

St. Anne's Parish Church



Safeguarding Policy (Working with children)

Policy: July 2014

Reviewed: July 2015

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Parish Church of St. Anne Aigburth, Liverpool

Safeguarding children is the responsibility of us all.

The Parish Church of St. Anne, Aigburth recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children Act 1989. Anyone under the age of 18 is considered to be a child/young person.

It is sometimes difficult to acknowledge that abuse can happen within a church, however any group or organisation working with children needs to be alert to the possibility of abuse occurring. It is the responsibility of us all to put the welfare of children and young people first and to recognize and respond to behaviours that can put children at risk.

We are aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives, such as domestic abuse or substance misuse.

We aim to create a safe and respectful environment within which children and young people can thrive and churches can operate with the help and security of clear guidance.

These guidelines are for the use of all clergy, volunteers, paid staff and visitors. The guidelines can be shared with the parents and carers of the children and young people to whom we offer a service.

We are committed to:

- The care, nurture of and respectful pastoral ministry with all children and young people.
- The safeguarding and protection of all children, young people and adults where they are vulnerable.
- The establishment of safe, caring communities which provide a loving environment where there is a culture of 'informed vigilance' as to the dangers of abuse.

(See Protecting All God's Children Document 2010)

The Responsibilities of the Parish

- We will adopt and implement a Safeguarding Children Policy (Protecting All God's Children 2010), accepting as a minimum the House of Bishop's policy on Safeguarding Children. This will be supported by the additional diocesan procedures and recommended good practice, while being responsive to local parish requirements.

- We will appoint at least one coordinator to work with the Parish Priest and the PCC, whose role will be to implement safeguarding policies and procedures. The coordinator will ensure that any concerns about a child/young person or the behaviour of an adult are referred to the diocesan safeguarding adviser. The coordinator will either be an appointed member of the PCC or have the right to attend meetings, and will report at least annually on the implementation of the safeguarding policy in the parish. This position will not be held by the incumbent or their spouse.
- We will display in our church premises where children's/young people's activities take place, the contact details of the coordinator or advocate, along with the telephone numbers for Childline.
- We will ensure that all those authorized to work with children and young people are suitably recruited in accordance with safer recruitment practice, and are appropriately trained and supported in their role.
- We will ensure that there is appropriate insurance cover for all activities involving children and young people undertaken in the name of the parish.
- We will review the implementation of the Safeguarding Children and Young People policy, procedures and good practice, at least annually.

Good Practice Guidelines for Safeguarding Children and Young People

On site:

- Everyone is responsible for children while on these premises and must make sure that health and safety guidelines are adhered to.
- Everyone working with children should be encouraged to attend basic child protection training.
- Wherever possible, steps should be taken that a worker is not left alone with a child.
- Under no circumstances should visitors be allowed to wander around the premises unaccompanied when children and young people are present.

Appropriate adult: child ratios should be observed at all times.

The following ratios of adults to children should be adhered to for all church groups.

- 0 to 2 years 1 adult to 3 children.
- 2 to 3 years 1 adult to 4 children.
- 3 to 8 years 1 adult to 8 children.
- 8 years + - 1 adult to 10 children.
- People working with children should be alert to strangers frequently waiting outside a venue with no apparent purpose.
- Children should not be collected by people other than their parents unless notification has been received.
- If a child is not collected after a session it is reasonable to wait approximately half an hour for a parent or carer to arrive. If the parent or carer cannot be contacted, Social Services or the police should be contacted and asked to assist.

- Careful consideration will need to be given to ensure the safety of children as they leave the premises.

Visits and trips

- Appropriate Health and Safety guidelines must be adhered to for all visits and trips.
- All activities must be risk assessed and properly insured. First aid kits to be taken.
- Written permission must be gained from the parent/carer in order for the child to take part in the visit and /or activity. This can be a tear off slip on the bottom of the information letter relating to the trip. Responses to be kept in the visits file.
- All vehicles hired for outings must be insured, roadworthy and fitted with seatbelts.
- All drivers should travel with at least one escort. Drivers and escorts should have up to date DBS checks and have been subject to appropriate recruitment procedures. All drivers and escorts should agree to abide by these guidelines.
- A roll call will be taken at the start of the journey and again before commencing the return journey. If travelling in more than one vehicle, children will be encouraged to travel in the same vehicle there and back.
- The leaders of trips will carry the contact numbers for the home organisation and emergency services in the event of an alert being necessary.
- If a child goes missing on a trip, the leader should instigate an immediate search. If the child cannot be found within half an hour, the appropriate security staff and police should be notified. If, having notified the security staff and police, the child cannot be found, the parents/carers will be notified immediately.
- If a child is missing, the care of the remaining children is paramount. It is imperative that they return to the home site as quickly as possible, while a senior leader remains at the visit to coordinate contact between security staff and the child's parents/carers.

Use of premises by other organisations

In the event that a room or rooms on the premises are used by other organisations, the letting agreement should ensure that the hiring organisation works to approved child protection procedures and/or that they read and agree to abide by these guidelines.

