

# **Child Protection Policy**

## **Introduction**

### **I) Church Details**

Name of the church: Every Nation Church, London (hereafter, “The Church”)

Location: 4 Margravine Gardens, Barons Court W6 8RH

### **II) Church Statement**

The church has a growing children’s and young person’s ministry. The Church Leadership (hereafter, “the CL”, chaired by the Senior Pastor) takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the church’s care.

### **III) Church Mission**

As part of the mission, the CL is committed to:

- Listening to, relating effectively and valuing children and young people whilst ensuring their protection within church activities
- Encouraging and supporting parents/ carers
- Ensuring that children’s/ youth workers are given support and training
- Having a system for dealing with concerns about possible abuse
- Maintaining good links with the statutory child care authorities

### **IV) Areas of Policy**

The CL recognises that many children and young people today are victims of neglect, and physical, sexual and emotional abuse. Accordingly the CL has adopted the policy contained in this document, (hereafter, “the policy”). The policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those that may be made against the leaders or members of the church
- Appointing children’s and youth workers
- Supervision of activities and practise issues
- Helping victims of abuse
- Working with offenders

The CL recognises the need to build constructive links with the childcare agencies. Accordingly, these policy guidelines have been prepared in consultation with the Hammersmith and Fulham Local Authority and PCCA’s Churches’ Child Protection Advisory Service, (CCPAS) who hold a copy of this policy.

The local Social Services office telephone number between 9:00 a.m. and 5:00 p.m. is 020 8753 5392, the after hours number for the Emergency Duty Team is 020 8748 8588. The NSPCC number is 0808 800 5000.

The content of the policy has formed the basis of a seminar for all children's/ youth workers and at this seminar policy details will be discussed and explained. The CL is committed to the on-going training of all children's/ youth workers.

The Church is covered by Public Liability Insurance through Ansvar and our broker is Jonathan Millard contactable on 0208 651 7420.

## **V) Definitions of Abuse**

Refer to appendix 1

## **VI) Recognising and Responding to Abuse**

Refer to appendix 2

## **VII) What To Do If You Suspect That Abuse May Have Occurred**

1. You must report concerns as soon as possible to Lydia Anderson (hereafter the "Co-ordinator") (07949641976 – mobile) who is nominated by the CL to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. She may also be required by the conditions of the church insurance policy to immediately inform the Insurance Company.

The issue must also be brought to the attention of the Deputy Co-ordinator, Emtia Bartlett (07881 558 105 -mobile). In the absence of the Co-ordinator, the Deputy Co-ordinator should deal with the matter.

2. If the suspicions in any way implicate both the Co-ordinator and the deputy Co-ordinator, then the report should be made in the first instance to CCPAS Churches' Child Protection Advisory Service (hereafter "CCPAS"), PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services on 020 8753 5392./ After hours: 0208 7488588.
3. Suspicions will not be discussed with any other person than those nominated above.
4. 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 that members of the church will use this procedure. If, however, you feel that the Co-ordinator or Deputy has not responded

appropriately to your concerns, then it is up to you to contact the appropriate organisation directly.

5. Try, where possible, to follow the Counselling Centre Policy outlines. Refer to Appendix 3 for these.

## **6. VIII) Allegations of Physical Injury or Neglect**

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

1. Contact the 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 or organisation in these circumstances.
2. Where emergency medical attention is needed it shall be sought immediately. The Co-ordinator will inform the doctor about any suspicions of abuse.
3. In other circumstances speak with the parent/carer and suggest that medical attention is sought for the child. The doctor or health visitor will then initiate further action if required.
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 advice, if appropriate, the Church Co-ordinator will offer to go with them. If they still fail to act, in cases of real concern, the Co-ordinator should contact the 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 the CCPAS will be sought and followed if appropriate. CCPAS will confirm its advice in writing in case it is needed for future reference purposes.

## **IX) Allegations of Sexual Abuse**

In the event of allegations or suspicions of sexual abuse, the Co-ordinator 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 except the persons designated in Section VII.1
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 this in writing in case these details are needed 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 allegations under Section 47 of the Children's Act of 1989.

4. Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or the Deputy 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. The CL will support the Co-ordinator and the Deputy 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.

### **X) How to Respond to a Child Wanting to Respond to Abuse**

Refer to appendix 3.

