

Diocesan revised June 2008
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Keeping Children and Young People Safe

The Diocese of Hereford's Policy on Child Protection and The Parish of St Laurence with St John, Ludlow Policy on Child Protection.

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Acknowledgments

This document is based on 'Working with Children' - Diocese of Gloucester, December 2002

'Vision' (section 1 on page 1) is from 'Child Protection/Vulnerable Adult: Information Handbook for Parish Clergy', published by the Roman Catholic Diocese of Shrewsbury's Office of Child Protection

The Diocese of Hereford's Child Protection Policy

1. Vision

- 1.1 The life and work of the Church is founded on the Lord's commandment of love, which embraces social justice.
- 1.2 It is a priority for the Diocese of Hereford, in all its parishes and organisations, to create opportunities for children and young people to come to know and love God and to find in Christ the source of their own social, emotional, moral and spiritual development.
- 1.3 Our commitment to the pastoral development and welfare of children and young people flows from the belief in the dignity and sanctity of each person, and their right to grow towards maturity in a supportive and nurturing community.
- 1.4 The Diocese of Hereford accordingly adopts the following principles in our approach to Child Protection:
 - The care of children is at the forefront of Christ's teachings and therefore is one of the primary responsibilities of all members of the Church.
 - Children are individuals, with their own needs, wishes and feelings.
 - The welfare of the child is paramount and should be safeguarded and promoted.
 - Recognition that children have rights of their own.
 - Where there is a conflict of interest the needs of the child are paramount.
 - Recognition of the rights of clergy and laity in positions of responsibility for children, and their need for professional support.
 - Recognition that disabled children are children first and their particular needs are included in any child protection consideration.
 - Recognition of the importance of working in partnership with children, families and other agencies

2. Definitions

2.1 What is a “child”?

In this document and in all our work on child protection the term “child” signifies anyone **under the age of eighteen**

2.2 Who is “Vulnerable”?

A person (over 18) who “is or may be in need of community care services by reason of mental or other disability, age or illness;

and

who is or may be unable to take care of him or herself,

or

unable to protect him or herself against significant harm or exploitation.”

2.3 Definitions of Abuse (see Appendix 1, section 1)

3. The Bishop’s Child Protection Adviser

3.1 The Diocesan Bishop has appointed a Child Protection Adviser (see Appendix 4 for name and contact telephone number) to ensure good practice in child protection and to advise on procedures following allegations of abuse.

The Child Protection Adviser will provide advice, information and support and will liaise with other voluntary and statutory bodies.

4. Allegations of Abuse

4.1 If an allegation of abuse is made against a clergyperson or lay person in the Diocese, then the Bishop’s Child Protection Adviser must be informed at the same time as the Social Services or the Police.

4.2 If allegations of abuse are made, then the Diocese of Hereford will collaborate fully with the statutory and voluntary agencies concerned with investigating such allegations of child abuse. **It will not conduct investigations on its own.**

5. Criminal Records Bureau (CRB) Disclosure

5.1 The Diocese of Hereford will ensure that:

- each paid post or volunteer position is assessed for the appropriateness of a CRB **disclosure**.
- any advertisement or other indication of a paid post or volunteer position will indicate the level of **disclosure** to be sought
- any offer of a paid post or volunteer position will be subject to the receipt of satisfactory **disclosure** information.

Parish of St Laurence with St John, Ludlow Working with Children and Young People

1. Parish details

The parish of St Laurence with St John Ludlow in the Diocese of Hereford.

2. The Diocesan Child Protection Policy

The PCC accepts the Diocese of Hereford's Child Protection Policy.

3. Parish Statement

The PCC takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the Church's care. It seeks to provide a caring, warm and consistent atmosphere and environment in which children and young people can develop and grow, and in which they can explore and learn together in safety. Children and young people will be treated as individuals and with equal concern.

4. Areas of Children's and Youth work

The PCC recognises the following areas of work with children and young people in the parish of St Laurence with St John: choir, servers, bellringers, handbell ringers, baby and toddler group, and special music project outreach.

5. Definitions of Abuse

See Appendix 1, section 1, page 8.

