

## **Child Protection Policy for the Parish of St Andrew, Chippenham**

*Adopted by the Parochial Church Council  
12<sup>th</sup> September 2006*

Preamble:

- a. *The Parish of St Andrew Chippenham with Tytherton Lucas is committed to the fair and sensitive use of Disclosure information, and where an applicant feels that this has not happened an appeal process will be available, details of which can be obtained in writing from the PCC secretary (or whoever) or from the diocesan office (23 Great George Street, Bristol BS1 5QZ).*
- b. *The Parish of St Andrew Chippenham with Tytherton Lucas is committed to recognition of each individual's abilities, skills, experience and qualifications and will take every step to ensure that these are given appropriate weight and consideration in the appointment or recruitment process.*

1. **Aim of the Policy:** To help each child and young person to become a happy and well-adjusted member of the church community, and of society at large.
2. **Those with the care of children and young people:**
  - 2.1. Will monitor the children's well-being (intellectual, social emotional, physical).
  - 2.2. Will receive child protection training.
  - 2.3. Will have their photograph on display in the place where they care for children and young people.
  - 2.4. Will receive a copy of *Recommended Good Practice*.
  - 2.5. Will pass any concerns to the Child Protection Co-Ordinator.
3. **The Child Protection Co-Ordinator:**
  - 3.1. Will attend training sessions.
  - 3.2. Will raise awareness and see that appropriate training is offered.
  - 3.3. Will liaise with appropriate agencies.
  - 3.4. Will ensure that any concerns about a child or the behaviour of an adult are appropriately reported both to the statutory agencies and to the diocesan child protection adviser.
  - 3.5. Will monitor the effectiveness of the Parish policy, and advise the PCC.
4. **The Child Protection Administrator:**
  - 4.1. Will take up references in accordance with Bristol Diocesan Guidelines.
  - 4.2. Will ensure that those working with children and young people have a copy of the policy and a summary of the guidelines, and will maintain records.
  - 4.3. Will ensure that the photographs of approved volunteers are displayed in the places where they work with children and young people.

5. **The Children's Advocate** shall be a person whom the children know, to whom they can talk about any problem, if they so wish.
6. **The Vicar, as Chair of the PCC:**
  - 6.1. Will liaise with the Child Protection Co-Ordinator.
  - 6.2. Will keep an overview of policy and current concerns.
7. **The Parochial Church Council:**
  - 7.1. Accepts the prime duty of care placed upon the Incumbent and Parochial Church Council (PCC) to ensure the well-being of children and young people in the community.
  - 7.2. Recognises that work with children and young people is the responsibility of the whole church.
  - 7.3. Will create a culture of **informed vigilance** which takes children seriously.
  - 7.4. Is committed to following the House of Bishops policy on child protection 'Protecting all God's Children' (2004) and the Bristol Diocesan guidelines and procedures 'Safe and Sound'.
  - 7.5. Will ensure that each paid post or volunteer position is assessed from the appropriateness of a CRB Enhanced Disclosure, that any advertisement or other indication of a paid post or volunteer position will indicate the requirement for an Enhanced Disclosure, and that an offer of a paid post or volunteer position will be subject to the receipt of satisfactory Enhanced Disclosure information. It is Diocesan policy that all CRB Disclosures should be at Enhanced level.
  - 7.6. The PCC reaffirms the House of Bishops' revised policy and procedures recommending that all participants in all age activities (eg choirs, serving teams, bell ringers) are considered as 'people in positions of trust with children' and will be included in the appointment process as far as Confidential Declarations are concerned.
  - 7.7. Will request candidates for a paid post or volunteer position to complete the Confidential Declaration (as outlined in 'Form 3' in Safe & Sound 2nd edition, p.65) detailing any convictions or other disqualifying behaviour that might be revealed in the Disclosure process in order to assist the recruitment decision process. This information will only be taken into account when relevant to the post in question. It should be submitted in an envelope clearly marked "Private and Confidential" and handed to the person specifically identified for this purpose in the recruitment process.
  - 7.8. Is committed to encouraging the re-submission of applications for Disclosure in respect of all paid employees and volunteers for whom this is appropriate, every 5 years as part of its ongoing strategy for the protection of children and vulnerable adults.
  - 7.9. Will ensure that all confidential documentation is securely held in a locked cabinet in the parish office.
  - 7.10. Will, annually at its first meeting after the Annual Parish General Meeting, appoint and then support a Child Protection Co-Ordinator, a Child Protection Administrator, and a Children's Advocate.

- 7.11. Will receive an annual report from the Child Protection Co-Ordinator.
- 7.12. Will annually review its Child Protection Policy, and receive a list of approved persons.
- 7.13. Will ensure that effective health and safety policies and procedures are in place.
- 7.14. Will provide appropriate insurance cover for all activities undertaken in the name of the parish.
- 7.15. Will ensure that a copy of this policy is displayed in the two churches of the parish, and that a *Childline* poster is displayed *at child height* in every place where children and young people meet.
- 7.16. Will support, resource and train those who work with children and young people, and through its Co-Ordinators and the Child Protection Co-Ordinator, will supervise their work.
- 7.17. Will ensure that appropriate pastoral care is available for those adults who have disclosed that they have been abused as children.
- 7.18. Will provide, as appropriate, support for all parents and families in the congregation, being aware particularly of parents whose children have suffered abuse.
- 7.19. Will ensure that those who may pose a threat to children and young people are effectively managed and monitored.

#### ***Appeals and complaints procedure***

*Although every effort is made to ensure that all recruitment decisions involving Disclosure information are made sensitively and fairly, should an applicant for a paid post or volunteer position feel that this has not happened the matter can be referred to the office of the diocesan secretary (23 Great George Street, Bristol BS1 5QZ) who will instigate an independent assessment of the issues in question.*

*The applicant should submit the appeal or complaint in writing, stating their name and address, the nature of the complaint or appeal, the date of the Disclosure document, the identity of the person or appointing body responsible for making the appointment to the paid post or volunteer position, and any other relevant information.*

- *Children and young people are part of our church today.*
- *They have much to give as well as to receive.*
- *We will listen to them.*
- *As we nurture them in worship, learning, and in community life, we will respect the wishes and feelings of children and young people.*

12<sup>th</sup> September 2006