

THE CARE AND PROTECTION OF CHILDREN

**St Ursula's policy, procedures and
recommended good practice for the
prevention of harm to children**

Produced by the Child Protection Group of St Ursula's Church, Berne, Switzerland

A message from the Chaplain and the Child Protection Group of St Ursula's, Berne

This booklet concerns a subject central to our life and ministry as a Church – the care and protection of the children God has entrusted us to nurture. We would naturally take it for granted that a Church is a safe environment and that children and young people will never be at risk from other Christians. Unfortunately, experience has shown that these assumptions cannot be made and that the Church at every level needs to be vigilant and to have appropriate policies and practices in place to ensure as far as possible caring of a very high standard.

The St Ursula's child protection policy, procedures and recommended good practice are to be studied and implemented throughout our Chaplaincy.

This booklet was produced by St Ursula's Child Protection Group in autumn 2002, approved by the Church Council at its meeting held on 5 November 2002 and updated on 2 September 2009.

Introduction

Everybody responsible for work with children and young people in our Chaplaincy should make themselves familiar with the St Ursula's child protection policy, procedures and good practice and implement it as appropriate to their circumstances.

The main purpose in recognising and reporting suspected abuse is not to be punitive but to prevent further harm to that child or to another child. The welfare of the child is the paramount consideration.

St Ursula's child protection group have issued this booklet *The Care and Protection of Children* in line with the Diocesan Child Protection Policy. This booklet sets down how the Church Council will administer and implement the procedures and recommended good practice, which should be used and adhered to throughout the Chaplaincy.

The following groups and activities are the responsibility of the Church Council:

- St Ursula's Church worship
- Crèche during worship on Sundays
- Junior Church
- Confirmation and young people's groups
- Other on/off-site activities organised by St Ursula's
- The booklet also contains recommendations for other groups using the premises.

This booklet is organised into various sections:

Policy

General statements of intent and underlying principles.

Procedures

Administrative routine and other directions which must be followed to comply with a minimum of safe practice.

Recommended good practice

Advice to create a safe environment for children. Whilst this is more flexible, it is also the main way that children are protected and should be followed as closely as possible. Changes to this section should only be made after seeking the advice of the Chaplaincy Child Protection Representative.

Forms

All the forms referred to in the text.

Resources

Lists of names and addresses, reference literature, etc.

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Policy

contains general statements of intent and underlying principles.

The Church of England's commitment to the prevention of abuse

The Church of England recognises the reality of the abuse of children which can sometimes occur within the community of the Church. The Diocese and each parish wish to play their part together with parents, carers, schools and other agencies in the prevention of such abuse.

An abused child is defined as a boy or girl of 17 years of age or under, who has suffered from or is believed to be at significant risk of physical injury, neglect, emotional or sexual abuse. Most abuse of children and young people is committed by someone known to them and trusted by them, either within the family, among their friends, or in the local community.

While there is no single way to prevent opportunities for abuse, various measures can be used to lessen the risk of abuse occurring. These measures make up the Diocesan policy and include:

1. Procedures for both the Diocese and parishes and other church organisations to use following the discovery or disclosure of abuse. There is also advice on recognising the signs of child abuse.
2. Procedures to be followed for the appointment of those holding the Bishop's Licence and for employees and volunteers who have access to children. By careful recruitment the Church seeks to prevent previous abusers from gaining access to children for whom it is responsible. It is recognised that the checking of criminal records is only a minor part of this process.
3. Recommended good practice to be followed by all those working with children and young people in order to decrease opportunities either for abuse, or for adults to put themselves in a position of vulnerability of wrongful accusation or temptation. Good practice also involves the provision of a safe physical environment.
4. It is also important that children and young people are educated about the ways they can protect themselves. This can be provided through training at parish or Diocesan level and can include advice on this area for parents.

Ongoing support and training for those working with children is vital so that workers and volunteers feel confident in what they are doing.

Careful implementation of this policy and clear communication of its elements to the congregation, including parents and children, will play a vital role in the Church's commitment to child protection. It will help to ensure that children in the Church are kept safe from harm from those who might abuse them.

Diocesan Child Protection Policy Statement

We the bishops, clergy and people of the Diocese are committed to the physical, emotional and spiritual well-being of all the children in our care. Many children are involved in the life of the Church, in worship and in various activities, under the guidance of a dedicated group of leaders and helpers. These adults give their time freely and generously so that our children can grow in the faith of Jesus Christ. Both children and adults need a safe and secure environment in which to work.

The Diocese is committed to the implementation of the House of Bishops' Policy Document on Child Protection and the Home Office code of practice, *Safe from Harm* within the context of the Children Act 1989.

The Diocese provides a Child Protection Adviser to advise the Bishop and clergy and to offer advice and training to parishes.

