

# Chase Family Church

Leaders

Ken Swan

Martin Higgins

Peter Tidey

## Child Protection Policy

We gratefully acknowledge the guidance and assistance of the Churches Child Protection advisory Service. PO Box 133 Swanley Kent BR8 7UQ

Help line 0845 120 4551

This document is based on a model child protection policy supplied by the Churches Child Protection Advisory Service (CCPAS)

This policy **MUST NOT BE COPIED** by other Churches or organisations without the written consent of CCPAS.

First issued in September 1998 and reviewed annually and amended where necessary.

This latest version was issued in September 2015

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Please note Martin and Elizabeth Higgins are not related to Matthew Higgins

CCPAS

Helpline 0845 120 4554  
Office 0845 120 4550  
Fax 0845 120 4552

Enfield Social Services Child Protection

020 8379 2483

Enfield Police Child Protection Team

020 8363 1212

Herts. Police Welwyn Garden City HQ

01707 638000

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## Signed Statement

The following policy was agreed by the church leadership on the 19<sup>th</sup> October 2005

- We are committed to supporting parents and families
- As leaders of the church we are committed to the nurturing, protection and safeguarding of children and young people
- We recognise that child protection is everybody's responsibility
- We are committed to following the agreed procedures and following statutory, denominational and specialist guidelines
- We seek to support all in the Church affected by abuse
- We review this policy, annually

If you have any concerns for a child or in relation to any child protection matter then speak to one of the following, who have been approved as child protection co-ordinators for this church.

Elizabeth Higgins    Matthew Higgins    (not related)

Leaders are Martin Higgins, Ken Swan and Peter Tidey but they are NOT co ordinators

A copy of the full policy can be seen in the church office.

Signed (by leaders)

Date 31<sup>st</sup> August 2015

## Child Protection Policy

### CHURCH DETAILS

Name: Chase Family Church (hereafter, "The Church")

Postal Address: Shirley Hall, Shirley Rd Enfield EN2 6SB

Tel No: 020 8366 5488

Email address: office@chasefamilychurch.com

Elim Pentecostal Church and member of Evangelical alliance of Great Britain

### CHURCH STATEMENT

The Church Leadership [-hereafter referred to as CL] 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 to the church's care or who find themselves at church run events.

As part of its 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 for 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 in the church.
- Maintaining good links with the statutory childcare authorities and other organisations.

### CHURCH POLICY

The [CL] recognises the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. The [CL] has therefore adopted the procedures set out in this document (hereafter "the policy"). It also recognises the need to build constructive links with statutory and voluntary child protection agencies. The policy and attached practice guidelines are based on a model published by the Churches' Child Protection Advisory Service (CCPAS). The [CL] undertake to file a copy of the policy and practice guidelines with CCPAS and social services, and any amendments subsequently published. The [CL] agrees not to allow the document to be copied by other organisations.

The [CL] is committed to on-going child protection training for all children/youth workers and will regularly review the operational guidelines attached.

The [CL] 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.

## **RESPONDING TO ALLEGATIONS OF ABUSE**

Under no circumstances should a church worker 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 Elizabeth Higgins (hereafter the "Co-ordinator") Tel no: 020 8363 0054 who is nominated by the [CL] 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.
- In the absence of the Co-ordinator, or if the suspicions in any way involve the Co-ordinator then the report should be made to Matthew Higgins (hereafter the "Deputy Co-ordinator") If the suspicions implicate both the Co-ordinator and the Deputy Co-ordinator, 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 Social Services.
  - The local Social Services office telephone number between 9.00am and 5.00pm is 020 8379 2483.
  - The out of hour's emergency number is 020 8379 2483.
  - The Police Child Protection Team telephone number is 020 8363 1212.
- 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 Co-ordinator, the absence of the Co-ordinator or Deputy Co-ordinator should not delay referral to the Social Services Department.
- The [CL] will support the coordinator/Deputy Co-ordinator 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 [CL] hope that members of the church will use this procedure. If, however, the individual with the concern feels that the Co-ordinator/Deputy Co-ordinator has not responded appropriately, or where they have a disagreement with the Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the [CL] demonstrate the commitment of the church to effective child protection.

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

### **ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT**

If a child has a physical injury or symptom of neglect, the Co-ordinator/Deputy Co-ordinator will:

- Contact 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 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 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 Social Services.

### **ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the Co-ordinator/Deputy Co-ordinator will:

- Contact the 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 Social Services/Police. CCPAS will confirm its advice in writing for future reference.

### **APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS**

The [CL] will ensure all workers will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines "Safe from Harm" (HMSO 1993), the Criminal Records Bureau / Scottish Criminal Records Office / PECS Codes of Practice, CCPAS guidance and Church practice guidelines attached. The same principles will be applied to those appointed to work with vulnerable adults.

### **SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES**

The [CL] will provide details of the supervision for each specific activity in the church practice guidelines attached.

## **SUPPORT TO THOSE AFFECTED BY ABUSE**

The [CL] is committed to offering pastoral care, working with statutory agencies as appropriate, and support to those attending the church that have been affected by abuse.

## **WORKING WITH OFFENDERS**

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

# **SECTION A**

## **PRACTICE GUIDELINES**

Only members of Chase Family Church or members of other churches well known to us will be considered for any appointment working with children. All applicants will complete an application form and declaration and be subject to DBS disclosure. References will be taken up and a church Leader will personally interview applicants recommended by department heads or other workers. In the case of workers whose employment provides them with good child protection training they would be excused church training as long as they have read and agreed to abide by the church policy. In the case of other workers then initial and on going training is provided. Regular staff meetings will often include an element of training by way of a “refresher” and extra support will be always available. Anyone regardless of seniority who in the opinion of the Church Leaders is temporality unable to fulfil their role will be relieved of it until such time the leaders feel it is appropriate to recommence working. If the “gap” were to be longer than a few weeks then re training would be considered dependant on the problem e.g. sickness, bereavement etc.

Buildings used for children’s groups must be properly maintained. The external fabric of the building, plus all internal fixtures, fittings, lighting, fire exits and equipment should meet the required safety standards and an annual review should be carried out to consider all aspects of safety for children using the premises. There should be adequate toilets and hand washing facilities and when food is being prepared hygiene requirements must be observed. At least one worker should hold a Basic Food Hygiene Certificate. There must always be an adequate first aid kit readily available and someone with an appropriate qualification to use it.

The interests of children are always paramount so the guidelines **MUST** be followed unless a variation is agreed with a supervisor or in the case of emergency in which case a written report of the incident must be given to all interested parties as soon as practical.

## **Chase Guidelines A – Daybreak (Crèche)**

The safety and welfare of children is always of paramount importance and workers should ascertain any special needs from parents or guardians. Do not, for instance, change a nappy unless you have been given specific permission to do so. If a parent stays behind with a child for any reason please ensure that they understand the ground rules and do not get involved with activities apart from having their own child on their lap. If you do change a nappy please ensure that you use a suitable thorough hand washing procedure.

There will always be others on hand to assist so ask for help if you need it.

Supervision Ratio

	Adult	Children
0 – 2	1	3
2 – 3	1	4

**Chase Guidelines B – Sunshine 3 – 5 years**

The safety and welfare of children is always of paramount importance and workers should ascertain any special needs from parents or guardians. Most children will be beyond nappies in this group but you must decide and agree age appropriate toilet arrangements with parents or guardians. Sometimes a visitor or a parent with a nervous child may want to “sit in” on the session. You must make it very clear that you are in charge and limit what they do to either sitting next to their child or having them on their lap. Parents and guardians need to understand that some children are fine once they depart after a few tears! Remember that you probably are far more experienced with children than many of the parents and guardians and you need to help them understand.

You must not have more than 8 children to one adult in this group.

