

Christ Church & St John's
In the Ecumenical Parish of Radlett and
Team Ministry with Shenley and Aldenham

CHILD PROTECTION POLICY
AND PROCEDURES

Christ Church & St John's Radlett

CHURCH CHILD PROTECTION POLICY STATEMENT

The following policy was agreed by the PCC on ____/____/____

- We are committed to supporting our parents and families
- As leaders of the church we are committed to the nurturing, protection and safeguarding of all, especially the young and vulnerable
- We recognise that child protection is everybody's responsibility
- We are committed to following the agreed procedures and following statutory, denominational and specialist guidelines
- We review our Child Protection Policy annually.

If you have any concerns for a child or in relation to any child protection matter then speak to one of the following who have been approved as Child Protection Advisers for this church:

**CATHY WATTS
CHILD PROTECTION ADVISER**

**MARGARET PRICE
DEPUTY CHILD PROTECTION ADVISER**

**REV WILLIAM HOGG
VICAR**

Signed _____
PCC SECRETARY

Date ____/____/____

Parents are kept informed about our policy, and a full policy document can be seen in the church office.

1. Recruitment Procedure for Volunteer Children's and Youth Workers

- 1.1 The person will be asked to complete an application and declaration form (CPPF1V)
- 1.2 A Disclosure on the successful applicant will be searched by the Criminal Records Bureau.
- 1.3 The person will have an informal interview with the youth co-ordinator or vicar.
- 1.3 Long-term voluntary workers i.e. Sunday School Teachers, will be given a Volunteer Agreement (CPPF2) to sign which gives them a clear description of their role and responsibilities and who will be supervising and supporting them in their work.
- 1.4 The appointment of workers will be reviewed on a regular basis by the youth coordinator or vicar.
- 1.5 After appointment, the worker will have a probationary period, during which time they will receive training in child protection.
- 1.6 Emergency helpers will be appointed by the appropriate Team Leader, who will make the judgement whether the forms need to be completed by them.

2. Recruitment Procedure for Paid Children's and/or Youth Workers

- 2.1 The person will be asked to complete an application and declaration form (CPPF1P).
- 2.2 Two referees will be taken up, one a personal reference and the other focussed on the candidate's previous work with children and young people.
- 2.3 A Disclosure on the successful applicant will be searched by the Criminal Records Bureau.
- 2.4 The person will be interviewed and as part of the interview, be asked about their previous experience with children and young people, whether they have any previous convictions and/or cautions and about their attitudes to working with children and child protection.
- 2.5 After appointment, the worker will have a clear description of his/her role and responsibilities through a job description and be informed who will be supervising their work. They will have a probationary period of six months.
- 2.6 The appointment of workers will be reviewed on a regular basis by their mentors and the PCC.
- 2.7 If a worker feels that the recruitment decisions involving Disclosure information were not made fairly and sensitively, a complaint can be made to the vicar. The policy statement (CPPD3) shows our complaints procedure.

3. Child Protection Advisers and the "Independent Person"

- 3.1 Child Protection Advisers will be appointed by the PCC, annually at the time of the annual policy update. A minimum of two advisers is recommended and at least one should be on the PCC and one should be independent from regular involvement in children's work and youth activities.
- 3.2 Child Protection Advisers named in this policy are -:
Cathy Watts – Child Protection Adviser
Margaret Price – Deputy Child Protection Adviser
(For full details see 13 "Helpful Contacts")
- 3.3 The Vicar, William Hogg, is the "Independent Person" that all children and young people who regularly attend church activities can go to and discuss any matter of concern to them. Volunteers will also have someone to go to if there is a suspicion of abuse from a supervisor.

4. Training and Supervision

- 4.1 The Child Protection Advisers are responsible for training and raising awareness in the church.
- 4.2 All new, paid and voluntary workers will receive a copy of, and training in, our Child Protection Policy. They will receive updates as necessary.
- 4.3 All workers will receive regular supervision and be given opportunities to discuss the work programme and any areas of concern, including child protection issues.