Creating a safer church

Protecting children and young people checklist for Parishes

PARISH :St. Anne Aigburth Parish Church

Issue	Action	When
We have a Parish Safeguarding Policy that is reviewed annually	<i>Draft policy in place. Given to PCC for comment / approval</i>	July 2015
A Parish Safeguarding Officer has been appointed.	<i>Details of how to contact the Safeguarding Officer to be published. Details of contact</i>	May 2015

Issue	Action	When
	<i>numbers for Childline to be available in Church</i>	
At the last Annual Parochial Church Meeting there was a Safeguarding Report.	<i>Report to PCC</i>	May 2015
All activities for children and young people are authorised by the PCC. This is usually a requirement of your Insurance cover.	<i>Copies of relevant minutes to be placed in safeguarding file Insurance documents (copy) to be placed in safeguarding file.</i>	From September 2015
All our leaders and volunteers have completed the appropriate application forms, declarations and disclosures. Appropriate references have been obtained.	<i>Information held in safeguarding file. Appropriate disclosures may include DBS, Vetting & Barring, and Self Declarations.</i>	On going
All confidential documents are stored appropriately.	<i>Documents are stored in relevant files and are kept in a secure place.</i>	
All new workers and volunteers have been through an induction process and are aware of how to adhere to all parish policies	<i>Regular meetings take place with the Vicar. Other members meet with the Teams as required</i>	Training to take place in September 2015 on new safeguarding procedures.
All our workers and volunteers have undertaken child protection training in the last two years.	The Diocese runs courses regularly. Details can be found on the website;	
All leaders and volunteers are aware of their responsibilities to keep children and young people safe.	<i>All Leaders have copies of the policy and sign to say they the copy and have read it.</i>	Policy reviewed July 2015 and changes are then shared with all relevant people.
We have an up to date record of all those who have completed DBS checks for parish work.	<i>There is a single central record</i>	On going
All activities involving children and young people have the correct ratio of leaders to children.	<i>Leaders are aware of the ratios.</i>	
Children and young people with special needs are welcome and we are appropriately prepared to meet their needs.		
We welcome children and young people from different ethnic and social backgrounds.		
There is an acceptable First Aid Kit available at each activity.		
There is a qualified First Aider at, or easily accessible for each activity.	<i>First training takes place at regular intervals. There is a list of First Aiders in Church.</i>	
We know and meet the training needs of our leaders and volunteers.	<i>Under review</i>	
All our work with children and young people is appropriately	<i>Contact Ecclesiastical Insurance: 01452528533</i>	

Issue	Action	When
insured.	www.ecclesiastical.com	
We have an up to date Risk Assessment for all our buildings and activities.	<i>See Health and Safety File</i>	
We have an accident book.	<i>See Health and Safety File</i>	
We have adequate Fire Equipment and Evacuation Procedures are in place.	<i>See Health and Safety File</i>	

Recognising signs of abuse

It can often be difficult to recognise abuse. The signs listed in these guidelines are only indicators and many can have reasonable explanations. Children may behave strangely or seem unhappy for many reasons as they move through the stages of childhood, or their families experience changes. It is nevertheless important to be familiar with things that can indicate that abuse is taking place and know when there is a need to seek further consultation.

Someone can abuse a child by actively inflicting harm or by failing to act to prevent harm. Abuse can take place within a family, in an institutional or community setting, by telephone or on the Internet. Abuse can be carried out by someone known to a child or by a complete stranger.

If you are worried about a child it is important that you keep a written record of any physical or behavioural signs and symptoms which suggest they may be a victim of abuse. In doing this you can monitor whether or not a pattern emerges and provide evidence to assist any investigation if required.

Examples and definitions of the different type of abuse are enclosed in Appendix 1.

What to do with your concerns

In the event that a child makes an allegation or disclosure of abuse by an adult or another child or young person, it is important that you:

- Listen to them and/or closely observe their presentation and behaviour.
- Let them know that you take what they are saying seriously.
- Do not attempt to question or interview them yourself.
- Let them know that you will need to tell someone else in order to help them. Do not promise to keep what they tell you secret.
- Inform your designated Parish Safeguarding Officer and/or the Diocesan Safeguarding Adviser as soon as possible.
- Make a written record of the incident or events. (See Appendix 2)

Sometimes you may just feel concerned about a child but do not know whether to share your concerns or not. In this situation you should always raise your concerns with your

designated Parish Safeguarding Officer or the Diocesan Safeguarding Adviser, who will advise on what to do next.

Who to contact

The responsibility for investigating allegations of abuse, whether they result from a disclosure from a child or the concerns of an adult, lies with social workers and the police. It is normally the responsibility of your designated Parish Safeguarding Officer to make a referral to these agencies, but if you judge the situation to be an emergency and/or you require advice in the absence of the designated officer, you must report your concerns directly, using the contacts listed at the back of these guidelines and in a separate information booklet.

Social Services will advise you when or whether to inform the child's parents or carers about any concerns. If they decide to pursue a child protection investigation, you should:

- Work closely and collaboratively with all professionals involved in the investigation, in order to keep the child safe.
- Attend a child protection conference if you are invited. You will be asked to provide information about your involvement with the child, which is why it is important to keep records of your concerns.
- Attend any subsequent child protection review conferences.

Child Protection Procedures

All child protection concerns should be acted upon immediately. If you are concerned that a child might be at risk or is actually suffering abuse, you should tell the designated Parish Safeguarding Officer within your church. You may also wish to speak to the Diocesan Safeguarding Adviser.

Your Parish Safeguarding Officer is Robina Crowe
Telephone number: 0151 427 2705 / 07746441073
Email: robinacrowe@gmail.com

The Diocesan Safeguarding Adviser is Su Foster
Telephone number: 07816272112
Email: sufoster@fsmail.net

In an emergency situation, contact Social Services or the police directly.

The relevant telephone numbers for your church on the list below:

Children's Social Services: 0151 233 3700

Police: 0151 709 6010 /

Please note these contact numbers may be subject to change by the Local Authorities at any time and should be checked and updated regularly by your Parish Safeguarding Officer.

Allegations made against members of staff or volunteers

Organisations that work, or come into contact with children and young people, need to be aware of the possibility that allegations of abuse will be made against members of their staff or volunteers. Allegations can be made by children, young people or parents and they can also be made by other concerned adults. Allegations can be made for a variety of reasons. Some of the most common are:

- Abuse has actually taken place.
- Children can misinterpret your language or your actions because they are reminded of something else.

All allegations should be brought to the notice of *Robina Crowe* immediately. In cases where the allegation is made against this person, the complainant should approach a more senior official or take the following action him or herself:

Make sure that the child in question is safe and away from the person alleged to have abused a child.

