



Child Protection Policy

Practice Information and Guidelines

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PRACTICE INFORMATION AND GUIDELINES

1. General Practice and Supervision

An Overview

It is easy to assume that everyone understands what is 'appropriate supervision' and is working to the same end. It is important therefore, that clear guidance of expectations are given to all workers in order to ensure quality childcare, protect children from possible abuse and workers from false accusation. Some general areas are outlined below:

- Workers should treat all children /young people with dignity and respect in attitude, language and actions.
- Consideration should be given to how many workers should be involved with the group and whether a they should be male and/or female worker or both.
- Have a clear strategy for summoning additional adult help (if needed) in situations where a worker is alone with a child (eg small Sunday school classes).
- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- The privacy of children should be respected, avoiding questionable activity such as rough or sexually provocative games and comments.
- Where confidentiality is important (eg counselling) and a young person is being seen on their own, ensure that other workers know the interview is taking place and that someone else is in the building.
- No person under 16 years of age should be left in charge of any children of any age. Nor should children or young people attending a group be left alone at any time.
- Ensure that the only people allowed to participate in a children's activity are the workers assigned to that group. Other adults should not be allowed free access.
- Consideration could be given to issuing cloakroom style tickets for parents collecting children from the crèche, particularly for large groups.

Keeping records

A register of children or young people attending a club or activity should be maintained, together with a register of helpers. This should include a record of arrival and departure times, particularly if the child is not attending the whole session.

Workers should write down unusual events or conversations, recording what they witnessed. This may be very helpful, for example, if leaders have to deal with a difficult child who subsequently makes an accusation of assault. A young person who repeatedly makes throwaway sexual comments about workers may, at a later date, make an allegation of abuse. In this situation, records of previous examples of this behaviour 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 or a number of young people making similar comments about one worker that raises concerns. Other information might include records of incidents such as fights and the action taken. Log books can protect both children and workers.

Some information of a sensitive nature (e.g. of a child disclosing abuse) will need to be kept separately, in a secure place. However, a cross reference could be recorded in the logbook along the lines of "Jenny spoke to Bill tonight - see separate note in her file". There will also be a need to maintain other records such as an accident book and in certain circumstances this information would also need to be cross referenced between records. The experience of CCPAS is that concerns can be raised many years after an event. Records should therefore be kept indefinitely as advised by insurance companies.

It is good practice to keep parents/carers informed of the nature of activities. Ensure that a general consent form is signed and submitted, giving details of parents/carers. In the event of an accident, parents (and older children) should be asked to read and sign the accident book. You may also need to let a parent or older child see what is recorded about them in a logbook and this information would need to be kept in a way that does not breach the confidentiality of an individual. Whilst it is important to observe data protection requirements), remember child protection comes first. Information about allegations or concerns of abuse should not therefore be shown to the parent. Always seek the advice of the Church Leaders first, Children's Social Services, the police or CCPAS in such circumstances or where you are not sure what to do.

2. Guidelines for discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life and is an expression of God's love for an individual. (Hebrews 12:5-12 & Proverbs 22:6)

- Ask God for wisdom, discernment and understanding for the children in your care.
- Work on each individual child's positives, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well behaved children attention and resist allowing demanding children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored they often misbehave, so review your programme regularly.
- **NEVER** smack or hit a child and don't shout. Change voice tone if necessary.
- Discipline out of love, NEVER in anger. (Call on support from other leaders if you feel so angry you may deal with the situation unwisely.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children understand what action will be taken if not kept.
- Every child is unique and will respond in different ways to different forms of discipline. It follows therefore, each child should be dealt with on an individual basis.

Some children have a tendency to be disruptive in a group. Give them a chance, warn them and only separate if they are disruptive as a last resort.

- Have a disruptive child sit right in front of you or get a helper to sit next to them.
- Be pro-active and encourage helpers to be pro-active rather than waiting to be told to deal with a situation.

- Take a disruptive child to one side and engage with them, challenging them to change, whilst encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child. They can be warned that you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), back into the church service or, after consultation with a church leader and advising the parent/carer, be banned from attending the group for a period of time.
- If a child's behaviour continues to be disruptive despite measures taken above, seek advice and guidance from a leader.
- Pray with the other workers before the session and take time to debrief before you leave.

Working with Disruptive Children

Sometimes children and young people become angry, upset and disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care. The following guidelines can be adopted by churches providing services to children and young people.

If a child/young person is being disruptive:

- Ask them to stop.
- Speak to the child to establish the cause(s) of upset.
- Inform the child that they will be asked to leave if the behaviour continues.
- Warn the child that if they continue to be disruptive, this might result in longer-term exclusion from the group.

If a child/young person is harming him/herself, another person or property then other children/young people present should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request the child/young person to STOP. If your request is ignored, you might need to warn the individual that you will consider calling for additional help, (e.g. Police) if they do not stop. In exceptional circumstances and with assistance, you might need to restrain the child/young person to prevent them harming themselves, others or property whilst you wait for the police.

The workers involved should always record what happened as soon as possible after the incident. This should include the following:

- What activity was taking place.
- What might have caused the disruptive behaviour.
- The child's/young person's behaviour.
- What you said and how you and others responded.
- A list of others present who witnessed the incident.

Use the [FORM 3 – ACCIDENT AND INCIDENT FORM](#) in the back of the children's worker's file.

A copy should be given to the leader, a copy retained by the worker and a copy kept with the logbook.

3. Praying for Children and Young People

Some of the main ingredients that underpin any effective ministry to children and young people, including prayer, are:

- acceptance
- respect

- non-judgemental listening,
- sensitivity,
- discernment,
- patience.

Prior to praying, always make sure you have the child's permission, and always pray in an open area where other leaders, and/or children are around. If there is a general invitation to come forward for prayer in or after a family service then children's workers need to be available to pray with the children/young people rather than relying on other leaders who may be used to dealing with adults. Only those authorised by the church leadership should be involved in this ministry.

