



The Parish of Abbots Langley and Bedmond

# *Safeguarding our children*

**A parish policy on child protection**

Version 1.5

Adopted by the Parochial Church Council on 15 July 2009

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1. **Executive Summary**

*“Safeguarding our Children”* presents the official policy and agreed general operating procedures of the Anglican churches comprising the parish of Abbots Langley, as agreed by its governing body (the Parochial Church Council), in all matters relating to child protection. The document presents the background to the need for such official policies and identifies the relevant statutory instruments and advisory guidelines. The general principles and specific policy statements adopted by the parish are identified, and in the light of these, appropriate operating procedures are identified. Approved documentation for internal use is annexed within the document. Supporting information is included for ease of reference.

## 2. Legal statement

This document has been produced at the request of the Parochial Church Council (PCC) of Abbots Langley and has been formally ratified by the PCC, version 1.0 at its meeting on 23 November 1998, version 1.1 at its meeting on 9 October 2000, version 1.2 at its meeting on 18 November 2002, and version 1.3 at its meeting on 26 November 2003.

It has been prepared in the light of the **Children Act 1989**, **'Safe from Harm' 1993** (the Home Office Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales) and the **Protection of Children Act 1999**. It draws upon the recommendations of the House of Bishops of the Church of England in its **Policy Statement and Recommendations on Implementation 1995**, the document **Youth in our Care 1996** which contains the pastoral guidelines of the Diocese of St Albans, and the House of Bishops' **Policy on Child Protection 1999**.

Because of the commitment of the parish to ecumenical collaboration, as witnessed, for example, by our ecumenical youth groups, the policy and procedures in this document have been designed, where possible, to provide seamless compatibility with those of other churches. In particular, reference has been made to **Safeguarding Children and Young People, 1997**, the guidelines issued by the Methodist Church and in use locally. In addition, in its genesis, it has drawn upon the experience of a number of other dioceses and parishes.

This document has been produced with the utmost care and with careful reference to the relevant statutory instruments. However, it is not intended as a legal document; neither must it be construed as such. The PCC cannot be held responsible for any errors or omissions.

The **Children Act, 1989** defines a child as a person under 18 for most purposes. This definition shall be assumed for the purposes of this document. All uses of the word "children" in this document shall be assumed to include young people up to the age of 18 years.

### 3. Introduction

#### 3.1 Context

Working with children and young people is one of the most important tasks of the Church. Most of the people who do this work are volunteers, but that does not diminish its importance or the standards required of those engaged in it. It is a Christian imperative that children should be respected as unique individuals and protected in their vulnerability. As a church, we must do all we can to avoid the possibility of risk for children and young people in our care.

The subject of child abuse is disturbing and no one can be unaffected by it. The Church has a duty to monitor carefully all children in its care so as to be aware of the possibilities of abuse from any source. It should be remembered that most abuse takes place within the home or by people known to the child. It may be hard to conceive that anyone associated with the Church might engage in abuse, but the facts remind us that no organisation can consider itself immune from such evil practices.

This document aims to equip this parish to maintain the protection of children in its care.

Failure to take all reasonable steps necessary for their protection could render the PCC liable to the charge of negligence if any child or young person in its charge comes to harm at the hand of any clergyperson, Sunday School teacher or helper, Youth Group leader or assistant, driver, server, choir leader, organist, bellringer or any other person granted access to children and young people in the care of the church at the discretion of the PCC, clergy or officers. In such a situation, the PCC and its individual members would be susceptible to litigation. The adoption of 'best practice' procedures both removes the opportunity for litigation and ensures that the PCC and its individual members would be afforded legal protection under the aegis of its insurance policy. In addition, the procedures referred to herein also afford protection to those adults working with children on the PCC's behalf by diminishing the risks of wrongful accusations being made against them.

While the primary aim of these procedures must be to safeguard the welfare of the children in our care, it must be recognised at the same time that the adoption of the 'best practice' procedures outlined in this document will mean that our children's and youth work will be more effectively and efficiently organised.