Contact social services in the team relevant to where the child lives.

Contact the parents or carers of the child if advised to do so by the social worker/officer in charge of allegations.

Irrespective of any investigation by Social Service or the police, you should follow the appropriate disciplinary procedure. Consideration must be given as to whether the member of staff or volunteer should be suspended from duty while the investigation is carried out.

Consider whether the person has access to children anywhere else and whether those organisations or groups need to be informed.

Act upon the decisions made in any strategy meeting.

All incidents should be investigated within the organisation after any external investigation has finished, reviewing practice and putting in place any additional measures based on lessons learned.

Support

It is important that you also develop support systems for the person who faces an allegation. If your place of worship/learning has a management committee, it could be that a member is nominated to fulfil this role. As well as providing support through listening and through prayer, this person could advise on appropriate outside help, such as counselling or legal services.

Safer Recruitment

The application of rigorous procedures for the recruitment of any staff or volunteers who come into contact with children and young people, both directly and indirectly, can reduce the likelihood of allegations of abuse being made that are founded. As an absolute minimum, the following standards should be followed:

- All paid prospective workers should complete an application form which asks for details of their previous employment and for the names of two referees.
- All prospective workers (paid and unpaid) should have a new Disclosure and Barring Service(DBS) disclosure before they start employment with you - anyone who refused to adhere to this should not be employed.
- See Appendix 3 for list of roles requiring DBS clearance & external references
- All prospective workers (paid and unpaid) should be interviewed to establish previous experience of working in an environment where there is contact with children, and perceptions of acceptable behaviour.
- Nobody should start work before references or self disclosure forms have been received. Referees should be reminded that references should not misrepresent the candidate or omit to say things that might be relevant to their employment.
- All appointments to work with children should be subject to an agreed probationary period.
- New members of staff should be clear about their responsibilities and wherever possible, work to an agreed job description.

These guidelines should be available to everyone and fully discussed as part of an induction process.



The Parish of St. Anne, Aigburth

Safeguarding Implementation Checklist

These child protection procedures will only be effective if all staff and volunteers in your place of worship own and understand them. This checklist is designed to help you to go through that process:

Identify designated Safeguarding Officer (SO).

Ensure Safeguarding Officer's name and contact details are in the policy.

Ensure the Safeguarding Officer attends training on child protection and safeguarding, and updates that training regularly.

Ensure all staff and volunteers have a copy of child protection procedures.

Ensure all existing staff and volunteers who have contact with children have DBS Disclosures before they start work.

Ensure that the premises conform to health and safety guidelines.

Ensure that the premises and activities are risk assessed and adequately insured.

Ensure that any letting arrangements are bound by contracts that include an agreement to adhere to the host organisation's safeguarding procedures.

Ensure that the parish Safeguarding Policy is endorsed by the PCC and is reviewed annually.

For..... [Signed on behalf of the PCC] Date

Name:

Designation:

Safeguarding Officer: Date:
Name

Appendix 1: Recognising the signs of abuse

Physical Abuse

Physical abuse can involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, and suffocating. It is against the law to discipline a child by deliberately doing any of these things. Physical abuse can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention; this is called fabricated illness or Munchausen's Syndrome by Proxy. Symptoms that indicate physical abuse include:

- Bruising in unusual places, such as the face or the back.
- Finger mark bruising or grasp marks on the limbs or chest of a small child.
- Bites.
- Burn and scald marks; small round burns that could be caused by a cigarette.
- Fractures to arms, legs or ribs in a small child.
- Large numbers of scars of different sizes or ages.

Children who have been physically hurt can be fearful of others. They may also wear clothes that cover most of their body in order to cover their injuries and be resistant to explaining how the injury happened.

Emotional Abuse

Emotional abuse happens when a child's need for love, security, praise and recognition is not met. Some level of emotional abuse is involved in all types of ill treatment of a child. Emotionally abusive behaviour occurs if a parent, carer or authority figure is consistently hostile, rejecting, threatening or undermining. It can also result when children are prevented from having social contact with others, or if developmentally inappropriate expectations are imposed upon them. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention-seeking behaviour.
- Very low self-esteem or excessive self-criticism.
- Excessively withdraw behaviour or fearfulness.
- Anxious behaviour, such as rocking, hair twisting or self-harm.
- Lack of appropriate boundaries with strangers; too eager to please.
- Eating disorders.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing damage to their health and development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from harm or danger, or failing to access appropriate medical care and treatment when necessary. It can exist in isolation or in combination with other forms of abuse. Symptoms of physical and emotional neglect can include:

- Inadequate supervision; being left alone for long periods of time.
- Lack of stimulation, social contact or education.

- Inadequate nutrition, leading to ill-health - a child may look too thin, too fat and/or undernourished.
- Constant hunger; stealing or gorging food.
- Failure to seek or to follow medical advice such that a child's life or development is endangered.
- Repeated wearing of inappropriate clothing for the weather.

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. This may include physical contact, both penetrative and non-penetrative, or involve no contact, such as watching sexual activities, harassment or looking at pornographic material. Encouraging children to act in sexually inappropriate ways is also abusive. Under the Sexual offences Act 2003, any sexual activity - contact or non-contact - with a child under the age of 13, is a crime.

Symptoms of sexual abuse include:

- Allegations or disclosure.
- Genital soreness, injuries or discomfort.
- Sexually transmitted diseases; urinary infections.
- Excessive preoccupation with sex; inappropriately sexualised play, words or drawing.
- A child who is sexually provocative or seductive with adults.

Other children and young people may additionally exhibit:

- Depression.
- Drug and/or alcohol abuse.
- Eating disorders; obsessive behaviours.
- Self-mutilation; suicide attempts.
- School/peer/relationship problems.