Ask the child what they are requesting prayer for and remember to listen to their reply. Speak quietly and calmly, never shout or raise your voice. Don't laugh at or dismiss out of hand if they want to pray for something you consider trite or irrelevant (e.g. my cat's poorly). If they do not have specific needs or requests then simply ask God to bless them. Having said this a child or young person may want prayer for a specific reason e.g. following a church service with a sermon on David and Goliath, they may want prayer for 'giants' they feel they may have in their own lives.

Those praying with children and young people should always be alert to child protection issues and other concerns such as bullying. In these circumstances do not forget about or delay taking appropriate action because you are caught up with praying!

If you have prayed about a specific issue it may be helpful to write it down afterwards and give it to the child so that they can let their parents/carers know and remember it themselves.

If a child/young person becomes distressed, stop praying. Stay calm and gently ask them what has caused the distress and talk to another leader if appropriate. Before continuing to pray, consider with whom they might feel more comfortable. Are there any gender issues? If unsure or the child/young person remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance. Then talk to the child's parents/carers, assuming you have no child protection concerns.

Practicalities

When it comes to praying, consider your body language, particularly in relation to things like your height and the height of the child/young person. Try to ensure you are on their level rather than towering over them perhaps by both of you sitting down; but do avoid crowding.

Refrain from placing your hands on a child/young person's head as they may find this frightening or threatening. If you think they may appreciate something like an arm round a shoulder or their hand being held always ask them if this is what they would like *before* doing it.

Remember also that a child/young person may not understand the use of 'tongues' and it is important therefore always to explain what is going on.

Language

Use clear uncomplicated language. Reflect back what the child has said to you, to show you have understood their prayer request. If a child says they are feeling tired, you could reply "let us pray for you as you are feeling tired" not "I think you are depressed, let's pray about that". Keep the prayers simple and short so you can then be confident your prayers have been understood.

Giving Advice

Avoid giving specific advice about problems involving decisions. A child or young person could be very susceptible to suggestion, particularly if they are distressed. Be careful what you say even if you believe you have heard from God about their situation. Always give words in a non-directional way and acknowledge that this might or might not be from God. Never advise a child/young person to stop taking medication or cease seeing professionals involved in their care or welfare.

Confidentiality

Never promise total confidentiality. Should a child/young person wish to disclose to you a situation such as abuse within a prayer ministry context, you have a duty to pass this on to your church's child protection co-ordinator/social services/police. You may need to gently give clear boundaries but reassure the child that if you share anything about their situation with someone else it will be on a 'need to know' basis only and you will make sure they are supported and cared for.

Deliverance

When consideration is being given to pray for anyone in the area of deliverance, they should always be referred to the church leaders. Never suggest to a child that they may need deliverance in any way. Their concept of this could be quite frightening, so always go to the leaders for advice.

Conclusion

The interests and welfare of the child are paramount. In all your actions towards children and young people the greatest model is that of Christ himself. In all his dealings with children he was approachable, gentle and *never* frightening. In applying this model and following these guidelines on prayer, ministry to children and young people can prove to be fruitful, effective and enrich the life of the church.

4. Talking and Listening to Children

If a child wants to talk:

- Suggest where you might meet
- Offer the child/young person privacy but remember their and your safety
- Remember not to promise confidentiality
- A child/young person may not be wanting to talk about abuse
- Be aware of how to respond if a child/young person does disclose abuse (see In Focus 4: 'How to respond to a child wanting to talk')

5. Children with Special Needs.

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and behave in a non-age appropriate way. For example, a young person of 17 might behave in a manner more akin to a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. Others experience difficulties in communication because they are blind, or deaf/blind, and are reliant on physical contact for communication. Some may have severe learning difficulties. All these factors make it harder to uncover abuse when it is occurring and in also setting boundaries that take into account the needs of these young people

There is therefore a need for extra vigilance, recognising that a worker may encounter the following difficulties:

- Children may not fully understand what is said to them, or may not be able to express themselves in ways that can be easily understood.
- The worker may not possess the appropriate personal communication skills (eg specialised spoken and non-verbal communication such as Makaton signs and symbols, British Sign Language etc).
- It can be hard to know if a child with a disability has been abused because of communication problems.

There are a number of reasons why a child with a disability is more vulnerable to abuse:

- Children with disabilities tend to have more physical contact than those without disabilities (ie therapists, care workers) and may require higher levels of personal care.
- The definition of what constitutes abuse is wider for children with disabilities. (This can include force-feeding, financial abuse, over-medication and segregation).
- Attitudes can play a part, for example, the belief that a child or young person with a disability can't be sexually abused because they are seen as a-sexual.

The church and other organisations have a pivotal role in empowering those with disabilities by:

- Teaching personal safety skills to those with disabilities. The church can encourage a child with a disability to take some control of his/her body (ie provide sex education and teaching about feelings; that some parts of our body are private and to differentiate between good and bad touches). This is essential to counter the points above.

- Asking the child joining the church/group activity as well as parents/carers about how their needs can be met, ensuring that all workers involved with the child are aware of their expectations. This includes the number of workers needed to assist for a specific activity to prevent injury to the child/young person or the helper.
- Ensuring that a worker of the same gender assists if a child needs help with toileting.
- Make buildings accessible (e.g. ramps, disabled toilets and hearing loop system) and encourage integration into church life.
- Developing appropriate disability awareness including the use of language etiquette amongst church members so that those with disabilities increase in confidence and build self-esteem.

6. Touching Guidelines

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

Three questions for the child to ask:

If someone asks or tells me to do anything that I am not sure about:

- Do I have a "yes" feeling or a "no" feeling?
- If I do as the person asks, will an adult I trust know where I am?
- If I do as the person asks, can I be sure to get help if I need it?

If the answer to any of these questions is "no", I can say "no!" and tell an adult I trust about it.

7. Visiting Children at Home

Children's workers and leaders will need to visit children and their families at home from time to time. The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.

Guidelines for visiting:

- Inform a supervisor or another worker of the proposed visit.

- Never go into a child's home if a parent/carer is absent.
- Keep a written record of the visit detailing the following:
 - Purpose
 - Time you arrived and left
 - Who was present
 - What was discussed
- If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them if the child is home alone or with other children.
- The invitation of a child to a worker's home must be done with the knowledge of the team/leadership and the permission of the parent/ carer.

