

# The Parish of St Andrew with St Etheldreda, Histon

## Policy and Procedures for the Protection of Children and Young People

Issued 8 February 2011  
Due for revision January 2012

# Policy for the Protection of Children and Young People

St Andrew's Church, Histon, has adopted the Diocese of Ely's Policy on Child Protection (Appendix 1).

In order to implement this the PCC has worked with the information and guidance provided in the Diocesan Child Protection folder and agreed the following guidelines for all work with children and young people undertaken on its behalf.

**Our view of children** ('children' here and throughout this document includes all those under 18 years old):

Children are members of God's family at St Andrew's Church. We aim to regard children as God does; they are precious and valued and should be nurtured, protected and respected. They have a right to be heard and a contribution to make. They deserve our very best.

**Our view of people who work with children:**

St Andrew's Church values the contribution of those who work with children. Members of St Andrew's support our children's leaders and helpers and encourage them through prayer, an active interest in their work and in practical support. We strive for excellence in our children's work and do all we can to enable all those who work with children to achieve this.

# PROCEDURES / GUIDELINES

## 1. Recruitment of workers (leaders or helpers)

People who work with our children should be committed to the welfare of children and families. This is ensured by the way they work with the children in their care (parts (2) and (3) below), and in the recruitment process.

Volunteers to work with children are interviewed by the Children's or Youth Minister<sup>1</sup>. Children's, Families' or Youth Ministers are interviewed by the Vicar and two others appointed by the PCC. During the interview the person's previous experience and current motivation for children's work, along with their abilities and aims, will be explored. They will be asked to complete the following forms:

1. An application form for a Criminal Records Bureau (CRB) Disclosure (these are available from the Church Office, the Child Protection Officer<sup>2</sup>, or the Children's or Youth Minister). The CRB form is submitted to the Diocese so that the appropriate checks can be made. CRB disclosures are non-transferable for reasons of insurance and of processing and receiving information.
2. A confidential declaration. This form includes details of any criminal offences, prior experience and motivation for working with children and a request for the names of two people who could comment on their suitability for children's work. These referees should be independent of the selection process. At least one should know the potential worker in a capacity other than as a friend. They should both have known the applicant for at least 3 years.

Workers 16 and 17 years of age go through the same procedure. The minimum age for volunteers who work with children is 16.

The PCC is responsible for ensuring that interviews take place, forms are completed and that discrimination does not occur.

All appointments are only confirmed after an agreed induction period during which the role can be clarified by all involved. All workers are given a contract setting out their job description and what they can expect from the church leaders and family (Appendix 4).

The Children's / Youth Minister must inform the Child Protection Officer of any new workers as they are recruited.

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<sup>1</sup> The Children's and Youth Ministers have a primary role as the co-ordinators of the PCCs Child Protection Policy. Their role is defined in this document. They regularly undertake Child Protection Training and are responsible for Health and Safety risk assessments where necessary.

<sup>2</sup> Role of the Child Protection Officer: The Child Protection Officer is appointed by the PCC to process applications with the Criminal Records Bureau (CRB) for all volunteers working with children and young people at St Andrew's. This process involves completion of CRB disclosure forms which are then sent on to the Diocesan Office who process them and send them on to the Criminal Records Bureau. The Child Protection Officer receives the results of applications and passes these to the relevant people (who always include the Vicar and either the Children's or Youth Minister).

## 2. Responsibilities of workers

- a) Seeking to love the children as God does and provide warm and consistent care;
- b) Respecting children as individuals who are each precious and of equal value to God;
- c) Telling the children about their Heavenly Father in a way that allows them to find Him in Christ for themselves;
- d) Being aware of and providing for their individual needs, including those with special needs;
- e) Protecting the children by following the guidelines below.

## 3. Guidelines on working practice for helpers and leaders

- a) Ensure a **safe environment** for all work with children. Please refer to the St Andrew's Church Health and Safety Policy and Procedures, a copy of which can be found in the church office.
- b) Be aware of what action will need to be taken in case of **accidents or emergencies**, e.g. how to contact parents, first aid (including who to contact if the worker does not have the necessary skills), fire procedures etc. A properly stocked first aid box is readily available and all workers should know where to find it. An entry must be made in one of the accident folders (these are yellow folders in the Stable Room kitchen and in the Church Halls) and a copy given to the child's parent or carer following all incidents (Appendix 5).
- c) **Discipline:** When a child misbehaves no worker should use physical punishment. If the worker is unable to deal with the situation calmly, the help of another worker or the group leader should be sought. If this does not help, one of the workers should fetch the child's parent/carers. In the case of older children (as appropriate to their age) a child may be asked to leave (please refer to Guidelines for discipline, Appendix 6).
- d) **Child abuse:** All children must be protected from this and workers have a duty to ensure that it does not happen in a church setting. They must report if they suspect that it is happening to any child in any situation, at home or church or elsewhere. Please read "What is Child Abuse?" and "What to do if you are told about or suspect abuse" (Appendices 7 and 8). If you have any suspicions please inform the Children's or Youth Minister or the Vicar. If none of these are available, contact one of the diocesan representative listed in Appendix 8 or the Churches' Child Protection Advisory Service (CCPAS) on 01322 667207. Do not discuss it with anyone else, including the child's parents/carers, as they may be involved or could react in a way which could warn the abuser or undermine any subsequent investigation by the police or social services. The church will provide male and female 'Children's advocates' and their names will be displayed.
- e) **Designated workers:** People who are not assigned to the group or activity should not be allowed free access to children (see entry on record keeping at point (m) below).