The Diocese is responsible for establishing procedures for responding to allegations of child abuse and for recommending good practice to be followed by all parishes.

The Diocese will offer training on the procedures and good practice to all clergy and to those lay people working with children and young people.

The Diocese will monitor the implementation of the Diocesan Policy, for example through archdeacons' Articles of Enquiry which are completed from time to time by churchwardens.

It is Diocesan policy that no-one who has been convicted or who has accepted a caution for a sexual offence against a child will be permitted to work, in a paid or unpaid position which could bring them into contact with children, nor can they be part of mixed-age activities (for example choir, servers, bell-ringers) run by the church.

A person convicted of or who has accepted a caution for any other offence against a child or for whom there are unresolved serious allegations outstanding will only be allowed to work with children or be part of mixed-age activities with the express agreement of the Bishop and incumbent following consultation with the Diocesan Child Protection Adviser.

A person convicted of or who has accepted a caution for an offence against a child will be subject to an individual agreement defining attendance at worship and other church activities.

St Ursula's Child Protection Policy Statement

ST URSULA'S CHURCH, BERNE

Chaplaincy Child Protection Policy Statement

The following policy was agreed at the Church Council meeting held on 3rd April 2009.

As members of this Council we commit our Chaplaincy to the physical, emotional and spiritual well-being of all children in our care. Many children are involved in the life of the church, in worship and in various activities, under the guidance of a dedicated group of leaders and helpers. These adults give their time freely and generously so that our children can grow in the faith of Jesus Christ. Both children and adults need a safe environment in which to work.

We recognise that our work with children and young people is the responsibility of the whole church community.

We are committed to providing a safe environment in line with the Diocesan child protection policy, procedures and guidelines,

We undertake to select all our workers with care, to support them and train them.

We are committed to supporting parents in their parenting role.

We review our child protection policy annually.

We have appointed

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as our Chaplaincy Child Protection Representative, to have an overview of all the children's and young people's work in the Chaplaincy, implement procedures and guidelines and liaise as necessary with the Diocesan Child Protection Adviser through the Bishop. He can also act as an independent adult for children to talk to.

Signed: Chaplain

..... Churchwarden

..... Churchwarden

This policy supersedes the policy of 31st July 2000.

One copy is for the Chaplaincy records, one copy for the Chaplaincy noticeboard and one copy is for Diocesan Office.

The official copy of this policy, with names, dates and signatures, is displayed on the Church noticeboard in the church hall.

Procedures

are administrative routines and other directions that must be followed.

Chaplaincy Child Protection Representative

The Child Protection Representative is appointed by the Church Council to be responsible under them for implementing the Diocesan policy in the Chaplaincy.

This should be a lay person and ideally be someone who is not already an office holder or responsible for children or youth work in the Chaplaincy so that independence is maintained.

The representative is appointed annually and can remain in the position for a maximum of three years.

The representative is responsible for:

- Implementing the Diocesan Policy.
- Making recommendations required for the particular circumstances of the Chaplaincy and having those agreed by the Church Council.
- Receiving any concerns about children or adults in the Chaplaincy and making sure proper advice is sought and proper referrals made.
- For new appointments, sending and receiving Confidential Declaration forms and taking up references where appropriate.
- Being a member of the interviewing panel for any new appointments to represent child protection concerns.
- Being the link person between the Diocesan Child Protection Adviser and the Chaplaincy.
- Being the named independent person that children are encouraged to talk to.
- Supporting the children's and young people's workers through regular meetings.
- Providing or arranging training in child protection matters for workers and parents.

The Chaplaincy Child Protection Representative should work closely with the Chaplain and should make a report to the Church Council at least once a year.

Recruitment procedure for the Diocese

The Diocesan Bishop will ensure that clergy and lay people who hold the Bishop's Licence or Permission to Officiate are carefully recruited, sign the Confidential Declaration form and are further vetted in accordance with current arrangements. Any information gained from the declaration or vetting procedure that involves possible harm to a child will be discussed with the Diocesan Child Protection Adviser.

Recruitment procedure for St Ursula's

The following categories are covered by this section:

- **Paid local staff** (not Diocesan appointments)
- **Adult volunteers** looking after or responsible for any child or young person not his or her own on a regular, ongoing basis e.g. Junior Church teachers, crèche workers, youth workers.
- **Helpers** who come in close contact with children or young persons not his or her own on a one off basis e.g. helpers at day camps.