8. Children from the Street

Sometimes children playing outside or wandering the streets with no adult supervision will want to join in with church activities (e.g. children's club, Sunday school) without the knowledge of their parents. CCPAS recommends the following:

On arrival, welcome the child/children and try to establish their name, age, address and telephone number. Record their visit in a register.

- Ask the child/ren if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, the child should be encouraged to return home, unless permission to stay can be obtained from the parent/carer via a telephone call. In any event suggest the child seeks the parent/carer's permission to return the following week.
- Link the visiting child with a regular attendee who can introduce them to the group and show them the ropes.
- On leaving, give the child a leaflet about the group with contact telephone numbers etc and perhaps a standard letter to the parent/carer inviting them to make contact if they wish.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs, (e.g. medication), so that you can respond appropriately in an emergency.

9. Workers' communication with Young People

No contact details may be exchanged without the parent's permission being sort first.

In the case of mobile phone communications:

- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting and not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.

Many mobile phones have digital cameras. Workers should ensure that they only take photographs of children and young people in accordance with their church's policy on photography e.g. ensure that consent is obtained and all images are stored in accordance with Data Protection Act principles. It would be unwise to keep images on a worker's mobile phone. Images should be downloaded to the church computer and kept securely.

10. Abuse

a) Definitions of abuse

The following definitions of child abuse are recommended as criteria throughout England by HM Government in Working Together to Safeguard Children A Guide to inter-agency working to safeguard and promote the welfare of children, 2006.

WHAT IS ABUSE AND NEGLECT?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

PHYSICAL 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

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 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 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

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

NEGLECT

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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

SIGNIFICANT HARM

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

MUNCHAUSEN'S SYNDROME BY PROXY

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: "A form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children." The government issued guidance for professionals working in situations where Munchausen's is suspected in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

SPIRITUAL ABUSE

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 young people 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).

DOMESTIC VIOLENCE

The Home Office definition of domestic violence is "Any violence between current or former partners in an intimate relationship, wherever and whenever the violence occurs. The violence may include physical, sexual, emotional or financial abuse." (Home Office Research Studies. Domestic Violence: Findings from a new British Crime Survey self-completion questionnaire.1999)

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence. Many of these acts are committed against children. (Section 6.18 Working Together to Safeguard Children (2006))

ORGANISED ABUSE

Complex (organised or multiple) abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Section 6.7 Working Together to Safeguard Children (2006)

CHILD PROSTITUTION

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.. (Section 6.2 Working Together to Safeguard Children' (2006), see also 'Safeguarding Children Involved in Prostitution (2000))

b) Recognising possible signs of abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

PHYSICAL SIGNS OF ABUSE

Any injuries not consistent with the explanation given for them
Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc
Injuries that have not received medical attention
Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
Reluctance to change for, or participate in, games or swimming
Repeated urinary infections or unexplained tummy pains
Bruises, bites, burns, fractures etc which do not have an accidental explanation*
Cuts/scratches/substance abuse*

INDICATORS OF POSSIBLE SEXUAL ABUSE

Any allegations made by a child concerning sexual abuse
Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
Sexual activity through words, play or drawing
Child who is sexually provocative or seductive with adults
Inappropriate bed-sharing arrangements at home
Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
Eating disorders - anorexia, bulimia

EMOTIONAL SIGNS OF ABUSE

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.
Also depression/aggression, extreme anxiety.
Nervousness, frozen watchfulness
Obsessions or phobias
Sudden under-achievement or lack of concentration
Inappropriate relationships with peers and/or adults
Attention-seeking behaviour

Persistent tiredness
Running away/stealing/lying

RACE, CULTURE & RELIGION

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child-rearing do not justify child abuse.

c) How to respond to a child wanting to talk about abuse

GENERAL POINTS

- Above everything else listen, listen, listen
- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know - don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared* - **See "MAKING NOTES" below.**

HELPFUL RESPONSES

- You have done the right thing in telling
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

CONCLUDING

Again reassure the child that they were right to tell you and show acceptance. Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Children's Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)

Contact the person in your church/organisation responsible for co-ordinating child protection concerns or contact an agency such as CCPAS for advice or go directly to Children's Social Services/Police/NSPCC Consider your own feelings and seek pastoral support if needed