- f) **Collecting children at the end of a session:** Workers should make sure that they know who will be collecting each child, and that only this person does collect the child, unless any changes have been agreed with the parents. Younger children (especially those under 14) should not be allowed to go home alone except with the parent/carer's permission—this need not be gained each time, however, and should be age appropriate.
- g) **Physical contact:** Socially acceptable physical contact between adults and children is quite proper in a public place. However, caution should be exercised if others cannot readily see the adult and child. Touch should be related to the child's needs, not the worker's. It should be age appropriate and generally initiated by the child. The child has the right to decide how much physical contact they have with others except when they need urgent medical attention, or to prevent harm to themselves or another child. In the latter circumstance any intervention should be preventative rather than punitive with the safety of the child and worker paramount at all times. Avoid any physical contact or comments that could be considered sexually provocative and rough games. Team members should help each other to keep to these guidelines, and should challenge one another if they do not, or report it if necessary.
- h) **Photographs of children and Web Sites:** If photographs of children are likely to be displayed (e.g. on the wall or in a magazine or flyer), then the permission of the parents must be sought. This is included in the form giving consent for children to attend the group (Appendix 10). Names should not be attached to the photograph, nor should it be displayed in a way from which they child's identity can be inferred. Separate consent should be sought if the photograph is to appear on a website. Personal contact details, and names attached to photographs of children, should not be given on any website. Please see further guidelines on websites in Appendix 11.
- i) **Adults should not work alone with children.** Make sure that there is always another adult within earshot who can be called both by workers and children. This ensures that both abuse and false accusations of abuse are less likely to take place, and that there is another adult available to care for the children should an emergency occur. Groups should always have at least two leaders, preferably one of each gender, to ensure that the group need never be left unattended.
- j) It is vital that the **ratio of adults to children** is adequate to ensure safety. The standard ratios under the Children's Act for children are as follows:
- under 2 years: 1 adult to 3 children
  - under 3 years: 1 adult to 4 children
  - under 8 years: 1 adult to 8 children
  - For children over eight the recommended ratio is two adults for up to twenty children and one additional adult for every ten extra children.

**Additional notes:**

- One of the leaders present in a group may be aged 16 or 17, but another adult aged 18 or over should always be present as well. Helpers under 16 count as children for these ratios. 16 and 17 year olds are not counted on this ratio.
  - Outings and outdoor activities are generally more demanding to supervise and consideration should be given to requesting extra help when these are planned. Where an adult and young person need to speak on a one to one basis, say for counselling, another adult should be made fully aware of the meeting and be available until it ends.
- k) **Travel:** If driving children or young people, it is better that they occupy the rear seats of the vehicle. Seat belts should always be worn.
- Drivers should have fully comprehensive car insurance. It is preferable not to be alone with a child or young person in a car. If unavoidable, another adult should know of the trip and the reason for it.
- l) **Visits to worker's homes:** If a worker invites a child to his or her home, the group leader and parents should be fully aware of this. There should always be more than one adult at the home in this event, and it is better for children to visit worker's homes in groups than alone.
- m) **Record keeping:**
- A **register** of all children attending the activity and of all helpers attending should be kept, including the times of arrival and departure if they are not staying for the whole session. Records should also be kept of anyone else on the premises e.g. a maintenance person or guest speaker.
  - **Written information** should be kept about the children in our care— name, address, telephone number, parent/carer's name and contact number, any special needs etc. This information will be provided by parents on the consent form (see 5a below). It is also good to keep a note of birthdays so that these may be celebrated. These must be kept locked away and confidential, but accessible during sessions.
  - **Consent forms**, completed by a parent or carer, should be completed when children join a group (Appendix 10). There should be space to note particular concerns relating to health problems and diet. Forms giving permission for specific activities should be used when undertaking visits or when going away (appendix 12).
  - Records should be kept of any **unusual incidents**, including what happened, who was involved, what action was taken etc. As mentioned above, accidents should also be recorded and detailed records should be kept in cases of suspected child abuse. It is particularly important that such records are kept where no-one will see them, and original handwritten accounts should be kept indefinitely.
- n) **Confidentiality:** Parents have a right to see our records under the Data Protection Act on written request and payment of the appropriate fee. This does not include cases where children may be put at risk by such a disclosure, in which case social services should be consulted first. Workers must respect the

rights of children and parents to confidentiality in written records and discussions.

#### 4. Caring for our Children's Workers

- a) **Workers under 18 years:** We encourage young people to get involved in all areas of ministry, including working with younger children. The contribution of such young people should be appreciated and appropriate support given to take account of their age. There should always be another adult over 18 present. Young people under 16 count as children in the ratios of adults to children (see 3j).
- b) **Accountability and Support:** Workers should know to whom they are directly responsible and should have regular contact with that person, including supervision in their regular work. They should be given contracts and job descriptions (Appendix 4) and their work should be reviewed annually with the person to whom they are responsible. This will give an opportunity for prayer, for personal development and for raising any concerns. The lines of accountability should be clear to all workers: Worker—Group Leader—Children's Minister/Youth Minister—clergy/PCC. It is essential that all workers are given adequate support, including a good induction period so that they feel they understand and are trained to do the work, and an adequate budget and safe environment.
- c) **Training:** Workers should have appropriate training available to them, funded by St Andrew's. It is advisable for the church (e.g. Youth and/or Children's Minister) to run training on child protection issues every year or so, depending on the number of new leaders.
- d) **Concerns:** If workers are concerned about any aspect of their work with children in St Andrew's and are unable to discuss this with the clergy or the Children's/ Youth Minister, they can contact the Diocesan representatives (Appendix 8).

#### 5. Responsibilities of Parents

Parents should:

- a) Inform workers if their child has any medical conditions and how to deal with them. Also if he/she has any special needs (and how to meet them), or likes and dislikes. It would be helpful if parents would advise workers of other significant issues which may affect a child's behaviour. They will be asked to complete a form (Appendix 10), which also asks for their consent for the child to participate in the normal activities of the group.
- b) Allow workers to take responsibility for the children while in their care including in areas of discipline. Consent forms must be filled in if the children are being taken on a trip (Appendix 12).
- c) Be prepared for workers to share the Christian faith with the children.
- d) Take an interest in what their child has been doing in the group.
- e) Collect their children promptly at the end of a session. Parents are responsible for their children after the Sunday service ends, and should not expect their Sunday school workers to continue to care for their children during the coffee time.
- f) Understand that the Church is obligated to act if it is feared that the child is suffering or is likely to suffer significant harm. The Church of England requires all

those who work with children to report any obvious or suspected case of child abuse to the relevant statutory authorities. This is intended to protect children at risk and it is important to recognise that where there are grounds for suspicion, it is better to be safe than sorry. This does, however, mean that it is feasible for a case to be reported which, on investigation, proves unfounded. In the unlikely case of this occurring, it is hoped that parents, appreciating how difficult it is for the church to carry out this responsibility, would accept that its workers were acting in what they believed were the child's best interests.