#### 3.2 What is child abuse?

Child abuse is a term which covers a wide range of things and is usually classified under four main areas: physical abuse; neglect; emotional abuse; and sexual abuse. The **Children Act, 1989** considers in detail what constitutes abuse, but the following summary definitions have been adopted by every local authority in England and Wales:

a) **Physical abuse:**

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* (i.e. deliberately causing physical harm to a child in order to draw attention to oneself).

b) **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 or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

c) **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.

d) **Sexual abuse:**

actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature. This will include the involvement of dependent and developmentally immature

children in sexual activities they do not truly comprehend, to which they are unable to give informed consent, or which violate the sexual norms of family behaviour. These activities may involve a parent directly or take place with the parent's knowledge.

### **3.3 What parish activities are affected?**

Any activity involving children which is officially organised by the parish or with which the parish is intentionally associated is relevant to a parish child protection policy and needs to be included in these '*best practice*' procedures. These will include: children's services, youth services, family services, Seekers, Bible Class, crèche, TinyTots, baptism preparation, workshops, holiday clubs, youth groups, youth alpha, confirmation groups, servers, choir, bellringers, Churches Together events, outings, camps, retreats, garden parties, etc.. This list should be regarded as illustrative and not definitive: any church activity involving one or more children must be included.

It is important to distinguish between the *statutory* and *non-statutory* requirements of the **Children Act, 1989**. Any activities involving under-8 year olds and continuing for more than 2 hours in any one day and occurring more than 6 times per year fall within the *statutory* provisions. These require registration with the local Social Services. All other activities fall within the *non-statutory* requirements and can be addressed by the adoption of '*best practice*' procedures.

### **3.4 What response is required?**

National and diocesan guidelines recommend that every PCC develops and adopts a policy on safeguarding the welfare of children and young people in its care.

This policy must embrace all activities involving children and young people. It will need to address: the appointment, training and supervision of all persons, paid or unpaid, leading or assisting these activities; the adoption of '*best practice*' procedures so as to minimise the opportunities when harm or abuse may occur; the establishment of procedures of pastoral care for those involved in harmful or abusive situations; the provision of appropriate insurance cover for all relevant activities; the establishment of reporting procedures in the event of harm or abuse; and the implementation of appropriate record keeping.

The policy will need to be kept under regular and automatic review. It must be explicitly drawn to the attention of all persons involved in children's and youth work, and it must be available for inspection by any parent/guardian requesting it.

### **3.5 "Safeguarding our Children"**

This document represents the agreed policy on child protection of the Parochial Church Council of Abbots Langley. It has immediate effect from the date shown on its front cover and supersedes all previous documents and statements.

It is not intended as a threat to, or a criticism of, existing work with children and young people within the parish. Rather, it provides a framework for making even more effective the care and love which inspires both the work and the workers. It is a means of involving more people and further supporting the important work already done.

## **4. Policy statements**

### **4.1 General principles**

All people working as leaders or helpers in parish activities will be carefully selected using the procedures detailed in §4.3. Appropriate training and support will be given to all such workers. All people engaged in such work will be required to read and accept the parish policy as detailed in this document and will be required to operate with the highest standards of care and concern for the welfare of the children in their care. Care will be exercised at all times to minimise the potential opportunities for harm or abuse or the allegation of abuse.

The parish will endeavour, wherever possible, to provide at least two leaders/helpers - preferably one of each gender - for each activity. Appropriate children/adult ratios will be maintained for all activities. Helpers under-18 years old will not be counted for the purposes of this ratio. No helper under the age of 18 will be left in sole charge of a group. Situations involving children being left alone with an adult will be avoided. Children will not be left unattended, required to walk alone along dark paths, or allowed to leave without their parent/guardian unless by prior agreement.

The parish will endeavour to support all children's and young people's events and their leaders/helpers by providing safe and hygienic premises in which to operate, an adequate budget, appropriate insurance cover; first-aid materials; and access to a telephone wherever possible.

### **4.2 Responsibility for child protection**

The legal responsibility for the care of children and young people engaged in parish activities rests formally with the PCC. For that reason, this document has been formally prepared, debated and adopted by the PCC and will be subsequently reviewed and re-adopted annually by each incoming PCC.

