



Policy for work with children and young people

**St Cuthbert's Church,
Lytham Road, Fulwood**

THE PARISH OF ST CUTHBERTS, FULWOOD

The Parish Policy for work with children and young people

1 Introduction

1.1 Christians are called to recognise the unique status of children. Jesus said, 'Let the children come to me and do not stop them, because the Kingdom of God belongs to such as these'. There is a special need to respect them as individuals, protect them in their vulnerability and encourage them in their uniqueness. Within the kingdom of God, children are special and are to be treated with all care and seriousness.

1.2 The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. As Christians we recognise that all of us should be walking in the way of Christ. All who work in a paid or voluntary capacity for the Church are given power to influence the lives of children and young people and need to exercise the greatest care in their use of that power and must avoid taking advantage of trust.

1.3 The purpose of the Policy is to promote a code of practice for all work with children and young people. It acknowledges the responsibilities which we have as Christians for the children and young people in our care and to make sure that such work is undertaken to the highest standards possible. This will enable the parish not only to conform to the requirements of the law, but also enable children, young people and their leaders to live and work within a safe and caring Christian setting.

1.4 The Parish of St. Cuthbert's therefore commits itself to providing a safe and creative environment for all its work with children and young people.

1.5 The Policy has been developed by following the Blackburn Diocesan Guidelines which have incorporated the requirements of the Children Act 1989, the Home Office recommendations "Safe From Harm" 1993 and the House of Bishop's Policy Document 'Protecting All God's Children', 2004. Also Included is reference to government legislation influenced by the Police Act 1997, the Data Protection Act 1998, The Human Rights Act 1998 and the recommendations from the Government's Green Paper 'Every Child Matters' 2003.

1.6 Our first priority is to create a safe setting as the context for our work with children and young people and then work within set procedures which will endeavour to keep us all safe from harm.

2 Establishing the Procedures

2.1 These procedures for those working with children and young people in the parish replace former documentation and have been amended according to the Blackburn Diocesan Guidelines.

2.2 The PCC has established the Child, Youth and Family Ministry which will oversee the implementation of these procedures as part of its wider brief. It is registered, approved and monitored by the PCC. The Incumbent, under-18's co-ordinator and members of the PCC Standing Committee will take particular responsibility for reviewing and monitoring the implementation of these procedures.

2.3 Appropriate training on these procedures will be given to those involved in working with children and young people in the parish, initially by the Under 18's co-ordinator assisted by the appropriate Key Leaders of each group. At the annual review of the groups and the individual leaders, more training will be given as appropriate and necessary.

2.4 All registered leaders of children's and young people's groups will be provided with copies of these procedures. All Uniformed organisations and other children's and young people's groups which may use our church buildings will be advised of this parish's procedures and, where necessary, given copies. It is understood that some of these groups will have their own Child Protection Measures.

2.5 Each member of the PCC will be given a copy of these procedures. Any amendments and adaptations will be authorised by the PCC and noted in the minutes. Amendments will be noted in the parish's document, sited in the Parish Office, by the Incumbent/Under 18's Co-ordinator. All leaders will be informed of necessary amendments.

2.6 This policy aims to provide all adults working with children at St. Cuthbert's Church the appropriate guidelines. At the same time it is acknowledged that the children themselves should be able to express their views about the policy in confidence that they will be listened to and respected.

2.7 The parish's procedures will be reviewed annually by the Child, Youth and Family ministry, and any changes will be approved by the PCC.

3 Procedures to implement the Parish Policy on work with children and young people.

3.1 Glossary:

3.1.1 Church Groups = are groups organised by the church where the PCC has direct responsibility for appointments and monitoring - currently Deep C Divers, Crucible and the Crèche, as well as other activities organised by the various PCC ministry groupings.

3.1.2 Key Leaders = those with the overall responsibility within a group.

3.1.3 Leaders = all those involved in leadership of a group at whatever level.

3.2 Creating a safe setting

3.2.1 The welfare of children and young people is paramount. An important underpinning aspect of this policy is the importance of respect for their views and wishes at all times. Everyone working with children and young people at St. Cuthbert's should ensure that children and young people are given a voice to express their views and wishes about the services and support they receive.

3.3 Staffing

3.3.1 Leaders of groups should ensure that at least two adults work with a group. Leaders must not work on their own unless there are unforeseen and exceptional circumstances that would otherwise prejudice the health and safety of the group of children or young people being supervised.

3.3.2 A minimum of two leaders will work together on all groups.

3.3.3 At no time will anyone under 18 years of age act as a leader working alone. A person under 18 years of age with the appropriate training, may act as an assistant under the supervision of a recognised leader.

There should be a minimum of one male and one female leader for each group.

3.3.4 At times when the numbers of leaders is unexpectedly low (e.g. leaders fail to turn up due to illness) the remaining leaders should, if necessary, change or reduce the activities planned in order to maintain control of the session.

3.3.5 A group session should be cancelled in advance or ceased when otherwise there would only be one leader. The exception to this requirement will occur if the session has already commenced and it would be unsafe to allow children or young people to return home unsupervised. Parents should be contacted to come earlier to collect their children.

3.3.6 Sometimes during a group session it may be necessary or appropriate for a leader to work alone with a group or part of a group or in a one-to-one situation (e.g. tuition, advice). In such circumstances this should take place with the full awareness of other leaders and, where it is a planned event, be agreed in writing with the parents or those with parental responsibility. If it has been unplanned then the child or young person's parents must be informed at the end of the session or as soon as possible thereafter. A record to the fact the unplanned event occurred should be made by the individual with lead responsibility for the group. The record should be kept in the church office whilst the child or young person is a member of the group.

3.3.7 The following minimum ratios will be followed, when possible, with all church groups:
0 to 2 years 2 adults to 6 children
2 to 3 years 2 adults to 8 children
3 to 8 years 2 adults to 16 children
8years + 2 adults to 20 children

3.3.8 In particular circumstances, such as vigorous sports, trips, group visits etc. the ratios will need to be higher. The group leaders will recruit additional appropriately trained helpers for such one-off situations. In order to cater for those children and young people with particular special needs and to provide adequate care and supervision, the leadership ratio will need to be higher, allowing, where possible and appropriate, individual carers. These will be agreed with the parents.

3.4 Transport

3.4.1 Where it is necessary to transport children and young people to activities, transport arrangements, including the names of drivers, must be included on the Parental Consent Form. Ideally, if cars are being used, there should be another adult in the car as well as the driver.

3.4.2 If it is not possible for another adult to travel in the car, the group should travel in convoy so that assistance is close at hand if necessary. Secondly, if it is not possible for another adult to travel in the car, then the driver should ideally be of the same sex as the children transported if the group is a single sex group.

3.4.3 Seat belts must be worn at all times, and it is the driver's responsibility to ensure that each passenger is provided with a seat belt, and approved booster seats for infants, when required. Each driver is responsible for the insurance of his/her vehicle and must agree for its use for a group activity.

3.4.4 When a mini-bus is used it is important to ensure that seat belts are fitted and in use. At all times another adult should travel in the vehicle with the driver.

3.5.5 The use of mini-buses is only allowed where qualified drivers follow the Midas agreement.

3.5 Insurance

3.5.1 The Parish Insurance Policy will cover the PCC for the "normal" church activities on church premises (e.g. the provision of Sunday teaching and occasional social events for Deep C Divers, Crucible and the Crèche groups). In the event of any "extraordinary" events / activity within the programme, e.g. outings, trips, parties, clear details will be submitted to the PCC for approval in advance of the event / activity as per current practice. The PCC will record its approval in the minutes of its meeting.