### **XI) What to do Once a Child has Spoken to You about Abuse**

See action sheet in Appendix 3

#### **The procedure:**

1. Make notes as soon as possible, 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. Record dates and times of these events and when you made the record. Keep all written notes securely, even if these have been typed subsequently. Use the form in Appendix 4.
2. Report your discussion as soon as possible to the Co-ordinator. If the latter is implicated, report to the deputy. If both are implicated, report to the Social Services Department or CCPAS.
3. You should not discuss the allegations with anyone other than those nominated in Section VII.
4. Once a child has talked about abuse, the worker or Co-ordinator should decide if it is safe for the child to return home to a potentially abusive situation. On rare occasions it may be necessary to take immediate action to contact the Social Services and / or the police to discuss putting into effect safety measures for the child so that they do not return home.

### **XII) Working With Offenders**

Where someone attending the church is known to have abused children, then whilst extending friendship to the individual, the CL in its commitment to the protection of all children will meet with the individual and discuss boundaries that they are expected to keep. No one who has a criminal record or a caution for any offence with children will be allowed to work with children at Every Nation London.

### **XIII) Helping Victims of Abuse**

As a church we are committed to supporting victims of abuse, and encouraging them in their faith.

### **XIV) Appointment of Workers**

In appointing workers the church will be responsible for the following:

1. All prospective workers will be checked through the Criminal records bureau and asked to complete a form (See appendix 5).
2. The procedure for appointment will be: form completion, CRB checks, an interview, checking of references, agreement of expectations, probationary period and then official appointment.
3. The criteria for not appointing or terminating the work of children's workers are: previous criminal offences (cautions and convictions), irresponsible behaviour as determined by the children's ministry leaders. Workers who have committed offences of a violent or sexual nature will not be permitted to work with children. Other offences will be viewed individually. (Eg: a person with motoring offences may, at the discretion of the church leadership, be permitted to work with children, but may not be permitted to drive a mini bus.)
4. All workers and volunteers will be trained in the good practice of Child Protection at least twice a year. They will understand the four types of abuse, will have read and understood the Child Protection Policy (Asking for explanations where necessary) and know what procedures to follow if a child makes an allegation of abuse.
5. Children's ministry leaders will be given opportunities to meet together regularly with a leader to discuss work programmes and areas of concern including issues relating to discipline (For guidelines on discipline, refer to appendix 6).
6. The children's ministry leaders will review the appointment of workers on a regular basis.
7. All team members fall under the authority of the church leadership and this includes possible termination of their involvement if they are deemed to be unsuitable for the work that they are involved in.
8. All records (of employees and volunteers, as well as clubs, camps, and other activities) are to be kept by the church for an indefinite period of time so that if they are needed for future reference, they are available.
9. All employees are to have a "portfolio" of responsibilities that they are to ensure are completed.

10. When we have the opportunity to have volunteers from outside of the UK we will then make sure to undertake necessary background checks on those applying to work with our children and teenagers and will have obtained 'fit person' checks from their home country as well as references from there before they attend our activities.
11. We are fully committed to the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:  
*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

## **XV) Arrangements For Supervision of Group/ Children's Activities**

1. We agree to exercise "reasonable care" in:
  - Preventing injury to other persons
  - Complying with laws and regulations imposed by any legal authority
  - Exercising care in the selection of workers (voluntary and salaried)
2. A worker should not be alone with a child. (See appendix 9 for rules for child protection during children's activities).
3. Where an interview is being conducted in private, make sure others know of this and that there are others in the building.
4. All personal information about team members and children is confidential and may not be shared with those outside of the area of Children's Ministry. However, there may be occasions where another adult may need to be consulted or informed of an incident. It is thus accepted that while confidentiality shall be respected; where necessary other sources may be consulted.
5. No persons under the age of 16 will be left in the care of a child of any age whilst at an organised activity. After they have left the activity the church leadership is no longer responsible for any incidents that may occur.
6. A register of persons attending the activity will be kept and this will include details of any late arrivals or early departures.
7. Each activity and possible subsequent incident will be recorded. These will be reported to parents when they collect children. In the absence of parental collection, this will be recorded in the logbook. If necessary, an incident form shall be completed. (Refer to Appendix 8.)