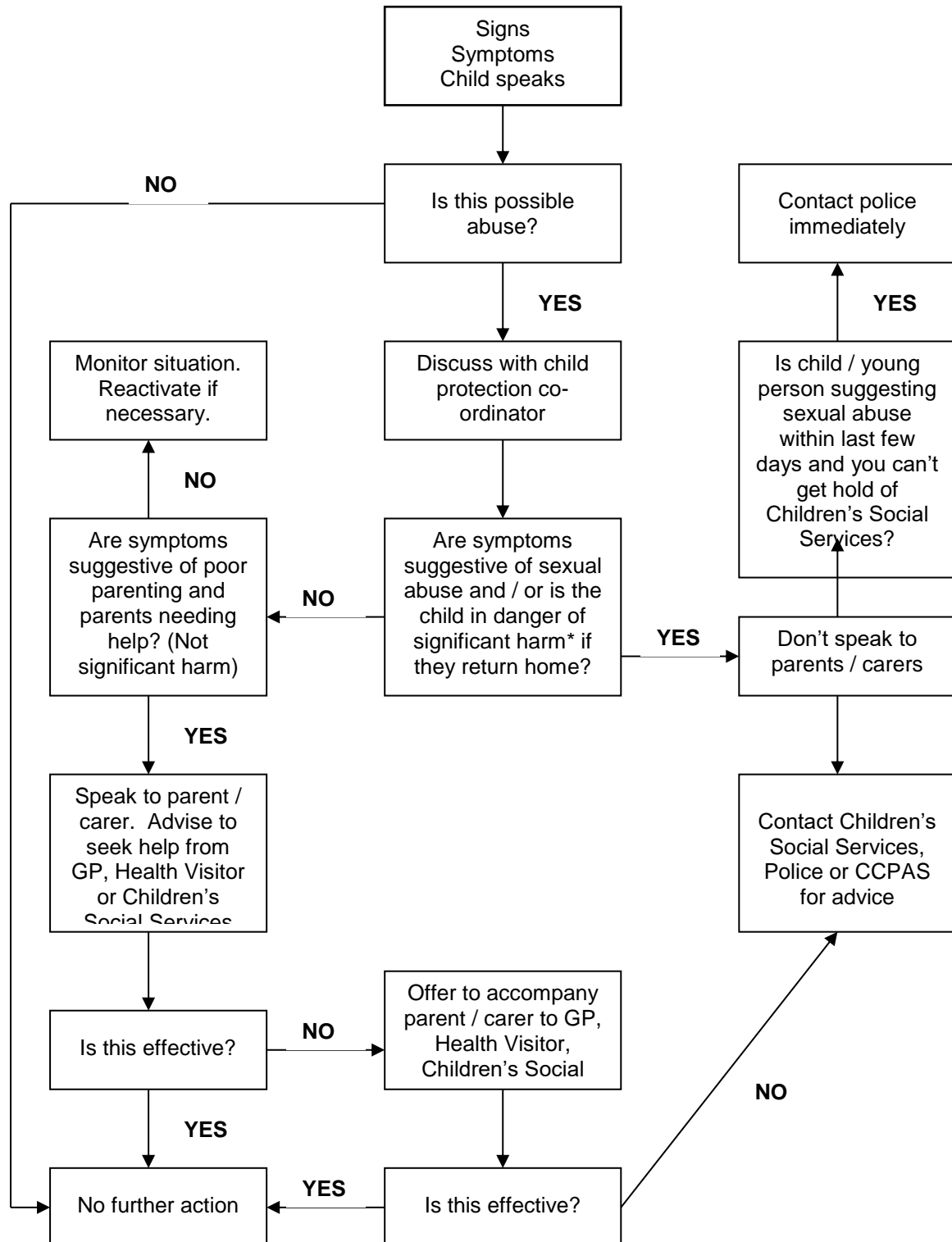
MAKING NOTES

Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (eg a description of the activity). Record dates and times of these events, and when you made the record. Keep all hand-written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place. [Use FORM 1 RESPONDING TO ABUSE – WORKERS ACTION SHEET AND SKIN MAPS](#) in back of Children's worker's file.

d) Flow chart for action following a disclosure

(or, if you suspect that abuse may have occurred)

This chart gives general guidance. Procedures in the rest of this policy must be followed.



11. Appointment of workers

Children's workers will only be approached after they have attended the Church for several months and it has been observed that their values and personal conduct are appropriate for such a task within the context of the value system of the Church. They will be asked about their attitudes to working with children and, if this is satisfactory, they will be asked to complete an Application form and a Voluntary Disclosure form. A DBS enhanced disclosure will then be applied for.

They may begin working in a group before the disclosure has been received, but only under the supervision, and in the presence, of another worker who has been through the full recruiting procedure.

12. Training and supervision of workers

Workers will be given Team Guidelines and a copy of the Child Protection Policy will be made available to them. They will have all these explained to them. Workers will be given on the job training under the supervision of another worker. Each group will have at least one approved worker who will supervise and train new recruits and young workers.

The group Co-ordinators will meet with their workers, and these Co-ordinators will also meet regularly for exchange of ideas and concerns, support and supervision.

13. Additional Helpers

a) **Under 18s-** Young people under 18 will be responsible to a named worker and never be in a position where they are providing unsupervised care of children. In these circumstances the full recruitment procedure will not be applied, though the Church will acquire basic information about these young helpers.

The same procedure will be applied to other groups where a full vetting process (e.g. DBS check) is not possible or desirable, for example, young people visiting from abroad on "mission", parents or others who are helping on a casual basis (e.g. a holiday play scheme), or refugees where full checks are not possible.

In this situation these workers will not have unsupervised contact with children but they will work alongside an approved worker.

Drivers appointed by the church should always be regarded as 'workers' and it follows therefore all the appropriate checks should be carried out. Obviously, there are parents who transport children besides their own, but this is essentially an arrangement between those with parental responsibility and not something arranged by the church.

b) Parents/Guardians/Carers staying with children's groups

Parents should be encouraged to observe groups but not take part. A distinction should be made between the two.

- It can help certain children settle into a group, if the child knows that a parent/carer is there. After the settling in period, if a parent/carer wishes to continue to stay, consideration could be given to them becoming a helper/worker but they would be required to undertake the same recruitment and selection procedure as with any other worker.
- Whilst a person watching may be a parent/carer for one or more of the children, to the rest of the children they are strangers.
- Organise an open evening from time to time as part of the on-going children's programme to build relationships and encourage parents to take an active role in supporting the group.

- Be aware that for some children with special needs, it may be appropriate for their parent/carer to stay with them for an extended period. This should be considered on an individual basis to help the child become fully integrated into the group/activity.

14. Handling of disclosure information

Storage and Access

Disclosure information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the registered/umbrella body and/or the DBS/SCRO. Advice can then be given to the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

Disposal

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

15. Equal opportunities statement

- a) This Church is committed to providing a vital, practical response to the needs of those we serve, regardless of race, religion, lifestyle, sex, sexuality, physical/mental disability, offending background or any other factor.
- b) As an organisation using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants' suitability for positions of trust, the Church undertakes to comply fully with the CRB Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

- c) We actively promote equality of opportunity for all, with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values of the organisation.
- d) A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
- e) Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the recruiter within the organisation and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.
- f) Unless the nature of the position allows the Church to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- g) We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.
- h) At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.
- i) We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.
- j) We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend upon the nature of the position and the circumstances and background of your offences.

16. Data protection, filming and photos

1. Summary of Data Protection Principles

The Data Protection Act 1998 is designed to provide privacy protection for individuals about whom personal, identifying data is kept. It lays down 'best practice' principles for those who keep the data and it applies to paper records as well as computerised information. The Act covers the whole of the UK, and all organisations, including churches, must comply with the rules on processing data.

"Processing" includes obtaining, recording, holding or storing information and carrying out any action on the data, including adaptation, alteration, use, disclosure, transfer, erasure, and destruction.

- Personal data shall be processed fairly and lawfully.