**Chase Guidelines C – Launch pad 5 – 10 years**

The safety and welfare of children is always of paramount importance and it is also important to respect the dignity of the child through action and attitude whilst still maintaining sufficient discipline for the sake of the group as a whole. It is also important particularly in discussion times to promote respect of different ideas, language and customs. Discourage very strongly rude comments from children and name calling. Use a common sense approach as some “nick names” are harmless fun.

Children are entitled to privacy so if they appear sullen or distressed steer the conversation away from that which is concerning them. If they want to discuss it later, follow the guidelines, in a very “low key” way

Always be alert for any sign of abuse or inappropriate or sexually provocative behaviour or comments. Make a note after the session and see the policy co-ordinator.

**Chase Guidelines D - Dynamite 11-14 years**

No “official” ratio of helper to children but, 1 adult to 10 children is our aim. The safety and welfare of children is always of paramount importance and it’s also important to show, through attitude, action and language that you have respect for the children / young people in the group. Respect different cultures, language and ideas and do not let others ridicule people for being

different. Name calling can be abhorrent but “nick names” affectionate so use your common sense!

This age group is where often sexually provocative or inappropriate comments can be made and it is up to you to discourage such behaviour. If you have any concerns record them and speak to the co-ordinator. Be especially wary if a comment is directed at or hinted about you. Make a note of the context of any comment as it may shed light on the situation. Only a supervising leader or guest speaker should ever be in the group. Do not allow any other adults to attend. Any problems with this then refer them to the co-ordinator.

### **Chase Guidelines E - Delta Groups 14 – 18 years**

No “official” ratio of helper to children but, 1 adult to 10 children is our aim. The safety and welfare of children is always of paramount importance and it’s also important to show, through attitude, action and language that you have respect for the children / young people in the group. Respect different cultures, language and ideas and do not let others ridicule people for being different. Name calling can be abhorrent but “nick names” affectionate so use your common sense!

This age group is where often sexually provocative or inappropriate comments can be made and it is up to you to discourage such behaviour. If you have any concerns record them and speak to the co-ordinator. Be especially wary if a comment is directed at or hinted about you. Make a note of the context of any comment as it may shed light on the situation. Only a supervising leader or guest speaker should ever be in the group. Do not allow any other adults to attend. Any problems with this then refer them to the co-ordinator.

All youth activities should be overseen by named adults who have been selected in accordance with the Church agreed procedures. There is a valid argument for peer led groups but adult leaders should always be in the vicinity and should contribute to any programme reviews and planning. Where there are under 16’s in the group an appropriate adult should be present or within earshot. No one under the age of 16 should be left with the sole responsibility of supervising other children.

Young people who assist with the care of children / young people will be subjected to the same recruitment process as adults and they must be aware of procedures that protect children / young people. It is especially important if a child / young person decides to reveal a problem or abuse to one of the younger helpers. Children will often choose who to speak to, and they may not be the adult in charge, so to protect children and the helper, the helpers must know how to behave. The same principles apply across the age range but the older group probably is the “higher risk”

### **Chase Guidelines F – Non Sunday morning activities (Inc Sparks)**

Read this in conjunction with guidelines D and E

The same ratios of adults to children and young people apply as on a Sunday morning. However the design of a building and /or the composition of the group may lead workers to the conclusion that extra people are required. This could be a result of an informal risk assessment of merely having extra helpers of a particular gender if a group was heavily weighted towards one gender group. **At the Chase Family Church Centre** the toilets are located in the corridor between the two

halls making it easy for a Chase “Contracted Person” to stand in the lobby and ensure children use the facilities and return to their group without delay.

### Records

**It is important to keep a record of everyone who is on the premises at each session.** Record anything of concern in the log book but if it is highly confidential mark the log book “Jack (leader) had a conversation with John (Youth Club member).” Make a separate note and proceed as per “how to respond to allegations of abuse” and inform the co-ordinator. If someone is injured but not requiring medical attention, record it and ensure the parent/guardian signs to show they have been told. This can be done on an accident report sheet or a separate page of the log book/register. It is important to **familiarise everyone** as to the whereabouts of the **fire exits** and do it every time a new member attends.

Please draw to attention the sign in the corridor of non church parents/guardians to re assure them we run things properly !

### Chase Guidelines G – visiting children / young people at home

- \*Inform supervisor of proposed visit
- \*Never enter a home if the parent / carer are absent
- \*Keep a written record of the visit to include
  - Purpose
  - Arrival and departure time
  - Who was present
  - What was discussed
  - If the appointment is abortive in that the parent / carer is not home as arranged, leave a card or note as explanation
  - Never invite a child to your home without permission of the parent / carer and your supervisor who will organise appropriate arrangements.

### Chase Guidelines H – Residential and day activities

All persons helping at a camp or residential time away must be reminded that the policy for Chase applies en route to, during and en route back. This may appear obvious but if premises are used that has different rules then the rules of the stay must be agreed beforehand.

#### **Risk Assessment of Group / Children's Activities**

Taking care of children who are away from home involves taking responsibility for their well-being at all times, being prepared for every eventuality, and anticipating situations where a child could be harmed and taking steps to minimise the risks.

Before undertaking any activity the church should ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task. The following are some areas that should be considered:

- Identification of hazards.

- Consider who might be harmed and how this might happen.
- Assess the risks and take action to remove or reduce them as far as possible.
- Record the details and what action you have taken.

Where an off-site activity is involved you should ensure that a risk assessment has been carried out. It is not necessary to do this every time you visit a local venue such as a swimming pool, but make sure you update your assessment at regular intervals. If you are going on a trip or residential you should obtain written or documentary assurance that the activity/venue providers have themselves assessed the risks and have appropriate health & safety measures in place. In addition to this you should take the following factors into account:

- Location, routes and modes of transport.
- Competence, experience of volunteers or other team members.
- Ratios of adults to children.
- Age, competence, fitness, temperament of those attending in relation to the planned activity.
- Any special educational or medical needs.
- Seasonal conditions, weather or timing.
- Emergency or contingency procedures e.g. if one young person becomes unable to continue.

It is often necessary to make a preliminary visit, particularly if it is a venue or location that you have not used before. If you have been to the venue or location before, remember to review your assessment in the light of the different people who may be attending this time. Compile a check list for each activity you are undertaking and include what risks could be encountered, the action required, the person responsible and the date completed.

In a building the following may be considered hazards (The list is not complete and the camp organisers will need to ensure a comprehensive audit of the camp is carried out and completed beforehand): electrical equipment, loose fitting carpets, uneven floors, over-filled cupboards or containers, very high shelves, blocked fire exits, glass doors, missing light bulbs, splintered floorboards, power points, electrical cables, window fastenings.

On a campsite the hazards may be:

Guy ropes and other fastenings, fires, calor and other flammable substances, access to fields where animals graze (e.g. bull.)

A daily log of all activities should be kept by every worker and significant incidents recorded in the log.

It is the responsibility of the workers to know the whereabouts of every child and young person who is on Camp at all times, including monitoring access on and off the site.

General safety rules should be applied as appropriate (e.g. no running round tents due to the risk of injury from tripping over guy lines). All workers should keep a daily Log of camp activities and any significant incidents recorded in the logbook.

All children must complete a Health Information and Consent form and no child should be allowed to participate in any activity without the written consent of the parent/carer.

### **Fire Safety**

The camp organisers should have a fire safety procedure, which should include the following:

- Everyone on camp should be warned of the danger of fire. If the camp is in a building then everyone must be made aware of the fire exits. A fire drill should be practised on the first day of the camp/holiday.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. It should also comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

### **Electrical Equipment (PAT Testing)**

Camp organisers should ensure all equipment has been PAT approved. (PAT stands for Portable Appliance Inspection). Any appliance with a plug attached to it is classed as a portable appliance. A PAT test minimises the risk of potential fire and/or electric shock.

### **First Aid**

There should be at least one worker who holds a recognised and valid First Aid Certificate.

The First Aider should ensure that on the camp:

- First Aid boxes are available and their location known.
- That the First Aid kit contains those items recommended by St. John Ambulance.