8. Discipline for misbehaviour will be recorded in the logbook in case it is needed for later reference.

### **Boundaries**

1. Level of personal care (e.g.: toileting) must be appropriate to the age and needs of the child
2. Guidance on touch is necessary as it is healthy and acceptable, but not in all circumstances.
3. Workers must treat all children with dignity and respect in language used, attitude and actions
4. Children's privacy must be respected and any activity that may be questionable must be avoided (e.g.: provocative language and actions)
5. Ensure that all transport arrangements are with the knowledge of the leadership and that they have parental approval. Do not carry any one child on his/ her own
6. The only workers who are allowed into a children's activity are the team and any other adults who have specific permission from the leadership. These visits must be recorded in the logbook

Signed \_\_\_\_\_ Chair: Every Nation London

Signed \_\_\_\_\_ Child Protection Officer

Date \_\_\_\_\_

Date of next Review \_\_\_\_\_

This Policy will be updated as and when new developments in Child Protection happen, but will be reviewed annually, to ensure that it is up to date, that all those involved in Children's Activities are aware of the guidelines in this policy and that everyone is following the rules and guidelines in the policy.

# **Appendix 1**

## **Definitions of abuse**

The definitions of child abuse as criteria for registration by the Department of Health, "Working Together Under the Children's Act 1989" are as follows:

### **PHYSICAL INJURY**

Actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation and Munchausen's syndrome by proxy.

### **SEXUAL ABUSE**

Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and or developmentally immature.

- Sexual exploitation represents the involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate social taboos or family roles.

### **NEGLECT**

The persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold and starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

### **EMOTIONAL ABUSE**

Actual or likely severe adverse effect on the emotional and behavioural development of the child caused by persistent or severe emotional ill-treatment or rejection. All abuse involves some emotional ill-treatment. This category is used where it is the main or sole form of abuse.

The following additional category has been proposed by the Department of Health in a constitution paper issued in February 1998.

### **ORGANISED ABUSE**

Organised or multiple abuse may be defined as abuse involving more than one abuser and a number of related or non-related abused children and young people. 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 a network of abuse across a family or community, and within institutions such as residential homes or schools.

### **Forms of child abuse and neglect**

Child abuse has many forms. There are four identified categories of abuse as described in Working Together to Safeguard Children 2010: physical, emotional, sexual and neglect.

It is important not to investigate but to see advice. 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.

### **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.

### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

### **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.

Leaders should also be aware that other forms of abuse can occur, e.g.:

- stranger abuse
- internet-related abuse sometimes called 'e-abuse'<sup>1</sup>
- bullying (abuse by other children)
- fabricated or induced illness
- abuse of disabled children (who are more frequently abused than non-disabled children)
- deliberate self-harm (overdoses, cutting)
- domestic violence/abuse – see below
- allegations of possession by evil spirits
- child trafficking
- sexual exploitation
- forced marriage
- peer abuse – can be confused with bullying

### **Domestic abuse**

Domestic abuse is any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of their gender or sexuality. Domestic abuse has an impact on children in a number of ways:

- They are at increased of physical injury (either by accident or because they attempt to intervene)
- They are greatly distressed by witnessing the physical and emotional suffering of a parent
- Exposure to parental conflict can lead to serious anxiety and distress
- Children in violent households are more likely to be exposed to other forms of abuse.

### **Spiritual abuse**

Within faith communities harm can be caused by the inappropriate use of religious belief or practice.

This can include the misuse of the authority of leadership or penitential discipline, oppressive teaching, obtrusive or forced healing and deliverance ministries (including abuse linked to a belief in spirit possession) or rituals, any of which may result in children experiencing physical, emotional or sexual harm.

### **Definitions of harm**

(The following is adapted from Working Together to Safeguard Children 2010, the statutory guidance for Safeguarding and Child Protection)

1. 'Harm' means ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another.
2. There are no absolute criteria on which to rely when deciding whether something constitutes harm or significant harm. Consideration of the severity of ill-treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation, and the presence or degree of threat, coercion etc..
3. 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 for example, via the internet. They may be abused by an adult or adults, or another child or children.
4. The maltreatment of children, physically, emotionally, sexually or through neglect, can have major long- term effects on all aspects of a child's health, development and wellbeing. The immediate impact and longer-term impact can include anxiety, depression, substance misuse, eating disorders and self-destructive behaviours, offending and anti-social behaviour. Maltreatment is likely to have a deep impact on the child's self image and self-esteem, and on his or her future life. Difficulties may extend into adulthood.

N.B. It is not the position of staff or volunteers to make a judgment on the type of harm, or on the severity and its likely impact, but to simply listen, respond, seek advice and refer on to the authorities as needed. Always seek advice, even if you are unsure;

## **Appendix 2**

## **Signs of Possible Abuse (children & young people)**

The following signs could be indicators that abuse has taken place but should be considered in context of the child's whole life.

