

SECTION 1

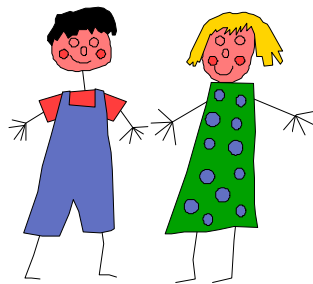
2012-13

Policy and Procedures

for the

SAFEGUARDING of CHILDREN

IN OUR CHURCH



The Parish of

St. James the Greater, Leicester



The Church of
St. James the Greater



THE CHURCH
OF ENGLAND
DIOCESE OF LEICESTER

Contents

Pages

Section 1 – Policy and Procedures

2 – 6

Section 2 – Guidelines and Additional Information

7 – 18

The Parish of **St. James the Greater, Leicester**

CHILD PROTECTION POLICY STATEMENT

The members of this church commit ourselves to the nurturing, protection and safekeeping of the children and young people in our care.

- It is the responsibility of all church members to do their best to prevent the physical, sexual and emotional abuse of children and young people and to report any abuse, alleged or suspected.
- We will respond without delay to any complaints made, that a child or young person for whom we are responsible may have been harmed.
- We will work towards the code of good practice when working with children and young people and create a culture of **'informed vigilance'** which children and all adults in the church take seriously.
- We are committed to supporting, resourcing and training those who work with children and young people. We will provide supervision for workers because it recognises this as important in the maintaining of good practice.
- We will ensure that all those who have any responsibility for children or young people under the age of 18 years obtain an 'Enhanced Disclosure' from the Criminal Records Bureau.
- The Parochial Church Council will accept responsibility for the appointment of leaders and ensure that each person who works with children or young people receives a copy of this parish policy and is familiar with our policy, procedure and guidelines that are in place for our church.
- This church is committed to following the Diocese of Leicester Policy for Child Protection and The House of Bishops' Policy, "Protecting all God's Children" (2010) which is the Child Protection Policy for the Church of England.
- The PCC accepts the intention of the Children Act 1989 that the welfare of the child is paramount.
- We have reviewed our health and safety policy.
- We shall appoint a Child Protection Coordinator to work with the Incumbent and the Parochial Church Council to implement policy and procedures.
- The Parochial Church Council will undertake to display a copy of this policy statement in a prominent place on church premises and in any church hall so that all may be aware of its existence.

Our Independent Person to whom children, youth workers and volunteers may talk, if they wish to, about any concerns is:

.....Miss Victoria Roe.....

She may be contacted atSunday Morning Service (10.30 a.m.).....

..... or through the Church Office on Telephone 0116 254 2111

This policy statement will be renewed annually and progress in carrying it out will be monitored by **the Child Protection Coordinator who is:**

.....Miss Victoria Roe.....

She may be contacted at.....Sunday Morning Service (10.30 a.m.).....

..... or through the Church Office on Telephone 0116 254 2111

This statement was agreed by St. James the Greater Church, Leicester, Parochial Church Council.

Date.....

Signed.....(Incumbent) Signed.....(Lay Chair of PCC
or Churchwarden)

PROCEDURES FOR IMPLEMENTING THE PARISH POLICY

of St. James the Greater, Leicester

A copy of these procedures will be given to all youth workers, volunteers and employees who have the responsibility for children or young people. They should sign a declaration afterwards saying that they have read and understood them.

1. CONTACTS

Our child protection coordinator is ...**Miss Victoria Roe**.....

Address ...**4 St. James Terrace**.....
**Leicester**.....
**LE2 1NA**.....

Tel:**0116 2552108**.....

Our independent person to whom children or adults can talk to about worries and concerns about possible child abuse is**Miss Victoria Roe**.....

He/she usually attends the service at**Sunday Morning (10.30 a.m.)**.....

or he/she can be contacted at the following address ...**4 St. James Terrace**.....
**Leicester**.....
**LE2 1NA**.....

Tel:**0116 2552108**.....

