



Grace Church Wakefield Child Protection Policy, Practice and Guidelines

Version 2

*Produced November 2006 for Dewsbury Evangelical Church
Amended for Grace Church Wakefield 2019*

PREFACE

We have all become increasingly aware of the reality of child abuse. Not only by strangers and parents but also by carers and professionals and others who have in their care other people's children including those working in the church.

The Children Act 1989 highlights the principle that where there is reasonable cause to believe a child is suffering (or likely to suffer) significant harm, enquiries must take place to ensure the child's welfare; and all action taken to protect a child should have as the paramount consideration the welfare of the child. The Home Office Code of Practice "Safe From Harm" gives guidelines to all those who work with children and young people in voluntary organisations, including the church.

If, in consequence, many secular organisations, schools, youth clubs, hospitals etc., are implementing child protection procedures, how much more important is it for the church to take seriously their responsibility for the children they have in their care. Not only so, but to be seen to be doing it.

To that end, this policy has been implemented so that all involved with children in the church know how to act when they believe that a child may be at risk. Parents, too, will be aware that the church has taken action to ensure the safety of their children. Opportunity has also been taken to promote good practice in the care of children.

This document is based on a Model Child Protection Policy supplied by the Churches Child Protection Advisory Service- a project of PCCA Child Care. A copy of this policy and all amendments will be filed with CCPAS. This policy must not be copied by other churches without written agreement from CCPAS.

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1. Child Protection Policy

1.1 Introduction

1.1.1 Church Statement

The Church has a significant children's and young person's ministry. The Church takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to its care.

1.1.2 Church Mission

As part of the mission of the Church, the Church aims to:

- Listen to, relate to effectively and value children and young people whilst ensuring their protection within Church activities;
- Encourage and support parents/carers;
- Support and train children's/youth workers.
- Ensure that the environment for children's/youth work is as safe as possible.
- Maintain good links with the statutory child care authorities.

1.1.3 Areas of Policy

The Church recognises that many children and young people today are the victims of neglect, or physical and sexual abuse. Accordingly, the Church has adopted this policy and sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse or neglect, including those made against leaders or members of the Church.
- Appointment of children's/youth workers.
- Supervision of activities and practice issues.
- Helping victims of abuse.
- Working with offenders.

The Church recognises the need to build constructive links with the child care agencies. Accordingly, these guidelines have been prepared in consultation with the PCCA's Churches' Child Protection Advisory service, who hold a copy of this policy.

The policy contained here is formulated to help children's/youth workers to respond appropriately when abuse is disclosed or discovered.

1.1.4 General Principles

- a) The welfare of the child is the paramount consideration.
- b) If you think that there is a situation of child abuse, discuss the matter with the Child Protection Co-ordinator of the Church or his/her deputy. (See *Section 3.1*)

2. Good Practice Guidelines

2.1 Definitions of abuse

The definitions of child abuse recommended as criteria for registration by the department of health, "Working together under the Children Act 1989" are as follows:

a) Physical Injury

Actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation and Munchausen's Syndrome by Proxy.

b) Sexual Abuse

Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.

Sexual exploitation represents the involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate social taboos or family roles. (Kempe & Kempe 1978)

c) Neglect

The persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold and starvation, or extreme failure to carry out important aspects of care resulting in significant impairment of the child's health or development, including non organic failure to thrive.

d) Emotional Abuse

Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill treatment. This category is used where it is the main or sole form of abuse.

e) Organisational Abuse

Organised abuse is sexual abuse where there is more than a single abuser and the adults concerned appear to act in concert to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

2.2 Recognising and Responding to Abuse

The following signs may or may not be indicators that child abuse has taken place, but the possibility should be considered.

2.2.1 Physical signs of abuse

- Any injuries not consistent with the explanation given for them;
- Injuries, which occur to the body in places which are not normally exposed to falls, knocks in rough games, etc;
- Injuries which have not received medical attention;

- Neglect, under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illness, inadequate care, etc.
- Reluctance to change or participate in games or swimming;
- Bruises, bites, burn, fractures, cuts etc., which do not have an accidental explanation.
- Repeated urinary infections or unexplained tummy pains.
- Cuts/scratches/substance abuse.

