

**Jesus said “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”**

**Matthew 19:14**

**LISVANE BAPTIST CHURCH**

**CHILD PROTECTION POLICY**

**REVISION 2**

**October 2008**

(Replacing Revision 1 – May 2005)

**The members of Lisvane Baptist Church believe that:**

**A child is a whole person with rights and needs to be honoured and respected by us all.**

**Children and young people are valued yet vulnerable members of the Christian community, who need our special care.**

**We should provide an atmosphere where children are listened to, given a sense of belonging, nurtured and kept safe; where parents are supported and encouraged; where those who work with children and young people are supported and protected.**

For the purposes of this document a child is defined as 0-11yrs; a young person as under the age of 18yrs.

In response to this we adhere to the following Child Protection Policy and Guidelines.

Contents:

1. Policy Statement
2. Guidelines –
  - (a) Appointment of Workers
  - (b) Good Practice
    - Responsibilities
    - Supervision of Activities
    - Day Trips and Visits
    - Residential Activities
    - Abuse of Trust
  - (c) Abuse
  - (d) Procedures if Abuse if Disclosed or Discovered

Appendices –

- Appendix 1 – Information for Volunteers
- Appendix 2 – Application Form
- Appendix 3 – Reference Form
- Appendix 4 – Volunteer Agreement
- Appendix 5 – Registration and Consent Form for Under 18s
- Appendix 6 – Parental Consent and Medical Form
- Appendix 7 – Guidelines for Discipline
- Appendix 8 – How to respond to Disclosure of Abuse

## **Caring for Children and Young People: A Policy Statement**

As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people, i.e. those under 18 years of age.

It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children and young people, and to report any abuse discovered or suspected.

We recognise that our work with children and young people is the responsibility of the whole church.

We undertake to exercise proper care in the selection and appointment of those working with children and young people, whether paid or volunteer.

The church is committed to supporting, resourcing and training those who work with children and young people, and to providing supervision.

The church is committed to following the Home Office Code of Practice "*Safe From Harm*" and adopts the guidelines and procedures published by the Baptist Union of Great Britain in its booklet "*Safe to Grow*".

Each worker with children and young people must know the recommendations, and undertake to observe them. Each shall be given a copy of the church's agreed procedures and good practice guidelines by CYPP- Andrew Newman.

As part of our commitment to children and young people, the church has appointed

**Sharon Hunt and Kuvera Premawardhana to be their Advocates,**

the roles of whom will be regularly explained to children, and their names and phone numbers will be made known to them;

**Claire Crockford or, in her absence, Hilary Ashton to be the Responsible Person**

**and Sharon Hunt to be the Deacon in Charge.**

This revision of the policy and attached guidelines was adopted by the members of Lisvane Baptist Church on 16<sup>th</sup> May 2005

## **Guidelines on Child Protection**

**Any anticipated deviation from our policy must be discussed in advance with the CYPP Co-ordinator or the Deacon in Charge.**

### ***(a) Appointment of Workers***

A prospective worker with children and young people will be given a job profile written by the Children's Co-ordinator. (Appendix 1).

A prospective worker with children and young people will normally be required to be a church member. A non-member will only be considered for such a position with advance permission from the Diaconate and will be accountable to the Leadership of Lisvane Baptist Church. Any prospective worker must complete an application form that includes a request for two referees and an agreement to apply for an appropriate disclosure from the Criminal Records Bureau (Appendix 2). Lisvane Baptist Church practises an equal opportunities policy for appointments with respect to those having criminal records, and only those with criminal convictions for *certain offences involving children and young people* will not be considered for work with children and young people.

The references will be taken up by the Children's Co-ordinator. (Appendix 3.)

The prospective worker will be interviewed by the Children's Co-ordinator. If the interviewer and applicant wish to continue with the appointment, the prospective worker must apply for the appropriate disclosure from the Criminal Records Bureau. This will be done by the applicant in cooperation with the CYPP Co-ordinator.