6. The Nominated Person

6.1 The PCC has appointed Mrs Katherine Bromley to be the Nominated Person who will share with one of the parish team clergy the responsibility on the PCC's behalf for implementing and monitoring the PCC's Child Protection Policy.

6.2 One of the team clergy and the nominated person will attend the diocesan Child Protection training.

6.3 All cases of suspected or alleged abuse must be reported immediately to one of the team clergy or the nominated person.

6.4 The nominated person will ensure that everyone involved in the care of children and young people is personally made aware of the Diocesan Child Protection Policy and the PCC policy and that they have a working knowledge of 'Good Practice – Good News' published by the Board of Education.

6.5 The nominated person will inform the PCC of the names of those that work with children and young people and keep them notified of any changes.

5.2 It will be standard practice in the Diocese of Hereford to require a CRB **disclosure** to be obtained by the following categories of people prior to selection or appointment:

- all candidates for ordained ministry and accredited lay ministry
- all clergy and accredited lay ministers moving into and within the diocese
- members of local ministry teams
- employees of the Diocesan Board of Finance who are likely to have opportunities for contact with children and young people
- volunteers who support the work of the Diocesan Boards and Committees and have contact with children and young people.

5.3 The Diocese of Hereford will request candidates for a paid post or volunteer position to submit in writing details of any convictions or other disqualifying behaviour that might be revealed in the *disclosure* process in order to assist the recruitment decision process. This information will only be taken into account when relevant to the post in question. It should be submitted in an envelope clearly marked 'Private and Confidential' and handed to the person specifically identified for this purpose in the recruitment process

5.4 The Diocese of Hereford is committed to encouraging the re-submission of applications for *disclosure* in respect of all paid employees and volunteers for whom this is appropriate, every three years as part of its ongoing strategy for the protection of children and vulnerable adults.

5.5 The Diocese of Hereford is committed to the fair and sensitive use of **disclosure** information, and where an applicant feels that this has not happened an appeal process will be available, details of which can be obtained in writing from the Bishop's Adviser for Child Protection.

6. Training and support

6.1 The Diocese of Hereford will provide appropriate training in Child Protection for those involved in children's and youth work and for clergy and parish nominated persons.

7. Good Practice – Good News

7.1 Those working with children and young people in the Diocese of Hereford will be expected to follow the guidelines in **Good Practice – Good News** (*An A – Z of Good Practice for the Church in its Work with Children and Young People*), Published by the Board of Education.

8. PCC Policy

8.1 It will be required that all PCCs will discuss this policy, and will formulate a PCC policy relevant to their own situation.

7. What to do if a child or young person wants to talk about abuse

See Appendix 1, section 3 page 10

8. What to do if you suspect abuse

Insert Appendix 1, section 4, page 11

9. Criminal Records Bureau (CRB) Disclosure

- 9.1 The PCC will ensure that each paid post or volunteer position is assessed for the appropriateness of a CRB **disclosure**. That any advertisement or other indication of a paid post or volunteer position will indicate the level of **disclosure** to be sought. That any offer of a paid post or volunteer position will be subject to the receipt of satisfactory **disclosure** information.
- 9.2 The PCC will request candidates for a paid post or volunteer position to submit in writing details of any convictions or other disqualifying behaviour that might be revealed in the **disclosure** process in order to assist the recruitment decision process. This information will only be taken into account when relevant to the post in question. It should be submitted in an envelope clearly marked 'Private and Confidential' and handed to the person specifically identified for this purpose in the recruitment process.
- 9.3 The PCC is committed to encouraging the re-submission of applications for **disclosure** in respect of all paid employees and volunteers for whom this is appropriate, every **three** years as part of its ongoing strategy for the protection of children and vulnerable adults.
- 9.4 The PCC is committed to the fair and sensitive use of **disclosure** information, and where an applicant feels that this has not happened

an appeal process will be available, details of which can be obtained in writing from the Bishop's Officer for Child Protection.

10. Other Responsibilities of the PCC

- 10.1 The PCC will ensure that everyone involved in the care of children and young people will be interviewed by the parish priest, Nominated person or other delegated person as well as being asked to complete a **disclosure** form.
- 10.2 The PCC will ensure everyone involved in the care of children and young people are clear about the nature of the work they have agreed to do and the name of the person to whom they are responsible.