3.5.2 In between PCC convening it may be necessary to seek approval for an activity or a programmed activity on behalf of the PCC. The PCC has agreed that the Incumbent and one other member of the PCC should agree to the request for approval. This decision should be minuted and subsequently reported and recorded in the minutes of next PCC meeting.

3.5.3 The church policy does not cover the volunteers' liability, so the PCC will approve each activity and the appropriate leadership. The PCC's approval will be minuted. In between PCC meetings if changes in arrangements / personnel are necessary it will be in order for the Standing Committee to approve these changes, but this must be reported and minuted at the next PCC meeting.

3.5.4 The PCC recognises that some activities with our children and young people's groups may be deemed 'extraordinary' and necessary advice and guidance would be sought from Blackburn Diocesan Board of Education before any decision was made.

3.5.5 For any activities or visits off site (away from St. Cuthbert's Church Centre) we will follow the guidance given in the Diocesan Guidelines for Off Site Visits, included in this document as Appendix A

3.6 Fire Regulations

3.6.1 It is important that the fire regulations are understood and enforced. All group leaders will be informed of the fire regulations and the procedures to be followed should a fire occur, and be shown the positions of the fire extinguishers and the fire exits. It is the responsibility of the leaders to check that the fire exits are not obstructed and that they are left unlocked during group sessions.

3.6.2 There will be fire drill practices on different days and at different times throughout the year to ensure that each group has the opportunity to experience a practice drill. The date, time, and groups covered will be recorded.

3.6.3 It is the responsibility of the PCC to ensure that the fire equipment is checked at least once a year and that the emergency procedures are displayed.

3.6.4 A plan of the church and Sunday School building, showing emergency exits and the position of the fire fighting equipment, is included in this document in Appendix B

3.7 First Aid

3.7.1 There will be three First Aid kits for use by all groups: one in the Church Office, one in the Northumbria Hall kitchen, and one in the Douglas Hall kitchen. It is the responsibility of the PCC to ensure that these are checked and restocked as necessary at regular intervals.

3.7.2 All leaders will be informed as to the location of the First Aid kits and their contents.

3.7.3 If possible, at the time of a church service, there will be a trained First Aider on hand and, in the event of an accident within a group. Assistance from other members of the congregation with the particular expertise can be sought.

3.7.4 For events and activities off the church premises, parents will be informed if there is not a First Aider amongst the leadership available. Particular care will be taken about the storage and administration of any drugs or medication to children and young people.

3.7.5 If it is necessary to administer drugs or medication to any child or young person, permission and instructions in writing will be asked for from the parent or responsible carer, as will agreement to 'no liability' of the leaders. In no circumstances will drugs or medication be administered otherwise.

3.7.6 Any accidents will be recorded in the Accident Report Books – located in the Church Office and the Douglas Hall kitchen. All entries must include details of those involved and treatment / action taken, and must be signed and dated.

3.8 Parental Consent

3.8.1 Consent forms will be used in the following circumstances:

- When the group is meeting outside its normal meeting time and/or place.
- When the group may be involved in a potentially hazardous activity.
- When the topic for the meeting could be deemed to be controversial or outside the normal remit of the group's programme.

3.8.2 Parental consent will be required for any "All Age" events and activities where children and young people unaccompanied by their parent(s)/responsible carer may be present. Adults willing and able to act in 'loco parentis' will need to be identified and agreed with the parents in writing.

3.8.3 In some circumstances e.g. group visits to a Theme Park, attendance at wider church celebrations or events or being part of a festival, it will not always be practical or possible to maintain constant supervision. For such events, parents will be informed of the arrangements and understand the level of supervision that can be provided.

3.8.4 Parental consent forms will be used for each appropriate activity.

3.8.5 Please note: Parents/guardians will be asked to complete a registration form at the beginning of each academic year for the groups with which their child/children is/are involved.

3.8.6 Copies of Parental Consent Forms will be kept by the Under 18s Co-ordinator and Key Leaders and made available to groups as and when necessary. Copies of the forms to be used are included in this document in Appendix C

3.9 Aims and Objectives

3.9.1 For each church group there will be a description of its purpose, including the age group it covers, the overall aims, current Key Leaders, the insurance cover arrangements, its meeting place and times and a brief description of its range of activity. In the first instance these will be drawn up on a Group Compliance Form by the Key Leaders for each group, and taken to the PCC for approval.

3.9.2 The Under 18s Co-ordinator will keep copies of these and the PCC will maintain a file of this information.

3.9.3 Each leader will receive a specific role description for the involvement undertaken. (Model copies of the Group Compliance Form and the Aims and Objectives Form can be found in Appendix D)

3.10 Under 18's co-ordinator

3.10.1 The Incumbent and the PCC will appoint an Under 18s Co-ordinator, and this appointment will be reviewed annually.

3.10.2 The role is to provide advice and support to all leaders of church groups for under 18's, to advise the PCC, and to act as a reference person for the development of good practice. In no way does the appointment relieve adult leaders or the PCC of their responsibilities.

3.10.3 The PCC requires that leaders will give the Co-ordinator their fullest support and co-operation.

3.10.4 The Under 18s Co-ordinator can be contacted via the Church Office email address – admin.stcuthbert@btconnect.com

3.10.5 (A full role description for the post of Under 18s Co-ordinator is included in this document in Appendix E).

3.11 Independent advice and disclosure

3.11.1 In order to fulfil the parish's commitment to providing opportunity for independent advice and support for children and young people, the PCC should agree to display the Child Line number on its notice boards in the church centre.

3.11.2 Advice on advocacy for children will be included in leaders' initial training by the Under 18s Co-ordinator and/or Key Leaders.

3.12 Register of all roles offering access to the under 18s.

3.12.1 The Incumbent and the Under 18s Co-ordinator will maintain a record of which roles within the church currently involve or could involve access to children and young people. This will be agreed by the PCC with advice, as necessary, from the Co-ordinator.

3.12.2 The list will include roles that are or can be held by, stipendiary staff, employees and volunteers. Any new roles will be evaluated for access to under 18s by the Incumbent and the PCC.

3.12.3 A list of roles which allow access to under 18s is included in this document in Appendix F. It will be updated as necessary.

3.13 Register of volunteers working with the under 18's

3.13.1 The Incumbent along with the Church Wardens and the Under 18s Co-ordinator will maintain a list of all adults who have been registered as having access to children and young people. The list will contain names, addresses, telephone numbers and which group and role they have been registered to work with. The list will be updated as necessary and the information submitted to the PCC.

3.13.2 There will be a confidential file with information of each volunteer. This file will be kept in a locked filing cabinet in the Parish office. Only the Incumbent, Church Wardens and the Under 18s Co-ordinator will have access to the file. The Church Wardens and the Co-ordinator will take responsibility for its safe-keeping during an interregnum.

3.13.3 All registered leaders will be over 18 years of age. For one-off events which require additional helpers, a list of those recruited to act as helpers, including names and addresses, will be submitted to the PCC or Standing Committee for approval prior to the event.

3.13.4 The PCC recognises the appointments procedures of the Scout and Guide movements. All leaders of the parish's uniformed groups, holding warrants, will be included in the parish's register of volunteers. The leaders of the other user groups involving children and young people will be included in the parish register, although their appointments will not necessarily be the responsibility of the PCC.

