

Borras Park Evangelical Church

Jeffrey's Road, Wrexham

Child Protection Policy

Guidance for Leaders and Workers

Revision	Date	Changes	Child Protection Co-ordinator	Child Protection Elder
Draft A	Sept 2007	New		
Draft B	Oct 2007	New App 5, minor formatting changes		
Draft C	Oct 2007	Amendments		
Draft D	Nov 2007	Amendments		
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Rev O	Mar 2008	Issued as amended	<i>M. O'Brien</i>	<i>M. Thomas</i>
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1. Introduction

The following guidelines are held to be general good practice in the protection of children in the church and should be followed where practicable. Anyone undertaking work with children will be expected to comply with these guidelines, which apply to regular, planned activities as well as ad-hoc activities. It will be necessary for the Church Officers to ensure that for any organised event, leaders can be supported and provided with sufficient resources to properly implement the guidelines.

2. Procedures, Guidelines and Good Practice

2.1. Maintaining Minimum Numbers of Adults

For regular activities the following ratios should be observed where practical for children of the ages given:

Up to 2 years old:	<i>one adult per three children;</i>
2 years:	<i>one adult per four children;</i>
Between 3 and 8 years inclusive:	<i>one adult per eight children;</i>
Above 8 years:	<i>one adult per 12 children.</i>

The ratios may be reduced following a written risk assessment by leaders (see Appendix 5).

Regardless of these ratios, a minimum of two workers/helpers shall normally be present for any children's activity. Any regular divergence from this guideline must be risk assessed and the assessment conclusions formally agreed and minuted at an Elders' meeting, following consultation with the Child Protection Co-ordinator.

Leaders and workers must endeavour to avoid being alone with a child unless this is with the knowledge and consent of the parents and preferably the Child Protection Co-ordinator (for instance, for the purposes of giving lifts), and then only as a last resort.

More particularly, regarding transport:

- Drivers should not spend unnecessary time alone in a car or mini bus with a child. If a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet the child at a location where there are other adults around. (Remember a child may want to talk to the driver about an abusive situation).
- When travelling in groups with more than one vehicle it is good practice to insist children stay in the same groups on the out-going and return journey. This will avoid the confusion over whether a child has been transported home or at worst left behind.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular child, e.g. where there has been a disagreement or where a child / young person has a 'crush' on a driver.
- Any leader or worker who volunteers to use their own car to transport children must not exceed the seating capacity for their car and should ensure that each child wears a seatbelt. The car must be taxed, insured, have a current MOT where applicable and be roadworthy. When possible, children should sit in the back of the car.

Under no circumstances should children be made vulnerable by being left unexpectedly alone. For instance, if a child is sent home early from an activity then the leader should ascertain whether or not it is acceptable to the child's parents for the child to make their way home alone, for example by phoning parents first. This shall be recorded on the attendance register.

Responsibility: Leaders of activities; Child Protection Elder; Child Protection Co-ordinator.

2.2. Toilet Arrangements

Children should be accompanied to the toilets where necessary to avoid danger and undue disturbance to other groups. In general, children should only be taken to the toilet by their own parents/carers. As a last resort if the child needs assistance and parents/carers or other relatives are not present, children may be taken to the toilet. Where children are very young or have disabilities, discussions should be held with the parent/carer and a strategy agreed. Leaders should note in the attendance register if it has been necessary to escort a child to the toilet alone.

Responsibility: Leaders of activities.

2.3. Obtaining General Consent from Parents

Parents whose children attend regular activities will be asked annually to give their consent for their children to join in these activities. They will also be asked to provide information regarding the child's health and other special needs which may be helpful to the activity leaders in the event of an emergency. The information will be kept on file for reference purposes (see Appendix 1).

An explanation for the church's request for this information will be provided at the time it is made and an assurance will be given regarding the care of the information that parents submit. Parents will be advised that they may view the register entry regarding their child on request. At the time parents are circulated with a request to provide their children's details, it should be stated that a copy of the church's *Child Protection Policy* including the *Guidance for Leaders and Workers*, will be available to them on request.

