

# PEASEDOWN CHURCHES *Together*

## Holiday Club

### CHILD PROTECTION POLICY

#### Introduction

Wherever you see **Holiday Club** written in this document in this way, it refers to the joint venture between **St. John's Church, Peasedown St John** and the **Bath Road Methodist Church, Peasedown St John** from **Monday 23 – Friday 27 August 2010** held at **St John's Church, Peasedown St John**.

**Rob Bubyer** (from St. John's Church) is the person organizing and responsible for the club.

In addition, St John's Church, Peasedown St John recognizes it's links with Bath City Church and as such some workers may be drawn from Bath City Church.

**Holiday Club** takes seriously its responsibility to protect and safeguard the welfare of children coming to the week's activities and as such is committed to:

- Listening to, relating effectively and valuing children whilst ensuring their protection within the **Holiday Club** activities
- Encouraging and supporting all workers during the **Holiday Club** and, if necessary, in the weeks following
- Ensuring that all **Holiday Club** workers are given the opportunity for training
- Having a system for dealing with concerns about possible abuse
- Co-operating with the statutory authorities should the need arise

#### Areas Of Policy

**Holiday Club** recognises that many children are the victims of neglect, or physical, sexual or emotional abuse. Accordingly, **Holiday Club** has adopted the policy contained in this document, (hereafter "the policy"). The policy sets out agreed guidelines relating to the following areas:

- A. Appointing workers
- B. Supervision of activities and practice issues, including discipline, children coming to **Holiday Club** off 'the street'
- C. Responding to allegations of abuse, including those made against **Holiday Club** workers or leaders

**Holiday Club** recognises the need to build constructive links with the childcare agencies. Accordingly, these guidelines have been prepared taking into consideration the DfE's 'Safe From Harm' recommendations and also in consultation with the Churches Child Protection Advisory Service, (CCPAS).

#### Policy Ownership

**Holiday Club** recognises that workers are drawn from different churches and denominations, and that the participating churches have their own procedures and policies for appointing workers and for child protection. There is therefore a need for agreement and clarity and it is expected that all sending churches accept this policy and act according to it.

# PEASEDOWN CHURCHES

## *Together*

This policy is based on a model child protection policy supplied by the Churches' Child Protection Advisory Service – a project of PCCA Child Care. This policy must not be copied by other churches/organizations without the written agreement of CCPAS.

### **USEFUL TELEPHONE NUMBERS**

**Holiday Club Leader/Child Protection Co-Ordinator:** Rob Bubyer: 01761 433887 / 07977094262

**St. John's Child Protection Coordinator:** Jane Street: 01761 300451

**Methodist Church Child Protection Coordinator:** Rev Michelle Ireland: 01761 439934

**CCPAS: 0845 120 4551 or 0845 120 4550**

**B&NES Social Services Children and Families Referral & Assessment Team between 9.00am & 5.00pm: 01225 396313 / 396314**

**The out of hours number (B&NES Emergency Duty Team): 01454 615165**

**B&NES Police – Child Protection Team (Duty Desk): 01225 842 786**

**B&NES Police – (Main Switchboard): 0845 4567000**

**NSPCC Helpline: 0808 800 5000**

## CHILD PROTECTION POLICY

### A: Appointment of Workers

The procedure for appointing workers will be carried out by the **Holiday Club** leader, or nominated person, and any information obtained will be kept in St. John's Church Vicarage.

1. In appointing workers for **Holiday Club**, the **Holiday Club** leader, or nominated person will be responsible for the following:

- Meeting with the potential volunteer to:
  - Explain the vision for the **Holiday Club**
  - Talk to them about why they want to be involved and what experience they have had in the past
  - Explain the roles and responsibilities of **Holiday Club** workers
- Obtaining a completed VOLUNTARY application form from all prospective workers. (See attached form). Birth and marriage certificates may be checked to verify names.
- Obtaining written references for any prospective **Holiday Club** worker
- Obtaining a CRB check on any worker aged 16 and over who is not a member of one of the 2 participating churches or Bath City Church or has not had a CRB done by either of the participating churches or Bath City Church in the last 3 years
- Obtaining a voluntary self declaration form to declare whether they have ever been convicted, charged or cautioned in relation to any offence and informed of the provision of the Rehabilitation of Offenders Act 1974. They are also required to have their Church leader countersign their application form.

