

SAFEGUARDING CHILDREN

POLICY AND

PROCEDURES 2017

16.01.13

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All Saints with St Frideswyde

Safeguarding Children Policy and Procedures 2016

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All Saints with St Frideswyde

POLICY STATEMENT ON CHILDREN, YOUNG PEOPLE AND ALL SAINTS WITH ST FRIDESWYDE

This statement was agreed at the PCC meeting held on **24th April 2017**

It will be read out to at least one PCC meeting each year, where progress in implementing it will be monitored.

- 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 or neglect 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 guidelines and procedures published by the Diocese.
- The Parish will adopt good practice guidelines.
- Each worker with children and young people must know the guidelines and undertake to follow them. Each shall be given a copy of the Parish's agreed procedures and Good Practice guidelines.

As part of our commitment to children and young people, the PCC has appointed Audrey Bruford to be the Child Protection Co-ordinator.

- **Children and Young People is one of the most 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**

Jesus said 'Let the little children come to me. Don't stop them. The Kingdom of God belongs to people who are like these children. I tell you the truth. You must accept the Kingdom of God as a little child accepts things, or you will never enter it'. The Jesus took the children in his arms. He put his hands on them and blessed them.

Mark 10:14-16

Kath Rogers
Incumbent



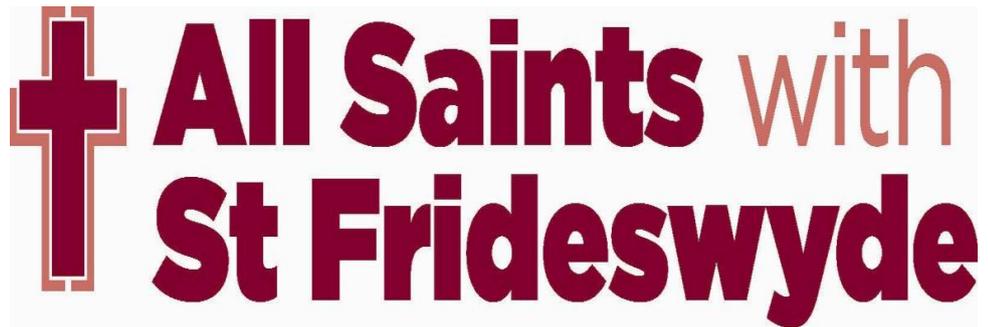
David Winsland
Church Warden



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15th May 2016



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Guidance for those working with children

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Contact details

Parish

Parish Child Protection Coordinator: Audrey Bruford
0151 920 9078 or 07749 068226

Clergy Kath Rogers - 0151 931 4676
Andrew Thompson-Smith –
0151 924 2018
Audrey Bruford – 0151 920 9078

DBS Enquiries: Phyllis Bentham – 0151 931 1307

Children's Advocate Ruth Bennett - 0151 931 4313

Diocese

Diocesan Child Protection Adviser: Su Foster, 07816 272112

Board of Education: John Richardson c/o St James
House, 0151 709 9722

Diocesan Communications Director Stuart Haynes, c/o St. James House,
0151 709 9722

Other

Merseyside Police (9am-5pm, Mon - Fri) 0151 777 6539, (Out of office hours)
0151 709 6010

Sefton Children's Social Care, 24 hours 08451 400845

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1. The purpose of this document

The purpose of this document is

- To help those work who with children to respond appropriately
- To prepare them to encounter children who have been harmed
- To promote good practice by reducing the risk of someone harming a child in the course of their work within the church

All Saints with St Frideswyde Parochial Church Council (PCC) believes strongly in the necessity for care in selection, of helpful support for, and a continued interest in, all the parish volunteers who work with children.

This document is based on the policies and procedures of the Diocese of Liverpool and advice from our insurers.

If children cannot trust the Church, they might never be able to trust God - or themselves.

2. 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)

Facilities

- The ideal is 1 toilet and 1 hand basin per 10 children
- Group areas should be warm, adequately lit and ventilated
- Maintain high standards of cleanliness
- Be able and willing to accommodate children with special needs
- Be aware of access to your building and toilet facilities
- Entrances and Exits should be well lit and easily accessible

More than one leader

There should always be more than one leader for any group. If the group is mixed this should always include a female leader. Husband and wife should not be responsible for a group on their own.

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 etc).

Insurance

Most existing parish insurance covers 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.

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.

- 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 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.

Health and Safety

- All leaders should know the location of the nearest telephone. The nearest phone in church and church hall is in the church office with an extension in the vestry.
- 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 such lifts are given it should be with their parents' express consent. 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. Car seats must be used for appropriate ages.

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.

The PCC must approve all Church activities with children and young people.

Good Practice of Workers

Treat all children and young people with respect and dignity befitting their age; watch language, tone of voice, body language and physical actions

Please remember that all children need to be treated with respect – it is important that equality and diversity are celebrated.

Parental permission

A 'General Consent Form' is used annually to register each member of any children's group for the normal activities of that group and at the group's normal meeting times, as publicized to parents and carers. However, special permission must be obtained for activities which fall outside these parameters. Guidance on the contents of forms to obtain written permission for other activities, including trips and outings, can be obtained from the Parish Child Protection Co-ordinator.

Electronic Communication

Electronic communication 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:

- If a young person uses electronic media to communicate one to one with you, reply saying that a responsible adult needs to be copied in, ask who is suitable (preferably a parent or guardian). Show both messages to one of: the Parish Child Protection Coordinator or member of clergy (the Vicar or Reader).

- When a worker sends an e-mail or text to a young person, they should copy it to a third party within the organization or the young person's parent, again creating accountability. We should be explicit that the information is to be shared, therefore we must tell the young person as well.
- 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.