- Personal data shall be held only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose.
- Personal data shall be processed in accordance with the rights of data subject under the Data Protection Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of the data.
- Personal data shall not be transferred to a country or a territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

2. Complying With Data Protection Principles

Under the Data Protection Act 1998 people are entitled to be protected from disclosure of certain personal information without their knowledge or permission. Photographs of individuals, when published, obviously disclose personal information, such as ethnic origin.

(i) No personal data should be obtained or held unless the individual has given consent. In the case of sensitive data, (defined as race, political opinion, religious belief, trade union membership, physical or mental health, sexuality, criminal offences) specific consent must be obtained i.e. the individual must be informed that this type of data is being held, told the reason for it and give permission for its use. NB: photographs count as sensitive data since they may reveal information about the subject's race. Permission should always be obtained to keep a copy or use a photograph of an individual.

(ii) Do not use data obtained for one purpose for a different purpose. For example the church members' list may not be used for commercial mail shots.

(iii) Do not collect information about individuals which is not necessary for the purpose intended. Do not ask questions or seek data without ensuring that the information is relevant. If data is given or obtained which is excessive for the purpose it should be immediately deleted or destroyed.

(iv) If data is kept for a considerable length of time it must be reviewed and if necessary updated. No data should be kept unless it is reasonable to assume it is accurate.

(v) There should be regular reviews of files containing data to ensure that it is not kept for longer than required for the particular purpose.

(vi) You should always consider the rights of the individual in respect of their data. These are, briefly, that consent should be obtained if data is to be kept and used for any purpose; that individuals are entitled to know what data is kept about them and that no personal data must be disclosed to anyone outside or inside the church/organisation who does not strictly need to know, without the individual's consent.

(vii) Churches and organisations should have systems in place to ensure the security of data on computer systems and these must be adhered to. Personal data must be kept in a secure place, e.g. in filing cabinet which can be locked or in a room which can be locked when unoccupied. Individuals must seek to prevent unauthorised access to any computers that contain personal data.

(viii) No data can be transferred, even for a legitimate purpose, outside of the EEA (European Economic Area - most of Europe) without the consent of the individual. This is particularly important when putting information on the Web which can be accessed from anywhere in the world.

3. Data protection, human rights and child protection

Where disclosing information might place a child at risk, then child protection considerations take precedence over data protection. In certain circumstances the Data Protection Act allows for disclosure of information without the consent of the subject, including for the prevention or detection of crime, or the apprehension or prosecution of offenders. The need to safeguard children from harm should be considered within these parameters and this is emphasised in the government document, "Working Together to Safeguard Children" (2006). Article 8 of the European Convention of Human Rights also makes provision for the disclosure of information in connection with 'the protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime.... Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose'.

Children have the right to be protected from harm. Information relating to concerns that a child is at risk of significant harm should therefore not be withheld on the basis that it might be unlawful under these Acts. If in doubt, the information should not be disclosed to anyone, especially the parent/carer, but contact should be made with Children's Social Services or CCPAS for advice.

4. Video/Camcorders and taking photographs of children.

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use photographs, videos and web cams of clearly identifiable people. There are several issues to be aware of:

- Permission (verbal or written) must be obtained of all the people (children and adults) who will appear in a photograph, video or web cam image before the photograph is taken or footage recorded. [Use FORM 2: USING IMAGES OF CHILDREN in the back of the children's worker's file.](#)
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as photographs taken at schools sports days for the family photo album, or videoing a church nativity play.
- If photographs or recordings of children's/ youth groups are made and individual children can be easily identified, children's / youth leaders must find out whether any parents do not want their children to be in the photograph.
- Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.
- Obtain written and specific consent from parents or carers before using photographs on a website and ensure any images appropriately represent your activity/event.

17. Disagreements and complaints about Children's Social Services

When considering the role of Children's Social Services, the child/young person involved and indeed anyone who has a caring role could become unhappy about aspects of the childcare arrangements. This might be action by

Children's Social Services to move a child or carry out a child protection investigation. It may be that agreed decisions made at a review meeting are not being implemented or a request for a service has been turned down.

In September 2006 new complaints procedures for children's social care became law. The regulations are designed to better meet the needs for children and young people to get complaints resolved quickly. For instance, they introduce tight timescales for complaints including a 10-day time limit for dealing with complaints informally. These complaint regulations strengthen the role of advocates, who have to be included in all correspondence about a complaint.

(i) Initial response

In the first instance, any concerns should be discussed with the Social Worker or Team Leader. If the issues raised are not addressed satisfactorily, a request can be made for information about the complaints procedure from the Social Worker involved. Stage one of the process requires the local authority to resolve a complaint within 10 working days. A further 10 working days can be added in more complex complaints, or where there is a need to appoint an advocate.

Where the matter is not resolved the complainant has a right to go to stage two.

(ii) Making a formal complaint

If a complaint is made, it is important to plan carefully what will be written. It may be helpful to ask someone to check what has been written before it is sent. The letter should be limited to one or two pages, and any documents attached to support the case. If the person complaining doesn't feel comfortable about putting it in writing, an advocate might assist in this. Alternatively a request could be made for it to be recorded on audio or video tape.

If there is nervousness about making the complaint, it is important to remember if something isn't working for the family, it is probably the same for other families. Procedures and practices won't improve unless it is drawn to somebody's attention.

An invitation will be made to discuss the complaint with this Manager. They will then meet with Social Workers and any others who might be involved, as well as studying the case records. The investigation should normally be completed within 25 working days. Where this is not possible, it may be extended up to 65 working days.

(iii) What happens next?

Stage three of the complaints procedure provides for review panels made up of three independent members, which can include councillors and senior officers of the local authority. Review panels will only consider complaints already at stage two. A referral can also be made to the Local Government Ombudsman.

(iv) Other Action You Can Take

You can also make a complaint to the Local Government Ombudsman. They deal with complaints against local councils in England including social services. They can look into complaints about:

- The way social services have assessed the needs of a child or young person with disabilities;
- Whether the council has provided the help and support it has agreed to give;
- Whether social services have properly investigated reports that a child is at risk of being harmed;
- The way social services have assessed and met the needs of young people who are looked after, or leaving care.