2. The criteria for NOT appointing **Holiday Club** workers are:

- Someone who is a known convicted offender who has committed acts of violence or sexual offences against children or adults. (We accept that they might have accepted responsibility for their previous acts, be genuinely repentant, and have responded positively to a programme of help but we feel that it would be completely unacceptable to place children in a situation where there is a known risk – i.e. the abuser could succumb to temptation and re-abuse.)
- Reservations about an individual's behaviour, lifestyle, attitudes and spiritual commitment
- Someone who does not have the endorsement of a leader of one of the participating churches

**Remember: No one has a right to work with children**

3. **Holiday Club** workers will be asked to attend meetings, where they will be able to receive training and be given the opportunity to discuss the programme

4. Young leaders (aged 11 – 16) who help at **Holiday Club**. Any responsibilities they have are limited and are supervised. Whilst called 'young leaders', they are helpers and do not come under the category 'workers' and are therefore exempt from the above and are to be treated as attendees of **Holiday Club** albeit with a different role.

## **Secure storage, handling, use, retention and disposal of disclosures and disclosure of information**

1. **General Principles.** As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for a position of trust we comply fully with the CRB Code of Practice regarding the correct handling, use, storage, retention, and disposal of disclosures and disclosure information. We also comply fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and have a written policy on these matters, which is attached.
2. **Storage and access.** Disclosure information is never kept on an applicant's personal file and is always kept separately and securely, in lockable, non-portable, storage containers eg. a filing cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.
3. **Handling.** In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorized to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information have been revealed and we recognize that it is a criminal offence to pass this information to anyone who is not entitled to receive it.
4. **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.
5. **Retention.** Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary other than a short note to say we have completed a CRB check – see point 6. 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 CCPAS Disclosure Unit, who in turn will discuss this with the CRB and will give full consideration to the Data Protection and Human Rights individual subject access requirements before doing so. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.
6. **Disposal.** Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (eg waste bin or confidential waste sack). We will not keep any photocopy or other image of the disclosure or any copy or representation of the disclosure. However, notwithstanding the above, we will keep a record of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, and the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.
7. **Our relationship with our umbrella organisation (CCPAS).** We accept that CCPAS has a responsibility to ensure, as far as reasonably practicable, that we comply with all the requirements made upon us in the CRB Code of Practice, this and other policy statements, and in other CRB procedures and processes. We undertake to keep CCPAS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.

## Equal Opportunities

- **Holiday Club** is committed to providing a vital, practical response to the needs of those we serve, regardless of race, religion, lifestyle, sex, sexuality, physical/mental disability, offending background or any other factor.
- As an organisation using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants' suitability for positions of trust, **Holiday Club** undertakes to comply fully with the CRB Code of Practice and to treat all applicants for the position of a voluntary **Holiday Club** worker fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.
- 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.
- A Disclosure may be requested, upon receipt of an application form in agreement with our policy for the Appointment of Workers.
- We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will 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.
- 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.
- Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of voluntary work.
- We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of being able to serve voluntarily at **Holiday Club**. We will 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.

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

## Abuse of Trust

All adult workers serving with young voluntary assistants must agree to comply with the following statement:

As **Holiday Club** workers we undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office. It will therefore be unacceptable for any adult worker in a position of trust to engage in any behaviour that might allow a sexual relationship to develop for as long as the relationship of trust continues.

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## CHILD PROTECTION POLICY

### B: Supervision of Activities and Practice Issues, including Discipline, children coming to Holiday Club or coming off 'the street'.

#### Parental Consent

No child should be allowed to participate in **Holiday Club** and should not be allowed to attend without the written consent of the parent/guardian.

#### Children from the Street

However, sometimes children or playing outside or wandering the streets with no adult supervision may come into **Holiday Club** without the knowledge of their parents. On such occasions follow the procedure below:

- On arrival, welcome the child/children and attempt to gain some factual information about them, i.e. *name, age, where they live, telephone number*, and record in a register.
- Enquire if the child's parents are aware of where they are, and whether they are expected home at any particular time. If they are and this is before the end of your group you would, of course, encourage the child to return home, suggesting that their parent might be willing for them to come to the Holiday Club the following day (or ring to check with parents that it's OK for them to stay).
- Link the child with another child to introduce the visitor to the group and the routines etc.
- On leaving, give the child a leaflet about the group with contact telephone numbers etc

Additionally, try to find out the following:

- Without quizzing the child, you will need to find out as soon as you can whether the child has any special needs, *eg is the child on any medication*, so that you can respond appropriately in any emergency.