Images

When using photographic images of people in publications and websites the following is a good practice protocol advised by the National Safeguarding and Youth Officers. The legal position relating to this area is currently under review by the Court of Appeal, who have taken the view that in one case it was at least arguable that a child photographed in a public place has a reasonable expectation of privacy. The guidance below goes beyond the current definitive legal position, which allows for images of anyone in a public place to be published as long as the photography is not intrusive.

1. As Christian publishers we wish to demonstrate love for our neighbour to respect his or her privacy and not to cause any embarrassment.
2. We want to promote and encourage the Church's work with people of all ages, through the appropriate use of images and video reflecting the diversity of church activities in our publications.
3. When we take someone's photograph or film them for publication/distribution they should always be aware that we are doing it. Awareness can be assumed if:
 - People are attending a photo call
 - The intention of taking photographs or filming is included in the invitation to the event and people are given the choice to opt out.
4. In all other circumstances permission should be sought at the time the photograph is taken and a chance to opt out must be given.
5. Even given the 'assumed awareness' of the circumstances listed in (3) specific permission should be sought for images of individuals (a person may be happy for a large group photo, but not an individual one). Specific permission should also be sought where it is the intention to name any person shown in the photograph in an accompanying caption or article.
6. Photographs submitted for publication where young people are recognisable and there is insufficient evidence that their consent has been obtained should not be

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published. Permission should not be assumed, even if images have been submitted (e.g. by parishes) for publication.

7. Many schools approach parents to ascertain whether they have objections to photographs of their child being used in various media to represent the activities of the school. Teachers are often, therefore, in a position to grant general permission to publish images of children in school-related activities (e.g. cathedral education events), *loco parentis*. However, this should not be assumed, and written permission from an appropriate representative of the school should be sought to publish such images.

8. Outside of this school activity context, in other cases involving minors (under-16s), their consent and the written consent of a person with parental responsibility for the child should be obtained, which must specify for what purposes the photo or film will be used and how they will be stored if not destroyed. In particular, if the intention is to use the picture or film on the internet, this must be clearly stated at the time the permission is sought.

9. Further written consent will be required from young people and their parents/carers if photographs or film are to be used in other ways.

10. Clearance forms should be stored with photographs or film for future reference.

3. 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

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

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.

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).

4. Action for Dealing with Reports 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 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

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- 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

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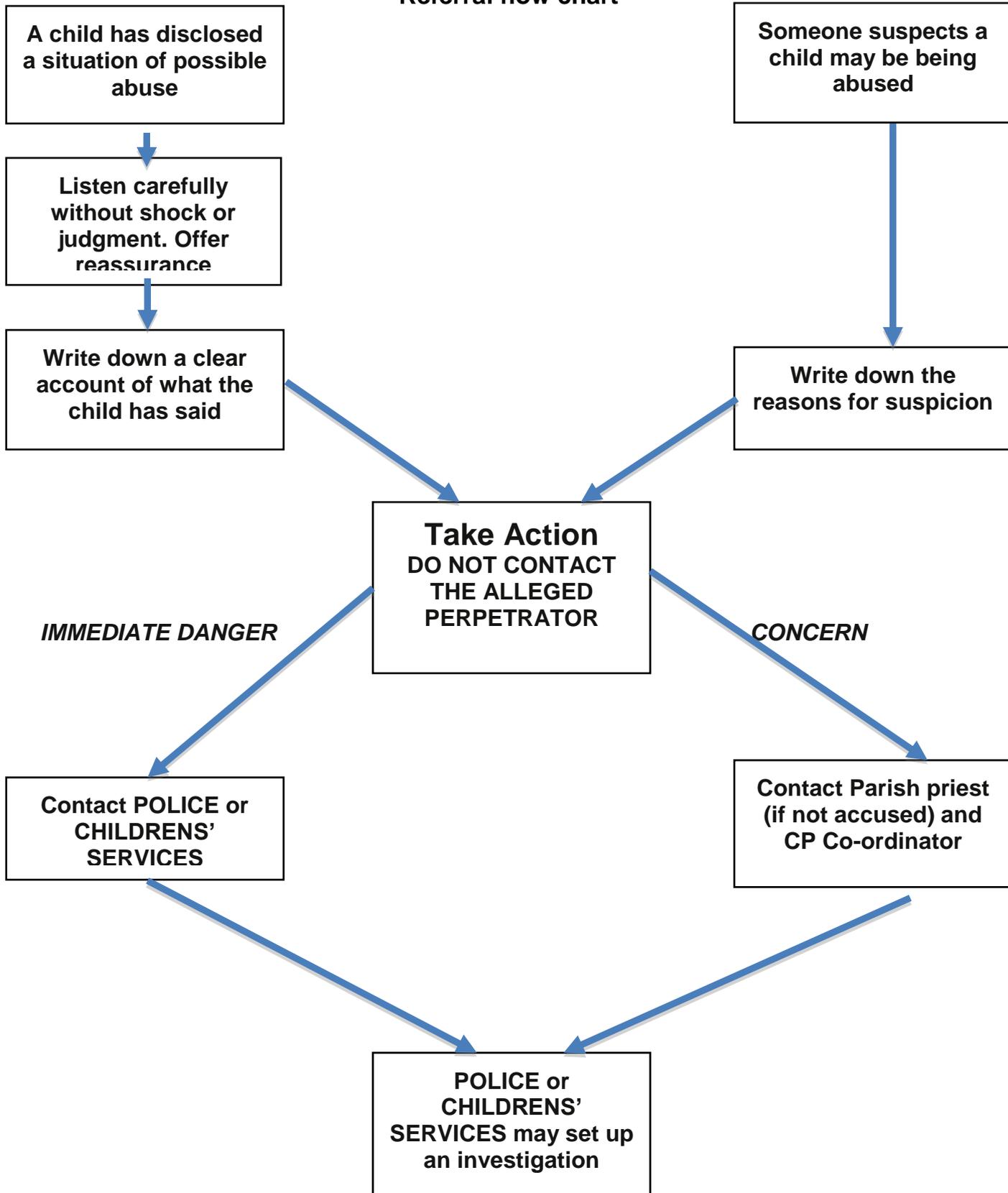
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93 Forefield Lane Crosby Liverpool. L23 9TJ
Tel: 0151 931 4676



Referral flow chart



5. 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 Child Protection Co-ordinator.