### **Physical**

Injuries not consistent with the explanation given for them  
Injuries that occur in places not normally exposed to falls, rough games, etc  
Injuries that have not received medical attention  
Reluctance to change for, or participate in, games or swimming  
Repeated urinary infections or unexplained tummy pains  
Bruises on babies, bites, burns, fractures etc which do not have an accidental explanation\*  
Cuts/scratches/substance abuse\*

### **Sexual**

Any allegations made concerning sexual abuse  
Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour  
Age-inappropriate 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**

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging.  
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

### **Neglect**

Under nourishment, failure to grow, constant hunger, stealing or gorging food,  
Untreated illnesses,  
Inadequate care, etc

\*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

## **Appendix 3**

### **HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE**

It is not easy to give precise advice, 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 – **Do not 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 (Show 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? When? How? Who? Where?
- Never make false promises
- Never make statements like: '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 will need to let the Child Protection officer know of the allegations unless she is implicated. (She will have to refer them to Social Services or the Police who will decide whether to prevent a child or young person returning home if you consider them to be at serious risk of further abuse.)
- Then contact the person in your organisation responsible for co-ordinating child protection concerns/ or contact an agency such as CCPAS for advice

or go directly to Social Services (0208 748 3020) / Police (0208 5631212)/  
NSPCC (0808 800 5000)

- 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 everything that the child said and when he/she said it, what you said in reply and what was happening immediately beforehand (eg: 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 for an indefinite period of time.**

# **Responding to Abuse --- Workers' Action Sheet**

Name of Church: Every Nation Church London

## **CONFIDENTIAL**

Name of child or young person:

---

Address:

---

Date of birth:

---

Name of person reporting event:

---

Date:

---

Time:

---

**Sequence of events/ Actual words used/ Observations:  
(Use body chart where applicable, but do not undress the child)  
Do not show the body chart to the child**

---

---

---

---

---

---

---

---

**Action Taken:**

---

---

---

---

---

**Name of Person Contacted:**

---

---

**Date and Time:**

---

**Notes:**

---

---

---

---

---

---

**Responding to Abuse --- Workers' Action Sheet**

## **Appendix 4**

### **Areas to be considered in our daily dealing with teens and children**

During activities such as Church classes for different age groups, Summer Camps, Home visitations, Clubs such as Wacky Wednesdays, Mentorship and such like.

#### **AIMS**

1. To act at all times in the interests of the child
2. To alert relevant authorities without undue delay where other children may be at risk
3. If there is a conflict between these two aims, the latter is likely to take precedence
4. To care for the child's immediate needs and draw in the relevant statutory authorities where appropriate
5. Ensure all staff and volunteers are as informed and up to date on training as is possible

#### **MEANS**

1. In order to most effectively help the child initially, encourage him/her to talk without feeling the need to identify the perpetrator. He/she is coming to you in a very vulnerable state. Your attitude to him/her needs to be one of respect and that the information that he/she shares is his/hers, that he/she understands what he/she has shared, remembering it is his/her choice what he/she tells you.
2. Once the relationship is established and the facts known, encourage him/her to give details- names etc... being careful not to put words in his/her mouth or to ask leading questions to "establish" facts that may be allegations, but untrue. If other children appear to be at risk, he/she needs to understand that this will lead to the involvement of the statutory authorities.
3. Emphasise that he/she is not to blame for the abuse and that the authorities are there to protect him/her and other children.
4. Contact an outside agency – eg: CCPAS Churches Child Protection Advisory Service. They will confirm advice in writing, as to whether the allegations should be reported and to whom. You may need to contact Social Services directly. If the advice suggests that further action is necessary:
  - DO NOT encourage the child to talk to parents or a family member except where this is advised. (In some cases this will be considered inadvisable at this stage.)
  - Ensure that police and Social Services are informed, if possible by the young person, perhaps with you offering to go with him/her.



- If he/she is unwilling, tell him/her that you may have to report it, depending on his/her age. Reassure him/her that you will tell him/her who you will be talking to and what you will be saying.
5. Never promise absolute confidentiality. Explain the difference between good and bad secrets. Assure him/her that you will not tell anyone without first telling him/her what you are going to say and to whom.
  6. If the child is no longer a minor the decision to report abuse rests with him/her unless other children are at risk from his/her abuser. In that case you should follow the above procedures.
  7. If the abuse is still continuing, he/she is not willing to tell anyone else and no other children are at risk, help him/her to devise strategies to minimise the abuse. This could involve finding alternative accommodation for someone 16 years and over.
  8. Make an accurate record of each conversation to include your comments, his/her responses, carefully dated and signed by the counsellor (not the child). Keep all hand-written notes securely, even if subsequently typed up. Record within one hour.

