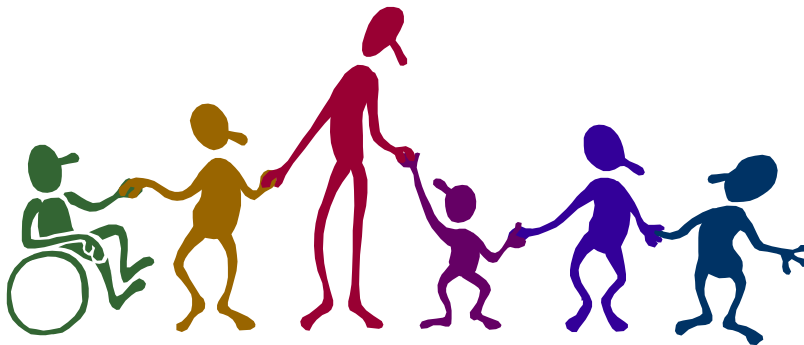


**Diocese of
Blackburn**

 THE CHURCH
OF ENGLAND

Child Protection Policy for Work with Children and Young People in the Diocese of Blackburn



February 2009

Special Note

Blackburn Diocesan Board of Education has prepared this document. It is acknowledged that this is a 'live' document and will therefore be subject to amendment as and when necessary.

It is important that each parish personalises the information so that it covers the relevant events, groups, individuals, situations and circumstances. The BDBE cannot take any responsibility for errors and/or omissions in the documents. Guidelines and sample wordings are available from BDBE and on the Diocesan Website.

From the Bishop of Blackburn

The House of Bishops' Guidelines, "Protecting All God's Children", places a duty on all dioceses to adopt clear and practical child protection procedures to ensure the general well being of children and young people in their care.

Our work with children and young people is at the forefront of our mission to pass on the Christian faith and help people grow to live good Christian lives. It is essential that in carrying out that work we adopt the highest standards and procedures to ensure that those young people entrusted to our care are safe. It is also essential that we have in place procedures that protect those who work with young people. We are all only too aware of the way people's lives can be destroyed by abuse and, sadly, false accusations.

The Church, of course, has always been at the forefront of work with young people and that brings with it a responsibility to espouse the highest standards and procedures to ensure the safety of those with whom we work. There are those who are constantly looking to identify our failings, just as they did with Christ himself.

All those who work with young people at this time are questioning the ever-increasing bureaucracy which goes with that work. There is, unfortunately, no answer to this and it is something we will simply have to live with. Our challenge is to go and make disciples of all nations and to suffer little children to come unto us, so we may share with them the joy and peace of the risen Christ.

I hope you will warmly endorse and engage with the spirit of these guidelines, actively implement them and continually review them in your parishes

If you need any further information or assistance, please contact the Diocesan Education Officers who will be only too pleased to help. Can I thank you all for the work that you do with young people and express my warmest thanks to all those in your parishes who offer time and energy to the Church's work with children and young people

Protecting All God's Children Structure for the Diocese of Blackburn

The Diocesan Bishop has overall responsibility for the Child Protection Policy.

Senior Staff Member Responsible for Child Protection and lead signature for CRB

The Bishop of Blackburn will nominate a senior member of staff (normally a Bishop) to be Chairman of the Diocesan Child Protection Group and be responsible for the overall implementation of the policy. The Director of Education will be responsible for the day to day organisation and management of the policy.

The Bishop of Blackburn's Child Protection Officer

The Bishop will appoint a suitably qualified person to be the Bishop of Blackburn's Child Protection Officer. The Officer will have overall responsibility for offering professional advice to the Bishop of Blackburn, the Senior Staff member responsible for Child Protection, the Director of Education and Incumbents and Parishes. The Diocese will provide an honorarium and expenses. The cost of professional insurance cover will be met for the risk assessments they make in individual circumstances.

Child Protection Group

The management of the Child Protection Policy will be the responsibility of the Child Protection Group. This will consist of the Senior Staff Member responsible for Child Protection, the Bishop of Blackburn's Child Protection Officer, the Director of Education, the Assistant Director of Education (Children's Work), an Assistant Director of Education (Youth Work) and the Bishop's Chaplain who will act as Secretary to the Group

Child Protection Consultancy Group

The Diocese will establish a group of professionals who are able to advise the Child Protection Group, the Bishop of Blackburn's Child Protection Officer and the Bishop of Blackburn on matters relating to Child Protection and developments in this field.

The CRB Officer

The Director of Education will act as CRB Officer for the Diocese and make suitable arrangements for the handling of CRB Disclosures and the provision of advice and guidance to parishes (The Bishop's Chaplain will deal with clergy)

Child Protection Policy

Introduction to the Third Edition of the Child Protection Guidelines

Following the 1989 Children's Act, the Home Office, in 1993, issued 'Safe From Harm', a guidance document for voluntary organisations to safeguard the welfare of children and young people in their charge. In 1995 the House of Bishops issued their own guidance, 'Safe From Harm', and required every diocese and parish to adopt a Safe From Harm Policy based on those guidelines. The House of Bishops revised its policy in 1999 and in 2004 issued its latest policy document, 'Protecting all God's Children'.

In the intervening period, the government has introduced legislation which has had a major influence on the National Church, Diocesan and parish policies. The Police Act 1997 and the Criminal Justice and Courts Services Act 2000 brought about the introduction of the Criminal Records Bureau and our present policy on seeking enhanced disclosures for everybody who works with young people in the diocese, our parishes and our schools. The Data Protection Act 1998 and the Human Rights Act 1998 have also had influence on the development of our policies. The government is currently consulting on a Green Paper entitled 'Every Child Matters'. This consultation will lead to a Children's Bill which is likely to place statutory duties on local authorities and all the statutory agencies such as the Church of England. One of the five key outcomes in the consultation relates to keeping children safe.

The guidelines are provided as an update to the 1995 edition and other guidance, including that related to CRB, which has been issued in the last few years. The House of Bishops' Guidelines require that the Diocese and every parish adopt new guidelines in accordance with the updated policy.

The Diocese adopted this policy in October 2004 and asks that every PCC adopt a new policy by April 30th 2005. The Archdeacons will be monitoring the implementation and operation of Child Protection Policies during their visits to parishes and, on an annual basis, through their Visitation Articles of Enquiry.

