



Parish Church of St Matthew

Registered Charity No. 1132508

Chichester Road, Croydon CR0 5NQ

Telephone: 020 8681 3147

Email: churchadmin@stmatthew.org.uk

Web site: www.stmatthew.org.uk

Child Protection Policy - For the Protection of Children & Vulnerable Adults

Introduction

This policy statement sets out the means by which St Matthew's Church will ensure that every precaution is taken to protect children and vulnerable adults in our care or receiving services provided by us. It is based on the Children Act, Home Office 'Safe from Harm' Guidelines and the House of Bishops Recommendations.

Aims

Our aims are to promote good practice in the protection of children and vulnerable adults and to protect those, who on either a paid or voluntary basis work with them on behalf of or in the name of St Matthew's Church.

Principles

- Children and vulnerable people will be protected
- The welfare of the child is paramount
- All allegations of abuse will be taken seriously
- We will collaborate with statutory and voluntary agencies
- Volunteers will be trained and supported
- Declarations of offences will be sought from all volunteers and paid staff with regular direct contact with children or vulnerable adults

Definitions

Children are defined as children and young people aged under 18 years. Vulnerable adults may be regarded as those who are elderly and frail (especially if they live alone), have learning difficulties, have mental health problems or in other ways, in the judgement of the incumbent, appear less than fully self-sufficient.

Procedures

Appointment of Child Protection Representative

The PCC will appoint a Child Protection representative. This person will work alongside the incumbent to ensure that the Guidelines produced by the Diocese of Southwark in relation to child protection are adhered to. Details of this role are set out in 'Supplementary Guidelines for Implementing Parish Child Protection Policy'.

The Child Protection Representative will:

- Provide Offences Disclosure and CRB forms to each volunteer referred to her/him
- Check the evidence of address/identity provided by that volunteer
- Send the form to the Diocesan Child protection Representative
- Receive back from the CRB the outcome of the check
- In conjunction with incumbent and taking the advice of the Diocesan Child Protection Representative decide on an appropriate course of action in the event of a positive disclosure



Parish Church of St Matthew

Registered Charity No. 1132508

Chichester Road, Croydon CR0 5NQ

Telephone: 020 8681 3147

Email: churchadmin@stmatthew.org.uk

Web site: www.stmatthew.org.uk

- Keep a record of the dates of CRB checks of all volunteers and ensure that they are updated three to five yearly

The PCC must assure itself that there is a place where records can be stored securely and confidentially. Retention of Offences Declaration forms must be indefinite and the incumbent will be responsible for their long term storage.

Action if an Allegation of Abuse is made or an Adult Working with a Child is concerned About Possible Abuse

A child should always be taken seriously. The adult should consult the leader of the activity and then the Child Protection Representative or the incumbent. The adult should not 'investigate' or contact Social Services directly except in an emergency. The Diocesan Child Protection Co-ordinator is available for consultation where appropriate.

The Role of Diocese of Southwark

The Diocese will act as Umbrella Body registered with the Criminal Records Bureau In the name of the South London Church Fund and Southwark Diocesan Board of Finance, through which parishes and associated organisations may apply for CRB checks for volunteers. As such the PCC is required to sign up to the attached 'Policy Statement Regarding Recruitment, Disclosures and the Security of Disclosure Information'.

Training

Child Protection training for volunteers involved in Young Church, Junior Choir, Crèche, Youth Club etc will be arranged on a three year rolling programme. Records of attendance will be kept by the Child Protection Representative or Group Leader.

Insurance

St Matthew's Church is covered for Public Liability Insurance with the Ecclesiastical Insurance Company. The observance of 'reasonable care' is a standard insurance condition. The policy holder has a duty to adopt 'best practice'. The Ecclesiastical Insurance Company considers the implementation of the Church of England Policy essential for the maintenance of public liability insurance in the field of child abuse.

Church Premises

The Incumbent will ensure that the Guidance on child protection policy in relation to groups who hire the church hall is implemented. (Supplementary Guidelines on Implementing Child Protection Policy).

Volunteers

The Parish of St Matthew's Church thrives on the tireless work of volunteers supporting and enhancing that of the clergy in all aspects our mission, both internally and in relation to outreach work. It is considered that interviewing all volunteers would place an unacceptable burden on those organising activities and may stem the flow of willing volunteers. However the parish will undertake a review of all volunteer roles to determine



Parish Church of St Matthew

Registered Charity No. 1132508

Chichester Road, Croydon CR0 5NQ

Telephone: 020 8681 3147

Email: churchadmin@stmatthew.org.uk

Web site: www.stmatthew.org.uk

which roles are considered likely to have substantial direct contact with children or vulnerable adults. The Child Protection Representative will then ensure that the volunteer completes

- An Offences Declaration Form
- A Criminal Records Bureau Disclosure Form

The list of volunteers will be reviewed annually and the forms updated every three years. Diocesan requirements will be followed for paid staff.

Good Practice Guidelines for Children's Activities

At each meeting of children & young people there should be at least two adults present. Where possible the gender of the adults should reflect that of the group i.e. at least one man if there are boys present, at least one woman if there are girls. If a single leader of a group is felt appropriate, several groups may meet in a large room e.g. the hall or in adjoining rooms with an open door between. If a child or young person is interviewed alone there should be a second adult nearby.

No person under the age of 18 years should be left in sole charge of children of any age.

In the case of the crèche there must be at least two adults present even if there is only one infant.

No child or young person should be left unattended at any time.

A register should be kept of children attending each activity. It should include name, address, telephone number, date of birth and next of kin. A record should be kept of attendance at each meeting.

Written permission from parents/carers must be obtained for activities off the premises.

If a child is to be transported in a car or minibus the leader/driver must ensure that they are covered by appropriate insurance and if a minibus is used the person driving is authorised and holds an appropriate licence. Health & Safety Regulations must be followed.

Administration

The leader of each activity will be responsible for ensuring:

- That records and registers are kept and stored confidentially
- That each volunteer associated with that activity is reviewed, in conjunction with the incumbent, to determine whether their role entails substantial direct contact with children or vulnerable adults
- That the child protection representative is informed of all volunteers who require a CRB check
- That direct contact with children or vulnerable adults is avoided until the volunteer has been cleared by the CRB