### **Adventurous Activities**

No child should participate in adventurous activities without the written consent of the parent /carer. The Camp Organisers should ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the Camp Organisers need to ensure that the premises are licensed

### **Sleeping Arrangements**

Arrangements for residential holidays should be considered carefully. It would be unwise for a worker to share sleeping accommodation with 1 or 2 children. In a large dormitory, adults sharing sleeping accommodation with children might be acceptable or on an activity such as youth

hostelling where it is customary practice. Look at arrangements which are age-appropriate and provide security for the child and that would be considered safe for children and workers. Ensure parents understand what the arrangements will be.

### **Insurance**

It is important for the camp organisers to ensure there is adequate insurance cover for all eventualities such as personal accident (e.g. death or disablement), lost or stolen property and personal liability. If the trip is at a centre it is also important to establish that there is appropriate Public Liability Insurance.

### **Swimming Trips**

There should be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person should be established. A swimming consent form for each child, (or a copy) should be taken by the group leader on the trip. A copy should also be retained by the church contact person.

#### **(i) Swimming pools**

Before any visit to a swimming pool check there will be a qualified lifeguard present at all times and first aid/rescue equipment is readily available including, a poolside telephone/alarm. If appropriate to your party, check that the pool caters for children with disabilities.

There should be adequate signs indicating the depth of the pool and depending on the age of the group you are taking, it is advisable to make sure that the shallow end is shallow enough! If the maximum depth of the pool is less than 1.5 metres, diving should not be permitted. Checks should also be made that the changing rooms are safe and hygienic and there is a changing room for each sex.

It is important children and young people know how to behave in and around water and that they have not eaten for at least half an hour before swimming.

#### **(ii) Sea or natural waters**

Swimming in the sea or other natural waters are potentially dangerous activities. We do not advocate any non-pool swimming by church groups.

## **Chase Guidelines I - Children from the Street**

Sometimes children playing outside or wandering the streets with no adult supervision will want to join in with church activities (e.g. children's club, Sunday school) without the knowledge of their parents. CCPAS recommends the following:

On arrival, welcome the child/children and try to establish their name, age, address and telephone number. Record their visit in a register.

- Ask the children if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, the child should be encouraged to return home, unless permission to stay can be obtained from the parent/carer via a telephone call. In any event suggest the child seeks the parent/carer's permission to return the following week.
- Link the visiting child with a regular attendee who can introduce them to the group and show them the ropes.
- On leaving, give the child a leaflet about the group with contact telephone numbers etc and perhaps a standard letter to the parent/carer inviting them to make contact if they wish.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs, (e.g. medication), so that you can respond appropriately in an emergency.

### **Chase Guidelines J - Working with Disruptive Children**

Sometimes children and young people become angry, upset and disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care. The following guidelines can be adopted by churches providing services to children and young people.

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.

## **Chase Guidelines K - Tobacco, Alcohol, Solvents & Illegal Substances.**

### **(i) Tobacco and Alcohol.**

It is not illegal for a young person to smoke cigarettes in public. Youth and Children's workers do not have a right therefore to confiscate any cigarettes or tobacco products in the young person's possession. However, if there is a no-smoking policy it is important the young person is made aware of and agrees to abide by it.

Children aged 5 and over may legally consume alcohol in private but no one under 18 can do this in public. Youth workers do not have the right to confiscate alcohol found in a young person's possession but again it would be wise to operate a no-alcohol policy within the group.

There may be occasions where it is felt necessary to inform parents /carers that a child/young person has been drinking, particularly if they are under the influence at the group or there are concerns for their health or safety. Obviously this may affect the working relationship with the young person and there is a moral question that will need to be considered before any action is taken.

### **(ii) Solvents & Illegal Substances.**

It is not illegal for a young person of any age to abuse solvents but if a worker becomes aware there may be a problem, the young person should be encouraged to seek professional help from their GP or a counsellor specialising in this area.

It is a criminal offence however, to allow any young person in the care of a church group or organisation to produce, possess, use or supply illegal drugs. It is important to adopt a policy on illegal substances including the following:

- Ask the young person to stop.
- Inform parents/carers if the young person is less than 16 years.
- Inform the parents/carers if the young person is over 16 years with their permission.
- Discuss with the young person the proposed course of action, particularly if they re-offend (e.g. informing the police).
- Write down the content of any discussion with the young person, including the action taken and keep this in a secure place.
- Liase with the police to devise a strategy for dealing with the use of illegal substances.

## **Chase Guidelines L - Helping Children Protect Themselves**

It is important to teach children personal safety. The gospels in particular are an excellent resource. Through presenting the story of, for example, the prodigal son and the restored relationship with his father, children can be helped to understand physical contact that is good

and healthy, acknowledging also there are other touches that are unwelcome or wrong. It may also help to discuss concerns or talk about situations where the child feels uncomfortable. Touch or physical contact between adults and children, can be quite healthy and acceptable in public places, but discouraged in circumstances where an adult and child are on their own (except, of course, within family relationships).

Examine the way in which Christian truths are presented, e.g. children obeying parents. This can be a real problem for a child who is being abused - are they being encouraged to accept the abuse? Make it clear that if a child feels uncomfortable or senses something may be wrong they can always check things out with another adult. If this person does not respond, then the child can talk to another adult until something is done. This may need to be explained more fully to the child because there is obviously a big difference between, for example an adult forcing a child to steal sweets from a shop and legitimate rules about bedtime! Children may need to make a mental note of people they can talk to if something is worrying them. (See CCPAS' Caring About Abuse)

### **Chase Guidelines M - Children With Special Needs.**

Churches and organisations need to 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. For example, a young person of 17 might behave in a manner more akin to a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. Others experience difficulties in communication because they are blind, or deaf/blind, and are reliant on physical contact for communication. Some may have severe learning difficulties. All these factors make it harder to uncover abuse when it is occurring and in also setting boundaries that take into account the needs of these young people

There is therefore a need for extra vigilance, recognising that a worker may encounter the following difficulties:

- Children may not fully understand what is said to them, or may not be able to express themselves in ways that can be easily understood.
- The worker may not possess the appropriate personal communication skills (e.g. specialised spoken and non-verbal communication such as Makaton signs and symbols, British Sign Language etc).
- It can be hard to know if a child with a disability has been abused because of communication problems.

There are a number of reasons why a child with a disability is more vulnerable to abuse:

- Children with disabilities tend to have more physical contact than those without disabilities (i.e. therapists, care workers) and may require higher levels of personal care.
- The definition of what constitutes abuse is wider for children with disabilities. (This can include force-feeding, financial abuse, over-medication and segregation).
- Attitudes can play a part, for example, the belief that a child or young person with a disability can't be sexually abused because they are seen as a-sexual.

The church and other organisations have a pivotal role in empowering those with disabilities by:

- Teaching personal safety skills to those with disabilities. The church can encourage a child with a disability to take some control of his/her body (i.e. provide sex education and teaching about feelings; that some parts of our body are private and to differentiate between good and bad touches). This is essential to counter the points above.