To ensure that the PCC has effective oversight of all of the activities involving children and young people, a member of the Church Council will be appointed to act as Children and Youthwork Co-ordinator (CYC). This person will act as the PCC's link with all of the many diverse activities comprising the children's and youth work of the parish.

In co-operation with the clergy, Churchwardens and the many leaders/co-ordinators of the individual activities, the CYC will ensure that all of these activities receive an appropriate high level of support and resourcing and that all procedures relating to child protection identified in this document are implemented appropriately.

The role is one of co-ordination and oversight - it does not usurp the responsibilities of existing workers but complements them by holding their work and needs before the PCC on a regular basis.

An outline of the responsibilities of the CYC is given in Annexe I.

### **4.3 Appointing people to work with children and young people**

Anyone who works for the Church in a paid or a voluntary capacity must be chosen with care. This imperative is especially strong in the case of children's work. There are no procedures which can absolutely guard against appointing people who will harm children, but it is possible to take measures which can act as a deterrent and which will reduce the risks to a very large extent.

Therefore, all persons, whether paid or voluntary, applying to work with children in this parish will be subject to a selection process. The only exception applies to those assisting at an activity who clearly have no responsibility for child safety (e.g. someone operating the sound system at an all-age church service). The selection process comprises:

a) the completion of a registration form (Form SOC1 - see Annexe III) providing personal details, details of relevant experience in children's work, details of two referees, and a declaration of previous criminal convictions. Note that all situations which involve work with children are exempt from the **Rehabilitation of**

**Offenders Act, 1974** and it is therefore permissible to enquire of anyone applying to work with children about all past convictions. The details of a successful applicant will be checked against information held by the Criminal Records Bureau. The applicant must initiate the CRB check (see Annexe II).

b) an interview, ideally with three people, typically comprising: a priest, the CYC or nominated PCC member, and one other person. Some record of the interview should be kept and retained. In the case of voluntary workers who are well known within the parish, it may be possible to substitute the formal interview with an extended conversation with a priest or the CYC at the discretion of the Incumbent, priest in pastoral charge or Churchwardens.

c) the worker should be given a copy of a role description detailing general responsibilities, reporting procedures, etc. (Form SOC2 - see Annexe III) and a copy of *Safeguarding our Children*. The worker should sign a declaration that (s)he will accept this policy statement and work according to its procedures.

d) all appointments are to be subject to the successful completion of a probationary period, which is intended to be a supportive component and not a 'threat'. During this period, the worker will be supported by a mentor who will be responsible for encouraging the new worker and identifying any training needs. The evaluation of the probationary period will be undertaken by means of a brief *pro forma* report from the mentor to the CYC stating that no inappropriate physical contact or verbal/physical abuse has taken place and that appropriate care and control has been exercised.

Note, with effect from 1996, this same procedure applies to all new clergy and accredited lay ministers joining the parish

Of course, this parish is blessed with children's and youth workers of the highest calibre and with moral credentials beyond question. There is no sense in which the procedures being introduced are intended to bring into question their high standing. Therefore, the proposal is that, after completing registration forms SOC1 and SOC2, all existing personnel will simply be registered in the parish record system as having already been appointed with the Incumbent and a churchwarden acting as their referees. All new appointments, however, will be subject to the procedure above.

It is important to emphasise that this procedure is not an implicit questioning of the integrity of applicants - it is rather our well-intentioned response to the unavoidable framework imposed by the **Children Act, 1989** and a shared desire to safeguard our children.

#### **4.4 Informed consent**

The parent/guardian of every child involved in a parish activity will be told the nature of the activity and will be required to give informed consent for their child to take part. *Pro forma* consent forms will be available for all activities (see Form SOC3 in Annexe III). These forms will include permission for leaders/helpers to seek medical assistance in the event of an accident or medical emergency.

Form SOC3 also includes a note about the *Safeguarding our Children* policy (including where one can view the entire document), and this will thus be shared with a parent/guardian of every child in our care.

#### **4.5 Record keeping**

The PCC through the CYC or his nominee(s) will maintain accurate records of all leaders/helpers, activities and children taking part in them. Any material of a personal nature (e.g. a child's medical condition given on a consent form) will be maintained securely and will only be made available on a need-to-know basis. Any records maintained on a computer-based record system will comply with the provisions of the **Data Protection Act** through adherence to the prevailing parish IT policy.