NOTE

The lists above are intended to be helpful, but can never be anything other than indicative and certainly are not exhaustive. In some cases there may be clusters of symptoms. It is always important to bear in mind that some children and young people who are being abused do not show any signs or symptoms at all. If you are in doubt or not sure what to do, consult your diocesan safeguarding adviser or the local authority children's social care team

Appendix 2: Sample Referral Form

Private and Confidential

What to do if you are worried that a child, young person or vulnerable adult is being abused

Referral details

Date and Time of Referral:

Who was this referral made to?

Name and Contact details of referrer:

.....

Personal details of child or young person

Name of Person:

D.O.B.

Address:

Contact number:

Person with Parental responsibility:

School attended*:.....

** if applicable*

Concern

What is the nature of the concern?

Who raised the concern?

How long has this person had this concern?

Has this concern been expressed to anyone else? If yes, to whom and what was the response?

Are there any other agencies involved with this family? If so, obtain details (if known).

ACTIONS TAKEN

- Discussed with Su Foster (Diocesan Safeguarding Adviser)

- Referred to Social Services (Date)

- Name of person taking the referral

Agreed action with other agency (note details)

- Copied to Su Foster (sufoster@fsmail.net) (Date)

- Copied to Robina Crowe (robinacrowe@fsmail.net) (Date)

If you are not sure about how to fill this form in, or how concerned you ought to be about an individual or set of circumstances, please contact Su Foster on 07816272112 or sufoster@fsmail.net

Appendix 3: Roles requiring DBS clearance

Who needs to complete a Disclosure and Barring Service check?

These roles will usually require a DBS check.

- Bishop, Dean, Archdeacon Stipendiary parish clergy SSM +NSM
- Local Ordained Clergy
- House for Duty clergy
- 'Permission to officiate' clergy
- Those seeking ordination training or ordination
- Safeguarding/Child Protection Officers in a diocesan context
- Designated Safeguarding/ Child Protection Officer (i.e. those with a management role in relation to all safeguarding matters for and on behalf of the PCC.)
- Readers
- Chaplains
- Licensed evangelists
- Pastoral assistants
- Commissioned lay workers, including lay ministers, youth, children and family workers.
- Musical director, organist, choir leader, where the choir or musical group is wholly or mainly for children and young people.
- Youth clubs leaders and helpers (for U18's)
- Sunday School teachers and helpers (for U18's)
- Leaders/assistant leaders crèche and toddlers group (but not the parents who supervise only their own children).
- PCC approved home visitors for schemes that are wholly or mainly for families with children or vulnerable adults.
- PCC approved luncheon club/specialist club leaders e.g. Drop In sessions /assistants/drivers for schemes that are wholly or mainly for vulnerable adults.
- Choir directors, music directors and organists etc. where they teach, train or supervise children less than 18 years of age.
- PCC approved drivers for PCC sponsored arrangements for children and young people, or arrangements wholly or mainly for adults who are vulnerable.

These roles may require a DBS check.

Careful evaluation of these roles will be needed.

- Churchwardens will only be required to have a DBS check if they are identified as having a specific safeguarding responsibility (i.e. responsibility for recruitment of children workers) or if they have another role which includes working with children.
- Church/church hall cleaners
- Parish administration worker / office worker

These roles **do not** usually qualify for a DBS check. *(Unless there are specified aspects of their role which means that the person will be responsible for children or vulnerable adults.)*

- Musical director, organist, choir leader (where the choir or musical group is mainly for adults).
- Choir members (adults and those over 16 years of age).
- Adult server
- Sidesmen and sideswomen.
- Those serving refreshments.
- People in the church welcome team for services.
- Flower arrangers

Appendix 4: Annual registration for children and young people

St. Anne Aigburth Annual registration for children and young people

Group Name:

Child's Name:

Child's Home Address:

Date of Birth:

Medical conditions we need to be aware of (Allergies/Asthma etc.):

- *I agree to my child being involved in the activities of this group.*
- *I accept that the information provided on this form will be used for the purposes of maintaining a register of attendees, emergency contact during sessions and advising parents/guardians of any changes to planned events.*
- *I accept that photographs may be taken at this event to be used in the Parish Magazine, on the Church website, and/or displayed in Church/Parish Rooms. I will provide written confirmation if in the future I no longer want pictures of my child to be taken.*
- *I understand that I will be asked to complete a separate Parental Consent Form if any off site activities are planned.*
- *I acknowledge the need for good conduct and responsible behaviour.*

Signed: Parent/Guardian

Date:

Name:

Email address:

Telephone number:

Alternative emergency contact

Name:

Telephone number:

Appendix 5: Video recording equipment and taking photographs

Video recording equipment and taking photographs

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use photographs, videos and web cams of clearly identifiable people. Whilst it is vital that we stay within the following guidelines, it is equally important that we do not ignore the children in our churches and leave them out of all images.

Written permission must be obtained of all of the people (children and adults) who will appear in a photograph, video or web cam image before the photograph is taken or footage recorded.

It must be made clear why that person's image is being used, what it will be used for, and who might want to look at the pictures.

If images are being taken at an event attended by a large crowd, such as a sports event, this is regarded as a public arena and permission from a crowd is not necessary.

If photographs or recordings of children's/youth groups are made and individual children can be easily identified, children's/youth leaders must find out whether any parents do not want their children to be in the photograph.

Children and young people under the age of 18 should not be identified by name or by other personal details. These details include e-mail or postal addresses, telephone numbers.

When using photographs of children and young people, it is preferable to use group pictures.

Obtain written and specific consent from parents or carers before using any photographs on a website.

An agreement should be made as to whether the images will be destroyed or retained for further use, where these will be stored, and who will have access to them.

Adults need to remain sensitive to any children or young people who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

It is not appropriate for adults to take photographs of children for their personal use.

