



St Michael-le-Belfrey Child Protection Policy 2018

Church Details:

Name of Church: St Michael-le-Belfrey

Parish: (in Benefice of) St Michael le Belfrey with St Cuthbert, York

Address: The Parish Centre, 11 Minster Yard, York YO1 7HH

Parish Safeguarding Representative

The PCC has appointed the following person to be Parish Safeguarding Representative – hereafter **PSR** – to whom any allegation or concerns about abuse should be directed. The nominated person is not normally one of those directly working with children and young people. They will follow the guidelines and procedures for responding to any allegations of abuse.

Parish Safeguarding Representative: Barrie Stephenson

Telephone: 07885297669

Email: safeguarding@belfrey.org

Church Policy Statement:

YORK DIOCESE PARISH/BENEFICE CHILD PROTECTION POLICY 2018

This church recognises and values children and young people as equal partners in the life and ministry of the church, and desires to encourage them to explore, discover and live out the Christian Gospel. The Parochial Church Council (hereafter PCC) takes seriously its obligations and responsibilities to protect and safeguard the welfare of any child or young person (i.e. under the age of 18 years) entrusted to the church's care.

Therefore in the church's provision and ministry, the PCC:

1. Accepts responsibility for the activities of the children's and youth groups operating under its auspices.
2. Will actively seek to protect and safeguard the physical, emotional and spiritual welfare of children and young people while in the care of the church.
3. Will have clear procedures for responding to suspicions or allegations of abuse or inappropriate behaviour towards children and young people, by any member of the church, and procedures for working with known offenders attending the church.
4. Will ensure that both paid and volunteer children's and youth workers and all other persons working within the church who may have contact with children or young people through this work, are properly and appropriately selected and appointed as set out in the Diocese of York documents, "Diocese of York Child Protection and Safeguarding Policy" and "Making the Policy Work" available at:-
<https://dioceseofyork.org.uk/safeguarding>
5. Will ensure that children's/youth workers, volunteers, Churchwardens, PCC members and are given adequate support and relevant training.

6. Will annually appoint a Parish Safeguarding Representative.
7. Will annually review the Parish Child Protection Policy and procedures.
8. Will ensure appropriate health and safety policies and procedures are met for all groups involving children.
9. Will maintain appropriate Third Party Liability insurance for the church work among children and young people.

Commitment to Children and Young People

In accepting the Church Child Protection Policy Statement, the PCC as agent of the whole church family in this Parish and within the Diocese of York is:

1. Committed to the care of children by:

- Listening to and valuing children and young people.
- Relating to children and young people effectively and appropriately.
- Ensuring their protection and minimizing risk of harm by their involvement in any church or related activities, both at the normal meeting place and when away from the normal meeting place.
- Encouraging and supporting children, parents and carers.
- Providing safe, relevant and engaging children's and youth work of the highest quality possible and with adequate resources, bearing in mind the limitations of plant and human resources.

2. Committed to the care of workers, volunteers and the CPR by:

- Giving and enabling appropriate support and training.
- Providing clear systems and procedures for dealing with concerns or allegations about abuse.
- Providing clear systems and procedures for the recruitment of workers and volunteers, including an Allegations of Child Abuse or Unsuitability to Work with Children Policy.
- Maintaining good links with Diocesan and statutory childcare authorities as necessary.

Recruitment of Children and Youth Leaders, including DBS Disclosure:

Great care will be exercised in the appointment of suitable workers and volunteers to the church's work with young people. The PCC has adopted the use of Diocese of York guidance on Disclosure through the Disclosure and Barring Service. Where access to children is regular, expected or significant (i.e. a key part of their role even if they are not in regularly contact with children), the Diocesan policy and procedures will be strictly adhered to.

Anyone involved in the church's work with children and young people in this parish/benefice must:

- Provide proof of their identity. (e.g.: Passport, Birth Certificate)
- Provide 2 referees (who have known the applicant for at least 3 years)
- Complete a 'Declaration Form' annually in accordance with The Children Act 1989 and Rehabilitation of Offenders Act 1974/5
- Obtain an up to date and satisfactory 'Enhanced Disclosure' check from the Disclosure and Barring Service (DBS)

Where a person has only occasional contact with young people, such as a supervised steward or helper at occasional events, the volunteer only need provide proof of identity, two referees and complete the Confidential Declaration Form. Any increased involvement will necessitate a DBS Enhanced Disclosure to be carried out, as outlined in the Diocese of York, "Making Policy Work" (February 2015).