- 10.3 The PCC will ensure that training opportunities for those working with children and young people are encouraged (*elaborate if you wish*).
- 10.4 The PCC will ensure that at least two adults will be present with any group of children or young people.
- 10.5 The PCC will make adequate provision for insurance cover for children's and youth work.

11. This Policy

- 11.1 A copy of this policy will be made available to members of the church and to parents/guardians.
- 11.2 This policy will be reviewed at the first PCC meeting after the AGM and a report will be on the agenda at the AGM.

<u>Please Note:</u>

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|---|
| <ul style="list-style-type: none"> • All information on workers with children and young people will be kept locked away safely and confidentially in the Team Office. • All records will be kept indefinitely. • PCCs are responsible for an annual review of the Child Protection Policy • Each parish must have a nominated person for Child Protection • It should be clear who supervises work with children and young people and what responsibilities he or she holds. |
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| <ul style="list-style-type: none"> • Failure to have and implement a parish Child Protection Policy could result in the parish's insurance being invalidated in the event of a claim being made to do with a child protection issue. |
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Abuse:

- What to look for and what to do

1. Definitions of Abuse

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, Working Together to Safeguard Children (1999) are as follows:

Abuse and Neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

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 situation is commonly described using terms such as factitious illness by proxy or Munchausen's syndrome by proxy*.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of 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.

Organized Abuse

Organized or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organized or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organized and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

(A child may suffer more than one category of abuse).

***Munchausen's Syndrome by proxy**

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: *"A form of child abuse in which the parents, or carers, give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children."*

2. Recognizing abuse

All children at some time receive injuries such as bumps, cuts and bruises and at times display behaviour, which is difficult to manage. However, there are a number of indicators and signs of abuse that may alert adults to the possibility that a child is being or likely to be at risk of abuse. All adults who come into contact with children or young people need to have some awareness of what these might be.

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

Physical signs of abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries which have not received medical attention
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains

Bruises, bites, burns, fractures etc which do not have an accidental explanation

- Cuts/scratches/substance abuse

Indicators of possible sexual abuse

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

Emotional signs of abuse

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

3. If a child or young person wants to talk about abuse

It is usually very difficult for a child or young person to tell someone that they are being abused. So:

- Let them know that you will listen to anything they have to tell you, but that there are some things so serious that you have to tell someone else. **Do not promise confidentiality;**
- Show acceptance of what the child or young person is saying, keeping calm and looking at them directly;
- Listen carefully and do not stop a young person who is revealing painful events;
- Never push for information or ask leading questions
- Be aware that the child or young person may have been threatened;
- Reassure the child or young person they were right to tell you;
- Let the child or young person know what you are going to do next and that you will let them know what happens
- Make notes as soon as possible, writing down exactly what was said and when he/she said it. **Record the date, time and location and whether other people were present. Keep the hand-written record.**

4. What to do if you suspect abuse

- The person who first suspects or is told of alleged abuse is responsible for ensuring that his/her concern is taken seriously.
- Suspicion may vary from a vague disquiet about possibly inappropriate behaviour to clear evidence of serious abuse with many intermediate levels
- Information may reach you from a variety of sources:
 - a child or young person claiming that he/she has been abused
 - another child or young person who is concerned
 - a member of the child's family
 - a fellow worker of the suspect
 - someone who believes he/she is the object of malicious or unfounded rumour
 - your own concerns

If you suspect abuse or feel that inappropriate behaviour is taking place but the way forward is unclear, take the following action:

- If abuse or inappropriate behaviour is suspected, inform one of the following people of your concerns:
 - the Nominated Person responsible for child protection in your parish;
or
 - your parish priest; or
 - the Bishop's Child Protection Adviser (see appendix 4 for name and contact telephone number)
- If the suspicions concern your parish priest or an authorised lay worker you should consult the Bishop's Child Protection Adviser immediately.

It is important to be aware of the far-reaching consequences of making a referral and naming names. The Bishop's Child Protection Adviser is available to help if you have any doubt.

5. What to do if there is clear evidence of abuse

While no one will want to react without careful consideration, when an allegation has been made it is important to avoid delay in order to forestall further abuse.