## 6. Responsibilities of Church Leadership

It is the PCCs responsibility to:

- a) Ensure that the workers are clear about their roles and to whom they are responsible and to delegate responsibility to them
- b) Ensure that all workers are supervised, reviewed and supported in their roles.
- c) Ensure that an appropriate insurance policy is in place to cover children's work.
- d) Be familiar with and act in accordance with the Diocese of Ely's policy on Child Protection (Appendix 1) and "What to do if you are told about or suspect child abuse" (Appendix 8). All clergy and staff members should have a copy of these, and a copy should be on file in the church office.
- e) Ensure the Child Protection Policy statement (Appendix 14) is posted on the relevant display boards.
- f) Ensure that the premises are always as safe as possible. All church members should be vigilant and should report potential dangers to the Health and Safety officers concerned:
  - Stable Rooms: Stella Barrett, 01223 233063
  - Church Halls: Colin Alexander 01223 233432
  - Other premises and off site activities: Tim Blake 07905 321901 and Mark Fuller 07766 310509

## 7. Communication and Structures within the Church

Communication at all levels is vital to ensure the best possible care for our children and the maximum motivation and support of our workers. The basis for our communication is listening to each other—workers, children, parents and leaders—formally and informally. We must be sensitive in the way we communicate—ensuring respect and confidentiality.

Any concerns should travel up the chain of accountability. This is: workers—Children's/ Youth Minister—clergy. Any concerns about the safety of any child should be reported to the Children's/Youth Minister, or the Vicar. If this is not possible or appropriate then a worker may go directly to social services, or seek advice from the diocesan representative (Appendix 8) or the Churches Child Protection Advisory Service (0845 120 4550)

Children may talk to an independent person (children's advocate) if they have any concerns which they feel unable to share with any of the people listed above. This person's contact details should be displayed in the stable rooms. If in doubt, ask at the church office (01223 232255). Children's advocates: Pete and Tracey Bennett, 01353 777809

**These procedures and policy were adopted by the PCC of St Andrew's Church, Histon, on 4 January 2010.**

# The Parish of St Andrew with St Etheldreda, Histon



## Appendix 1

### Diocese of Ely Policy on Child Protection

1. Christians are called to recognise the unique status of children. There is a special need to respect them as individuals and protect them in their vulnerability. Jesus warned that those who exploited or abused children deserved profound condemnation. Within the kingdom of God, children matter in their own right and are to be taken seriously.
2. The Church is required by God to foster relationships of the utmost integrity, truthfulness and trustworthiness. Clergy and laity who work with children within the Church in any paid or voluntary capacity need to operate within a carefully thought-out framework of good policy and practice which will ensure that children are safeguarded and nurtured physically and emotionally as well as spiritually. Clergy and laity need to exercise the greatest care in their use of power and authority. They must avoid taking advantage of trust.
3. The highest professional standards will therefore be maintained in all pastoral, counselling, educational, worship and recreational situations. The exploitation of any relationship for self-gratification will not be tolerated.
4. The Diocese of Ely accepts the principle enshrined in the Children Act 1989<sup>3</sup> that the welfare of the child is paramount.
5. Allegations of abuse will be taken seriously and appropriate steps will be taken.
6. The Diocese of Ely will collaborate fully with the statutory and voluntary agencies concerned with child abuse. It will not conduct investigations on its own.
7. All those working or seeking to work with children will be properly recruited, trained and supported, and will be subject to whatever supervision is appropriate.
8. All candidates for ordained ministry and accredited lay ministry will be asked to declare whether they have any criminal convictions or whether certain types of orders of the civil courts have been made against them, and whether they have caused significant harm to a child or put a child at risk of significant harm.
9. The following will be asked to complete and submit the confidential declaration form<sup>4</sup> which forms part of the Diocesan Child Protection Folder:<sup>5</sup>

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3 The Children Act 1989 defines a child as a person under eighteen for most purposes.

4 The form includes questions as to whether the person concerned has any criminal convictions, whether certain types of orders of the civil courts have been made against them and whether they have or have been alleged to have caused significant harm to a child or put a child at risk of significant harm.

5 In the case of new appointments, the procedures described in the Home Office document Safe from Harm (and in the case of paid workers the further advice from the House of Bishops), should be followed.

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- a) all clergy, whether stipendiary or not, who hold or are seeking to hold an office, a licence or a permission to officiate or exercise their ministry;<sup>6</sup>
  - b) all members of the accredited lay ministry (including lay workers within the meaning of Canon Law and readers) who hold or are seeking a licence or permission to exercise their ministry; and
  - c) all paid staff and volunteers working or seeking to work in a capacity which involves work with children or which is likely to involve opportunities for unsupervised contact with them.
10. A search in the Department of Health's Consultancy Service Index will be made against all candidates for ordained ministry or accredited lay ministry, all those in categories (a) and (b) in paragraph 9 and those working or seeking to work as paid staff as set out in category (c).
11. In the case of all those seeking to do paid or unpaid work under category (c) in paragraph 9, references will be obtained which satisfy the recommendations in the Home Office's Guidelines, Safe from Harm.
12. The procedures under paragraphs 9 to 11 above will be repeated on the person concerned seeking to move to a new appointment or position or new work.

**This Diocesan Policy follows exactly the Church of England House of Bishops' Policy on Child Protection which was published in 1999 for the General Synod of the Church of England Board for Social Responsibility by Church House Publishing. The House of Bishops updated their policy in 2004. Copies of this revised publication *Protecting All God's Children* (ISBN 9780715138670) may be obtained from Church House Bookshop, Great Smith Street, London SW1P 3NZ at £5.95 (or go direct to <http://www.chpublishing.co.uk/product.asp?id=23281>).**

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<sup>6</sup> This category includes those in episcopal orders, and retired clergy holding permission to officiate. It also includes clergy of other Anglican Churches, and clergy of other churches acting on the basis of or seeking permission from one of the Archbishops to exercise their ministry in the Diocese of Ely. Clergy holding or seeking an office or employment with a body outside the Church and not involved in any other ministry are not required to submit the declaration, and the procedure under paragraph 10 will not be necessary, provided that they are subject to a corresponding process in relation to the office or employment in question. (This would cover chaplains in a variety of fields of ministry.)

