

Ely Cathedral

Child Protection Policy

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Foreword

Over recent years all who work with children, and those who assume responsibility for the management of this work, have become increasingly aware of the demands upon them to ensure that children are safe whilst in the care of their organisation.

AFTER THE CHILDREN ACT (1989) BECAME LAW, THE CHURCH OF ENGLAND BEGAN TO DEVELOP ITS OWN POLICIES AND PROCEDURES FOR THE PROTECTION OF THE CHILDREN WHO COME INTO ITS CARE DAY BY DAY AND WEEK BY WEEK. IN 1995 THE CHURCH OF ENGLAND'S HOUSE OF BISHOP'S ISSUED ITS FIRST CHILD PROTECTION POLICY. THIS HAS BEEN REVISED TWICE AND THE LATEST EDITION, *PROTECTING ALL GOD'S CHILDREN, THE CHILD PROTECTION POLICY FOR THE CHURCH OF ENGLAND, AUTHORISED BY THE HOUSE OF BISHOPS*, WAS PUBLISHED IN JANUARY 2004. THIS INCLUDES A POLICY STATEMENT FOR THE WHOLE CHURCH.

THE CHILD PROTECTION POLICY STATEMENT OF THE CHURCH OF ENGLAND

The Church of England, in all aspects of its life, is committed to and will champion the protection of children and young people both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle enshrined in the Children Act 1989 that the welfare of the child is paramount. The Church of England will foster and encourage best practice within its community by setting standards for working with children and young people and by supporting parents in the care of their children. It will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and wellbeing of children and young people. It is committed to acting promptly whenever a concern is raised about a child or young person or about the behaviour of an adult, and will work with the appropriate statutory bodies when an investigation into child abuse is necessary.

At Ely Cathedral we need to know that all the children in our midst, from visitors who drop in once on a weekday, to choristers who are here most days, are safe. We want the Cathedral to be a place where children thrive.

This policy has been drawn up by Mrs Gill Ambrose, Children's Work Adviser Officer for the Diocese of Ely and Mrs Jan Munt, Cathedral Education Officer, with particular acknowledgements to Leicester Cathedral and to members of the Cathedral community for their support and advice.

It was passed by Cathedral Chapter on 7 October 2004 and both the policy and its application will be reviewed annually.

I commend this policy to the Cathedral community, and the children who come here to your prayers.

Dean of Ely

Introduction

This policy comprises three main sections

- Section 1** sets out how the Chapter will protect under 18s through careful selection and training of those involved in work with U18s.
- Section 2** sets out how the Chapter will protect U 18s through ensuring that good practice is followed in all cathedral activities involving U18s.
- Section 3** sets out how allegations and suspicions of abuse will be managed.

The intention of these sections is not to trap our work with U18s in a rigid cage but to provide a supportive framework to protect both U 18s and workers.

Definition of terms

For the purposes of this document the terms

- **child**
- **young person**
- **under18**
- **U 18**

are used interchangeably to refer to anyone who is under the age of eighteen. If a portion refers to a narrower age range, the policy will identify this.

The terms '**staff**' and '**worker**' are used to mean anyone working on behalf of the cathedral, lay or ordained, paid or voluntary,

When the policy identifies a particular category of worker then that portion of the policy should be read as referring only to that category- e.g. priests hearing confession.

Cathedral Child Protection Officer refers to the person named by the Chapter who coordinates the cathedral's child protection procedures. The role includes

- advising the Dean and the Chapter on matters of Child Protection
- advising workers on matters of Child Protection
- keeping confidential declaration forms safely
- consulting with the Dean if a particular appointment gives cause for concern
- ensuring allegations and suspicions of abuse are managed correctly
- liaison with the diocese

Section 1

STAFFING

recruitment

training

development

1.1 RECRUITMENT AND SELECTION

The Chapter will

- take seriously the need to assess the suitability of all those involved in work with under 18's
- take all steps reasonable and proper to deter abusers from seeking opportunities to abuse in the context of the cathedral's ministry and mission
- regularly review its policy on recruitment and selection of workers
- ensure that all workers have clear job descriptions
- refer all cathedral appointments who would have any potential access to under 18s to the Criminal Records Bureau (CRB) and develop a policy for this referral. In the meantime the following applies

1.1b CLERGY AND ACCREDITED MINISTERS

The Chapter will refer all of these appointments to the Bishops' Office for the CRB Disclosure process

1.1c VOLUNTEERS AND PAID STAFF

The Chapter will ask all potential volunteers and paid staff who would have potential access to under 18s to

- carefully read and consider the job description for the post they have applied
- provide names of two referees (one personal, one about previous work with under 18s)
- provide proof of identity (passport, driving licence, bank card)
- be interviewed for the post by a panel including a person nominated by the Chapter
- complete the C of E's self declaration form as found in Appendix 1
- complete the application form for a Criminal Records Bureau Disclosure

The Chapter will exercise its right under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 to ask all candidates to declare convictions that relate to child protection issues even if they would normally be considered as spent. A list of these convictions is found in Appendix 2. This must be made clear to candidates. The Chapter will not ask candidates to declare other spent convictions.

The Chapter will require the declaration forms to be returned to the Cathedral Child Protection Officer, who will keep them securely and confidentially.