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 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.

You should not speak to any journalist or broadcaster. They should be referred to the Diocesan Communications Department at St James' House.

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



SAFEGUARDING CHILDREN

Procedures & Guidance for those with specific responsibilities

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1. The purpose of this document *(which should be read in conjunction with the Policy Statement and Guidance for Workers with Children)*

The purpose of this document is

- To help those work who with children to respond appropriately
- To prepare them to encounter children who have been harmed
- To promote good practice by reducing the risk of someone harming a child in the course of their work within the church

All Saints with St Frideswyde Parochial Church Council (PCC) believes strongly in the necessity for care in selection, of helpful support for, and a continued interest in, all the parish volunteers who work with children.

This policy is in response to the House of Bishops' strengthened policy for the entire church. There are some detailed changes. There is a new demand by law for the clearance of all workers with children, and all who have high profiles in the church. The new and powerful motto is "informed vigilance".

The message remains the same. Children must be as safe from harm as they possibly can be.

This message is brought home by the Ecclesiastical Insurance Company. Divergence from, or neglect of, the Diocesan Child Protection Guidelines, could put insurance cover at risk.

This document restates the procedures and practices of the Diocese of Liverpool, with regard to working with children and contains guidelines to protect children and those who work with them. Children and young people are vulnerable; and they need to be able to trust the adults around them if they are to grow up unharmed.

References to the relevant Church of England documents may be found in the 'Background' section of this document.

If children cannot trust the Church, they might never be able to trust God - or themselves.

2. 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.

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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.

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 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 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 Director of Communications at St James House.

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

3. 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 Disclosure and Barring Service Disclosure.

DBS disclosures are returned to the Diocesan Child Protection Advisor.

The Parochial Church Council (PCC) has the following responsibilities:

- Determine whether and, if so, at what level a disclosure is required from the Disclosure and Barring Service for the specific post.
- 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 or not 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.

The recruitment process will be carried out by the Child Protection Co-ordinator and the Priest-in-Charge. All decisions will be made by the PCC following a recommendation from the Priest-in-Charge and Child Protection Co-ordinator.

4. Disclosure and Barring Service (formerly CRB)

N.B. This provision should be regarded as interim pending the issue of further guidance.

What is the Disclosure and Barring Service?

The Disclosure and Barring Service (DBS) was created in December 2012 from the merger of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority. It offers employers and organizations, including the Church, the opportunity to check whether a proposed employee or volunteer has a criminal record which would compromise or preclude that person from working with or, in extreme cases,

having contact with children and young people or has been barred from such work or contact.

A child is defined as someone under the age of 18 years (Children Act 1989).

The Church needs to take every care in the appointment or engagement of persons to work with children and young people, whether paid or unpaid in order to safeguard their welfare (Safe from Harm 1993). It has long been felt that an important tool in this process is the CRB.

Reasons for Disclosure

- Failure to use the checking service offered by the DBS could render an employer liable to a claim in the civil court if it could be shown at the time of engagement the CRB had evidence of disqualification.
- Insurers will expect clients to adhere to Disclosure procedures in order that insurance cover can be offered.
- The possible legal and financial penalties for failing to obtain Disclosures are a powerful argument against taking the risk of not adhering to Disclosure procedures.
- The House of Bishops' policy states "Although it is not a legal requirement for the Church to use this service, the House of Bishops regard it as a mandatory element in the recruitment process that disclosures should be obtained". (Protecting all God's children – 2004)
- A further argument is that the Church should be seen, above all, to be applying best practice in the care of children.
- *Reference to cabinet office guidance – removed – no longer available*

Portability

Portability is the means by which the details of a recently obtained certificate can be transferred for use by another organisation. The CRB did not recommend this for the Church and in accordance with good practice the Diocese will not accept portability of DBS/CRB certificates.

5. Who needs a DBS Disclosure?

Any person who is regularly caring for, training, supervising or in sole charge of children and/or young people is a potential risk and will therefore require a DBS disclosure. Any decision to seek a DBS disclosure should be made carefully and the decision to check individuals made because there is a strong and demonstrable reason for doing so not "just in case". It should be based on an assessment of the risk that is posed by the particular individual in the circumstances and settings under which they will operate.

Examples of positions in church where there is likely to be a need for a DBS disclosure include:

- Crèche leaders

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- Sunday School teachers
- Youth leaders
- Messy Church Leaders
- Music Group
- Leaders of holiday clubs
- Children's Advocates
- Churchwardens who may be approached by children for help because they are seen to be in a position of responsibility

Those who are unlikely to need a DBS disclosure because they are not likely to prove a risk include:

- Volunteers who help with support activities at holiday clubs and crèches (eg helping with refreshments, clearing up) who will not be left in sole charge
- Someone playing the part of Santa Claus at a Christmas event.
- PCC members who do not work with children or young people.

It should be noted that PCCs are not defined to be Children's Charities, so its members are not required to seek DBS checks merely because they are charity trustees.