#### Good Practice Guidelines

- No **Holiday Club** worker will be left alone with an individual child.
- In a counseling situation where privacy and confidentiality are important, make sure that a leader or another **Holiday Club** worker knows that the interview is taking place, and knows where and with whom. Another adult should ideally be present or within hailing distance. If the counselor is not of the same sex as the counselee, an adult of that sex should always be present.
- All activities will be arranged to take place with groups of children and with more than one adult wherever possible, preferably male and female.
- The leader should be informed of any child who behaves in a physically aggressive or verbally abusive manner.
- All children should be treated with dignity and respect.
- Where any **Holiday Club** worker's actions or words give cause for concern, a leader should be informed.
- Photos may be taken of the children and the activities they are involved in. This may be for the use in printed material, in a slide presentation or on the web. Photos of groups of children will be used for this purpose. If we wish to use a photo of a single child, written permission will be obtained from their parent. No child will be identifiable by means of name and / or address either in printed publications or on the web. All parents have the right to request that their child does not appear in any photo – including a group photo.

#### Safety

- It is the responsibility of the **Holiday Club** leader to know the whereabouts of the consent forms, with children's personal details
- It is the responsibility of the **Holiday Club** leader to ensure that a register is kept each day of children attending.
- It is the responsibility of all workers to know the whereabouts of all children whilst participating at **Holiday Club**.
- The supervision ratio of workers to children is a minimum of 1:10, with a minimum of 2 workers for less than 10 children and a minimum of 3 workers for more than 16 children.

## **Logs**

A log, of each day's activities, will be kept. All significant incidents and or changes should be recorded in this log.

## **Fire Hazard**

Everyone at **Holiday Club** should be warned of the danger of fire. For the events taking place in a building then everyone will be made aware of the fire exits.

## **First Aid**

Best practice dictates that there should be at least one worker qualified in first aid. If there is not a trained first aider on site then there will be a delegated person with responsibility for carrying out the agreed first aid procedure.

The First Aider delegated person should ensure that:

- First Aid boxes are available and their location known.
- That the First Aid kit contains those items recommended by St. John Ambulance
- That all accidents and injuries and action taken are recorded and that the parent carer are informed as to the action taken.
- That the location of the nearest telephone and the telephone numbers of the nearest doctor and hospitals are readily available.

## **Guidelines on touching**

Guidelines on touch for those who work with children.

- 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 have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood.
- Pointing out anything which could be misconstrued. Concerns about abuse should always be reported.

## **Guidelines For Discipline**

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

Ask God for wisdom, discernment and understanding and pray for and with the child.

Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.

Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.

Take care to give quieter and well behaved children attention and don't allow some 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.

Look honestly at your programme – if children are bored, they misbehave. Is the programme at fault?

NEVER smack or hit a child and don't shout – change voice tone if necessary.

Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)

Pray before you meet and talk over the session before you leave.

### Specific Disciplinary Procedure for ***Holiday Club***

1. Verbal Warning: The child is given a verbal warning and this is recorded in the log book
2. If the child disobeys the rules a second time then a Yellow Card is given and the child has to spend 5 minutes 'out' – away from the action – but in the same room, supervised by a worker
3. If the child disobeys the rules a third time then a Red Card is given and a worker will send for the parent to come and take the child home. Whilst the child and worker are waiting for the parent to arrive they will sit 'out' – away from the action – but in the same room as other activities. It is the leader's discretion if that child is allowed to return the following day

## Guidelines for working with disruptive children

### Introduction

Sometimes children can become very upset and disruptive and occasionally their behaviour may be assessed as possibly dangerous to themselves or others. Whilst the Department of Health has issued guidance, this relates specifically to Children's Residential Care.

### Some guidelines to consider

If a child displays disruptive behaviour, an attempt should be made to speak to the individual to:

1. Request that the behaviour stops;
2. Speak with the child to find out the cause(s) of upset;
3. Warn the child person that they will be asked to leave if the behaviour continues;
4. Warn the child that continued disruptive behaviour might result in longer term exclusion from the activity.