The Chapter will require the Child Protection Officer to refer any appointments that give rise for concern to the Dean

The Chapter accepts that the Dean may consult the Bishop or the Bishop's Representative for Child Protection if there are sufficient grounds for concern

The Chapter requires the Dean to follow the policy in section 3 in the unlikely event of a disclosure of abuse being made in this process.

1.2 TRAINING AND DEVELOPMENT

The Chapter is committed to the development and nurture of all those involved in the cathedral's ministry and mission with children and young people.

The Chapter will ensure that all workers

- have an induction
- have regular supervision
- have a clear job description describing their roles and responsibilities
- are clear about who they are responsible to
- have access to appropriate training including child protection training
- feel valued and appreciated
- have the opportunity to express concerns
- have an initial three month probationary period
- are aware of and have access to the cathedral's child protection policy

Paid staff should have an annual appraisal

Section 2

BEST PRACTICE

Keeping children and workers safe

2.1 PREMISES/HEALTH AND SAFETY

The Chapter will take all reasonable steps to ensure that cathedral premises used for under 18's activities

- are safe, clean and well-maintained and free from hazards
- are regularly inspected for safety of wiring, appliances etc
- are adequately heated to a minimum of 65°F/18°C
- are adequately lit
- do not have free standing fires e.g. calor gas or paraffin
- do not have surface temperatures/hot water exceeding 100°F/43°C
- meet food hygiene standards
- have adequate provision for the storage of free standing equipment
- are free from stacked chairs for activities involving young children
- have an agreed fire drill procedure under appropriate advice from the Fire Service
- have a no smoking policy during sessions
- have a first aid book and first aid kit (including disposable gloves)

The Chapter will ask all departments working with under 18s to ensure that

- care is taken in respect of heating appliances, low level sockets, windows, doors and staircases
- nothing is placed on the top of heaters or fireguards
- matches are made inaccessible to children
- free standing equipment is sited with sufficient space between items to avoid collisions, be stable and secured
- the fire drill is practised at least once a year
- food hygiene standards are observed
- feeding/food preparation areas are kept separate from toilet and nappy changing areas
- disposable gloves are used when dealing with bodily fluids, soiled items, cuts or broken skin
- children under 13 do not leave the premises unsupervised (+13 with parental consent)
- the following guidelines for the size of the room are adhered to

2 years	40 sq ft per child
2 - 3 years	30 sq ft per child
3 years +	25 sq ft per child

2.2 VISITS AND ATTENDANCE AT SERVICES

Under 18s visiting or attending a public service remain the responsibility of their parents/guardians or any adult accompanying them unless their care is expressly taken on by the cathedral, e.g. Sunday School/Crèche.

2.3 INSURANCE

The Chapter will ensure that it has adequate insurance cover for all the cathedral's ministry and mission with under 18s. This will include cover for

- accidents involving under 18s
- accident cover for volunteers and paid staff
- accusations of abuse
- public liability cover for all activities

The Chapter will require each group to check with the Chapter that its activities are covered by the policy.

The Chapter accepts responsibility for the various groups run as part of the cathedral's mission and ministry with under 18s and will approve and minute in detail the names of leaders/helpers, days, times and venues of the group meetings. Any specific activity e.g. Activity Day, Holiday Club, Disco etc. will be formally approved and the details of each event minuted in full.

2.4 FIRST AID

The Chapter will provide

- a First Aid Kit and First Aid book in each of the premises used and also for off site activities
- funding for the initial and continued training of First Aiders for the cathedral groups that work with under 18s.
- guidance to each group on the advisability of administering first aid and medication including
 - a prohibition against medication being given to a person under the age of 18 without the written consent of a parent/guardian
 - the latest best advice on the advisability of any adult other than a parent supplying a child with medication or in the case of an accident, treating the child with water or a sterile dressing
 - a clear assertion that workers are not obliged to administer medication if they are unsure about its administration

The Chapter will require each cathedral group that works with under 18s to organise its activities so that

- at least one qualified first aider is present at each session
- all workers are informed of the location of the first aid book and kit
- the first aid kit is kept out of reach of children
- parental permission to administer first aid is sought prior to sessions commencing
- an accident book is kept and all accidents recorded, together with details of any first aid treatment given and by whom
- in the event of an accident parents are notified immediately
- if materials need replacing from the first aid box the Child Protection Officer is informed
- all group leaders should know the location of the nearest telephone

2.5 MEDICAL RECORDS

The Chapter will require each group to keep adequate accessible medical records.

This requirement includes the use of consent forms (Appendix 1.1) giving

- the child/young person’s name, address and home phone number
- the name and contact details of their parent/guardian
- information about medical conditions such as allergies, asthma, epilepsy etc.
- information as to whether the child/young person knows how to administer their own medication
- whether parental permission to administer basic First Aid has been given
- permission to act in an emergency should the group go off site
- the name of the child/young person’s GP

2.6 ATTENDANCE DETAILS

The Chapter will require each group to keep adequate attendance details

- the name of every child/young person attending a session recorded in a register
- the information from the consent forms should be kept with the register
- details of who will collect the child/ young person and when

2.7 STAFFING LEVELS

The Chapter will strongly recommend to each group that at least two Chapter approved workers are present at each session.