2. Contact details for the main leader of each children's/youth group

YOUTH GROUP	LEADER'S NAME	ADDRESS	TEL. NO.
Sunday Club	Mrs. Jo Stapleton	39 Craighill Road, Knighton, Leicester. LE2 3DF	0116 270 2001
Sunday Club	Mr. John Raven	291 London Road, Leicester. LE2 3ND	0116 270 7591
Scouts & Cubs	Mr. Tony & Mrs. Alison Hurst	30 Repton Road, Wigston, Leicester. LE18 1GB	0116 288 9457
SJ2 Youth Club	Mr. John Raven	291 London Road, Leicester. LE2 3ND	0116 270 7591
Choir	Mr. Matthew Haynes	36 Vernon Road, Aylestone Leicester. LE2 8GA	0788 576 0364

3. Leadership of Groups

St. James the Greater Church has adopted the following definition of a Youth Worker:-
“Adults (18 years and over) who have leadership responsibilities for the meetings of any of the Groups or who, in helping the leaders, have attended at least four of the last ten meetings.”

The following ratio of adults (over 18 years old) to children should be:

Age	Number of Leaders
0 to 2 years	1 leader to every 3 children
2 to 3 years	1 leader to every 4 children
3 to 8 years	1 leader to every 8 children
8 +	1 leader for the first 8 children followed by 1 to 12

Each group is to have at least 2 adult youth workers present and a gender balance should be maintained in mixed gender groups.

No smoking is permitted on church premises or when taking children or young people out.

Our uniformed organisations follow their own recommendations and rules.

A parent/guardian/carer must complete and sign a **Registration Form** for their child when they join the group, which also sets out the arrangements for the activity, e.g. arrangements for dropping off and collecting; what, if any, physical contact will be needed during activities. (See Section 3)

The leader of the group must keep a **Register** of those under 18 at every group meeting.

Children must not be allowed to leave the premises unsupervised.

Consent forms must be signed by a parent/guardian/carer for any activities that are not on Church premises or Victoria Park, e.g., outings, trips, holidays. Section 3 contains a suitable form.

All **Accidents** or near misses must be recorded in the Accident Book in the Kitchen of the Undercroft or the Large Hall. Parents need to be informed of any significant incident. If a visit to the Casualty Department is required, parents should be telephoned and offered the chance to accompany their child. In serious cases an ambulance should be summoned as quickly as possible.

Fire evacuation procedures should be practised by leaders with their group at least three times a year. In the event of a **fire** the priority is to evacuate the premises, using any of the available Fire Doors. Once out of the building, the register should be checked to ensure that everyone is present.

Locations

The **Telephone** is in the Church Office in the Church Hall.

First Aid Boxes are in the Kitchen areas of both the Undercroft and the Church Hall.

Fire Appliances are in the Undercroft and near the stairs in the Church Hall.

Contact Numbers

Emergency - 999 for Police, Fire and Ambulance

Leicester Royal Infirmary A & E - 258 5121 or 258 5122

NHS Direct - 0845 4647

Local Police - 222 2222

L. R. I. Switchboard - 254 1414

4. Safe Recruiting

Those responsible for an appointment should follow the principles outlined in Section 2 of this policy when seeking to appoint someone to a post involving direct contact with children and young people. This follows the recommendations given by the Home Office in the Safe from Harm publication.¹

The forms in Section 3 of the handbook should be used.

Youth Workers already in post must have an enhanced CRB Disclosure, which should be shown to the Child Protection Co-ordinator for details to be recorded. Newly appointed Youth Workers should complete a Confidential Declaration in addition to obtaining an enhanced CRB Disclosure. All this information will be kept securely by the Child Protection Co-ordinator under the Data Protection Act..

Adults who have been convicted of an offence against a child or young person will not be allowed unregulated or unsupervised participation in church activities involving children or young people.

5. Good Practice Guidelines

Every youth volunteer and paid youth worker should be given a copy of the 'Pocket Guide to Safeguarding children', which is published by the Diocese of Leicester.

6. Procedure to follow in the case of suspicion and disclosure of abuse

'The Pocket Guide to Safeguarding Children' contains

ACTION TO TAKE IF:

- there is an allegation of abuse,
- you are concerned, or it comes to you notice that someone may be committing abuse,
- a person known to have committed abuse is attending your church.

Children should be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable.

7. Activities away from the church premises

- No child can be taken off-site for activities without the consent of their parent/guardian/carer, except to Victoria Park, which is regarded as an extension of the space available at church.
- Details of the event must be given and permission slips with a request for medical details must be filled in prior to the visit..
- Before events take place please see the Parish Child Protection Co-ordinator to check over all the details of the arrangements.
- Seek the permission of the Parochial Church Council for approval of the event so that it is covered by Parish Insurance or because the nature of the activity may require additional insurance and child protection procedures.
- When taking children off-site, other than to Victoria Park, a detailed programme and list of contacts should be left with someone in the Parish.
- If transporting children by car and/or minibus, the Guidelines in Section 2 should be followed. Drivers should sign an undertaking, in advance of the trip, to abide by the Guidelines.