If the applicant is 'not suitable' they will be asked to sign an agreement that includes:

- a probationary period of 3 months after which the appointment is reviewed by the worker and their supervisor;
- the job profile;
- the name of the person who will be supervising the appointee;
- a declaration that the person will abide by the church's child protection policy (Appendix 1).

On receipt of notification of a satisfactory enhanced CRB check they may then take up their position working with children or young people. The appointee will be offered appropriate training in both children's and young people's work and child protection issues as available.

Where an applicant is 'unsuitable' the church will be informed by the Advisory Panel established by the Baptist Union and will be required to act on their advice (see "Safe to Grow", 3<sup>rd</sup> edition, page 36).

All workers with children and young people will have an informal interview with Children's Coordinator annually to assess their progress and needs.

The Children's Coordinator will ensure that these appointment and support procedures are carried out, supported by the Child Protection Policy Co-ordinator.

### ***(b) Good Practice***

#### ***Responsibilities***

##### ***(i) Personal Responsibilities***

You, the worker, should ensure that:

- As far as possible you are not alone with a child or children where their activity cannot be seen. On church premises this may mean leaving doors open, or two groups working in the same room.
- Where a child or young person requests a meeting with you on a 1;1 basis where privacy and confidentiality are important, make sure that another adult knows when and where the meeting is taking place, with whom and how long it will continue. This meeting should take place in a common public space, e.g. Office, living room or kitchen and not in a private living space such as a bedroom. If it is likely to go over time, stop and arrange another appointment. Whenever possible, another adult should be in the building, and the young person should know they are there.
- Access to the building is safe and well lit.

You, the worker, should:

- Treat all children and young people with respect and dignity befitting their age, watching language, tone of voice, and where you put your body.

- Respect a child's privacy and expect them to respect yours.
- Ensure any physical contact is for the benefit of the child.
- Not engage in any of the following:-
  - Invading the privacy of children when they are showering or toileting.
  - Rough, physical or sexually provocative games
  - Making sexually suggestive comments about or to a young person, even in 'fun'
  - Inappropriate and intrusive touching of any form
  - Any scapegoating, ridiculing, or rejecting a child or young person
- Learn to control and discipline children positively with no physical punishment (see Appendix 7), but an occasion may arise when a child or young person needs intervention in order to protect them or a third party.
- If a young child has soiled their underclothes and needs to be thoroughly washed or when a child is in need of medical assistance call parent if present or person with parental responsibility.
- Not let youngsters involve you in excessive attention seeking that is overtly sexual or physical in nature – refer to supervisor.
- Not invite a child to your home alone – invite a group and ensure that someone else is in the house. If inviting a young person to your home ensure that someone else is in the house. In either situation, make sure the parents/responsible carers know where the child / young person is. Under no circumstances should a child go into a bedroom.
- Obtain signed parental permission before carrying out any non-routine activities, i.e. weekends away, home-based parties etc.
- Not give lifts to children or young people unless with parental permission. Whenever possible have two adults in the car and more than one child. If a child is alone, ask them to sit in the rear of the car and make sure a parent is aware of the arrangement. Make a note and inform another member of the team.

- Not share sleeping accommodation with children or young people if you take a group away.

(ii) With Colleagues

If you see another member of staff acting in ways that might be misconstrued, be prepared to convey your concern to your supervisor.

Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviour.

(iii) The Church will

- Provide insurance cover for its members and workers who demonstrate compliance with the Child Protection Policy and Guidelines. The cover is provided to cover the costs of defending any claims against them concerning abuse of children or young people.
- Provide training for all workers to enable them to apply our child protection policy effectively, which all workers and deacons are expected to attend.
- Appoint a Deacon in Charge and a Child Protection Policy Co-ordinator, who together will ensure that the policy and guidelines are implemented. They will be reviewed annually and revised as necessary.
- Appoint Child Advocates, one male and one female, not related, to be available to children who need to talk about an issue of abuse and also to represent them in the church meeting.
- Appoint at least two Responsible Persons, not related, who will act on the church's behalf in referring allegations or suspicions of regular abuse to the statutory authorities. Ministers of Lisvane Baptist Church will not be appointed as Responsible Persons so that they are freely available to pastor *all* those involved in a case of abuse.

