

CHILD PROTECTION POLICY

OF

THE CITY CHURCH CANTERBURY

MAY 2011

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HISTORY

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Mareen Ramsay	0.2	03/03/02	Second draft incorporating CCPAS guidance for review
Barry Gould	0.3	03/07/02	Third draft for review
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CHANGES FORECAST

This policy will be reviewed at least annually. It will also be updated in accordance with guidance received from the Churches Child Protection Advisory Service (hereafter, 'CCPAS') as and when required.

ACKNOWLEDGEMENTS

This document is based on a Model Child Protection Policy supplied by CCPAS – A project of PCCA Child Care.

NOTICE

A copy of this policy and all amendments will be filed with CCPAS. This policy, CCPAS Child Protection Policy No: 02/634, must not be copied without the written consent of the author and CCPAS.

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INTRODUCTION

The City Church Canterbury (hereafter, 'the Church') meets at 9.15 am and 11.30 am on Sunday mornings for public Christian worship and Bible teaching at **Canterbury High School**, London Road, Canterbury, Kent.

The church is part of **New Frontiers International**, a world-wide family of Churches, and a member of **The Evangelical Alliance**.

The Bible tells us in Mark 10:13-16 that 'People were bringing little children to Jesus to have him touch them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it." And he took the children in his arms, put his hands on them and blessed them.' (NIV)

- ◆ **The City Church Canterbury** therefore holds children's¹ work in high regard; children are recognised as a valuable part of the church today and not just as the church of tomorrow.
- ◆ **The Church aims** to provide children with an environment of fun and friendship where they are encouraged to personally know and follow Jesus.
- ◆ **We take seriously** our responsibility as leaders and members of the church to support parents² in their God-given task of 'training a child in the way he should go' (Proverbs 22:6), but recognise that it is primarily the parents' responsibility to teach and model Christian values at home as well as in church.
- ◆ **This policy has been adopted** to help us to do this effectively.

Church Statement

The Church leadership recognises the importance of its ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted the church's care.

¹ For the purposes of this policy a child is defined as any person under the age of 18.

² The use of the term 'parent' should be understood to include guardians and carers throughout this document.

Church Mission

As part of our mission the Church is committed to:

- ◆ Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- ◆ Safe recruitment, supervision and training of all the children's/ youth workers within the church.
- ◆ Adopting a procedure for dealing with concerns about possible abuse.
- ◆ Encouraging and supporting parents/carers.
- ◆ Supporting those affected by abuse within the church.
- ◆ Maintaining good links with the statutory childcare authorities and other organisations.

Areas of Policy

The Church recognises that many children today are the victims of physical, sexual and emotional abuse, and neglect. The church therefore has adopted the procedures contained in this document (hereafter 'the policy'). The policy and the practice guidelines set out in the 'Children's Workers Handbook' are based on a model published by the Churches' Child Protection Advisory Service (CCPAS). The Church undertake to file a copy of the policy and handbook with CCPAS and Social Services, and any amendments subsequently published. The Church agrees not to allow the document to be copied by other organisations.

The church is committed to ongoing child protection training for all children/youth workers and will regularly review the practice guidelines.

The church also undertakes to follow the principles found within the *Abuse Of Trust* guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

The copy of the policy and the Children's worker handbook will be made available, before appointment, to all children/youth workers in the Church.

APPOINTMENT, SUPPORT, SUPERVISION AND TRAINING OF WORKERS/VOLUNTEERS

The Church will ensure that all workers/volunteers will be appointed, trained, supported and supervised in accordance with the principles set out in the government guidelines '*Safe from Harm*' (HMSO 1993), the Criminal Records Office/PECS Codes of Practice and CCPAS guidance.

- ◆ Only Church members will be considered as potential children's workers/volunteers.
- ◆ Before working with children the potential children's worker/volunteer will be required to:
 - Complete a volunteer application form
 - Complete and have returned a Criminal Records Bureau Check (CRB)
 - Have two references taken up
 - Attend an interview

(See 'Children's Worker Handbook' for all appropriate forms)

- ◆ Once approved the worker will be overseen by a more experienced worker and given a clear line of accountability with opportunity for them to discuss any concerns and give feedback.
- ◆ The worker/volunteer should attend regular staff meetings, prayer meetings and preparation times. The worker/volunteer should never work in isolation and should be given regular training to equip them to serve to the best of their ability.
- ◆ The appointment will be reviewed regularly (at least annually).

SUPERVISING ACTIVITIES

In order for the church to provide the range of children's activities currently available, it is necessary to use a variety of venues and teams of workers/volunteers. It is the responsibility of all workers, especially leaders to ensure that the following is implemented effectively.