The procedure for new appointments is as follows:

- The Chaplain, children or young people's leaders should inform the Child Protection Representative when new helpers are needed.
- Agree what the job or the task is: experience required level of responsibility, time commitment, etc.
- Seek possible workers or helpers. Do not recruit volunteers to work with children until they have been an active member of the congregation for at least 6 months, unless they come with the recommendation of their previous church.
- **All applicants** should receive an introductory letter and a copy of St Ursula's booklet *The Care and Protection of Children* to read. They must complete the pink Registration Form (Form 3) and return it to the group leader. The form should then be signed by the group leader (e.g. Leader of crèche, Junior Church, Youth Group) and forwarded to the Child Protection Officer.
- **All paid staff** must complete a blue Confidential Declaration Form (Form 4) and return it in confidence to the Child Protection Officer.
- **Adult volunteers, working with and having responsibility for children on an ongoing basis**, should also complete the blue Confidential Declaration Form (Form 4) and return it in confidence to the Child Protection Representative.
- One reference must be sought which should comment on the person's suitability to work with children. All forms and letters should be kept securely and retained indefinitely by the Child Protection Representative.
- The group leader will receive from the Child Protection Officer a confirmation of the suitability of the applicant. Until this point the applicant must not be given permission to commence the job or task.
- Successful applicants should be given a personal copy of St Ursula's booklet *The Care and Protection of Children*.
- **Helpers between the ages of 14 and 17** do not need to complete a Confidential Declaration Form but should complete the pink Registration Form (Form 3), agreeing to follow the procedures and recommended good practice. They should never be responsible for a group or crèche. They should always be supervised by an adult.
- **Adults helping on a very occasional or one-off basis** will be asked to complete the pink Registration Form (Form 3). If they become part of a regular rota, a reference should be taken up and the blue Confidential Declaration Form (Form 4) completed.

Hearing a child abuse disclosure

As a church worker you get to know your children and young people very well. They may feel enough trust to be able to tell you about unhappy things that are happening - at home, at school or at church. This is both a privilege and a responsibility.

Remember that the child may want the abuse to stop but still love the abuser. The child may think that you are able to stop the abuse without anything else happening.

If a child asks to tell you something in confidence ALWAYS tell them that it will depend on the circumstances. You may have to tell someone else if they are being harmed.

If it is possible, try to have another adult present while the child speaks, but do not prevent the child from speaking if this is not a possibility.

- Maintain eye contact.
- Allow the child to talk, and don't press for information.
- Tell the child that they are not to blame for anything that has happened.
- Reassure the child that they were right to tell.
- Let the child know that you will have to tell other people so that the abuse can stop.
- Do not discuss with the child's parents.
- As soon as possible write down carefully what the child has said, how they said it and how they appeared emotionally. Write down what you said, giving as much detail as possible - dates, times, descriptions, verbatim conversation. Distinguish between fact and opinion, what you have seen and what you have been told. This will be needed for confidential chaplaincy records or reports to agencies.

DON'T PANIC

TAKE APPROPRIATE ACTION (see next section)

NEVER DO NOTHING

DO NOT DO THE INVESTIGATING YOURSELF

DON'T DELAY

Action to be taken if abuse is suspected outside the church, e.g. at home

If the child is not in immediate danger or you are not sure whether child abuse is involved, discuss your concerns with the Child Protection Representative, and together decide whether to take further action.

Concerns must be reported to the appropriate local agency. A list of these agencies is available in the Church Office. Investigation is the work of professionals.

Continue to support the child.

Be prepared to have further talks with the professional investigation team, to attend a multi-agency case conference or other planning meeting, convened in accordance with Swiss policies and procedures, at which the parents may be present.

You may also need to seek support for yourself.

Confidentiality

The highest level of confidentiality should be maintained at all times in relationships with both adults and children. There are certain circumstances, for instance, if a child is suffering or is likely to suffer harm, when other people will need to be told so that the child can be protected.

If an allegation has been made against someone, it is very important that as few people as possible know whilst the allegation is being investigated. This protects both accuser and accused.

Action to be taken if abuse is suspected within the church

If the suspected abuse is by any member of the chaplaincy, inform the Child Protection Representative who will take the necessary action.

Any allegation of abuse against a church worker, clerical or lay, or any relevant incident in any way to do with the life of the chaplaincy or church organisation, should be immediately referred by the Child Protection Representative to the Bishop or his suffragan who will consult the Diocesan Child Protection Adviser and agree a written plan of action.

Remember: delay can prevent a proper investigation from being carried out

FEAR OF SCANDAL IS NO REASON FOR SILENCE

Inappropriate behaviour by children towards adults

Children or young people can sometimes make suggestive approaches to an adult. They may have a crush or they may act inappropriately following previous abusive experiences. The behaviour may be a "cry for help". Sometimes inappropriate physical contact can happen accidentally.

Should anything of this nature occur:

- tell the young person that their language or behaviour is inappropriate.
- report the incident to the Child Protection Representative with a written record of what was said and done; note the date, time and place and the names of any other adults present. This is a necessary safeguard if later accusations or enquiries are made. Report forms are available for this purpose (see form 9).

