

Child Safeguarding Good Practice Guidelines

St Paul's Church, Cheltenham

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Child Safeguarding Policy Statement

MISSION STATEMENT

St. Paul's recognises the importance of ministry to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to it. The Children Act 1989 and the notes of guidance make it clear that Child Safeguarding applies to children and young people up to the age of 18.

As part of its mission, St. Paul's is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all who come into contact with children and young people.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse.
- Maintaining good links with the statutory childcare authorities and other organisations.

When children and young people come to our church family and join in with any of our groups or activities, this automatically places us as a church in a position of responsibility. Their parents/carers entrust them to our care and we must do all in our power to ensure that they are provided with a safe and secure environment, in every sense possible.

The Policy in Practice

The Selection and Appointment of Leaders and Helpers working with Children and Young People

We recognise the need to take proper care in our selection and appointment of all leaders and helpers whether volunteers or paid. Appointments are made by the Vicar, or by someone delegated by him, including the Youth and Children's Ministry leads.

All those having unsupervised access to children / young people are required to provide two references and be checked by the Disclosure and Barring Service where an 'Enhanced Disclosure' is obtained before an appointment is made. The Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (i.e. those that happened some time ago and are defined as spent under the Rehabilitation of Offenders Act). In addition, details of any cautions, reprimands or warnings held on the police national computer will be recorded, with the possible addition of information that is held locally by the police. For those regularly serving in our children's and youth groups we will provide a job description setting out their duties.

All leaders helping with a youth or children's group or activity are to wear the name badges provided for them to ensure that only the people we have approved are recognised and trusted within the children's groups.

Training and Support for Leaders and Helpers

In order to support leaders and helpers, we undertake to provide appropriate training to update individuals as to their responsibilities and changes in legislation and recommended good practice. This training may take place 'on the job' or may involve attendance of locally run event. All leaders will be given refresher training on child protection issues and best practice at the first leaders' meeting of the new academic year (normally in September). All team members are required to go on training given by the diocese every 3 years.

Guidelines for Children's and Youth Leaders and Child Protection Advice Cards

On their appointment all new leaders and helpers will receive a copy of St Paul's "Safeguarding and Safety Procedures" document, that they are required to read. It will also be included as an agenda item for the

first meeting of Youth and Children's Leaders for the academic year. Copies can also be found in the register for each group.

Nominated Representative

The Nominated Document Checker is responsible for administering the system for checking of all helpers and leaders. He/she will maintain a register of all those checked and so approved to work with our children and young people. He/she will also maintain an up-to-date file of information regarding legislation and good practice so that he/she can advise the PCC of any changes that need to be acted upon.

Review

This policy will be reviewed annually by the PCC and when any significant changes in legislation or recommendations of good practice are advised.

CHAPTER 1 Recruitment Procedures

1 Introduction

In recent years there has been a great deal of public concern expressed about the way in which unsuitable people, including convicted sex offenders, have gained both voluntary and paid employment with children and young people. The Church of England have produced best practise guidelines and outline Churches responsibilities in “Protecting all God’s Children” (4th ed., 2010) and have addressed DBS checks and the recruitment process of staff and volunteers in “Practice Guidance: Safer Recruitment” (2015). St Paul’s follows these guidelines when recruiting for children’s/youth teams.

Great care therefore will be exercised in the selection and appointment process. The Children’s and Youth Ministry Leaders, working in conjunction with the vicar, shall identify and approve leaders. Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. It is also a criminal offence to knowingly offer or continue to allow work with children, to an individual who is disqualified.

2 Designated Persons

At all times St Paul’s will have a designated person/persons responsible for implementing the child safeguarding policy and responding to concerns. This will be the Safeguarding Nominated Person (SNP).

2a Safeguarding Nominated Person:

The role of the SNP includes:

- To take responsibility to ensure the PCC complies with the safe recruitment process as outlined below to collate and clarify the precise details of any allegation or suspicion, and pass this information to the Diocesan Safeguarding Adviser. On rare occasions it may be necessary to inform the local Children, School and Families department or the Police immediately.
- Establishing contact with the Diocese Safeguarding Team, CCPAS plus other key agencies and organisations as appropriate.
- Ensuring that policies and procedures are followed on site.
- Maintaining accurate records relating to safeguarding concerns on site.