3.13.5 Each user group, involving children or young people in St. Cuthbert's Church centre buildings will be required to complete the User Group registration Form – a copy of which can be found in Appendix 6.

3.14 Role Descriptions

3.14.1 Each person undertaking work with under 18s will have a clear role description which will set out the key features of what that role involves, how this relates to other volunteers and to whom the person is responsible. The role descriptions will be agreed with the Under 18s Co-ordinator. When new appointments are made role descriptions will be part of the appointment process.

3.14.2 Role descriptions for current posts in church groups for children and young people can be found in Appendix H

3.15 Regular reviews

3.15.1 The leaders of each church group will meet together regularly to discuss and review their work. Arrangements for these meetings will be the responsibility of the Key Leaders for each group. They will be expected to meet at least three times a year in order to plan and organise the programme of activities to be submitted to the PCC for approval at the beginning of each term. Annually, the Under 18's Co-ordinator and the Key Leaders will prepare reports to be presented to the PCC to enable the PCC to review the work. This review will happen at the summer meeting of the PCC.

3.15.2 It is noted that the Church Wardens will be required to complete information regarding the parish's policy and procedures for the Archdeacons' Visitation Articles of Enquiry.

3.15.3 The list of registered roles should be reviewed annually by the PCC.

3.15.4 All leaders of church groups will have their role description reviewed individually and annually by the person to whom they are responsible named on their role descriptions, together with the Under 18's co-ordinator.

3.15.5 Written records of review meetings will be maintained and kept with the confidential file.

3.16 Training

3.16.1 All leaders of church groups will be given copies of the Parish Policy and Procedures and opportunity to familiarise themselves with the content. All leaders will be guided by the Key Leader(s) and/or the Under 18s Co-ordinator through the procedures for dealing with disclosure of abuse.

3.16.2 All new leaders on registration will receive an induction from the Under 18s Co-ordinator which will explain the Procedures. They will be given their own copy of the Parish Policy and Procedures.

3.16.3 Key Leaders will be required to offer new leaders an initial induction to their specific role within the group and to make sure that they are familiar with the procedures as they affect the particular group with which they are involved.

3.16.4 All Key Leaders should undertake training approved by the PCC which is relevant to the age group with which they will work, and other leaders will be encouraged to do so.

3.16.5 The PCC has funding to support leaders with training costs and, where relevant, travel and / or childcare expenses as and when necessary. Enquiries should be made via the Incumbent.

3.17 Attendance Records

3.17.1 Records of children and young people attending church groups will be kept in registers or as a simple card index system. The information in the registers and / or card index will include names,

addresses, telephone numbers, date of birth and an emergency contact number. A copy of the Annual Registration Form can be found at Appendix I.

3.17.2 It is the responsibility of each leader to keep the attendance record of the children and young people with whom they work. If appropriate, any young adults who are included as helpers must also be included in the register. Children "visiting" (e.g. with grandparents / friends etc.) should be registered with name, possibly responsible adult if appropriate and marked at the side as "visitor". Any unaccompanied children should be registered and marked at the side as "unaccompanied". It could be considered both dangerous and un-Christian to send them away.

3.17.3 Records will also be kept of children and young people attending church activities. It will be the responsibility of those organising the activity to make the record. The Under 18s Co-ordinator will advise as necessary.

3.17.4 For all "off-site" activities such as trips, outside events, away days or any activity requiring staying away overnight, this parish will follow the Diocesan Guidelines for Off Site Visits, a copy of which is included in Appendix A. This includes off site visits during normal meeting times (form included in Appendix C). PCC approval will be required for specific off site visits.

Appointing new leaders

3.18 Procedure for appointments

3.18.1 All adults taking up new roles with the possibility of access to under 18s will be required to comply with the parish's appointments procedure.

3.18.2 It is a requirement that the person(s) recruiting follows the procedure and is responsible to the Incumbent and PCC. The Under 18s Co-ordinator will also monitor appointments made. It is a requirement that a volunteer does not assume a leadership role until this procedure is completed.

3.19 Preparation for appointment

3.19.1 Before approaching or advertising for volunteers, the person(s) responsible for recruiting should ensure that the agreed Aims and Objectives for the particular role or work are available together with an approved role description.

3.20 Expressions of interest.

3.20.1 The recruiter will notify the Incumbent or the Under 18's co-ordinator of expressions of interest and ensure that there is not a prior reason for not proceeding to the next stage.

3.20.2 Any people wishing to work with children and young people must have a commitment to them. They must have relevant experience to undertake the role or, if not, be willing and able to undertake suitable training within the first 12 months.

3.20.3 They should have an understanding and respect of the background and culture of the young people with whom they will be working. They need to have a clear understanding of the aims and objectives of the role they are about to fulfil.

3.20.4 If any leaders are appointed as paid employees, the parish will seek the advice of the Diocesan Board of Education in regard to forms of contract and related material.

3.21 Declaration Form

3.21.1 If the volunteer wishes to take up the role of leader, then he / she is required to complete the Confidential Declaration Form (in Appendix J) and must also complete an application form for an Enhanced CRB Disclosure. This will then be returned to the CRB Officer at the Board of

Education. The parish will follow the Diocesan Guidelines re Obtaining a CRB Disclosure, a copy of which is in Appendix K

3.22 Checks and references

3.22.1 If the person is to be a paid employee, references will be obtained. If the person is to be a volunteer, it will be necessary to obtain references if he / she is not known as a regular worshipper at the church, at least for two years, or not known by the Incumbent for three years. Any references obtained will be checked and validated by the Incumbent and the Under 18's co-ordinator.

3.22.2 The Incumbent and the under 18's co-ordinator will make a decision about the suitability of the volunteer and a record will be made in that person's file of any actions, advice, reasons or justifications which they regard as appropriate. They may make recommendations as to the nature of the role or specify training requirements.

3.22.3 In the case of a person deemed to be unsuitable, any records on file will be kept secure in the locked filing cabinet in the Parish Office for any appropriate future reference.

3.24 Confirmation

3.24.1 The CRB will communicate directly with the person concerned. He / she will be asked to bring their enhanced disclosure certificate and a note of the disclosure number should be placed with other relevant information regarding the role being fulfilled. If the disclosure includes any information about any item advice will be sought from the Bishop of Blackburn's Child Protection Officer.

3.24.2 The Incumbent will confirm the appointment with the recruiter and, where possible, the commissioning and welcoming of the new leader will be included as part of the main service. The appointment will be confirmed at the next PCC meeting and the name of the person added to the register.

3.25 Induction training

3.25.1 The Under 18s Co-ordinator and the Key Leader(s) will provide the induction training as appropriate and necessary.

Dealing with abuse

3.26 Introduction

3.26.1 The Incumbent and the PCC of this parish are committed to a policy that abuse is taken seriously, that we co-operate fully with the statutory agencies and that we do not conduct our own internal investigations.

3.26.2 Remember that diagnosis is a specialist task, so you would normally be dealing with your personal suspicions or with a disclosure from a child or teenager.

3.26.3 Please take either situation very seriously and act according to the advice below. Your actions could save further pain and suffering.

3.27 Abuse takes many forms:

3.27.1 The Government has gained an inter-agency agreement on what constitutes abuse:

- a) Neglect: is persistent or severe neglect of a child which results in a serious impairment of a child's health or personal development.
- b) Physical: physical injury by deliberate action or by not knowingly preventing.