## **Chase Guidelines N - Transporting Children**

These guidelines should apply to all drivers involved in the transportation of children and young people, organised by or on behalf of your church/organisation. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our advice on transporting children is as follows:

- Only those who have gone through the church/ organisation recruitment procedures for workers should transport children.
- All drivers should have read the child protection policy of the church/organisation and agree to abide by it.
- Parental consent should be given and all journeys should be carried out with the knowledge of the leadership of the church/organisation.
- **Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit is therefore required for all mini buses used to carry between 6 and 16 passengers.** All minibuses used to transport children should therefore have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If a church uses a mini-bus and the children/young people are asked to make a contribution towards the trip, there is a legal requirement to obtain a Section 9 permit from the Department of the Environment, Transport & The Regions.
- The law no longer permits car drivers who passed their test after 1st January 1997 to drive mini-buses without passing a Public Service Vehicle (PSV) driving test or unless they are driving under a section 19 permit. This does not apply to licence holders who were over 21 years of age in 1997. Check what categories a worker is entitled to drive by examining their driving licence. Whilst there is no law forbidding young or inexperienced drivers from transporting young people, some churches stipulate that they will use legislation relating to minibuses as a guide i.e. the driver should be 21 or over and have held a full driving licence for at least two years.
- The driver should hold a full driving licence, have adequate insurance and the vehicle should be road worthy.
- Having checked drivers, (application form, interview, references etc) it is reasonable to expect that they may be alone with a child for short periods e.g. dropping off the last child. Consideration could be given to dropping off the least vulnerable child last and plan routes accordingly. Two workers in a car does not in itself guarantee protection for a child - there have been incidents where workers have acted abusively together and in this situation a child could be less protected.
- Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to

meet the child / young person at a location where there are other adults around. (Remember a child / young person may want to talk to the driver about an abusive situation).

- When travelling in groups with more than one vehicle it is good practice to insist children stay in the same groups on the out-going and return journey. This will avoid the confusion over whether a child has been transported home or at worst left behind.
- If travelling in convoy with cars and minibuses, please note that the maximum speed for a minibus is 50 mph on single carriageway roads, 60 mph on dual carriageways, and 70 mph on motorways.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular child e.g. where there has been a disagreement or where a child / young person has a 'crush' on a driver.
- If parents transport children around e.g. to and from activities, ensure that all are made aware that such arrangements are the responsibility of the parents involved and not the church or organisation.
- CCPAS recommends that when using minibuses for transporting children, seatbelts should be fitted for all passengers. This is compulsory for vehicles registered on or after 1/10/01.
- An additional consent form should be signed by parents/carers attached to the General Information and Consent Form
- Regulations governing the use of child restraints came into force on 18<sup>th</sup> September 2006. From that date all children carried as passengers in cars are subject to the following rules:

Children under three years of age must have the correct child restraint. (Exceptions: taxis and private hire vehicles)

All children between the ages of three and before they have reached twelve years of age, unless the child is over 135 cm in height, must use the correct child restraint. (Exceptions: where a child travels in a taxi, or private hire vehicle, over a short distance in an unexpected necessity, where two child restraints are already fitted preventing a third from being fitted.)

Children over 135 cm in height or aged 12 or 13 must wear adult seat belts if fitted.

Passengers over 14 years of age must wear adult seat belts where fitted (it is the passengers responsibility and not the drivers for ensuring this).

Further information from [www.thinkroadsafety.gov.uk](http://www.thinkroadsafety.gov.uk)

### **Chase Guidelines O - Definitions of abuse (England and Wales)**

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

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

**PHYSICAL ABUSE**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is commonly described using terms such as, 'factitious illness by proxy', or 'Munchausen Syndrome by proxy'

**EMOTIONAL ABUSE**

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

**SEXUAL ABUSE**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**NEGLECT**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Further definitions of abuse –****SIGNIFICANT HARM**

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. E.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

**MUNCHAUSEN'S SYNDROME BY PROXY**

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: "A form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children." The government issued guidance for professionals working in situations where Munchausen's is suspected in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002).

**SPIRITUAL ABUSE**

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval. See also Chapter 2, Section 6.

The issue of the exploitation of vulnerable young people and adults by people in positions of power within the church is covered in some detail in the report "Time for Action", produced by Churches Together in Britain and Ireland (CTBI).

### **DOMESTIC VIOLENCE**

The Home Office definition of domestic violence is "Any violence between current or former partners in an intimate relationship, wherever and whenever the violence occurs. The violence may include physical, sexual, emotional or financial abuse." (Home Office Research Studies. Domestic Violence: Findings from a new British Crime Survey self-completion questionnaire.1999)

In 2004 the Government's definition of domestic violence was extended to include acts perpetrated by extended family members as well as intimate partners. Consequently, acts such as forced marriage and other so-called 'honour crimes', which can include abduction and homicide, can now come under the definition of domestic violence. Many of these acts are committed against children. (Section 6.18 Working Together to Safeguard Children (2006))

### **ORGANISED ABUSE**

Complex (organised or multiple) abuse may be defined as abuse involving one or more abusers and a number of children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Complex abuse occurs both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. Section 6.7 Working Together to Safeguard Children (2006)

### **CHILD PROSTITUTION**

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.. (Section 6.2 Working Together to Safeguard Children' (2006), see also 'Safeguarding Children Involved in Prostitution (2000) )

### **Chase Guidelines P - Recognising possible signs of abuse**

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

#### **PHYSICAL SIGNS OF ABUSE**

Any injuries not consistent with the explanation given for them  
 Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc.  
 Injuries that have not received medical attention

Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.

Reluctance to change for, or participate in, games or swimming

Repeated urinary infections or unexplained tummy pains.

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

Cuts/scratches/substance abuse\*

### **INDICATORS OF POSSIBLE SEXUAL ABUSE**

Any allegations made by a child concerning sexual abuse.

Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.

Sexual activity through words, play or drawing

Child who is sexually provocative or seductive with adults

Inappropriate bed-sharing arrangements at home

Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations

Eating disorders - anorexia, bulimia\*

### **EMOTIONAL SIGNS OF ABUSE**

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also, depression/aggression, extreme anxiety.

Nervousness, frozen watchfulness

Obsessions or phobias

Sudden under-achievement or lack of concentration

Inappropriate relationships with peers and/or adults

Attention-seeking behaviour

Persistent tiredness

Running away/stealing/lying

### **RACE, CULTURE & RELIGION**

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child-rearing do not justify child abuse.

\*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning. Approximately 20,000 are treated in accident and emergency departments in the UK each year

## **Chase Guidelines Q –How to respond to a child wanting to talk about abuse**

### **GENERAL POINTS**

- Above everything else listen, listen, listen
- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know - don't promise confidentiality

- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared\*

### **CONCLUDING**

Again reassure the child that they were right to tell you and show acceptance

Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)

Contact the person in your church/organisation responsible for co-ordinating child protection concerns or contact an agency such as CCPAS for advice or go directly to Social Services / Police / NSPCC