- this is only a minimum and should be adjusted according to the activity, the building , the ability of the children and the guidelines below

Age Group	Staff	Children
0-2 years	1 for every	3
2-3 years	1 for every	4
3-8 years	1 for every	8
8+ years	1 for first followed by 1 for every	8 12

- under 18 year-olds cannot be included in staff ratios
- any mixed group should have at least one female worker
- workers should avoid being alone with a child, if this is unavoidable a colleague should be informed and a record made of the encounter
- if a worker takes a small child to the toilet, they should inform a colleague
- only approved workers, not casual visitors, should accompany children to the toilet

2.8 INVOLVEMENT OF PARENTS/CASUAL VISITORS

The Chapter will encourage parents and others who have an interest in the well-being and nurture of young people to become involved in the cathedral's programme of activities for under 18s.

The Chapter prohibits visitors who are not approved workers from being left in sole charge of a group.

The Chapter will encourage parents or casual visitors who attend regularly to apply to the Chapter to be approved as volunteers.

2.9 OFF SITE ACTIVITIES

The Chapter requires groups to ensure that parental consent forms are completed for events held out of normal meeting times, outings or residential activities

2.10 HOLIDAY CLUBS, PLAY SCHEMES AND ACTIVITY DAYS

The Chapter requires any activity which involves children under 8 years for more than two hours a day and which is held more than six times a year to be registered with OFSTED. The Local Authority needs to know the location, the number and age range of children expected, the number of staff and the hours of opening.

2.11 RESIDENTIAL ACTIVITIES

The Chapter supports the view that residential activities are a valuable way of nurturing under 18s and building community

The Chapter requires that for all residential activities

- there is a planned programme
- there is appropriate staffing - a minimum of two workers, at least one over 21 years (male/female leaders for mixed groups)
- workers must be approved Chapter appointments
- Chapter approval for the trip must be obtained
- parental consent must be obtained
- appropriate insurance cover must be obtained
- the premises used meet the Chapter's health and safety requirements
- copies of the records of the activity and attendees be kept in the Cathedral Centre in case of emergency

2.12 **SPECIALISED/HAZARDOUS ACTIVITIES**

The Chapter requires groups to:

- ensure they have adequate insurance cover
- ensure they (or outside specialists) are appropriately trained and qualified
- ensure they have any equipment needed
- inform parents with full details of activity and obtain their consent
- have a contingency plan in the event of an emergency
- make the group aware of a safety policy

2.13 **USE OF MINIBUSES/CARS**

The Chapter will keep informed with current legislation regarding the use of Minibuses through Eastern Traffic Area Office, Terrington House, 13-15 Hills Road, Cambridge CB2 1NP. This currently includes the following

- minibuses with up to 17 seats including the driver, may be driven by those over 21 years, with a full driving licence prior to 1.1.97, provided that it is not for hire or reward
- those who passed their driving test after 1.1.97 are restricted to a minibus with 9 seats including the driver. The vehicle must not weigh more than 3.5 tonnes
- voluntary and religious groups may make a charge sufficient to cover costs, providing they obtain a permit, currently £7
- all Minibuses (more than 9 seats) carrying children aged three to fifteen years, MUST be fitted with forward facing seats with lap or shoulder seat belts
- driving time is limited to 90 hours in any fourteen days within the UK with a maximum single driving spell of four and a half hours. (Booklet PSV 375) Tel 01652 656161
- roadworthiness of the vehicle is the responsibility of the driver/permit holder who is legally liable for its condition

The Chapter requires all workers intending to transport under 18s in a private car or minibus to ensure that

- at least one additional adult is present to ensure that the children/young people are properly supervised in order to prevent distractions for the driver and also to ensure medical help in an emergency
- persons intending to use their private car for the transportation of under 18s should inform the motor insurers as this may involve an amendment to their policy and may incur a modest extra premium
- parent's permission is obtained before transporting under 18s in a private car
- the vehicle has a current tax, MOT certificate/insurance certificate and is roadworthy

2.14 CONDUCT OF STAFF

2.14a PHYSICAL CONTACT

The Chapter affirms the view that physical contact is an integral part of work with children and young people.

The Chapter will require all workers to maintain an appropriate level of physical contact with under 18s. Workers will be expected to ensure that physical contact is

- kept public. A hug in the context of a group is very different to a hug behind closed doors
- age/situation appropriate and generally initiated by the child rather than the adult
- related to the child's needs, not the adult's
- not sexually stimulating to the adult or the child, or capable of being misconstrued as such
- according to the wishes of the child, except in exceptional circumstance, e.g. when they need medical attention

The Chapter expects workers to take responsibility for monitoring one another in the area of physical contact. They should be free to constructively challenge a colleague if necessary.

2.14b BEHAVIOUR MANAGEMENT

The Chapter prohibits the use of physical punishment or practices which humiliate or frighten children.