3 References

All Team must provide details of referees. St. Pauls reserves the right to make any character checks it feels are necessary. All Team may have contact with children or young people and so will be asked whether they have been subject to criminal or civil proceedings, and whether they have caused harm to children or put them at risk. Those who may have direct contact with children and young people will be required to complete DBS checks. All information received concerning these criminal records checks will be kept securely in line with St Paul’s Data Privacy Policy.

4 Disclosure and Barring Service Checks

Criminal records checks are available to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. The government agency set up to administer these checks is the Disclosure and Barring Service (DBS) (formerly known as the Criminal Records Bureau or CRB). The DBS’s aim is to help employers in England and Wales make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are entitled to a criminal record check. The DBS enables organisations to access these checks as part of good recruitment practice. St Paul’s runs these checks through CCPAS, an umbrella organisation appointed by the DBS. The Diocese are aware of all DBS checks made.

A Disclosure is a document containing information held by the police and government departments that provides details of a person’s criminal record, including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). It can also contain details from lists and other information held by the Independent Safeguarding Authority (ISA) as well as information held by local police forces. A Disclosure, therefore, enables organisations to check the background of a job applicant (paid or voluntary) to ensure they do not have a history that makes them unsuitable to work with children or vulnerable adults.

In most cases, those working with children or vulnerable adults need to apply for an enhanced disclosure. This is necessary where the appointment involves a substantial degree of contact with children including unsupervised activities such as teaching, supervising, training or providing advice/guidance on well-being.

An Enhanced Disclosure with checks to appropriate barred lists will be made if working weekly or intensively unsupervised with children and young people or if the role involves taking children to the toilet. We will follow the Dioceses Guidelines on the most suitable DBS to be applied for. St Paul's will follow Diocese guidelines on what DBS check is most appropriate.

5 Appointment and Supervision

No one should be working in isolation, but as part of a team showing mutual responsibility for each team member. It is accepted that anyone seeing another worker acting in a way that could be misinterpreted should be able to speak to the individual or the Team Leader about the concern.

Team should follow St Paul's guidelines for working with children. In circumstances where it is necessary to depart from agreed procedures, in an emergency, or to protect a child, permission should either be obtained in advance from a leader or reported immediately afterwards where this is not possible. Feedback sessions should be organised by Team Leaders to report incidents where guidelines have not been adhered to. This provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.

6 Training

It is important that all Team understand the agreed procedures for protecting children and accepts the St Paul's policy statement. All Team are required to report all allegations or concerns about possible abuse.

Safeguarding training for Teams who may come in contact with children will be given annually. All Team members are required to attend training sessions. Team members will also need to attend Diocese training as appropriate.

CHAPTER 2 Working with Children

1 An Overview

- Team should treat all children/young people with dignity and respect in attitude, language and actions.
- No Team member should be on their own with a child/young person.
- Consideration should be given to how many Team members should be involved with the group and whether they should be male and/or female worker or both.
- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- The privacy of children should be respected, avoiding questionable activities such as rough or sexually provocative games and comments.
- No person under 18 years of age should be left in charge of any children of any age. Children or young people attending a group should not be left alone at any time.
- The only people allowed to participate in a children's activity are the Team members assigned to that group. Other adults should not be allowed free access.
- Consideration should be given to a procedure to ensure safe collection of children from groups appropriate to age.

2 Keeping Records

A register of children attending the Children's Programme must be maintained. Visitors to a Children's programme session must be recorded and identified as such.

St Paul's recommends a logbook system for all activities involving children and young people. Workers should write down unusual events or conversations, recording what they witnessed and using the words of the child or young person, not interpreting. This may be very helpful, for example, if leaders have to deal with a difficult child who subsequently makes an accusation of assault. A young person who repeatedly makes throwaway sexual comments about workers may, at a later date, make an allegation of abuse. In this situation, records of previous examples of this behaviour would enable any allegations to be seen in context. Other information might include records of incidents such as physical or verbal aggression. Logbooks can protect both children and Team.