This is not an exhaustive list. Contact the LO Adviceline on 0845 602 1983

Visit www.lgo.org.uk to download the leaflet 'Complaints by children and young people: How can we help'

(v) Other sources of help

Ask the local councillor or MP for help. Councillors and MPs normally hold a surgery on a regular basis. Who they are, and where and when the surgery is held, can be found out from the local library, Town Hall

or Citizens Advice Bureau. The local MP could also be contacted at the House of Commons, London, SW1A 1AA. Normally interviews are by appointment and after the meeting the Councillor/MP will make enquiries. With their input Children's Social Services may be prepared to reconsider their decision.

Ask a solicitor for help. Solicitors can write letters and negotiate on behalf of the complainant. If they are on a low income they might qualify for free advice. In certain circumstances the Solicitor may be able to represent the child. Advice can also be sought from a solicitor if it is felt that basic human rights are being ignored.

Contact The Churches' Child Protection Advisory Service. Sometimes advice is relatively easy to give because there are certain standards which Children's Social Services are required to meet. At other times, however, it might be difficult if we are not in possession of all the facts. If anyone wishes to contact us, then they can ring our help line number. We will be happy to give our opinion on whether the service received falls short of what can reasonably be expected.

18. Health & Safety

Buildings being used for children's groups should be properly maintained. The external fabric of the building, plus all internal fixtures, fittings, lighting, fire exits and equipment should meet the required safety standards and an annual review should be carried out to consider all aspects of safety for children and young people using the premises.

There should be adequate toilets and hand wash basins and when food is being prepared, hygiene requirements must be observed. It is recommended that at least one worker should hold a valid Basic Food Hygiene Certificate.

Children's workers should not administer first aid. Parents should be called when first aid is needed. Parents can ask for assistance from an appropriately qualified first-aider, who will be available together with a first aid kit. This kit is maintained by a designated helper and kept under the welcome desk in the welcome box. A list of first-aiders will be found in the first aid box.

HIV /AIDS: Good hygiene should always be practised. Disposable latex gloves (provided in first aid box) should be used by the first aiders when dealing with broken skin, bodily fluids or faeces.

Keep records of accidents or injuries using [FORM 3: ACCIDENT AND INCIDENT FORM](#) in the back of the children's worker's file.

A copy should be given to the leader, a copy retained by the worker and a copy kept with the registers.

19. Fire procedures

In the event of a fire, workers should take all the children in their group out by the nearest fire exit, taking the register with them. The quickest route to the nearest fire exit is written on the back of each register. At the assembly area, the register should be taken to ensure all children have left the building. The Children's Co-ordinator (or in her absence her Deputy) will check with each group leader that all children registered are accounted for.

Parents should then come and collect their children, deregistering them, and taking responsibility for them.

All Children's co-ordinators not in a group on that occasion should be available to help with their evacuation.

FORM 1: STOUR VALLEY VINEYARD CHURCH: RESPONDING TO ABUSE – WORKERS ACTION SHEET AND SKIN MAPS

STOUR VALLEY VINEYARD CHURCH

CONFIDENTIAL

Name of Church/Group

Name of Child/Young Person

Address

Date of Birth

___ / ___ / ___

Name of Person Reporting Incident

Date

___ / ___ / ___ **Time of incident**

Sequence of Events/Actual Words Used/Observations

(Use skin map overleaf where appropriate, but do not undress the child!)

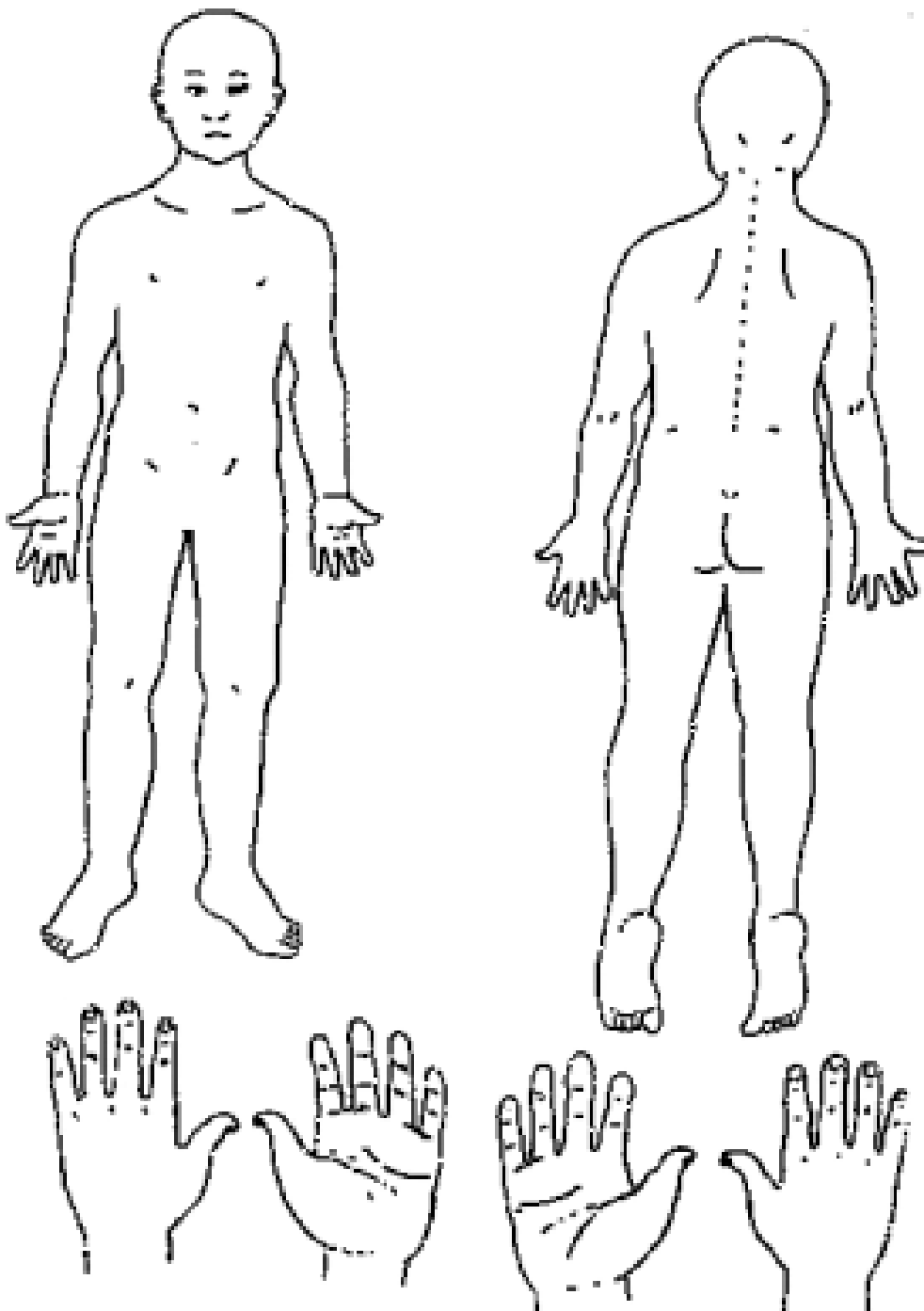
Action Taken (including person(s) contacted)