Procedure to be followed after investigation of serious allegations or convictions

People who have been convicted of or who have admitted a sexual offence against a child or who have unresolved serious allegations of sexual abuse will not be able to:

- hold a post involving contact with children.
- become a volunteer in any church activity involving children or young people.
- be involved in any mixed-age church activity.

Other convictions or serious unresolved allegations against children will need to be carefully assessed by the Diocesan Child Protection Adviser and any other relevant expert and a decision made by the Bishop and Chaplain as to whether a person may have contact with children. An agreement will be made with the person concerned.

Former sexual offenders within the congregation

The Church is a place for all who fall short and sin, for the vulnerable and for those in need. Abusers are people in desperate need of help. Whenever help and support is offered to an ex-offender the protection of the children in the church must come first.

Should the Chaplain discover that there is a person convicted of sexual abuse against a child within the congregation he/she must inform the Diocesan Child Protection Adviser immediately.

Procedures for outside groups using church premises

Although other groups and functions that involve children on church premises are not the Council's responsibility, there is a duty to care which means informing outside groups of the procedures that they should follow.

The following clause will be incorporated into the booking form for church premises both for one-off and for regular bookings:

“You are required to ensure that children are protected at all times, by taking all reasonable steps to prevent the occurrence of any injury, loss, damage or harm. You have received a copy of the section ‘Recommended Good Practice’ taken from St Ursula’s booklet *The Care and Protection of Children*, which we recommend that you implement.”

Procedures for preventing unauthorised access to Junior Church / Crèche

Do not allow access to children by unauthorised adults. Visitors should be accompanied by a known person.

In practice this means that:

- a) The outside doors should be locked at the start of the Junior Church session to prevent unauthorised access. Latecomers ring the doorbell. In case of fire, turning the catch easily opens the doors. There is also an exit into the church. And from downstairs there is a direct fire escape to the road.
- b) The attendance register must include not only the names of all children, but also of all adults present.

Strangers

Unfamiliar people in the Junior Church/Crèche areas are generally new parents checking us out or sitting in with their children – but don't assume this to be the case. **Greet any people you do not know and find out why they are there.** Make sure that they have a good reason for being in a Junior Church/Crèche area and enter their names in the attendance register. Be firm but friendly!

If an unauthorised stranger appears and refuses to leave:

- Inform a churchwarden, council member or member of clergy. This ensures that the person in question is always approached by someone in authority.
- The churchwarden/council/clergy member will invite the person in question to join the worship in the church and will accompany him/her into the church.
- Should the intruder persist in returning to the Junior Church/Crèche areas, he/she will be asked to leave (again by someone in authority).
- If the intruder becomes threatening or offensive, do not argue; simply inform him/her that the police will be called if he/she does not leave at once. If necessary, call the police (emergency telephone number 117 – telephone in the church hall or office).

This procedure is displayed for easy reference on the noticeboard in both halls.

Recommended good practice

contains advice for creating a safe environment for children. It is recommended that this is followed as closely as possible.

Support and training

Children and young people are best protected when the people who are working with them do not feel isolated. The Church Council should make sure that workers have the opportunity to meet together regularly with the Chaplaincy Child Protection Representative. An atmosphere should be encouraged where people can discuss any concerns and receive support and be helped to review their work.

Leaders should be encouraged to observe helpers in action.

The Church Council should encourage workers and clergy to attend suitable training. Training may be offered by the Chaplaincy or by the Archdeaconry.

The Diocesan Child Protection Adviser provides training for clergy, Church Councils, Parish Child Protection Representatives and parish volunteers. Contact the Adviser for details.

First aid training should be made available to group leaders.

Code of Behaviour

All clergy, paid employees and volunteers should:

- Treat all children and young people with the respect and dignity befitting their age.
- Watch their own language, tone of voice and body language.
- Learn to control and discipline children without physical punishment.
- Ensure that another adult is informed if a worker needs to take a child to the toilet, wash a child or give first aid.
- Ensure that each group includes a female helper.

Clergy, paid employees and volunteers should not:

- Invade a child's privacy whilst washing or toileting.
- Touch inappropriately or obtrusively.
- Play rough physical or sexually provocative games.
- Be sexually suggestive about or to a child or young person, even in fun.
- Scapegoat, ridicule or reject a child or young person.
- Show favouritism to any one child, young person or group.
- Allow a child or young person to involve the worker in excessive attention-seeking that is overtly physical or sexual in nature.
- Give lifts to children or young people on their own. If this is unavoidable, ask the child or young person to sit in the back of the vehicle.
- Share sleeping accommodation with young people.
- Invite a young person to the worker's home alone.
- Permit abusive peer activities e.g. ridiculing, bullying.
- Allow unknown adults access to children (see yellow sheet on noticeboard). Visitors should be accompanied by a known person.