Accurate records will be kept of any injury incurred by a child in our care. Parents/guardians must always be informed of any such injury. Where possible, the parent/guardian will be asked to countersign the relevant record to demonstrate their awareness of the incident.

Any incident involving harm, abuse or alleged abuse must be documented immediately by a leader/helper and the records forwarded to the Children and Young Persons Co-ordinator. The necessary further action will then be instigated by the Incumbent, priest in pastoral charge or CYC as appropriate - see §4.13.

Any incident or allegation must be notified to the church's insurers at the earliest opportunity.

Any leader/helper who is uneasy about any of their dealings or a specific event with a particular child should make a written record of the event which must be signed and dated and passed to the CYC for confidential filing for future reference.

All such records must be retained indefinitely.

#### **4.6 Pastoral care of the children**

All leaders and helpers will have the pastoral care of the children uppermost in mind. They will always be ready to listen in appropriate ways if the children in their care need to talk. They will also be aware of the opportunities to refer children for pastoral care to other members of the parish team (e.g. the clergy) as appropriate. In some situations, an outside agency might offer the most appropriate pastoral support, for example, *Childline* or *The Samaritans*. All workers will be aware of how to make contact with such agencies see Annexe IV.

#### **4.7 Physical contact**

Great sensitivity must be used in determining what is appropriate and acceptable physical contact between leaders/helpers and the children in their care.

Normal and appropriate physical contact between leaders, helpers and children is acceptable. It may be necessary on occasions to restrain or protect a child and leaders and helpers should feel able to provide appropriate comfort to ease a child's distress. In such situations, sensitivity and care should always be exercised and the wisdom of being alone with the child should always be borne in mind.

The age, gender and culture of the child should always be considered in determining what is appropriate physical contact. In touching a child, the possibility of invading the child's privacy should be considered and respect should always be given to the child's own feelings and wishes.

Physical contact must never be in response to, or be intended to arouse, sexual expectations or feelings.

#### **4.8 Communication**

All leaders/helpers will be immediately informed of any changes to the parish's child protection procedures which might be relevant to their work. The CYC and the clergy will always make themselves available to any leader/helper with concerns about child protection issues. In addition, the CYC and clergy will meet regularly with children and youth workers to support and encourage them in this important work.

#### **4.9 Statutory requirements**

The PCC operating through the CYC or nominee will inform the local Social Services and register any event/activity which involves children under 8 years old and lasting more than 2 hours in any one day, and thus falls within the statutory provision of the **Children Act, 1989**.

#### **4.10 Health and safety**

Issues relating specifically to children's activities will be given full recognition in any PCC health and safety policy statement and guidelines.

In particular, the PCC will maintain the church buildings and curtilage to ensure compliance with prevailing health and safety regulations.

“WHAT TO DO IN THE EVENT OF FIRE” notices must be displayed in a prominent position in the buildings and their location and contents made known to all workers with children and young people. Fire exits must be kept clear at all times. Where appropriate, a procedure for a fire drill must be prepared by the PCC and occasional drill carried out by groups relating to the care and safety of children.

First-aid kits will be provided in all buildings and their locations made known. No church workers will administer medication to any child without the written consent/instruction of their parent/guardian.

Wherever possible, access to a telephone will be provided in the Parish Office, the Vicarage or via a mobile telephone.

#### **4.11 Transport**

Any transport provided for children in our care must be adequate, roadworthy, and meet satisfactory safety standards. All vehicles must be fitted with sufficient seat-belts, ideally incorporating three-point harnesses. The recommended number of passengers for a vehicle must never be exceeded. Conditions of vehicle insurance must be followed, especially when using private vehicles. Minibuses fitted with side-facing seats will not be used.

Situations requiring a child to travel alone with an adult in a vehicle will be avoided wherever possible.

#### **4.12 Insurance cover**

The PCC will ensure that its public liability insurance cover meets or exceeds the recommended minimum to cover all of its children’s and young people’s work. The recommended minimum will be assessed based upon prevailing national or diocesan recommendations.

