

# ST. BARNABAS CHURCH, PURLEY

## KEEPING CHILDREN SAFE

### POLICY STATEMENT

St. Barnabas, like other Churches in the Diocese of Southwark, seeks to make sure that all the children attending activities on church premises are safe and free from harm. To this end, this statement has been agreed by the Parochial Church Council, (PCC) so that swift and effective action can be taken to deal with any threats to the physical and mental well-being of children. A 'child' is aged between 0-18 years.

The PCC has appointed two Child Protection Representatives, Val Palmer, and Bill Tubb who will be responsible for ensuring that these procedures are carried out. They are also available for consultation on any concerns or allegations which may arise in the parish, to make contact with the Bishop's Child Protection Advisor, keep abreast of Diocesan policy and procedures and ensure they have received on going Diocesan training as necessary.

**Existing staff.** Everyone who is already working regularly with children in the church's activities are to be given a copy of this policy statement and asked to complete a Criminal Record Bureau (CRB) form. This form is to be returned directly to one of the Child Protection Representatives as soon as possible. Uniformed organisations such as Scouts and Guides have their own procedures which are in line with these arrangements.

**Recruiting New Staff.** People volunteering/applying for posts shall supply two references. These should be followed up and clarified verbally if necessary. All shall be given a copy of this Child Protection Policy and be asked to complete a CRB form and provide two references. This form and references to be returned direct to one of the Child Protection Representatives.

The above procedure shall apply even if someone already holds a Disclosure through their place of employment or other activity.

**Future arrangements.** Each year, the Child Protection Representatives will check that everyone currently working with children has completed a CRB form. They will destroy the records for those who have ceased to work with the group but will keep a note for ten years of such people, in case there are any subsequent queries.

**Running Youth Groups.** Each group, no matter how small, should have at least two leaders. Small groups with single leaders may meet in a large room or in adjoining rooms with an open door between. If a young person is interviewed alone, there should be another adult nearby. There should be at least one male leader if possible when boys are present and at least one female leader when girls are present.

No child under the age of 16 years should be left in charge of other children. No child should be left unattended at any time.

A register of children attending the activity should be kept. This should include their name, address, 'phone number, and if possible, similar details of a next of kin.

If children are to be taken off church premises in the course of the activity, their parents (or person with parental responsibility) should give permission for this in writing. This permission can be given for a period of time.

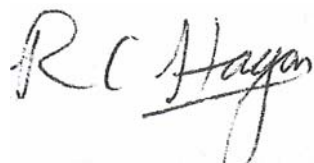
Parents are to be informed if a child is to be transported in a car or other vehicle. Those transporting children should make sure that their insurance covers transportation of children on this basis and the parents should be aware of this.

When children go on outings outside the parish, a list of names, address, 'phone numbers for next of kin of all the children on the outing should be made. The group leader should have a copy of this list and another copy should be left with a known contact person in the parish who is available at a 'phone number in case of emergencies.

**If abuse is suspected or confided.** Anyone who is working with children in church activities and who has reasonable grounds for suspecting that a child is being mentally or physically abused, either through their own observation or through information offered by a child, is to consult the leader of the group immediately. The leader will consult the Vicar who will contact one of the Child Protection Representatives. If for one reason or another, this procedure is not suitable, then they may go direct to the Vicar or one of the Child Protection Representatives; however the Bishop's Advisor or the Diocesan Child Protection Coordinator must be informed. The next stages will depend on the nature of the case and could also involve the Council's Social Services Department or the Police. Confidentiality in this situation must be observed.

The person making the initial report should be able to give as much information as possible, but they should not question the child concerned since this could hamper the scope for later action.

**Approved by the PCC**

A handwritten signature in black ink that reads "R C Hayson". The signature is written in a cursive style with a horizontal line under the name.

**Date: 15<sup>th</sup> June 2006**

**St. Barnabas Church, Purley**