



# St Chad's Policy and Guidelines for Child Protection



Approved by the PCC 17/07/2012

# Contents

Introduction.....	3
Parish Policy for Child Protection.....	4
What is meant by child abuse?.....	6
What do I do if I suspect child abuse or it is reported to me?.....	7
•What do I do if I suspect a child is being abused?.....	7
•What do I do if a child talks to me about abuse by someone else?.....	7
•What do I do if I receive an allegation about any adult or myself?.....	7
•What do I do if I witness a child being abused?.....	7
Developing good working procedures and practices.....	8
•What situations with children should I avoid? .....	9
•What behaviour should never be allowed with children.....	8
•How do I deal with disruptive behaviour?.....	8
•How can I try to prevent disruptive behaviour?.....	9
•What should I do if a child feels unwell or is injured?.....	9
•Can I give children lifts in my car?.....	10
•Can I ever touch a child?.....	10
•What do I do if my leader/helper doesn't turn up?.....	10
•What happens if a child has not been collected?.....	11
•What do I do about alcohol and tobacco?.....	11
•What do I if a child is using or in possession of drugs?.....	11
Contact Numbers.....	12

## ***Children learn what they live.***

*If a child lives with criticism, she learns to condemn.*

*If a child lives with hostility, he learns to fight.*

*If a child lives with ridicule, she learns to be shy.*

*If a child lives with shame, he learns to feel guilt.*

*If a child lives with tolerance, she learns to be patient.*

*If a child lives with encouragement, he learns confidence.*

*If a child lives with praise, she learns to appreciate.*

*If a child lives with fairness, he learns justice.*

*If a child lives with security, she learns to have faith.*

*If a child lives with approval he learns to like himself.*

*If a child lives with acceptance, he or she learns to find love in the world.*

*Dorothy Law Nottle*

## Introduction

“As Christians we are charged to love and care for each other. This is particularly true where the most vulnerable members of our community are concerned. Children and young people have specific needs, which can be met by the Church if its members respond to the call to be Christ’s people living in his way” (Safeguarding p4) Christ saw children as demonstrating a full and intimate relationship with God. He gave them status, time and respect. (Protecting all God’s Children p3)

Child Protection is a vitally important issue that requires a professional’ attitude and commitment. We here in the Parish of St Chad;s regard the issue of Child Protection and Welfare as a major priority.

Our aim is to ensure that all of those in our churches involved with working with children\* are appropriately appointed, trained and supported; that they are aware of the signs to look out for regarding a suspicion of abuse and are aware of the system of reporting any suspicions of any allegations made to them.

Through the development of good working procedures and practices we want to create a safe environment for children so that a climate of openness and trust can be developed between children and the adults working with them and God’s love and care for them can be shown.

*\*Definition: ‘child’ – applies to children and young people up to the age of 18. Although not stated, the details in this document also apply to ‘vulnerable adults’*

**References:**  
**Safeguarding**  
**Protecting All God’ Children**  
**CPAS**

## Parish Policy for Child Protection

“Protecting all God’s Children” has been produced by the House of Bishops and sets out the Child Protection Policy for the Church of England. It has been decided that St Chad’s will adopt this Child Protection Policy. Advice has been used from the “Churches Child Protection Agency” (CCPAS).

### Responsibilities of the Parish

This Parish of St Chad’s accepts the duty of care placed upon the Vicar, and St Chad’s Parochial Church Council (PCC) to ensure the well-being of children and young people in the church and in the wider community.

### We will always listen to children and take their concerns seriously

1. The PCC will ensure that all those authorised to work with children and young people or in a position of authority are appropriately appointed, trained and supported.
2. We will only allow people to have responsibility for the care, supervision, or teaching of children or young people on behalf of The Parish of St Chad’s if they have:
  - i) been approved by the PCC
  - ii) completed the declarations required by the Diocese of Lichfield.
  - iii) completed an enhanced CRB disclosure form.
3. The PCC will appoint a **Child Protection Coordinator** for the Parish to work with the Vicar, and PCC to implement policy and procedures. The coordinator must ensure that any concerns about a child or the behaviour of an adult are appropriately reported both to the statutory agencies and to the Diocesan Child Protection Adviser.
4. Each Church Council will appoint at some point at least one **Children’s Advocate**; this will be someone whom children know they can talk to about any problems, if they so wish.
5. The Childline telephone number **0800 1111** will be appropriately displayed in all church buildings.
6. All those engaged in our ministries with children and young people will pay attention to children with special needs and those from ethnic minorities to ensure their full integration and protection within the church community.
7. Each Church Council will ensure that appropriate health and safety policies and procedures are in place and ensure that any church activity that involves children or young people is carefully organised, that the premises are safe, and that there is sufficient help.

