

Colwall Parochial Church Council

Policy for working with children, young people and vulnerable adults

14th November 2005

1. Introduction

- 1.1 The PCC of the church of St James the Great, Colwall, accepts the child protection policy of the diocese of Hereford. This document describes how that policy is implemented within this parish and includes safety issues as well as protection against abuse or exploitation.
- 1.2 For the purposes of this policy a child is someone under the age of eighteen. Vulnerable adults are persons who may be in need of community care services by reason of mental or other disability, age or illness and who may be unable to protect themselves from significant harm or exploitation.
- 1.3 PCC activities dealing with children and vulnerable adults are organised into groups. Each group is led by an organiser, assisted by other adult leaders. The organiser has the main responsibility for implementing the protection policy at the working level.

2. Vulnerable persons steering group

- 2.1 The vulnerable persons steering group is a sub-group of the PCC charged with the overall implementation of the policy.
- 2.2 The membership of the steering group consists of the incumbent, a member of the Ministry Team and a member of the PCC.
- 2.3 The steering group will monitor the implementation of the policy.
- 2.4 The steering group will securely record actions such as briefing and clearance indicating compliance with and actions arising from the policy. The group records will be stored in the parish office.
- 2.5 The procedure for CRB clearance is as follows.
 1. A member of the steering group request the appropriate number of CRB forms from the PA to the diocesan secretary (currently Judy Pearce, 01432 373 314).
 2. The forms are given to the group leaders, filled in by the applicant and the identity certified by the incumbent.
 3. The forms are then sent off to the diocesan office where they are further sent on to Gloucester diocese and the Home Office for checking.
 4. On return, the forms are filed and the steering group leader informed.
- 2.6 The group will act as a point of contact with the rest of the church and the outside world. A member of the group will act as the named point of contact: this is currently Kate Stock.
- 2.7 The group will ensure compliance with national and diocesan policies.
- 2.8 The group will ensure adequate training is available to organisers and leaders.
- 2.9 The group will report to the PCC once a year.

3. Clearance and briefing

- 3.1 The aim of the policy is to minimise risk to children and vulnerable adults by ensuring that leaders and organisers are unlikely to present a threat and the activities they undertake have been sensibly organised.

- 3.2 Consequently, leaders and organisers are asked to complete a clearance form giving the name of two references and other background details. Where national or diocesan policy requires it, Criminal Records Bureau clearance will be required (called CRB cleared below). A copy of the clearance form is given in Appendix 1.
- 3.3 For some groups, the organiser has explicit terms of reference which specify how the group is to be run to minimise risk. These terms of reference are given in Appendix 2.
- 3.4 People dealing with children need to be aware of threats to children and vulnerable adults which may arise from other people within the group, other groups and others outside the church, so there needs to be a general awareness of vulnerabilities. For this reason both organisers and leaders are briefed on how to detect abuse and what to do about it. This is carried out by the group organiser when a new leader joins the group. Every person having to do with children and vulnerable adults is given the briefing paper in Appendix 3.

4. **List of PCC activities**

4.1 Groups working with children:

Group	Comments
Seekers	Our main children's activity. Leaders and organiser CRB cleared, TOR in appendix.
Enigma	Our main young people's activity. Leaders and organiser CRB cleared, TOR in appendix.
Choir	Music director has TOR and is CRB cleared. Other adults in choir briefed.
Orchestra	Orchestra includes some children, but no one-to-one activity. Organiser cleared.
Bell ringers	Little involvement with children, but significant safety issues. Tower captain has TOR, all ringers briefed.
Confirmation classes	Led by Ministry Team members, all CRB cleared
Servers	Servers organiser works in church with children when others present. Organiser cleared.

4.2 Groups working with vulnerable adults (and sometimes with children):

Group	Comments
The Care scheme	The Care scheme organisers have TOR and all participants are CRB cleared
Home Communion	Led by Ministry Team and all participants are CRB cleared

APPENDIX 1 CLEARANCE FORM

Church of St James the Great, Colwall

Clearance form for those working with children, young people and vulnerable adults

Name:

Address:

Post code:

Telephone No.:

e-mail:

Group with which you intend to work:

How long have you lived at the above address?