# The Parish of St Andrew with St Etheldreda, Histon

Appendix 2

## APPLICATION FORM FOR PEOPLE INTENDING TO WORK WITH CHILDREN AND YOUNG PEOPLE

Your Full Name ..... Date of birth.....

Your Address ..... Tel No. ....

.....

**Please give the names and contact details of two people who would be able to comment on your suitability for children's/youth work.**

(one of these can be the same person given on the Criminal Records Bureau form)

Name:..... Name: .....

Address:..... Address: .....

.....

Tel no ..... Tel no. ....

Email: ..... Email: .....

How does this person know you? ..... How does this person know you? .....

.....

.....

**Please give details of any previous experience you may have had working with children and/or young people:**

**Please explain in a few sentences why you would like to work with children and/or young people at St Andrew's:**

# The Parish of St Andrew with St Etheldreda, Histon

Appendix 3

## RE: REFERENCE FOR VOLUNTARY WORK WITH CHILDREN & YOUNG PEOPLE

Dear .....

.....(name of volunteer worker) has offered to help with our children's/young people's work in St Andrew's Church, Histon.

Guidance following the Children Act 1989 indicates that all those wishing to work with children and young people for a voluntary organisation must provide the names of suitable referees. The person named above has given us your name as someone who can give a character reference.

I would be grateful if you could complete the reference form attached below, which will be treated in the strictest confidence, and return it in the pre-paid envelope as soon as possible.

In commenting on the volunteer, please bear in mind that it is the church's duty to protect children from harm of a physical, emotional or sexual nature, and all volunteers are required to sign an undertaking to this end.

Yours sincerely

Vicar

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## REFERENCE FORM FOR WORK WITH CHILDREN AND YOUNG PEOPLE

**Name of Candidate:** .....

1) What is your relationship to the person named above? (please tick)

Relative

Friend

Employer

Other (please detail) .....

2) How long have you known the person?.....

3) Do you know of any reason why the person should not work with children or young people under the age of 18? **Yes / No**

If yes, please indicate any reasons. Please continue overleaf if you need to.

4) Are there any other comments you would like to make?

**Signed** ..... **Date** .....

**Print Name** .....

**Address** .....

.....



# The Parish of St Andrew with St Etheldreda, Histon

Appendix 5

## ACCIDENT AND INCIDENT FORM

This form should be completed immediately after any accident or significant incident. A copy should be given to the child's parents/carers and the original kept by the group leader. The worker should discuss with the minister what follow up action is necessary.

1) Day, date and time of the incident:

.....

2) What are the names, addresses and ages of those involved in the incident?

.....

.....

3) Where did this incident take place?

.....

4) Name of your group:

.....

5) Who is normally responsible for group? (name, address and telephone number)

.....

.....

6) Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number):

.....

.....

7) Which other workers were supervising the group at the time of the incident? (names addresses and telephone number):

.....

8) Who witnessed the incident? (names, addresses, telephone numbers, and ages if under eighteen). Normally only two witnesses would be needed.

.....

.....

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

.....  
.....  
.....  
.....

10) Have you retained any defective equipment? YES / NO / NONE INVOLVED

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

.....

11) What action have you taken to prevent a recurrence of the incident?

.....  
.....

12) Is the site or premises still safe for your group to use? YES / NO

13) Is the equipment still safe for your group to use? YES / NO

14) Who else do you need to inform?

.....

15) Have they been informed? YES / NO

If so, when and by whom?.....

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

.....Print name.....

Date .....

**Form seen by Minister/Leader:**

Signature.....

Date .....

# The Parish of St Andrew with St Etheldreda, Histon

Appendix 6

## GUIDELINES FOR DISCIPLINE

- Discipline is the education of a person's character, it includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement, it brings security, produces character, prepares for life, is evidence of love and is God's heart. (Hebrews 12.5-12 and Proverbs 22.6)
- Ask God for wisdom, discernment and understanding and pray for and with the child.
- Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model, setting a good example. You can't expect children to observe ground rules if you break them yourself.
- Take care to give quieter and well behaved children attention and don't allow some children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said - this avoids manipulation.
- Look honestly at your programme—if the children are bored, they misbehave. Is the programme at fault?
- NEVER smack or hit a child and don't shout—change voice tone if necessary.
- Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger.)
- Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property, and make sure 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 that way.
- Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.
- Have a 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 (care re supervision), back into the service or ban them for a week. (Never a total ban without reference to your leader and ensure parents are advised in cases 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.

# The Parish of St Andrew with St Etheldreda, Histon

## Appendix 7

### WHAT IS CHILD ABUSE AND WHY DO WE NEED TO BE CONCERNED ABOUT IT?

#### A) DEFINITIONS OF ABUSE

These definitions of abuse are used by every local authority in England and Wales. The four categories of abuse are:

**1) 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 aspects of care, resulting in the significant impairment of the child's health and development, including non-organic failure to thrive.

**2) 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.

**3) SEXUAL ABUSE:** Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.

**4) EMOTIONAL ABUSE:** Actual or likely severe adverse effect of the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. All abuse involves some emotional ill-treatment.

Where abuse occurs, it is usually perpetrated by someone known to and trusted by the child, often a family member. The incidence of abuse by someone unknown to the child is extremely low. It should not be assumed that children from disadvantaged families are necessarily at greater risk than those from more prosperous backgrounds. Child abuse is, sadly, spread throughout society and outward respectability is no guarantee that a child is at less risk.

However, while child abuse is much more likely to occur within a circle of family and friends, in relation to sexual abuse in particular, it is known that adults with a preference for sexual relations with children often target children's organisations to gain access to children. It is, therefore, very important to be vigilant and to check that good practice is being observed in the recruitment and appointment of volunteers and paid staff working with children, and in the way in which the work is carried out in church groups and organisations.