These policies are designed not only to protect children, but also those working with them. We live in a litigious society. It is important, therefore, that all working with young people are aware of their responsibilities. No set of guidelines can ever hope to identify and make provision for every conceivable circumstance or event. What is clear is that, if parishes fail to adopt these guidelines, they are unlikely to have insurance cover for any parish event.

The Director of Education is charged by the Diocesan Synod with overseeing the implementation of the policy. If parishes have any questions relating to matters of child protection they should, in the first instance, contact the Diocesan Board of Education.

Establishing New Procedures

This document contains all the essential information that is required to develop a Child Protection Policy. How parishes choose to do it is obviously a matter for them. Different parishes will have different structures in place for dealing with these matters. What follows is simply a suggested way of developing new guidelines.

1. Every parish will have 'Safe From Harm' policies and arrangements for CRB disclosures. The new House of Bishops' guidance is a development from previous guidance. Many of the recommendations simply reflect legislation which has been enacted since the second edition of the guidelines. Much of that will already have been adopted by parishes, e.g. CRB Clearances.
2. The PCC should establish a small group including the incumbent, the under 18's Co-ordinator and a churchwarden. It is obviously essential to have, as part of this group, some of those who work with young people in the parish. It is important to ensure that any guidance, as well as meeting the necessary requirements, is also practical and operable.
3. The Diocese will offer training on preparation of the Child Protection Policy. It is recommended that the first meeting of the group does not take place until after one or more members of the group has attended the Diocesan Training Session. That training will take a practical look and offer practical advice on how the new guidance could be developed.
4. Using the material contained in this document, materials provided at the training and your existing Safe From Harm Policy, identify areas which are in the new guidance which are already a part of your existing policy and therefore need little discussion. Decide within the group how best to deal with those areas which need development or further discussion. Some of the areas which it is likely that the Safe From Harm Policy does not cover or is not specific about are:
 - CRB Clearances
 - Off site visits
 - Record keeping
 - Data protection versus Sharing Information
5. Circulate the draft of your policy to all working with young people in the parish, setting them a deadline for response.
6. Review comments and produce the final document.
7. Provide every member of the PCC with a copy so that the PCC can formally resolve to adopt these policies.
8. Once they have been adopted ensure that everybody working with young people is fully aware of them.

9. Report the matter to the APCCM. It is important that both the PCC minutes and the APCCM minutes record the adoption of these new policies.

Some Basic facts

All young people under the age of 18 have to be supervised. Whilst you may organise groups where 15, 16, 17 year olds help out, they are not allowed in law to be responsible for other young people and there must always be somebody who is responsible for them. This document sets out in "Staffing, Health and Safety and Insurance" a suggested ratio of adults to young people of varying ages.

The incumbent and PCC are responsible for approving and overseeing the running of the guidelines. PCCs are Bodies Corporate and as long as they do all that could reasonably be expected of them, there is no personal liability. In English law the best definition of 'reasonable' remains that restated by Lord Denning i.e. "Would a man sitting on the top of a Clapham omnibus, if he had the same information before him as the PCC, consider it to be a reasonable decision?". The PCC which fails to put reasonable guidance in place, or procedures for overseeing that guidance, could possibly find that they were not protected as a Body Corporate and then members would become individually liable. In this litigious society, those who pursue claims tend to use a scatter gram approach and sue everybody in the hope of finding somebody who has some money to make a settlement. As long as PCCs adopt reasonable guidance and monitor it along the lines contained within this document, they can feel secure that, in the unfortunate event of an incident, they will be covered by EIG insurance.

Nobody should be allowed to work with young people unless they hold a satisfactory Enhanced Disclosure from the CRB. CRB Disclosures are deemed to be satisfactory where no information is provided under any of the sections. This is the vast majority of cases. In the event of information being provided, this will have been referred to the Bishop of Blackburn's Child Protection Officer who will individually advise parishes regarding these disclosures. Again, in the vast majority of cases the information provided has no effect on work with young people. If a person has a disclosure containing information, they must not work with young people until the Bishop's Child Protection Officer has made written comment on the disclosure.

Risk assessment is an important tool in ensuring the safety of young people. In our daily lives we all constantly assess risk for our own personal safety. Risk assessment in our work with young people is just an extension of that and because of the litigious society we live in, a formalisation of the process.

Off site visits – since the original guidance in 1995, a great deal of information and guidance has been published about educational visits and trips involving young people. This has resulted, like all safety legislation, from incidents involving young people on trips away from their normal base. In recent times, the most publicised event had been that of the Fleetwood High School teacher. Contained within this guidance are details of arrangements that need to be put in place for all off site visits. This guidance is based on that provided by local education authorities to schools. See Appendix A

Working With Young People

Incumbents and PCCs have a responsibility and a legal liability for everything undertaken in their name. Whether a person is a volunteer or an employee makes no difference, the only real difference is that employees have statutory rights where volunteers, in the main, do not.

Existing Employees and Volunteers. - They must all have been appointed under your existing guidelines and have an Enhanced CRB Disclosure Certificate.

New Employees and Volunteers - The person should be provided with a description of the role they are being invited to undertake and any associated guidance notes. This should detail what is expected from the person and any conditions attached to the role. If the person is to be an employee, the requirements of employment legislation will need to be satisfied. It is advised that PCCs check with the Diocesan Office about suitable forms of contract for employees before proceeding to advertise the job or make an appointment. Parishes have experienced difficulties with employees when the contract and related material was not correctly drawn up.

It is important that all those who work with children and young people have a commitment to them.

It is important to check that the person has the relevant experience to undertake the role or, if they have not, that they are willing and able to undertake suitable training in the first twelve months.

It is important that the person has an understanding and respect of the background and culture of the young people with whom they will be working.

They need to have a clear understanding of the aims and objectives of the role they are being asked to fulfil.

For employees this information will almost certainly be established during a formal interview process. For volunteers the process of determining suitability may involve a less formal meeting.

If the Person appears suitable

They should complete the confidential declaration. They must also complete an application form for an Enhanced CRB Disclosure which should then be returned to the CRB Officer at the Board of Education for onward transmission to the CRB.