All registers at St Paul's contain a section for Child Protection Action Sheets. Leaders are encouraged to fill these in immediately following any incident, sign and date and hand to the SNP who will take the appropriate action. Accidents and Injuries must be noted in the Accident Book.

Some information of a sensitive nature (e.g. of a child disclosing abuse) will need to be kept separately, in a secure place. However, a cross reference could be recorded in the logbook along the lines of "Jenny spoke to Bill today - see separate note." There will also be a need to maintain other records such as a file of accident/incident forms and in certain circumstances this information would also need to be cross referenced between records. Concerns can be raised many years after an event and records should therefore be kept indefinitely as advised by insurance companies.

A general consent form should be signed and submitted, giving details of parents/carers. In the event of an accident, parents (and young people) should be asked to read and sign the accident/incident book. These records are open and information should be recorded in such a way as not to breach the confidentiality of an individual. Information about allegations or concerns of abuse should not be shown to the parent.

3 Adult to Child Ratios

Staffing levels (following NSPCC guidelines) are:

	Adult	:	Children
0-2 years	1	:	3
2-3 years	1	:	4
4-8 years	1	:	6

9-12 years	1	:	8
13-18 years	1	:	10

If the group is mixed gender, the supervising staff should also include both male and female workers wherever possible.

When deciding on the number of adults required, it is important to bear in mind that **these ratios are guidelines only**: in certain situations, it will be necessary to have a higher number of adults than our recommendations suggest. If, for instance, the children or young people have specific support needs, or a risk assessment identifies behaviour as a potential issue for the group or event, the number of supervising adults will need to be higher.

It may not, in practice, always be possible to adhere to these recommended ratios. However, every effort should be made to achieve the best level of supervision of children at all times.

4 Talking and Listening to Children

If a child wants to talk:

- Remember not to promise confidentiality.
- A child/young person may not want to talk about abuse.
- Be aware of how to respond if a child/young person does disclose abuse.

5 Young Persons' Peer Group Activities

Many people are of the opinion that Child Safeguarding issues apply only to younger children. However, the Children Act 1989 and the notes of guidance make it clear that child safeguarding applies to children and young people up to the age of 18. Young people can be victims of abuse, and some young people may have abusive behaviour.

All youth activities should be overseen by named adults who have been selected in accordance with agreed recruitment procedures. Whilst there may be a valid argument for groups of age 16+ being led and run by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning. The following points should also be taken into consideration:

- If there are children/young people under 16yrs at an activity, adults should be present or within earshot.
- No person under the age of 16 should be left with the sole responsibility of caring for or supervising other children.
- Young people who assist with caring for other children/young people should be subjected to the same recruitment process as adults, with the exception of DBS checks are not undertaken on young people aged under the age of 16.

6 Praying with Children

- St Paul's has a policy for praying with children and young people.
- Children are easily frightened and are very susceptible to suggestion. They may also be upset by shouting and may easily believe that they are bad, wicked or corrupt. A child should **NEVER** be shouted at or be told that they are demonized, possessed or oppressed by the devil, evil spirits and such like.
- It is very important not to miss problems arising from behavioural issues, learning difficulties, mental health problems, copied or unconventional behaviours that will usually be the cause of the child's difficulties.
- Those praying should never pray with, or be on their own with, a child or young person in an unsupervised situation.
- All prayer ministry with children and young people should take place under proper leadership supervision.
- Words and actions may be open to misinterpretation, and therefore great care should be taken to avoid situations in which actions could be misunderstood.

- All steps must be taken to ensure that the venue is safe for children and young people. Any concerns should be reported to the team Leader.

7 Helping Children Protect Themselves

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

Examine the way in which Christian truths are presented, e.g. children obeying parents. This can be a real problem for a child who is being abused - are they being encouraged to accept the abuse? Make it clear that if a child feels uncomfortable or senses something may be wrong they can always check things out with another adult.