#### B) THE RECOGNITION OF ABUSE

Sometimes children who are being abused decide to tell someone (disclose) what is happening and ask for help. Sometimes it becomes apparent to adults, either through signs of bodily injury, emotional distress or a change in patterns of behaviour, that all is not well with a child.

Sometimes adults disclose, long after the event, that they experienced abuse as a child. Each of these circumstances should be taken seriously and in each case professional help must be sought. It is not the responsibility of members of the general public and those who work with children to diagnose abuse, that is the responsibility of qualified professionals (those working within Social Services, the NSPCC and the Police). Clauses 5 and 6 of the Diocesan Policy on Child Protection state very clearly that "Allegations of abuse will be taken seriously and appropriate steps taken. The Church of England will collaborate fully with the statutory and voluntary agencies concerned with child abuse. It will not conduct investigations on its own."

**Details of what to do where child abuse is discovered or disclosed are given in Appendix 8.**

# The Parish of St Andrew with St Etheldreda, Histon

Appendix 8

## WHAT TO DO IF YOU ARE TOLD ABOUT OR SUSPECT CHILD ABUSE

### A) HOW TO REACT WHEN A CHILD WANTS TO TALK ABOUT ABUSE

It is important to reassure a child or adult that it is right to talk about it, and that you will take everything they say seriously. It is wrong to promise confidentiality. The following are suggestions which may be helpful rather than precise guidance.

#### General points:

- Reassure the child that you are taking what is being said to you very seriously
- Keep calm
- Look at the child directly
- Don't prejudge anything
- Tell the child you will need to tell someone else - don't promise confidentiality
- Whatever a child may have done, it is not to blame for the abuse
- Be aware the child may have been threatened, intimidated or made to promise secrecy
- Never push for more information than is immediately given
- Hear the allegation clearly, make a written note of it afterwards, refer the case correctly

#### Helpful things to say:

- "Thank you for telling me this"
- "I will have to share this with someone else who can help"
- "You needn't tell me any more about it, I've understood what you're telling me"
- "I am glad you have told me, it is not your fault, I will help you"

#### Avoid saying:

- "Why didn't you tell anyone before?"
- "I can't believe it."
- "Are you sure this is true?"
- "Why, how, when, who, where?"
- "Don't tell anyone else."
- "This is dreadful."

#### Concluding the conversation:

- Reassure the child that it has done the right thing to tell you
- You are taking what has been said very seriously
- You will tell someone who can help, straight away
- They are not to worry or feel they've done anything wrong

It is helpful to note if the child has told anyone else. The point of the conversation is to establish the barest account of the allegation. You do not have to believe it or disbelieve it, just note it accurately, and then refer the case onwards correctly.

### B) WHAT TO DO NEXT

Make notes as soon as possible (preferably within an hour of the child talking to you), writing down exactly what the child said and when she/he said it, what you said in reply and what was happening immediately beforehand. Record dates and times of these events and when you made the record. Keep all handwritten notes, even if subsequently typed, since records should

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be kept safely for an indefinite period. Use the 'Responding to Abuse—Workers' Action Sheet' (Appendix 9) if this helps you.

**Investigation is the responsibility of the Social Services, the NSPCC or the Police (The Lead Agencies). Relevant telephone numbers are to be found at the end of this section.**

- 1. If the allegation is specific and names named, the case must be referred to Social Services, the Police or NSPCC within 24 hours.**
2. If you have reason to fear the child will suffer further significant harm, the referral must be made at once. It is for the professionals to decide whether the child is at risk or not. They may well have other information to hand on the child and they are authorised and trained to investigate the case correctly and in complete confidence. If you have to make such a referral, notify your parish priest (if not involved in the allegation) and make sure that the Bishop's Child Protection Representative, the Bishop, or one of the Archdeacons is notified promptly.
- 3. If the allegation is unclear or confused, just accept this and don't try to question the child further. Note what has been said and then take advice immediately.**
4. You should inform one of your church's Child Protection Co-ordinators (the Youth Minister or the Children's Minister) of the allegation.
5. The diocese has appointed the following who may also be consulted for advice:

Yvonne Quirk 01223 276957 (The Bishop of Ely's Child Protection Adviser)  
**(please make it clear that you are ringing about a situation relating to work undertaken on the Church's behalf)**

**Should you need to telephone either of them, please make it clear that you are ringing about a situation relating to work undertaken on the Church's behalf.**

The right thing may be to go on observing the child carefully for a while until a clearer picture emerges; but it may be right to make a formal referral to Social Services. Professional advice is vital. **You must consult—you must not do nothing.**

*The Children Act states that where a Local Authority (Social Services Department) suspects that a child in their area is suffering or likely to suffer significant harm, the Authority shall make enquiries as to the necessary action to promote the child's welfare. You must not do anything to delay, hinder or prevent a Local Authority from exercising that duty.*

*You do not have to ask permission from a child's parents, or even inform them, before making a referral to one of the Lead Agencies (Police, Social Services, NSPCC). This is for the Lead Agency to handle. They will advise you of the correct action to take when the referral is made and they may also be consulted if you are unsure how to proceed. Remember, the key principle is to make the child's well-being the first concern. This can be hard on any adults involved but this must not prevent referrals being made when this is called for; the Lead Agencies are responsible for investigating cases fairly, justly and confidentially.*

# The Parish of St Andrew with St Etheldreda, Histon

6. **Complaints made by parents and carers:** If a clear allegation of abuse is made by parents or carers against any Church worker, paid or unpaid, lay or clerical, or against any member of the congregation, then they should be immediately advised to notify one of the Lead Agencies. This will normally be Social Services. The Lead Agency will then advise on the correct action to be taken. At the same time, the Bishop's Child Protection Representative, Bishop and Archdeacon should be advised of the situation.
- Further information about receiving reports of abuse in a church context and consequential legal and insurance matters is provided by the Diocese of Ely at [www.ely.anglican.org/ministry/protect/index.html](http://www.ely.anglican.org/ministry/protect/index.html). Click on Sheet 7: 'Procedures following reports of abuse: Guidance for clergy and others in pastoral ministry.'
7. **Allegations from adults concerning their own abuse as children.** For advice about this please see [www.ely.anglican.org/ministry/protect/index.html](http://www.ely.anglican.org/ministry/protect/index.html). Click on Sheet 7: 'Procedures following reports of abuse: Guidance for clergy and others in pastoral ministry.'