General health and safety

No smoking is permitted in the church or church halls.

There is one fire extinguisher in the passageway outside the church (entrance from hall) and one upstairs outside the office. Teachers should familiarise themselves with the whereabouts of the extinguishers and their use.

Fire exits are clearly marked.

Those supervising children and young people in their care must not be under the influence of alcohol or drugs. If you are taking prescribed medicines that could impair your ability to be in charge of children, please withdraw from the rota for the appropriate period.

There is a first aid kit on the wall outside the toilet area. Please record all accidents and treatment in the book provided, and inform the child's parents.

Children with infectious illnesses should not attend your group.

Children should not leave the premises unsupervised except with the parents' express permission.

Parents should supervise their children before and after Junior Church, especially ensuring that they do not leave the church grounds.

Guidelines for Junior Church workers

Each teacher and helper in Junior Church will receive a copy of this booklet (*The Care and Protection of Children*). Each volunteer working with children will be requested to sign a Confidential Declaration (Form 4), having read this document.

Junior Church Registration

Parents/guardians will be required to sign a registration form for each child who is a member of Junior Church (Form 5). Teachers will be responsible for registering all new children joining their group. The forms will be kept in a safe place and archived in the church office. Teachers should be aware of any allergies/illnesses/special circumstances recorded for children in their group, and of the need to keep these forms up to date (change of address/illness, etc.).

An attendance register will be kept for the children in each group; the name of the teacher will be noted each Sunday, together with the names of any adults also present (parents, helpers, young people, etc.). The current forms are kept in the Junior Church cupboard and old ones are archived in the office.

Staffing levels for Junior Church

There should be two people providing supervision per room when instruction is taking place.

At no time should a teacher or helper be alone with one child or young person.

Guidelines for Crèche workers

Each crèche worker will receive a copy of this booklet (*The Care and Protection of Children*).

Each crèche worker will be requested to sign a Confidential Declaration (Form 4).

Crèche Registration

Parents/guardians will be requested to sign a registration form for each child who is left regularly in the crèche (Form 5). Crèche workers will be responsible for registering all new children being left on a regular basis (not visitors for one Sunday only - just sign the log book for the week). These forms will be kept together with the forms from Junior Church, and workers should be aware of any allergies/illnesses/special circumstances recorded for children in their group.

A logbook will be kept of children being left in the crèche each week; names of the helpers and any other adults present will also be noted. Notes on any unusual events e.g. inappropriate touching or language should not be made in the log book, but on separate report forms available for this purpose (Form 9). Crèche workers must ensure that each child is collected by its parents or by someone notified to them by the parents.

Parents leaving children in the crèche should be given a copy of the notes for parents (Form 1, *Crèche information for parents*).

Crèche staffing levels

There should be at least two crèche workers each week. The ratio of children to carers should not exceed **3:1**. If there are more than six children, a parent should be asked to stay with the child.

Guidelines for Youth Group Workers

Each Youth Group leader and helper will receive a copy of this booklet (*The Care and Protection of Children*). Each volunteer working with young people will be requested to sign a Confidential Declaration (Form 4), having read this document.

Youth Group Registration

Parents/guardians will be required to sign a registration form for each young person (under 18) who is a member of the Youth Group (Form 6). Leaders will be responsible for registering all new young people joining their group. The forms will be kept in a safe place and archived in the church office. Leaders should be aware of any allergies/illnesses/special circumstances recorded for the young people in their group, and of the need to keep these forms up to date (change of address/illness, etc.).

Note: it may be useful to collect this information for all members of the group, even those aged 18 and over, but this is not part of this guideline.

An attendance register will be kept for the young people in the group; the names of all adults present will also be recorded.

Staffing levels for Youth Groups

There should be two adults present whenever the youth group meets.

At no time should a leader or helper be alone with one young person.

Guidelines for transporting children by private car

Children and young people should not be taken out with transport without the prior consent of the parents.

All those who drive children on church-organised activities should be over 25 and should have held a full driving licence for over two years.

All cars that carry children should be appropriately insured. The insured person should make sure that their insurance covers the giving of lifts during church activities.

All cars that carry children should be clean and in a roadworthy condition.

All children must use a suitable seat belt or appropriate child seat, in accordance with prevailing Swiss legal requirements. If there is no suitable seat belt or child seat, children should not be transported.

At no time should the number of children in a car exceed the statutory passenger number.

If a child is known to have a disability or special need, consideration should be given whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him or her.

In an emergency situation it may be necessary for a driver to transport a lone child. In such a case the child must sit in the back of the car.

To ensure that these guidelines are adhered to, it would be appropriate to obtain a signed undertaking, covering the above issues, from those people who are prepared to transport children in their cars.