This may need to be explained more fully because there is obviously a big difference between, for example, an adult forcing a child to steal sweets from a shop and legitimate rules about bedtime!

8 Children with Additional Needs

It is our desire to demonstrate God's character by caring for and including *all* members of His body in the activities of the Church. We want to acknowledge that all people are made in His image and are called to reflect this to and within the Church. As members of His body we are all called to know God and make Him known, to worship Him and minister to each other. We believe that *all* people are able to do this and desire the activities of St. Pauls to reflect and make this possible in practice.

We therefore welcome all children, their families and carers to St. Paul's activities, regardless of their level of ability or need. We will discuss with families the best ways to include and support them and then to ensure the provision made for this is then carried out.

WHAT DO WE MEAN BY ADDITIONAL NEEDS?

Individuals who have needs over and above those of their peers, which may make it difficult for them to participate in activities in the same way or to the same extent.

These may arise from:

- global developmental delay
- sensory impairment (e.g. hearing, visual)
- motor impairment (e.g. cerebral palsy, dyspraxia, fine motor difficulties)
- learning difficulties (including specific learning difficulties such as dyslexia)
- social communication difficulties (including Autistic Spectrum Disorder, Asperger's syndrome)
- ADHD (attention deficit and hyperactivity disorder)
- communication difficulties (often arising from one of the above)
- specific syndromes (e.g. Down's Syndrome, Rett's Syndrome)
- and complex difficulties where a child may have more than one area of difficulty.

We acknowledge that children/ individuals with special or additional needs are members of families and other groups and we will endeavour to support the needs of those who care for these children, firstly by caring for their children.

AGE

Children between the ages of 0 and 11 will come under the provision of children's ministry at St. Pauls and other events. In consultation with teenagers, young adults and their carers we will endeavour to place people between the ages of 12 and 25 within activities that will best meet their needs.

DOCUMENTATION and INFORMATION

Prior to a child/young person attending activities, their carer will be required to provide information regarding the child/young person's needs. This information is required so that the best possible support can be given to the child/young person and to ensure their safety. This information will be regarded in the strictest confidence, and will be shared only with those to whom it is necessary so that they can best support the child.

9 Video/Camcorders and taking photographs of children

Since the introduction of the Data Protection Act in 1998, it is essential to be very careful if photographs, videos and web cams are used of clearly identifiable people. There are several issues to be aware of:

- If images are being taken at an event attended by large crowds this is regarded as a public area and permission from a crowd is not necessary.
- Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone numbers or social media.
- When using photographs of children and young people, it is preferable to use group pictures
- Photographs of children and young people may not be used without parental consent.
- No unauthorised photography will be published of any child or young person under 18.

10 Guidelines for discipline

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

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

Some children may become disruptive in a group setting. Give them a chance, warn them and only separate as a last resort.

- Have a disruptive child sit right in front of you or sit them next to another team member
- Be pro-active and encourage team to be pro-active rather than waiting to be told to deal with a situation.

- Take a disruptive child to one side and engage with them, challenging them to change, while encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child. Inform the child that if the behaviour continues their responsible adult will be contacted and they may be asked to leave the session.
- Pray with the other workers before the session and afterwards in the debrief.
- Talk with the Children's/Youth Ministry leads if you have any on going concerns or issues around discipline.

11 Taking care of touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- Concerns about abuse must always be reported to the SNP.

The laying on of hands is biblical -for blessing, healing, healing touch. However, be sensitive as to where you place your hands, and only touch in a restrained and appropriate manner.

When ministering to children, this means asking their permission to lay your hands on and appropriate places would be the shoulder or head. If you are praying for a particular part of the body, it is still inappropriate to lay hands anywhere on the torso and upper legs. Someone of the same gender as the child may lay their hand on the lower legs or arms if this is helpful to the child.

12 First aid kit and contacts

All premises used by children and young people should have a properly equipped first aid kit. Its contents should be stored in a waterproof container and the contents should be regularly checked. First Aiders will be adequately qualified.

A suggested minimum for a first aid kit:

- Latex-free gloves
- Sling
- Hypoallergenic Plasters
- A method of wound cleaning
- Gauze/field dressing
- Tape
- Yellow clinical waste bags

An accident report book with forms must be kept.