If the person is to be an employee, then references must also be obtained. If the person is to be a volunteer, then references must be obtained, *except* where the person has been known to the incumbent for more than three years or has been a regular worshipper at the church for more than two years.

It is possible to accept an enhanced CRB Disclosure which has been obtained for another post, but please see CRB Portability. Where the person is to be an employee, a new Enhanced CRB Disclosure **must** be obtained. The CRB make a charge for employees. This is an employment cost and must be met by the parish not the individual.

Confirming the appointment and welcoming the new employee or volunteer

The CRB will communicate directly with the person concerned. They should bring to you their Enhanced Disclosure Certificate. It is recommended that a note of the number of this is placed with all the other relevant information regarding the role that is being fulfilled. If the disclosure includes any information about any item you must contact the Bishop of Blackburn's Child Protection Officer who will provide further advice. The Bishop's Child Protection Officer will already have been contacted by us.

If all the preliminaries are satisfactory then the appointment can be announced.

It is important that the whole parish owns the work with young people. It is therefore advised that a Service of Welcome or appropriate form of commissioning is provided during the main service of the church.

All information regarding the appointment should be kept in a secure place where only the Incumbent and Under 18's Co-ordinator can access them.

Please note all employees and volunteers need to be made aware that details of their appointment are kept for future reference.

Key Personnel and Essential Documentation

1. **The Incumbent** - The ultimate responsibility for implementing the Child Protection Policy rests with the Incumbent or Priest in Charge. Where a parish is vacant it becomes the responsibility of the Churchwardens. The Incumbent or Parish Priest cannot delegate this responsibility. It is important that they ensure that the PCC approve the new guidance and keep it under regular review. They may wish to delegate the day to day management of the procedures to the Under 18's Co-ordinator. They however, must be the person whose name appears in Section X of the application for an Enhanced CRB Disclosure. (When the parish is vacant for Incumbent/Parish Priest read Churchwardens)
2. **The Under 18's Co-ordinator** - there should be an identified person within the parish who the PCC and Incumbent have jointly appointed to be the contact person and co-ordinator for adults working with under 18s. This person could be the Incumbent, but it is recommended that this role is carried out by another person. An example job description for an Under 18's Co-ordinator is attached as Appendix B
3. **The PCC.** The PCC has the responsibility of approving the policy and keeping it under review. It is recommended that each PCC meeting receives a report from the Under 18's Co-ordinator and that there is an annual review of the policy. It is good practice to include an item about Child Protection on the Annual General Meeting Agenda. The Churchwardens will be required to complete information regarding the Child Protection Policy when they receive the Archdeacons' Visitation Articles of Enquiry.
4. **Role Descriptions** - Every person undertaking work with under 18s should have a clear role description. This should set out the key feature of what the role involves and how this relates to other volunteers and to whom the person is responsible. A possible format for a role description is attached as Appendix C
5. **Training** - The PCC should adopt a training programme for all volunteers working with under 18s. The Diocese offers training at different levels and through different groupings. Information is published in the Clergy Mailing and further information is available from the Board of Education at Church House. PCCs will need to allocate funds to cover the cost of training. It is important that volunteers are not out of pocket if they need to travel to training events or incur costs of childcare for attending such events.
6. **Register of Under 18's Volunteers.** The PCC, through the incumbent, churchwardens and Under 18's Co-ordinator, should compile a list of all adults involved with work with under 18s and/or whose roles allow unsupervised access to under 18s. This should include addresses and telephone numbers etc. Only persons named on this list should be allowed to work with under 18s. The register is a living document and must be kept up to date.

Some occasional events require more volunteers. It is essential that anybody who is placed in a position of supervising under 18s has both a role description and Enhanced CRB Disclosure. PCCs should have a policy that nobody can have unsupervised access to under 18s within the parish unless they have an Enhanced CRB Disclosure

7. **Attendance Records** - It is essential that records are kept for all church activities. The records should include a list of all those who attend and the names of those adults who were in supervisory role. It should also include the names of any other young adults who came along as helpers. A simple register would suffice.
Children visiting (e.g. with grandparents/friends etc) should be registered with name, possibly responsible adult if appropriate, and marked at the side as 'Visitor'. Any unaccompanied children should be registered and marked at the side as 'Unaccompanied'. It could be considered dangerous and un-Christian to send them away.
Please note records need to be kept for future reference, at least 20 years.
For off-site activities please see the section 'Off Site Activities and visits'
8. **Independent Person/Children's Advocate** - The House of Bishops' Guidelines suggest, as they did in 1995, that there should be a Children's Advocate within the parish. Experience shows that children will turn to someone that they know or trust. Parishes may wish to adopt the role of children's advocate, but they may feel that this role will be fulfilled by adults who are trusted by children and young people within the parish.
9. **The Archdeacons** – The Archdeacons will monitor the operation of the policy in parishes through their regular Visitations and Articles of Enquiry

Dealing with Abuse

It is important that all those working with under 18s know

- What is meant by abuse
- That diagnosis is a specialist task
- What are the warning signs
- How they would cope/react to a verbal disclosure
- How to proceed when they believe there is abuse
- Who to advise the discloser to turn to for help and support
- How to cope when the abuser is known to them.

Understanding abuse

The government has an inter-agency agreement on what constitutes abuse: -

- a. Neglect: is persistent or severe neglect of a child which results in a serious impairment of a child's health or personal development.
- b. Physical: physical injury by deliberate action or by not knowingly preventing
- c. Sexual: involving Under 16's in sexual activities which they are unable to comprehend, or give informed consent, or which crosses normal social taboos.
- d. Emotional: persistent or severe emotional ill treatment or rejection having an effect on behaviour and emotional development.
- e. Grave concern: situations where an Under 18 is deemed to be at risk of abuse e.g. when another child is being abused.
- f. Situational abuse: where social or economic situations determined that a child cannot develop or thrive properly.
- g. Systemic abuse: not as might be expected meaning long-term - but meaning where the 'system' designed to protect in itself produces abuse e.g. abuse in children's homes.

Warning signs

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

The NSPCC lists the following as being signs to watch for:

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

Plainly some of these may be everyday behaviour for a normal 'teenager', Remember that the diagnosis is a specialist task.