- c) Sexual: involving Under 16s in sexual activities which they are unable to comprehend or give informed consent, or which crosses normal social taboos.
- d) Emotional: persistent or severe emotional ill-treatment or rejection having an effect on behaviour and emotional development.
- e) Grave concern: situations where an Under 18 year old is deemed to be at risk of abuse, e.g. when another child is being abused.
- f) Situational abuse: where social or economic situations determine that a child cannot develop or thrive properly.
- g) Systemic abuse: not, as might be expected, meaning long-term, but meaning where the “system” designed to protect in itself produces abuse, e.g. abuse in Children’s Homes.

3.28 Warning signs

3.28.1 It cannot be over-emphasised that “diagnosis” is a specialist social and medical task and that these signs might be indications of other problems.

3.28.2 The NSPCC lists the following as being signs for lay people to watch for. This parish accepts and adopts this list:

- Aggressive behaviour or severe tantrums.
- An unexpected air of “detachment” or “not caring.”
- Sexual explicit behaviour inappropriate to the age group, including open or aggressive sex play.
- Child is happier away from home, or is kept at home for unexplained or inconsistent reasons.
- Does not join in with activities, ignores friends and suddenly does not trust adults.
- Complains of “funny pains” with no medical cause.
- Eating problems, under and over.
- Running away.
- Suicide attempts.
- Self injury.
- Depression and withdrawal.

3.29 Remember that diagnosis is a specialist task.

3.29.1 Thinking through and rehearsing how to react.

3.29.2 A positive calm response is crucial to the child or teenager whether the adult is dealing with suspicions or disclosure. Above all, do not avoid the issue; children suffer for years as a result of adults not acting on well-founded suspicions or mishandling disclosures.

3.29.3 Some advice:

- Be prepared and ensure that other volunteers are also prepared. Rehearse what you might say.
- Believe the child. Even if you think the disclosure is malicious you need to act. A clear verbal disclosure is a supreme act of trust, particularly for young children.
- Do not promise absolute confidentiality or anything else that you cannot guarantee.
- You may need to discuss the matter with the Under 18s Co-ordinator and or Incumbent or report without their consent.
- Do not investigate allegations, confront abusers or make hasty judgements.

- Be prepared for strong feelings of guilt, fear and anger within yourself and other volunteers that become involved.
- Don't let surprise at the identity of the abuser prevent you from acting. People with high standing in the community, people with caring roles and even personal friends of many years can all be abusers.
- If you really cannot cope with the situation involve another person, the Under 18s Co-ordinator or the Clergy. Do not let this new person dissuade you from taking the matter further.

3.29.4 The required Parish Procedure

- a) Allow the discloser to talk. Create the space and time for this and demand that other people allow this. If possible, make some notes as is practical and sensitive.
- b) With "suspicions", think through the signs and, if necessary, check with the NSPCC Help line on an anonymous basis.
- c) Make the decision whether or not to report.
 - If yes, contact the Police or assist the abused person to make a report to the Police.
 - If the child or young person is in immediate danger (e.g. returning home at the end of a session), contact the Police on 999.
- d) Ensure that the child or young person knows that they can return for help or contact other agencies such as NSPCC or Child Line whose telephone number is displayed on the church notice boards.
- e) Advise the Incumbent or, if the allegation is against the Incumbent, the Church Wardens.
- f) Either the Incumbent or Church Wardens must then report the circumstances to the Bishop of Blackburn's Child Protection Officer.
- g) Or if the alleged abuser is a licensed clergy person or lay worker, then the Diocesan Bishop must be informed by a Church Warden or other responsible person.
- h) Where the abuse has taken place in a parish context, the PCC Treasurer will notify EIG in case of a subsequent claim.

3.29.5 In all cases strict confidentiality will be observed.

3.29.6 The Aftermath

3.29.6.1 Once step (e) has been taken, the Incumbent or, in his/her absence, the Church Wardens will assume responsibility in the parish with assistance from the Diocesan Team responsible for Child Protection.

3.29.6.2 As far as is professionally possible, the parish will be kept informed and support will be offered in their subsequent dealings with the Statutory Agencies.

Appendix A

Off Site Visits

An off site visit is any visit which involves leaving the normal meeting place.

Where, for example, the Church youth groups meet on a regular basis in a building not on the same site as the church arrangements for moving children can be part of the overall policy agreed by the PCC. Eg) Taking children into the park or other place as an alternative to staying in the hall, This will require approval under this guidance.

In all cases where an off site visit is planned the permission of the PCC, or the PCC Standing Committee must be obtained prior to the visit. The PCC minutes should clearly show that they have given approval.

The Health and Safety Regulations 1999 require PCCs to:

- Assess the risk of any activity
- Introduce measures to those risks
- Inform all those involved in those activities of the measures they have taken

Those who are responsible for visits must

- Take reasonable care of their own and other peoples safety
- Follow guidance issued by the PCC
- Carry out activities in accordance with in a safe and reasonable manner

In common law those who organise visits have a duty to act as any reasonably prudent parent would in the same circumstances.

PCC Guidance

The PCC have duty to establish a written procedure for different types of visit.

All visits should be preceded by a risk assessment. The risk assessment should include the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place
- What are the emergency procedures?

The risk assessment should be included with the request for the PCC to approve the visit.

Regular visits to a park or swimming pool may not need a risk assessment every time (but each visit does need specific approval from the PCC).

Risk Assessments

The following should be taken into consideration. This is not an exhaustive list.

- The type of visit/activity and the level at which it is being undertaken
- The location, routes, mode of transport
- The competence, experience, qualifications of the staff involved
- The ratios of staff to children. This should include an assessment of those who have an enhanced CRB Disclosure and can have unsupervised access and those who do not and must not have unsupervised access. In the case of a residential visit no adult should be present who does not have an enhanced disclosure.

- The group members age, competence, fitness and temperament for the activity
- Any special medical needs of participants
- Conditions, weather etc.
- The quality, suitability of equipment
- Qualifications, insurance etc. of any organisation or group who will be involved in the activity. It is not good enough to assume that because a group offers to carry out an activity it is qualified or insured to do so.
- Emergency procedures
- Who will provide first aid if it is needed
- Means of coping if a child becomes unwell.
- Ways of monitoring risks throughout the activity.

The information provided to the PCC should also include

- Information provided for parents (a parental consent form is required for each visit)
- Transport arrangements and details of the contact person, not involved in the visit, who will hold lists of those being transported
- Supervision ratios (young people under 18 do not count and must be included in the numbers to be supervised) There is a need to assess the male/female make up of the group. High risk activities inc. swimming need higher ratios
- Some activities are designed to allow participants to be independent. Where remote supervision is part of the visit it is essential to ensure that parents have agreed to it. A trip to Camelot may well involve young people being allowed to wander in the park – this does not reduce the responsibility of the group leader.

The risk assessment should be available to all those involved in leading and supervising the visit.

Transport

- **Private Cars** – it is essential to make sure that the driver has the relevant insurance cover for transporting children. The maximum number of people in the car must be no greater than the number of seat belts. Procedures need to be agreed in the event of a car breaking down or needing to return early.
- **Minibuses – Self Drive** – make sure the driver has the relevant driving licence and the hirers insurance covers the trip. Minibuses should have seat belts for each occupant. It is advisable, in case of an emergency, to have an adult in addition to the driver in each minibus even if the supervision ratios do not require it.
- **Coach travel** – Coaches should be fitted with seat belts.