- physical restraint/holding is only permissible to prevent personal injury or serious damage to property
- a written record should be kept if physical restraint has been necessary
- in dealing with fights workers should bear in mind
 - the safety of the worker
 - the safety of the rest of the group
 - the safety of those involved in the fights
- exclusion from the group without a member of staff is inappropriate

2.14c ATTITUDES TO YOUNG PEOPLE AND CHILDREN

The Chapter does not accept conduct that

- undermines children/young people's self worth
- undermines children/young people's respect for others
- damages children/young people's confidence
- excludes children/young people from the life of the church
- is or could be misconstrued as being abusive
- involves suggestive remarks or gestures
- is insensitive to issues around culture, ethnicity and religion

Section 3

ABUSE

Allegations and suspicion of abuse

receive

record

report

refer

3.1 STAFF TRAINING AND AWARENESS

The Chapter will provide access to up to date and adequate training and information for workers to cover the following information

- what child abuse is (*Appendix 3*)
- information on perpetrators (*Appendix 3*)
- how the risk of abuse can be minimised in the context of the cathedral's ministry (*Section 2*)
- how indicators of abuse can be recognised (*Appendix 3*)
- receiving (*Section 3.3 and Appendix 4*), recording, (*Section 3.4*) reporting (*Section 3.5*) and referring (*Section 3.8 and Appendix 5*) allegations and suspicions of abuse

Recent advice on these issues is given as appendices. The Chapter will ensure that this information is updated as and when necessary.

3.2 ALLEGATIONS OF ABUSE RECEIVE, RECORD, REPORT, REFER

The Chapter recognises the great strain placed on workers who receive, record, report, and refer allegations of abuse. It will therefore provide access to

- adequate training and advice for workers on receiving, recording, reporting and referring allegations of abuse
- pastoral care for workers who receive, record and report allegations of abuse

3.3 RECEIVING ALLEGATIONS OF ABUSE

The Chapter recognises that workers who receive allegations of abuse may find this to be a very distressing experience. The Chapter will provide all workers with advice and guidance on receiving allegations. See Appendix 4

The Chapter will require workers to listen to allegations of abuse sensitively and non-judgementally.

The Chapter prohibits workers from offering absolute confidentiality outside of the sacramental seal of confession. This is because of the duty to report abuse. This should be made clear by the worker in an age appropriate manner.

3.4 RECORDING ALLEGATIONS OF ABUSE

The Chapter will require all workers to keep detailed records following an allegation of abuse. These records should be

- an accurate account of the allegations
- an accurate account of decisions made and action taken in response to allegations, including conversations, correspondence and other papers
- dated
- given to the Cathedral Child Protection Officer to be kept indefinitely and made available to the police should the case come to trial or further allegations be made

3.5 REPORTING ALLEGATIONS OF ABUSE

The Chapter will require workers to maintain strict confidentiality with the following exceptions:

3.5a FROM UNDER 18S

The Chapter will require workers to immediately report allegations of abuse made by under 18s to

- the Cathedral Child Protection Officer or the member of Chapter in residence if the Cathedral Child Protection Officer is not available.
- the Child Protection Unit of social services or the police
- the Bishop's representative if the allegation is against any person, lay or ordained, working for the church in a paid or voluntary capacity

In the case of a child/young person requiring immediate medical treatment, the Chapter will require workers to

- refer to the Accident and Emergency (A&E) Department at Addenbrooke's Hospital
- inform the A&E staff if there are indicators that may relate to abuse. They will initiate any child protection investigation
- inform the parents or carers that their child has been taken for immediate medical treatment
- inform the group leader
- inform the Cathedral Child Protection Officer
- keep notes of the events, including anything that was said and what action was taken
- maintain confidentiality

3.5b FROM PARENTS/CARERS

The Chapter will require workers to ensure that allegations of abuse made by parents/carers are reported to the above agencies either by

- the parents/carers themselves
- the worker if they cannot encourage the parents/carers to do so

In either case, the allegation must be reported, irrespective of the parents'/carers' wishes

3.5.c FROM ADULTS

There is no automatic legal obligation to report allegations from adult survivors to the police or social services. This decision is for the adult to make her/himself.

However, if children are potentially still at risk from the alleged perpetrator advice should be sought from social services or the police. The Bishop's Representative would be able to advise.

The Chapter will require workers who receive an allegation of past abuse from an adult survivor to report this to

- the Bishop's Representative
- the Cathedral Child Protection Officer

3.5.d FROM ABUSERS

The Chapter will require workers who receive an admission of abuse outside the sacramental seal of confession from a person who may still harm children to report this to

- the Child Protection Unit of social services or the police
- the Cathedral Child Protection Officer
- the Bishop and the Bishop's representative if the person, lay or ordained, is working for the church in a paid or voluntary capacity

3.6 REPORTING ABUSE DISCLOSED IN SACRAMENTAL CONFESSION

The Chapter supports the view that where the seal of sacramental confession is clearly offered it should remain absolute.

The Chapter will require priests to make it clear whether or not a conversation is taking place in the formal context of sacramental confession.

If in the context of Sacramental confession a person discloses abuse, the Chapter will require the priest to

- urge the person making the confession to report the abuse to the agencies named above if children may still be at risk
- withhold absolution if the person concerned is the abuser until the person has reported the abuse
- if the person is the victim of the abuse to make it clear that they are not culpable and so absolution is not appropriate. In such a case an alternative way of marking the desire for healing could be discussed

3.7 MEDIA INTEREST IN ABUSE

The Chapter recognises that the media have an intense interest in reporting stories about abuse, especially if there is church involvement. If an allegation of abuse involves the cathedral in any way the Dean (notified by the Cathedral Child Protection Officer, will liaise with the Diocesan Communications Adviser for advice and guidance.

3.8 REFERRING ABUSE

The Chapter recognises that those who are affected by abuse will need help and support to come to terms with what has happened and find ways of breaking the cycle of abuse.