6. Recruitment of Ex – Offenders

It is a requirement of the Disclosure and Barring Service (formerly CRB) Code of Practice that all Registered Bodies must treat Disclosure applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges Registered Bodies to have a written policy on the recruitment of ex-offenders, a copy of which can be given at the outset of the recruitment process.

The Diocese of Liverpool's policy can be found in the appendices to these procedures.

7. Procedure for dealing with a Blemished Disclosure

Blemished disclosures and any subsequent appeals are dealt with by the Diocese.

The House of Bishops' policy (2004 - p 41) states that "as well as people with convictions against children there are others whose position within a congregation may need to be carefully and sensitively considered to decide whether they pose a risk to children. This would include people convicted of violent or sexual offences against adults including domestic violence, people involved in drug or alcohol addiction, adults with mental disorder or special needs which may in rare cases result in erratic behaviour".

Stage 1

When a blemished disclosure is received within the diocese it will be given to the Diocesan Child Protection Adviser for initial assessment and enquiries to be made. It should be checked with the applicant that they accept the personal information – if not they need to take this up with the Disclosure and Barring Service.

Following these enquiries a decision can be made that:-

- a) It is safe and appropriate to appoint, or
- b) It is unsafe to appoint

If unsafe the applicant will be informed and a copy of the appeals procedure given (see below)

Stage 2

Where further assessment is required or an appeal by the applicant is made, a Risk Assessment Group will be convened. This group will be made up of three individuals taken from three local diocesan Child Protection Advisory Groups. The Risk Assessment Group will examine the information available and will:

- a) Detail whether further clarification of existing information would resolve the issue.
- b) Identify what new information or assessment is required and how to obtain it – as part of this process the Risk Assessment Group may require a formal risk assessment from a relevant professional.
- c) As there is a requirement on the Diocese to share information relating to blemished disclosures with the Statutory Agencies, decide whether a referral should be made to the Local Authority Designated Officer for Allegation Management.

Following these enquiries a decision can be made:-

- a) To recommend appointment (with or without conditions) to the applicant
- b) To recommend that the appointment should not be made.

8. Procedure for Appeal by Aggrieved Applicants

When a person has applied to serve (or continue to serve) on behalf of the Church as a volunteer or employee working with children, and the person is aggrieved by the decision of the Parish or Diocesan body in light of the Disclosure issued by the Disclosure and Barring Service, the person may seek a review of the recommendation given to the parish or Diocesan body in the following way.

1. The aggrieved person should write a letter to the Diocesan Secretary at their Diocesan Headquarters in an envelope marked “Confidential – for the DBS Section”. This letter should be sent to arrive within one month of the receipt by the aggrieved of the decision about which they are complaining.
2. The letter should give details of the aggrieved person’s full name, address, telephone number and the position of service for which the Disclosure was issued, including the Parish details as appropriate.
3. The letter should explain why the aggrieved person believes the decision to be unreasonable.

4. The aggrieved person may wish to explain more detail or circumstances of the offences or inappropriate behaviour cited in the Disclosure than are mentioned there, and to enclose documents to corroborate the additional details.
5. The aggrieved person may wish to draw attention to any way that they believe the DBS (CRB) Code of Practice has not been followed in his or her case.
6. The information submitted by the aggrieved person will be considered with the Disclosure and the completed form giving a description of the duties involved in the relevant service by a panel of at least three people drawn from Diocesan Child Protection Advisory Groups. Further information may also be requested from the applicant, the Parish or the Diocese.
7. The Diocesan Secretary will send the panel's recommendation to the Appellant and the Parish Child Protection Coordinator. There is no further right of appeal if the person is still aggrieved.

9. Renewal of DBS checks.

Where a role working with children in the parish requires a DBS disclosure the PCC will require renewal of that disclosure every 5 years. The DBS Verifier will maintain records of this and request individuals to make such applications.

10. The Role of the Parish Priest and Parochial Church Council

- The Parochial Church Council (PCC), with the Parish clergy, shares the responsibility for the duty of care of the children and young people in their church setting.
- The PCC should be fully aware of the contents of the Diocesan Policy on Child Protection, discuss the contents, and then produce a Parish Policy consistent with this document and adapted to the local situation. When produced and adopted, the policy should be reviewed annually to ensure that it is still appropriate to the work currently undertaken.
- The PCC must appoint a Child Protection Coordinator and support them in the implementation of this role. The Parochial Church Council will support the coordinator in the implementation and monitoring of the Parish Policy. (This post could be shared with another parish.)
- The PCC must ensure that people who are authorized to work with the children and young people within the parish or who hold a position of responsibility are properly appointed, trained and supported.
- The PCC must be aware that there is a responsibility to ensure that people who pose a threat to children and young people are effectively managed and monitored in the church context.

- If the PCC fails to comply with the Diocesan Guidelines, it will leave itself open to the charge of negligence if any child or young person in its care (or in the charge of its officers or organisation) comes to any harm.
- The PCC will appoint a Children's Advocate (in line with the House of Bishop's Guidance, "Protecting All God's Children"). The Children's Advocate, who may be different from the Child Protection Co-ordinator, is someone whom children know they could talk to about any problems.

11. The role of the Parish Child Protection Coordinator

The Parish Child Protection Coordinator is appointed by the PCC annually and will be responsible for the following tasks:

- To ensure that the Parish Policy is reviewed, updated and adopted by the PCC on an annual basis together with a brief report on the current implementation within the parish.
- To ensure that the policy document is widely available and given to all existing and new workers in the various groups within the parish.
- To ensure that the Parish Policy is shared with all organisations using the facilities of the church.
- To ensure that all volunteers go through the appropriate recruitment process in conjunction with the PCC and Parish Priest.
- To ensure that each volunteer has a role description and a volunteer agreement in respect of their work with children and young people.
- To monitor the implementation of Parish Policy and report to the PCC any difficulties in doing so.
- To ensure that there is a poster identifying sources of help for children and young people displayed wherever they meet i.e. Childline, NSPCC.