In all instances a person not travelling should have a list of names of those in each vehicle in case of an emergency and be the emergency contact point.

Role of parents whose own child is involved in the visit

If a parent brings their own child who would not normally be involved in the visit e.g they are too young, then the parent cannot be counted as one of the supervising adults. In such cases, it will be necessary to increase the adult ratio to children, making sure there is always one extra adult than the numbers normally would necessitate.

Parents whose own child is on the visit must be fully aware of their role with regard to all children.

First Aid

The Health and Safety Executive recommend that:

The minimum first aid provision for a visit is a suitably stocked first-aid box and a person appointed to be in charge of first aid arrangements.

The first-aid box should contain:

- A leaflet giving general guidance on first aid, (eg HSE leaflet Basic advice on first aid at work)
- Twenty individually wrapped sterile adhesive dressings
- Two sterile eye pads
- Two large sterile unmedicated wound dressing approximately 18cm x 18cm individually wrapped
- Six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile
- Four individually wrapped sterile triangular bandages
- Six safety pins
- Individually wrapped moist cleansing wipes
- One pair of disposable gloves
- A resuscitator for hygienic mouth to mouth resuscitation
- Other items relevant to risks associated with external visits such as: torch, whistle, flashing beacon, hazard warning triangle and yellow reflective jerkin.

All minibuses are required by law to carry a first-aid kit.

Getting PCC approval

It is recommended that:

- Low risk visits i.e visiting a park or taking a football team should be approved at a suitable PCC meeting prior to the visit
- Medium risk visits i.e. swimming, coastal visits, theme parks should be approved at least one month in advance.
- High risk visits e.g. residential trips or trips abroad should be approved at least four months in advance

If the PCC do not approve the visit and make a clear indication of their approval in the minutes it is likely that the visit will be uninsured and if an incident happens the leader will possibly be personally liable.

Appendix B

Parish of St. Cuthbert's, Fulwood

Plan of Church Buildings Showing position of Fire Exits and Extinguishers, First Aid kits
and Accident Report books

Please refer to hard copy policy in Church Office

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 to tetanus, please give date 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 ensure that you supply adequate supplies of medication and dosage to the person in charge

Does your child have any special dietary needs?
.....
.....

4. 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. I also understand that any extension of insurance cover is my responsibility.

5. DECLARATION

- I consent to my child taking part in such activities and declare my child to be in good health and physically able to participate in all activities
- I am happy for photographs of my child to be used within Parish and/or Diocesan publicity or publications
- I am aware of the levels of insurance cover
- I will ensure that any change in the circumstances will be notified to the organiser

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

.....

Name in block letters

Address

.....

PARENTAL / CARER CONSENT FOR SPECIFIC OFFSITE VISIT

(This form to be completed in full by the parent / carer and returned to the relevant person)

Parish:

1. 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.

2. EMERGENCY 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)

.....

3. MEDICAL INFORMATION

Does your child suffer from any of the following conditions?
(Cross out the YES or NO which does not apply)

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, including medication? 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 to tetanus, please give date 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 ensure that you supply adequate supplies of medication and dosage to the person in charge

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

4. 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.

5. 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 letters

Address

.....

APPLICATION FOR APPROVAL BY THE PCC FOR ORGANISATIONS TO UNDERTAKE AN OFFSITE VISIT

PCC approval is required prior to the event taking place

Organisation/Group:

Contact Name:

Telephone No: (home) (work)(mobile)

ACTIVITY DETAILS

Purpose of visit

-
-
-

Details of the Programme of Activities:

-
-
-

Places to be visited/Type of Activity:

.....

Risk assessment Date.....High/Med/ Low Risk.....

Main Risks Identified.....

Date & Time of Departure: Date & Time of Return:

If a Pre-Visit been undertaken, please give details:

.....

Transport Arrangements:

Please give details:

.....

.....

If using hired transport please give details:

Name:

Address:

Telephone No:

Proposed cost and financial arrangements:

.....

Please give details of any insurance arrangements, if in addition to PCC insurance, for all members of the proposed party, including voluntary helpers:

Insurance Company: Tel No:

Address:

Insurance Cover: Policy No:

Size & Composition of Group:

Age Range: No of Boys: No of Girls:

Adult to Child Ratio: Leader/Participant Ratio:

Names of All Leaders with Specific Responsibilities Accompanying the Party:

Name:

Specific Responsibility:

Telephone No: (Work) (Home)(Mobile)

Name:

Specific Responsibility:

Telephone No: (Work) (Home)(Mobile)

Name:

Specific Responsibility:

RESIDENTIAL DETAILS

Centre / Base / Campsite: Head of Centre Name:
(if more than one camp site/base, list them and give telephone numbers)

Address:

..... Telephone No

Date Residential Visit was approved

HEALTH & SAFETY

Intended date of briefing to young people: Intended date of parental briefing:

Parental consent obtained: yes/no Medical information provided yes/no

Emergency Contact Person (who is not going on the visit) :

Name: Telephone No

(Emergency Contact Person **MUST** be available for the whole duration of the visit/activity and in possession of all details from this sheet – they must also have participants’ names, addresses and telephone numbers)

Designated Person in Charge:

Name: Contact No

Name: Contact No

(to be contacted in the event of a major incident)

FOR PCC USE ONLY

Approval Signed By:

Chairperson **Date**

A copy of this form to be returned to the Organiser/Group Leader

Appendix D (i)

PARISH OF ST CUTHBERT'S, FULWOOD

Group Compliance Form

Name of Group: *Deep C Divers*

Key Leaders:

Leaders: .

Main Activity: To run regular Sunday school sessions at the same time as the 9.30am service during term time (excluding Parade)

Aims and Objectives:

- To teach the children about God using stories from the bible in a lively and dynamic way.
- To develop and nurture Christian principles with our young church members
- To lay a firm foundation - with the genuine hope that each of the children will come to knowledge of God through their own personal faith in our Lord Jesus and will go on with Him.
- To teach the children about the church year and involve them in the witness and worship of the church family
- To pray for the children in Deep C Divers
- And most importantly to have fun!

Age group: 3+ to 11+

Principal meeting place: Church Buildings (including the Douglas Hall)

Day and time : during the Sunday 9.30am service (leaving the main service soon after it begins – lasting for about 25-30mins – and then rejoining the service before it ends at 10.30am)

Appendix D (ii)

**Parish of St Cuthbert's, Fulwood
AIMS AND OBJECTIVES**

Name of Group: *Deep C Divers*

Aims: *To develop and nurture Christian principles with our young church members*

To introduce them to the life and work of Jesus and a wider knowledge of the Bible

To teach the children about the church year and involve them in the witness and worship of the church family

Objectives: *To recruit and organise a team of Sunday school leaders to provide Christian Teaching in a stimulating and caring atmosphere*

To run regular Sunday School Sessions at the same time as the main service (excluding Parade/Family services and All Age Worship)

To make use of a variety of methods and materials, to include singing, prayer, drama, art work, creative writing, Bible study/stories and discussion

This is not exhaustive, but serves as an example of possible things to be included.

Appendix E

Parish of St Cuthbert's, Fulwood

ROLE DESCRIPTION FOR THE UNDER 18S CO-ORDINATOR.