Parents of children joining an activity part-way through the year and who are expected to continue attending will be asked to provide a consent form. Until the general consent form is received, leaders are to ensure children are not exposed to particular risks. Parents have responsibility to ensure that the information on the general consent forms is up to date. Where a general consent form is not returned, leaders and workers are to rely on the most recent information on file.

Responsibility: Leaders of activities.

2.4. Obtaining Parental Consent for Special Events

Parental consent should always be obtained for events which take place outside the confines of the church. See Appendix 2 for guidelines on the information required from parents.

Responsibility: Leaders of activities.

2.5. Recording Attendance

Attendance of all persons at regular children's activities will be recorded in a register. For each event this will show the date, time, leader and workers present and names of children attending. The Register is also to be used for recording notable incidents as specified elsewhere in this Guidance document.

Responsibility: Leaders of activities.

2.6. Insurance

It is the responsibility of the leaders of activities and the Child Protection Co-ordinator to be familiar with the provisions of the insurance cover available.

See also Section 8.2. of the *Child Protection Policy* regarding insurance arrangements for outside groups.

Responsibility: Church Officers; Child Protection Co-ordinator, Leaders of activities.

2.7. First Aid

It is desirable that at any event involving children a qualified First-Aider or medical practitioner is available. It is the responsibility of the leaders of activities to ensure that qualified First-Aiders are known to their workers/helpers. A First Aid kit is kept available on the church premises (rear corridor, beside kitchen entrance) and one should be taken on special trips if these are off the premises. All First Aid kits must be re-equipped after use so leaders should advise the responsible person. In the case of the First Aid kit located on the church premises, the responsible person(s) are named on an adjacent notice.

Where a First-Aider is not available, the activity leader must decide on the basis of a written risk-assessment (see Appendix 4), whether it is acceptable to proceed with the activity.

Responsibility: Leaders of activities.

2.8. Fire Emergencies

Leaders of children's activities must acquaint themselves with Fire Exits and the church's Fire policy.

Responsibility: Leaders of activities; Church Officers.

2.9. Recording of Accidents, Incidents and Disciplinary Problems

Any accidents or unusual incidents involving children must be entered into the attendance register. This would include complaints, mishaps, injuries and observations of unusual behaviour. Similarly any instances of unacceptable behaviour (see Appendix 3) and the associated disciplining of a child should be recorded in the register. In the event of a serious incident an Incident Report must be provided to the Child Protection Co-ordinator at the earliest opportunity.

See Appendix 5 for the required content of this report. The report will be maintained as information confidential to the Child Protection Co-ordinator and Elders (subject to the provisions of the Data Protection Act). Persons making reports should also be made aware that the reports could be made available to an investigating authority e.g. Police, Social Services, etc.

Responsibility: Leaders of activities, Child Protection Co-ordinator, Elders.

3. Handling Allegations and Suspicions

3.1. Recognising possible signs of abuse

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

PHYSICAL SIGNS OF ABUSE

- Any injuries not consistent with the explanation given for them
- Injuries 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 – undernourishment, 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

3.2. Race, Culture & Religion

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, these must never be used as a basis to justify child abuse.

3.3. How to respond to a child wanting to talk about abuse

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

- Make notes as soon as possible (preferably within one hour of the child talking) including a description of any injury, its size, and a drawing of its location and shape on the child's body.
- Write down exactly what the child has said and when he/she said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.
- These notes should be passed on to the Child Protection Co-ordinator to assist them should the matter need to be referred to Social Services. Any referral to Social Services should be confirmed by the referrer in writing within 48 hours.
- All documents should be signed, dated and passed to the Child Protection Co-ordinator for safe keeping.

GENERAL POINTS

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

HELPFUL RESPONSES

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

DON'T SAY

- "Why didn't you tell anyone before?"
- "I can't believe it!"
- "Are you sure this is true?"

