



Child Protection Representative Information Pack

***Guidance for those newly
appointed as a Parish Child
Protection Representative***

*future
faithful*



Introduction

This pack has been produced for those newly appointed to, or for those who may be thinking about, the post of Parish Child Protection Representative.

It provides signposts to the available advice and information needed when beginning this role, or perhaps when a member of the parish has been asked to consider an invitation from the Parochial Church Council to take up the role.

The pack does not replace the training that the Diocese recommends should be taken as soon as is practicable, and as a minimum every 3 years.

Key documents that should be available to support the contents of this pack:-

- Protecting all God's Children: The Child Protection Policy for the Church of England.
- Promoting a Safe Church Policy for Safeguarding Adults in the Church of England
- Working Together to Safeguard Children HM Government
- Local Safeguarding Children's Board multi agency procedures, including procedures for dealing with allegations against adults and other professionals. [West Yorkshire Interagency Safeguarding Children Procedures]

What do I need to know?	Where can I get more information?
<p>The Child Protection Representative:</p> <ul style="list-style-type: none"> • Needs to work closely with the incumbent and be a member of the parish. • Will preferably have some former child protection experience, but no other child protection responsibilities. • Will be able to liaise with the children's advocate. 	<p>Protecting all God's Children Section 3.4</p>
<p>Legislation and Regulations</p> <ul style="list-style-type: none"> • Protecting All God's Children places a moral duty on all members of the church community to protect children and young people • This will apply to all parishes including those who do not have children in the congregation at the time of the preparation of the policy. 	<p>Protecting all God's Children Part 3 procedure 1</p>
<p>Guidance and Procedures</p> <p>Parishes should have the following documents in place and available.</p> <ul style="list-style-type: none"> • A child protection policy which has been endorsed by the PCC and has a date for review. • Guidance on what to do if anyone thinks a child is being abused together with a copy of the diocesan referral form. • Guidance on the CRB process including completing and checking a CRB form. • Information on what action to take if someone with a record of convictions for sex offences against children joins the church. 	<p>Appendix 1.</p> <p>From the Parish CRB Representative or the Diocesan Office.</p> <p>Appendix 2.</p>

<p>Child Protection and Safeguarding should appear regularly on the PCC agendas so that a culture of 'Informed Vigilance' can be developed.</p> <p>Up to date Health and Safety arrangements must be in place.</p> <p>Procedures are in place to ensure that those who may pose a threat to children and young people are effectively managed and monitored</p>	<p>See Ecclesiastical Insurance website for this policy. www.ecclesiastical.com</p>
<p>Training for Parish Child Protection Representatives.</p> <p>The Child Protection representative and other members of the PCC as appropriate should have access to training offered by the Diocesan Child Protection Adviser. The DCPA can also be consulted on other training requests.</p>	
<p>Record keeping</p> <p>Child Protection Representatives must keep detailed accurate secure written records of referrals and concerns relating to children and adults.</p> <p>Liaise with the Diocesan Child Protection Adviser regarding the storage and or transfer of such files.</p>	
<p>Communication with Parents</p> <ul style="list-style-type: none"> • Sensitive area if a referral to Social Services needs to be made. • Seek advice from the Diocesan Child Protection Adviser 	<p>What to do if you're worried a child is being abused.</p> <p>www.teachernet.gov.uk/publications</p>

<p>Crucial Matters when facing a concern</p> <ul style="list-style-type: none"> • Listening to children. • Recording (see above). • Analysis of information. • Advice to colleagues. • Consultation with other colleagues and the Diocese of Bradford. • Confidentiality and sharing information on a need to know basis. • Initial crisis management (where appropriate) of CP issues e.g. First aid, Support arrangements for the child or young person Liaison with colleagues in church and in the Diocese. 	
<p>Other Child Protection Roles</p> <p>The Church of England</p> <p>The Church of England, within its national institutions and dioceses, has an obligation to support parishes and those working with children and young people in exercising their primary responsibility for those entrusted to them.</p> <p>The House of Bishops</p> <p>The House of Bishops will</p> <ul style="list-style-type: none"> • be responsible for this policy, and for future revisions. • approve procedures to promote consistency and best practice. • appoint a bishop with lead responsibility for child protection to work with the Church of England Child Protection Adviser to coordinate a church wide strategy. <p>The Diocese</p> <p>The role of the Diocese is to provide a structure within the Diocese that reflects and implements the policy of The House of Bishops. This work will be coordinated and managed by the diocesan Child Protection Adviser who will offer advice, training and support in all matters relating to the protection of children and staff within the Diocese.</p>	<p>Protecting all God's Children Section 3.1</p> <p>The responsibilities of the Church of England</p> <p>Protecting all God's Children Section 3.2</p> <p>The responsibilities of the House of Bishops</p>

<p>Role of Other Agencies</p> <p>It will be essential for the Diocesan Child Protection Adviser to establish meaningful and informed working relations with the following key agencies:-</p> <p>Children's services</p> <p>Children's Social Care teams act as the principal point of contact for children about whom there are welfare concerns.</p> <p>Police</p> <p>The police have a duty and responsibility to investigate criminal offences committed against children</p> <p>Probation services</p> <p>The Probation Service can provide valuable assistance in the management of sex offenders who wish to become or have become part of a churches community.</p>											
<p>Who can help me ?</p> <p>Diocesan Child Protection Adviser</p> <p>Diocesan Human Resources Manager</p> <p>Child Protection and Criminal Records Bureau procedures and administration.</p>	<table> <tr> <td>Name</td> <td>Jenny Price</td> </tr> <tr> <td>Phone</td> <td>01924 371802</td> </tr> <tr> <td>Mobile</td> <td>07800740001</td> </tr> <tr> <td>Name</td> <td>Debbie Child</td> </tr> <tr> <td>Phone</td> <td>01535 650550</td> </tr> </table>	Name	Jenny Price	Phone	01924 371802	Mobile	07800740001	Name	Debbie Child	Phone	01535 650550
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<p>This document was endorsed by the Diocese of Bradford Safeguarding Children and Vulnerable Adults Committee in September 2008.</p> <p>It will be reviewed by this group in September 2009.</p>											