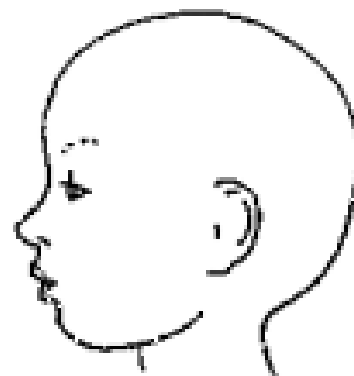
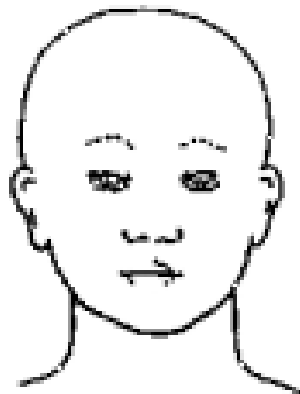
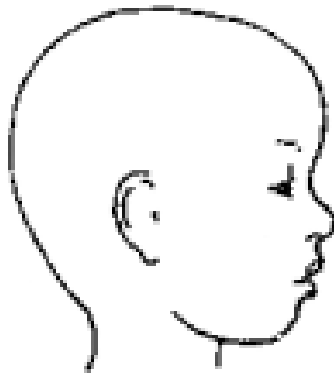
Date

___ / ___ / ___ **Time**

Notes:

Skin Maps





FORM 2: STOUR VALLEY VINEYARD CHURCH: USING IMAGES OF CHILDREN

To: _____
Name of parent/guardian/carer* (*person with parental responsibility)

Name of child: _____

Location of photograph:

STOUR VALLEY VINEYARD CHURCH would like to take photograph(s) of
_____ (name/s of child/ren).
to use in our printed publications.

To comply with the Data Protection Act 1998, permission must be granted by the parent(s)/guardian(s)/carer(s) before any images of your child/children are taken and used. Please answer the question below, then sign and date the form where shown. Please return the completed form to:

(Insert the name of the worker commissioning the photography and the return address.)

To the parent

May we use your child's image in our printed promotional publications? YES/NO

Signed: (parent/adult with parental responsibility)

Date: ____/____/____

Print full name _____

Conditions of use

1. This form is valid for _____ (length of time in years) from the date of signing / *for this project only. Your consent will automatically expire after this time.
2. We will not re-use any images *after this time / *after the project is completed. (*delete as appropriate)
3. We will not include details or full names (which means first name and surname) of any person in an image in printed publications.
4. We may use group images with very general labels, such as "youth enjoying sport" or "making Christmas decorations".
5. We will only use images of pupils who are suitably dressed; to reduce the risk of such images being used inappropriately e.g. we will not publish material from the youth group's swimming activity.

FORM 3: STOUR VALLEY VINEYARD CHURCH: ACCIDENT AND INCIDENT FORM

This form should be completed immediately after any accident or significant incident. The worker should discuss with the Minister/Church leader what follow up action is necessary.

Day, date and time of the incident

Names, addresses and ages of those involved in the incident

Where did this incident take place?

Name of Church:

STOUR VALLEY VINEYARD CHURCH

Name of the group:

Who is normally responsible for group? (name, address and telephone number)

Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

Have you retained any defective equipment?

YES NO NONE INVOLVED (Please tick)

If so, where is it being kept and by whom?

What action have you taken to prevent a recurrence of the incident?

Is the site or premises still safe for your group to use? YES NO (Please tick)

Is the equipment still safe for your group to use? YES NO (Please tick)

Who else do you need to inform? _____

Have they been informed? YES NO (Please tick)

If so, when and by whom?

Signature of person in charge of group at time of accident/incident

Signed: _____ Print Name: _____ Date: _____
____/____/____

Form seen by Pastor/Leader

Signed: _____ Print Name: _____ Date: _____
____/____/____

FORM 4: STOUR VALLEY VINEYARD CHURCH: REGISTRATION & CONSENT FORM

Registration and Consent Form

Today's Date:

Child's Name:.....

Date of Birth:

Parent(s)/Guardian(s) Name(s):

.....

Address:

.....

.....

Postcode:

Telephone:.....

Is the child receiving medication? **Yes* / No*** (*Please delete the option that does not apply.)

Any special requirements to be taken into consideration? (e.g. allergies, dietary needs, etc.)

I give permission for the child/children named above to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the Church leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Signed:

Data protection Act 1984: Your contact details will be stored on a computer listing used solely within Vineyard Churches. If you do not want to be on this list please tick this box.

FORM 5: STOUR VALLEY VINEYARD CHURCH: ACTIVITIES AND VISITS FORM

Activities and Day Visits

STOUR VALLEY VINEYARD CHURCH The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include a foster carer).

Proposed Visit or Activity _____

Name of visit or activity _____

Date _____

Venue/destination _____

Departure place and time _____

Return place and time _____

Cost (inc. cheques payable to) _____

Transport arrangements _____

Items to be brought (coat, swimming kit, packed lunch, money etc) _____

Please return this form to: (name of person) _____

At: (address) _____

By: (date) _____

This form should be taken with the worker on the activity or visit. A photocopy will be kept securely at the Church Office.