2.2.2 Indicators of sexual abuse

- Any allegations made by a child;
- Child with excessive preoccupation with sexual matter and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play;
- Sexual activity indicated through words, play or drawing;
- Child is sexually provocative with adults;
- Inappropriate bed-sharing arrangements at home;
- Severe sleep disturbance with fears, phobias, vivid dreams or nightmares; sometimes with overt or veiled sexual connotations;
- Eating disorders- anorexia, bulimia;

2.2.3 Emotional signs of abuse

- Changes or regression in mood and behaviour including depression and aggression, particularly where a child withdraws or becomes clingy;
- Nervousness/frozen watchfulness;
- Sudden under-achievement or lack of concentration;
- Inappropriate relationships with peers and/or adults;
- Attention-seeking behaviour;
- Persistent tiredness;
- Running away/stealing/lying.

2.3 How to respond when a child wants to talk about abuse

It is not easy to give guidance but the following may help:

2.3.1 General Points

- Accept what the child says (however unlikely the story may sound);
- Keep calm;
- Look at the child directly;
- Be honest;
- Let them know that you will need to tell someone else;
- Don't promise confidentiality;
- Even when a child has broken a rule, they are not to blame for abuse;
- Be aware that the child may have been threatened or bribed not to tell;
- Never push for information.

2.3.2 Helpful things to say

- "I believe you" (or showing acceptance of what the child says);

- “Thank you for telling me”;
- “It’s not your fault”;
- “I will help you”;
- “I know someone who can help us with this”.

2.3.3 Avoid

- Saying, “Why didn’t you tell me this before?”;
- Saying, “I can’t believe it”;
- Saying “Are you sure this is true?”;
- Asking questions that require the answer “Yes” or “No”;
- Asking “Why? How? When? Who? Where?”;
- Making false promises;
- Make statements such as “I am shocked” or “don’t tell anyone else”.

2.3.4 Concluding

- Again, reassure the child that they were right to tell you and that you believe them;
- Let the child know what you are going to do next and that you will let them know what happens. (You might have to consider referring to the Social Services Department or the Police Family Protection Unit to prevent a child/young person returning home if you consider them to be seriously at risk of further abuse);
- Immediately refer to the Church Child Protection Co-ordinator as indicated in the Child Protection procedure.(section 3)

2.4 What to do once a child has talked to you about abuse

- a) Make notes as soon as possible (preferably within an hour of the interview), writing down the actual words that the child used and when he/she said them and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if these have been typed subsequently.
- b) Report your discussion as soon as possible to the Co-ordinator. If the latter is implicated, the Deputy Co-ordinator. If both are implicated, report to CCPAS.
- c) You should not discuss your suspicions or the allegations with anyone other than those nominated above.

3. Child Protection Procedure

3.1 What to do if you suspect that abuse may have occurred

- a) You must report concerns as soon as possible to **Samuel Lovell**, the Church Child Protection Co-ordinator (the “co-ordinator”) who is nominated by the church to act on their behalf in referring all allegations of abuse or suspicions of neglect or abuse to the statutory authorities. His telephone number is 07896073925. He may also be required by conditions of the Church Insurance policy to immediately inform the

Insurance Company. In the absence of the Co-ordinator, report concerns to **Hannah Dixon**, the Deputy Child Protection Coordinator. Her telephone number is 01924 271242 or 07841523423

- b) If the suspicions in any way involve the Co-ordinator then the report should be made to the Deputy Co-ordinator. If the suspicions in any way implicate the Co-ordinator and the Deputy Co-ordinator then the report should be made in the first instance to PCCA Churches' Advisory Service ("the Agency"), PO Box 133, Swanley, Kent BR8 7QU. Telephone 0845 120 4550 or 24 hour help line 0845 1204501.
- c) If the suspicions in anyway involve a church member then the Co-ordinator or their deputy will inform the Pastor or if more appropriate another church officer, so that they can pray for those concerned. They will stress that the Pastor or church officer must not contact the person that the allegations have been made against until the Co-ordinator or their deputy informs them that the statutory authorities deem it appropriate.
- d) Suspicions will not be discussed with anyone other than those nominated above.