Registering a Child

ALL children under the age of 18 who regularly attend ANY Church activity/club must be registered to do so. To register the parent(s) must:

- ◆ Provide each child's name, address, age, relevant medical/dietary information and emergency contact details.
- ◆ Give consent for emergency medical treatment to be administered by a qualified medical practitioner without their prior consent.
- ◆ Give consent for each child to be transported by private car/minibus where this is, or could be, necessary as part of the activity's/club's programme.

Though it is not standard practice to do so, parents may optionally:

- ◆ Give consent for a child to be left unattended at dropping-off points.

General Arrangements

- ◆ A log book must be kept that contains a register for workers/volunteers and keeps detailed records of any unusual events, incidents or conversations occur during the session.
- ◆ Each group must maintain a register for children/young people that will be taken with the group to whichever venue they use.
- ◆ Leaders must ensure that the ratio of children to workers is maintained as follows:

Age	Adults	Children
0 to 2 years	1	3
2 to 3 years	1	4
3 to 8 years	1	8
8 to 11 years	1	10

- ◆ Workers must ensure that children are supervised at all times.
- ◆ Workers must know the whereabouts of every child in their care at all times.

- ◆ Children must not be permitted to enter a venue without a worker being present.
- ◆ Workers must ensure that the environment they are using is safe at all times.
- ◆ Workers must treat all children with dignity and respect in attitude, language used and actions.
- ◆ Workers must respect the privacy of children and avoid questionable activity (eg rough/sexually provocative games or comments).
- ◆ Workers must ensure that the level of personal care (eg toileting) is appropriate and related to the age of the child – accepting that some children have special needs.
- ◆ Workers should always work in pairs, preferably male/female.
- ◆ Where possible, a worker should ensure that (s)he is not alone with a child and, where appropriate in such circumstances, leave doors open.
- ◆ Where confidentiality is important (eg counselling), ensure that others know that the interview is taking place and that someone else is on the premises.
- ◆ If you invite a child to your home, ensure that this is with the knowledge and consent of the child's parent and that the team leader is aware.

FIRE HAZARD

- ◆ All children's workers must familiarise themselves with, and follow when necessary, the fire alarm procedures relating to the premises in which meetings are to be held.
- ◆ Where there is a change of premises or a new Fire Evacuation policy implemented, there should be one fire drill to practise the procedure.

First Aid

- ◆ All leaders must ensure that a properly equipped first aid kit is available at every activity.
- ◆ There are two trained first-aiders present on site at every meeting. Team leaders will know who they are.
- ◆ First aid may only be administered by a trained first-aider or the child's parent(s).
- ◆ The first-aider must record the details of any injury and treatment in the accident book, which is kept with the first aid kit. The child's parent(s) must read and sign the related entry in the book.
- ◆ If an incident of a more serious nature occurs (e.g. such as would require a child to be taken to hospital) then, as well as following the above procedures, the child's parent(s) and the Lead Elder or, if unavailable, one of the Trustees must be informed immediately.
- ◆ In all cases, leaders should be sensitive to the other children in the group and keep their involvement to a minimum except for prayer.
- ◆ For full details on TCCC Fire and First Aid policies, please refer to Fire Evacuation and First Aid documents.

Transporting Children

No child may be transported by any means unless (s)he has been registered as outlined in 'Registering a Child' above. Where a child HAS been registered the following rules apply:

- ◆ Ensure that arrangements for transporting children are with the knowledge of the leader(s).
- ◆ When transporting children, ONLY authorised children's workers or a parent of a group member is to take responsibility for the behaviour and safety of the group. When travelling in a mini-bus/bus, there must be at least one children's worker present in addition to the driver.
- ◆ Drivers of private vehicles must ensure that they have adequate insurance and vehicles must be roadworthy.
- ◆ Seat belts must be worn at all times.

- ◆ Children must NOT under ANY circumstances be left unattended at dropping-off points unless written parental consent has been obtained as outlined in 'Registering a Child' above.

Camps and other residential activities

No child will be permitted to participate in any such activity without:

- ◆ Being registered as outlined in 'Registering a Child' above.
- ◆ EVENT-SPECIFIC written parental consent to do so.

Working with Disruptive Children

Sometimes children and young people become angry, upset and disruptive. Occasionally their behaviour may endanger themselves or others.

If a child/young person is being disruptive:

- Ask them to stop.
- Speak to the child to establish the cause(s) of upset.
- Inform the child that they will be asked to leave if the behaviour continues.
- Warn the child that if they continue to be disruptive, this might result in longer-term exclusion from the group.