How to React

- It is important that you deal with any information in a positive, calm and reassuring manner.
- Believe the child or young person. Even if you think the disclosure is malicious you need to act. A clear verbal disclosure is a supreme act of trust particularly for a young child.
- Do not promise anything you cannot deliver. In particular do not promise absolute confidentiality as you will need to discuss the matter with the Under 18's Co-ordinator or incumbent and you may need to report the matter to Social Services.
- Do not investigate allegations or confront anybody accused of abuse.
- Be prepared for strong feelings of anger, guilt and fear with yourself and others who become involved.
- Don't let surprise at the identity of the alleged abuser prevent you believing.
- It is your responsibility to deal with the information which you have been given and you may need to think the unthinkable.

What to do

- Create space for the young person or child to talk to you.
- It is not for you to decide whether or not this is malicious. Follow the PCC's procedures. That should involve either involving the Under 18's Co-ordinator or the Incumbent. In the event of neither being available, inform the Director of Education. In the event of the Under 18's Co-ordinator or the Incumbent being the abuser, inform the Director of Education. In the event of it being the Director of Education, inform the Bishop.
- If you believe the young person or child is in immediate danger you must notify the police.

What comes next

Once the matter has been reported, an official investigation may have to be undertaken. This will be very stressful for all concerned. It is important that work with young people continues and therefore essential that anything that you have been told is treated as strictly confidential, apart from passing on the information as identified above.

Sadly, we live in a world where people are often considered to be guilty until proved innocent. Malicious abuse is just as damaging and devastating to those accused as abuse can be to a child or young person. It is therefore essential that any information you have been provided with is treated by you in the strictest confidence. The best consideration is to ask oneself what you would want people to do and say if you were the person being accused.

Staffing, Health and Safety and Insurance

1. Staffing

Whenever possible volunteers should not work on their own. Where this is important for counselling or confidentiality, then it should be at known times, agreed by parents and other adults should be in the near vicinity.

With groups it is strongly recommended that a **minimum** of two volunteers work together. Where the group is mixed then it is recommended that a female volunteer is present.

Minimum ratios are recommended as follows: -

0-2 years	1 adult to 3 children
2-3 years	1 adult to 4 children
3-8 years	1 adult to 8 children
8+	1 adult to 10 children

Particular activities, vigorous sports, journeys or work with special needs young people may require a higher ratio.

Key factors are adequate control, supervision and the ability to cope in an emergency, particularly in the event of injury to a leader or group members.

2. Insurance

Insurance is a complex area. The general church policy covers the PCC for 'normal' church activities **on church premises**. Volunteers are only covered if it is an approved PCC activity. It is therefore vital that the PCC has approved the activity and the leadership. The PCC is required to approve each activity and to minute its approval. Overall approval is not sufficient.

Anything unusual (and EIG have a restricted view of what is normal) requires separate insurance. Blackburn Diocese offers an insurance scheme for children's and youth groups which specifically covers the leaders. Copies of the Insurance Scheme offered and further information is available from the Diocesan Youth Officer and Children's Work Adviser at Church House, Blackburn.

3. Fire regulations

PCCs have a duty to ensure that fire regulations are understood and enforced. Church halls which are used by many groups are particularly vulnerable to sloppy practice.

Groups should ensure that leaders are trained in fire regulations and emergency procedures. A fire regulations log, fire drills, and regular checking of the location of equipment are advisable.

4. First Aid

A first aid kit should be available for use by groups and, wherever possible, a trained first aider on hand. Courses are regularly run within the Diocese by the Youth and Community Service, St John's Ambulance, and the Red Cross. Parishes should consider offering support for the necessary training.

It is recommended that any accidents be recorded in an Accident Book which under the Data Protection act has to be a loose leafed folder. Details of those involved and treatment or action taken have to be included. Entries should be signed and dated. Parishes should consider providing telephone access (mobile would suffice) so that help can be summoned in an emergency.

Particular care should be taken about the storage and administration of drugs to Under 18s in their care. Some agencies now refuse to administer drugs. Where you choose to do so to enable young people to participate you are advised: -

- to clarify the requirements with parents directly,
- to have instructions in writing, and
- to gain prior agreement in writing to 'no liability'.

5. Supervision of children under 8

The Children Act 1989 places particular requirements on work carried out with this age group to which PCCs and group leaders should adhere. Further advice is available from the Diocesan Children's Work Adviser and information is included in Appendix E.

6. Parental Consent

Consent forms should be used in the following circumstances: -

- When the group is meeting outside its normal meeting place.
- Where a group may be involved in a potentially hazardous activity.
- Where the 'topic' of the meeting could be deemed to be controversial or outside the normal remit of the group's programme. (e.g. attending a demonstration or a visiting speaker on sex education.)

Groups are strongly advised to use a form for each activity, not for a term or year.

Sample sections enclosed can be adapted to suit particular needs. It is important to distinguish between legal categories (where the leaders might be sued) and moral categories (where the parents might withdraw a member). Both are important.

Please remember that parental consent is required for "all-age" activities, such as parish outings, where the parents are not present. You may need to identify adults to act in *loco parentis*.

Don't undertake to supervise young people in situations where it is not practicable. e.g. Greenbelt Festival or Alton Towers

See off-site visit forms for Parental Consent samples.

7. Aims and Objectives

Each activity or group should have a straightforward description of its overall aims, covering age groups and purposes, and short-term objectives which outline more specifically the activities of the group.

Off Site Visits

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

Where, for example, the Sunday School meets on a regular basis in a building not on the same site as the church arrangements for moving children can be part of the overall policy agreed by the PCC. Taking children into the park or other place on a warm summer day as an alternative to staying in the hall will require approval under this guidance.

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

The Health and Safety Regulations 1999 require PCCs to:

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

Those who are responsible for visits must

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

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

PCC Guidance

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

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

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

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

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

Risk Assessments

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

- The type of visit/activity and the level at which it is being undertaken
- The location, routes, mode of transport
- The competence, experience, qualifications of the staff involved
- The ratios of staff to children. This should include an assessment of those who have an enhanced CRB Disclosure and can have unsupervised access and those who do not and must not have unsupervised access. In the case of a residential visit no adult should be present who does not have an enhanced disclosure.
- The group members age, competence, fitness and temperament for the activity
- Any special medical needs of participants
- Conditions, weather etc.
- The quality, suitability of equipment
- Qualifications, insurance etc. of any organisation or group who will be involved in the activity. It is not good enough to assume that because a group offers to carry out an activity it is qualified or insured to do so.
- Emergency procedures
- Who will provide first aid if it is needed
- Means of coping if a child becomes unwell.
- Ways of monitoring risks throughout the activity.