The Co-ordinator will ensure that any person who is working with children or young people within the church community under 18 years of age or who has access to the under 18s through their church role, understands what they must do to protect children from harm. The Co-ordinator will also draw the attention of other people using the church or other church buildings to the need to protect children.

To do this the coordinator will:

- Become familiar with the Diocesan Guidelines on keeping children safe and may attend any courses arranged by the Diocese in order to do this.
- Be available to consult with the Incumbent over any problem which may arise regarding the suitability of anyone wishing to become involved in working with children or young people within the parish, and will be involved in the appointment procedure for all new leaders.
- Be available to advise any leader on matters regarding the safety of children and young people.
- Be available to offer advice and guidance to any new leaders completing the Declaration Form and CRB Disclosure.
- Together with the Incumbent, will have access to records of leaders and will, during an interregnum, take responsibility with the Church Wardens for their safe-keeping.
- Will notify the PCC of any additions to the Register of Volunteers working with the under 18s and the Register of Roles allowing access to Under 18s. Unless the Incumbent agrees to to so.
- Be available to provide introduction to and guidance on the Parish's Policy and Procedures for all new leaders together with the Key Leader(s) as and when necessary.
- Have responsibility for organising annual reviews for Key Leaders and Assistant Leaders and for providing a written report annually to the PCC at its summer meeting.
- Be available to provide advice and assistance to Key Leaders and to be involved in any training initiatives run within the parish for those working with children and young people.
- Have knowledge of and be able to offer advice on insurance cover for children, young people and adults involved in church-based groups or church activities.
- Hold copies of Parental Consent Forms, the Group Compliance Form and the model Role Description Form and offer advice to all leaders as to the agreed procedure for their usage.
- Take any action immediately to protect children in an emergency.
- Will inform the Incumbent, or, in his/her absence, the Church Wardens, of any problems or anxieties about the safety of children and/or young people.
- Will inform the Church Wardens who will report the matter to Bishop's House without delay, should any allegation involve the Incumbent,.
- Have the right to contact the Bishop of Blackburn's Child Protection Officer for advice or information.
- Report to each meeting of the PCC, either in person or by informing the Incumbent or Church Wardens, any matters arising in connection with the safety of children.

Appendix F

Parish of St Cuthbert's, Fulwood REGISTER OF ROLES ALLOWING ACCESS TO UNDER 18s.

- . Clergy
- . Readers
- . Pastoral Auxiliaries
- . Church Wardens
- . Choir/Music Leaders
- . Caretaker/Steward
- . Crèche Workers
- . Youth Group Key Leaders
- . Youth Group Leaders
- . Confirmation Preparation Leaders
- . Centre Administrator

Appendix G (i)

**Groups and Individuals hiring the Church Premises /
Facilities – St. Cuthbert’s, Fulwood**

Child Protection

This church has and operates an active Child Protection Policy, in accordance with the rules laid down by the House of Bishops and Child Protection Legislation.

The Parochial Church Council, as owner of the property, is anxious to ensure that all children and young people using our premises are safe. The Parochial Church Council and the Vicar accept responsibility for Church events but draw your attention to the need for you to ensure that children for whom you are responsible are also safe. The PCC insures against Public Liability, but are not responsible for the actions of hall users.

Please make sure that you –

- Know where the fire exits and fire extinguishers are
- Know where First Aid equipment is available if you do not provide your own
- Report any safety hazard to the Church Administrator as soon as possible
- Make sure that you have sufficient adults present at all times to supervise children present at your activity
- Make sure that children are not allowed onto the premises before the appropriate adults arrive or are left at the end of your event

The Parochial Church Council wishes it to be clear that the care of children and young people attending your event is your responsibility. Your use of the Church premises / facilities is conditional upon this. You may wish to take this into account in considering insurance as well as safety.

If you wish to examine a copy of the PCC Policy to assist you in deciding on your own arrangements, please ask the Church Administrator.

Please complete the attached form and return it to the Church Administrator before you use the Hall.

Name and Address of Organiser (Please Print)

I understand that the care and safety of children and young people attending events I organise is my responsibility. I have received a copy of the document explaining that this is so, and I accept that the use of the premises / facilities is dependent on this.

SignedDate.....

Appendix G (ii)

**User Groups making use of Church Buildings –
St. Cuthbert's, Fulwood**

Child Protection

This church has and operates an active Child Protection Policy, in accordance with the rules laid down by the House of Bishops and Child Protection Legislation.

The Parochial Church Council, as owner of the property, is anxious to ensure that all children and young people using our premises are safe. The Parochial Church Council and the Vicar accept responsibility for Church events but draw your attention to the fact that we recognise that your group has its own appointments procedure and follows its own policy and procedures for work with children and young people. The PCC is not responsible for the actions of the Church Building users. We ask each user group to register acceptance of this.

Please make sure that you –

- Know where the fire exits and fire extinguishers are
- Know where First Aid equipment is available if you do not provide your own
- Report any safety hazard to the Church Administrator as soon as possible

The Parochial Church Council wishes it to be clear that the care of children and young people attending your event is your responsibility. Your use of the buildings / facilities is conditional upon this. You may wish to take this into account in considering insurance as well as safety.

Please complete the attached form to register your group and confirm your agreement. Please return it to the Church Administrator before you use the Hall.

Name and Contact Address of Organisation (Please Print)

I understand that the care and safety of children and young people attending events I organise is the responsibility of(Name of group). I confirm this group has its own appointments procedure and policy and procedures for working with children and young people.

SignedDate.....

(Role in Group.....)

Appendix H

Role Description

The Parish of St. Cuthbert's, Fulwood

PARISH OF ST CUTHBERT'S, FULWOOD Role Description

Deep C Divers

Name:

Role: **Leader**

Where and when they meet: Sundays – whilst the 9:30 am service is in progress
Age Range: 3+ to 11+ (three classes 3 – 5, 6 – 8, and 8 - 11+)

Principal Duties: Assist the group leader to plan and deliver the lesson with the aim of developing the children's understanding of Christian faith through a variety of structured activities, eg. stories, prayer, music and art. Ensure the safety and well being of the children in your charge, registering children in and counting children out. Helping the children with their activities.

Person to whom responsible: Group leader
and (Key Leaders)

Committee to whom responsible: PCC (Family, Youth and Children Ministry)

Signed on behalf of the Parish : **Date :**

To be completed by the volunteer:

I understand the nature of the work I am to do with children. I have read the "Parish policy and procedures on work with children and young people".

I understand that in organising and delivering my lesson I must ensure the parish policy and procedures are adhered to and that if I have any doubt as to any aspect of compliance I must seek advice from the key leader, under 18's co-ordinator, the vicar or any member of the PCC prior to commencement of the session.

I understand that I have a duty to protect the children and young people with whom I come into contact and to support other leaders as they fulfil this obligation.

I understand what action to take if abuse is discovered or disclosed.

Signed : **Date :**

**PARISH OF ST CUTHBERT'S, FULWOOD
Role Description**

Deep C Divers

Name:

Role: **Key Leader**

Where and when they meet: Sundays – whilst the 9.30 am service is in progress
Age Range: 3+ to 11+ (three classes 3 – 5, 6 – 8, and 8 - 11+)

Principal Duties: Plan and deliver the lesson together with the assigned helper(s) with the aim of developing the children's understanding of Christian faith through a variety of structured activities, eg. stories, prayer, music and art. Ensure the safety and well being of the children in your charge, registering children in and counting children out. Helping the children with their activities.