#### **4.13 Dealing with an allegation**

Because church workers will have built a relationship of trust with the children in their care, they may well be among the first people to suspect abuse to the child or to whom the child may turn for help. All allegations, however tenuous or awkward must be taken seriously.

Any worker who has a knowledge of, or suspicion that, a child is suffering from significant harm, whatever its source, has a duty to report this to one of the statutory agencies. These are: the local Social Services, the NSPCC, or the local Police - see Annexe IV for contact details.

If a child discloses that (s)he is being abused, the child should be believed and a referral made. The child’s trust should be respected while avoiding giving promises which one may not subsequently be able to keep, e.g. the promise of absolute confidentiality.

The recall of abuse in adult survivors is less common and may be fragmentary and almost certainly hesitant. All such allegations should be taken seriously and with respect.

People who abuse children are practised in deception and are, therefore, unlikely to disclose such practice. Should a priest, however, receive a confession from someone who has abused a child, **whilst the seal of the confessional remains absolute**, every effort should be made to encourage the abuser to report the abuse to the social services or the police.

If a child tells a church worker about abuse, do not question the child for greater detail but be ready to respond and listen if the child wishes to talk. Never stop a child who is freely recalling significant events. Questioning of children should always be left to Social Workers and Police Officers with specialist training. The church does not play an investigative role but a reporting and pastoral role.

In a situation where abuse is suspected, written notes of all such concerns should be made at the time and dated. This information, which remains highly confidential and should be disclosed only to the priest (or the

Bishop's Representative for Child Protection if the priest is suspected - see Annexe IV for contact details), can then be used for a referral.

A referral should be made within 24 hours to one of the following agencies:

- a) the appropriate Social Services team covering the child's address
- b) the child protection unit at the local main Police Station
- c) the NSPCC.

In each case, make it clear that the referral is a child protection issue. The referral will need to be supported by:

- i) the name, age and address of the child and other family members if known
- ii) details of the injury or the grounds for suspicion
- iii) whether the child's parent/guardian and/or the suspected abuser are aware of the referral

The Bishop's Representative for Child Protection must be informed of any report via a priest (unless the priest is suspected in which case via the CYC or Churchwarden). In cases involving allegations against church workers, the church's insurers must also be informed.

In the unlikely event of an allegation made against a church worker, the worker will be suspended from working with children pending the outcome of the investigation. The Bishop may be required to notify the Criminal Records Bureau in the event that such an allegation is substantiated.

#### **4.14 Pastoral care in the event of abuse or alleged abuse**

The natural instinct of the church will be to offer pastoral support to all those people affected by an incident or alleged incident. The sensitivity of the situation will mean that the strategy for pastoral care should always be determined by the clergy or the Bishop's Representative.

The police will be concerned to prevent any action which could be construed as likely to contaminate the evidence. Therefore, their advice must always be sought in determining what contact with the alleged victim, the reporter and the alleged abuser is appropriate. In all cases, the person responsible for the pastoral care of each of the parties above should have no contact with the person(s) offering pastoral care to the other parties.

Appropriate arrangements will be made for the communication with and pastoral care of the congregation in a situation where a church worker is suspended from duty or given leave of absence.

#### **4.15 Ecumenical implications**

Because of the attempts to preserve coherence between this policy and procedures and those of our partner churches in Churches Together in Abbots Langley (CTAL), it is expected that no difficulties will be encountered when working ecumenically with our children and young people. In particular, the registration form SOC1 is compliant with that of the Methodist Church. The intention is that all those working with children and young people from each of our CTAL churches who might be engaged in ecumenical activities will be cross-registered with each of the other churches so that full protection is afforded both to children and the workers.

#### **4.16 Review of procedures**

The PCC will review its child protection policy and procedures annually or earlier if a more rapid response is required to a specific incident or situation.

#### **4.17 Further information**

Additional information or clarification of any of the policies or procedures referred to in this document may be had from the CYC or the clergy, who may be contacted via the Parish Office.