The information provided to the PCC should also include

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

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

Transport

Private Cars – it is essential to make sure that the driver has the relevant insurance cover for transporting children. The maximum number of people in the car must be no greater than the number of seat belts. Procedures need to be agreed in the event of a car breaking down or needing to return early.

Minibuses – Self Drive – make sure the driver has the relevant driving licence and the hirers insurance covers the trip. Minibuses should have seat belts for each occupant. It is advisable, in case of an emergency, to have an adult in addition to the driver in each minibus even if the supervision ratios do not require it.

Coach travel – Coaches should be fitted with seat belts.

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

Role of parents whose own child is involved in the visit

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

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

First Aid

The Health and Safety Executive recommend that:

- The minimum first aid provision for a visit is a suitably stocked first-aid box and a person appointed to be in charge of first aid arrangements.
- The first-aid box should contain:-
 - Six individually wrapped sterile adhesive dressings
 - One large sterile unmedicated wound dressing approximately 18cm x 18cm
 - Two triangular bandages
 - Two safety pins
 - Individually wrapped moist cleansing wipes
 - One pair of disposable gloves
 - A resuscitator for hygienic mouth to mouth resuscitation

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

Getting PCC approval

It is recommended that:

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

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

Introduction to The National Standards for those working with children and the related Children Act

The National Standards give guidelines as to the legal requirements for all those offering care for children. The Children Act 1989 is a major form of legislation relating to children and those who work with them. It is designed to support and encourage good practice and safety.

A child's most basic need is to be safe and this includes being safe from physical, emotional, verbal and sexual abuse, from exploitation and unnecessary suffering and, as far as possible, from physical harm.

The National Standards and the Act relate more specifically to children under 8 years of age.

1. Which groups need to register?

EITHER a group is held on more than 6 days a year

OR a group meets for more than 2 hours per day

AND if any group has children under 8 years old unaccompanied by a parent.

THESE ALL NEED TO BE REGISTERED WITH THE LOCAL AUTHORITY'S SOCIAL SERVICES DEPARTMENT

2. Activities that do not need to be registered

Many of the activities which take place on church premises will not need to be registered. However, the legal requirements do provide useful guidelines for good practice in all children's groups.

Junior Church, Sunday School, Sunday Club, Sunday morning crèche or whatever would not normally need to be registered although under 8s would be involved. Sessions are unlikely to exceed 2 hours except for particular/special occasions.

Weeknight groups, twilight clubs/ after school clubs are unaffected as long as the session does not exceed 2 hours.

Holiday Clubs, Children's days, Fun Days, Activity days are not affected unless such events usually occur more than 6 times per year.

Toddler Groups, Pram Services or any gathering of parents/carers and toddlers are unaffected as long as the session is no longer than 2 hours and if **each child** has a parent/carer present.

3. The registration process

This ensures good practice for all child care and will check

a. the people offering care:

- checking for convictions for certain types of offence, particularly those against children,
- previous experience of looking after or working with children,
- qualifications and/or training in working with young children,
- physical health, mental stability, integrity and flexibility,
- ability to provide warm and consistent care
- commitment to treat all children as individuals and with equal concern.

b. Group ratios

Staff / child recommended ratios are:

0 to 2 years - 1:3	3 to 5 years - 1:8
2 to 3 years - 1:4	5 to 7 years - 1:8

Groups should not exceed 26 children, except for special occasions and Under 18's cannot be responsible in law for children's groups. They should not be left in charge of a group but can assist a responsible adult.

c. The premises

All premises are checked for their suitability and safety.

Room space should be adequate:

0 to 2 years – 3.5 sq. metres
2 to 3 years – 2.5 sq. metres
3 to 5 years – 2.3 sq. metres

There should separate rooms for babies and toddlers with proper facilities for nappy changing and food preparation. There should be appropriate facilities for children with disabilities. A minimum of 1 toilet to 10 children and the same number of washbasins are required. Staff should have separate toilet facilities if possible

Care is needed with food preparation and storage conforming to environmental health and food safety regulations. The building should have a fire certificate and appropriate fire regulations and instructions.

A First Aid box should be available and checked regularly and there should be a leader with knowledge of first aid accessible.

d. Other people

People who are employed on the premises or who have access when and where the child care is offered. This would include checking for convictions for an offence against children. Groups are advised to make sure young children do not come into contact with casual visitors unless accompanied by one of the adults responsible for the group.

4. Common activities which must be registered

Playgroups meeting on church premises.

It is the duty of the church to obtain registration for church sponsored groups.

Where the church premises are let to other organisations or individuals it will be the responsibility of those organisations or individuals to obtain registration. The church must ensure that this is done.

Further information and advice from the Pre - School Alliance.

Out of School Care Clubs meeting on church premises.

The advice given for Playgroups should be taken for these clubs.

Further information and advice from the local authority (Children's Information Service).

5. Good practice

Although many areas of the Church's work is not directly affected by the legislation, this should not be a matter for complacency and the regulations offer a framework for voluntary good practice.

THE BICHARD REPORT A Brief Summary

On the 22nd June 2004, the Home Secretary published the Report of Sir Michael Bichard on Child Protection Procedures following the murders of Jessica Chapman and Holly Wells in Soham in 2002.

The report is quite clear that vetting procedures should be seen as complementary to existing recruitment practice and should only be sought after a candidate has a provisional offer of employment or of a voluntary position. "Vetting is not a substitute for the full range of existing pre appointment checks".

The report, whilst in many of its recommendation refers to schools, by implication of other comments in the report about voluntary organisations, can be seen to be making recommendations for all work with young people both statutory and voluntary. It is inconceivable that any procedures adopted following this report would differ simply because that person was a volunteer rather than an employee.

The report is primarily directed to the way that information gathering by police and other agencies is both recorded and examined. It does however appear to move us further into a world where people are "guilty until so proved innocent". The ability of Police Forces and other agencies to maintain confidential information in the interests of child protection is seen as a greater need than that of individuals for freedom of information.