The Parish Child Protection Co-ordinator has samples of forms for such events. (See Section 3)

¹ For further information see the Safe From Harm recommendations in The House of Bishop's Policy page 13.

8. Support, supervision and training of youth workers

Everyone should avoid working alone with children and there should always be more than one responsible adult available so that there is mutual supervision. If one of the adults become ill or gets called away, the other adult should call for additional help.

Youth workers should be given the opportunity to review their work with the leader of their group or another named adult. This will enable them to comment on the work they are doing, give suggestions, review and further develop their work, if they so wish, and to discuss training opportunities.

From time to time our church may hold training on Child Protection. There will also be other training held by the Diocese which church staff, youth workers, volunteers and Child Protection Co-ordinators may attend.

9. The passing on of information to new screeners and/or incumbents

After a youth worker or volunteer has resigned, information on their children's/youth work will be kept for a period of 12 months, in case it is needed for references for a new position at another church or for working with children elsewhere.

Confidential/sensitive information will be passed on only by the incumbent (or a churchwarden during an interregnum).

10. Implementation of the Policy

The Parish Child Protection Co-ordinator will be responsible for monitoring the policy to see that it is being practised. This will be done in consultation with leaders of groups through visits and meetings.

11. Procedure for regular reporting to the Parochial Church Council

The Child Protection Co-ordinator will report annually to the Parochial Church Council on Child Protection matters. The Policy will be reviewed at the P.C.C. meeting following the A.G.M.

The Procedures and Guidelines were last reviewed and agreed by the Parochial Church

Council on

Signed by the Incumbent:

Signed by the a Churchwarden:

Date for Policy Review

The Youth Committee and the Parochial Church Council will review this Child Protection Policy and how it is to be implemented by

Date: May 2013

Please keep a copy for your Parish Records, give a copy to each of your Youth Workers and Volunteers and send one to the Child Protection Officer at St. Martins House, 7 Peacock Lane, Leicester. LE1 5PZ

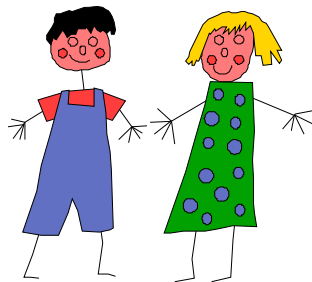
SECTION 2

Guidelines and Additional Information

for the

SAFEGUARDING of CHILDREN

IN OUR CHURCH



The Parish of

St. James the Greater, Leicester



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Contents

Page

Procedure to follow when appointing volunteers and employees	9
Steps to take when producing a Child Protection Policy	10
CRB Disclosure	11
Role of Parish Child Protection Co-ordinator & Independent Person	13
Guidelines for Bellringers, Church Musicians and Servers	14
Guidelines for transporting children by car, mini-bus or coach	15
Church organised Parent & Toddler Groups, Playgroups & Creches	16
Other Groups and Organisations meeting on Church premises	17
Suggested agreements for use with outside groups	18

Procedure to follow when appointing Volunteers and Employees

Applicant to complete an application form.



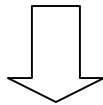
Ask for two referees, one of which should be from their current employer or previous church.



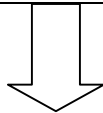
Applicant to complete a confidential declaration form.



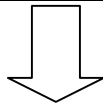
Hold an appropriate interview.



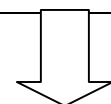
If appointed the appointee should provide an enhanced disclosure from the CRB.



Offer the post subject to a probationary period.



Confirm the appointment in writing.



Be formally commissioned to their role and given a copy of 'A Pocket Guide to Safeguarding Children' and the Parish Policy and Procedures.

Steps to take when producing a Child Protection Policy

Discuss the whole subject with the PCC and gain their commitment to adopt a Child Protection Policy and Procedures. The Diocesan Child Protection Officer is happy to help with this.



Appoint a co-ordinator and a working party to draft the policy. Consult all those in contact with children.



Inform the congregation about what is happening and why.



Write the policy statements and say what must be done.



Write the procedures, which say how it must be done.



Write a procedure to ensure everything is regularly reviewed and updated.



Report back to the PCC, then have the whole policy checked out and agreed.



Send a copy to the Diocesan Child Protection Officer.



Arrange to review your policy annually.