With respect to the care of children and young people, the following leader/helper ratio will be observed:

- 0–2 yrs 1 person for every 3 children
- 2–3 yrs 1 person for every 4 children
- 3–8 yrs 1 person for every 8 children
- 8+ yrs 1 person for the first 8 children and then  
1 extra person for every extra 12 children

There will be a minimum of two leaders/helpers at any time with each group of children, one of whom must be 18 or over. (The second may be a young person 16+)

8. The PCC will provide appropriate insurance cover for all activities undertaken. **A registration form** will be filled in for all children and young people attending church activities and **registers of attendance** and **child protection log books** kept. **Consent forms** are required for off-site activities and the PCC and notified of any activities relating to children and young people occurring outside the usual times and meeting places.
9. Each Church Council will annually review the implementation of the child protection policy and its related procedures and practice.
10. Those in leadership in the Parish will aim to provide appropriate pastoral care for those adults who have disclosed that they have been abused as children.
11. Those in leadership in the Parish will aim to provide, as appropriate, support for all parents and families in the congregation, and be particularly aware of parents whose children have suffered abuse.
12. Through adherence to the provisions of this policy document, and in accordance with other guidance that may be received from Diocesan or other statutory agencies, those in leadership in our Parish will ensure that those who may pose a threat to children and young people are effectively managed and monitored.

## **What is meant by child abuse?**

Child abuse is a crime of violence, it exists and it can happen anywhere. If allowed to operate unchecked, the abuser can cause immeasurable and immense damage. The four main types of abuse are physical, emotional, sexual and neglect.

## **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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is commonly described using terms such as 'factitious illness by proxy' or 'Munchausen Syndrome by proxy'.

## **Emotional abuse**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment 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, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, 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.

## **What do I do if I suspect child abuse or it is reported to me?**

### **What do I do if I suspect a child is being abused?**

- Tell your organisation's leader or minister
- Do not investigate, do not question
- Record any facts which support your suspicions and date and sign them.
- Do not challenge parents/ carers about your concerns.
- Agree with other leaders what actions should be taken and inform the minister.

### **What do I do if a child talks to me about abuse by someone else?**

- Listen carefully to what the child tells you, accepting what is said
- Reassure the child that it's OK to tell you and also explain that you may not be able to keep secret what the child tells you.
- Tell the organisations leaders
- Do not investigate, do not question
- Reassure the child that they are doing the right thing
- Record exactly what was said and date and sign it.
- Do not challenge parents/ carers about your concerns.
- Agree with other leaders what actions should be taken and contact the Parish Child Protection Coordinator or other designated person.

### **What do I do if I receive an allegation about any adult or myself?**

- Immediately contact the Area Bishop and inform the Parish Child Protection Coordinator or another designated person.
- Record the facts as you know them. Sign, date and keep them

### **What do I do if I witness a child being abused?**

- Take whatever steps are needed to ensure the child is safe from further abuse.
- Immediately contact the Area Bishop and Parish Child Protection Coordinator or another designated person.
- Record the facts as you know. Sign, date and keep them

**Remember: You must Refer. You must not investigate.**

## **Developing good working procedures and practices**

Always treat the children with whom you have contact with dignity and respect befitting their age.

Be aware of your language, tone of voice and your physical movements.

### **What situations with children should I avoid?**

- Avoid doing things of a personal nature that children can do for themselves, e.g. help with dressing, changing etc.
- Avoid spending excessive amounts of time alone with a child away from others
- Avoid taking children alone on car journeys however short.
- Avoid situations where a worker and individual child are completely unobserved.
- Avoid taking children to your home where they will be alone with you.

If any of these situations are unavoidable, they should only occur with the full knowledge and consent of a Church Leader and the consent (usually written) of the child's parent/ guardian. (eg It may sometimes be necessary for to do things of a personal nature for a child with a particularly disability).