13 Online Communication and Sessions

We recognise that the creative use of social media is vital means of keeping in touch and offering support. When using Social Media to communicate with Young People or to host sessions, leaders must adhere to St Paul's "Communications Policy for Children and Youth Ministry: use of Social Media and ICT."

CHAPTER 3 RESPONDING TO ABUSE

1 Responding to Allegations of Abuse

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

- Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, its size, and a drawing of its location and shape on the child's body.
- Write down exactly what the child has said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity). Do not try to interpret what the child has said.
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.
- These notes should be passed on to the SNP to assist them should the matter need to be referred to the Diocese. If the concern is deemed urgent, then the local authority and/or police should be contacted immediately.
- All documents should be signed, dated and kept for an indefinite period in a secure place.
- Be careful to follow the conditions of ST. PAUL'S's insurance company policy to ensure that there is appropriate cover against any claims.

The CCPAS offer independent advice that will be followed by written confirmation of the advice given.

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Appendix 5 How to respond to a child wanting to talk about abuse on page

ST. PAUL'S FORM 2 Child Protection - Action Sheet on page

2 Responding to Symptoms or Signs of Abuse

Concerns must be passed on to the SNP. If the suspicions implicate the SNP, or they are not available, then the report should be made in the first instance to the vicar.

If there is a concern that a child may have been abused, the following action should be taken:

Where a child has or is likely to have a physical injury or symptom of neglect:

The SNP will:

- Contact CCPAS and the Diocesan Safeguarding Officer for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Will not tell the parents or carers unless advised to do so having contacted CCPAS.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For concerns such as poor parenting, encourage parent/carer to seek help, but not if this places the child at risk of injury.
- Where the parent/carer is unwilling to seek help, offer to accompany them. If they still fail to act contact CCPAS direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing).
- It is important to take older children's wishes into account when deciding whether to talk to parents/carers unless other children are potentially at risk.

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

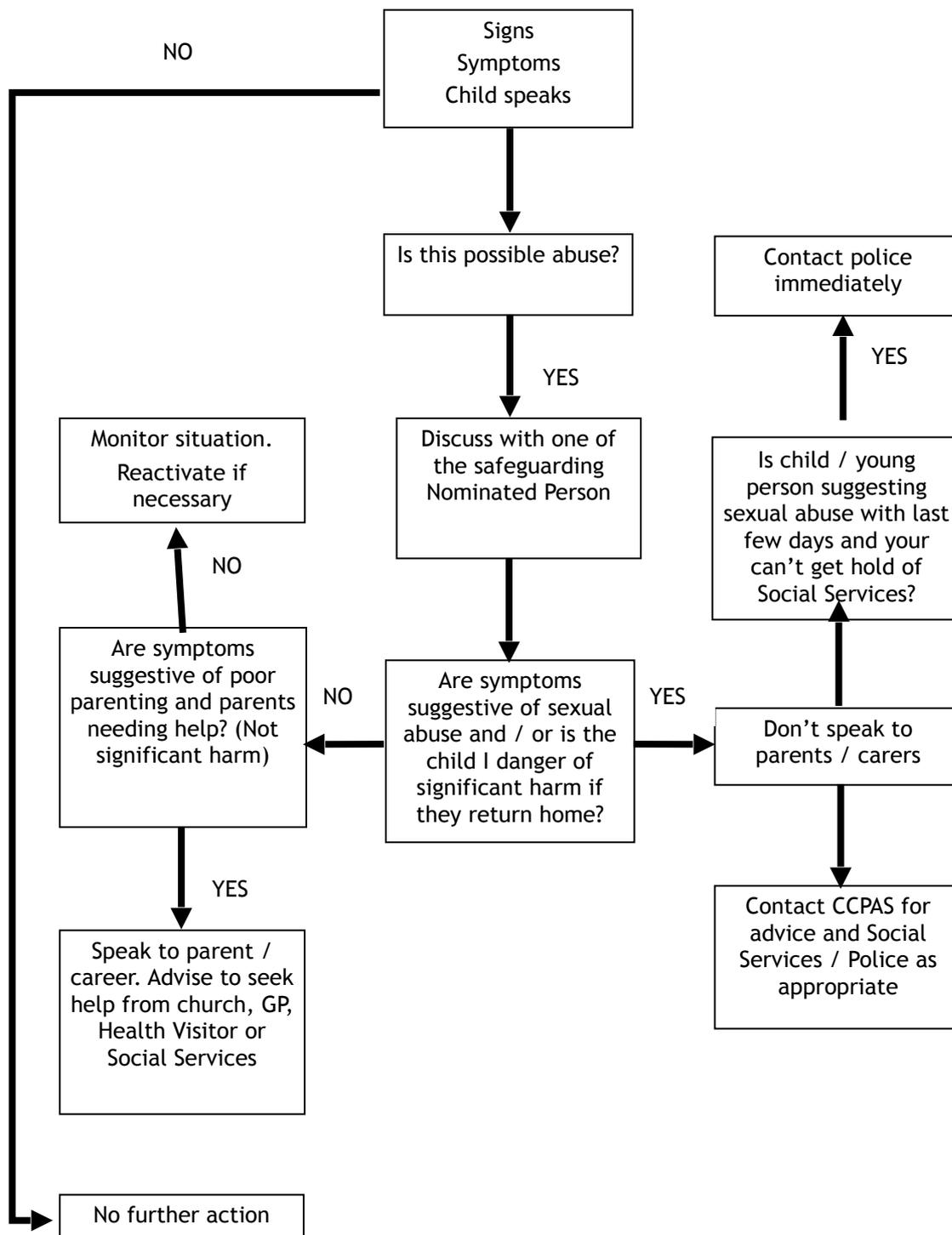
In the event of allegations or suspicions of sexual abuse, the SNP will:

- Contact the Diocese Safeguarding Team and CCPAS. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by the Diocese Safeguarding Team and CCPAS. Both parties will confirm its advice in writing for future reference.
- Follow the advice of CCPAS and the diocese team, which may be to contact Social Services direct if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. This will be the Children's Services Intake Team or the Children's Services Out of hours' emergency duty team.
- In the case of sexual assault (such as rape) which may have occurred over the last few days, immediately contact the Local Authority Social Services Children's Services Department or the Police. Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell the parents/carers: they could be involved. It is also important that no one else who might be involved is inadvertently alerted to the situation because this may lead to the child being 'silenced'. Allegations of sexual abuse are usually denied and often difficult to prove. Remember, the child's welfare must be the first consideration at all times.
- Keep information on a "need to know" basis so that any alleged perpetrator is not "tipped off".
- The child or young person also has a right for their privacy to be respected as much as is possible.

If a team member (or anyone else) has serious concerns for the child's safety, then they should contact the relevant authorities direct. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime. The CCPAS can advise in cases of difficulty.

Appendix 1 Child Safeguarding Co-ordinators Action Flow chart

This is not a substitute for a formal child safeguarding policy.



Appendix 2 Definitions of abuse

The following definitions of child abuse are recommended as criteria throughout England by HM Government in Working Together to Safeguard Children A Guide to inter-agency working to safeguard and promote the welfare of children, 2006.

WHAT IS ABUSE AND NEGLECT?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting: by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

SEXUAL ABUSE

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

NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 3 Further definitions of abuse

SIGNIFICANT HARM

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

MUNCHAUSEN'S SYNDROME BY PROXY

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

SPIRITUAL ABUSE

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

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

DOMESTIC VIOLENCE

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

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

ORGANISED ABUSE

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

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

CHILD PROSTITUTION

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse, and their needs require careful assessment.

Appendix 4 Recognising possible signs of abuse

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

PHYSICAL SIGNS OF ABUSE

- Any injuries not consistent with the explanation given for them
- Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc. Injuries that have not received medical attention
- Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc. which do not have an accidental explanation*
- Cuts/scratches/substance abuse *

INDICATORS OF POSSIBLE SEXUAL ABUSE

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia *

EMOTIONAL SIGNS OF ABUSE

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

RACE, CULTURE & RELIGION

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

* These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning or self-poisoning. Approximately 20,000 are treated in accident and emergency departments in the UK each year. (See In Focus 7: Self-harm - page 33).