Appendix 6a: Confidential Declaration Form (DBS required)

Confidential Declaration Form

For beneficed clergy, those who hold the bishop's license or permission to officiate, employees, ordinands and volunteers who are likely to be in regular and direct contact with children and young people under eighteen years of age.

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/bishop's child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998.

If you answer YES to any question, please give further details in the "Additional Information" section below (continuing on a separate sheet if necessary), indicating the number(s) of the question(s) you are answering.

	NO	YES	Additional Information
1a. Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)? <i>Details of these will be contained in your Enhanced DBS Disclosure</i>			
1b Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?			
1c Are you at present under investigation?			
1d Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of finding or allegation that any child or young person was at risk of significant harm from you?			
2a Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?			
2b To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? <i>If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.</i>			
3 Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?			
4 Have you any health problem(s), which might affect your work with children or young people under the age of eighteen?			
5 Have you, since the age of eighteen, ever been known by any name other than that given below?			
6 Have you, during the past five years, had any home address other than that given below?			

Additional Information (continue on a separate sheet if necessary)

.....
.....
.....

Declaration

I declare that the above information (and that on the attached additional sheets*) is accurate and complete to the best of my knowledge.

Signed: Date:

Date of Birth:

Full Name: (*print*)

Address:

.....
.....
.....

Telephone number:

Email:

* Please delete if not applicable

Please return the completed form to the Parish Safeguarding Officer.

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

Appendix 6b: Confidential Declaration Form (DBS not required)

Confidential Declaration Form

For beneficed clergy, those who hold the bishop's license or permission to officiate, employees, ordinands and volunteers who are likely to be in regular and direct contact with children and young people under eighteen years of age.

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/bishop's child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998.

If you answer YES to any question, please give further details in the "Additional Information" section below (continuing on a separate sheet if necessary), indicating the number(s) of the question(s) you are answering.

	NO	YES	Additional Information
1a. Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)? <i>Details of these will be contained in your Enhanced DBS Disclosure</i>			
1b Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?			
1c Are you at present under investigation?			
1d Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of finding or allegation that any child or young person was at risk of significant harm from you?			
2a Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?			
2b To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? <i>If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.</i>			
3 Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?			
4 Have you any health problem(s), which might affect your work with children or young people under the age of eighteen?			
5 Have you, since the age of eighteen, ever been known by any name other than that given below?			
6 Have you, during the past five years, had any home address other than that given below?			

Additional Information (continue on a separate sheet if necessary)

.....
.....
.....

Declaration

I declare that the above information (and that on the attached additional sheets*) is accurate and complete to the best of my knowledge.

Signed: Date:

Date of Birth:

Full Name: (*print*)

Address:

.....
.....
.....

Telephone number:

Email:

* Please delete if not applicable

Please return the completed form to the Parish Safeguarding Officer.

Appendix 6C: Contact Details

Parish Church St Anne Aigburth: Self-declaration form for workers with Children and Young People

To be completed by all workers with pastoral responsibilities.

The P.C.C. is responsible for the acceptance, and where applicable, the accreditation of all workers.

Every worker must fill in a copy of this form, which will be retained by the responsible person. This form is confidential and will be seen only by the Clergy, Parish Safeguarding Officer and the Safeguarding Officers in the Diocese if required.

Name:
Telephone No: Home: Mobile:
Address:
Email address:
How long have you lived at the above address?
Previous Address <i>(If less than two years at current address)</i>
Details of previous relevant experience and Church attendance:
Details of any relevant training or qualifications, with dates and venues:

Anyone employed as a church worker or volunteer will enter a probationary period. Workers and volunteers will agree to undertake any necessary training and preparation.

Are you prepared to undertake appropriate training? YES / NO *(please circle response)*

I agree to complete a Confidential Declaration, and to apply for a DBS Check *(if appropriate)*.

Print Name:

Signed:

Date:

References

Please give the details of two people who are prepared to supply a reference below. At least one of these should be a previous employer, or member of the clergy from a previous church. All references will be taken up.

1. Name: Position / Relationship

Contact No:

Address:

2. Name: Position / Relationship:

Contact No:

Address:

Appendix 7: Risk Assessment Checklist

The following risk assessments are in place and up to date:

1. Entrances, Exits and Windows
2. Stairs
3. Heating
4. Kitchen Facilities
5. Food Hygiene
6. Furniture
7. Electrics
8. Cleaning materials and other noxious substances
9. Stationery/Craft materials/Tools
10. Toilets
11. Fire
12. Storage areas
13. Registration & medical needs
14. Accidents
15. Plants
16. Strangers
17. Toys

Signed:

Date:

Name:

Designation:

Appendix 8: Risk Assessment Guidelines
Risk Assessment Guidelines

Area	Issue	Considerations/Actions
Entrances, exits and windows	Are doors secured?	Ensure small children cannot wander off. Ensure a responsible adult is at the door and that children who need to be accompanied leave with a known adult. If in any doubt about the person collecting then check with parents first.
	Are low windows/glazed cabinets fitted with laminated glass or safety film?	Fit laminated glass or safety film where appropriate.
	Is there sufficient lighting to arrive/leave safely after dark?	Fit additional lighting if appropriate.
Stairs	Are stairs safe at all times?	Ensure small children are always accompanied up and down stairs. Consider if a stair gate is needed? Ensure trapdoors and any doors opening on to stairs are kept closed or locked where appropriate.
	Is there sufficient lighting to use them safely?	Fit additional lighting if appropriate.
Heating	Does the heating provided pose any threat to children?	Fit guards where necessary.
Kitchen facilities	Could a child gain access to cooking/kettles/knives etc.?	Access should only be as part of a supervised activity. Remove or make items safe by restricting access.
Food hygiene	Is food served to children on Church premises?	Ensure that good Food Hygiene practices are followed
Furniture	Is furniture safe for children? Do you have stacking chairs or furniture?	Remove any unsafe/broken furniture. Don't have high stacks of chairs or other furniture where children can access them.
Electrics	Can children access Electrical equipment, installations or sockets etc.?	Ensure regular safety tests of equipment and wiring. Fit safety covers to accessible sockets. Ensure electrics/control panels etc. are enclosed and secure.
Cleaning materials & other noxious substances	Are such materials accessible to children? Is there any plant food, alcohol or pest controls etc. on the premises?	Lock all cleaning materials in a safe cupboard. Ensure cleaning staff are aware of the need for care. Ensure that if any poisons are used that they are securely stored.
Stationery, craft materials & tools	Can children access glue, tippex, marker pens, etc. which are potentially noxious? Can children access scissors, craft knives or tools which are potentially dangerous?	Remove or make the items safe by restricting access.
Toilets	Are toilets hygienic? Could a child lock himself in? Are baby changing facilities	Maintain good standard of cleanliness, hygiene and security. Ensure floor covering is suitable for the age