There is a great deal of emphasis on the need for people to be trained to identify and elicit information about possible child protection issues when making appointments. The report recommends that "Headteachers and School Governors should receive training on how to ensure that interviews to appoint staff reflect the importance of safeguarding children. From a date to be agreed, no interview panel to appoint staff working in schools should be convened without at least one member being properly trained". Quite clearly if that is to be applied to schools we will need to investigate how that can be applied in the case of parish appointments. There will be a need to provide training for incumbents, churchwardens and others involved in appointments.

The report identifies problems between standard and enhanced disclosures. It effectively confirms the position taken by the Board of Education that standard disclosure is not really a great deal of use and that all disclosures should be enhanced. The Board of Education has consistently emphasised the view that all disclosures should be enhanced. That has met with some opposition not least from the Local Education Authorities who advise schools that this is not necessary, although they are never prepared to confirm that in writing. The report identifies guidance from the CRB which uses the example of a school caretaker for whom standard disclosure would be adequate! The report recommends that all people that are involved in working with children and vulnerable adults should in future be subject to an enhanced disclosure.

The guidance from the DfES and endorsed by the LEAs is that the responsibility on deciding whether a person needs to be checked within a school, lies with the Headteacher. The report is quite scathing about what it considers to be a "grey unregulated area" regarding voluntary agencies and is quite explicit that everybody should be checked.

The responsibility for checking the identity of the applicant begins with the registered body. Concern has been expressed in the past about the quality of this checking. In December 2003 the Home Office issued a consultation document in which it sought advice on whether or not "registered bodies should be made unambiguously responsible for validating the identity of applicants and for ensuring that the forms are fully and accurately completed". We have constantly expressed our concern at the inability of people to complete forms and to follow the guidance issued by the Board of Education. The present system relies on incumbents or in the case of a vacancy, churchwardens, being responsible for the checking and entering the information under Section X.

The basis for that is that their names appear in the Diocesan Directory and they have been offered training for that role, albeit that the training was a one off offer back in the Autumn of 2002, it may well be necessary to repeat it for new incumbents and churchwardens. Whilst we have done our best to check that the person completing Section X is the incumbent or church warden, we have not always been successful in carrying out those checks. This is partly due to the volume and the time it would take to check those names against the Diocesan Directory. On several occasions we have written restating the position and have recently made it very clear that forms will not be processed unless the correct name is entered in Section X.

The whole area of checking identity is fully addressed in the report. There is a recommendation that “registered bodies, or the CRB, should be able to check passports and driving licences presented as proof of identity through the passport service and the Driver and Vehicle Licensing Agency (DVLA) databases. Registered bodies should be required to confirm that they have checked the information on ‘the police check form’ in accordance with CRB guidance”. Quite clearly it is intended that the process and procedures of completing a CRB clearance form should be tightened.

The Bishop’s Council is asked to confirm that the information required in section X of the CRB Disclosure form can only be checked by the incumbent/priest in charge or, in the case of a vacancy, churchwardens and only then after they have received training.

The DBE will keep a list of approved identity checkers

The report goes on, as many of the media headlines reported, to suggest the introduction of a National Register for those working with young people issued with either a licence or an identity card. This would be supported by some form of photographic card with biometric details. How the National Register will be introduced and what systems will be established for checking information is not addressed in the report. The report does however recommend that “the register should be introduced in a phased way, over a period of years, to avoid the problems associated with the introduction of the CRB”. That has to be welcomed but at the same time it implies that the CRB system will have to be amended in the meantime to pick up many of the points raised in the report.

It is not clear how or what will be introduced but the DBE clearly does not have the resources to handle information relating a national registration scheme. If any of the burdens of a new system fall on the Diocese or parishes extra resources will be needed. The matter was raised with the budget committee for further consideration

The major drain on resources comes from incomplete forms. Schools pay for the CRB service, parishes receive it completely free of charge (with the exception of payments to CRB for employees).

Bishop’s Council is asked to agree to a charge being made for forms which contain avoidable errors. (A list of avoidable errors has already been published) This would improve the quality of forms being submitted and, if parishes persisted in submitting incomplete forms, raise some income to help cover costs. The DBE is asked to introduce an “insurance” scheme for parishes to allow them to mitigate the costs.

Many of the recommendations in the report come as no surprise. Some of them vindicate the position taken by this Diocese, in some cases under pressure from LEAs and other bodies to take a more lenient approach. Quite clearly all involved with work with young people need enhanced CRB disclosure. It was never possible to define “unsupervised access”: it is now clearly not an area of concern as all must be cleared

This paper is produced in order to give people an overview of the implications of the report for the work of the Diocese and the Board of Education.

Rev’d Canon Peter Ballard
June 2004

Appendix D

Obtaining a CRB Disclosure

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

The Diocese of Blackburn is a Registered Body

To obtain a CRB Disclosure a person must complete a CRB Disclosure application form provided by the Diocese. These forms are pre-printed and have the Diocese's name and address on them. The Diocese is only able to handle CRB Disclosures which are made on these forms. The forms are available from the Board of Education. Only original forms can be used, photocopies are not acceptable.

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

Section A – Applicants Details

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

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

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

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

Section C – Additional Personal Details

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

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

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

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

Section D – Previous addresses

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

Section E – Additional Information

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

Section F – Referee Details

This no longer needs to be completed.

Section G – Payments

No entry needs to be made in this section

Section H – Applicant declaration and consent

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

Section X – Evidence of Identity

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

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

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

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

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

X16

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

Section Y – Statement by Registered Person

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

Completed Forms

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

Disclosure Information from the CRB

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

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

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

The Diocese believes that all people are created in the image of God and fairly and equally in all matters. We will not discriminate on any grounds except where the post requires faith or denomination qualifications. We fully endorse the CRB Policy on the recruitment of ex-offenders but we do have a paramount duty to protect the children in our care and those who work with children. The completion of a self declaration form allows any applicant for a post the opportunity to divulge any information which they believe would be relevant in the recruitment and appointment process. The ultimate decision whether to allow a person to work with young people rests with the Incumbent, the Headteacher or the relevant senior person within the organisation. To assist them in making a decision the Bishop of Blackburn has appointed a professionally qualified Child Protection Officer who will review all disclosures which contain any information no matter what their nature.