- “Why?” “How?” “When?” “Who?” “Where?”
- Never make false promises
- Never make statements such as, “I am shocked, don't tell anyone else.”

CONCLUDING

- 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 or young person returning home if you consider them to be seriously at risk of further abuse).
- Contact the Child Protection Co-ordinator or Child Protection Elder or if this has proved impossible, another Church Officer. You should personally contact the CCPAS for advice only if it has proved impossible to contact any of the aforementioned.
- Consider your own feelings and seek pastoral support if needed.

3.4. What individuals must do if they suspect abuse or a child alleges abuse

Any suspected or alleged abuse must be immediately reported to the Child Protection Co-ordinator or Child Protection Elder (or another Church Officer where it has proved impossible to contact the Child Protection Co-ordinator or Child Protection Elder). Only where it has proved impossible to contact any Church Officer should the individual follow the actions below and in 3.4.1, 3.4.2 and 3.4.3.

Note:

- If a child needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken. The hospital staff should be informed of any child protection concerns. They have a responsibility to pass these concerns on to the statutory authorities.
- In the case of very severe sexual assault (such as rape) which may have occurred over the last few days, and where it has not been possible to get an immediate response from Social Services, contact the police in order to facilitate a medical examination by a designated police surgeon. This could provide evidence, which could be used in any criminal prosecution. (Older young people are able to decline such an examination if they are considered to be of sufficient age and understanding). Do not touch or tamper with any evidence, such as stained clothing.
- In the case of alleged sexual abuse DO NOT tell the parents/carers. They could be involved. It is also important no one else who might be involved is inadvertently alerted to the situation because this may lead to the child being 'silenced'. Allegations of sexual abuse are usually denied and often difficult to prove. Remember that the child's welfare must be the first consideration at all times.
- Keep information on a “need to know” basis so that any alleged perpetrator is not “tipped off”. The child or young person also has a right for their privacy to be respected as much as is possible.

Under no circumstances should a worker carry out their own investigation into the allegation or suspicion of abuse. The worker in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to the Child Protection Co-ordinator or the Child Protection Elder whose phone numbers are listed in Appendix 7. The Child Protection Co-ordinator and the Child Protection Elder shall immediately notify the other of the fact that an allegation or other matter has been reported to them. The Church Officers have appointed the Child Protection Co-ordinator to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including where necessary referring the matter on to the statutory authorities.
- The Child Protection Co-ordinator/Child Protections Elder may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company.
- In the absence of the Child Protection Co-ordinator, or if the suspicions in any way involve the Child Protection Co-ordinator then the report should be made to the Child Protection Elder. In which event the Child Protection Elder shall not inform the Child Protection Co-ordinator. Similarly if the suspicions involve the Elder the report should be made to the Child Protection Co-ordinator who shall not inform the Child Protection Elder. If the suspicions implicate both the Child Protection Co-ordinator and the Child Protection Elder, then the report should be made in the first instance to another Church Officer. Where it has proved

impossible to contact any Church Officer, the CCPAS should be contacted. Contact details are given in Appendix 7. Unnecessary delay in reporting concerns must be avoided.

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with the Church procedures and kept in a secure place.
- The Church Officers will support the Child Protection Elder and Child Protection Co-ordinator in their respective roles as set out in this Policy, 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.
- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from CCPAS, although the Church Officers hope that members of the Church will use this procedure.

The role of the Child Protection Co-ordinator/Child Protections Elder is to collate and clarify the precise details of the allegation or suspicion and where relevant pass this information on to the Social Services Department. It is that Department's task to investigate the matter under Section 47 of the Children Act 1989.

3.4.1. Determining the Validity of Allegations or Suspicions

Where there is apparent evidence, but which can be interpreted in various ways, consideration may be given to urgently consulting others, e.g. a headmaster who knows the family, a GP, a trusted professional, etc.

Where there appear to be valid grounds to suspect possible abuse, the steps in 3.4.2 and 3.4.3 are to be followed.