Area	Issue	Considerations/Actions
	safe?	group and in a clean/safe condition. Ensure changing equipment is in good repair & that there are adequate facilities for the disposal of nappies.
Fire	Are fire exits known, marked and unlocked? Are candles or incense used?	Make sure fire safety procedures are known to all leaders. Ensure regular fire drills are practiced. Ensure extra vigilance of candles/incense around young children.
Storage areas	Are cupboards etc. Safe and secure? Could a child lock themselves in?	Ensure storage is securely closed/or locked. Consider locks or other child-proofing where necessary.
Registration & medical needs	A register of children attending MUST be maintained at all times. Do any children present have health issues? Is there a fully stocked first aid box? Who/where is the nearest First Aider?	Maintain a register to allow all children present to be checked immediately should the need arise. Ensure you are aware if any children have health issues. Ensure you have parent contact details in case of emergency. Ensure there is always a First Aid box readily available to leaders. A designated First Aider must be either present or easily available.
Accidents	They will happen so are you prepared for them?	Keep an accident/incident record book. Your First aider is trained to apply initial treatment. If at all serious or of concern then contact parents and/or medical services immediately.
Plants	Some common houseplants are poisonous. Are there any in the premises?	If unsure about hazards make plants safe by keeping them away from children.
Strangers	Can people from outside gain access to the premises?	Ensure entrances are secure while in use. Check immediately any unknown people. Ensure that children are supervised at all times if they go to less well used parts of the premises. NEVER allow strangers access to children even if they claim to be related. Always check with parents first.
Toys	Are toys safe, in good condition and suitable for the age group in question?	Only use toys that carry the British Standards safety marking. This indicates the toy complies with the Europe-wide toy safety standard EN71, which was introduced in 1990. Inspect toys regularly & dispose of any that are damaged or unsafe. Ensure that young children do not have access to toys unsuitable for their age that may, for example, pose a choking risk.

Appendix 9: Role Description

Role Description

Under Guidelines adopted by the Church of England every person who works on behalf of the Church as a paid worker or volunteer and has unsupervised access to minors under the age of 18 should have a clear description of their role and responsibilities.

To be completed by the Worker/Volunteer:

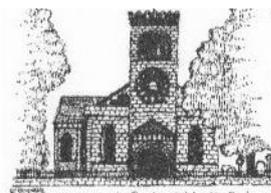
- *I understand the nature of the work I am to do with children. I have read the policy & procedures produced by the parish for safeguarding children & young people.*
- *I understand that details about my appointment will be retained for future reference.*
- *I understand that I have a duty to protect the children & young people with whom I come into contact, and to support other leaders as they fulfil this obligation.*
- *I know what action to take if abuse is discovered or disclosed.*

Signed: Date:

Name:

Role:

St. Anne's, Aigburth Liverpool



St. Anne's Church Aigburth Children and Young People's Team

Crèche Leader

To support, guide and encourage young children (aged 0 to 4 yrs) in their life and faith, through leadership of the Crèche that operates during the Sunday service. (11.00 a.m.)

Responsible To:

Vicar Revd. Ian Greenwood

Time Commitment:

Sunday 10.30 - 12:30 plus times for admin, planning and meetings

As part of this role a volunteer would have the following responsibilities:

- Attend group on a regular basis
- Help set up and clear away equipment, ensuring that toys and games are kept clean & in good working order
- Plan and coordinate programmes and activities for the crèche and co-ordinate rotas for helpers, each term
- Support & encourage helpers
- Oversee the resources for the Crèche
- Ensure that registers & registration documents are kept up to date
- Lead a termly meeting to plan, prepare & pray for the term ahead
- Ensure health and safety procedures are followed

A volunteer in this role would require some or all of the following attributes:

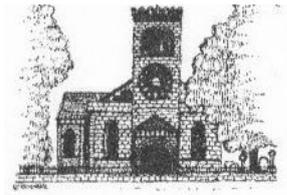
- Good at communicating with children and adults
- Able to maintain confidentiality at all times, reporting any worries about a child or helper to the Vicar or Safeguarding Co-ordinator
- Attend relevant training sessions and courses e.g. child protection training
- Be familiar with the Child Protection policy

In order for someone to be able to perform this role the following training and support will be given:

- Initial training, ongoing support and opportunities to attend appropriate courses throughout the year arranged by the Diocese or the Vicar
- Regular meetings to be held with the Vicar to discuss concerns, resourcing, staffing & future plans

This role is subject to a DBS check.

St. Anne's, Aigburth Liverpool



**St. Anne's Church Aigburth
Children and Young People's Team**

Young People's Group Leader

To support, guide and encourage young people (aged 11 to 16) in their life and faith through participation in age appropriate, group activities.