Tell your congregation and everyone about it. Give thanks for the children and their part in parish life.



Do make use of diocesan training events.

CRB DISCLOSURES

All those who have been appointed to work with children and young people will need to have clearance from the Criminal Records Bureau (CRB). The appointment will be subject to a clear enhanced disclosure. For this a CRB disclosure application form needs to be completed.

This makes it possible for those taking selection and recruitment decisions to have a check made for information about candidates on police records, as well as by the Department of Health Consultancy Service and some other Government Departments. The check will ascertain whether an individual has a criminal record or has been under police investigation or has been banned from working with children. The service covers both paid and volunteer positions and is of major importance in implementing the church's policies regarding the protection of children.

How do I apply for CRB disclosure?

As we are linked with the Coventry Diocese we are using their CRB disclosure forms for which our Assistant Diocesan Secretary, Andrew Roberts is the counter signatory. Please ask for a CRB disclosure form from your parish Child Protection Co-ordinator who will obtain it for you from:

Carol Gibbons
St. Martin's House
7 Peacock Lane
Leicester
LE1 5PZ

The forms must be returned to her when completed.

What does it cost?

It is free for all youth volunteers. For those who are paid youth workers or paid employees there is a charge of £36. Cheques need to be made payable to the Leicester Diocesan Board of Finance (LDBF).

What about people who have already obtained a disclosure for a different post?

If a person already holds an enhanced disclosure for other work of a similar nature then it is acceptable to provide evidence of the existing disclosure.

Criteria for the portability of a CRB enhanced disclosure

- The disclosure must be less than 2 years old.
- The person must still be in the same job or post for which the disclosure was sought.
- The disclosure must be clear.
- It must be an enhanced disclosure.
- The disclosure made for working with vulnerable adults will not be adequate for working with children or vice versa.

The Incumbent or Child Protection Co-ordinator should see the disclosure certificate and be sure that it belongs to the person offering it, (It must not be photocopied) then note the following details:

- full name of the person,
- home address of the person,
- their date of birth,
- the unique reference number on the disclosure,
- the position for which the disclosure was requested,
- the date on which the disclosure was issued,
- the date when the disclosure was seen.

This information should be treated as confidential and should be filed in a secure place.

How long is a disclosure valid?

Technically it is valid on the day that it is issued and will be out of date from that moment. It is for this reason that continued safe practice is essential.

CRB Renewals

“As the Government is in the process of making changes to the way the Criminal Records Bureau operates, The House of Bishops recommends that no re-checking of employees or volunteers continuing in the same post should be undertaken until 2007. At that point a further recommendation will be made, in the light of the new arrangements, as to whether such persons will need to be re-checked.”

Following the above advice from the House of Bishops in October 2006, there will be no re-checking of CRB Disclosures of volunteers and employees in the Diocese of Leicester until 2007.

The Incumbent or the Child Protection Co-ordinator should keep a record of the date when a disclosure is issued so a reminder can be given to those concerned when they need to re-apply for the new disclosure.

Who carries out the evidence of identity checks?

Youth workers, volunteers and employees in the parish should be checked by their Incumbent of the Child Protection Co-ordinator.

Students must put their term time address as their main address, as they are there for the grater part of the year and their home address in Section D under previous addresses. It does not matter if their home address is on their documents, which help to prove identity as the ID check is really to check that they are who they say they are. In Section X part 15 it is in order to check this against their home address. The CRB realises that this will be different for students.

ROLES OF THE PARISH CHILD PROTECTION COORDINATOR AND THE INDEPENDENT PERSON

What is the role of the Parish Child Protection Coordinator?

Ideally the coordinator should be someone without other pastoral responsibility for children in the parish.

The following is a suggested list of responsibilities for your coordinator's role. Some of these may be shared with others.

- To be a link between the Parish and the Diocese, e.g. to receive mailings.
- To work with the Incumbent and the Parochial Church Council to implement policy and procedures.
- To monitor your Church Child Protection Policy (or benefice/team policy) to see that it is being carried out.
- Administering the process for new appointments, sending out any declaration forms and reference letters, then to make sure any further vetting checks are made, if appropriate.
- Being a member of the interviewing panel for any new appointments to represent Child Protection concerns.
- To see that all youth workers and volunteers when appointed are issued with a copy of your Church Child Protection Policy and the 'Pocket Guide to Safeguarding Children'.
- To report to the Parochial Church Council at least once a year.
- To contact their Independent Person or Incumbent, who will then get in touch with their Archdeacon, if there is concern about child abuse.