3.2 What to do if there are allegations of physical abuse or neglect

If a child has a suspicious physical injury or shows symptoms of neglect, the Co-ordinator will:

- a) Contact Wakefield Social Care Direct on 0345 8 503 503 for advice in cases of deliberate injury or when concerned for the child's safety. The church in these circumstances should not inform the parents.
- b) Immediately seek emergency medical attention where necessary. The Co-ordinator will inform the doctor of any suspicions of abuse.
- c) In other circumstances, speak with the parent/guardian and suggest that medical help/attention is sought for the child. The doctor or health visitor will then initiate further action if necessary.
- d) If appropriate encourage the parent/guardian to seek help from the Social Services Department.
- e) If appropriate, offer to go with the parent/carer if they are unwilling to seek help. If they still fail to act, the Co-ordinator should, in cases of real concern, contact the Social Services Department.
- f) Seek and follow advice from CCPAS where the Co-ordinator is unsure whether or not to refer a case to the Social Services Department. The CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.

3.3 What the Co-ordinator will do if there are allegations or suspicions of sexual abuse

In the event of allegations or suspicions about sexual abuse, the Co-ordinator will:

- a) Contact Wakefield Social Care Direct on 0345 8 503 503 (24 hours) or the Police Child & Public Protection Unit, telephone **01924 293811**, directly. The Co-ordinator will not speak to the parent/guardian or anybody else.
- b) If, for any reason, the Co-ordinator is unsure whether or not to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future. **24 hour help-line 0845 1204501**
- c) Under no circumstances will the Co-ordinator carry out any investigations into allegation or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department or the Police Child & Public Protection Unit, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- d) Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or the Deputy should not delay referral to the Social Services Department or the Police Child & Public Protection Unit on the above telephone numbers.

3.4 What to do once a child has talked to you about abuse

- a) Make notes as soon as possible (preferably within an hour of being told), writing down the actual words that the child used, what you said in reply, when he/she said them and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if these have been typed subsequently. The "Responding to abuse" form will help you to do this and is stored with your group register (see appendix 2).
- b) Report your discussion as soon as possible to the Co-ordinator. If the latter is implicated, report to the Deputy Co-ordinator. If both are implicated, report to CCPAS.
- c) You should not discuss your suspicions or the allegations with anyone other than those nominated above.
- d) Once a child has talked about abuse the Group Leader/Co-ordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services (0345 8 503 503) and/or Police Child & Public Protection Unit (01924 293811) to discuss putting into effect safety measures for the child so that they do not return home.

3.5 What to do if you feel that the Co-ordinator or Deputy has not responded appropriately or where there is disagreement with them about what action to take

a) It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or to seek advice from CCPAS, although we hope that members of the Church will use the procedure outlined in this policy.

If, however, you feel that the Co-ordinator or Deputy Co-ordinator has not responded appropriately to your concerns, then it is open to you to contact the Social Services Department or the Police Child & Public Protection Unit direct.

a) Exceptionally, should there be disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Deputy as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department or the Police Child & Public Protection Unit, and should do so without hesitation.

We hope that by making this statement we demonstrate the commitment of the Church to effective child protection.

3.6 Sharing of Information

The Church will support the Co-ordinator or Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a “need to know” basis

4. Appointment of Workers

Definitions “Group Leader” the person with overall responsibility at each session of the group.

“Leader “ any other worker (must be over 16) who is helping with a session.

4.1 Oversight of Children’s and Youth Work

A member of the existing Eldership (Ian Goodson) will oversee the children’s and young people’s work within the church. His role is to:

- recruit, appoint and encourage the Group Leaders;
- keep the church updated so that it can pray effectively;
- support the nominated Church Child Protection Co-ordinator (Rachel Mason) to jointly give assurance to the Church that the requirements of the Children Act 1989 and that the practical guidelines contained in this leaflet are being followed;
- arrange a meeting at least one a year with all leaders, to allow for effective communication between the groups.