Person to whom responsible: (Key Leaders)

Committee to whom responsible: PCC

Signed on behalf of the Parish : **Date :**

To be completed by the volunteer:

I understand the nature of the work I am to do with children. I have read the "Parish policy and procedures on work with children and young people".

I understand that in organising and delivering my lesson I must ensure the parish policy and procedures are adhered to and that if I have any doubt as to any aspect of compliance I must seek advice from the key leader, under 18's co-ordinator, the vicar or any member of the PCC prior to commencement of the session.

I understand that I have a duty to protect the children and young people with whom I come into contact and to support other leaders as they fulfil this obligation.

I understand what action to take if abuse is discovered or disclosed.

Signed : **Date :**

Appendix I

Parish of St Cuthbert's Church, Fulwood

ANNUAL REGISTRATION FORM – YEAR _____

Name of Organisation: DEEP C DIVERS (SUNDAY SCHOOL)

Name of Child:

Home Address:

Date of Birth: **Age:** **Current School Year:**

**I agree to my son/daughter/ward being involved in the activities of this group.
I am happy for photographs of my child to be used within Parish and/or Diocesan publicity or publications
I understand the necessity to complete the normal forms for Off Site Visits.
I acknowledge the need for good contact and responsible behaviour**

I also agree that I will remain responsible for my child/children right up until the moment that they leave for their various groups during the morning service, and resume that responsibility immediately upon their return into the main service. (Should any problems arise concerning my child/children whilst they in their Sunday School groups, then I will remain available during the service if my advice or assistance etc. is needed).

Are there any medical conditions/food allergies/other allergies which should be brought to the notice of the leaders? If so, then state briefly below *and speak to whoever has given you this form to complete*

Allergies, etc:

Signed:(Parent/Guardian)

Date:

Contact Name:

Contact Address:

Telephone:

CONFIDENTIAL DECLARATION

For beneficed clergy, those who hold the bishop's licence 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 details, on a separate sheet if necessary, giving the number of the question you are answering.

If you answer YES to any of these questions, please give details

1a Have you ever been convicted of a criminal offence* (including any spent convictions under the Rehabilitation of Offenders Act 1974)?*

Please tick YES NO

Details of these will be contained in your Enhanced CRB Disclosure

1b Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

Please tick YES NO

1c Are you at present under investigation?

Please tick YES NO

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 any finding or allegation that any child or young person was at risk of significant harm from you?

Please tick YES NO

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?

Please tick YES NO

2b To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

Please tick YES NO

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.

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?

Please tick YES NO

4 Have you any health problem(s) which might affect your work with children or young people under the age of eighteen?

Please tick YES NO

5 Have you, since the age of eighteen, ever been known by any name other than that given below?

Please tick YES NO

6 Have you, during the past five years, had any home address other than that given below?

Please tick YES NO

* All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed

** Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

Declaration

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

Signed

Date Date of Birth

Full Name

Address

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

*** Please delete if not applicable

Please return completed form to:

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

Before an appointment can be confirmed applicants must provide an enhanced/standard disclosure from the Criminal Records Bureau.

Appendix K

Obtaining a CRB Disclosure

This document should be readily available to all who are asked to complete a disclosure application along with the check list of documents required.

The Diocese of Blackburn is a Registered Body

To obtain a CRB Disclosure a person must complete a CRB Disclosure application form *provided by the Diocese*. These forms are pre-printed and have the Diocese's name and address on them. The Diocese is only able to handle CRB Disclosures which are made on these forms. The forms are available from the Board of Education.

The form must be completed in **block capitals and black ink**

Section A – Applicants Details

This section must be completed in full. If the 'at Current Address Since' date is less than five years from the date of application, further information must be provided in Section D and, if necessary, on a continuation sheet. The CRB insists that continuous address information for the last five years is provided. The information must not have gaps. It is essential that the information clearly identifies the month and year at each address.

Section B – Details of position for which disclosure is being requested

It is essential that the position applied for and the name of the organisation and their address are completed.

The CRB make no charge for Volunteers. If the person is a volunteer, it is imperative that that is clearly stated in this section. If that is not clear, the CRB will charge the employee fee, which as at 1st April 2005, is £34. This fee is regularly reviewed and invariably increased. A volunteer is defined as a person who receives no pay or honorarium. The DBE CRB Officer will assume the person is NOT a volunteer unless it is explicit in this section.

Section C – Additional Personal Details

If a person is married sections 20 and 21 must be completed. Even if their name has not changed by marriage it is essential that this section is completed otherwise the form will be returned. All other surnames used must also be listed with the relevant dates.

If a person has been adopted up to the age of five years old they need not state previous surnames.

It is essential that the information in sections 29 – 32 is completed.

Sections 33 – 35 need not be completed, but, in the event of a query, provides the CRB with the opportunity of clarifying information rather than simply returning the form.

Section D – Previous addresses

If the information provided in Section A does not cover the full five year period from the date of application, then this section and the necessary continuation sheets must be completed. The month and years for each address must form a continuous record for the previous five years.

Section E – Additional Information

This information is optional, but can help speed up the process of the disclosure if any questions are raised.

Section F – Referee Details

This no longer needs to be completed.

Section G – Payments

No entry needs to be made in this section

Section H – Applicant declaration and consent

It is essential that the applicant completes section 66 and, if additional information has been provided, section 67. All applicants **MUST** sign 68 and 69 and enter the date in 70

Section X – Evidence of Identity

This information can only be checked by people authorised and trained by the Diocese.

The CRB require three documents proving a person's identity. A passport, driving licence and utility bill proving current address are the ideal selection. Please see the check list Appendix L.

It is essential that the full details of the information provided are entered in section X. Please check that if the date of birth is entered in section X it is the same as that entered in section A. Many forms are rejected because people do not enter the same date of birth!

If a driving licence is used as evidence of identity, the full driving licence number should be included. UK driving licences identify in the number the initial letters of the Christian names of the holder. It is essential to check that the names in A2 have the same initial letters as that shown in the driving licence number. Quite often applicants provide one Christian name in section A but the driving licence number indicates they have more than one Christian name. The CRB reject these forms.

The form will be rejected if X15 is not crossed. It is absolutely essential that proof of current address has been checked. If the documents which have been seen are not contained in the list provided in section X, a copy of the check list duly completed or a separate sheet should be included identifying which documents have been seen.

X16

The Diocese only allows evidence to be checked by authorised officers. Authorised officers, for parish purposes normally include the incumbent/priest in charge. The Diocese maintains a list of those who have been trained to complete Section X and this can be consulted by telephoning the Board of Education. The information can be checked by bringing the documents to Blackburn. These are the only people who can verify the information required in Section X. As a Registered Body we are required by CRB to confirm that those checking the information in Section X have been trained in the correct procedures. Only those who have received training from the Diocese can act as an authorised officer.

Section Y – Statement by Registered Person

This section is wholly completed by the CRB Officer at the Diocese. No information should be entered in this section.

Completed Forms

These should be addressed to The CRB Officer, Church House, Cathedral Close, Blackburn BB1 5AA. In order for us to keep updated records of clearances by parishes a cover sheet should be included.