Such appointments will be made by the church meeting on recommendation of the Diaconate. There will always be at least two Child Advocates and Responsible Persons so that if an accusation is made against such persons there is an alternative source of help.

## *Supervision of Activities*

Children's and Youth Leaders are responsible for:

- Keeping an up to date **register** of those who attend their activities and of the leaders present as well as any other adults who may pop in including parents.
- Ensuring that arrangements for returning children to their parents' care are clarified. Where children are collected from activities (which will normally be the case with children up to 11 years of age), nominated persons should be identified by the parent/carer as acceptable to carry out this task.
- No child(ren) should be allowed to remain unsupervised in any part of the premises.
- A Registration and Consent form (Appendix 5) should be obtained for all children/young people in regular attendance of activities; these should be kept by the Children's Coordinator and include names and addresses, telephone contact no. (emergency) and information concerning any medical problems of which they need to be aware.
- Recording in the register any incident (eg an argument between young people, or a stranger on the premises) which occurs during a session.
- Maintaining an accident book recording any incident which involves any sort of physical harm.
- Ensuring appropriate supervision of their groups, including the ratios, age and gender of workers, under the following guidelines (with a minimum of two adults in all cases):

a. <u>Ratio of adults to children</u>	Adults	:	Children
0 to 2 years	1	:	3
2 to 3 years	1	:	4
3 to 8 years	1	:	8
8 years and over	2*	:	20

\*one male and one female and one extra adult for every 10 young people

b. Age of workers

No person under 18 years may be left in sole charge of any children of any age, but must be supervised at all times. Young people who assist with caring for other children/young people will be appointed as stated in “Appointment of workers” section.

c. Gender

Both male and female leaders should be present at every activity wherever possible. This is particularly important when undertaking a trip or residential activity.

***Day Trips and Visits***

When planning any activity outside the normal activities of the group, consideration must be given to the following:

Permission – parental consent will be obtained in writing in advance for the activity, including health information (Appendix 6).

Number and gender of workers needed – *see section entitled ‘supervision of activities’ for the minimum required, but note that for 11+ years the ratio of children to leaders will be reduced to a minimum of 1:10.*

a. <u>Ratio of adults to children</u>	Adults	:	Children
0 to 2 years	1	:	3
2 to 3 years	1	:	4
3 to 8 years	1	:	6
8 to 13 years	2*	:	15
13 years and over	2**	:	20

\*one male and one female plus one extra adult for every 8 children

\*\*one male and one female and one extra adult for every 10 young people

- All private transport must have correct insurance cover for passengers.
- Always insist that seatbelts be worn when travelling.
- If you use a minibus and people are making a contribution to its use, you are required to get a Section 19 permit from the DETR.

- When using coaches, ensure that the company has full insurance cover. Check on the limit of passenger numbers and do not exceed this number. Children should remain seated and wear seatbelts provided.
- On every trip, an adult should be allocated a group, with a written list of those children or young people for whom they have responsibility, even if the whole group is to remain together.
- If travelling in several small groups, it is good practice to insist that the same group of children travel on both the outgoing and return journeys with the same adult. This minimises the possibility of children going astray because of false assumptions that someone else has taken them.

When planning an activity, the leaders will be aware of potential hazards and risks, taking steps to minimize the risk of harm – a risk assessment should always be completed. This should be signed by the CYPP.

The leader will ensure that they have a copy of this policy, including telephone numbers of the Responsible Persons and Deacon in Charge, with them. If any child protection issue arises, they will contact one of these without delay.