5. Procedures to Follow if you Suspect that Abuse May Have Occurred

- 5.1 You must report concerns as soon as possible to our Radlett Child Protection Adviser (CPA) who is nominated by the PCC to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of the CPA the matter should be brought to the attention of the Deputy CPA. The CPA or Deputy is required by conditions of the Church Insurance Policy to immediately inform the Ecclesiastical Insurance Group of the allegation.
- 5.2 If the suspicions in any way implicate both the CPA and the Deputy CPA, then the report should be made in the first instance to the Independent Person or the Churches' Child Protection Advisory Service. Alternatively contact the duty Social Worker at Children, Schools and Families. (For full details see 13 "Helpful Contacts")
- 5.3 Suspicions will not be discussed with anyone other than those nominated above.
- 5.4 It is the right of any individual to make direct referrals to child protection agencies or seek advice, although we hope that members of the church will use the above procedure, unless they feel their concerns have not been acted on properly.

6. Allegations of Physical Injury or Neglect

If a child has a physical injury/symptom of neglect, the Child Protection Adviser (CPA) will:

- 6.1 Contact CCPAS or "Children, Schools and Families" for advice in cases of deliberate injury or where concerned about the child's safety. The parents should NOT be informed by the church in these circumstances.
- 6.2 Where emergency medical attention is necessary it should be sought immediately. The CPA will inform the doctor of any suspicions of abuse.
- 6.3 In other circumstances the CPA will speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor (or other) will then initiate further action, if necessary.
- 6.4 If appropriate, the parent/carer will be encouraged to seek help, and where the parent/carer is unwilling, in cases of concern, the CPA should contact CCPAS or "Children, Schools and Families" for advice.

7. Allegations of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Child Protection Adviser will:

- 7.1 Contact the duty Social Worker at "Children, Schools and Families" or the Police Child Protection Team directly. The CPA will NOT speak to the parent.
- 7.2 If, for any reason, the CPA is unsure whether or not to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

- 7.3 The role of the CPA is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter. It is not the CPA's role to carry out any investigation into the allegation or suspicions of sexual abuse.
- 7.4 Whilst allegations or suspicions of sexual abuse will normally be reported to the CPA, or Deputy CPA this should not delay referral to "Children, Schools and Families".
- 7.5 The PCC will support the CPA or Deputy CPA in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- 7.6 If a worker is accused of abuse, the worker will be suspended until investigations have taken place. A worker found guilty of such an offence will be 'guilty of serious misconduct' and merit dismissal from their work. This also applies to a worker who has deliberately concealed convictions or cautions relating to violent crime or crimes against a child or children.

8. Working with Offenders

- 8.1 Where someone attending the church is known to have abused children, then whilst extending friendship to the individual, the PCC in its commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep. We encourage the individual to sign an agreement (CPPF8) as a mutual agreement of expected behaviour within the church community.

9. Procedures Regarding Events Held On and Off Church Premises

- 9.1 When Christ Church or St John's run an event or activity on premises other than their own, all workers should follow this policy and take into consideration any policy guidelines of the premises they are using, including Health and Safety.

10. Briefing Procedures for Activities Off Church Premises

- 10.1 All children attending the activity must have handed in the relevant forms to the organiser (CPPF3, CPPF4 or CPPF5). These forms contain contact information in case of emergency as well as medical and allergy information and should be kept available while out on the activity. All leaders should be made aware of any potential problems, any special medical needs and know who the first aider is.

11. Administration and Supervision of this Policy

- 11.1 Responsibility for the administration and maintenance of this policy currently rests with the Child Protection Adviser, and includes responsibility for training and supervision in this area.
- 11.2 Christ Church and St John's have noted the guidelines contained in the House of Bishops' Policy Document on Child Protection and will always take the advice of the Bishop's Representative for Child Protection.
- 11.3 Christ Church and St John's are also registered with the Churches' Child Protection Advisory Service who will send through regular information on Child Protection Policy and any legislation updates as they arise and form the basis of any changes.