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

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

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

Costs of Disclosures.

The Diocese makes no charge to parishes for processing disclosure forms. Parishes and schools are charged the relevant fee charged to us by the CRB for employees. The cost of processing disclosures is considerably increased by the number of incorrect forms received. In order that those who check forms and ensure that they are completed correctly do not have to bear the burden for those who consistently submit forms which have to be returned, a charge will be made to those parishes submitting incorrect forms. If a form has to be returned to a parish, there will be a charge of £7 (+VAT) per form returned.

Other Parish Organisations or Related Groups

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

Appendix E

ID Checking Process

How many documents do I need to see?

Can applicant produce any documents from Group 1?

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

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

Group 1



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

Group 2

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

* documentation should be less than three months old

** issued within past 12 months

Appendix F

Policy Statement on the Recruitment of Ex-Offenders

CRB Sample Policy Statement

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

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

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

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

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

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

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

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

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

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

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

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

Appendix G

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

CRB Sample Policy Statement

General Principles

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

Storage and access

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

Handling

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

Usage

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

Retention

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

Disposal

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

Acting as an Umbrella Body

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

Appendix H

CRB and Portability

1. CRB Disclosure. There is a great deal of debate about the length of time that the CRB Disclosure is valid. At one level it is no different from an MOT Certificate for a car. It is simply a snapshot of the moment it was applied for. The confidential declaration does require that any incident involving the Police or Social Services is reported to the relevant officer in the parish, but this relies on the person concerned. At the moment there is no time limit and CRB disclosure must be seen as simply one piece of information in assessing people's suitability to work with young people. There may be occasions when it is felt necessary to ask somebody to reapply. That will not cause any problems if somebody has nothing to hide.
2. With regard to portability, the CRB advise that any disclosure more than three months old should not be acceptable. If the person is not known to the Incumbent then that seems a reasonable position to take. If, however, the person is known and is a member of the congregation of long standing who has received the enhanced disclosure for some other position, such as a teacher in a school, it is not thought unreasonable that it should be acceptable up to three years old, as long as the person has been known to the Incumbent for at least twelve months longer than that period.
3. From 1st April 2006 the CRB are withdrawing from their Portability Service. They are recommending that any organisation accepting Portability must satisfy themselves that there is no risk to children and vulnerable adults. Further advice can be found at www.crb.gov.uk Ultimately, as in the past, the decision whether to use an existing disclosure or seek a new one is the responsibility of the Incumbent/Headteacher.
4. The guidance offered at the moment will of course be subject to any changes introduced following the Bichard Report.

Appendix I

Access to the Internet

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 is acceptable and unacceptable online activity. 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’ 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 (insert name of church/organisation) 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.

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.

Church/Organisation Website

Do's And Don'ts

- *When designing a web site, make clear what is available for copying and what is not and don't refer to other sites without permission.*
- *Parental permission must be obtained before using any picture of a child/group of children.*
- *Avoid using photos of individual children. In preference use a group photograph. However, DO NOT USE IT if a child can be identified by their name or the location they are in and never provide names, addresses or locations. This could inadvertently help a sex offender to identify or gain access to a child.*
- *Personal email or postal addresses, telephone or fax numbers must not be divulged.*
- *Get your church web site rated through the 'Recreational Software Advisory Council's RSACi system (Operated by the Internet Content Rating Association) www.icra.org or SafeSurf Rating Standard at www.safesurf.com*
- *To make web content accessible to people with disabilities look at www.w3.org/TR/WAI-WEBCONTENT/ for the Web Content Accessibility Guidelines*
- *Youth and Children's Workers are increasingly communicating with children/young people using email and text messaging. It is advisable that churches develop a protocol for this type of 'one to one' communication, detailing what is appropriate and what is not. Also, when using emails, workers should add a rider to the bottom stating level of confidentiality.*
- *If web access is being provided for children or young people e.g. youth project providing a cyber café, then consider using filtering software to prevent access to inappropriate web sites. e.g. Netnanny, Cyberpatrol or Surfwatch etc. Your Internet Service Provider may also have filtering software.*
- *If you are providing web access e.g. cyber café ensure that all users complete an internet permission form including parental permission.*

Child Pornography – Abusive Images of Children

There are two specific offences.

(i) Under section 1(1) of the 1978 Protection of Children Act, it is an offence for a person to:

- (a) take, or permit to be taken, or to make any indecent photograph or pseudo-photograph of a child
- (b) distribute or show such indecent photographs or pseudo-photographs
- (c) have in his/her possession such indecent photographs or pseudo-photographs, with a view to their being distributed or shown by himself/herself or others
- (d) publish or cause to be published any advertisement likely to be understood as conveying that the advertiser distributes or shows such indecent photographs or pseudo-photographs, or intends to do so.

(ii) Under section 160(1) of the Criminal Justice Act 1988 possessing an indecent photograph or pseudo- photograph of a child is a criminal offence.

In determining the sentence for those found guilty of possessing or distributing indecent images of children the Courts will base this on the number of images in the persons possession, and the content of these images.

Under the Sexual Offences Act 2003 it is an offence to take, transmit, or otherwise process any photograph of a child for the purposes connected with sexual gratification.

Web Site Child Protection Statement

[Church logo/title] regards child protection and good working practice as a priority. In the interests of the safety and well being of all children and young people, it has developed and operates a formal child protection policy, which is registered with the Churches' Child Protection Advisory Service.

The church is committed to ensuring that everyone working with children or young people:

- has undergone a Criminal Records Bureau check at enhanced level,
- is adequately trained and supervised,
- understands and follows the church's child protection policy.

The child protection policy may be viewed and/or a copy obtained from the church office at **[details of the church address]**.

As part of this church's commitment to children and young people it has appointed **[name]** as Child Protection Co-ordinator and **[name]** as Deputy Child Protection Co-ordinator. All the children and young people involved in activities within the church know who they are and how they can be contacted.

Should the church have any child protection concerns it will seek the advice of the Churches' Child Protection Advisory Service and if appropriate contact the statutory authorities.