On leaving the post, the Co-ordinator must pass on all records, documents and resources in good order to their successor or the Parish Priest.

12. The 'general consent form'

A 'General Consent Form' is used annually to register each member of any children's group for the normal activities of that group and at the group's normal meeting times, as publicized to parents and carers. However, special permission must be obtained for activities which fall outside these parameters.

The leader of each group will be responsible for obtaining both general and specific consent in respect of all members of that group.

The following notes are intended to help you adapt the 'Specimen General Consent Form' for specific purposes.

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Trips and Outings

Written permission must be obtained whenever children are taken off the premises in which the group normally meets. The consent form should be headed with the title, date, and destination of the trip or outing.

As well as the information requested in the 'General Consent Form' a consent form for trips and outings should ask for the following:

- Details of any infectious illness or disease with which the child has had contact in the last 3 weeks
- Any medication required during the trip or outing
- Specific consent for each activity to be undertaken during the trip or outing (if swimming is involved, there should be a series of yes/no questions to establish the child's competence e.g. 'Is your child able to swim 50 metres?')
- Consent to the transport arrangements, which should be clearly described either on the form or in the accompanying letter about the trip or outing (NB check licences and insurance of private drivers)
- A confirmation that a parent or adult with parental responsibility has read the information about the outing or trip in the accompanying letter and gives permission for the child to take part.

The accompanying letter should give details of timings for departure and return, and arrangements for getting updated information if there is an unavoidable delay in return. The date, destination, cost and transport arrangements should be detailed, together with a list of items to bring, contact numbers at the venue and the mobile number of one of the leaders (if possible). A deadline for reply should be stated and it should be emphasised that no child who has not provided a signed consent form will be allowed on the trip. (The consent forms should be taken on the trip and copies also left at church – never settle for a verbal message of consent by phone or conveyed by a child). If there are any hazardous activities involved in the trip, list those in charge of such activities and their qualifications.

NB At the planning stage, check with your church insurers that you will be covered for the proposed activity; and begin the process of collecting consent forms well in advance as it will be a case of 'NO CONSENT, NO TRIP!'

13. Images

When using photographic images of people in publications and websites the following is a good practice protocol advised by the National Safeguarding and Youth Officers. The legal position relating to this area is currently under review by the Court of Appeal, who have taken the view that in one case it was at least arguable that a child photographed in a public place has a reasonable expectation of privacy. The guidance below goes beyond the current definitive legal position, which allows for images of anyone in a public place to be published as long as the photography is not intrusive.

1. As Christian publishers we wish to demonstrate love for our neighbour to respect his or her privacy and not to cause any embarrassment.

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2. We want to promote and encourage the Church's work with people of all ages, through the appropriate use of images and video reflecting the diversity of church activities in our publications.
3. When we take someone's photograph or film them for publication/distribution they should always be aware that we are doing it. Awareness can be assumed if:
 - People are attending a photo call
 - The intention of taking photographs or filming is included in the invitation to the event and people are given the choice to opt out.
4. In all other circumstances permission should be sought at the time the photograph is taken and a chance to opt out must be given.
5. Even given the 'assumed awareness' of the circumstances listed in (3) specific permission should be sought for images of individuals (a person may be happy for a large group photo, but not an individual one). Specific permission should also be sought where it is the intention to name any person shown in the photograph in an accompanying caption or article.
6. Photographs submitted for publication where young people are recognisable and there is insufficient evidence that their consent has been obtained should not be published. Permission should not be assumed, even if images have been submitted (e.g. by parishes) for publication.
7. Many schools approach parents to ascertain whether they have objections to photographs of their child being used in various media to represent the activities of the school. Teachers are often, therefore, in a position to grant general permission to publish images of children in school-related activities (e.g. cathedral education events), *loco parentis*. However, this should not be assumed, and written permission from an appropriate representative of the school should be sought to publish such images.
8. Outside of this school activity context, in other cases involving minors (under-16s), their consent and the written consent of a person with parental responsibility for the child should be obtained, which must specify for what purposes the photo or film will be used and how they will be stored if not destroyed. In particular, if the intention is to use the picture or film on the internet, this must be clearly stated at the time the permission is sought.
9. Further written consent will be required from young people and their parents/carers if photographs or film are to be used in other ways.
10. Clearance forms should be stored with photographs or film for future reference.

14. 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:

- If a young person uses electronic media to communicate one to one with you, reply saying that a responsible adult needs to be copied in, ask who is suitable (preferably a parent or guardian). Show both messages to one of: the Parish Child Protection Coordinator or member of clergy (the Vicar or Reader).
- When a worker sends an e-mail or text to a young person, they should copy it to a third party within the organization or the parent of the young person, 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.

15. Frequently Asked Questions

Can someone attend a children's work session while waiting for a DBS?

Someone waiting for a DBS clearance must not go on the rota of children's work leaders. However they may attend a taster session under supervision for the purpose of finding out if they enjoyed and are suited to the work.

Is the Church responsible when hiring out Church premises for private parties?

In these circumstances it is the parents' responsibility to assure themselves of the safety of their children, not the church's. The church may, however, decline to hire their premises to anyone that they believe may be unsuitable and unlikely to run a safe party.

What is the position on child protection for groups that regularly hire out Church premises?

It is advisable to have a section in the church hire agreement which states that the church has a policy on child protection and all people hiring the hall should either sign to say that they have read and understood the policy and that they are prepared to accept it OR provide the Church Council with a copy of their own child protection policy to go on file.