### ***Residential Activities***

In addition to the guidance on day trips and visits, the following issues must be considered:

- a. Written details of the camp, including location, duration, activities undertaken, special clothing required and a contact telephone number, will be issued to each child's parent/carer.
- b. A camp parental consent form will be obtained, and carried by the camp leader at all times for the duration of the camp.
- c. Check the insurance cover of any building in which you are sleeping. There may be a limit on the number it can accommodate. If this is exceeded, it can invalidate the insurance.
- d. A camp log will be kept, recording the names of leaders and children present, activities carried out and the sleeping arrangements.
- e. Sleeping arrangements – workers should not share sleeping accommodation with groups of children (a worker in a large dormitory as in a youth hostel might be acceptable). Children shall have single sex sleeping

accommodation. Arrangements should be age-appropriate, providing both security for the child and protection for the workers. Night patrols may be advisable in some circumstances.

- f. Ensure that at least one adult is in charge of specific aspects of the programme, e.g. cooking, first aid, etc. The person with overall responsibility must check that, whenever possible, the person designated as the first aid officer holds an appropriate valid certificate. If possible, the person responsible for catering should hold a Basic Food Hygiene Certificate. Any accidents or incidents will be recorded in the camp log. The location and telephone numbers of the nearest hospital and doctor will be held by the camp leaders and First Aider and be readily available.
- g. Residential activities must have safety rules/boundaries, eg letting adults know where you are, not entering the kitchen etc. The camp leader will ensure that all workers have re-familiarised themselves with this policy, and the good practice guidelines in particular, prior to the camp.
- h. Where outdoor activities are concerned, either the leaders should have appropriate qualifications or, if the activity is being provided by an outside organisation, the leaders should check that this organisation is registered with the Adventure Activities Licensing Authority and has appropriate insurance. Current guidelines suggest that for any camping or hill walking activity the basic qualification that should be held is the Basic Expedition Leader Award (BELA) or an equivalent.

### ***Abuse of Trust***

It is always wrong for a leader to enter into a sexual relationship with a young person. Whilst young people aged 16 or 17 can legally consent to sexual activity, they may still be emotionally immature. Their vulnerability could be exploited either deliberately or unwittingly. In these circumstances it does not make any difference whether or not the sexual relationship is consensual. The imbalance of power makes it an abuse of trust.

It is not acceptable for a leader to form a romantic relationship with a child or young person with whom they have a relationship of trust. Such a romantic relationship (even if consensual) would not be a relationship of equal partners – the leader is always in a position of power over the young person and exploitation is almost inevitable, even if unintentional.

The inappropriate nature of romantic relationships is obvious where the leader is an adult, but less so when the leader is also a young person. However, if such a romantic relationship did occur, there would still be a confusion of the roles of the leader and romantic partner. Normally in these circumstances the leader should cease either the relationship of trust or the romantic relationship with the young person.

**Reminder: Any anticipated deviation from our policy must be discussed in advance with the Deacon in Charge or the CPP Co-ordinator.**

### *(c) Abuse*

A child can suffer abuse from: parents, immediate family, family friend, child worker or carer (including leader within the church family), other children.

### **Types of Abuse**

*Physical* - where children's bodies are hurt or injured, may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

*Emotional* – where children do not receive love and affection, may be frightened by threats or taunts, given responsibilities beyond their years or told they are worthless and inadequate.

*Sexual* - where adults (and sometimes other children) use children to satisfy sexual desires.

*Neglect* - where adults fail to care for children or protect them from danger, seriously impairing health and development.

### **Signs of Abuse**

*Physical* - Unexplained or hidden injuries, lack of medical attention.

*Emotional* - Sudden change in behaviour. Easily upset, reverting to younger behaviour, nervousness, quiet, introverted, pursuing isolation activities, sudden under-achievement, bizarre overt behaviour, attention-seeking, running away, stealing, lying.