[Church name]

- *recognises that child protection is everyone's responsibility.*
- *is committed to supporting parents and families.*
- *recognises the unique and individual worth of each child.*
- *is committed to nurturing, protecting and safeguarding children and young people.*
- *exercises care in the appointment of all those working with children and young people in the church, working to 'Safe from Harm' principles.*
- *is committed to following statutory, denominational (if relevant) and specialist guidelines in working with children and young people.*
- *seeks to support all those affected by abuse.*
- *is committed to supporting, training and resourcing those who work with children and young people and provide regular supervision.*
- *is committed to the management and supervision of known offenders in the church.*
- *will review its child protection policy annually and register it with CCPAS.*

If you have any concerns for a child or in relation to any child protection matter then please speak to one of the Child Protection Co-ordinators.

Safety on the internet

(A guide for young people)

PERSONAL INFORMATION

- **Never** tell anyone you meet on the internet your home address, your telephone number or any other identifying information eg church name or youth group, unless your parent/carer gives you permission.
- **Never** send anyone your picture, credit card or bank details, or anything else, without first checking with your parent/carer.
- **Never** divulge your password to ANYONE (even your best friend)
- **Never** arrange to meet anyone in person without first agreeing it with you parent/carer/ or children's/youth leader, and get them to come along to the first meeting, which should always be in a public place.

CHAT ROOMS

- **Never** stay in a chat room or conference if someone says or writes something which makes you feel uncomfortable or worried, and always report your concerns to your parent/carer or children's/youth leader.
- **Check** that any chat room you enter is regulated and run by a reputable company or organisation that monitors activity.
- **Remember** that Chat rooms are 'public places' and that you may not know the true identity of anyone you meet in chat rooms.

E-MAILS

- **Never** respond to nasty, suggestive or rude e-mails or postings in Usenet Groups
- **Always** be yourself and do not pretend to be anyone or anything you are not
- **Always** remember if someone makes you an offer that seems too good to be true it probably is.
- **Always** on receiving e-mails delete attachments from strangers without opening them. They may contain viruses that can damage your computer. Make sure you know where files are from before you download them. They may also have viruses.
- **Never** send chain letters via the internet. Chain letters are forbidden on the internet. Inform your parents/carer who can notify your internet service provider if you receive one.

APPENDIX J

ICT Safety Policy for those working with Children and Young People

Email

- Obtain parental permission before sending emails to communicate with children and young people.
- Use clear language to reduce the risk of misinterpretation. Try to make a clear ending never using terms such as 'luv'.
- Explain to the children that all emails may be viewed by other supervisory adults. This may deter bullying, insulting or abusive emails.

Advice and Confidentiality

Children and young people may be more willing to share personal and sensitive information about themselves or a situation by email rather than face to face. It is advisable to attach this rider below to the bottom of any email stating the level of confidentiality.

- *Any views or opinions presented are solely those of the author and do not necessarily represent those of (organisation) unless otherwise stated.
If there is concern that there may be at risk of serious harm, we may need to share those concerns. In such circumstances we would inform the sender giving details of who would be contacted.*

Chat and Messenger Services

- Encourage children and young people to use moderated chat rooms which block inappropriate messages.
- The same protocols for communicating by email should be used for those working with children and young people. Care needs to be taken with regard to language and content as well as for how long communication lasts. An agreed length of time for conversations and a curfew such as no communication between 10pm and 7am.
- To ensure accountability and safeguard integrity workers should save significant conversations as a text file and keep a log of when and with whom they communicated. Children and young people should be made aware of this.
- Use similar protocols when using webcams or Skype.

Transferring files

Files and messages can be sent via email and IM (instant messaging).

- Ensure that only legal and non-offensive content is sent and a log kept.
- Ensure appropriate anti-virus and firewalls are installed on any computers being used.

Mobile phones

- Parents may not want the child to give out their mobile phone number to anyone else so it is important that those working with young people have alternative means of communication.
- Try to group text- i.e. send one message to a large group rather than individuals.
- Any children and youth workers should use a dedicated mobile phone for their work. This way calls and texts can be accounted for via an itemised bill. Those with a work phone should not divulge their personal mobile phone number to protect their life outside work.
- Any texts or conversations that raise concern should be saved and passed to the under 18 co-ordinator or safe from harm officer.
- Only take photographs of children and young people in accordance with the church's policy on photography. Do not keep images on your phone.

Internet Access

- If using internet access children young people should sign a 'user' agreement.
- The agreement should state what the acceptable and unacceptable online activity is.

Examples of unacceptable behaviour.

- Searching for and/or entering pornographic, racist or hate-motivated websites.
- Downloading, forwarding 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, telephone numbers, bank details. This includes personal information about another user

Websites and Photographs

- Children should not be identified by surname or other personal details such as email, postal address or telephone.
- Try to use group photographs.
- Any photographs posted on the internet are personal data and subject to data protection legislation. Written permission must be obtained from parents before using photographs on a website.

ICT Safety Policy for Children and Young People

Surfing the net

- Never give personal information such as your name and address without asking your parents first.
- Never give anyone's credit or debit card details. It's against the law.

Instant Messenger and Chat rooms.

- Never agree to meet anyone you have been chatting online with even if they say it's ok. Tell your parents.
- If anything scares you or makes you uncomfortable because it is rude tell your parents.
- Only talk to friends who you know with friends

Email

- The same rules apply to email as to chat rooms.
- Secret online friendships are not a good idea.
- Be careful about opening dodgy emails, they could damage your computer.

Blog rules

- Use a nickname, not your real name.
- Let your parents check that you are old enough to use the website you want to write a message on.
- Don't write personal things and don't say anything nasty about anyone else.
- Don't use photographs of yourself or people you know.
- Use a site where what people say is checked and tell your parents if anyone puts something that upsets you.

Phone safety

- Write down your ESN which is often under the phone battery. This will help if your phone is stolen.
- Only give your number to people you know and trust.
- Tell your parents if you receive nasty text messages or calls- even silent ones.

Internet Access Agreement for children and young people.

Organisation/group.....

I agree that my child may use the internet and will abide by the ICT policy which I have read.

Signed by parent.....

Signed by young person.....

Examples of unacceptable behaviour.

- Searching for and/or entering pornographic, racist or hate-motivated websites.
- Downloading, forwarding 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, telephone numbers, bank details. This includes personal information about another user