Do hirers' need their own insurance cover?

The Hall Secretary, on behalf of the PCC, should obtain written confirmation from any hirers that they have public liability cover for their activities whilst the church premises are being hired. Individuals hiring the premises for a private function should check with their household insurers to ensure the public liability would extend to organising such an event.

Do uniformed organisations have to carry out their own DBS checks?

Uniformed organisations should undertake their own DBS checks and take up references for their leaders. The parish Child Protection Coordinator simply has to establish that the organisation is doing this.

Can a DBS clearance from another source be accepted?

The DBS (CRB) has advised the diocese not to accept portability (the transfer of DBS/CRB information from one organisation to another). A new certificate must be obtained for work within the diocese.

How often should DBS checks be renewed?

The House of Bishops has stated that a 5 year cycle of renewals is acceptable. The parish has adopted such a policy.

Where can I find help with Health and Safety?

Health and Safety Policy is available. Please contact Alan Mears, Health and Safety Officer: 0151 928 1488.

Are there special considerations regarding car safety?

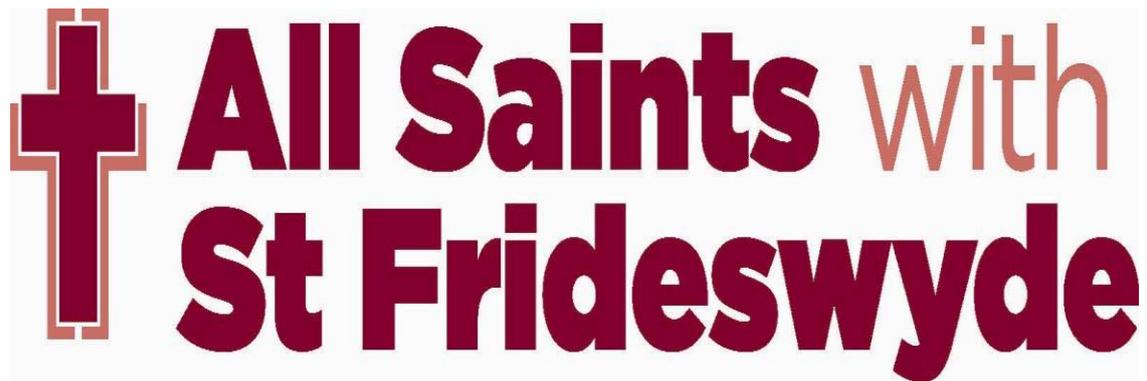
Safe practice would be for any person carrying children and young people in their car to have a second adult in the car with them and to consult www.dft.gov.uk/think/

What do I do if I have concerns regarding young people and Self Harm / Substance abuse?

If you have concerns regarding a young person who you believe to be engaging in self harm or substance abuse you must refer to the statutory agencies – this is a serious matter and it requires specialist help. Parents can contact a voluntary agency such as Young Minds for help and support. Visit www.youngminds.org.uk or telephone: 020 7336 8445

Can a parish provide counselling services to children and young people?

If your parish wishes to provide counselling services to children and young people you must identify suitably qualified staff that are registered with an accredited body. The individuals will require professional indemnity insurance. You need to ensure links are made with both the Child and Adolescent Mental Health Team and the local authority with reference to referral protocols and check with your parish insurance company that they will support this activity.



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Appendices to the Procedures & Guidance for those with specific responsibilities

N.B. The Forms set out in these appendices are intended for adaptation to specific circumstances.

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Appendix 1 - GENERAL CONSENT FORM (to be completed annually)

Church: Group:

Full name of child:

Date of birth:/...../.....

Child's Address:

.....
Details of any regular medication, medical condition (e.g. asthma, epilepsy, diabetes, allergies, dietary needs etc.), illness or disability which may affect normal activity:

.....
Name of Doctor:

.....
Doctor's telephone number (incl. code):

.....
Date of last anti-tetanus injection (if known):/...../.....

Child's NHS number (if known).....

With whom does the child live?

.....
What Relationship does this person have to the child (e.g. Mother):

.....
Tel: (day) (evening)

Name of additional contact (e.g. grandparent, or other holding parental responsibility):

.....
Tel: (day)(evening)

Statement of consent

I give permission for 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 him/her during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for him/her to receive necessary hospital or dental treatment including an anaesthetic.

Yes No

Name: Relationship to child:

.....
Signed: Today's date:/...../.....

Address (if different to that of child):

If you do not have parental responsibility (e.g. you are a foster carer/grandparent, etc.), please give details of those with parental responsibility:

Names(s):

Address(es):

Tel: (1) (day)(evening)

.....

(2) (day)

(evening).....

Appendix 2 - Application and self declaration form

Section A

For workers with children and young people

Full Name: _____

Previous Name(s): _____

Date of Birth: _____

Address: _____

Post Code: _____ Telephone No: _____

How long have you lived at the above address? _____
(If less than 12 months, please state your previous address and parish / church)

Group with which you intend to work:

Name of Group: _____

Where and when they meet: _____

How often they meet: _____ Age range: _____

Please give examples of previous experience that will support your application to work with either children or young people in this parish:

Are you willing to undertake a course of training pertinent to your area of work, within the next 12 months?

Yes NO

References

Please provide the names and addresses of two people who have known you for at least two years (not close relatives) and would be able to provide a personal reference:

1: _____

2: _____

Section B

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998.