Appendix 5 How to respond to a child wanting to talk about abuse

GENERAL POINTS

- Above everything else listen, listen, listen
- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know - don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared

HELPFUL RESPONSES

- You have done the right thing in telling
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

CONCLUDING

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

Let the child know what you are going to do next and that you will let them know what happens i.e.:

- Contacting the Nominated Safeguarding Person
- Consider your own feelings and seek pastoral support if needed

MAKING NOTES

Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. Make sure these are handed immediately to the SNP.

CHAPTER 4 - St. Pauls Standard Forms

ST. PAUL'S Child Safeguarding - Action Sheet

Safeguarding Action Sheet
St Paul's Church, Cheltenham

CONFIDENTIAL

Please hand directly to one of the Nominated Person/s for Safeguarding or, if they are not available, the Vicar. Do not discuss your concerns with anyone else.

Name of individual concerned

Group D.O.B

Name of person reporting the incident

Date of Incident Time of Incident

Concern to report (sequence of events / actual words used / observations)

You may use the skin map form if appropriate but do not under any circumstances undress the individual.

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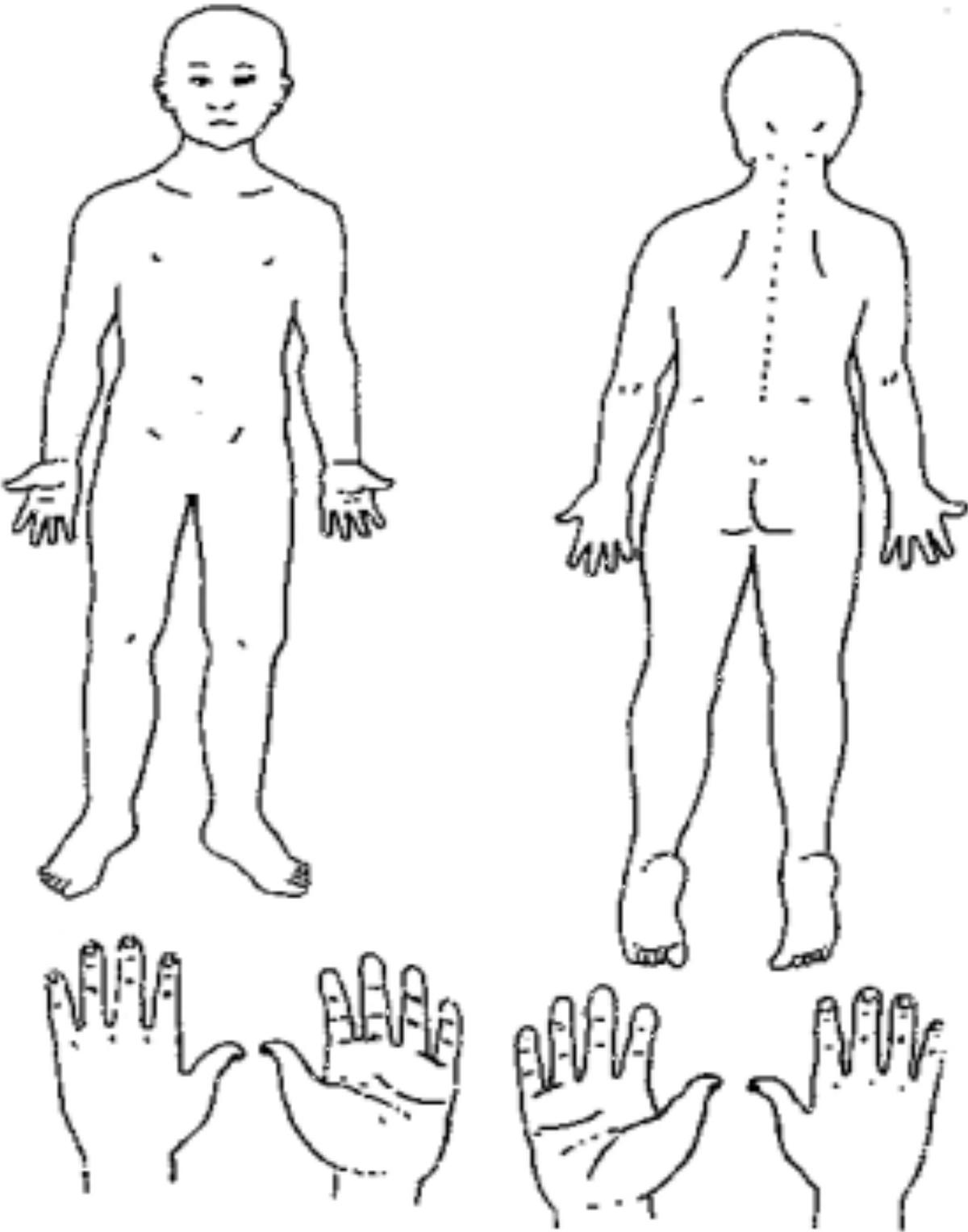
Action Taken (including person(s) contacted)