## **CONCLUSION**

At all stages, **DO NOT TAKE CONTROL AWAY**. Present choices and explain why it may be important for what they have experienced to be investigated.

## **PRIORITY IS TO:**

- Gain their confidence
- Gather valuable information
- Protect from further harm (especially if a minor)

## **DON'T**

- Try to sort it out as quickly as possible
- Try to cover up or contain the facts to protect the abuser, the family, your centre, a local church or any other body

## Appendix 5

### **Application form for work with children and young people at Every Nation Church London!**

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidential by the church, unless requested by the appropriate authority.

#### **Requirement for Children's or Youth worker at Every Nation Church London:**

1. You must be part of a connect group/mentorship relationships within the church.

#### **Personal details:**

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

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

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Tel no. (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

E-mail \_\_\_\_\_

How long have you lived at the above address?  
\_\_\_\_\_

How long have you been a Christian?  
\_\_\_\_\_

Please name your previous church? \_\_\_\_\_

What was your reason for leaving your previous Church?  
\_\_\_\_\_

Please give details of any previous experience you have had working with children, including any relevant qualifications or training you may have. \_\_\_\_\_

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

---

---

**Have you ever had an offer to work with children declined?**

Yes \_\_\_ No \_\_\_

If yes please give details:

---

---

**References:**

Please give 2 references in the section provided below. These need to be people who know you well and would be able to give a personal reference, preferably people who have observed you with children, but not a family member. In addition we reserve the right to take up character references from any individual deemed necessary.

1 Name: \_\_\_\_\_ 2 Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

---

Tel no: \_\_\_\_\_ Tel no: \_\_\_\_\_

Role \_\_\_\_\_ Role \_\_\_\_\_

**Declaration (See note below)**

**Have you ever been charged or convicted of a criminal offence or are you presently the subject of an investigation**

Yes \_\_\_ No \_\_\_

If yes please give details including the nature and dates of these offence(s) \_\_\_\_\_

---

**Have you ever been involved in court proceedings concerning a child for whom you had responsibility?**

Yes \_\_\_ No \_\_\_

If yes please give details \_\_\_\_\_

---

**To your knowledge have you ever had an allegation made against you which has been investigated by social services or the police?**

Yes \_\_\_ No \_\_\_ (If yes, we will need to discuss this with you.)

- 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 therefore not entitled to withhold information about convictions which for other

purposes are 'spent' under the provisions of the act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church.

---

- ❖ I confirm that the above information is correct and complete
- ❖ I, the above named applicant, release Every Nation Church, it's trustees, directors and staff from any loss or personal injury, accident misfortune or damage to the above named or his or her property, with the understanding that reasonable precautions shall be taken to ensure health and safety of the above named applicant.
- ❖ I agree to read and abide by the guidelines and rules set out in Every Nation Church London's Child Protection Policy

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please ask your connect group leader to read this form and fill in the section below:**

I \_\_\_\_\_ of \_\_\_\_\_

**cell**

**Am happy/not happy to**

**recommend**

**applicant's name) to work with**

**children.** (Delete as applicable)

**Sign** \_\_\_\_\_

**Date** \_\_\_\_\_

- If you feel there is anything you need to discuss with us privately, please contact Lydia Anderson on 07949 641 976.

## **Appendix 6**

### **GUIDELINES FOR DISCIPLINE**

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

\*\*\*\*\*

- Work on each individual child's positives, do not compare them to one another, 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 yourselves.
- 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 and not anger. Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.
- Lay down ground rules e.g. No swearing, racism or calling each other names, respect for property, and make sure that the children understand what action will be taken if not kept.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving in that way.
- Separate children who are disruptive when together. Give them a chance, warn them and separate if they are disruptive as a last resort.
- Have the child sit right in front of you or get a helper to sit next to the child.

- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.
- Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.
- Warn a child that you will speak to their parents and do so if necessary. Warn them, send them outside the room (under supervision), back into the service or ban them for a week. (Never a total ban without reference to your leader and ensure that parents are informed in the case of banning.)
- If a child's behaviour is constantly disruptive, seek advice and guidance from a leader.
- Pray before you meet and talk over the session before you leave.

## **Appendix 8**

### **ACCIDENT AND INCIDENT FORM**

This form should be completed immediately after any accident or significant incident. The worker should discuss with the activities leader of the particular event and decide what follow up action is necessary.