Outings and trips

Parents should sign a consent form before children or young people are taken off-site for planned activities. A tear-off reply slip (see example in form 7) should be included with each letter about forthcoming events and parents/guardians required to sign and return this to the organiser of the outing.

A more detailed consent form (see form 8) will be used where appropriate e.g. camps/retreats/weekends.

The organiser of each outing is responsible for taking a basic first aid kit; an adult member of the party should have a working knowledge of first aid.

Try and ensure that someone in the party has a mobile phone.

Spontaneous outings: at least two adults must accompany any class leaving the church premises during lessons on Sundays – even if the duration of the outing is short.

Insurance

Parents are responsible for ensuring that their children have adequate health, accident and third party insurance cover. The Chaplaincy carries no insurance for activities planned to take place away from church premises.

Forms

This section contains various forms that can be copied (without the title!) and handed out for completion. Alternatively, they can be used as a guide for producing a form for a particular event or situation.

Form 1 : Crèche information for parents

To ensure a safe environment for your child, you are kindly asked to do the following:

- Please advise the crèche carers of any special needs your child may have (bottle, drink, snack, etc.).
- Please note that nappies/diapers are only changed by the crèche worker with the express permission of the parents.
- Please collect your child **immediately after the service**.
- If you collect your child before the end of the service, please inform one of the crèche carers.
- If you will not be collecting your child yourself please tell the crèche carers who will be doing so.
- If you are regularly going to leave your child in crèche please complete a registration form.
- Children over the age of three are encouraged to join the appropriate Junior Church class.

Thank you.

Form 2 : Introductory letter to the registration/declaration form

Protection of children and young people

Dear

Thank you for volunteering to work with our young people.

The Church takes its responsibilities for the care and protection of children very seriously. We believe that we should provide our children with the highest standard of care and that the experience of growing up within the church community should be enriching. You have agreed to take part in this nurture which is a responsible but very fulfilling job.

To ensure that our children are looked after as well as possible and that you are not put in a vulnerable position, we have drawn up procedures and recommended good practice to be followed. You will be aware that the work for which you have volunteered or are currently doing gives opportunities for unsupervised contact with children and/or young people under the age of eighteen years. You are asked to read the St Ursula's policy on Child Protection (which is based on the Diocesan guidelines) and to complete the enclosed registration form.

If you are involved in regular, ongoing work with children or young people, you are also required to complete the confidential declaration form (enclosed, if required). This form will be treated as strictly confidential and no information in it will be disclosed except where there is a legal duty to do so.

You are also asked to give us the name of at least one referee who can comment on your abilities with children or young people.

If you have any questions please contact the Child Protection Representative or a member of the Child Protection Group.

Completed forms should be returned to the Child Protection Representative in the envelope provided.

Yours sincerely,

St Ursula's Child Protection Representative

Form 3 : Registration form for all volunteers working with children and young people

(This form will be held in open chaplaincy records)

Name

Date and Place of Birth

Address

.....

Any previous address in the last 3 years

.....

.....

Any previous church in the last 3 years

.....

Telephone numbers (if we may use them):

Home..... Work Other

Email address (if we may use it)

Group with which you hope to work

I agree to complete a Confidential Declaration form if required and for further vetting to be done if thought appropriate.

Signature of applicant Date

Please return this form to your group leader for further processing.

Signature of group leader..... Date

If it is foreseen that the applicant will be involved in regular, ongoing work with children or young people, please hand them a confidential declaration form (Form 4) to complete.

Group Leader: after signing this registration form, please forward it to:

The Child Protection Representative
St Ursula's Church
Postfach
3000 Bern 6

Further information can be obtained from the Child Protection Representative or from the person responsible for the area in which you will work.

3) Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

Yes

No

If yes, please give full details.

4) Do you suffer from any health problem(s), which might affect your work with children or young people under the age of eighteen?

Yes

No

If yes, please give full details.

5) Have you, since the age of eighteen, ever been known by any name other than the one(s) given above?

Yes

No

If yes, please give full details.

I have seen and read the booklet *The Care and Protection of Children*. I will follow the policy, procedures and recommended good practice contained therein to the best of my ability and will always endeavour to treat children and young people with respect.

I will accept training in children's or young people's work and child protection when offered.

I will discuss any concerns about children or adults with the Chaplaincy Child Protection Representative.

If at any time I do not feel able to comply with the Chaplaincy policy on Child Protection I will withdraw from children's / youth work in the Chaplaincy.

I declare that the above information (and that on the attached sheets) is accurate and complete to the best of my knowledge.

Signed Date

Please return this form to:

The Child Protection Representative
St Ursula's Church
Postfach
3000 Bern 6

If you have any questions about completing this form please contact St Ursula's Child Protection Representative.