The Chapter will encourage workers who receive, record, and report allegations of abuse to make appropriate referrals to agencies who can help those concerned.

The Chapter will keep an up to date list of what agencies are available and what support they can offer (*Appendix 5*).

The Chapter will require workers to

- seek consent before making such referrals
- encourage the person to make the referral themselves
- avoid offering support they themselves cannot offer

3.8 SUSPICIONS OF ABUSE

The Chapter recognises that workers may from time to time suspect that abuse may be taking place

The Chapter will provide all workers with information concerning the nature of abuse and the signs and indicators of abuse (*Appendix 3*)

The Chapter will require workers to avoid gossip and speculation regarding suspicions of abuse

The Chapter will require workers to keep a record of concerns that they might have, in accordance with the policy on recording allegations of abuse above

The Chapter will require workers to who have concerns, based on a range of indicators, to seek advice, in consultation with the Child Protection Officer, from either

Ely Cathedral Child Protection Policy

- The Bishop's Representative
- The Cathedral Child Protection Officer
- Social Services
- The Police
- The NSPCC
- A GP

Appendices

Appendix I

I.1

DECLARATION FORMS

From: The Dean of Ely,
The Chapter House,
The College, Ely, Cambs.
CB7 4DL

PROTECTION OF CHILDREN AND YOUNG PEOPLE – CONFIDENTIAL DECLARATION AND APPLICATION FOR CRB DISCLOSURE

Dear Applicant,

The position for which you have volunteered may involve unsupervised contact with children and / or young people under the age of 18 years. In accordance with the House of Bishops' Policy Document on Child Protection, we ask you to complete the enclosed Confidential declaration form and the CRB disclosure Application Form.

The Confidential Declaration Form

In Question 1, you are being asked to declare any criminal convictions, cautions, or court rulings against you. You **must** declare any offences involving children or of a sexual nature, whether they are otherwise regarded as 'spent' or not. This includes any offence within Schedule 1 to the Children and Young Persons Act 1933 or the Schedule to the Disqualification to caring for Children Regulations 1991 and certain other serious sexual offences. A list of offences that fall into this category can be provided for you if you are in any doubt. There is however, no need to include convictions, which are otherwise 'spent' under the Rehabilitation of Offenders Act 1974 and have no relevance to working with children.

If you do not complete the form, or do not disclose a conviction or any other relevant information, this may prohibit your appointment.

The information will be treated as strictly confidential and ordinarily, will only be seen by myself, and the Cathedral Child Protection Officer (CCPO). It will not be disclosed except where there is a legal duty to do so or where the CCPO is advised that disclosure ought to take place in order to ensure the protection of children.

If you have any questions regarding the declaration, then please ask the **person designated at the end of the form**.

The CRB Disclosure Application Form

Please complete this form following the attached instructions and return it to the person designated at the end of the form.

Many thanks for your cooperation in this matter,

Yours faithfully,

The Dean of Ely

PROTECTION OF CHILDREN AND YOUNG PEOPLE – CONFIDENTIAL DECLARATION

1a. Have you ever been convicted of any criminal offence?

Yes No Please tick

If yes, please state the nature and date(s) of the offence(s), continuing on a separate sheet if necessary.

This question covers all convictions which are not 'spent' under the Rehabilitation of Offenders Act 1974. It also covers 'spent' convictions if they fall within-

- ⇒ Schedule 1 of the Children and Young Persons Act 1933 or
- ⇒ the Schedule to the Disqualification from Caring for Children Regulation 1991
- ⇒ the other offences in Appendix 2 of Leicester Cathedral Child Protection Policy, which also contains details of the offences within the first two items on this list.

1b. Have you ever been cautioned by the Police, or bound over to keep the peace?

Yes No Please tick

If yes, please give full details, continuing on a separate sheet if necessary.

1c. Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm to a child or young person under the age of 18 years, or has any such court made any order against you on the basis of any finding or allegation that any child or young person was at a significant risk of harm from you?

Yes No Please tick

If yes, please give full details, continuing on a separate sheet if necessary.

'Significant harm' means ill-treatment of any kind (including sexual abuse), or impairment of physical health or development.

2. Has your conduct ever caused, or been likely to cause significant harm (as defined above) to a child or young person under the age of 18, or put a child or young person at risk of significant harm, or to your knowledge has it ever been alleged that your conduct has resulted in any of those things?

This question relates to any conduct, whether in a paid capacity, as a voluntary worker, or otherwise.

Yes No Please tick

If yes, please give full details, including the date(s) and the nature of the conduct or alleged conduct, and whether you were dismissed, moved to other work or resigned from any paid or voluntary work as a result. Please continue on a separate sheet if necessary.

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 a the Child Protection Register or been the subject of a care order, a supervision order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

Yes No Please tick

4. Have you any health problem(s) which might affect your work with children or young people under the age of 18?

Yes No Please tick

If yes, please give full details, continuing on a separate sheet if necessary.

5. Have you since the age of 18, ever been known by any name other than the one below?

Yes No Please tick

If yes, please give full details.

6. Have you, during the past five years, had any home address other than that given below?

Yes No Please tick

If yes, please give full details, continuing on a separate sheet if necessary.

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

Signed	Date
--------	------

Full Name	Date of Birth
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Address

I attach my passport / photo-card driving licence* / will present it in person.

*Please delete if not applicable.