If less than 12 months, please state previous address and church (if appropriate):

Have you had previous experience of looking after or working with children, young people or vulnerable adults? (If yes, please give details.)

Have you a relevant qualification or undertaken any appropriate training? (If yes, please give details.)

Please provide the names and addresses of two people who have known you for at least two years:

A

B

Telephone No.:

Telephone No.:

Office use:

References checked	CRB form sent	Clearance received

APPENDIX 2 – TERMS OF REFERENCE

List of church groups with terms of reference for organisers:

Seekers
Enigma
Bell ringers
Choir
Care Scheme

Terms of reference for Seekers Co-ordinator

Objective

The Seekers Co-ordinator will work with the Seekers Leaders to ensure that the children of St James church have opportunities to grow in their Christian lives.

Duties

The Seekers Co-ordinator will:

1. arrange a programme of sessions for children to complement the Sunday worship of the church;
2. in consultation with Ministry Team, recruit and train other members of the church as Seekers Leaders

Reporting

The Seekers Co-ordinator will maintain contact with the Ministry Team, via the appointed Ministry Team member, to report progress and problems and to ensure the Seekers work is adequately resourced and matches the overall aims of the church.

The Seekers Co-ordinator will produce an annual report for the PCC.

Responsibilities

The Seekers Co-ordinator is responsible for maintaining a safe environment for the children. Any potential hazards in meeting places are to be drawn to the attention of the safety officer for action. Any activities outside the normal sessions in the regular meeting places will be assessed for safety. For any extra-mural activity of a potentially hazardous nature, explicit approval will be sought from the Rector or Churchwardens.

The Seekers Co-ordinator is responsible for maintaining the security of children committed to the Seekers care. In particular, Seekers Leaders are to be made aware of their responsibilities and briefed on joining. The Seekers Co-ordinator will ensure that no child is left alone with a single adult.

Terms of reference for Enigma Co-ordinator

Objective

The Enigma Co-ordinator will work with the other youth leaders to ensure that the young people of St James church have opportunities to grow in their Christian lives.

Duties

The Enigma Leader Co-ordinator will:

1. in consultation with Enigma members, arrange a programme of sessions for young people to grow in their Christian lives;
2. in consultation with the Ministry Team, recruit and train other members of the church as Enigma Leaders

Reporting

The Enigma Co-ordinator will maintain contact with the Ministry Team, via the appointed Ministry Team member, to report progress and problems and to ensure the Enigma work is adequately resourced and matches the overall aims of the church.

The Enigma Co-ordinator will produce an annual report for the PCC.

Responsibilities

The Enigma Co-ordinator is responsible for assessing the safety of meeting places. Any potential hazards in church premises are to be drawn to the attention of the safety officer for action. Any activities will be assessed for safety to ensure that adequate adult supervision is provided. For any extra-mural activity of a potentially hazardous nature explicit approval will be sought from the Rector or Churchwardens.

The Enigma Co-ordinator is responsible for maintaining the security of young people committed to the care of the Enigma group. In particular, youth leaders are to be made aware of their responsibilities and briefed on joining. The Enigma Co-ordinator will ensure that no young person is left alone with a single adult.

Terms of reference for the St James Tower Captain

Objective

The tower captain will provide bell ringing for services at St James church.

Duties

The tower captain will:

1. in conjunction with the incumbent, decide which Sunday services should be preceded by bell ringing;
2. recruit and train a ringing team and arrange practice sessions;
3. accompany such other services as may be agreed.

Reporting

The tower captain will produce an annual report for the PCC.

Responsibilities

The tower captain is responsible for maintaining the safety of the bell tower. All safety hazards are to be drawn to the attention of the safety officer for action. A minimum of two experienced adults should be in the tower when any ringing takes place.