Form 5 : Registration Form for Junior Church/Crèche Child

St Ursula's Junior Church Registration Form

Child's Details

Name:

Address:

.....

Date of Birth: Gender: M F

Mother Tongue: Other Languages:

School:

Parent or legal guardian 1

Name

Address:
(only if different from that of the child)

Telephone numbers: (home)..... (work)

(other e.g. mobile phone and or e-mail).....

Parent or legal guardian 2 (or other contact person)

Name

Address:
(only if different from that of the child)

Telephone numbers: (home)..... (work)(other).....

E-mail

Whilst your child is in our care it would be helpful for us to know whether he/she suffers from any allergies, is on any particular medication or whether there is anything else you would consider important for us to know:

(Please write any information in the space below. Continue on the back of the form, if necessary)

Signed: Parent/Guardian

Date:

Please return this form to:

The Leader of the Junior Church
St Ursula's Church
Postfach
3000 Bern 6

Form 6 : Registration Form for Youth Group Member

St Ursula's Youth Group Registration Form

Young Person's Details

Name:

Address:

.....

Telephone numbers: (home).....(other).....

Date of Birth: Gender: M F

Mother Tongue: Other Languages:

School or Place of Work:

Parent or legal guardian 1 (or other contact person):

(For a young person under 18, the parent or guardian's name must be given here)

Name

Address:
(only if different from that of the young person)

Telephone numbers: (home)..... (work)(other).....

2nd emergency contact person:

Name

Address:

Telephone numbers: (home)..... (work)(other).....

While this young person is in our group it would be helpful for us to know whether he/she suffers from any allergies, is on any particular medication or whether there is anything else you would consider important for us to know:

(Please write any information in the space below. Continue on the back of the form, if necessary)

Signed: Date:

And I am the parent / guardian of this young person.

(Please delete as appropriate. Note: forms for young people under 18 **must** be signed by their parent or guardian)

Form 7 : Example of tear-off reply slip

-✂- - - - -

Name.....

Yes, I would like to come on the outing to on.....

Sorry I can't come

Signature of parent/guardian Date.....

Please detach and return to

Form 8 : Permission form for camps, retreats, weekends, etc.

Child's Details

Name of child

Address of child

Date of Birth: Gender: M F

Mother Tongue: Other Languages:

Event Details

Activity / Event

Location

Leader

Departure date/time Return date/time

Contact Details

Parent's or guardian's name and contact details during the event
(Please give telephone numbers (including mobile number, if available))

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

If not available please contact

.....
.....

Consent

I give consent to my child taking part in this event as detailed above.

I agree to any emergency medical treatment to be given as considered necessary by the medical authorities if I cannot be contacted and authorise the leader in charge to sign any document required by hospital and other authorities. I understand that it is my responsibility to ensure that my child has adequate Swiss health and accident insurance cover.

I, the undersigned, am the parent or legal guardian of the aforementioned child.

Signed Place & Date.....

Please also complete the back of this form.

Continued

Medical Information

Health Insurance

Name, address and telephone number of the child's doctor

.....
.....

The following questions relate to the child attending the event. Please delete as appropriate and, where necessary, provide full details (on a separate sheet, if needed)

Does he/she suffer from any ongoing or recurring illness?
yes/no

.....

Has he/she had any contagious illness or direct contact with
any contagious illness within the last four weeks? yes/no

.....

Does he/she take regular medication?
yes/no
(If yes, please ensure an adequate supply, with details of dosage)

.....

Does he/she have any known allergies, phobias or disabilities? yes/no
(Please include allergies to all types of medication)

.....

.....

Has he/she been immunised against tetanus within the last 10 years? yes/no
Does he/she have any special dietary requirements?
yes/no

.....

.....

In the event of medication (e.g. paracetamol, cough mixture, antacid) being required,
please state which you will not permit to be given:

.....

Is there any other information you think the organisers should know?

.....

.....

Form 9 : Incident Report Form

To be used for incidents in Crèche, Junior Church, Youth Group or any other situation.

Name of child:

Age:

Class/Group:

Name of teacher/helper:

Place:

Date:

Time:

Other adults present:

Brief description of incident:

Signature of teacher/helper:

Date:

*Form to be given to the Child Protection
Representative.*

Signature of Child Protection Representative:

Date:

Form 10 : Proforma letter for referees

St Ursula's Church
Postfach
3000 Bern 6

Date

Dear

St Ursula's Junior Church, Youth Group and Crèche

I am writing to you in connection with our Junior Church, Youth Group or Crèche. Children of our church families are cared for every Sunday in our Junior Church and Crèche. Young people meet in the Youth Group at various times. We are very aware of our responsibility for the spiritual and also the physical welfare of these children and have a child protection policy which follows the policy and guidelines prescribed by the Diocese in Europe of which our church is a member.