The Parish Child Protection Coordinator may also be responsible for:

- Being the named Independent Person that children are encouraged to talk to if they have worries or concerns.
- Supporting the children's and young people's workers through regular meetings, by being a member of the Youth Committee.
- Providing or arranging provision of training in Child Protection matters for all youth workers.

What is the role of the Independent Person?

- To be a children's advocate by being someone whom children know they could talk to about any worries or concerns, if they so wish.
- To be someone that adults or youth workers can approach if they have concerns about possible abuse or the welfare of a child and then bring this to the attention of the incumbent or the Archdeacon in his/her absence.
- They may want to visit children in their youth groups to introduce themselves and let them know how he/she may be contacted.

GUIDELINES FOR BELLRINGERS, CHURCH MUSICIANS AND SERVERS.

- Arrangements for children and young people involved in bell-ringing, church musicians and serving must comply with the House of Bishops' Child Protection Policy, the Diocesan Child Protection Policy and any special implementation requirements of the parish.
- All leaders involved in mixed-age activities, which are the responsibility of the Parochial Church Council must have clearance with the CRB and agree to follow the recommended good practice. All new appointees must also sign the confidential declaration form.
- Adults who have been convicted of an offence against a child or young person will not be allowed unregulated or unsupervised participation in church activities involving children or young people.
- There must always be two adults present (preferably one male and one female) when children or young people are being taught, during rehearsals and supervising during a break away from the rest of the group.
- A parent/guardian/carer must complete and sign a registration form for their child when they join the group, which also sets out the arrangements for the activity, e.g. special arrangements for weddings, dropping off and collecting, what, if any physical contact will be needed during training.
- The leader of the activity must keep a register of those under 18.
- Consent forms must be signed by a parent/guardian/carer for any outings or holidays.
- Safety must be a priority in the towers or organ loft; awareness is needed of the insurance requirements for the activity.
- If private lessons take place away from the church property, arrangements must be made separately with the parents/guardians/carers. It is wise to avoid isolated situations where no other adults are in the vicinity.

GUIDELINES FOR TRANSPORTING CHILDREN

When transporting children or young people, these guidelines should be adhered to at all times.

- Children and young people should not be taken out with transport without the prior consent of a parent/guardian/carer.
- Drivers who take children on church organised activities should be over 25 and should have held a full driving licence for over 2 years.
- Any driver who has been convicted of driving offences (other than one dealt with by a fine) should not transport children.
- All vehicles should be in a roadworthy condition.
- The insurance of all vehicles used to transport children should be fully comprehensive. The insured person has the responsibility to make sure that their insurance covers the giving of lifts during church activities to children and young people.

Transport by car

- There should be a driver plus another adult when transporting children by car. If a second adult is not available, then the child should sit in the back of the car.
- If in an emergency a driver has to transport a child on his/her own, the child must sit in the back of the car. The parents/guardians/carers should be telephoned, the situation explained and their agreement sought.
- All children must wear suitable seatbelts. If there are insufficient seatbelts, then children should not be carried in the vehicle.
- At no time should the number of children exceed the number of passenger seats for that vehicle.
- If a child is known to have a disability or special need, consideration should be given to whether to have a non-driving adult in the car. This adult should sit in the back, behind the driver, with the child in the seat beside him/her.

Transport by mini-bus or coach

- A mini-bus or coach with seat belts must be used.
- All children must have a proper seat.
- Children, aged 12 and under, must wear an appropriate child restraint, but if this is not available, they should wear an adult seat belt.
- Children under 3 must be carried in a child restraint.
- An escort must always be taken. It is best that they are seated near to the door. They must check that all seat belts remain fastened and should ensure that a reasonable standard of behaviour is maintained during the journey. The adult must also supervise boarding and alighting to and from the vehicle.

To ensure that these guidelines are adhered to, it would be appropriate to get a signed undertaking, covering the above issues, from those people who are prepared to transport children in their cars and/or drive a mini-bus.

WHAT CONDITIONS APPLY FOR CHURCH ORGANISED PARENT AND TODDLER GROUPS, PLAYGROUPS AND CRÈCHES FOR THE UNDER 8S?

Everyone concerned in any activity that involves children (irrespective of whether their parents or carers are present) must adhere to the Church's Child Protection Policy. All leaders and helpers of the group need to receive training in Child Protection issues, be given a copy of the Church's Child Protection Policy and agree to implement it.