4.2 Leadership Appointments

- a) All leaders should be Church members in regular attendance at the services of Grace Church Wakefield unless the Elders ask other local Christians to help.
- b) The selection of a new “Group Leader”(person with overall responsibility for a particular GCW group), who should be a member of the church, will be made by the Elders, **in consultation with the Co-ordinator.**
- c) The “Group Leader “will recruit and appoint new leaders and helpers for their team **in consultation with the Co-ordinator.**
- d) All prospective leaders will be interviewed by the “Group Leader” to find out their past experience and attitudes to youth work. The “Group leader” will discuss the Child Protection Policy with each new team member and **give him or her a copy to read.** The “Group leader” will explain the role and responsibilities that a leader of the group has and the aims and objectives of the particular group.
- e) All prospective leaders will be asked to complete a Volunteer Leaders Form (appendix 3). This must be completed fully and passed to the Co-ordinator. This will be filed confidentially.
- f) The Church Child Protection Co-ordinator will communicate with the referees (appendix 4) and arrange a Criminal Records Bureau check for all prospective leaders.
- g) If there is no reason why the nominee should not work with children the Co-ordinator will complete the Children and Young People’s Agreement form (appendix 5) and hand it to the Group leader. The Group Leader will complete their section and then hand it to the church officers for final approval. The criteria for not appointing a prospective leader are if the person in question is a convicted offender or if the Elders have reservations concerning the individual’s behaviour, lifestyle, attitudes and spiritual commitment and therefore doubt their suitability for the job.
- h) Successful applicants will be given a copy of the written “Agreement” including any requirements for review or support.
- i) New appointments will be subject to an introductory period of 3 months. The Group Leader will then speak with the new leader to give feedback at the end of this time.

4.3 Meetings of leadership teams

Each leadership team for children’s and young people’s work will meet regularly for planning and to raise concerns relating to discipline, child-protection, and health & safety of the group.

4.4 The Commitment of Leaders and Helpers

- a) By becoming a leader or helper in a children’s or young people’s work you are committing yourself to the work of teaching and leading in order to win the children for Christ and to present them to Him strong in the faith.

- b) To this end you should strive to live and talk in a way that will attract them to Christ.
- c) Pray for them regularly.
- d) Care for them by giving them time to share their joys and problems with you and take an interest in their whole lives.
- e) You should set a good example, and see that your own spiritual needs are met, by your daily devotions and by regularly meeting together with the Church for worship, the breaking of bread and for prayer.

5. Supervision of Children and Young People's work

5.1 Organisational

- a) Children will be supervised with an agreed ratio of adults which, in the case of under 8's, will be in accordance with legal requirements implemented by the Social Services Department for registered activities, and considered to be good practice (currently 1:4 for under 3's and 1:8 for 3-8's).
- b) Careful consideration will be given as to the mix of male and female workers. Every effort will be made to ensure that leaders of both sexes attend every session of the group. If this is not possible please record the circumstances in the incident part of your register.
- c) Where possible ensure that a worker is not alone with a child whether in the church building or when travelling, but be realistic in acknowledging circumstances where this might be helpful or necessary. When it has become necessary to be alone with a child the leader should record details in the incident part of your register.
- d) Where confidentiality is important (e.g. counselling) and a young person is seen on their own, then ensure that others know the interview is taking place, that someone else is around in the building and leave doors open. Record details on the incident forms with your register.
- e) No person under the age of 16 shall be left in charge of any children of any age.
- f) Each group will keep an attendance folder with a register (appendix 7) recording children, leaders, other adults on the premises, transport arrangements etc. Parental consent forms must be completed for each child and kept with the register (appendix 8).
- g) Incident forms are included as part of the register for recording day to day issues (behavioural difficulties or if someone was asked to leave the building or banned for a few weeks). Each leader must write what they saw and sign and date entries. A more detailed form is included in the Attendance folder for more serious incidents to be fully documented. Please use your discretion. **If in doubt write it down to protect yourself and the child.**
- h) The Church Accident book will be kept with the first aid box in the metal cabinet within Jubilee hall to record accidents or injuries. Where severe or unusual injury has occurred or faulty equipment has been involved an entry should also be made

on the incident forms kept with the register and the Co-ordinator should be informed.