Consider your own feelings and seek pastoral support if needed

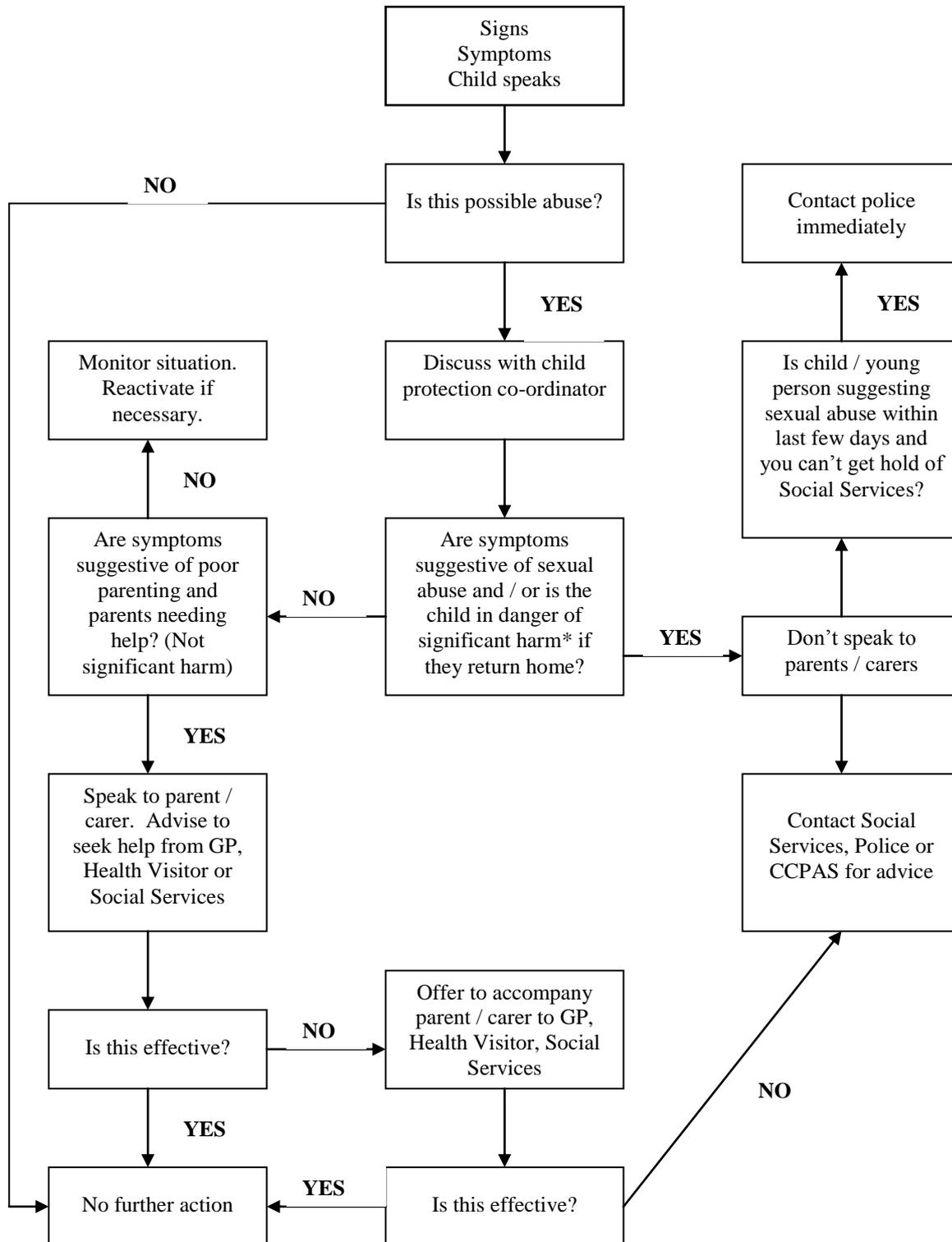
### **MAKING NOTES**

Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place.

## Chase Guidelines R – Action following disclosure

### Flow chart for action

This is not a substitute for reading the child protection policy.



## **DEFINITIONS OF ABUSE - page 18**

## **RECOGNISING POSSIBLE SIGNS OF ABUSE - page 20**

When a child wants to talk about abuse, it is important for the worker to listen carefully to what the child says without prompting or using leading questions. The church worker should make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, its size, and a drawing of its location and shape on the child's body.
- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.
- These notes should be passed on to the child protection co-ordinator to assist them should the matter need to be referred to Social Services. Any referral to Social Services should be confirmed by the referrer in writing within 48 hours (see 'Approaching Social Services' below)
- All documents should be signed, dated and kept for an indefinite period in a secure place.
- Make sure consideration is given to any advice/procedures that have already been adopted by the denomination or organisation. Be careful to follow the conditions of the church/organisation's insurance company policy to ensure there is appropriate cover against any claims.
- The Churches' Child Protection Advisory Service can also offer independent advice that will be followed by written confirmation of the advice given.

## **HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE - Page 21**

**(RESPONDING TO ABUSE- WORKER'S ACTION SHEET – see section B forms)**

**(SKIN MAPS – see section B)**

### **Responding to Concerns for a Child or an Allegation of Abuse**

Where possible, concerns should be passed to the child protection co-ordinator (or deputy) but difficulty in contacting these individual(s) should not delay action being taken.

If there is a concern that a child may have been abused, the church co-ordinator should take the following action:

**(i) Where a child has a physical injury or symptom of neglect:**

- Contact Social Services direct (this may be the Duty Children & Families Team or called something like Children's Services - out of hours the emergency duty team) if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents in such circumstances. It may also be helpful to have the contact number for the police child protection team
- If a child needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken. The hospital staff should be informed of any child protection concerns. They have a responsibility to pass these concerns on to the statutory authorities.
- If the concerns for the child centre around poor parenting it may be appropriate to speak to the parent/carer, offer practical domestic help and suggest, for example, a chat with the health visitor, doctor or the Social Services Department.
- If a parent/carer is unwilling or frightened to seek help, then offer to accompany them. If they still fail to acknowledge the need for action it is possible to informally discuss the situation with Social Services without divulging their personal details (such as names and addresses) unless, of course, Social Services consider the situation to be serious enough to do so. In these circumstances it is important to realise there may be a bigger picture. Information may have come to light that might be a vital missing piece in the jigsaw. The Churches' Child Protection Advisory Service is available to give advice in these situations.
- It is important to take older children's wishes into account when deciding whether to talk to parents/carers unless other children are potentially at risk.

**(ii) Where there are allegations or concerns of sexual abuse:**

- Contact Social Services (Out-of hours, the Emergency Duty Team). DO NOT try to investigate the matter. The important thing is to relay the information to Social Services and/or the Police so they can carry out any investigation and take appropriate action under Section 47 of the Children Act 1989.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Social Services, contact the police in order to facilitate a medical examination by a designated police surgeon. This could provide evidence, which may be used in any criminal prosecution. (Older young people are able to decline such an examination if they are considered to be of sufficient age and understanding). Do not touch or tamper with any evidence, such as stained clothing.

- DO NOT tell the parents/ carers, they could be involved. It is also important no one else who might be involved is inadvertently alerted to the situation because this may lead to the child being 'silenced'. Allegations of sexual abuse are usually denied and often difficult to prove. (See Section 9 of this chapter). Remember, the child's welfare must be the first consideration at all times.
- Keep information on a "need to know" basis so that any alleged perpetrator is not "tipped off". The child or young person also has a right for their privacy to be respected as much as is possible.

Should the child protection co-ordinator not feel it necessary to refer the matter to Social Services but the children's worker (or anyone else) has serious concerns for the child's safety, and then the worker should contact the relevant authorities direct. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime. The Churches' Child Protection Advisory Service can advise in cases of difficulty.

If the allegation is against a church leader who has responsibility for implementing the child protection policy, the referral should be made direct to Social Services or appropriate professional advice sought, e.g. from the Churches' Child Protection Advisory Service. The denomination may expect people at a higher level to be informed - e.g. Bishop, Superintendent, and the church's insurance company may need to be contacted.

## **Chase Guidelines S – Handling of disclosure information**

### **Handling of disclosure information**

#### **STORAGE AND ACCESS**

Disclosure information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, 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. A record should be kept of all those to 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 must only be 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, Disclosure information should not be kept for any longer than is absolutely 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, consultation should be made with the registered/umbrella body and/or the CRB/SCRO. Advice can then be given to the Data Protection and Human Rights of the individual.

The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

## **DISPOSAL**

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure information must not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, and the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

## **Chase Guidelines T - Equal opportunities statement**

### **EQUAL OPPORTUNITIES**

1. Chase Family Church is committed to providing a vital, practical response to the needs of those we serve, regardless of race, religion, lifestyle, sex, sexuality, physical/mental disability, offending background or any other factor.
2. As a Church using the DBS Service to assess applicants' suitability for positions of trust, the church (organisation) undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.
3. 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, experience and commitment to the values of the organisation.
4. 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 will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
5. Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the recruiter within the organisation and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.
6. Unless the nature of the position allows Chase to ask questions about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
7. We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will 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.

8. At interview, or in 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 or voluntary work.
9. We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.
10. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

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

## **Chase Guidelines U - Data protection Act Principles (Inc photos)**

### **1. Summary of Data Protection Principles**

The Data Protection Act 1998 is designed to provide privacy protection for individuals about whom personal, identifying data is kept. It lays down 'best practice' principles for those who keep the data and it applies to paper records as well as computerised information. The Act covers the whole of the UK, and all organisations, including churches, must comply with the rules on processing data.