In groups where parents always attend with their children and are with their children at all times, then only the main leaders/helpers need to have clearance with the CRB. You can apply for forms through your Church's Child Protection Co-ordinator. Parents need not be checked unless they are going to be taking responsibility for other children and are organising an activity with children in another room, away from their parents.

If an independent group meet on church property they will need to meet the church's requirements concerning child protection. Your group must have insurance to cover injury, accidents and theft. If you are a church run group you should be covered by the church's insurance policy, provided that you abide by the church's policies and procedures.

Volunteer leaders and helpers of such groups need to have clearance with the Criminal Records Bureau (CRB) which checks that they have no records of child abuse. You can apply for forms through your church's Child Protection Co-ordinator.

For further guidance in the setting up of a parent and toddler group please see '*The good Practice Guide for Parent and Toddler Groups*' compiled by the Mother's Union, The Salvation Army and Care for the Family. It is available from the Mother's Union, price £5.

Under 8s Groups

The Children Act 1989 requires that:

- All providers of day care for children under 8 years old, which is for two hours or more, is to be registered formally with Ofsted through their Local Authority.

If in doubt, contact your Local Authority for advice.

WHAT ABOUT OTHER GROUPS AND ORGANISATIONS MEETING ON CHURCH PREMISES?

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

1. The following clause should be incorporated in any booking form for church premises for which the Parochial Church Council is responsible, both for one-off bookings and regular bookings.

“You are required to ensure that children are protected at all times, by taking all steps to prevent the occurrence of any injury, loss, damage or harm.”

2. One-off bookings.

A copy of your Child Protection Policy should be given so that they can follow good practice and procedures. Advise the organiser of the numbers of helpers required for the numbers of children expected.

3. Regular Bookings

Some organisations (Guides, Scouts, playgroups etc.) will have their own Child Protection Procedures, which they must follow and insurance cover. Also they obtain their CRB Disclosures through their organisation.

Other groups must follow the recommendations in “Safe from Harm” – a Code of Practice for safeguarding the welfare of children in voluntary organisations 1993. They should have their own Child Protection Policy and Procedures to follow and the Parochial Church Council should check these. They must be covered by insurance (either by their own or by the church's insurance) for injury, accident or theft. They should be advised to adhere to the Diocesan Child Protection Procedures and recommended good practice. Hiring could be made contingent on keeping to the church's policy.

Suggested requirements are:-

- Obtain CRB clearance. They will have to apply directly to the CRB themselves or through their own organisation.
- Have at least two workers for every group. Keep to the recommended guidelines and keep a gender balance.
- These are recommended ratios of adults to children in a group:
 - 0 to 2 years – 1 leader to every 3 children
 - 2 to 3 years – 1 leader to every 4 children
 - 3 to 8 years – 1 leader to every 8 children
 - 8+ years – 1 leader for the first 8 children followed by 1 to 12.
- If a child or young person is alone with a worker for any reason, there must always be another adult nearby and the child must be informed where that person is.
- No person under 18 is to be left in charge of a group.
- A register must be kept of children attending the group, which includes name, address, telephone number, date of birth and next of kin.

SUGGESTED AGREEMENTS FOR USE WITH OUTSIDE GROUPS

A) For those groups with no Child Protection Policy of their own and for one-off bookings

The Parochial Church Council of St. James the Greater Church, Leicester, has a Child Protection Policy, a copy of which is attached. Your booking agreement is conditional upon you working within the terms and conditions of the Policy. Any concerns or allegations that arise about children in the course of your activities should be communicated to our Child Protection Co-ordinator.

You are required to ensure that children are protected at all times, by taking steps to prevent the occurrence of any injury, loss, damage or harm.

Name: Telephone No.

Address:
.....
.....
.....

I have received and agree to abide by the Child Protection Policy, procedures and guidelines of St. James the Greater Church, and I will show evidence of this to the Parish Child Protection Co-ordinator if requested. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed Position

Organisation Date

Please sign two copies of the document, one to be retained by the Church and one by the organisation.

B) For organisations with their own Child Protection Policy

We(organisation) follow our own Child Protection Procedures based on the Home Office recommendations "Safe from Harm".

We understand that this booking agreement is conditional on our keeping to these procedures and that the agreement can be terminated if we fail to comply with them. We will show evidence of our compliance to the Parish Child Protection Co-ordinator if requested.

We will inform the Parish Child Protection Co-ordinator if there are any concerns or allegations arising about children in the course of our activities.

Name: Position:

Address: Date:
.....
.....