If a child is harming him/herself or another person or property other children should be escorted to vacate the place/ area where the disruption is occurring. **At the same time**, and with a second worker present, request the child to STOP. Reasonable restraint of a child may be used by a worker when necessary to protect themselves, or others from harm, or to prevent damage to property.

- If your request is ignored, you might need to warn that you might have to call for additional help, e.g. Police.
- **In exceptional circumstances and with the help of another, whilst police help is awaited**, you might need to prevent the child from harming themselves.

**In all circumstances**, workers involved should record as soon as possible, i.e. once the situation is resolved or immediately after the activity, details of:

- What activity was taking place;
- What might have caused the disruptive behaviour;
- The child's 's behaviour;
- What you said/how you responded
- Others present who might have witnessed the event.
- This record should be given to the Leader (Rob Bubyer), one copy kept by the worker and one with the activity's log book.

## **C: Responding to Allegations of Abuse, including those made against *Holiday Club* Workers, leaders or members of the church**

### **What to Do If You Suspect That Abuse May Have Occurred**

All suspicions or allegations of child abuse will be referred in the first instance to the ***Holiday Club*** Child Protection Co-ordinator, **Rob Bubyer** (hereafter the "Co-ordinator"), or the child protection officers at either church (St. Johns or the Methodist Church) if absent. Any suspicion or allegation, which in any way involves all of them, would be reported direct to Social Services.

- 1. You must report concerns as soon as possible to Rob Bubyer, who is nominated by *Holiday Club* to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. In his absence the matter should be brought to churches' child protection co-ordinators (see page 2 for phone numbers).**
- 2. If the suspicions in any way involve Rob or either of the other 2 Child Protection Co-ordinators, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (hereafter "CCPAS"), PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4551 or 0845 120 4550. Alternatively contact Social Services on 01225 477000**
- 3. Suspicions will not be discussed with anyone other than those nominated above.**
- 4. Allegations will be dealt with on a *need to know* basis**
- 5. It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from CCPAS, although we hope all *Holiday Club* workers will use this procedure. If, however, you feel that Rob, or *Holiday Club* has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of *Holiday Club* to effective child protection.**
- 6. If allegations involve a child, or worker from a sending church then the leader of that church or a nominated person (i.e. their child protection co-ordinator) will be informed, by Rob Bubyer. It is expected they will keep confidence and not investigate the matter themselves.**
- 7. Should some sending churches have reporting mechanisms which involve those other than the minister / elders of the church this will be discussed and an agreement made between that church and *Holiday Club* (e.g. a church may have a responsibility to inform a bishop or other official).**

### **Allegations Against *Holiday Club* Workers**

**Holiday Club** recognises that they have a duty to conduct themselves in a responsible and transparent way and to take into account legal requirements. As **Holiday Club** we will follow the principles contained in the Public Interest Disclosure Act 1998. Therefore we expect that all employees (paid or voluntary) to report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the Safeguarding Co-ordinator.

We recognise

- The welfare of the child is the paramount consideration
- A police investigation into a possible offence by a **Holiday Club** Worker may be necessary
- The **Holiday Club** Worker concerned will be informed of allegations as soon as possible but with due regard to protecting evidence and disclosure of information
- The decision to suspend workers or carry out any disciplinary procedures will rest with the **Holiday Club** Leader after consultation with the sending Church Leader
- Any internal investigation will only take place on agreement with the Police

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## CHILD PROTECTION POLICY: SUPPLEMENT

### Definitions of Abuse (England and Wales)

*The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document, Working Together to Safeguard Children (1999) are as follows:*

#### Abuse and Neglect

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.

#### 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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy\*.

#### Emotional Abuse

Emotional abuse is the persistent emotional ill treatment 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. It may involve 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 ill treatment of a child, though it may occur alone.

#### Sexual Abuse

Sexual abuse involves forcing or enticing a child or to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, 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.

#### Organised/Abuse

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and . 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. Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and . 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.

Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

(A child may suffer more than one category of abuse).