Day, date and time of incident: \_\_\_\_\_

Names, addresses and ages of those involved in the incident:

---

---

---

Where the incident took place:

---

---

Name of church:

---

Name of your group:

---

Person normally responsible for the group (Name, address and telephone number):

---

Person responsible for the group at the time of the incident (Name, address, telephone number):

---

Other workers supervising group at the time of the incident (Names, addresses, telephone numbers):

---

---

---

---

Persons who witnessed the incident (Names, addresses, telephone numbers and ages if under 16):

---

---

---

---

Describe the accident or incident (include injuries received and any other first aid or medical treatment given):

---

---

---

---

---

---

---

---

Have you retained any of the defective equipment?

---

If so, where is it being kept and by whom?

---

---

---

What action is being taken to prevent a recurrence of the incident?

---

---

---

---

Is the site or premises still safe for your group to use?

---

Is the equipment still safe for your group to use?

---

Who else do you need to inform?

---

Have they been informed?

---

If so, when and by whom?

---

Signature of person in charge of the group at the time of the accident/  
incident:

---

Print name: \_\_\_\_\_

Date: \_\_\_\_\_



Form seen by Pastor/ Leader:

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix 9

## **Child Protection Guidelines: These are specific guidelines for specific groups and will need to be updated when these groups change. They will form the basis of any training in Child Protection with volunteers.**

### **Overall guidelines:**

These should be applied in all situations to safe guard children from abuse and leaders from wrongful allegations of abuse:

No leader- including teenage leaders at camp etc.. should ever be alone with a child. They must at the very least be with a group of children, but wherever possible should be where other leaders can see them, at all times. This includes disciplining a child, praying for, or counselling a child. They must always stay where other leaders can see them and if possible hear them as well.

Physical discipline of any sort is not permitted- this includes pushing, or pulling a child to make him or her do what they have been told to do. An exception to this would be if their behaviour is a danger to themselves or others.

Touch is important to children, but must always be at the consent of the child, and must be appropriate for the age of the child. Male leaders especially must be aware that touch could be misunderstood and keep hugs etc.. brief.

All leaders must be taught and made aware of all child protection guidelines.

Hi! Team Leaders of each group- must be made aware of any new adults attending the group before class begins. At no time should an unknown adult be left alone with children even if it is a group.

### **Church classes:**

- Each class must have at least one female leader. There can be more, but there should not only be 2 males, except under exceptional circumstances.
- Only female leaders should take young children who need help, to the toilet.
- No physical discipline.
- At no time should any leader be on their own with a child in a room. This includes needing to discipline a child, pray for or comfort a child. They should always be in sight of other leaders.
- No leader should ever take one child home on their own- either by car or walking them.
- All leaders must be police checked.

### **Club:**

- No leader should ever be alone with a child in the hall, on the bus or in the toilet.
- Never go into the toilet with a child.
- No physical discipline
- All leaders must be police checked.

### **Home Visits:**

- Never go into a home when a child is on his or her own and you do not have permission from the parents.
- Never go into a child's bedroom on your own.
- As far as possible do not visit on your own, but if you do have to, never go into a home on your own.

#### **Fetching children for events:**

- Do not fetch a child on your own especially if you are a guy -always walk in a group and preferably with 2 leaders.
- If possible arrange for children to meet at a central point which is in public.
- All leaders must be police checked
- Children must always have permission letters from parents before going to events, and parents must be made aware of travel arrangements.

#### **Mentorship:**

- Mentorship groups should have more than one child at all times, especially the male groups.
- If you are meeting somewhere like the community centre, make sure that more than one child will attend- if only one child is coming either move the group to a public place- MacDonalds etc.. or cancel it.
- All mentors must be police checked.

#### **New Events: Football, Wacky Wednesday, home work clubs etc..**

- Before these start all leaders must be police checked.
- There must always be more than one leader present.
- Where both sexes are going to be present there must be both female and male leaders.
- No children are allowed to be fetched, transported etc on their own to any events- always in a group.
- No leader must ever be on their own with a child.

#### **Junior Leaders:**

- All the above rules apply to Junior leaders and it is the duty of senior leaders to ensure that they are aware of these rules and to ensure that they keep them. They too could commit abuse, and are also at risk of being accused of abuse.

## **Acknowledgements**

**This document is based on a model Child Protection Policy supplied by the Churches Child Protection Advisory Service – a project of PCCA Child Care. A copy of the policy and all amendments will be filed with the CCPAS. This policy must not be copied by other Churches/ organisations without the written agreement of CCPAS.**