It is the policy of St Michael-le-Belfrey that no Youth and Children's Worker (paid, staff, voluntary staff or other leaders) may enter into a romantic/physical relationship with someone aged 18 or under who is part of the youth and children's work structures of St Michael-le-Belfrey.

Child Protection and Definitions of Abuse

All church members should aim proactively to safeguard and promote the welfare of children, so that the need for action to protect children from harm is reduced. Child Protection is a part of safeguarding and promoting welfare, and is undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm. The PCC recognises the following

categories of abuse, as outlined in the Diocese of York Child Protection and Safeguarding, “Making the Policy Work” (February 2015):

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

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

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

Neglect 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 and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger,

failure to ensure adequate supervision including the use of inadequate care-givers, or the failure to ensure access to appropriate medical care or treatment. It may also include the neglect of, or unresponsiveness to, a child's basic emotional needs.

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

Spiritual Abuse, whilst not a 'recognised' abuse as such, can be considered on a par with Emotional Abuse, in that inappropriate expectations may be imposed upon children and young people. It may involve conveying to children the dire consequences of sinfulness so causing children to accept what someone is preaching / teaching / saying through bullying and causing children to be fearful. To say "You won't go the heaven if you get run over by a bus on your way home" is a form of bullying, exploitation of emotions, manipulation of young minds and a corruption of the Gospel message. This is not to stilt the message that a loving God wants each of us to respond to his love, but abuse can happen when fear tactics are used to get conversion results. Instead, allowing reflection and an ability at any age to consider carefully what is being taught should be the norm.

Child abuse linked to belief in 'possession' or 'witchcraft', or in other ways related to spiritual or religious belief: The belief in 'possession' and 'witchcraft' is widespread throughout the UK. It is not confined to people from particular countries, cultures or religions, nor is it confined to new immigrant communities in the UK. Nationally, the number of known cases of child abuse linked to accusations of 'possession' or 'witchcraft' is small, but children involved can suffer damage to their physical and mental health, capacity to learn, ability to form relationships and self-esteem. Such abuse generally occurs when a carer views a child as being 'different', attributes this difference to the child being 'possessed' or involved in 'witchcraft', and attempts to exorcise him or her – either by themselves or through a faith leader. A child could be viewed as 'different' for a variety of reasons, such as disobedience, independence, bedwetting, nightmares, illness or disability. The attempt to 'exorcise' may involve

severe beating, burning, starvation, cutting or stabbing, and/or isolation, and usually occurs in the household where the child lives.

People who Pose a Risk to Children

If there is good reason to believe that someone attending the church may pose a risk to children, either as a result of a criminal conviction or for any other reason, the first concern will be a commitment to the protection of all children and young people. Whilst extending appropriate pastoral care to an individual, the Incumbent and Church Wardens will consult with the Diocese Child Protection Officer. They will meet with the individual and discuss boundaries that the person will be expected to keep. A written agreement, establishing clear boundaries should be prepared, in consultation with the Archdeacon and Safeguarding Adviser. The PSR and Diocese Safeguarding Adviser will be informed and supplied with a copy of the written agreement.

Procedures for Child Safeguarding Referrals:

It is the duty of all church members to be vigilant about the safety and care of children in the congregation. If someone becomes aware of possible abuse, their role is not to investigate beyond establishing the basic facts. They should:

1. Allow the child to speak at his or her own pace, without asking questions or jumping in to fill pauses, and being very careful not to say anything that may suggest or prompt a particular answer. Anything said by the child should be recorded, using the actual words used by the child.
2. Reassure the child that they are listening carefully to them, but refrain from promising to 'keep a secret'. Explain that this kind of thing happens to a lot of children and that they will have to tell the people who can help to keep them safe.
3. If there are immediate concerns that a child is suffering or is likely to suffer significant harm or is in immediate danger of harm, a referral to Social Services or the Police should be made at once by the Church member or the PSR. They should clearly state that it is a "Child

Protection Referral” and that they are representing St Michael-le-Belfrey. The Archdeacon must also be advised.

4. For all other concerns or allegations that a child is suffering or is likely to suffer, the PSR should be informed as soon as possible. In their absence, the Incumbent, a Church Warden or the Archdeacon should be contacted. However, if the concern or allegation is about any of these people the information MUST NOT be shared with them.
5. The concerns must be recorded, together with a record of all calls, discussions and consultations, and should include the rationale for any decisions made. All records should include the full date and time and be signed. A Diocese “Logging a Concern about a Child’s Safety or Welfare” form should be completed (see Appendices I and II)
6. The PCC Child Protection Representative should contact the Archdeacon regarding the concern or allegation. If in doubt, the Diocese Safeguarding Adviser can offer advice.
7. If the PSR and Diocese Safeguarding Adviser are satisfied that the concerns are unfounded, no further action needs to be taken, but the aforementioned record must be kept, and a copy should be forwarded to the Archdeacon.
8. If the concern is a childcare issue, where the parents/carer or child may need support from relevant agencies, the PSR should make a referral to Social Services. Parental consent will be required for this. Advice should be sought from Social Services or the Archdeacon.
9. Any concerns in relation to child protection issues will be logged and retained securely by the Diocesan Secretary.