**Annexe I Responsibilities of the PCC's Children's and Youthwork Co-ordinator**

- to act as the PCC's link with all children's and young people's groups and activities
- to encourage and support these activities and to keep their needs and special interests before the PCC
- to liaise with groups to determine specific needs regarding resources, equipment, leadership, etc. and to make these needs known to the PCC
- to liaise with the PCC Treasurer and Finance Committee regarding children's and youth budgets, payment of affiliation fees, payment of insurance premiums, etc.
- to undertake regular audit of all children's and youth activities to ensure compliance with the PCC's child protection policies and procedures as identified in *Safeguarding our Children* and with any other guidelines issued from time to time by the PCC
- to periodically inspect buildings and equipment to identify potential health and safety problems and to report this to the PCC or other relevant church body
- to ensure that satisfactory records are kept of: all children's and youth workers; all children participating in our activities (including parental consent forms and registers where necessary); and of all special events/activities/outings
- to participate in the appointment of children's and youth workers
- to participate in the implementation of PCC policy in cases of suspected abuse or alleged abuse by a church worker
- to ensure that *Safeguarding our Children* is reviewed and re-adopted annually by the PCC

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**Annexe II Procedure for Criminal Records Bureau Check**

1. Having been offered a post in the parish (paid or voluntary) the applicant **telephones the CRB (0870 90 90 844)** to request an application form for an **enhanced** disclosure and whether the position they are applying for is a **voluntary one** or a paid one. (There is no fee payable for volunteers) They should quote the registration number of the 'umbrella organisation' which is **The Diocese of St. Albans** and **NOT** St Lawrence Church. The number is **2022 4600 009**. The CRB lines are open **Monday - Friday 8-00 am to 8-00 pm** and **Saturdays 10-00 am to 5-00 pm**.
2. During this telephone conversation he or she may be asked which approved identity documents they intend to produce to the parish in order to verify their identity. Normally there should be at least one item of photographic evidence such as a current passport or new-style UK driving licence, and at least one item of address-related evidence such as a utility bill or a bank, credit card or mortgage statement that contains the name and address of the applicant. Where an applicant has changed their name e.g. by deed poll, marriage, adoption or statutory declaration, the appropriate evidence should be provided.
3. The partially completed form is then printed by the CRB and posted to the applicant for completion up to section H and signing. Detailed guidance notes will be provided by both the CRB and the parish. The 'employing' organisation (at B14-19) is 'The Diocese of St Albans', at Abbey Gate House, Abbey Mill Lane, St Albans, Herts, AL3 4HD.
4. The applicant then meets the person appointed by the P.C.C. (who must also be CRB cleared), who checks the required Identity Documents and then enters their own name in section X16 of the form. The identity documents are returned to the applicant at this point.
5. The parish then sends the completed form to one of the diocese's registered counter-signatories.
6. Once countersigned the form is sent by the diocesan counter-signatory to the CRB who will issue the resulting disclosure usually within 14-28 days. One copy goes direct to the applicant and a second to the counter-signatory. The parish will be informed of the result by the diocese in due course. The parish will also ask the applicant for the date of issue of the disclosure to aid any future renewal procedures.
7. There is no fee payable for volunteers. The fee for prospective paid employees is £29. This will be paid centrally by the diocese.

**Annexe III** **Internal documentation**

<b><u>SOC1</u></b>	Registration form
<b><u>SOC2</u></b>	Role description form
<b><u>SOC3</u></b>	Parental consent form
<b><u>SOC4</u></b>	Incident report form



# The Parish of Abbots Langley

Diocese of St Albans

**Form SOC1 - Registration form for children and youth workers**

**CONFIDENTIAL** : Please initiate the check with the Criminal Records Bureau by following the procedure in Annexe II. Cross-registration may take place with other CTAL churches.

**Full Name:**  
**Title:**

**Any former name (including maiden name):**

**Date of birth:**

**Home address:**

**Telephone**  
**Day:** **Evening:**

**Occupation:**  
**Employer:**

**If resident there less than 5 years, what was your previous address?**

**How long did you live there?**

**Church attended:**

**Which Church do you attend?**

**Name and address of minister:**

**Please give details of any previous experience of looking after or working with children and/or young people, and any relevant qualifications or training:**

**Are you prepared to undergo training?**

**Name, address, telephone number and position of *two* referees**, one of whom can comment on your previous work with children (unless you have not previously worked in this field).

