



ESSENTIAL PRACTICE GUIDELINES
for Children's Workers

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1.0 STATEMENT OF PURPOSE

This document offers guidelines to all Workers concerning the health and safety of Young People (those aged under 18 years of age and therefore classed as a "minor" in law) while engaged in church activities. It must always be read in conjunction with the GVC Child Protection Policy.

The guidelines outlined in this document must be viewed as binding upon everyone working with Children in GVC. They are not suggestion or tips; they are to be fully implemented. All work with Children and Young People must conform not only to the principles but the details set out.

GVC is committed to the implementation of best practice and such other regulatory instruments as required by the Charity Commission. GVC holds insurance with Congregational and General Insurance PLC in the name of Gordano Valley Church Trust.

2.0 DEFINITIONS

Gordano Valley Church (Gordano Valley Church Trust, Registered Charity No. 1019486) will be abbreviated to GVC hereafter. This refers to the body of people worshipping together and embraces all functions and activities that that body of people are responsible for.

The term **Worker** is an adult who undertakes work with Children or Young People on behalf of the GVC in either a paid or voluntary capacity.

An **Activity Leader** is a person who is appointed by the Core Leadership, has overall responsibility for an Activity and is given responsibility for supervision of newly appointed Workers

The term **Member** used throughout this document refers to a person who has a personal relationship with Jesus Christ, regularly attends GVC services, accepts the authority of the Core Leaders of GVC and has committed themselves to Membership by signing and returning the completed Membership Form. It should not be confused with any other definition of member. Exceptionally a person who regularly attends another church but otherwise fulfils these requirements may be considered a Member for the purposes of this policy.

The term **Child** embraces any person who is below the age of 18 years.

An **Activity** is an event (which may or may not be regularly scheduled) which involves Children and is sanctioned by the Core Leaders of the church as a GVC Event.

The abbreviation **CCPAS** is used to refer to the Churches' Child Protection Advisory Service which is part of PCCA Christian Child Care (see 11.0 for contact details)

The term **Authorities** refers to Social Services and the Police (see 11.0 for contact details)

The term **Child Protection Co-ordinator** (hereafter abbreviated to CPC) is used to refer to the GVC Child Protection Co-ordinator or her/his Deputy (DCPC) (see Section 3.0). Contact details of CPC and DCPC are given in Section 11.0

3.0 APPOINTMENT OF A CPC AND DCPC

3.1 Introduction

A CPC and DCPC will be appointed by the Core Leadership (with the minuted agreement of the Trustees) of GVC for a fixed period of 12 months.

3.2 Roles of CPC and DCPC

The roles of the CPC and DCPC are contained in the Job Description.

4.0 APPOINTMENT OF WORKERS

4.1 Introduction

GVC is involved in a number of activities which involve Young People - the Core Leadership recognise that existing Workers give generously of their time.

4.2 Policy

- Only Members will be appointed as Activity Leaders and some others posts as defined in the GVC Genuine Occupational Requirements List
- Appointments will be made following the Equal Opportunities Policy (see 4.8)
- Following appointment new Workers will be supervised whilst assisting with activities for the first 6 months of their appointment. Thereafter, subject to the supervisor recommending their permanent appointment, they will be responsible to the Activity Leader.
- Workers have the opportunity to meet with the CPC to discuss any areas of concern.

The minimum age for a Worker is 18 although under exceptional circumstances those aged 16 or 17 may be appointed following the normal process. If appointed they should be considered as any other Worker.

- Young people under 16 are frequently used to help Activities. This also happens when, for example, Children from secondary schools obtain a work experience placement. Such Young People must be responsible to a named Worker and never be in a position where they are providing unsupervised care of Children. For example they should not be counted as a Worker when considering Worker/Child ratios.