Reply

Slip

One form per person

Full name of child/young person _____

Address _____

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity.

Telephone number for emergencies Day: _____ Evening: _____

I have read the above information and I give permission for _____ to take part in this activity.

I give my consent to any medical treatment that may be necessary in event of an emergency

I enclose a cheque or cash to the sum of £____:_____

Signed (parent/or adult with parental responsibility) _____ Date
____/____/____

FORM 6: STOUR VALLEY VINEYARD CHURCH: APPLICATION FORM FOR THOSE WORKING WITH CHILDREN AND YOUTH

This form is to be completed by all those aged 18 and over who are to be involved in the supervision or custody of children or young people. At Stour Valley Vineyard Church we are committed to protecting the children and youth in our care, and ensuring the protection of our workers from unfounded allegations. This forms part of our Child Protection Policy, a copy of which will be issued to you if you are accepted for this work, and which can be inspected at any time. This form is being used to help us provide a safe and secure environment for the children and youth who participate in our programmes and use our facilities.

The information disclosed will be treated in the strictest confidence.

A. Personal

1. Date of birth _____ Home Phone _____
Surname _____ First name(s) _____
Present address _____
_____ Postcode _____

2. (a) Have you ever pleaded guilty to a crime? Yes No
(b) Have you ever been convicted of a crime? Yes No

If yes, please explain - attach a separate page, if necessary) _____

3. Do you have a current driver's licence? Yes/No (delete as applicable)

If yes, please state your driver number _____

B. Church History & Prior Children's/Youth Work

1. How long have you been worshipping regularly at Stour Valley Vineyard Church? _____

2. If this is less than six months please list any other Churches you have attended regularly during the past five years:

name address phone no

3. Do you have any objection to our contacting your previous Church(s) or pastor(s) for a reference?

Yes No

4. If you have been attending Stour Valley Vineyard Church for less than six months, and have no previous Church to act as referee, please give the name, address and phone number of someone who knows you well who will give you a reference. This should not be a relative.

name address phone no

5. Please list any previous Non-Church work involving youth or children's ministry.
(names and addresses, type of work performed, and dates.)

Do you have any objection to our contacting these organisations? Yes No

C. Declaration

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? YES NO (Please tick)

If yes, please give details and dates

Has there ever been any cause for concern regarding your conduct with children?

YES NO (Please tick)

If yes, please give details

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services and/or the Police?

YES NO (Please tick) If yes we will need to discuss this with you.

As this post involves substantial, unsupervised contact with children or vulnerable adults, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Criminal Records Bureau/Scottish Criminal Records Office. As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions*. This

process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB/SCRO Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

Please would you complete the attached voluntary disclosure form, place it in a sealed envelope and address it to Emma Stewart-Darling (the 'recruiter') with whom you are welcome to discuss any aspects of this procedure.

D. Applicant's Statement

I have sent the voluntary disclosure form to the recruiter in a separate, sealed envelope.

The information contained in this application is correct and complete to the best of my knowledge.

Should my application be accepted, I agree to be bound by the bylaws and policies of Stour Valley Vineyard Church, and to refrain from unscriptural conduct in the performance of my services on behalf of the Church. I further state that ***I have carefully read this foregoing release and know the contents thereof and I sign this release as my own free act.*** This is a legally binding agreement, which I have read and understand.

NOTE: Your signature on this form confirms your understanding and agreement that:

i. If allegations of criminal or sexual misconduct arise regarding your conduct while you are involved in the supervision or custody of children, the Church will fully co-operate with any ensuing investigation and/or prosecution;

and

ii. The Church will have the right to announce the facts/results of same publicly if deemed necessary or appropriate by the Church.

Applicant's Signature _____ Date _____

Witness _____

Date _____

As a Church / organisation we undertake to meet the requirements of the Data Protection Act 1998*, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000*

***Endnotes:**

The Disclosure of an offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy

Because of the nature of the work for which you are applying this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the Church

As a Church we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the Criminal Records Bureau/Scottish Criminal Records Office.

Under the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specific offences, or included on the PoCA List or DfES List 99.

FORM 7: STOUR VALLEY VINEYARD CHURCH: VOLUNTARY DISCLOSURE FORM

STRICTLY CONFIDENTIAL

All applicants are asked to complete this form (making a 'nil' return if appropriate), returning it in a separate sealed envelope, as below:

To: BERYL WORVELL ('recruiter')

Address/other contact details: STOUR VALLEY VINEYARD CHURCH
Vineyard Centre
Tudor Rd
Sudbury, CO10 1NP

Appointment of: *Child or Youth Worker*

Voluntary Disclosure:

I consent to a Disclosure Barring Scheme check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or 'bindovers' against me will be disclosed along with any other relevant information which may be known to the police, Department of Health or the Department for Children, Schools and Families.

Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of criminal investigations/pending prosecution?

YES NO (Please tick)

If yes, please give details including the nature of the offence(s) and dates

Signed _____ Date _____

Print _____ name _____

Address _____ Telephone _____

JOB DESCRIPTIONS CHILDREN'S MINISTRY

Children's Deputy Coordinator

- 1 To plan for the group with other team members if appropriate.
- 2 To arrive in good time to set up (or delegate to someone else to do this).
- 3 To ensure that the group takes place each service so as to reflect the purpose, vision and values of the Church and meets the requirements of the Child Protection Policy.
- 4 To clear any expenditure with the Children's Work Coordinator prior to any purchases.
- 5 To attend meetings for training and support as organised.
- 6 To look for others who may be willing to join the team and, following the guidelines laid out in the Child Protection Policy, in liaison with the Coordinator, to train and release them into the Children's Work.
- 7 To ensure that new people are drawn regularly into the ministry.
- 8 To make sure that any receipts are clearly marked stating what was purchased and by whom and given to the church office for reimbursement.

Children's Team Member

- 1 To arrive in good time to set up the area and to stay afterwards to help clear up and put away the equipment.
- 2 To ensure that the group reflects the purpose, vision and values of the Church and meets the requirements of the Child Protection Policy.
- 3 To clear any expenditure with the deputy coordinator prior to any purchases.
- 4 To attend meetings for training and support as organised.