Please return the completed form to:

Appendix 1.2

CONSENT FORM

Ely Cathedral Consent Form

to be filled in by Parents/ Guardian of under 18s
(this form may also be adapted for adult registrations)

Part I. Contact Details

Name _____
(please underline preferred name)

Address _____

Tel _____

Next of kin _____

Relationship _____

Emergency contact details _____
(if different from above)

Part 2- Medical Conditions

Please indicate here any medical conditions we should know about- e.g. allergies, respiratory conditions etc

Does your child take any medication? _____
Does your child know how to administer it? _____

name of GP _____ Surgery _____
tel. _____

Part 3. Consent

I understand that

name of activity

will meet at

venue ,

time

date

It will involve (include details of any hazardous activities)

- I give consent for my child to attend
- I give / do not give consent for my Child to attend off site activities
(delete as applicable)
- I give / do not give consent for my child to be given paracetamol if deemed necessary
(delete as applicable)
- I give / do not give consent for photographs of my child to be used for publicity purpose
(delete as applicable)
- I give' consent for my child to be treated in a medical emergency

My child will ordinarily be picked up by _____ or _____

or

will ordinarily make their own way home (only if thirteen or over)

(delete as applicable. Please inform us either in writing or in person if another person is to pick your child up)

Signed _____ Date _____

Appendix 2

SCHEDULE 1 OFFENCES

Offences against children or young persons listed or treated as listed in Schedule 1 to the Children and Young Persons Act 1933

Common law offences

- Murder or manslaughter of a child or young person under 18
- Common assault, or battery

Offences under the Offences against the Person Act 1861

- s5 Manslaughter of a child or young person under 18
- s27 Abandonment or exposure of a child under 2 so as to endanger the child's life or so as to injure the child's health permanently or be likely to do so

Offences under the Children and Young Persons Act 1933

- s1 Cruelty (including assault, ill-treatment, neglect, abandonment or exposure in a manner likely to cause unnecessary suffering or injury to health) to a child or young person under 16
- s3 Allowing a child or young person under 16 to be in a brothel
- s4 Causing or allowing a child or young person under 16 to be used for begging
- s11 Exposing a child under 7 to risk of burning
- s23 Allowing a child or young person under 16 to take part in a dangerous performance.

Offences under the Infanticide Act 1938

- s1 Infanticide

Offences under the Sexual Offences Act 1956

- s2 Procurement (or attempted procurement) of a girl under 18 by threats or intimidation
- s3 Procurement of a girl under 18 by false pretences
- s4 Administering drugs to a girl under 18 to obtain or facilitate sexual intercourse
- s5 Sexual intercourse (or attempted sexual intercourse) with a girl under 13
- s6 Sexual intercourse (or attempted sexual intercourse) with a girl between 13 and 16
- s7 Sexual intercourse (or attempted sexual intercourse) with a mentally handicapped girl under 18
- s10 Incest (or attempt to commit incest) by a man, where the female involved is under 18
- s11 Incest (or attempt to commit incest) by a woman, where the male involved is under 18
- s12 Buggery (or attempt to commit buggery) with a child or young person under 18
- s13 Gross indecency between males where one or both are under 18
- s14 Indecent assault on a girl under 18
- s15 Indecent assault on a male under 18
- s16 Assault on a child or young person under 18 with intent to commit buggery
- s19 Abduction of an unmarried girl under 18 from her parent or guardian with the intention that she is to have unlawful sexual intercourse
- s20 Abduction of an unmarried girl under 16 from her parent or guardian
- s22 Causing (or attempting to cause) prostitution of a girl under 18
- s23 Procuration (or attempted procuration) of a girl under 18
- s24 Detention of a girl under 18 in a brothel, or on other premises with the intention that she is to have unlawful sexual intercourse
- s25 Permitting a girl under 13 to use premises for sexual intercourse
- s26 Permitting a girl between 13 and 16 to use premises for sexual intercourse
- s28 Causing or encouraging prostitution of, or sexual intercourse with, or indecent assault on, a girl under 16

Offences under the Indecency with Children Act 1960

s1 Indecent conduct towards a child under 14

Offences under the Suicide Act 1961

s2 Aiding, abetting, counselling or procuring the suicide of a child or young person under 18

Offences under the Protection of Children Act 1973

s1(1)(a) Taking an indecent photograph of a child or young person under 16

Offences under the Child Abduction Act 1984

s1 Abduction out of the United Kingdom of a child or young person under 16 by a parent, guardian etc.

s2 Abduction of a child or young person under 16 by a person other than a parent, guardian etc.

Other Offences

- Any other offence involving bodily injury to a child or young person under 18

Offences specified in the Schedule to the Disqualification for Caring with Children Regulations 1991

(Other than offences listed above and offences relevant to Scotland and Northern Ireland)

Offences under section 36(1)(b) or (c) of Adoption Act 1976

- Refusing to allow the visiting of a protected child or inspection of the premises or refusing to comply with or obstructing the removal of a child.

Offences under sections 44(15), 49 or 50(9) of Children Act 1989, sections 6 to 10 of Child Abduction Act, or section 32(3) of the Children and Young Persons Act 1969

- Intentional obstruction of a person executing an emergency protection order, or abduction or obstruction of lawful recovery of an abducted child.