You should:

- Inform Social Services and/or the Police immediately (the appropriate contact telephone numbers should be inserted here - see appendix 4)
- If the alleged abuse is taking place under the care of the church or one of its organisations you must also inform one of the following:
 - the parish priest; or

- the Nominated Person responsible for child protection in your parish.
and
- the Bishop's Adviser (see appendix 4 for name and contact telephone number)
The Diocesan Policy will then be followed with appropriate pastoral care given.

If you suspect a child or young person is at risk of abuse the one thing you must not do is NOTHING!

Appendix 2

Criminal Records Checks

From April 2002 it was possible to check children's workers, youth workers and relevant church leaders against police, DoH and DfES records, using the Criminal Records Bureau's 'one-stop' disclosure service for England and Wales. Access has to be through a 'registered' body and the Diocese of Hereford is using the Diocese of Gloucester which is a registered body.

The CRB will provide wider access to checks and it will allow us to have a more stringent level of checks, including Police information

Any person who, whilst in the course of their duties, is in a position which involves regular contact with children or vulnerable adults should be checked.

For most posts in the Diocese and Parish, people working with children and vulnerable adults will require an **enhanced disclosure**, some posts could be covered by a **standard disclosure**, which gives a lower level of information.

This will provide information on:

- Spent and unspent convictions, cautions, reprimands and final warnings held at a national and local level
- May also include relevant non-conviction information held by local Police Forces.

Application is made by individual, and countersigned by registered body.
Disclosure sent to individual and copy to the registered body

Two examples of the notification of the outcome of a *disclosure*

1) *disclosure* Assessment Outcome

Date.....

For the attention of(*being the person responsible for making the appointment*)

.....(*name of applicant*), having applied for the post/volunteer position (*delete*) of.....has submitted an application for a **Standard disclosure/Enhanced disclosure** (*delete*) to the Criminal Records Bureau .

The CRB has now supplied the Diocese of Gloucester, in its capacity as Umbrella Body, with the resulting **disclosure**. On the basis of the information contained there is nothing to hinder the appointing body from completing the recruitment process.

Recipients of this document are reminded that the information contained in a **disclosure** is limited to a statement of fact up to and including the date on which it was issued, subject to any error or omission in the sources of information at the disposal of the Criminal Records Bureau.

Yours sincerely
Adrian Slade

The Diocese of Hereford
38 Sydenham Villas Road
Cheltenham
Gloucestershire
GL52 6DZ

2) **disclosure Assessment Outcome**

Date.....

For the attention of..... (*being the person responsible for making the appointment*)

.....(*name of applicant*), having applied for the post/volunteer position (delete) of.....has submitted an application for a **Standard disclosure/Enhanced disclosure** (delete) to the Criminal Records Bureau.

The CRB has now supplied the Diocese of Gloucester, in its capacity as Umbrella Body, with the resulting **disclosure**. On the basis of the information contained we advise that further thought be given to the nature of this appointment and the person being considered. It is possible that the matter can be progressed with appropriate counselling and support, or with certain conditions in place, however this is likely to depend on the willingness of all concerned to work constructively towards such an outcome. Since this decision is likely to have significant pastoral consequences beyond the post or volunteer in question please do not hesitate to ask for advice or support in taking this forward.

Recipients of this document are reminded that the information contained in a **disclosure** is limited to a statement of fact up to and including the date on which it was issued, subject to any error or omission in the sources of information at the disposal of the Criminal Records Bureau.

Yours sincerely
Adrian Slade

The Diocese of Hereford
38 Sydenham Villas Road
Cheltenham
Gloucestershire
GL52 6DZ

Risk Assessment

The suitability for employment of a person with a criminal record will vary depending on the nature of the job and the details and circumstances of any convictions or other disqualifying behaviour. Risk assessment is not an exact science. Even employing people after the normal recruitment processes of assessing information provided on an application form and personal interview is not risk free.

Assessing an applicant's criminal record should be done in relation to the tasks he or she will be required to perform and such related circumstances as the level of support, supervision and monitoring.

The two tables are for illustrative purposes only and are not intended to provide a systematic or professional risk-assessment strategy. Risk assessment in this difficult area should not be undertaken without the support and advice of those professionally qualified and experienced in this field. They are merely a guide to the sorts of issues that are at stake.