"Processing" includes obtaining, recording, holding or storing information and carrying out any action on the data, including adaptation, alteration, use, disclosure, transfer, erasure, and destruction.

- Personal data shall be processed fairly and lawfully.
- Personal data shall be held only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose.

- Personal data shall be processed in accordance with the rights of data subject under the Data Protection Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of the data.
- Personal data shall not be transferred to a country or a territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

## 2. Complying With Data Protection Principles

Under the Data Protection Act 1998 people are entitled to be protected from disclosure of certain personal information without their knowledge or permission. Photographs of individuals, when published, obviously disclose personal information, such as ethnic origin.

No personal data should be obtained or held unless the individual has given consent. In the case of sensitive data, (defined as race, political opinion, religious belief, trade union membership, physical or mental health, sexuality, criminal offences) specific consent must be obtained i.e. the individual must be informed that this type of data is being held, told the reason for it and give permission for its use. NB: photographs count as sensitive data since they may reveal information about the subject's race. Permission should always be obtained to keep a copy or use a photograph of an individual. (See the use of video / camcorders and taking photographs of children in Section 4)

(ii) Do not use data obtained for one purpose for a different purpose. For example the church members' list may not be used for commercial mail shots.

(iii) Do not collect information about individuals which is not necessary for the purpose intended. Do not ask questions or seek data without ensuring that the information is relevant. If data is given or obtained which is excessive for the purpose it should be immediately deleted or destroyed.

(iv) If data is kept for a considerable length of time it must be reviewed and if necessary updated. No data should be kept unless it is reasonable to assume it is accurate.

(v) There should be regular reviews of files containing data to ensure that it is not kept for longer than required for the particular purpose.

(vi) You should always consider the rights of the individual in respect of their data. These are, briefly, that consent should be obtained if data is to be kept and used for any purpose; that individuals are entitled to know what data is kept about them and that no personal data must be disclosed to anyone outside or inside the church/organisation who does not strictly need to know, without the individual's consent.

(vii) Churches and organisations should have systems in place to ensure the security of data on computer systems and these must be adhered to. Personal data must be kept in a secure place, e.g. in filing cabinet which can be locked or in a room which can be locked when unoccupied.

Individuals must seek to prevent unauthorised access to any computers that contain personal data.

(viii) No data can be transferred, even for a legitimate purpose, outside of the EEA (European Economic Area - most of Europe) without the consent of the individual. This is particularly important when putting information on the Web which can be accessed from anywhere in the world.

This following checklist will help you comply with the Data Protection Act. Being able to answer 'yes' to every question does not guarantee compliance, and you may need more advice in particular areas, but it should mean that you are heading in the right direction:

Do I really need this information about an individual? Do I know what I'm going to use it for?

Do the people whose information I hold know that I've got it, and are they likely to understand what it will be used for?

If I'm asked to pass on personal information, would the people about whom I hold information expect me to do this?

Am I satisfied the information is being held securely, whether it's on paper or on computer? And what about my website? Is it secure?

Is access to personal information limited to those with a strict need to know?

Am I sure the personal information is accurate and up to date?

Do I delete or destroy personal information as soon as I have no more need for it?

Have I trained my staff in their duties and responsibilities under the Data Protection Act, and are they putting them into practice?

Do I need to notify the Information Commissioner and if so is my notification up to date?

Information on the Data Protection Act 1998 can be obtained from:

The Information Commissioner's Office (ICO)

Wycliffe House

Water Lane

Wilmslow

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Website: [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

If you have a complaint about the use of personal data you can download a complaint form from:

[http://www.ico.gov.uk/upload/documents/library/data\\_protection/forms/data\\_protection\\_complaints\\_form.pdf](http://www.ico.gov.uk/upload/documents/library/data_protection/forms/data_protection_complaints_form.pdf)

Or telephone the ICO helpline for advice.

### **3. Data protection, human rights and child protection**

Where disclosing information might place a child at risk, then child protection considerations take precedence over data protection. In certain circumstances the Data Protection Act allows for disclosure of information without the consent of the subject, including for the prevention or detection of crime, or the apprehension or prosecution of offenders. The need to safeguard children from harm should be considered within these parameters and this is emphasised in the government document, "Working Together to Safeguard Children" (2006). Article 8 of the European Convention of Human Rights also makes provision for the disclosure of information in connection with 'the protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime.... Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose'.

Children have the right to be protected from harm. Information relating to concerns that a child is at risk of significant harm should therefore not be withheld on the basis that it might be unlawful under these Acts. If in doubt, the information should not be disclosed to anyone, especially the parent/carer, but contact should be made with Children's Social Services or CCPAS for advice (See also "parental consent" chapter 2 page 28, and "keeping records" chapter 6, page 55).

#### **4. Video/Camcorders and taking photographs of children.**

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use photographs, videos and web cams of clearly identifiable people. There are several issues to be aware of:

- Permission (verbal or written) must be obtained of all the people (children and adults) who will appear in a photograph, video or web cam image before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as photographs taken at schools sports days for the family photo album, or videoing a church nativity play.
- If photographs or recordings of children's/ youth groups are made and individual children can be easily identified, children's / youth leaders must find out whether any parents do not want their children to be in the photograph.
- Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.

- Obtain written and specific consent from parents or carers before using photographs on a website and ensure any images appropriately represent your activity/event.

The following extracts from the ICO Data Protection Good Practice Note Taking Photographs in Schools are helpful examples in understanding DPA principles

#### **Personal use:**

- A parent takes a photograph of their child and some friends taking part in the school Sports Day to be put in the family photo album. These images are for personal use and the Data Protection Act does not apply.
- Grandparents are invited to the school nativity play and wish to video it. These images are for personal use and the Data Protection Act does not apply.

### **Chase Guidelines V – Discipline**

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life and is an expression of God's love for an individual. (Hebrews 12:5-12 & Proverbs 22:6)

- Ask God for wisdom, discernment and understanding for the children in your care.
- Work on each individual child's positives, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well behaved children attention and resist allowing demanding children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored they often misbehave, so review your programme regularly.
- **NEVER** smack or hit a child and don't shout. Change voice tone if necessary.
- Discipline out of love, **NEVER** in anger. (Call on support from other leaders if you feel so angry you may deal with the situation unwisely.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children understand what action will be taken if not kept.
- Every child is unique and will respond in different ways to different forms of discipline. It follows, therefore, each child should be dealt with on an individual basis.

Some children have a tendency to be disruptive in a group. Give them a chance, warn them and only separate if they are disruptive as a last resort.

- Have a disruptive child sit right in front of you or get a helper to sit next to them.
- Be pro-active and encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Take a disruptive child to one side and engage with them, challenging them to change, whilst encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child. They can be warned that you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), back into the church service or, after consultation with a church leader and advising the parent/carer, be banned from attending the group for a period of time.
- If a child's behaviour continues to be disruptive despite measures taken above, seek advice and guidance from a leader. (See church policy on Child Protection)
- Pray with the other workers before the session and take time to debrief before you leave.

### **Chase Guidelines W – Video & Photographs of Children**

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use photographs, videos and web cams of clearly identifiable people. There are several issues to be aware of:

- Permission (verbal or written) must be obtained of all the people (children and adults) who will appear in a photograph, video or web cam image before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- If photographs or recordings of children's/ youth groups are made and individual children can be easily identified, children's / youth leaders must find out whether any parents do not want their children to be in the photograph.
- Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.
- Obtain written and specific consent from parents or carers before using photographs on a website.

## **Chase Guidelines X – Modern Technologies and Safe Communication**

### **1. Introduction**

The introduction of modern technologies (e.g. the Internet, email, messenger services, chat rooms and mobile phones) has revolutionised communication systems throughout the world and if used in the right way is an excellent resource for children, young people and workers alike. Nowadays workers often communicate with young people using email or text. It is also becoming increasingly common for churches to run cyber cafés, not only providing general Internet access but also access to the church's own website, that may include facilities such as internal chat rooms and messenger services.

