

Section 11

Part 1

Is your church protecting your children and those who work with them?

A checklist for your parish policy and procedures

Clergy, PCC members, churchwardens, and Parish Child Protection Co-ordinators should be familiar with this section.

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11.1 Introduction

If you are an Incumbent, a Church Warden, PCC member, or Parish Child Protection Co-ordinator, and/or your church is reviewing its child protection policy and procedures – this is an 'MOT' checklist which may help you.

11.1.2 Policy and procedures

- Does your church have a written child protection policy and procedures?
- Has it been accepted by the Parochial Church Council?
- Is there a timetable for review and implementation?
- When was it last reviewed, and when is the next review?
- Is it in line with Diocesan policy?

11.1.3 Who does what?

- Does your parish have a Parish Child Protection Co-ordinator?
- Who is it?
- Is his/her role clearly defined?

Have they been on a child protection training course offered by the Diocese within the last 2 years?

11.1.4 Day-to-day work with children

- Does your church have guidelines for your work with children?
- Do you set out staffing ratios for activities with children?
- Do you put all the guidelines into practice – usually/sometimes/not at all?

11.1.5 Do all those who work with children....

- know that Bishop's Advisers for Youth Work and Children's Ministry and the Bishop's Child Protection Adviser and the Parish Child Protection Co-ordinator are there to help and advise?
- know and put into practice your guidelines?

- know what to do if they are concerned about a child or a child confides in them?
- know who to go to if they need advice?
- enable children and young people to know what to do and who to contact if they wish to raise concerns about any aspect of health and safety and protection matters?
- ensure that there is a notice on the church board and/or in the parish premises notice board with the name of the Parish Child Protection Co-ordinator/Children's Advocate and telephone numbers of the Bishop's Advisers and Childline and the NSPCC?

11.1.6 Publicity – who knows what?

Are your church's policy, procedures and practice guidelines:

- given to all who work with children?
- promoted to parents whose children join in your activities?
- placed on a noticeboard in the Church or Church premises?

11.1.7 Children's workers (paid and unpaid)

- Are all children's workers (paid and unpaid) recruited with written details, confidential declaration form, interview and references?
- Do you make the appointment of new workers subject to a satisfactory Enhanced Disclosure from the Criminal Records Bureau?
- Do they all have job descriptions to clarify their roles?
- Are all children's workers supervised and supported, and by whom?
- Do they regularly receive training about child protection and in First Aid?
- Does the PCC regularly review the membership of its appointments group and the criteria for deciding which posts should be subject to a CRB Disclosure?

11.1.8 Record keeping

Do you keep records of:

- all the groups who use your facilities and their leaders?
- all the children in those groups, and the names, addresses and telephone numbers of parent or carer in case of emergency?
- attendance?
- consent forms?
- all your current children's workers (paid and unpaid)?

- confidential declaration forms for all workers who have ever completed one (in a secure place)?
- all accidents/incidents/concerns (in a marker file, in a secure place and available for inspection)?

Are application forms, registers and accident report forms kept in a secure place? (See appendices D, E, G & L)

11.1.9 Other users of your church premises

- Are all groups who use your buildings aware of your policy and procedures in child protection?
- Have regular users of your buildings signed an agreement (say annually) to comply with them?
- Do they know who your Parish Child Protection Co-ordinator is?
- Are they and you complying with health and safety, fire, food legal regulations?

11.1.10 Reporting

- Does the PCC receive regular reports on all these aspects?
- Does the PCC brief newcomers to the appointments group and new Incumbents?
- Have you sent a copy of your Parish Child Protection Policy to your Archdeacon?

If you can tick all of these, you're doing great!

11.1.11 Resources to help

Please see Appendices B, C and X for useful telephone numbers and addresses.

11.1.12 People to consult

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P.S. Don't forget your insurance arrangements.