#### \*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."

## Recognising 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 which occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries which 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

## Allegations of Physical Injury or Neglect

If a child has a physical injury or symptom of neglect, the Co-coordinator will:

- 1 Contact Social Services (or CCPAS) for advice in cases of deliberate injury or where concerned about the child's safety. The parents should not be informed by the church organisation in these circumstances.
- 2 Where emergency medical attention is necessary it will be sought immediately. The Co-ordinator will inform the doctor of any suspicions of abuse.
- 3 In other circumstances speak with the parent/carer and suggest that medical help/attention is sought for the child. The doctor, (or health visitor) will then initiate further action, if necessary
- 4 If appropriate the parent/carer will be encouraged to seek help from the Social Services Department.
- 5 Where the parent/carer is unwilling to seek help, if appropriate, the Co-ordinator (Rob Bubyer) will offer to go with them. If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services for advice.
- 6 Where the Co-ordinator is unsure whether or not to refer a case to the Social Services, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

## Allegations Of Sexual Abuse

In the event of allegations or suspicions of sexual abuse, the Co-ordinator (Rob Bubyer) will:

- 1 Contact the Social Services duty social worker for children and families or Police Child Protection Team directly. The Co-ordinator will **NOT** speak to the parent (or anyone else).
- 2 If, for any reason, the Co-ordinator is unsure whether or not to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- 3 Under no circumstances will the Co-ordinator attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- 4 Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator should not delay referral to the Social Services Department.
- 5 Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Deputy as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.
- 6 All Holiday Club and workers will support the Co-ordinator and deputy (Perspective churches Child Protection officers) in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

## How To Respond To A Child Wanting To Talk About Abuse

It is not easy to give precise guidance, but the following may help:

### GENERAL POINTS

- 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.

### HELPFUL THINGS YOU MAY SAY OR SHOW

- I believe you (or showing acceptance of what the child says)
- Thank you for telling 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 (you might have to consider referring to Social Services or the Police to prevent a child returning home if you consider them to be seriously at risk of further abuse)
- Contact the Co-ordinator or Deputy Co-ordinator or contact an agency such as CCPAS for advice or go directly to Social Services/Police/NSPCC
- Consider your own feelings and seek pastoral support if needed

**Make notes as soon as possible (preferably within one hour of the child talking to you), writing down exactly what the child said and when she said it, what you said in reply and what was happening immediately beforehand (eg 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. Such records should be kept safely for an indefinite period.**

## **What To Do Once A Child Has Talked To You About Abuse:**

### **The Procedure**

- 1 Make notes as soon as possible (preferably within an hour of being told), writing down exactly what the child said, write what you said in reply to the child when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently.
- 2 Report your discussion as soon as possible to the Co-ordinator (Rob Bubyer). In his absence or if he is implicated then the deputy Co-ordinator (Participating Churches Child Protection Officers). If both are implicated report then a leader. If all are implicated, report to CCPAS or to Social Services if preferred.
- 3 You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
- 4 Once a child has talked about abuse the worker/co-ordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect safety measures for the child so that they do not return home.

# PEASEDOWN CHURCHES *Together*

## **Holiday Club – Monday 23 to Friday 27 August 2010**

### **VOLUNTEER APPLICATION FORM**

We ask all prospective workers to complete this form. The information you give us will be kept confidentially by and at St. John's Church, unless requested by an appropriate authority. If there is insufficient room to fully answer any question, please continue on a separate sheet.

Full Name \_\_\_\_\_

Maiden / Former Name(s) \_\_\_\_\_

Date and Place of Birth \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Email address \_\_\_\_\_

Daytime tel no: \_\_\_\_\_ Evening tel no: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_ Years \_\_\_\_\_ Months

If less than 5 years, please give your previous address(es), including postcodes, with dates.

\_\_\_\_\_  
\_\_\_\_\_

Please tell us about your Christian experience (ie how long you have been a Christian, which church(es) you have attended and dates, name of minister / leader, any activities undertaken.)

\_\_\_\_\_  
\_\_\_\_\_

Please tell us something about yourself - any special interests and skills you have. Please include details of previous experience of looking after or working with. Where appropriate name the church or group and dates.

\_\_\_\_\_  
\_\_\_\_\_

Have you any relevant qualifications or appropriate training - either in a paid or voluntary capacity? Please give details.