Guidelines from the Home Office following the Children Act 1989 advise that all voluntary organisations, including churches, should take steps to safeguard children who are entrusted to their care. In accordance with the House of Bishops' Policy on Child Protection, you are therefore required to make the following declaration:

Have you ever been convicted of a criminal offence (including any 'spent convictions' under the Rehabilitation of Offenders Act 1974) or placed on probation, or discharged absolutely or conditionally for a criminal offence?

Yes NO

Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Yes NO

Are you at present under investigation?

Yes NO

Have you ever had a child removed from you or placed under supervision by the Local Authority?

Yes NO

Do you suffer, or have you suffered from any illness, disease or disability which may affect your ability to work with children and / or young people?

Yes NO

Has your conduct ever caused or been likely to cause harm to a child or put a child at risk, or, to your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Yes NO

Have you, since the age of eighteen ever been known by any name other than that given below?

Yes NO

Have you during the last five years, had any home address other than that given below?

Yes NO

If you answered YES to any of the above, please give details which may, if you wish, be enclosed in a separate sealed envelope. It will be regarded as relevant only to this application and will not necessarily debar you from consideration. The object of this clause is not, in any way, to reflect upon your integrity, but it is necessary simply to protect the children and young people, the parish priest and the PCC.

Signed _____ Date _____

Before an appointment can be confirmed applicants must provide an enhanced/standard disclosure from the Disclosure & Barring Service.

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Appendix 3 - Letter to referees

Dear

(name of volunteer) has offered to work in a voluntary capacity as a helper at (name of Church and name of organization – eg youth club, Sunday School) and has given me your name as a referee.

The Diocesan guidelines state that the welfare of children is paramount, and they require parishes to enquire into the background of those working with children in the church.

Please fill in the enclosed form, and return it to me. If you have any queries, or you wish to speak to me, you may telephone me at any time.

You and I will recognise that these are sensitive matters. But it is now standard for questions like these to be asked of everyone who works with children and young people, whether in a paid or unpaid capacity. Your answers will be treated in utmost confidence.

May I take this opportunity of thanking you for your help.

Yours sincerely

Child Protection Co-Ordinator
Parish of All Saints with St Frideswyde

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Appendix 4 - Answer form for referees

Reference Form for Candidates applying to work with Children and Young People

Name of Candidate: _____

Post applied for: _____

Please fill in this form to the best of your ability and return it to the Parish Child Protection Coordinator. If you have any questions please feel free to telephone the Coordinator.

1. How long have you known the candidate?

2. Please describe any previous experience of looking after or working with children or young people that the candidate has. In your opinion, would the candidate be willing to undertake training within the first twelve months?

3. Does the candidate demonstrate an ability to provide warm and consistent care and a knowledge of appropriate boundaries / behaviour ?

4. Does the candidate demonstrate a commitment to treat all children and young people as individuals and with equal concern?

5. Is the candidate a person of integrity and flexibility, whose physical and emotional well-being are appropriate for the service he or she is offering?

6. To your knowledge, has the candidate ever been convicted of a criminal offence (including any "spent convictions" under the Rehabilitation of Offenders Act

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1974), or placed on probation, or discharged absolutely or conditionally for a criminal offence

Yes NO

7. To your knowledge, has the candidate ever had a child removed from her / his custody or placed under supervision by a Local Authority?

Yes NO

8. To your knowledge, has the candidate's conduct ever caused or been likely to cause harm to a child, or put a child at risk, or (to your knowledge), has it ever been alleged that her / his conduct has resulted in any of these things?

Yes NO

If the answer to any of the questions 6 to 8 is Yes, please give details.

Signed: _____

Date:

Referee's name, address and telephone number:

N.B. Please return this form to the Parish Coordinator for Child Protection
Address:



Appendix 5 - Volunteer agreement

Name of Volunteer: _____

Address: _____

Thank you for agreeing to work as _____ in part of our overall work with children and young people.

The Parochial Church Council (PCC) puts a very high value on work with children and young people. The PCC intends to make sure that the appropriate resources and support are available from the Parish and from the Diocese and intends that no one should work unsupported.

These are the particular responsibilities of the volunteer's work that have been discussed with you in detail:

• _____

• _____

• _____

The PCC hopes that you find this work rewarding. Any further questions that arise from time to time can be discussed with _____

Once a year _____ will meet with the volunteer to talk about the work, and if the volunteer wishes to continue, we can discuss training opportunities so that there is an opportunity to continue to develop skills.

The volunteer acknowledges receipt and has read a copy of the Parish Child Protection Procedures and understands who to contact and the referral procedures. Working with children and young people is a big responsibility but it also brings enormous satisfaction.

This agreement assures you of the continuing prayerful support of the Parish for volunteers and the work which is undertaken on our behalf.

Signature of Incumbent / Priest-in-Charge:

Date: _____

Signature: _____ (Role) On behalf of the PCC.

Date: _____

Signature: _____ (Volunteer)

Date: _____

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Appendix 6 – Checklist

(may be used as aide memoire)

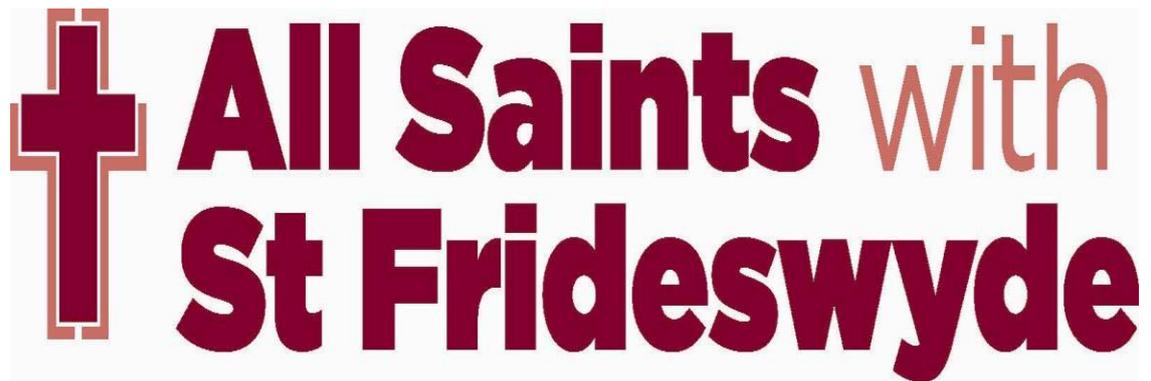
This information is kept securely at docs.google.com, accessible only to the Child Protection Co-ordinator and the Clergy.