Offences under section 78 of the Children Act 1989

- Providing day care or acting as a child minder in unregistered premises or contravening an enforcement order served on the person concerned by a local authority acting under the section.

Offences under section 63(10) of the Children Act 1989 or paragraph 2(3) of Schedule 6 to the Act

- Caring for and accommodating a child in a children's home which is not registered, or breach of conditions attaching to registration of registered children's home.

Offences under section 14 of the Children Act 1958, section 16 of the Foster Children Act 1980 or section 70 of the Children Act 1989

- Offences in respect of private fostering.

Offences under section 29(5) of the Children Act 1948, section 57(5) of the Child Care Act 1980 or paragraph 1(5) of Schedule 5 to the Children Act 1989

- Carrying on a voluntary home without it being registered or in contravention of a condition attached to registration.

Other relevant Offences

Offences under the Sexual Offences Act 1956

s1 Rape (or attempted rape)

Offences under the Criminal Law Act 1977

s54 Inciting a girl under 16 to have incestuous sexual intercourse.

Appendix 3

DEFINITIONS AND INDICATORS OF ABUSE

Abuse and Abusers

Child abuse takes four main forms, physical abuse, emotional abuse, sexual abuse, and neglect. All forms of abuse incorporate elements of emotional abuse and all abuse represents an abuse of power.

Provided below is a description of the main forms of abuse. Each description follows this structure

- **working definition**
- **indicators of abuse**
- **contributory factors** (*factors that **may** increase likelihood of a child being abused*)

The following general points are also offered, though it should be remembered that the facts they describe may be challenged as more is discovered about abuse. This list will be updated and amended as new information arises.

- most abuse is perpetrated by someone known to and trusted by the child, usually a parent
- young children are more likely to be abused than older children
- children can and do abuse other children
- both males and females perpetrate physical abuse and neglect
- sexual abuse is more commonly though not exclusively perpetrated by men, often father/stepfather (about 10% is perpetrated by women)
- poisoning, suffocation and Munchausen's by Proxy are more commonly though not exclusively perpetrated by women, often mother/stepmother

Physical Abuse - definition

Physical abuse is the deliberate injuring or the deliberate failure to prevent injury to a child. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It also includes conditions such as Munchausen Syndrome by Proxy, where illness or injury to the child is caused or fabricated by parent/carer in order to receive medical attention.

Physical Abuse – indicators

The following signs may indicate that a child is suffering physical abuse. However, they do not prove abuse. In relation to physical signs, only doctors can determine whether a specific injury is accidental or non-accidental.

physical indicators

- bruises, welts
- head injuries
- internal injuries
- burns and scalds
- fractures
- poisoning
- wounds, cuts, punctures
- abrasions, lacerations, scratches
- bald patches
- injuries of different ages
- untreated injuries
- injuries inconsistent with child's development- especially to babies

interactional indicators

- lack of bonding in family
- behaviour towards family
- over concern for needs of parents
- mismatch between what adults say and behaviour

psychological signs

- anxiety states
- depression
- suicide attempts
- self mutilation
- hysteria
- loss of self esteem
- hopeless
- powerless

behavioural indicators

- quiet
- withdrawn
- worried
- watchful
- sudden change in normal behaviour
- described as a 'loner' with no friends
- aggressive
- truancy
- stealing
- poor achievement
- sad
- miserable
- sleep disturbance
- bed wetting
- nightmares
- complaints of pain
- uncomfortable with physical contact
- wearing inappropriate clothing- e.g. arms and legs kept covered in hot weather

other alerting factors

- history of repeated accidents/hospitalisation
- delay in seeking medical help
- vague and varying account of injury/accident
- explanation incompatible with accident
- behaviour of parents hostile or showing lack of concern
- appearance of child
- domestic violence
- previous history of abuse in family

Physical abuse - contributory factors

factors in child

- illness
- physical or mental disability
- constant crying
- hard to feed
- hard to cuddle
- hyperactive
- sleep problems
- temper tantrums
- prematurity and low birth
- post delivery separation from mother greater than 24 hours
- wrong gender
- product of failed marriage
- born at time of crisis

factors in adults

- young
- immature
- socially isolated
- emotional or mental health problems
- single or substitute parents
- socio-economic factors such as unemployment
- history of family violence
- abused or neglected as a child
- alcohol or substance misuse
- poisoning, suffocation and Munchausen's by Proxy more commonly perpetrated by women

Sexual Abuse - definition

The involvement of dependent, developmentally immature children and adolescents in sexual activity which they do not fully comprehend and to which they are unable to give informed consent to or that violate the social taboos of family roles. This includes children who have been subject to unlawful activity and children abused by other children.

Sexually abusive activities include

- involvement of children in pornography (showing or producing)
- genital exposure and inappropriate nudity
- kissing erotically, touching/rubbing
- masturbation, either involving child or in presence of child
- digital penetration
- oral sex
- genital contact
- anal/vaginal penetration

Sexual Abuse- indicators

The following may indicate that a child is being abused. Again, the presence of any one of these indicators does not prove abuse.

Most important of all is what the child says.