\_\_\_\_\_  
\_\_\_\_\_

Have you ever had an offer to work with children/young people declined? Yes/No

If yes, please give details.

\_\_\_\_\_

Do you suffer, or have you suffered, from any illness that may directly affect your work with children? Yes/No

If yes, please give details.

Please tell us about your employment history over the last 5 years. Include employer's name, your job title, dates of employment and reason for leaving.

Are you currently working in any other child care position in either a voluntary or paid capacity? If yes please give details:

Name of the organisation \_\_\_\_\_

Address \_\_\_\_\_

Contact person in the organisation: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Post you are employed in (please give details of your duties): \_\_\_\_\_

**REFERENCES**

In the space below, please give the names, addresses and telephone numbers of two people who know you well who would be able to give a personal reference. Tell us their relationship to you.

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Postcode \_\_\_\_\_

Tel No \_\_\_\_\_

Tel No \_\_\_\_\_

Relationship to you \_\_\_\_\_

Relationship to you \_\_\_\_\_

As this post involves substantial contact with children, all applicants who are accepted onto the **Holiday Club** team may be asked to to apply for an Enhanced Disclosure through the Criminal Records Bureau. As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or young people at risk.

I confirm that the submitted information is correct and complete. I understand and agree to the conditions involving a Disclosure check and I have sent the voluntary disclosure form to the recruiter in a separate, sealed envelope.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please pass this form to your church leader to countersign your application form.**

I confirm that the above named person is known to me, and that in my opinion he / she is a suitable candidate for working with children at the Peasedown Churches Together Holiday Club, and would work well in a team. I endorse their application.

Your Name _____	Your Position _____
Address _____	
Signature _____	Date _____



**SELF DECLARATION FORM FOR A POSITION REQUIRING A DISCLOSURE**

**Strictly confidential**

As the organisation **Holiday Club** we undertake to meet the requirements of The Data Protection Act 1998, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

All applicants are asked to complete this form and return in a sealed envelope to:  
Rob Bubyer, 18 Saxon Way, Peasedown St. John, Bath. BA2 8TR.

**Disclosures**

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

YES  NO (Please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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**Police Investigations**

Have you ever been the subject of a police investigation which didn't lead to a criminal conviction?

YES  NO (Please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and disposal(s) if known.

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To your knowledge have you ever had any allegation make against you, which has been reported to, and investigated by, Social Services / the Social Work Department?

YES  NO (Please tick)

If yes, please give details and dates.

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Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?

YES  NO (Please tick)

If yes, please give details and dates.

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Has there ever been any cause for concern regarding your conduct with children? Please include any disciplinary action taken by an employer in relation to your behaviour with children.

YES  NO (Please tick)

If yes, please give details and dates.

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Have you had an Enhanced Disclosure in the last 3 years [since August 06] by either St John's Church, The Methodist Church or Bath City Church?

YES  NO (Please tick)

If yes, please send the original copy with this form. It will be returned to you once details have been verified.

### Declaration

Please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_

Of (address) \_\_\_\_\_

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I confirm that the information given above is accurate and correct and I am not subject to any of the disqualification set out in the Protection of Children Act 1999.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police and Lists held in accordance with the Protection of Children Act 1999.

I agree to inform the person within Holiday Club with responsibility for processing applications for Criminal Records Bureau checks if I am convicted of an offence after I take up my post within the organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or young people and / or the termination of my employment.

I agree to inform the person within Holiday Club with responsibility for processing applications for Criminal Records Bureau if I become the subject of a police and / or social services / social work department investigation. I understand that failure to do so may led to the immediate suspension of my work with children or young people and / or the termination of my employment.

I confirm that the submitted information is correct and complete.

Signed \_\_\_\_\_ Date \_\_\_\_\_

You are welcome to discuss any aspects of this procedure with Rob Bubyer at St. John's Church.

Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children within Holiday Club.

The organisation **Holiday Club**, agrees to abide by the Code of Practice on the use of personal data under the Data Protection Act 1998 as well as the expectations of the Criminal Records Bureau.

Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18.

**Please complete and return to Rob Bubyer in person or by post to  
Rob Bubyer, 18 Saxon Way, Peasedown St. John, Bath, BA2 8TR  
Ring: 07977 094 262 or email: robbubyer@hotmail.com**