It is therefore important for a church to adopt policies and good practice in these areas to ensure these modern technologies are used safely and responsibly by all, thereby protecting children and young people and safeguarding the integrity of workers. A worker's job description should include an acknowledgement and approval of these technologies as a legitimate means of communicating with children and young people but also the expectations of the church in relation to their use. In addition, a rider should be included on the general consent form that parents/carers sign when a child/young person joins church run activities, that the church leadership endorses this mode of communication and that the parent/carer agrees to this. A more detailed statement on protocols could be displayed on the church notice board and/or in the area where the activities are run. A copy of this statement could also be included with the consent form when it is given to the parent/carer. If they request that their child is not communicated with using any of these technologies, this must be respected.

### **2. Access to the Internet**

If a church is providing Internet access (e.g. cyber café) for use by children and young people, the following protocols should be adopted:

**User Policy and Permission Form** – Every child or young person using the Church's Internet Services (e.g. cyber café) as well as their parent/carer should sign an agreement to abide by the 'user policy'. The agreement should explain what acceptable and unacceptable online activity is. Below are examples of what would be classified as *unacceptable* behaviour:

- Searching for and/or entering pornographic, racist or hate-motivated websites.
- Downloading, forwarding on and/or burning onto CD any music, images or movies from the Internet where permission has not been granted by the copyright holders.
- Disclosing any personal information e.g. addresses (postal, Email or messenger), telephone numbers, bank details. This includes personal information about another user.

Workers should involve the young people in drawing up the user agreement, which will encourage ownership and compliance. One creative way of doing this is to maybe use Internet terminology such as the 'information superhighway', drawing analogies with the road safety and the Highway Code. Workers can also involve parents/carers by offering advice on the use of the Internet in the home e.g. the supply by the ISP (Internet Service Provider) or filtering software that governs access to certain websites.

### 3. Workers' communication with Young People

All children and young people need to be aware of the protocols that workers follow in relation to email, messenger services and mobile phones including texting. It is important to remember that as well as the parent/carer, children and young people have a right to decide whether they want a church worker to have their email address or mobile telephone number and shouldn't be pressurised into divulging information they would rather keep to themselves. Workers should not show favoritism to children and young people in relation to communication technologies e.g. communicating less with those who don't have a computer or mobile phone or offering to pay for a child's top up card.

**(i) Email** – Email is often used by workers to remind children/young people about meetings (e.g. times, dates, themes etc). If email is being used workers should consider the following:

- Ensure messages are in the public domain by being printed off and kept securely and/or copies being sent to a third party. Although unlikely to happen, this method of accountability will be a deterrent against bullying, insulting or abusive emails being sent by a worker.
- It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

Children and young people can find it easier to communicate via email because nobody is physically present. Workers therefore need to be careful and it would be advisable to add the following rider to the bottom of any email stating the level of confidentiality:

**\*\*\*IMPORTANT\*\*\***

*'Any views or opinions presented are solely those of the author and do not necessarily represent those of Chase family Church unless otherwise stated.'*

The author places a high emphasis on confidentiality. If in receipt of any electronic communication the content of which the author has concern e.g. that the sender or someone else, particularly a child, may be at risk of serious harm, the author may need to share those concerns .In these circumstances the author would inform the sender giving details of who would be contacted and what information would be shared.'

**(ii) Communicating using Internet Relay Chat (IRC) e.g. MSN Messenger, AOL AIM, Yahoo Messenger** - IRC is a way of communicating with young people in real time on a one-to-one basis. It follows therefore that just as there are protocols a worker should follow if they physically meet with a young person on their own, the same applies to communicating via messenger services.

- All messaging should be kept to public areas and workers ensure that only moderated chat rooms are used.
- Workers should save their conversation as a text file; it is important that the child or young person you are talking to is aware that you are doing this. Workers should also keep a log of their communication stating with whom and when they communicated.
- Instant messenger services are private conversations and because they can be saved as text files, care should be taken by the worker in relation to nature, content and language so there is no room for ambiguity or misinterpretation.
- There should be an agreed length of time for a conversation and a curfew e.g. no communication after 10 pm.

**(iii) Mobile Phones** - Mobile phones are perhaps the most popular way of communication. It can be done anywhere, at any time and is far more difficult to monitor. Particular diligence needs to be applied therefore when workers use mobile phones to communicate with children and young people.

- Workers should keep a log of significant conversations/texts and/or the church could consider supplying the worker with a phone and obtain itemised phone bills.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting and not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.

Many mobile phones have digital cameras. Workers should ensure that they only take photographs of children and young people in accordance with their church's policy on photography e.g. ensure that consent is obtained and all images are stored in accordance with Data Protection Act principles. It would be unwise to keep images on a worker's mobile phone. Images should be downloaded to the church computer and kept securely.

#### **4. Accountability of workers.**

Internet accountability software packages are now available and could be used by a worker. This software monitors Internet use and relays this information to a person who is the worker's accountability partner. Originally designed for those tempted to access pornographic web sites, the software scores sites visited based on objectionable content.

# SECTION B

## FORM 1 - Responding to Abuse – Workers Action Sheet

### CONFIDENTIAL

Name of Church/Group \_\_\_\_\_

Name of Child/Young Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date of Birth        \_\_\_ / \_\_\_ / \_\_\_

Name of Person Reporting Incident \_\_\_\_\_

Date    \_\_\_ / \_\_\_ / \_\_\_    Time of incident \_\_\_\_\_

Sequence of Events/Actual Words Used/Observations  
(Use skin map overleaf where appropriate, but do not undress the child!)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

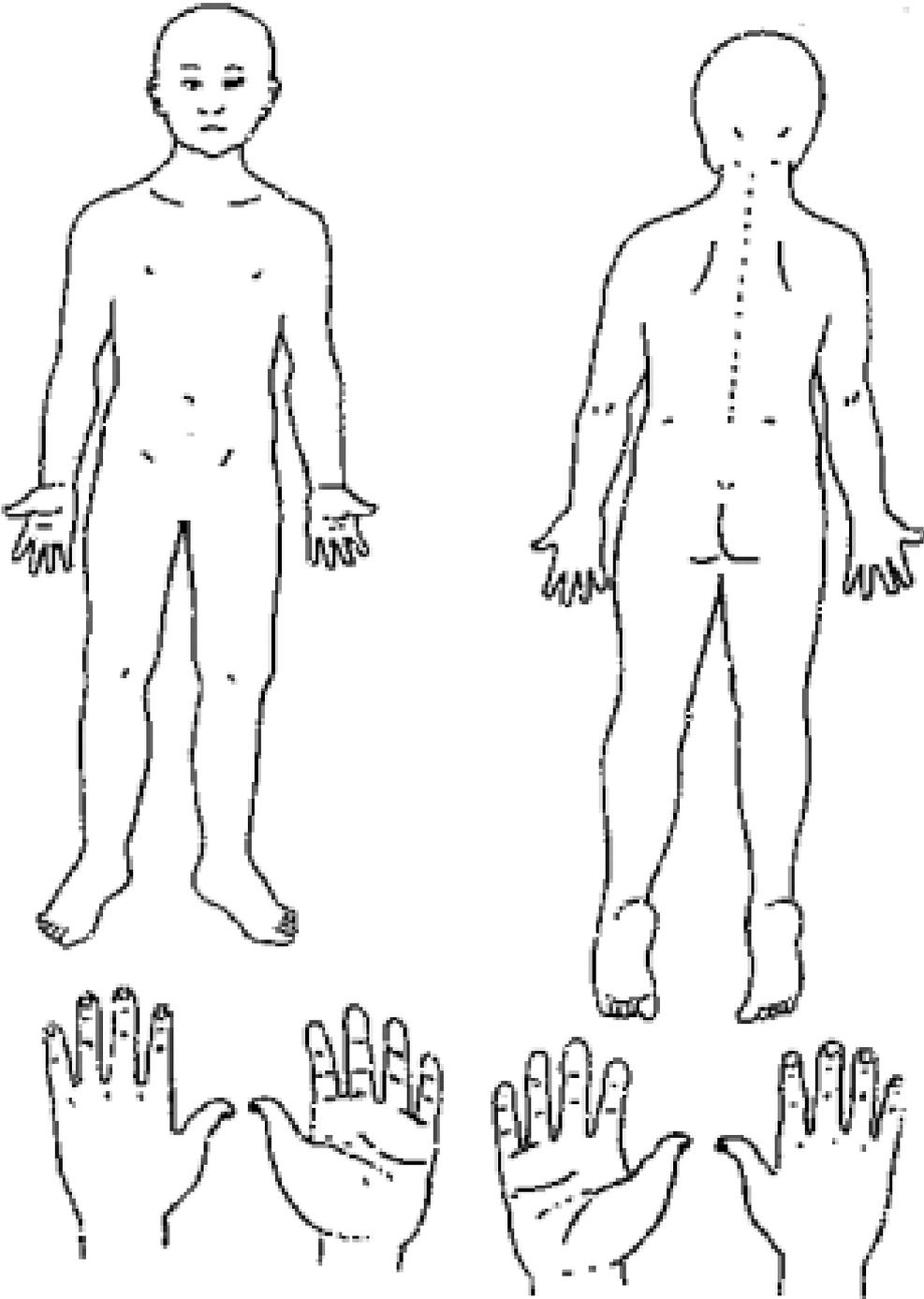
Action Taken (including person(s) contacted)