If a child/young person is harming him/herself, another person or property then other children/young people present should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request the child/young person to STOP. If your request is ignored, you might need to warn the individual that you will consider calling for additional help, (e.g. Police) if they do not stop. In exceptional circumstances and with assistance, you might need to restrain the child/young person to prevent them harming themselves, others or property whilst you wait for the police.

Ensure all workers are trained in appropriate restraint techniques and how to diffuse volatile situations. Contact your local Police or Area Youth and Community Service to see what training is available.

The workers involved should always record what happened as soon as possible after the incident. This should include the following:

- What activity was taking place.
- What might have caused the disruptive behaviour.
- The child's/young person's behaviour.
- What you said and how you and others responded.
- A list of others present who witnessed the incident.

A copy should be given to the leader, a copy retained by the worker and a copy kept with the logbook.

Visiting Children at Home

Guidelines for visiting:

- Inform the team leader or another worker of the proposed visit.
- Never go into a child's home if a parent/carer is absent.
- Keep a written record of the visit.
- If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them if the child is home alone or with other children.
- The invitation of a child to a worker's home must be done with the knowledge of the team/leadership and the permission of the parent/ carer.

Children with Special Needs

As a Church we should be aware that children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc, may have limited understanding and behave in a non-age appropriate way. There is therefore a need for extra vigilance and understanding in these circumstances and one on one care may be required. (See Handbook for more details)

RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a church worker/volunteer carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to the Child Protection Co-ordinator (hereafter the 'CPO') (see page 15 for all contact information) who is nominated by the Church to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- The CPO may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company:
Weald Insurance Company CHF2117019 Tel: 08456020999
- In the absence of the CPO, or if the suspicions in any way involve the CPO then the report should be made to the Deputy Co-ordinator. (Hereafter the 'DPO') If the suspicions implicate both the CPO and the DPO, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550 or alternatively contact Children's Social Services.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with church procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the CPO, the absence of the CPO or DPO should not delay referral to the Children's Social Services Department. The advice of a church elder should be sought.
- The Church will support the CPO/DPO in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from CCPAS, although the Church hopes that members will use this procedure. If,

however, the individual with the concern feels that the CPO /DPO has not responded appropriately, or where they have a disagreement with the CPO/DPO as to the appropriateness of a referral they are free to contact an outside agency direct.

The role of the CPO/ DPO is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Children's Social Services Department. It is Children's Social Services task to investigate the matter under Section 47 of the Children Act 1989.

ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the CPO /Deputy CPO will:

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Will not tell the parents or carers unless advised to do so having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of injury.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

ALLEGATIONS OF SEXUAL ABUSE

In the event of allegations or suspicions of sexual abuse, the CPO /DPO will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

OTHER MATTERS

ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above the CPO in accordance with LSCB procedures will need to liaise with children's social services in regards to the suspension of the worker and making a referral to an Allegations Management Adviser (AMA).

SUPPORT TO THOSE AFFECTED BY ABUSE

The Church is committed to offering pastoral care, working with statutory agencies as appropriate, and support to those attending the church who have been affected by abuse. (See Handbook for more detail)

WORKING WITH OFFENDERS

When someone attending the church is known to have abused children, the Church will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, set boundaries for that person which they will be expected to keep. (See Handbook for more detail)

CONTACT INFORMATION

The City Church Canterbury

Church Offices, Second Floor
44 St Peter's Street, Canterbury, Kent CT1 2BG
Tel: 01227 455440 or 01227 456579
Email: info@thecitychurch.org.uk
Website: www.thecitychurch.org.uk

Lead Elder:	Tom Shaw	01227 789329
Child Protection Co-ord:	Melissa Rayner	01227 732342
Child Protection Deputy Co-ord:	Jonathan Hopkins	01227 462659
Child Protection Administrator:	Miriam Maile	01227 459152
Trustees:	Valerie Jordan	01227 459255

Churches' Child Protection Advisory Service (CCPAS)

PCCA Christian Child Care
PO Box 133, Swanley, Kent BR8 7UQ
Tel: 0845 120 4550. Fax: 0845 120 4552.

24 Hour Help Line

Tel: 0845 120 4550

Social Services

Brook House, John Wilson Business Park, Whitstable
Tel: 01227 598500
Ask to be put through to the Children and Families Duty Team.
Out of Hours: 08457 626777

Police Child Protection Team

Tel: 01622 690690

Child Line

Tel: 0800 1111 (To give to Children)