3.4.2. Allegations or Suspicions of Physical Injury or Neglect

Where the allegations or suspicions appear valid, and the child has a physical injury or symptom of neglect or is at risk of 'significant harm' (see definitions of abuse in appendix 8), as verified by the Child Protection Co-ordinator in consultation with the Child Protection Elder, the Child Protection Co-ordinator will:

- Contact Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so having contacted Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Social Services.

For lesser concerns, (e.g. poor parenting), the parent/carer may be encouraged to seek help, but not if this places the child at risk of injury. Where the parent/carer is unwilling to seek help, an offer to accompany them may be made. In cases of real concern, if they still fail to act, Social Services may be contacted direct for advice.

These actions are summarised in the flowchart at 3.4.4.

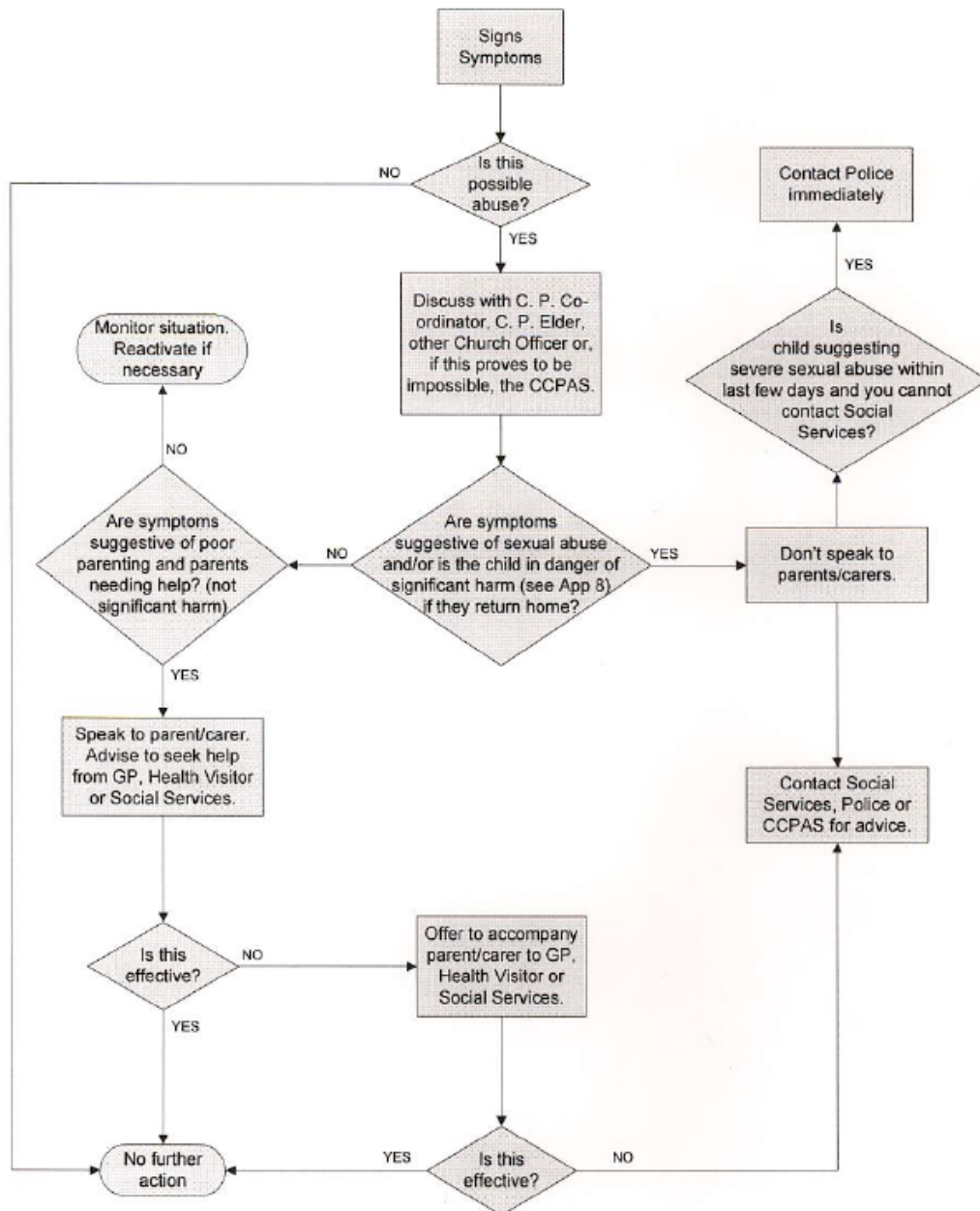
3.4.3. Allegations or Suspicions of Sexual Abuse