The CRB is currently working with NACRO to devise a risk assessment model that will be generally recognised as a model of best practice in this field. When this is ready it will be made available to all recipients of these notes.

TABLE A

Variables	Nil	Low	Medium	High
One-to-one contact with children				
One-to-one contact with vulnerable adults				
Presence of other adults in workplace				
Presence of supervision/support in situ				
Risk from child-related previous convictions				
Risk from non child-related previous convictions				
Risk from other disqualifying behaviour				
Other risk factors in distant past				
Other risk factors in recent past				

TABLE B

Variables	Nil	Low	Medium	High
Level of remorse in distant past				
Level of remorse in recent past				
Stability of present environment of home & community				
Stability and support provided by family & friends				
Motivation to rebuild life in distant past				
Motivation to rebuild life in present				
Stability of recently employment pattern				
Stability and support provided by faith community				

Appeals and Complaints Procedure

Diocese of Hereford

Name of Parish

Every effort is made to ensure that all recruitment decisions involving **disclosure** information are made sensitively and fairly. Should an applicant for a paid post or volunteer position feel that this has not happened in their case the matter can be referred to the Bishop's Officer for Child Protection, who will instigate an independent assessment of the issues in question.

The applicant should submit the appeal or complaint in writing, stating their name and address, the nature of the complaint or appeal, the date of the **disclosure** document concerned, the identity of the person or appointing body responsible for making the appointment to the paid post or volunteer position, and any other relevant information.

Signed (on behalf of the appointing body)

Date

Note that the CRB guidance on a reasonable time frame for such complaints and appeals to be registered is six months.

Appendix 3

Statement from the Ecclesiastical Insurance Group

The groups concerned with this report will be insured through a number of different companies whose policies will be subject to various terms, conditions and exceptions. However, the majority of PCC's, parish groups, etc. will be insured with the Ecclesiastical Insurance Group plc who have made the following statement in respect of those policies they have insured for:

- a) Churches, in use for worship;
- b) Youth Groups, through the Diocesan Youth Group Scheme.

Under such policies Public Liability (Third Party) insurance, where in force, will operate to protect the interests of the insured where they are found to be legally liable for accidental death of or bodily injury to a third party or accidental loss or damage to third party property, subject to the policy terms, conditions and exceptions.

The policy will provide an indemnity to the insured if they are held legally liable for an incident leading to accidental bodily injury or illness as a result of abuse.

It is not EIG's intention to provide an indemnity to the perpetrator of an incident of abuse.

This statement clearly only applies to policies issued by the EIG. Where parishes are insured with another company the position of that company should be clarified.

Policies of insurance require the insured to take all reasonable steps to prevent injury, loss or damage occurring. Failure to take such precautions may prejudice the insurance arrangements in force. A duty therefore exists upon the insured to research and adopt best practice based upon current and ongoing guidelines.

It is also a condition of a policy of insurance that any incident or allegation is notified to the insurer *immediately*. Failure to comply with this requirement may prejudice any cover provided by the policy.

Public liability insurance indemnity limits should be kept under regular review. Guidance is available from EIG.

September 2002

Appendix 4

Useful Contacts

St Laurence's Child Protection Officer

- Mrs Katherine Bromley 01584 874259

St Laurence's Children's Committee

- Mrs Katherine Bromley 01584 874259

The Bishop's Child Protection Adviser:

- Mrs Maria Johnson 01886 853566

Herefordshire Social Services Child Protection Unit - 01432 261628

Shropshire Social Services - 01743 253729

Telford and Wrekin Social Services Child Protection Unit - 01952 506000

Powys Social Services Child Protection Unit - 01597 827128

Worcester Social Services Child Protection Unit - 01905 752800

Police Child Protection Units:

- Shropshire - 01743 232888
- Herefordshire & Worcestershire – 08457 444888

Diocesan Director of Education:

- Mr Tony Leach 01584 871076

Diocesan Young Peoples Officer:

- Esther Gregory 01584 871078

Diocesan Youth Officer:

- Mr Mark Inglis 07904 131265

Childline - 0800 1111

NSPCC Child Protection Helpline - 0808 800 5000

Churches' Child Protection Advisory Service - 0845 120 4550