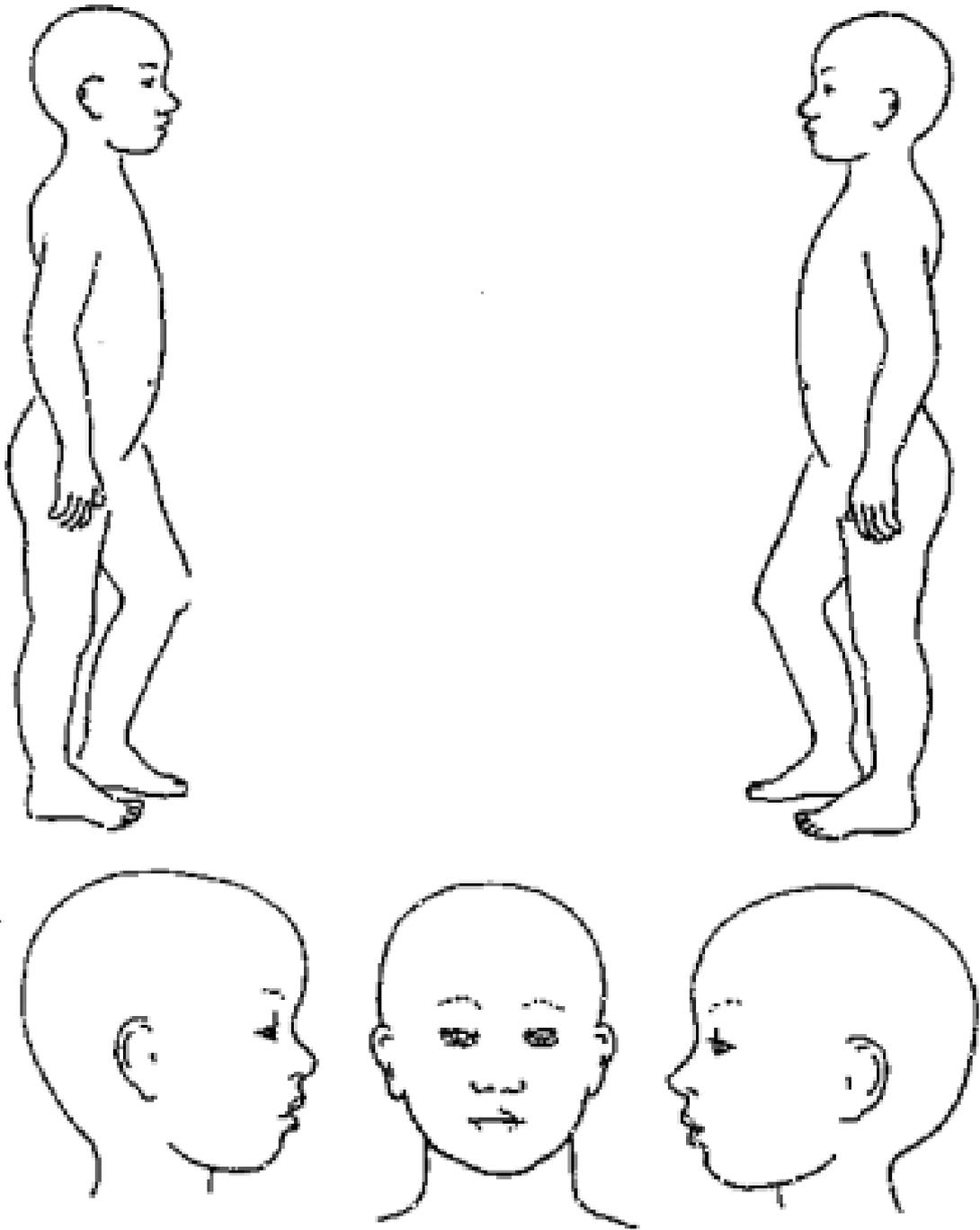
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date    \_\_\_ / \_\_\_ / \_\_\_    Time    \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

FORM 2 - Skin Maps





### FORM 3 - Accident and Incident Form

This form should be completed immediately after any accident or significant incident. The worker should discuss with the minister/church leader what follow up action is necessary.

Day, date and time of the incident \_\_\_\_\_

Names, addresses and ages of those involved in the incident

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where did this incident take place? \_\_\_\_\_

Name of church/organisation: \_\_\_\_\_

Name of the group: \_\_\_\_\_

Who is normally responsible for group? (Name, address and telephone number)

\_\_\_\_\_

Who was responsible for the group at the time of the incident, if different from the above?  
(Name, address and telephone number)

\_\_\_\_\_  
\_\_\_\_\_

Which other workers were supervising the group at the time of the incident? (Names, addresses and telephone numbers)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16)  
Normally only two witnesses would be needed.

\_\_\_\_\_  
\_\_\_\_\_

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you retained any defective equipment?

YES  NO  NONE INVOLVED (Please tick)

If so, where is it being kept and by whom?

\_\_\_\_\_  
\_\_\_\_\_

What action have you taken to prevent a recurrence of the incident?

\_\_\_\_\_  
\_\_\_\_\_

Is the site or premises still safe for your group to use  YES  NO (Please tick)

Is the equipment still safe for your group to use?  YES  NO (Please tick)

Who else do you need to inform? \_\_\_\_\_

Have they been informed?  YES  NO (Please tick)

If so, when and by Whom? \_\_\_\_\_

Signature of person in charge of group at time of accident/incident

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Form seen by Minister/Leader

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

### **Further forms available for leaders**

- FORM 12 - General Information and Consent Form
- FORM 13 - Consent for Transporting Children
- FORM 15 - Camps & Residential Holiday Health, Information & Consent
- FORM 16 - Activities and Day Visits
- FORM 17 - Swimming Consent Form
- FORM 18 - Using Images of Children
- FORM 19- Carrying out a risk assessment
- FORM 20 Risk assessment form

### **Further forms available for recruiters**

- FORM 5 - Example of a Counselling Contract
- FORM 6 - Job Application Form
- FORM 7 - Voluntary Disclosure Form
- FORM 8 - Request for Reference
- FORM 9 - Reference Form
- FORM 10 – Contracts for Firestorm / Children & Youth workers / Football

**The disk version only will also have the complete guidance to churches version April 2007 following this policy which contains items outside the policy that you may find of interest like the governments expectations etc**