Where the allegations or suspicions of genuine abuse or the risk of 'significant harm' appear valid (see definitions of abuse in appendix 8), as verified by the Child Protection Co-ordinator in consultation with the Child Protection Elder, the Child Protection Co-ordinator will:

- Contact the Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. Do NOT speak to the parent/carer or anyone else.
- Not tell the parents or carers unless advised to do so having contacted Social Services.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Social Services/Police. CCPAS will confirm its advice in writing for future reference.

These actions are summarised in the flowchart at 3.4.4.

3.4.4. Flow chart for action



3.5. Referrals and third party allegations

Where a third party alleges abuse is happening to a child, the role of the church worker is to gather as much information as possible from this person. They should be advised the information they have provided will be shared with the Child Protection Co-ordinator/Child Protection Elder and may result in a referral to the Social Services Department with their details. This is so that Social Services can contact them if necessary.

4. Ongoing support

4.1. Suspension of Workers

If an allegation is made against a worker, the Child Protection Co-ordinator/Child Protection Elder may seek the advice of Social Services and the police before taking any action such as suspension. During an enquiry, it will be necessary to supervise the worker as closely as possible without raising suspicion during the period between the matter coming to your attention, the authorities being informed and the appropriate action taken. The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children from possible further abuse or from being influenced in any way by the alleged perpetrator.

4.2. Pastoral Care

The Church is committed to offering pastoral care, working with statutory agencies as appropriate, and giving support to those attending the Church who have been affected by abuse.

The Child Protection Co-ordinator, in consultation with the statutory authorities, will liaise with the elders to ensure that ongoing support is offered to children, and their parents where appropriate, who make allegations, or against whom allegations are made. He should also, insofar as those authorities will oblige, try and keep abreast of the progress of their enquiries.

Each incident is likely to be different and must be dealt with as its needs require.

a) Counselling

Some people may wish to receive counselling. Counselling for sexual abuse is complex, requiring a great deal of skill and training. The Church does not provide formal counselling of this type. However, practical and spiritual support or advice can be given.

b) Confidentiality

Trained counsellors do not offer total confidentiality to clients i.e. where someone is at risk of significant harm or criminality is involved. The Church does not provide formal counselling. Not offering total confidentiality is good practice and workers will need to consider very carefully the basis on which advice is provided, as in some circumstances (e.g. if the child is at risk) it will not be possible to maintain confidentiality.

c) Physical effects

Children who have been hurt physically may need medical attention. These injuries should be treated by a medical professional but this should be carried out sensitively bearing in mind physical injuries coupled with sexual and emotional abuse and neglect may not leave visible scars but the psychological effects may continue into adulthood. People with low self-esteem and unresolved issues such as childhood abuse may begin self-harming as a way of expressing their pain or deep-seated anger. They often find short-term relief by cutting, burning, vomiting or purging (eating disorders).

d) Emotional effects

There can be problems of poor self-image and blame. A child may feel they are “dirty” or unlovable because of what has happened to them and their self-esteem may be affected. It is important to stress to the child that they are not to blame for the abuse.

4.3. Reinstatement of Workers

On the conclusion of an investigation it is for the Elders to consider the reinstatement of any individual who has been required to stand-down for the purposes of an investigation.