## C) USEFUL CONTACT DETAILS

### SOCIAL SERVICES

Cambridge Team 01223 718211  
South Cambs 01223 718011  
Addenbrookes 01223 216540

### POLICE

Cambridge (Parkside) 01223 358966

### NSPCC

#### **24 hour Helpline**

0800 8005000  
(Can be contacted  
for advice,  
guidance and  
consultation)

### CHILDLINE

0800 1111

### DIOCESAN NUMBERS

The Bishop's Secretary 01353 662749  
The Bishop of Huntingdon 01353 662137  
Archdeacon of Ely 01223 350424  
Archdeacon of Huntingdon  
and Wisbech 01353 658404  
The Bishop's Child  
Protection Adviser 01223 276957  
Diocesan Youth Officer 01353 652715  
Children's Work Adviser 01353 652714

**CCPAS** (Churches' Child  
Protection Advisory Service) 0845 120 4550

# The Parish of St Andrew with St Etheldreda, Histon

Appendix 9

## RESPONDING TO ABUSE—WORKERS' ACTION SHEET

Name of Church/Group: .....

Your name: .....

### CONFIDENTIAL

1) Name of child/young person: .....

2) Address: .....  
.....

3) Age / date of birth: .....

4) Date and time of event: .....

5) Describe the sequence of events / give actual words used / note your observations  
(use body chart overleaf where appropriate, but do not undress the child!)

6) Action taken:

7) Name of person / organisation contacted: .....

8) Date and time this form was completed: .....

# The Parish of St Andrew with St Etheldreda, Histon

Appendix 10

## PARENT/CARER CONSENT FORM

**Group Name:** .....

*This form is valid for one year from date of signing. It will be kept with the group's records where it can be accessed in an emergency by the group leaders only.*

Child's Name:.....Date of birth:.....Age:.....

Address: .....

Email address:.....Home phone: .....School Year/Class:.....

Allergies/Medical Conditions:.....  
*(e.g. penicillin, aspirin, other medicines, food etc.) / (recurrent illness: hayfever, migraine, fits or faints, or any other illness or disability)*

Any other special needs\*:.....

*(\* Please note that we reserve the right to ask a parent or guardian to, initially, remain with a child if we do not feel we would be able to provide adequate care for that child. We will then look for solutions)*

Is he/she taking any medicine, following any treatment or diet etc. that needs to be continued during the course of this event? **Yes / No**. Details:

.....  
.....  
.....  
.....

- I give my permission for my child to attend and take part in the activities of *(insert group name)*. In the event of an illness or accident requiring emergency hospital treatment, I authorize the Leaders to sign on my behalf any written form of consent required by the hospital authorities, if the delay required to obtain my signature is considered inadvisable by the doctor or surgeon concerned.
- I give my permission for you to administer First Aid (as far as you are able) or discipline (as outlined in the Church's Child Protection Policy) if necessary.

# The Parish of St Andrew with St Etheldreda, Histon

- I understand that, occasionally, the leaders may take photographs of my child. These photographs may be displayed on church noticeboards, used in church publications, such as Network, or on the church website. In accordance with Child Protection regulations, names will not be displayed alongside the photographs. Please tick here if you do NOT want photos to be taken of your child: .....
- I understand that in accordance with the Church's Child Protection Policy, my child's leaders are required to set up a detailed and confidential record in a case of suspected abuse (which includes non-accidental injury, severe physical neglect, emotional and/or sexual abuse).\* This will be kept quite separate from the child's usual records. Confidential records of this nature will be shared with parents with the proviso that the care and safety of the child must always be paramount.
- I understand that (*group name*) meets (*insert day and time and venue*) and that my child has permission to attend and to make their own way home, at which time they will no longer be the responsibility of (*group name*) leaders.

Signed: .....Printed name:.....Date: .....  
(parent/guardian)

Contact telephone number of parent/guardian:.....  
(*This must be a number that we can reach you on in an emergency*)

Alternative contact name and telephone number in emergency:.....

*\* It may be helpful for parents to know that the Church of England requires all those who work with children to report any obvious or suspected case of child abuse to the relevant statutory authorities. This is intended to protect children at risk and it is important to recognize that where there are grounds for suspicion, it is better to be safe than sorry. This does, however, mean that it is possible for a case to be reported which, on investigation, proves unfounded. In the unlikely case of this occurring, it is hoped that parents, appreciating how difficult it is for the Church to carry out this delicate responsibility, would accept that its workers were acting in what they believed were the child's best interests.*

# The Parish of St Andrew with St Etheldreda, Histon

DIOCESE OF ELY

Appendix 11

## Children and Young People; Photographs and Websites

### PHOTOGRAPHS AND THE PROVISIONS OF THE DATA PROTECTION ACT 1998

1. The publication or display of photographs could allow any adult with access to church buildings and publications to identify and gain the trust of a child or young person simply from knowing their name, if it has been displayed beside a photograph of them.
2. The Data Protection Commission advises that photographs constitute personal data, the processing of which is subject to the requirements of the 1998 Data Protection Act. In most circumstances it is not necessary to rely on consent for displaying photographs. However, the processing of personal data should satisfy the condition in Schedule 2 of the Act: *'The processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed, except where the processing is unwarranted in particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject.'*
3. A photo would constitute sensitive personal data if it is possible, for example, to infer the subject's religious beliefs from it (e.g. photo of a major religious event, e.g. confirmation, first communion etc) It is therefore a good idea if written consent is obtained from a parent and a child where photographs are used, in order to comply with legal requirements laid out in Schedule 3 of the Act: *'The data subject has given his explicit consent to the processing of the personal data.'*
4. Separate consent is required if the data is to be placed on a website.
5. The Data Protection commission advises that the issue of harm which might befall an individual if the photographs fell into the wrong hands must be taken into account. This is based on Principle 7 of the Data Protection Act 1998 which states that *'Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.'* *If a child were to be placed at risk a negligence claim could result. It is therefore best that names are not attached to individual images, or displayed in such a way that the identity of an individual child can be inferred'.*