5.2 Boundaries

The areas that need to be considered include the following:

- a) The level of personal care, e.g. toileting, must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- b) Guidance on touch:
 - Keep everything public. A hug in the context of a group is very different from a hug behind closed doors;
 - Touch should be related to the child's needs;
 - Touch should be age-appropriate and generally initiated by the child and not the worker;
 - Avoid any physical activity that is or thought to be sexually stimulating to the child or to the adult;
 - Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention;
 - Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misunderstood.
- c) Leaders should treat all children/young people with dignity and respect in attitude, language used and actions.
- d) Respect the privacy of children, avoid questionable activity, e.g. rough/sexually provocative games or comments.
- e) If you invite a child to your home, ensure that this is with the knowledge of the team/leadership and that the parent/guardian is aware.
- f) Ensure that transport arrangements are with the knowledge of the team/leader and have parental approval. In some circumstances it may be unwise to carry a particular child on their own. When workers of the opposite sex are transporting children, have an escort or drop the last two children off at a suitable place together.
- g) Make sure that the only people allowed into a children's activity are the children and leaders assigned to the group. Other adults should not have free access and should never be left alone with a child or group of children. If they need to be there for a specific reason (guest speaker, extra leader) then note this in your register.

5.3 Quick Check List

5.3.1 Things to avoid

- Being on your own with a child;
- Situations where you will be tempted, especially with older young people;
- Touching a child in private;
- Favouritism and special relationships;
- Smacking or physically chastising, but physical restraint for safety reasons may be necessary;
- Taking a child home on your own, have another leader and drop off the last two together;
- Discussing personal relationships or sexual activity with a child;
- Sexist comments or making comments about a child's attractiveness.
- Never place yourself in a vulnerable position.

5.3.2 Things to do

- Exercise wisdom in your relationships with children;
- Listen to what children say without being judgmental;
- Think about child safety at all times;
- Touch should be age-appropriate and in public;
- Allow children privacy when changing or toileting;
- Always have at least two, or even three, as a minimum of staff on duty;
- Work in large rooms or in close proximity with others;
- Always be visible when counselling;
- Discourage crushes. Inform leader of group of difficult situations;
- Have time and space for children to talk to leaders casually;
- Be prayerful about difficult situations.
- **If in doubt make a record in your incident register.**

5.4 Safety

- a) Consideration need to be given to the use of premises/equipment, that the premises are well lit and that games are properly supervised.
- b) Safety requirements should be advertised on posters and regularly reinforced.
- c) There should be an experienced first aider on duty and there should be access to a first aid box.

5.5 Support and supervision of workers

- a) Encourage teamwork and mutual accountability.
- b) It should be accepted that anyone seeing another worker acting in a way that could be misinterpreted should be able to speak to the individual or the supervisor about the concern.

- c) Arrange regular worker's meetings to review procedures to ensure a common approach, sharing concerns and identifying other matters, which may need clarification and guidance.
- d) Organise feedback sessions to report incidents in which guidelines have not been adhered to. This provides protection to the individual and draws the leadership's attention to shortcomings and problem areas.
- e) Keep a written record of issues/decisions discussed at meetings.

5.6 Discipline

5.6.1 Policy

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life, is evidence of love and is at the heart of God. (*Hebrews 12v5-12 and Proverbs 22v6*)

- Ask God for wisdom, discernment and understanding and pray for and with the child;
- What is the best method for disciplining and encouraging that child;
- Work on each child's positives, do not compare them with each other, but encourage and build them up;
- Work on relationships;
- Be a good role model and set a good example. (Don't expect children to do what you don't do, and vice versa);
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy;
- Be consistent in what you say and ensure that other team members know what you have said to avoid manipulation.