Disclosure Information from the CRB

The CRB will send a copy of the disclosure to the applicant and the Diocese. The applicant should take their copy to the parish/school who has requested it and they will make a note of the disclosure number. This information along with the self declaration form and any other information relating to the post will be held securely (normally in a locked filing cabinet) with only the Incumbent and Under 18's Co-ordinator, or in a school, the Headteacher, having access. In a vacancy in a parish the Church Wardens will also have access. The applicant has a right at any time (having given due notice) to inspect any information held about them. No information on a CRB disclosure will be given to any other person for any reason except as required by law.

The Board of Education on behalf of the Diocese processes CRB forms. On receipt of completed forms a check is done to ensure they have been correctly completed. Prior to signing by a "registered person" details of the application are recorded on a database, access to which is restricted by password to those who have a need to deal with this information. Once a disclosure is received from the CRB the disclosure number is added to the database. Disclosure information is stored in a locked cabinet and disclosures are shredded after three months unless an applicant notifies us that they dispute the information. The disclosure is then shredded once the dispute has been resolved.

What happens if any information is contained in the CRB Disclosure?

The Diocese believes that all people are created in the image of God and fairly and equally in all matters. We will not discriminate on any grounds except where the post requires faith or denomination qualifications. We fully endorse the CRB Policy on the recruitment of ex-offenders but we do have a paramount duty to

protect the children in our care and those who work with children. The completion of a self declaration form allows any applicant for a post the opportunity to divulge any information which they believe would be relevant in the recruitment and appointment process. The ultimate decision whether to allow a person to work with young people rests with the Incumbent, the Headteacher or the relevant senior person within the organisation. To assist them in making a decision the Bishop of Blackburn has appointed a professionally qualified Child Protection Officer who will review all disclosures which contain any information no matter what their nature.

Very few disclosures ever contain any information and the ones that do very rarely relate to matters which would affect people working with children. In those cases the Bishop of Blackburn's Child Protection Officer will simply write to the Incumbent or Headteacher informing them that there is no difficulty. We do advise that until that information has been received in writing from the Child Protection Officer, the person should not take up the post. In many cases it may however be more appropriate for an oral conversation to take place. Where a decision is taken that a disclosure has identified issues which in the opinion of the Child Protection Officer raises questions about the suitability of working with children, the person concerned will be offered the opportunity to meet the Child Protection Officer to discuss this matter. The Child Protection Officer is supported by a Child Protection Committee consisting of professionals from several different disciplines and in the event of a dispute the matter would be referred to them. The ultimate decision has to lie with the person making the appointment i.e. Incumbent or Headteacher.

It is only on very rare occasions and when the matters under discussion are child related that advice is given not to allow work with children.

If you need any further information on this matter, in the first instance that can be obtained through the Diocesan Director of Education who is charged by the Bishop to oversee the child protection procedures for the Diocese.

Costs of Disclosures.

The Diocese makes no charge to parishes for processing disclosure forms. Parishes and schools are charged the relevant fee charged to us by the CRB for employees. The cost of processing disclosures is considerably increased by the number of incorrect forms received. In order that those who check forms and ensure that they are completed correctly do not have to bear the burden for those who consistently submit forms which have to be returned, a charge will be made to those parishes submitting incorrect forms. If a form has to be returned to a parish, there will be a charge of £5 per form returned. Parishes can opt to pay a one off charge of £30 (+VAT) per annum which will cover an unlimited number of incorrectly completed forms. A form for taking out this insurance cover is included within the pack.

Other Parish Organisations or Related Groups

Many organisations have their own process and procedures for obtaining CRB Disclosure. The Diocese is an Umbrella Body and is happy to handle CRB Disclosure for any organisation related to the parish. In addition to any charges made by the CRB for employees, there is a handling charge of £7 (+ VAT) per form. Before the Diocese will act on behalf of any other group they will need to show that they have adopted the guidance and policies contained within this document relating to the safe handling and storage of disclosure information and the principles for the recruitment of ex offenders. In order to assist those organisations the CRB sample policies are contained within Appendix M and N.

CRB Disclosure

Incorrectly Completed Form Insurance

Parish Name.....

Number.....

We would like to take out insurance against incorrectly completed CRB Disclosure forms

Annual Charge £30 (+VAT)

SignedDate.....
(Incumbent)

Invoice to be sent to:

Name:.....

Address:

Postcode:.....

Appendix L

ID Checking Process

How many documents do I need to see?

Can applicant produce any documents from Group 1?

Yes – 3 documents must be seen. One document from Group 1 plus any two from Groups 1 or 2

No – 5 documents to be seen. Five documents from Group 2

Group 1



Valid passport (any nationality)	
UK Driving Licence (photocard)	
Old style UK Driving Licence (paper type)	
Original UK Birth Certificate (issued within 12 months of date of birth)	
Valid photo identity card (from EU countries only)	

Group 2

Marriage Certificate	
Non-original UK birth certificate (issued after 12 months of date of birth) (full or short form acceptable)	
P45/P60 statement **	
Bank or building society statement *	
Utility bill (electricity, gas, water, telephone (inc mobile phone contract/bill)*)	
Valid TV Licence	
Credit card statement*	
Store card statement*	
Mortgage statement**	
Valid insurance certificate	
Correspondence or a document from: the Benefits Agency; the Employment Service; The Inland Revenue; or a Local Authority*	
Financial statement (e.g. pension, endowment, ISA)**	
Valid vehicle registration document	
Mail order catalogue statement*	
Court summons**	
Valid NHS Card	
Addressed payslip*	
National Insurance number card	
Exam certificate (e.g. GCSE, NVQ)	
Child benefit book**	
Connexions card	
Certificate of British nationality	
Work permit/visa**	

* documentation should be less than three months old

** issued within past 12 months

Appendix M

Policy Statement on the Recruitment of Ex-Offenders

CRB Sample Policy Statement

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, [Organisation name] complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

[Organisation Name] is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person with the Diocese of Blackburn and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows [Organisation Name] to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in [Organisation Name] who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. The Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Appendix N

Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information

CRB Sample Policy Statement

General Principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, [Organisation Name] complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those of whom Disclosures or Disclosure information has been revealed and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy of representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Acting as an Umbrella Body

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the CRB Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

Appendix O

CRB and Portability

CRB Disclosure. There is a great deal of debate about the length of time that the CRB Disclosure is valid. At one level it is no different from an MOT Certificate for a car. It is simply a snapshot of the moment it was applied for. The confidential declaration does require that any incident involving the Police or Social Services is reported to the relevant officer in the parish, but this relies on the person concerned. At the moment there is no time limit and CRB disclosure must be seen as simply one piece of information in assessing people's suitability to work with young people. There may be occasions when it is felt necessary to ask somebody to reapply. That will not cause any problems if somebody has nothing to hide. **At St. Cuthbert's the CRB should be renewed every three years.**

With regard to portability, the CRB advise that any disclosure more than three months old should not be acceptable. If the person is not known to the Incumbent then that seems a reasonable position to take. If, however, the person is known and is a member of the congregation of long standing who has received the enhanced disclosure for some other position, such as a teacher in a school, it is not thought unreasonable that it should be acceptable up to three years old, as long as the person has been known to the Incumbent for at least twelve months longer than that period.

From 1st April 2006 the CRB withdrew from their Portability Service. They recommend that any organisation accepting Portability must satisfy themselves that there is no risk to children and vulnerable adults. Further advice can be found at www.crb.gov.uk Ultimately, as in the past, the decision whether to use an existing disclosure or seek a new one is the responsibility of the Incumbent/Headteacher.

The guidance offered at the moment will of course be subject to any change in line with best practice guidance.