*Sexual* - Preoccupation with sexual matters evident in words, play, drawing, being sexually provocative with adults; disturbed sleep, nightmares, bedwetting;

inappropriate bedsharing arrangements at home; secretive relationships with adults or children; tummy pains with no apparent cause.

*Neglect* - Looking ill-cared for and unhappy, being withdrawn or aggressive, having lingering injuries or health problems.

***(d) Procedures if abuse is disclosed or discovered***

The church and all its appointed children's and youth workers are committed to the protection of children from physical, sexual or emotional abuse.

**If a child tells about abuse:**

- Do not agree to keep the matter secret. Sensitively tell the child you may need to share it with a Responsible Person.
- Do not appear shocked by any revelation while the child is confiding.
- Listen carefully to what is being said.
- Look at the child directly.
- Assure the child that you believe what is being said.
- Assure the child that it is not his/her fault.
- Let him/her know what you are going to do next.
- Make a note of what has taken place. Tell a Responsible Person and give them a copy of the notes.

*If unsure, consult with a Responsible Person about the planning of further observation.* If abuse is suspected, the Responsible Person will refer to an outside agency.

**Remember: If revealed, the abuser may be someone you know - the parent, another leader, another child. They too need help.**

The Responsible Persons are currently Claire Crockford or, in her absence, Sharon Hunt. In an emergency, if a Responsible Person is unavailable, consult the Deacon in Charge. Normally the Responsible Person will seek advice in the first instance

from Social Services (see below) or CCPAS (Churches' Child Protection Advisory Service), telephone: 01322 660011 or 01322 667207.

There must be a commitment from all adults working with Children and young people to cooperate fully and not in an anonymous capacity in respect of abuse/suspected abuse/disclosures and investigations by outside agencies.

The person reporting a concern to the above-named is expected to submit written notes of all that relates to the concern. These notes will be kept confidential and secure. If a child is considered to be under immediate threat, action will be taken immediately, i.e. where sexual abuse is disclosed or the child's safety is considered to be at immediate risk.

Contact for issues requiring immediate action:

Social Services "Child at Risk"	029 2023 9826 (Cardiff switchboard)
Police Domestic Abuse Unit	029 2022 2111 ext. 30455 or 999

**IN ALL CASES, THE MATTER MUST NOT BE DISCUSSED WITH ANYONE ELSE. ALL INFORMATION, VERBAL AND WRITTEN, MUST BE SHARED ON A "NEED TO KNOW" BASIS**

If abuse is disclosed or discovered:

DO NOT DELAY

DO NOT START TO INVESTIGATE BY YOURSELF

CONSULT WITH ONE OF THE RESPONSIBLE PERSONS:

Mrs Claire Crockford      Tel 029 2054 9499

Mrs Hilary Ashton      Tel 029 2075 9528

If unavailable, consult with Deacon in Charge:

Mr Andrew Newman (CYPP)      Tel 029 20614283

**Reminder: Any anticipated deviation from our policy must be discussed in advance with the Deacon in Charge or the CPP Co-ordinator.**

LISVANE BAPTIST CHURCH

**CHILD PROTECTION POLICY**



**Sharon Hunt and Kuvera Premawardhana**

are our Children's Advocates. If you wish to contact them, do so personally. Phone Sharon on 20758242 and Kuvera on 20756742

They are here for you and are committed to taking the appropriate action.



## TELEPHONE NUMBERS

Social Services “Child at Risk”      029 2023 9826 (Cardiff switchboard)  
Police Domestic Abuse Unit      029 2022 2111 ext. 30455 or 999

### RESPONSIBLE PERSONS:

Mrs Claire Crockford      Tel 029 2054 9499  
Mrs Hilary Ashton      Tel 029 2075 9528  
  
Mr Andrew Newman (CYPP)      Tel 029 20614283