### WEBSITES

You will find extremely useful information and advice about this at: <http://safety.ngfl.gov.uk/schools>

### What should and shouldn't we include on our web site?

1. When you provide youth and children's activities you have a duty to ensure that children and young people in your care are safe. One of the aspects of this, if you have a website for your organisation, is to ensure that no individual child could be identified or contacted by visitors to the website. Consequently, web sites should not include:

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- **personal details or names of any child or adult in a photograph.**
  - **personal e-mail/postal addresses, telephone/fax numbers.**
  - **surnames (if including an e-mail address, it may contain your surname).**
  - **sufficient details about life, work or locality which could enable families or children to be located.**
  - **home addresses or telephone/fax numbers.**
2. Do not use the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people. An easy rule to remember is:
    - **If a child is named, avoid using their photograph.**
    - **If a photograph is used, avoid naming the child.**
  3. Ask for parental permission to use pictures of children. This ensures that parents are aware of the way the image of their child is representing the organisation. A parental consent form can be used for this. An example can be found on the final page of this document and may be copied and adapted.
  4. Only use images of children in suitable dress to reduce the risk of inappropriate use.
  5. Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children.
  6. In using pictures
    - Establish the type of images that appropriately represent the group on the Web.
    - Think about the level of consideration you might give to the use of photos in other publications

- Develop a procedure to ensure that only appropriate images of children are used on the web site.
7. For more useful information go to: <http://safety.ngfl.gov.uk/schools/document.php3?D=d27>

## Enabling legitimate contact

1. If you wish to provide a contact e-mail address, have one for the group or organisation as a whole,
2. e.g. [stbloggins.youthgroup@freeisp.co.uk](mailto:stbloggins.youthgroup@freeisp.co.uk)
3. To avoid webcrawlers locating it easily and sending unwanted and unpleasant messages, write it out differently: e.g. "stbloggins.youthgroup at freeisp.co.uk"
4. It is probably not helpful to password the whole site, as you will want to encourage legitimate visitors and enquirers, so that they can find out about your activities

## Chatting

1. Do not encourage contact with, and certainly do not provide, access to chat rooms. They cannot be monitored and should not be accessible through your website at all.
2. If people want to engage in discussion, then forums are the way to do this. Adults can monitor these and the discussion topics are publicly posted so you can follow the subject matter being discussed. Access will be by password, so postings can be monitored and unwelcome contributors can be barred.

The UK online site <http://safety.ngfl.gov.uk/ukonline/document.php3?D=d11> *Disclosure of personal information over the Internet* provides additional and updated information on developing websites.

# The Parish of St Andrew with St Etheldreda, Histon

Appendix 12

## PARENT/CARER CONSENT FORM FOR GROUP OUTING OR SPECIAL EVENT

**Group Name:** .....

1) Child's name: .....

2) Name of group outing or special event: .....

3) Date and time of event: .....

4) Are there any medical or dietary concerns that we should know about? Please give details:

5) Who will collect him/her at the end? Or will he/she go home alone?

6) In an emergency, who should we contact? (please provide 2 names and telephone numbers)

I give permission for my child to attend the event described above. I understand that he/ or she will be in the care of members of St Andrew's and give them permission to administer First Aid or discipline if necessary.

Signed: ..... (parent/carer)

Date: .....

**Please return this form to .....by: .....**

# The Parish of St Andrew with St Etheldreda, Histon

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Appendix 13

## Legal procedures following allegations of abuse

The creation of good relationships with the statutory agencies and appropriate voluntary agencies should be a priority for the bishop's representative. Such relationships will make situations much easier to handle when allegations are made.

Investigations into allegations of abuse are conducted jointly by the social services and the police. Their first concern will be to ensure the safety of the children who are alleged to have been abused and to protect other children. Any concerns about decisions taken by social services can be raised by the bishop's representative with the local Child Protection Committee, the chairperson of the Area Child Protection Committee, or the Chairperson or Director of Social Services.

After investigation, the police may decide not to proceed or they may issue a caution. If they decide to charge a suspect it is for the Crown Prosecution Service to decide whether or not to prosecute. The decision to prosecute requires a realistic prospect of conviction'. If this test is passed, there is a further test of whether the prosecution is in the public interest.

It is possible to bring claims for damages in the civil courts in respect of abuse. Claims may be made whether or not there has been a prosecution or conviction, although a conviction will normally be sufficient to establish in the civil court that the person concerned was guilty of the offence in question unless the contrary is proved, and it is important to bear this in mind when a person who is charged with a criminal offence is deciding whether to plead guilty. Claims for damages may be made against the individual who committed the abuse, or against the church bodies or office-holders, who may be held liable:

- if the abuser was their employee and was acting in the course of his employment;
- if the office-holder or body was one to whom the care of the child had been entrusted; or
- If the office-holder or body was otherwise held by the courts to owe a duty of care to the child to safeguard him or her from abuse.

The precise circumstances in which liability will be held to arise, and the measure of damages which will be awarded, are still being clarified as specific cases come before the courts for decision.

## Church concerns following allegations

### Pastoral care

Consideration should be given to the pastoral care of all those affected by the allegation. These are likely to include the person who has made the allegation and/or the victim of the alleged abuse, the person against whom the allegation has been made, their respective families and the congregations to which people making allegations and the subject of the allegation may belong. The bishop's representative should be asked for advice about how this pastoral care should be given.

The police will be concerned to prevent any action which could be construed as likely to contaminate evidence. They should be asked for advice about the extent of the contact which should take place with the person who has been accused, the person who has made the allegation and/or the victim of the alleged abuse. The person responsible for the pastoral care of the accused person and his or her family should have no contact with the person who offers pastoral care to the person making the allegation or the victim of the alleged abuse and his or her family.

### The subject of the allegation

It will be a matter of fine judgement for the bishop, in consultation with his representative, to determine action to be taken in relation to the person accused of abuse. He or she should be barred from work with children pending the outcome of enquiries. If a member of the clergy, accredited lay ministry or paid staff is accused, the bishop will need to consider; in consultation with the bishop's representative and the diocesan registrar, whether the person concerned can and should be temporarily suspended, asked to take leave of absence or; for example, directed to avoid unsupervised contact with children.