Responsible To: Vicar Revd. Ian Greenwood

Time Commitment:

Sunday 10.30-12.30

Evening meeting once every half term

As part of this role a volunteer would have the following responsibilities:

- Meet for prayer with other leaders before sessions
- Attend sessions on a regular basis
- Be involved in the planning and organisation of termly programmes
- Help set up and clear away equipment
- Lead small group discussions alongside other Team Members

A volunteer in this role would require some or all of the following attributes:

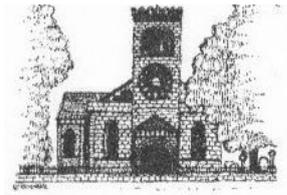
- Strong communication skills particularly with young people aged 11 to 16 years of age.
- Able to maintain confidentiality at all times, reporting any concerns to the Group Leader, Vicar or Safeguarding Co-ordinator
- Attend relevant training sessions and courses e.g. Child Protection training
- Be familiar with the Child Protection and Health and Safety policies
- Able to work as part of a team
- Reliable and organised

In order for someone to be able to perform this role the following training and support will be given:

- Initial and ongoing training organised by the Vicar
- Opportunities will be given to attend appropriate courses throughout the year
- Mentoring support available from the Vicar if required

This role is subject to a DBS check.

St. Anne's, Aigburth Liverpool



Children and Young People's Team (Team Member)

To support, guide and encourage children (aged 7-14 yrs) in their life and faith, through participation in the 'Discovers' group, which operates during the 'All Age' service on Sundays.

Responsible To: Discovers Coordinator (Janette Martindell)

Time Sunday 10:00-12:00pm

Committment:

As part of this role a volunteer would have the following responsibilities:

- Meet for prayer with other leaders before sessions
- Attend & deliver sessions on a regular basis
- Be involved in the planning and organisation of termly activities for the group
- Help set up and clear away equipment
- Attend termly meeting for planning and prayer

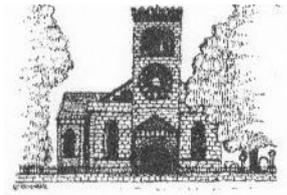
A volunteer in this role would require some or all of the following attributes:

- Able to maintain confidentiality at all times, reporting any concerns about a child or helper to the Discovers' Coordinator (Janette Martindell) or the Vicar
- Attend relevant training sessions and courses eg. child protection training
- Be familiar with the Child Protection policy
- Attend the group regularly
- Follow health and safety procedures

In order for someone to be able to perform this role the following training and support will be given:

- Initial training, ongoing support and opportunities to attend appropriate courses throughout the year arranged by the church
- Support and mentoring available if required, arranged by the Vicar

St. Anne's, Aigburth Liverpool



St. Anne's Church Aigburth Children and Young People's Team

Group Leader: Young Discovers

To support, guide and encourage young children (aged 3-7 yrs) in their life and faith, through leadership of the Junior Discovers Group that operates during the 'All Age' service each Sunday.

Responsible To:

Vicar: Revd. Ian Greenwood

Time Commitment:

Sunday 10.30 - 12:30 plus time for admin, planning and meetings

As part of this role a volunteer would have the following responsibilities:

- Meet for prayer with other leaders before sessions begin
- Attend sessions on a regular basis
- Help to set up and clear away equipment, ensuring that the room is left clean, tidy & secure
- Lead a termly meeting to review, pray for and discuss future plans
- Coordinate the termly plans and rotas for each section
- Support and encourage volunteers
- Ensure that registers are kept up to date & other administrative duties are carried out
- Oversee the resources for the Junior Discovers Group
- Ensure health and safety procedures are followed

A volunteer in this role would require some or all of the following attributes:

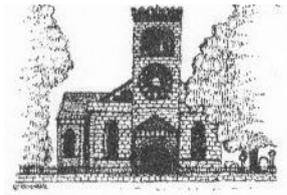
- Strong communication skills with children of this age group and also with adults
- Able to maintain confidentiality at all times, reporting any worries about a child or helper to the Children and Young People's Safeguarding Co-ordinator and the Vicar
- Attend relevant training sessions and courses e.g. child protection training / first aid
- Be familiar with the Child Protection Policy
- Have a strong desire to encourage children to grow in faith

In order for someone to be able to perform this role the following training and support will be given:

- Initial training and ongoing support plus opportunities to attend appropriate courses throughout the year
- Regular meetings with the Vicar to discuss worries & concerns, staffing, resources & future plans

This role is subject to a DBS check.

St. Anne's, Aigburth Liverpool



St. Anne's Church Aigburth Children and Young People's Team

Team Member: Young Discovers

To support, guide and encourage young children (aged 3-7 yrs) in their life and faith, through leadership of the Junior Discovers Group that operates during the 'All Age' service each Sunday.

Responsible To:

Junior Discovers Leader: Mrs Pam Knowles

Time Commitment:

Sunday 10.30 - 12:30 plus time for admin, planning and meetings

As part of this role a volunteer would have the following responsibilities:

- Meet for prayer with other leaders before sessions begin
- Attend & deliver sessions on a regular basis
- Be involved in the planning and organisation of termly activities for the group
- Help set up and clear away equipment
- Attend termly meeting for planning and prayer

A volunteer in this role would require some or all of the following attributes:

- Strong communication skills with children of this age group and also with adults
- Able to maintain confidentiality at all times, reporting any concerns about a child or helper to the Junior Discovers' Leader (Mrs. Pam Knowles) or the Vicar
- Attend relevant training sessions and courses e.g. child protection training / first aid
- Be familiar with the Child Protection policy
- Attend the group regularly
- Follow health and safety procedures

In order for someone to be able to perform this role the following training and support will be given:

- Initial training, ongoing support and opportunities to attend appropriate courses throughout the year arranged by the church
- Support and mentoring available if required, arranged by the Vicar

This role is subject to a DBS check.

Appendix 10: Safety on the Internet

Safety on the Internet

(A guide for young people)

PERSONAL INFORMATION

Never tell anyone you meet on the internet your home address, your telephone number or any other identifying information e.g. church name or youth group, unless your parent or carer gives you permission.