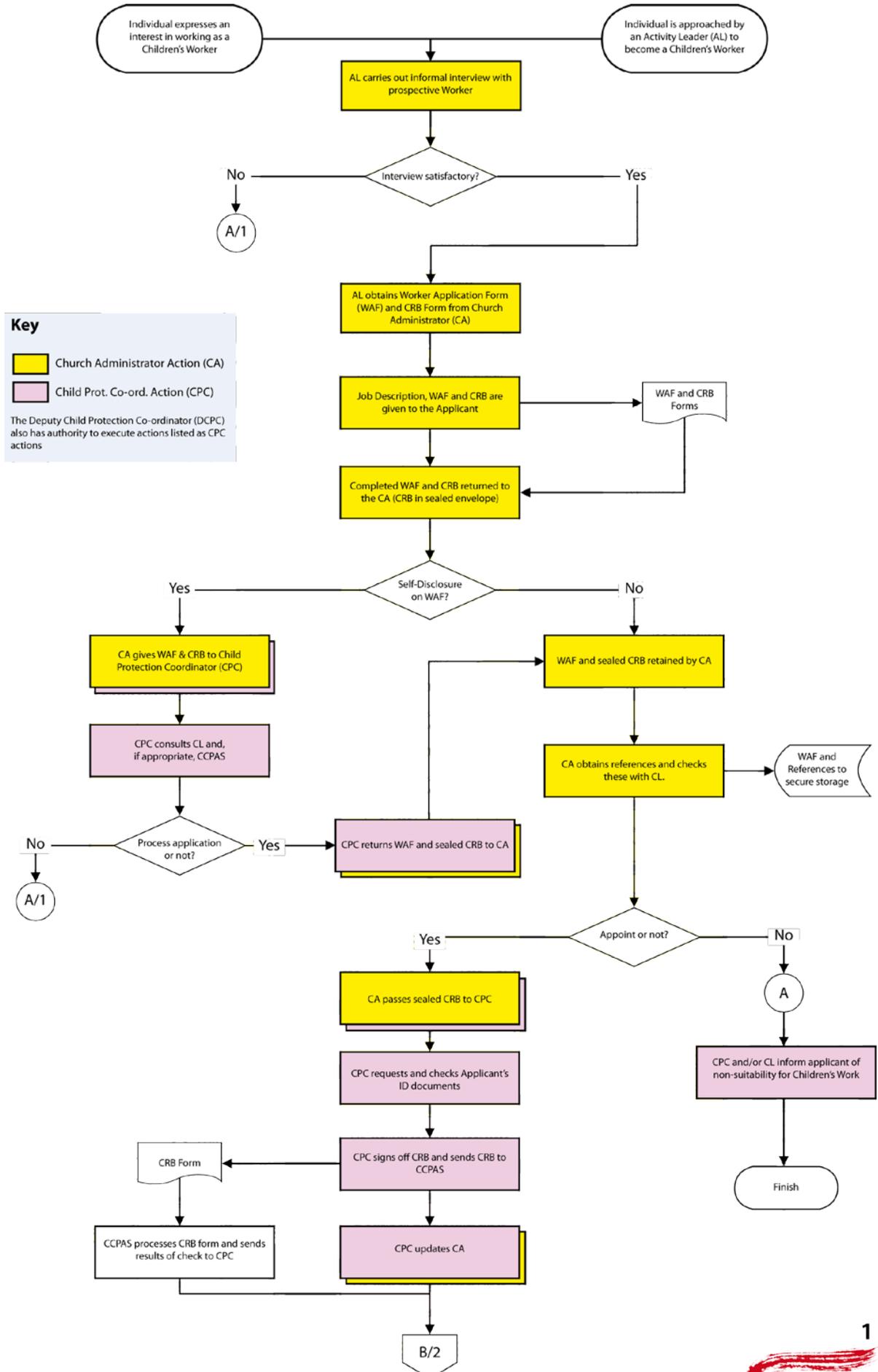
All paid employees, Trustees, Core Leaders and volunteers for whom this is appropriate, will be resubmitted for a Disclosure every 3 years as part of our ongoing strategy for the protection of Children and vulnerable adults.

Newly appointed Workers will be required to attend Child Protection Training within the first 6 months during their probationary period