When appointing staff/volunteers to posts working with children/young people

1. Name of volunteer _____
2. Date role description agreed by PCC _____
3. Date application form received from candidate _____
4. Date confidential declaration received _____
5. Written reference - Name of referee _____
Date letter sent _____
Reply received _____
6. Written reference – Name of referee _____
Date letter sent _____
Reply received _____
7. Date completed DBS form received _____
8. Date DBS form signed and sent to diocesan office _____
9. Date DBS response received _____
10. Date appointment agreed by PCC _____
11. Date of start of probationary period _____
12. Date post confirmed _____

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Associated policies

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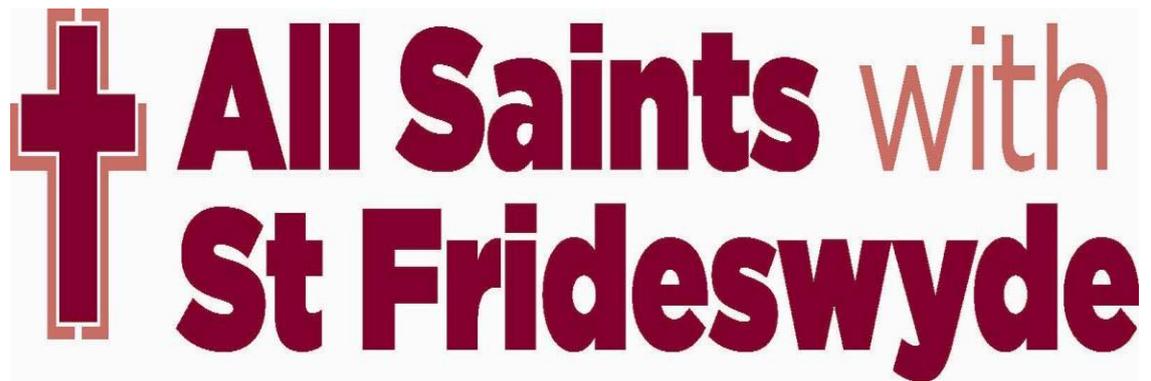
The Diocesan Policy on the Recruitment of ex offenders

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the Diocese complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of information revealed.
2. The Diocese is committed to the fair treatment of its parish staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical disability or offending background.
3. 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 and experience.
4. A Disclosure is only requested after a risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those 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 the position.
5. Where a Disclosure is to form a part of the recruitment process, we encourage applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate confidential cover, to a designated person, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
6. Unless the nature of the position allows the Diocese to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
7. We ensure that all those in the Diocese who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. This policy should be made available to all Disclosure applicants at the outset of the recruitment process.
9. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might relate to the position. Failure to disclose information that is directly relevant to the position sought may lead to withdrawal of an offer of employment.
10. We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working for us

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Background information and references

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Basis of procedures

These procedures are based on the House of Bishops' Child Protection Policy, "Protecting all God's children" House of Bishops (2004), and "Working Together to Safeguard Children" A guide to inter-agency working to safeguard and promote the welfare of children (2006).

The Church of England's Child Protection Policy Statement

"The Church of England, in all aspects of its life, is committed to and will champion the protection of children and young people both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle enshrined in the Children Act 1989 that the welfare of the child is paramount. The Church of England will foster and encourage best practice within its community by setting standards for working with children and young people and by supporting parents in the care of their children. It will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of children and young people. It is committed to acting promptly whenever a concern is raised about a child or young person or about the behaviour of an adult, and will work with the appropriate statutory bodies when an investigation into child abuse is necessary."

A Culture of Vigilance

It is people who protect, not just procedures. Our aim is to create a culture of informed vigilance at all levels in the church by:

- Raising awareness of the issues involved in protecting children in the church
- Addressing the needs of our children and young people in all their cultural, spiritual, intellectual, racial and physical diversity
- Responding to the needs of children and adults who have been abused
- Supporting and training those who work with children and young people, encouraging them to collaborate in their work experience
- Caring appropriately for those who have abused children and young people.

The church is probably unique in caring for both those who have been abused and for those who have abused others.

Resources

Diocesan contacts

Diocesan Child Protection Adviser: Su Foster – tel. 0151 7052153/-7887 510946

Email – su.foster@liverpool.anglican.org

British Association for Counselling and Psychotherapists

Tel 01455 883300 www.bacop.co.uk

Childline

Freepost 1111 London N1 0BR 0800 1111 www.childline.org.uk

Churches Child Protection Advisory Service

Helpline 0845 1204550 www.ccpas.co.uk

Lucy Faithfull Foundation

Helpline 0808 1000 900 www.lucyfaithfull.org.uk

NSPCC

0808 800 5000 www.nspcc.org.uk

Samaritans

0845 7909090 / 116 123 www.samaritans.org

Publications:

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

Working Together To Safeguard Children (2015) Department of Health, *TSO*

Safeguarding Guidelines relating to Safer Recruitment (2013) House of Bishops, *Church House Publishing*

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