It would be particularly difficult for a parish priest or other member of the parochial clergy to remain resident in the parish during a period of suspension or leave of absence from their duties. It may be necessary to consider offering alternative accommodation. In any case of suspension or leave of absence it might also be possible to offer temporary employment in a position which does not allow contact with children. Consideration will have to be given to

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the pastoral care of the accused person and also to the accused person's family, who will have their own needs for support, perhaps involving counselling.

If civil proceedings are taken against any member of the clergy or accredited lay minister, paid staff member or volunteer in respect of alleged child abuse, he or she should notify the bishop's representative immediately.

## **The congregation**

Arrangements will have to be made for communication with and, where relevant, the care of any congregation affected where an accused person is suspended from duty or asked to take leave of absence. The bishop's representative should consult those conducting the investigation about what is to be said to the congregation.

## **Insurance and legal advice**

As soon as the bishop or the bishop's representative becomes aware of any allegation of abuse of the kind referred to in paragraph 25, he should notify the Claims Manager of the insurance company, whose advice should be obtained on the insurance position and any steps needed to safeguard it. The Claims Manager will also want to be kept in touch with developments. The same applies to any parish involved and any person accused of abuse where they may have the benefit of insurance. Whether the bishop, the parish or the accused person needs to take legal advice immediately, or can wait for a time to see if that becomes necessary at a later stage, will depend on all the circumstances, but if there is any element of doubt, legal advice should be sought sooner rather than later.

## **Communications**

Communications, internal and external to the Church, must be handled carefully. Of particular importance is the nomination by the bishop's representative of one person, most probably the Diocesan Director of Communications, to handle all communication with the public to ensure consistency and avoid confusion. All statements should be checked by the diocesan registrar, including those made to congregations. Public prayers should be extremely circumspect.

## **Possibilities of future ministry or other work**

The damage done to children by abuse is profound and extremely long term in its effects. It is known that rates of re-offending are very high. The presumption is therefore that a Schedule 1 offender (i.e. a person who has committed one of the offences listed or treated as listed in Schedule 1 to the Children and Young Persons Act 1933 (as amended) which are set out in Annex 1F) will not be allowed to return to active ministry, and that where the question of deposition

from Holy Orders arises, the offender should be deposed.

Ex-offenders who cannot be re-employed by the Church may welcome professional help with identifying skills and seeking other jobs. In exceptional cases, following extensive therapy and, if necessary, external professional assessment, it may be possible to assign someone to a post which has no professional contact with children. People should not be put into situations where they experience overwhelming temptation. Confession and acknowledgement of responsibility should be regarded as an important first step in the restoration of an offending person working within the Church, but confession and absolution should be conducted with particular prudence, and cannot be considered as the sole basis for reinstatement to public ministry.

Where a member of the clergy or accredited lay minister is not prosecuted or not convicted, the bishop should give precise guidelines in writing as to how the individual's ministry should be defined and monitored. Such guidelines may include counselling, supervision and spiritual direction and should be discussed first with the person concerned.

In drawing up such guidelines, the bishop will need to take into account that there are a variety of circumstances in which a person who is accused of abuse of a child is not subsequently convicted. For example, this may be because the Crown Prosecution Service (CPS) decided that there was insufficient evidence to mount a prosecution. If the matter has come before the criminal courts and the accused person has been acquitted, the reasons for the finding of not guilty may vary for example, there may again be insufficient evidence, or the jury may have accepted the evidence for the defence rather than that for the prosecution—and may not be known with certainty. The bishop should therefore consult his representative as to whether and to what extent, in the particular circumstances, special precautions ought to be taken. The bishop's representative will consult the police or social services about these circumstances.

A member of the clergy or accredited lay minister who has not been convicted may nevertheless wish to move to a new area of ministry or other work, or to ministry or work in another place. If he or she does not raise this possibility, any suggestion that he or she should make such a move should be the subject of careful consideration before it is put forward, taking into account, among other things, how far a move is possible and reasonable in practice in the individual's particular circumstances.

If behaviour has been unwise, rather than criminal, the bishop should consider giving an oral caution to the person concerned or a warning in writing.

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If a volunteer or paid member of staff against whom an allegation has been made is not prosecuted or not convicted, any future work with children or young people by the person concerned will need to be considered by the employer or person responsible for the work, in consultation with the bishop's representative, who can give or obtain expert advice. Here again, the bishop's representative should consult the police or social services about the particular circumstances. The bishop should be kept informed and may wish to be more closely involved in individual

cases. A strategy should be drawn up, in discussion with the person concerned, to help that person. The strategy may include counselling, and a binding agreement or instruction fixing how much contact, if any, the person concerned is to have with children or young people and how such contact is to be supervised. Lay volunteers are particularly vulnerable in this situation, since they do not have the benefit of support systems and their continuing role and position in the congregation and the community at large will need to be re-established.

# The Parish of St Andrew with St Etheldreda, Histon

Appendix 14

## Church Child Protection Policy Statement

*To be displayed on church notice board*

The following policy was agreed by the church PCC on 4th January 2010.

We are committed to supporting our parents and families.

- As leaders of the church we are committed to the nurturing, protection and safeguarding of all, especially the young and vulnerable.
- We recognise that child protection is everybody's responsibility.
- We are committed to following the agreed procedures of St Andrew's Church, Histon for the protection of children and young people.
- We will review this policy at least annually.

If you have any concerns for a child or in relation to any child protection matter please speak to one of the following who have been approved as child protection co-ordinators for this church:

- Tim Blake (Children's Minister) 07905 321 901
- Mark Fuller (Youth Minister) 07766 310 509

Alternatively, you can contact:

**CCPAS** (Churches Child Protection Advisory Service)  
0845 120 4550, [info@ccpas.co.uk](mailto:info@ccpas.co.uk), [www.ccpas.co.uk](http://www.ccpas.co.uk)

**Diocese of Ely**—the following may be consulted for advice: Yvonne Quirk 01223 276957 (The Bishop of Ely's Child Protection Adviser) (please make it clear that you are ringing about a situation relating to work undertaken on the Church's behalf)

A copy of the full policy can be seen in the church office.

Signed .....

Date: .....