APPENDIX 1

General Consent Form for Children's Groups

Full name of child: _____ Date of Birth: ___/___/___

Address: _____

Name of parent/carer: _____

Tel no: Day _____ Eve _____ Mobile _____

Additional contact (grandparent etc or other holding parental responsibility)

Name _____ Tel no: _____

Name of GP: _____ Tel no: _____

Address: _____

Date of last anti-tetanus injection: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity: _____

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic. (please tick) YES NO

In addition to the normal activities of this group, I give permission for the following:

My child to have his or her photograph/video taken. YES NO

(Note: any photograph/video will be for internal use only, and will not identify children other than by using their first name, if at all.)

Trips to the Park adjacent to the church for games during the normal group meeting YES NO

For events taking place off the church premises or outside the normal programme of events, additional consent of parents will be sought.

Parents will be informed of details of trips, etc. at least a week in advance.

NOTE: Where appropriate for such events all children's workers and drivers will have undertaken a Disclosure & Barring Service check and transport will be provided in vehicles that are appropriately insured and roadworthy i.e. with MOT. Seat belts will be worn at all times by all occupants of the vehicle and parents will be requested to supply booster seats, etc. as appropriate for their child and as required by current legislation.

It is intended that this form is updated annually and it is the responsibility of the parents to ensure that information is updated where necessary between annual updates of the form. Where a form has not been returned by a parent, the information contained on the most recent form will be used.

Signed _____ Date _____

(parent or adult with parental responsibility)

PLEASE RETURN THIS FORM TO THE LEADER OF THE GROUP THAT ISSUED IT

APPENDIX 2

Parental Consent for Special Events

For events taking place off the church premises or outside the normal programme of events (e.g. half-day Saturday workshops) then parental consent must be obtained. Information gained from parents must include:

- Child's name
- Address
- Parents' names or other next of kin
- Emergency telephone number
- Relevant medical conditions (e.g. epilepsy, diabetes, asthma, food and drink allergies)
- Signature in confirmation

The following information must be provided to parents at a minimum:

- Nature of the event
- Start and completion (drop-off and pick-up) times and places
- Venue
- Transport arrangements
- The degree of supervision expected to be provided.

APPENDIX 3

Discipline Policy

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 and is an expression of God's love for an individual. (Hebrews 12:5-12 & Proverbs 22:6)

- Ask God for wisdom, discernment and understanding concerning the children in your care.
- Work on each individual child's positives, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well behaved children attention and resist allowing demanding children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored they often misbehave, so review your programme regularly.
- **NEVER** smack or hit a child under your supervision in any Church groups or activities even if the parents give their permission.
- Discipline out of love, NEVER in anger. (Call on support from other leaders if you feel so angry you may deal with the situation unwisely.)
- Lay down ground rules on unacceptable behaviour. The level of behaviour expected of all children participating in our church activities is founded on respect for others. More specifically:
 - i) Respect for God – language which treats the names of God or Jesus as expletives will not be tolerated from anyone during church-based events whether on the premises or not. Other abusive language or swearing will be positively discouraged.
 - ii) Respect for the Leaders – all leaders endeavour to organise events for the enjoyment and benefit of the children whilst ensuring their well-being. As such all instances when children are asked to do or not do as the leaders reasonably request should be obeyed.
 - iii) Respect for other children attending the event – disruptive or abusive behaviour can spoil an event for other children, or even be detrimental to the well-being of others, so will not be tolerated. The church property should not be abused or damaged, nor should the personal property of anyone in attendance.
- Every child is unique and will respond in different ways to different forms of discipline. It follows therefore, each child should be dealt with on an individual basis.

Disruptive Behaviour

Some children have a tendency to be disruptive in a group. Give them a chance, warn them and only separate if they are disruptive, as a last resort.