Never send anyone your picture, credit card or bank details, or anything else, without first checking with your parent or carer.

Never divulge your computer passwords to ANYONE (even your best friend).

Never arrange to meet anyone in person without first agreeing it with you parent/carer or children's/youth leader, and get them to come along to the first meeting, which should always be in a public place

CHAT ROOMS

Never stay in a chat room or conference if someone says or writes something which makes you feel uncomfortable or worried, and always report your concerns to your parent/carer or children's/youth leader.

Check that any chat room you enter is regulated and run by a reputable company or organisation that monitors activity.

Remember that Chat rooms are 'public places' and that you may not know the true identity of anyone you meet in there.

E-MAILS

Never respond to nasty, suggestive or rude e-mails or postings in Usenet Groups.

Always be yourself and do not pretend to be anyone or anything you are not.

Always remember if someone makes you an offer that seems too good to be true. It probably is!

Always on receiving e-mails, delete attachments from strangers without opening them. They may contain viruses that can damage your computer. Make sure you know where files are from before you download them. They may also have viruses.

Never send chain letters via the internet. Chain letters are forbidden on the internet. Inform your parents/carer who can notify your internet service provider if you receive one.

Appendix 11: Website Child Protection Statement

Website Child Protection Statement

The Parish Church of St. Anne Aigburth regards child protection and good working practice as a priority. In the interests of the safety and well-being of all children and young people, it has developed and operates a formal child protection policy.

The church is committed to ensuring that everyone working with children or young people:

- Has undergone a DBS check at enhanced level.
- Is adequately trained and supervised.
- Understands and follows the church's child protection policy.

The child protection policy may be viewed on our website and/or a copy obtained from the Parish Office.

As part of this church's commitment to children and young people, it has appointed Robina Crowe as Parish Safeguarding Officer. All the children and young people involved in activities within the church know who she is and how she can be contacted.

Should the church have any child protection concerns it will seek the advice of the Diocese Child Protection Advisors and where appropriate contact the statutory authorities

The Parish Church of St. Anne Aigburth

- Recognises that child protection is everyone's responsibility.
- Is committed to supporting parents and families.
- Recognises the unique and individual worth of each child.
- Is committed to nurturing, protecting and safeguarding children and young people.
- Exercises care in the appointment of all those working with children and young people in the church, working to 'Safe from Harm' principles.
- Is committed to following statutory, Diocesan and specialist guidelines in working with children and young people.
- Seeks to support all those affected by abuse.
- Is committed to supporting, training and resourcing those who work with children and young people and providing regular supervision.
- Is committed to the management and supervision of known offenders in the church.
- Will review its child protection / Safeguarding policy at least annually.

If you have any concerns for a child or in relation to any child protection matter then please speak to the clergy or the Parish Safeguarding Officer.

Appendix 12: Parental/carer consent for specific off site visit

Parental/carer consent for specific off site visit

Parish: St. Anne Aigburth

DETAILS OF VISIT

Visit.....

From: (date/time) To:(date/time)

I agree to my son/daughter/ward (full name) taking part in the above stated visit and having read the information sheet, agreed to his/her participation in any or all of the activities described. I acknowledge the need for good conduct and responsible behaviour on his/her part.

EMERGENCY & CONTACT DETAILS

a) I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

b) I may be contacted by telephoning the following number(s):

Home: Work: Mobile:

c) Please state an alternative contact point

Name & Address of Contact

Telephone No:

Family Doctor (name, address & telephone no)

.....
.....

MEDICAL INFORMATION

Does your child suffer from any of the following conditions?

Asthma	yes/no
Bronchitis	yes/no
Chest Problems	yes/no
Diabetes	yes/no
Epilepsy	yes/no
Fainting	yes/no

Heart Trouble	yes/no
Migraine	yes/no
Raised Blood Pressure	yes/no
Tuberculosis	yes/no

If YES to any of the above, please provide details:.....

Does your child suffer from any other condition requiring medical treatment? Yes /no
 If YES, please provide details:

Is your child allergic or sensitive to any medication (e.g. Penicillin), insect bites or food?
 Yes /no
 If YES, please provide details:.....

Has your child been immunised against Tetanus (lock jaw)? Yes /no
 If YES, please give date of immunisation if known:

Is your child taking any form of medication on a regular basis? Yes /no
 If YES, please give full details, indicating the type of medication and dosage

Do you give your consent to this medication being administered to your child? Yes /no
 Please provide an adequate supply of any medication in the package in which it was dispensed showing the child's / young person's name and the dosage to be administered. All medicines MUST be given to the party leader.

In the case of a residential course, does your child have any special dietary needs?

INSURANCE COVER

I understand that the visit is insured in respect of legal liabilities (third party liability) but that my child has no personal accident cover unless I have been specifically advised of this in writing by the organiser of the visit. I also understand that any extension of insurance cover is my responsibility.

DECLARATION

I have read the attached information provided about the proposed off site visit

I consent to my child taking part in the visit and, having read the information sheet, declare my child to be in good health and physically able to participate in all the activities mentioned.

I am happy for photographs of my child to be used within Parish and/or Diocesan publicity or publications.

I have noted where and when the children are to be returned and I understand that I am responsible for my child getting home safely from that place.

I am aware of the levels of insurance cover.

I will ensure that any change in the circumstances will be notified prior to the visit.

Signature of Parent / Carer
(Parental/Carer consent required for children aged 17 and under)

Name (in block capitals)

.....

Address

.....

.....

Appendix 13: Accident Record Sheet

Accident Record Sheet

Date/ Time
Name of Injured Child
Brief Description of Injury
Site of Accident
Cause if known
Treated By
Treatment Given
Name of person making this entry
Signature of person making this entry
Signature of Parent/Carer where appropriate