### **What behaviour should never be allowed with children?**

- Never engage in rough play, physical or sexually provocative games, including horseplay
- Never share a room with a child
- Never allow or engage in any form of inappropriate touching
- Never allow children to use inappropriate language unchallenged
- Never make sexually suggestive comments to a child, even in fun
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never do things of a personal nature for children they can do for themselves
- Never invite or allow children to stay with you at your home unsupervised

### **How do I deal with disruptive behaviour?**

- 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, engage with them, challenge them to change, encourage their strengths.
- Warn that you may speak to their parents/carers about their behaviour,
- Never use physical force on a child or shout. Change voice tone if necessary.
- Call on support from other leaders if you feel so angry you may deal with the situation unwisely.
- If necessary send them back into church (under supervision) or contact parent/carer to come and collect them
- On rare occasions and only after consultation with a church leader and advising the parent/carer it may be necessary to be ban a child 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 Minister and Diocesan Child
- Protection Officer/ CCPAS

### **How can I try to prevent disruptive behaviour?**

- **Pray for** each of the children in your care and ask God for wisdom, discernment and understanding as you work with them.
- 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.
- 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, ensure that other team members know what you have said - this avoids manipulation.
- If children are bored they often misbehave. Review your programme regularly and look at ways of matching activities to children's different needs and abilities.
- 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.

## **What should I do if a child feels unwell or is injured?**

### **If a child feels unwell during a session:**

take them back into church or contact parent/carer to come and collect them.

### **If a child is injured:**

- carry out necessary first aid
- take them back into church or contact parent/carer to come and collect them.
- Or if the injury is minor then the child may remain in the session and the parent/carer informed at the end of the session
- Make sure that details of any injuries (however minor) and first aid treatment received are fully recorded in the accident book
- For accidents or significant incidents then an accident/ incident form should be completed

## **Can I give children lifts in my car?**

As a general policy leaders may not give lifts to children no matter how short the journey. However, if alternative transport is unavailable children may be transported to a specific event in a leader's car if the following guidelines are kept

- Transport will be provided in vehicles that are roadworthy ie MOT, Tax and appropriate insurance.
- Written permission has been gained from the parent/ carer of those involved.
- Only the named adults on the permission form will be allowed to transport.
- Seat belts will be worn at all times by all occupants of the vehicle
- Children will not travel alone in a car with an adult (if last child to be dropped off, this may happen with prior permission)

## **Can I ever touch a child?**

Yes there are times when physical contact is a normal part of a relationship and part of helping children develop into well-balanced, secure and happy individuals. At the same time clear boundaries must always be observed

- 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 aged-appropriate and generally initiated by the child rather than the worker.
- When giving first aid (or applying sun cream etc), a child should be encouraged to do what they can reasonable manage themselves, with appropriate help given as necessary.
- Physical activity that is, or may be thought to be sexually stimulating to the adult or the child must be avoided.

## **What do I do if my leader/helper doesn't turn up?**

- Have a list of people who have already been approved by the PCC you can call on in such an emergency.
- Ask someone on this come out with the group/ stay with them.
- If this is not possible ask someone whom you know within the church congregation to come out with the group/ stay with them.
- Do not leave that person alone with the group or individual children.
- Inform your group leader and record the details in the group's incident book.

## **What happens if a child has not been collected?**

- Contact parents/ carer or emergency contact
- Wait with the child as long as possible.
- If you need to leave arrange for another approved person to stay with the child.
- In exceptional circumstances contact leader/ minister and arrange to take child to leader/ minister's home or yours.
- Leave note of how to be contacted on door of building.
- Continue trying to contact parents/ carer.
- Inform your group leader and record the details in the group's incident book.

## **What do I do about alcohol and tobacco?**

- St Chad's church operates a No Smoking policy.

- Children may not smoke or drink alcohol on the church premises
- Leaders may not confiscate tobacco or alcohol from children but should monitor what happens to it
- If a child is under the influence of alcohol or there are concerns for their health or safety then parent/ carer must be contacted and the incident recorded.

### **What do I if a child is using or in possession of drugs?**

- Inform parents/ carer immediately
- Inform Viicar
- Record nature and details of incident and any discussion held
- Inform and seek advice from Diocesan Child Protection Officer./CCPAS

## **Contact Information**

### **Parish Child Protection Co-ordinator**

Miss Lesley Hall 01743 365478

### **Vicar**

Prebendary Mark Thomas 01743 343761

### **Area Bishop**

*(All cases, suspected cases or allegations of child abuse must be reported immediately to the Area Bishop )*

Bishop Mark 01743 235867

### **Diocesan Child Protection Officer**

Revd. Charmian Beech 01630 685491

CCPAS 24 hour helpline 0845 120 45 50

### **Children's Advocate**

### **Contacts for Children's Groups**

Crèche           Preschool age children.  
Every Sunday during the 10.00am service.  
Contact: Pam Williams           01743 246047

Junior Church   5-8 year olds  
9-12 year olds  
Every Sunday during the 10.00am service.  
Contact: Pam Williams           01743 246047

E-mail            info@stchadschurchshrewsbury.com  
Website:         www.stchadschurchshrewsbury.com  
Church office       01743 365478