways which might be misconstrued, be prepared to speak to them or to your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

**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.
  + Children should submit a health form before an activity. Take 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.

**Finance**

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

**Volunteers**

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

**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.

**Communication**

* Clergy, the PCC and parents should be clearly informed of all the activities in which children and young people may take part on church premises or through the church in any way.

Electronic Communication

This policy relates to electronic communication which includes internet, e-mail and mobile phone.

It is acknowledged that many young people find this means of communication the preferred means. However, electronic media create a number of opportunities for unmediated one-to-one communication unless you are vigilant in ensuring that this does not happen.

The guiding principles must be:

* + When one-to-one communication has taken place with a young person, the worker should tell someone immediately. It may well be that there is no inappropriate content within the correspondence; the principle is to create a basic accountability.
  + When a worker sends an e-mail or text to a young person, they should blind copy it to a third party within the organisation, again creating accountability. We should be explicit that the information is to be shared; therefore we must tell the young person as well.
  + In developing an internet site consider the use of firewalls – who can access this site?
  + Ensure that you have a person with sufficient knowledge to ‘spot check’ history of parish computers to identify improper use.
  + Bear in mind the potential for one-to-one communication and try to ensure all communication is in a group context.
  + On social networking sites such as Facebook or Bebo the presumption must be that adults are not added as friends on a child’s or young person’s site.
  + Do not place a child’s or young person’s testimony on a site without the express written consent of the person with parental responsibility.
  + Exercise caution when using images of children and young people on any internet site. As with any other images, do not name the individual child or young person and whenever possible, obtain consent from the person with parental responsibility

**What is Child Abuse?**

Safeguarding and promoting the welfare of children is defined in “Working Together to Safeguard Children” 2006 as:

• Protecting children from maltreatment

• Preventing impairment of children’s health or development

• Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

**There are four categories of child abuse that are used by every local authority in England and Wales**

Neglect

Where adults through carelessness or indifference ignore a child’s need or fail to protect a child from any kind of danger

Physical Harm

Where a child has suffered actual physical harm or where it seems likely that injuries have been caused non-accidentally

Sexual Harm

Where there is actual or **likely** sexual exploitation of children or adolescents.

Sexual Harm

Where there is actual or **likely** sexual exploitation of children or adolescents.

Emotional Harm

Where there is persistent or severe emotional ill-treatment or rejection. Hurt emotions are just as painful as hurt bodies but you cannot see the scars

**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).

**Action for Dealing with Reports of Disclosures**

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 line manager

• Refer to the Inter - Diocesan Child Protection Adviser

• If the subject of the allegation is the Parish Priest contact the Archdeacon or Diocesan Child Protection Adviser (The Bishop cannot be involved as per Clergy Discipline Meas­ure)

**DO NOT INVESTIGATE ANY ALLEGATION**

**DO NOT**

• 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 Flow Chart**

**Someone suspects a child may be being abused**

**A child has disclosed a situation of possible abuse**

**Listen carefully without shock or judgment.** **Offer reassurance**

**Listen carefully without shock or judgment.** **Offer reassurance**

**Write down the reasons for suspicion**

**Write down a clear account of what the child has said**

**Take Action**

**DO NOT CONTACT THE ALLEGED PERPETRATOR**

**Contact POLICE 0151 709 6010 (in emergency 999) or**

**CHILDREN’S SOCIAL SERVICES 24/7 ADVISE LINE 0151 233 3700**

**Contact Rector Kip Crooks (0151 428 1853 or under 18 coordinator Lorraine Ricketts (0151722 0245) (if not accused) and Diocesan CP Adviser**

**POLICE or CHILDREN’S SERVICES**

**May set up an investigation**

(If less than 12 months, please state your previous address and parish / church)

**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 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 Inter Diocesan Child Protection Adviser; she/he is also available if the priest is unsure of what action to take.

**However, if the child is in immediate danger you should 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 and Young People’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 Inter Diocesan Child Protection Adviser and/or the Archdeacon must be consulted for advice.

You are advised that, in consultation with the Inter 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 must be handled in a sensitive manner and should be steered by the Diocesan Communications Department.

Should a journalist or broadcaster make an enquiry, you must refer them to the Diocesan Communicator at Church House.

**The possible consequences of making a referral can be difficult**

**However**

**The consequences of not making a referral can be far more dangerous!**