The tower captain is responsible for the security of children in training. In particular, adult members of the ringing team are to be made aware of their responsibilities and briefed on joining. The tower captain will ensure that no child is ever left alone with a single adult.

Terms of reference for the Care Scheme Co-ordinators

Objective

The Care Scheme Co-ordinators will arrange for support by the church and the community to those in need in the village.

Duties

The Care Scheme Co-ordinators will:

1. recruit and train members of the church or community to offer help and care to vulnerable adults;
2. arrange and publicise a contact point to make the scheme available to those in need;
3. co-ordinate care as need arises.

Reporting

The Care Scheme Co-ordinators will maintain contact with the Ministry Team, via the appointed Ministry Team member, to report progress and problems and to ensure the care scheme is adequately resourced and matches the overall aims of the church.

The Care Scheme Co-ordinators will produce an annual report for the PCC.

Responsibilities

The Care Scheme Co-ordinators are responsible for the security of vulnerable adults. All members of the Care Scheme will be assessed by the Co-ordinators and briefed on their responsibilities in this area.

Terms of reference for the St James Director of Music

Objective

The Director of Music will provide music for worship at St James church.

Duties

The duties of the Director of Music are set out in the agreement dated 1st August 2000. These terms of reference cover only the safety and security aspects.

Reporting

The Director of Music will attend the Services Meeting to agree which services need a musical accompaniment and to report progress and problems and to ensure the musical life of the church is adequately resourced and matches the overall aims of the church.

The Director of Music will produce an annual report for the PCC.

Responsibilities

The Director of Music is responsible for maintaining the security of children in training for the choir. In particular, adult choir members are to be made aware of their responsibilities and briefed on joining. The director of music will ensure that no child is ever left alone with a single adult.

Church of St James the Great, Colwall

Briefing notes for those working with children, young people and vulnerable adults

Children and young people

The PCC takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the church's care. It seeks to provide caring, warm and consistent atmosphere and environment in which children and young people can develop and grow, and in which they can explore and learn together in safety. Children and young people will be treated as individuals and with equal concern.

As a worker with children and young people what you do is very important to the realisation of these aims. You are in a position of trust and responsibility.

You will also be in a position to monitor what is going on and so these notes include sections on the detection of abuse in the unlikely event that a child may suffer from it. This is given below.

Vulnerable adults

It is part of the mission of the church to support the quality of life of adults in need of care. As such members of the church come into contact with carers as well as vulnerable adults themselves. Vulnerable adults can be abused just as much as children and in addition can be persuaded to take decisions against their better interests. As a worker with vulnerable adults you should always put their interests first and be aware of possibilities for abuse by others.

Both children and vulnerable adults are entitled to an appropriate degree of confidentiality.

Abuse

Abuse may be physical, emotional, sexual or simply neglect. You should be on the look out for signs such as injuries or bruises, inappropriate sexual behaviour, or changes in mood, nervousness or withdrawal. More detailed information on what to look out for can be provided on request.

Talking about abuse

It is difficult for children in particular to tell someone they are being abused. So:

- Let them know you will listen to anything they have to tell you, but that there are some things so serious that you have to tell someone else.
- Show acceptance of what the child or young person is saying, keeping calm and looking at them directly;
- Listen carefully and do not stop a young person who is revealing painful events
- Never push for information or ask leading questions
- Be aware that a child or young person may have been threatened
- Reassure the child or young person they were right to tell you

- Let the child or young person know what you are going to do next and that you will let them know what happens
- Make notes as soon as possible, writing down exactly what was said and when he or she said it. **Record the date, time and location and whether other people were present. Keep the hand written record.**

What to do if you suspect abuse

If abuse or inappropriate behaviour is suspected, inform a member of the child protection steering group or the bishop of Hereford's Child Protection Advisor, Mr Chris Brannan, telephone 01743 366 663, mobile 07711 988 048.

It is important to be aware of the far-reaching consequences of making a referral and naming names. The Bishop's Child Protection Advisor is available to help if you have any doubt.