.....
.....

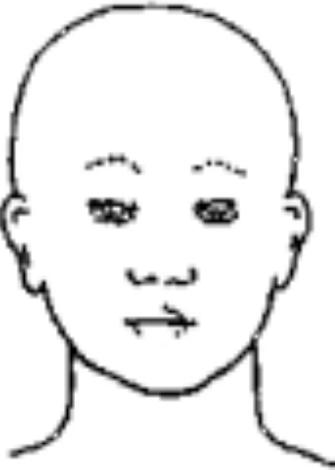
Signed Name..... Date

Signature of Parish Safeguarding Coordinator (to acknowledge receipt of this form):

Date



Form 3: Skin Maps (Page 2)



CHAPTER 5 References & Resources

Useful Addresses and Telephone Numbers

Gloucester Diocese Offices (including Safeguarding)

Church House, College Green, Gloucester, GL1 2LY

Tel: 0145 241 0022/check website for numbers of Safeguarding Officers

Email: check website for e-mails of Safeguarding Officers

Web: <https://www.gloucester.anglican.org/about-us/safeguarding/>

CCPAS (Churches' Child Protection Advisory Service)

PO Box 133, Swanley, Kent, BR8 7UQ

Tel: 0303 003 11 11

Email: info@ccpas.co.uk

Web: <https://www.ccpas.co.uk>

Churches' Child Protection Advisory Service

P O Box 133, Swanley, Kent, BR8 7UQ

Tel: 0845 120 4550

Helpline: 0845 120 4551

Fax: 0845 120 4552

Web: <http://www.ccpas.co.uk>

Email: info@ccpas.co.uk

We provide support and training and can advise and support in policy formulation and help in individual cases of abuse.

NSPCC

Weston House, 42 Curtain Road, London, EC2A 3NH

Tel: 020 7825 2500

Web: www.nspcc.org.uk

Child Safeguarding 24hour Helpline: 0808 800 500

The NSPCC also have excellent publicity information and leaflets

ChildLine

45 Folgate Street, London, E1 6GL

Tel: 020 7239 1000

Web: www.childline.org.uk

24 Hour helpline for children: 0800 1111
National free bilingual helpline for children in trouble or worried. The 0800 number is specifically for children's use. They will offer advice and direct help and can act if the child requests practical help.

Childline offer an additional telephone helpline - 'The Line' for children living away from home (in foster care or residential care) which operates as follows: Mon - Fri 3.30 p.m. to 9.30 p.m. Sat - Sun 2.00 p.m. to 8.00 p.m. The helpline is specifically for children in care to share their feelings of separation and loss etc. The helpline

STOP IT NOW! UK

P.O. Box 9841, Birmingham, B48 7WB

Freephone Helpline 0808 1000 900

Email: office@stopitnow.org.uk

An alliance of major child safeguarding/statutory agencies working with offenders and potential offenders to prevent sexual abuse.