Physical indicators

- bruises/scratches to genital area and on breasts
- recurrent urinary tract infection
- genital / anal soreness / itchiness / discharge / bleeding
- recurrent abdominal pain
- sexually transmitted diseases/genital warts
- unexplained pregnancy
- other signs of physical abuse

Psychological indicators

- depression
- drug and alcohol abuse
- homicidal rage attack towards parents
- hysterical reactions
- phobias and psychoses
- eating disorders
- suicide attempts
- self harm

Behavioural indicators

- over-clinging
- compulsive masturbation
- overly sexualised behaviour
- promiscuity
- conduct disorders
- academic under achievement
- 'frozen watchfulness'
- sudden changes in behaviour
- need for constant reassurance
- tendency to cry easily
- running away
- regression to younger behaviour patterns
- distrust of familiar adult
- unexplained gifts of money
- apparent secrecy
- wetting/soiling
- sleep disturbances

Sexual Abuse - contributory factors

- history of sexual abuse in family
- child previously sexually abused
- physical or mental disabilities
- new male member of household with record of sexual abuse
- substance, particularly alcohol misuse
- adult sexual problems

most common perpetrators are

- biological father
- stepfather or men in role of father
- other male relatives
- baby sitters
- women (about 10%)

four preconditions

- potential perpetrator needs to have motivation to abuse child sexually
- potential perpetrator has to overcome internal inhibitions
- potential perpetrator has to overcome external impediments
- potential perpetrator or other factor has to overcome or undermine child's resistance

The perpetrator and not the child is to blame

Emotional Abuse- definition

The persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of others. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Emotional Abuse- indicators

- physical, emotion and mental development lags
- overreaction to mistakes
- sudden speech disorders
- inappropriate emotional responses to painful situations
- self-mutilation
- extremes of passivity or aggression
- compulsive stealing and scavenging
- admission of punishment that seems excessive
- continuous self depreciation
- fear of new situations
- neurotic behaviour e.g. rocking, hair twisting, thumb sucking
- fear of parents being contacted
- drug/solvent abuse
- running away

Emotional Abuse- contributory factors

All of the contributory factors outlined for other forms of abuse can be factors in emotional abuse. These include

- poor self esteem
- inadequate parenting experience
- stress in family
- history of abuse
- other forms of abuse taking place

Neglect - definition

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Neglect – indicators

- slow growth and development
- chronic nappy rash
- situations where children left alone with no carer
- children deliberately exposed to grave risks
- cold, puffy, blue/red hands and feet
- constant hunger
- constant tiredness
- poor state of clothing
- poor personal hygiene
- emaciation
- untreated medical problems
- poor social relationships
- destructive tendencies
- low self esteem
- neurotic behaviour
- running away
- compulsive stealing or scavenging
- low school attendance/ frequent lateness
- 'failure to thrive'-a variable syndrome of severe growth retardation, delayed skeletal maturation and problematic psychomotor development

Neglect - contributory factors

contributory factors in parents

- neglected in own childhood
- learning difficulties
- unemployed or in unskilled work
- have several children when young
- have large extended family but poor support
- have few expectations for self or children
- live from day to day
- poor attachment to children
- depression
- inadequate understanding of parenting

Appendix 4

ADVICE TO WORKERS ON RECEIVING ALLEGATIONS OF ABUSE

Advice to workers on receiving allegations of abuse

Receiving allegations of abuse can be a very distressing experience.

The following is offered as practical guidance. Please familiarise yourself with it should you ever find yourself in the position of receiving an allegation of abuse.

Should you be in the position of receiving an allegation of abuse you may experience the feeling of denial. Denial can take various forms

- denial that anyone (maybe someone you know) could perpetrate abuse
- denial that what you have been told or seen could happen
- denial that experience has shown that children and young people are usually abused by someone known and trusted by them
- denial that something like this could happen within the Christian community

You need to be aware, if you are in a position of care for children and young people, that abuse can occur. Perpetrators of abuse (adults and young people themselves) will often prepare or groom their victims and those who work with them in order that they can be trusted. Once they have their victim's or your trust abuse can occur.

It is therefore very important that you take seriously what a child is or adult is telling you about abuse. The welfare of the child is the paramount concern – children, who are vulnerable, come first.

Do not

- × Offer complete confidentiality unless you are a priest offering Sacramental Confession
- × Ask leading questions
- × Show shock or disbelief
- × Alert the alleged perpetrator
- × Try and investigate the allegations – that is a matter for social services and the police
- × Challenge their story
- × Assume the alleged perpetrator is innocent because of church involvement

Do

- ✓ Reassure them - they are probably scared
- ✓ Assure them that they are not to blame
- ✓ Assure them that they were right to tell you
- ✓ Be aware that you may find the allegations hard to accept.
- ✓ Listen to them -allow them to speak freely
- ✓ Take time
- ✓ Believe them
- ✓ Stay calm
- ✓ Ensure that you record, report and refer the allegations according to the cathedral's policy
- ✓ Inform them that advice and counselling is available, if they want it
- ✓ Ask the Cathedral Child Protection Officer to find appropriate support for you

Appendix 5

CONTACTS

Contacts

Reporting Abuse

Ely Social Services	011353 667911
Police	Family Welfare Unit 01223 823559
Cathedral Child Protection Officer	01353 659668
Bishop's Representative	Virginia Bird 01223 356959

Referring Abuse

The following contacts may be useful in referring those affected by abuse for abuse support

NSPCC Child protection helpline	0800 800 500
ChildLine	0800 1111
Christian Childcare Network	0181 559 1133
Health Information Service	0800 665544
Parentline	0808 800 2222