- Have a disruptive child sit right in front of you or get a helper to sit next to them.
- Be pro-active and encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Take a disruptive child to one side and engage with them, challenging them to change, whilst encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child. They can be warned that you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), or, after consultation with the activity leader and advising the parent/carer, be banned from attending the group for a period of time. A child's parent/carer may be called out of the church service during morning Sunday school.
- If a child's behaviour continues to be disruptive despite measures taken above, seek advice and guidance from the Child Protection Co-ordinator or Child Protection Elder.
- Pray with the other workers before the session and take time to debrief before you leave.

If a child/young person is harming him/herself, another person or property then other children/young people present should be escorted away from the area where the disruption is occurring. At the same time, and with a second worker present, request the child/young person to STOP. If your request is ignored, you might need to warn the individual that you will consider calling for additional help, (e.g. police) if they do not stop. In

exceptional circumstances and with assistance, you might need to restrain (reasonable force) the child/young person to prevent them harming themselves or others whilst additional help arrives.

In the event of a child being beyond the control of the group leaders, children who can be considered vulnerable should **not** be sent home, but either taken home, preferably by more than one adult, one of whom should be of the same gender as the child, after having first telephoned the parent(s)/guardian(s) to inform them of what is happening. Alternatively, if the conduct of the child or other circumstances makes it more appropriate, the parents should be requested to call at the location of the activity and collect the child themselves. In either case, the parents/guardians should be given a fair and objective account of the situation.

Should a child leave the premises, or threaten to do so, consideration should be given to the action to be taken having full regard to all the circumstances of the case, e.g. what would the parents wishes be likely to be, what is the age of the child, did he or she come on their own or with their parents, what is the weather like and is it dark outside. Again, serious consideration should be given to telephoning the parents to inform them.

Incident Recording

The workers involved should always write down a description of what happened as soon as possible after the incident. This should include the following:

- What activity was taking place.
- What might have caused the disruptive behaviour.
- The child's/young person's behaviour.
- What you said and how you and others responded.
- A list of others present who witnessed the incident.

APPENDIX 4

Model Risk Assessment Form

Borras Park Evangelical Church – Risk Assessment						
For Organisation/Event:						
Sheet of						
Assessment by: Date:						
Signed:						
Significant Hazard	Potential Injury	People at risk	Existing controls	Action needed if existing controls inadequate	Priority	Review date

APPENDIX 5

Incident Report Form to Child Protection Co-ordinator

**BORRAS PARK EVANGELICAL CHURCH
Incident Report**

To the Child Protection Co-ordinator: _____

From: _____ (Report Writer)

Names of all children involved: _____

Name(s) of adult supervisor(s): _____

Name(s) of any witnesses: _____

Date and time of incident: _____

Details of incident:

(Continue on reverse if required, signing, timing and dating the page).

Signed by Report Writer: _____

Date passed to Child Protection Co-ordinator: _____

Date and time received by Child Protection Co-ordinator: _____

Signed as received by Child Protection Co-ordinator: _____

Action taken by Child Protection Co-ordinator: _____

Date of action: _____

Signature of Child Protection Elder _____

Incident and consequent action taken, recorded in minutes of Elders' meeting dated: _____

APPENDIX 6

List of current activities involving children:

- Mothers & Toddlers
- Explorers
- Youth Club
- Sunday School
- Residential trips
- Special outings (e.g. Bowling)
- Holiday Bible Club

APPENDIX 7

Key Contacts (as at Aug 2014)

CP Co-ordinator:	John Mills	01978 851606	
CP Elder:	Mike O'Brien	01244 571323	07903 728909
Churches Child Protection Advisory Service			08451 204550
Flintshire & Wrexham Local Safeguarding Children Board (FWLSCB)			01978 292039 (Wrexham) 01352 701000 (Flintshire)
FWLSCB outside office hours			08450 533116
N. Wales Police			101

APPENDIX 8

Abuse

Statutory Definitions of Child Abuse.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The following definitions of child abuse are recommended as criteria throughout Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document, Working Together to Safeguard and Promote the Welfare of Children (2000).

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 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 continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far 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 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 young person 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.