Signed:

Date:

**FOR PARISH USE ONLY**



# The Parish of Abbots Langley

Diocese of St Albans

## Form SOC2 - Role description for those working with children

**NOTE:** Under Home Office guidelines, this form should be completed for all persons working with children and young people. If the role changes substantially, a new form should be completed.

**Name:**

**Reference:**

**Name of group/activity:**

**Age range:**

**Usual meeting place and times:**

**Person to whom responsible:**

**Work to be undertaken (continue on the reverse side if necessary):**

**Signed on behalf of the PCC:**

**Date:**

**To be completed by the appointed worker**  
I have understood the nature of the work I am to do with children. I have read the document *Safeguarding our Children* and any supporting codes of practice and I will undertake to work within these guidelines.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# The Parish of Abbots Langley

Diocese of St Albans

(a member of Churches Together in Abbots Langley)

## FORM SOC3 - Child Registration and Parental Consent

Name of parent/guardian:

Name of child:  
Date of birth:

Address: Telephone  
Day:  
Evening:  
Mobile:

Details of medical conditions, treatment, medication:  
  
Allergies:

Dietary requirements:

Name and address of GP:

In an emergency I can be contacted at: Alternative contact person:

Additional information:

Thank you for taking the time to fill in this form, which is part of the parish policy governing all work with the under-18s. This policy, entitled "Safeguarding Our Children", ensures the following of 'best practice' procedures for protecting our children, including the appointment of all youth workers. The policy is available for inspection in St. Lawrence's Church or at [www.abbotslangley.org.uk](http://www.abbotslangley.org.uk). Alternatively, ask any youth leader or at the church office.

I give my permission for \_\_\_\_\_ to attend:  
.....at the following times.....  
.....  
.....  
and to participate in all activities.  
In the event of an accident or medical emergency, I authorise the responsible adult to give permission for such emergency treatment as is considered necessary by attending clinical staff. I acknowledge that the child's safety on the way to and from any activity is not the church's responsibility but my own.  
I authorise the responsible adult to administer the following medication as indicated below: (delete if not relevant) .....  
Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

---

Form SOC4

**INCIDENT REPORT**

**Time:**

**Date:**

**Place where incident occurred:**

**Name of Child:**

**Age:**

**DETAILS of INCIDENT** (Continue on reverse if necessary)

**Details of any treatment given: (and by whom)** (Continue on reverse if necessary)

**Further Action: e.g. Resumed Activity:**  
(Circle as appropriate)

**Collected by Parent/guardian:**

**Parent/guardian:**

**Taken to Hospital by:**  
**Leader/helper:**

**Ambulance:**

**Name and signature of person  
completing this report:**

**Name and signature of Parent/guardian:**

**ANNEXE IV**      **Contact details for external agencies**

**Bishop's Representative for Child Protection**

Mrs F. Austin,  
P.A.to the Bishop of Hertford,  
Hertford House,  
Abbey Mill Lane,  
ST ALBANS  
AL3 4HE  
Tel. 01727 866420  
email bishophertfordpa@btconnect.com

**Three Rivers Social Services**

01923 354500 (daytime)  
01582 434054 (outside office hours)  
Ask to speak to the Child Protection Emergency Duty Team

**Police**

Shady Lane  
Watford  
01923 472450  
Ask for Child Protection Unit

**NSPCC**

Child Protection Helpline - advice and referrals - 24 hours  
0800 800 500

**Childline**

FREEPOST 1111  
London N1 0BR  
0800 1111

**The Samaritans**

45 St John's Road  
Watford  
01923 233333

**Criminal Records Bureau**

PO Box 165  
Liverpool  
L69 3JD  
Helpline 0870 9090844

**Churches' Child Protection Advisory Service,**

PO Box 133  
Swanley,  
Kent.  
BR8 7UQ  
0845 120 4550  
[www.ccpas.co.uk](http://www.ccpas.co.uk)  
email [info@ccpas.co.uk](mailto:info@ccpas.co.uk)