Additional role of the Parish Safeguarding Representative (Children):

- The PSR should make sure that the above procedures have been carried out appropriately.

- If the PSR is unsure, or feels they need to take further advice, they should contact the Archdeacon. In the event of the Archdeacon being unavailable within a reasonable time, another of the Archdeacons should be contacted. Alternatively, they may telephone social services or the Churches Child Protection Advisory Service Help Line. (See useful telephone numbers).
- As well as the Archdeacon, the Incumbent and Church Wardens should be informed of any referral being made, unless it is inappropriate in view of the nature of the allegation. It should not be discussed with anyone else.
- Careful consideration should be given as to whether the Parish's insurers should be contacted and advised of the incident or allegation.
- Continuing support should be arranged within the church for the child and the family as appropriate, in collaboration with the Children's Social Services.
- Support should be provided for any church member raising or reporting a concern or allegation.

Useful Telephone numbers:

- **Archdeacon:** The Venerable Sarah Bullock 01904 758241
- **Diocesan Safeguarding Adviser:** Julie O'Hara 01904 699524
- **thirtyone:eight** (formerly Churches Child Protection Advisory Service) **Help line:** 0303 003 11 11
- **City of York Social Services** (ask for Child Protection): 01904 551900
- **Local Police:** 101
- **Ecclesiastical Insurance Group:** Write to: The Managing Director, Ecclesiastical Insurance Group, Beaufort House, Brunswick Road, Gloucester GL1 1JZ (marked "Strictly Private and Confidential"). In emergency telephone. 01452 528533

(Contact with the EIG should only be undertaken following discussion with the Archdeacon or Diocesan Secretary if it is with regard to a confidential child protection related complaint or concern).

Other useful information

- **Diocese of York website:–**
<http://dioceseofyork.org.uk/safeguarding>
- **City of York Children’s Safeguarding Board**
<http://www.saferchildrenyork.org.uk/>

Policy Adoption

This policy is adopted and will be reviewed annually by the PCC of St Michael-le-Belfrey.

Signed: (Incumbent)

Print Name:

Date:

Signed: (Church Warden)

Print Name:

Date:.....

Policy updated July 2018 – next update due July 2019

**A SIGNED AND DATED COPY OF THIS POLICY MUST BE SENT ANNUALLY TO
THE YORK DIOCESAN SECRETARY.**

APPENDIX I

Logging a Concern about a Child's Safety or Welfare:

Name and Address of your church/parish/benefice:

Full Name of Child/Young Person:

Address:

Date of birth:

School (if known):

Account of what happened

(Write what happened as accurately as you can. Include who was involved, when it happened, i.e. day, month and time, where it happened, any other witnesses or behavioural signs that you observed. If your log includes an injury, describe it and say exactly where it was on the child. If your log includes anything that a child told you, please use the child's own words. Use a separate sheet if necessary).

Action taken: *if any referral is made or professionals spoken to please give their name and organisation, and any actions that they agreed to take.*

Your name and role in the church:

Your Signature:

Date (include year) and time of the incident and of this log:

APPENDIX II

Logging concerns, incidents or allegations regarding a volunteer or paid worker within the church community

This form must be used when recording information about an allegation made against a volunteer or paid worker within the church community. A copy must be sent by recorded delivery and marked private and confidential to the Diocesan Safeguarding Adviser who must keep an overall record of all allegations against volunteer or paid workers. This information will be added to any existing records and held securely.

Basic Information

Name, role, contact details and parish of the person completing this form:

Name:

Preferred contact details:

Role within the Church/Parish:

Date information logged:

Date information shared with Diocesan Safeguarding Adviser:

Name of Person of Concern:

Position of Person of Concern:

Safeguarding Information relating to the concern, incident or allegation

Please record any information that you have acquired in relation to an allegation made against a volunteer or paid worker within the Church community. This might include details of an offence, relevant dates, places and times, the names of those involved, the names of those with whom you have shared information with and why, any advice you have been given and how you have acted upon that advice. This information must be written in clear language and avoid any personal opinions.