In accordance with this policy every Junior Church, Youth Group and Crèche worker must give us the name of referees who can comment on his/her abilities with children or young people. If the person has not previously worked with children, the referee is asked to provide a character reference.

..... has given us your name as a referee. I would be most grateful if you could complete the enclosed questionnaire and return it to me in the envelope provided. Any information given will be treated in confidence.

Thank you very much for your help.

Yours sincerely

St Ursula's Child Protection Representative

Form 11 : Reference questionnaire

Private and confidential

Name of volunteer

What is your relationship to the volunteer?
(e.g. *Relative, Friend, Employer (please specify)*)

.....

How long have you known the volunteer?

Is the volunteer suitable to work with children and young people?

From your own knowledge and experience of the volunteer please comment on his/her honesty and reliability, health, experience of working with children/young people and attitude to children/young people.

.....

.....

.....

.....

.....

Do you know of any reason why it would be unwise to ask the volunteer to work with children or young people?

.....

.....

Do you have any other comments to make about the volunteer?

.....

.....

.....

.....

.....

Signed Date

Resources

Lists of names and addresses, reference literature, etc.

St Ursula's Child Protection

Chaplain

Ven Peter Potter
St Ursula's Church, Postfach, 3000 Bern 6
Telephone (office): 031 352 8567; email: berne@anglican.ch

Child Protection Representative for 2009

Shelagh Brawand, Beundeweg 8, 3033 Wohlen bei Berne
Telephone: 031 829 15 57, email: mbrawand@bluewin.ch

Child Protection Group

The following people are members of this group in 2009:

- Shelagh Brawand 031 829 15 57
- Tina Lutz tina@stursula.ch
- Allison Masciadri 031 829 1869
- Brian Morgan 031 971 6681
- Maxine Wildhaber Maxine.wildhaber@cultuzz.com or 076 349 40 42

If you have any questions about this booklet, please contact one of these people.

Diocesan Child Protection

Diocesan Child Protection Adviser

Mr Christopher Lees
Springdale, Button Bridge Lane
Kinlet, Nr. Bewdley
GB-England DY12 3DL
childprotection@stalbans.anglican.org

For routine Child Protection information:

Ms Jeanne French, Asst. Diocesan Secretary
c/o The Diocesan Office
14 Tufton Street
London SW1P 3QZ

Contact Telephone Numbers in Berne

'Fil Rouge' Advice Centre 031 633 71 48 This organization is available for people who work with children and who may suspect child abuse.

The following telephone numbers are available for children and young people in crisis situations:

Kinderaufnahmegruppe Schlossmatt (**KINOSH**)
(Children's Support and Shelter) 031 381 7781 for children aged 6 to 13

Notaufnahmegruppe (**NAG**)
(Emergency Admission Service) 031 351 7989 for young people aged 14 to 20

Sorgentelefon (Pro Juventute)
(Telephone Counselling and Referral Service for Children) 147

These numbers are published in the weekly Berne "Anzeiger".

Available Literature

The Diocesan Child Protection Policy and Procedures is to be found in the Diocesan Handbook, a copy of which is in the Church Office or can be obtained from the Child Protection Representative.

A video about Child Protection is also available from the Child Protection Representative.

Other Publications

House of Bishops' Policy on Child Protection (1999)

Available from Church House Bookshop, 31 Great Smith Street, London SW1P 3BN

Safe from Harm – A Code of Practice

Available from the Publication Unit, The Home Office, 50 Queen Anne's Gate, London SW1H 9AT

Bass, Ellen & Davis, Laura. *The Courage to Heal: A Guide for Women Survivors of Child Sexual Abuse*. Hutchinson Children's Books, 1992

Cashman, Hilary. *Christianity and Child Sexual Abuse*. SPCK, 1993.

Elliott, Michelle. *Feeling Happy, Feeling Safe*. Hodder Children.

Elliott, Michelle. *Keeping Safe: a practical guide*. Hodder.

Hall, Liz & Lloyd, Siobhan. *Surviving Child Sexual Abuse: a Handbook for Helping Women Challenge their Past*. Routledge Falmer, 1993.

Newman, Rebecca. *Releasing the Scream* (an autobiography).

Parkinson, Patrick. *Child Sexual Abuse and the Churches*. Hodder and Stoughton.

Rouf, Khadj. *Mousie*. The Children's Society, 1989.

A book for children who may have secrets they have been afraid to tell.

Taking Care – a training pack for churches. National Children's Bureau.

Kidscape – material on bullying and helping children protect themselves.
152 Buckingham Palace Road, London, SW1W 9TR

Kaleidoscope and Spectrum, interdenominational training schemes for children and young people.