5.6.2 Guidelines

- You need to be insistent, consistent and persistent;
- NEVER smack or hit a child;
- Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with a situation unwisely in your anger.);
- Do not shout in anger or put down a child;
- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property;
- Keep ground rules simple and clear, and make sure the children understand what action will be taken if they are not kept;
- Talk to a child away from the group, not publicly. Explain what they have done wrong, encourage remorse - leave them on a positive note;
- Never reject a child, just the behaviour. Encourage a child that you want them but you are not willing to accept the behaviour;
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We, therefore, need to ask ourselves, "Why is this child behaving like that?"

5.6.3 Some practical ideas for dealing with inappropriate behaviour

- Change voice tone, but try not to shout!
- Separate children who have a tendency to be disruptive when together. These children are often friends, give them a chance, perhaps warn them, and only separate if they are disruptive;
- Have a child sit in front of you;
- Get a leader to sit next to the child;
- Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation;
- Take a child aside and talk to them, challenging them to change, whilst encouraging them on their strengths;
- Warn a child that you will speak to their parents and do so if necessary. (With some non-Church children we need to be wise, as speaking to parents may incur their wrath on the child and a ban from attending);
- If a child's behaviour is constantly disruptive, seek advice and guidance from a leader;
- Encourage good behaviour;
- Remember each child is individual and unique. We need God's wisdom and love to encourage each one;
- Pray before you meet.

6.Helping victims of abuse

As a church we are committed to supporting victims of abuse, and encouraging them in their faith. The following points should be noted:

- Pastoral care and counselling

Counselling for sexual abuse is complex, requiring great skill and training. Pastoral support however, is often useful in helping the survivor to deal with the situation, acknowledge feelings and pray about issues

- Emotional and spiritual effects

There can be problems of poor self-image and blame. Sensitive pastoral support can help an abused person accept that God loves them just as they are, no matter what. Romans 8:35-39. They also need to know that other Christian believers will not reject them either because of the 'shameful' things that have happened to them. John 15:12

- Issues about God the Father

Abused children and adults will often speak of difficulties in relating to God the Father. This may be because 'father' represents an absent, silent, mocking, violent or sexually abusive person in a position of power and authority. They need help to understand the truth that god the Father is perfect and holy and unlike human fathers.

7. Working with offenders

Where someone attending church is known to have abused children then whilst extending friendship to the individual, the church in its commitment to the protection of children will meet with the individual and discuss boundaries that the person will be expected to keep. The following policy will apply:

- No person who has been convicted of an offence of abuse against a child or named in civil proceedings shall be allowed to work with children and young people.
- Any such persons wishing to attend the church must be subject to a frank discussion with the Child protection Co-ordinator with an elder as witness with a view to establishing open communication and clear boundaries.
- Such persons will agree to appropriate officials (e.g. Probation officers) and the offender's family (if attending the church) being contacted with a view to assistance in the formulation of an agreement.
- Such persons will make an agreement with the church in writing to ensure the protection of all children attending the church. See appendix.
- Consideration will be given to the extent to which significant persons in the church will be made aware of the person's background and the details of the agreement. If the offender's family attend the church they will also be made aware of any arrangements made.
- Any offender not agreeing to this process will be advised that their attendance will be closely monitored and any further action will be considered at the next church member's meeting. The Child protection Co-ordinator reserves the right, subject to the agreement of the elders, to prevent and circumscribe the immediate attendance of the person at the church and to pass any information on to another church or probation officer if the welfare of children requires it.

FOOTNOTE

This document is based on a model Child protection Policy supplied by the Churches Child Protection Advisory Service—a project of PCCA Child Care. A copy of this policy and all amendments will be filed with CCPAS. **This policy must not be copied by other churches/organisations without written agreement from CCPAS.**

Grace Church Wakefield Child Protection Record sheet

Name of child

Date of birth

Group

Address of child

Date	Comments	Action(if any)

Leaders name

Signature