4.3 Process for Appointing of Workers

Workers will be appointed as laid out in the schematics overleaf

ESSENTIAL PRACTICE GUIDELINES

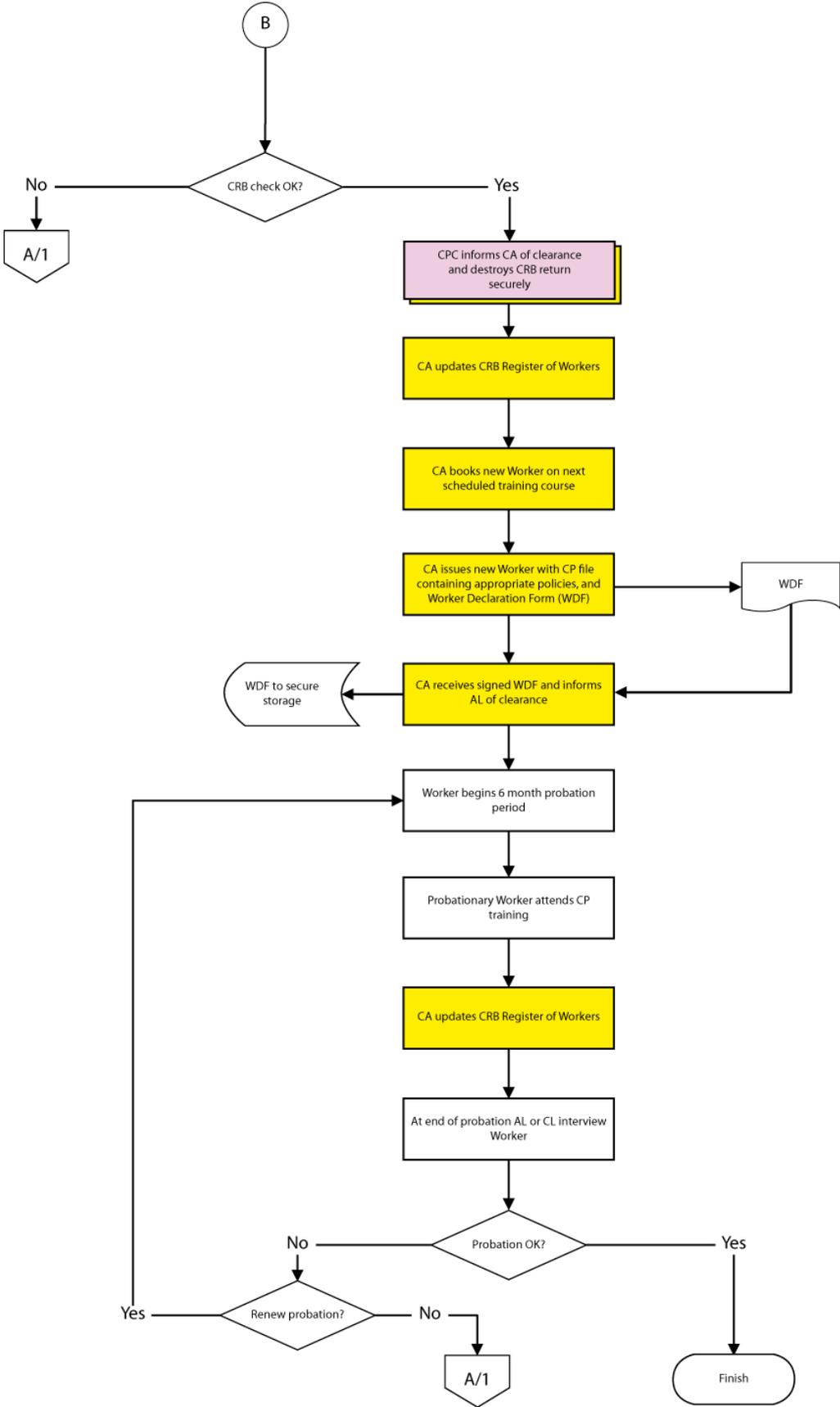


Key

Church Administrator Action (CA)

Child Prot. Co-ord. Action (CPC)

The Deputy Child Protection Co-ordinator (DCPC) also has authority to execute actions listed as CPC actions



4.4 Care of Workers

Applicants will be given a Job Description on application and be required to sign a Worker Declaration Form upon appointment. Together these set out a clear understanding of the Worker's terms of reference.

The Core Leadership will acknowledge new Activity Leaders, and Workers who are Members of the church, by the laying on of hands at a public GVC service.

For each Activity within GVC, care of Workers may include some of the following:

- The opportunity to have a review for encouragement, growth, training needs, etc.
- Activity leaders will arrange team meetings for prayer, fellowship and planning the Activity
- Allowing space by social interaction and a common care for others, to promote a team culture

4.5 Workers from Other Churches

For collaborative work, Workers from other churches may be considered to be Workers within GVC where the other church has met checks and operates a Child Protection Policy at least equivalent to the GVC Policy.

4.6 Other Guidelines

Workers will be appointed as laid down in the GVC policies on Volunteer Workers and Equal Opportunities and be subject to Terms of Employment.

4.7 Criteria for NOT appointing Workers

GVC Core Leadership must be wise in appointing Workers and will follow the Equal Opportunities Policy in turning down any Worker application.

4.8 Equal Opportunities Statement

GVC is a Christian organisation committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services on a fair and equal basis, regardless of race, ethnicity, religion, life-style, sex, sexuality, physical/mental disability, background, age, or any other factor. No person requiring services from GVC will be considered less favourably than any other person on any grounds.

In employment we actively seek to recruit with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates/volunteers. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the church.

As an organisation seeking to deliver services within a Christian context, some posts can only be filled by Christians. The nature of these posts or the context in which they are carried out, and their link to the ethos of the church, give rise to a genuine occupational requirement (GOR) for the post-holders to be Christians. All Workers in these posts are required to demonstrate a clear personal commitment to the Christian faith. This policy is implemented under Employment and Race Directives issued by the government and ACAS guidance.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

5.0 CARING FOR CHILDREN (SAFE FROM HARM)

At all times, the care and safety of all Children and Workers must be a prime concern. While it is primarily the responsibility of the Activity Leader to ensure a safe environment, all Workers need to be aware of the dangers, and know what action to take should difficulties arise.

Whatever the context of our work with Children and Young People, we will actively seek to minimise situations in which harm to Children may occur. As far as possible Workers should not be alone with a Child or Young Person where they cannot be seen. This may mean leaving doors open, for example.

One to one work is an essential aspect of our work, but needs to be undertaken wisely. Another adult should be informed when and where it is taking place, and a second adult should be in the building. Ideally, one to one work should take place in a public and appropriate area. Workers should record basic details of these meetings and notify the Activity Leader.

No one should be working in isolation, but as part of a team showing mutual responsibility for each team member. It should be accepted that anyone seeing another Worker acting in a way that could be misinterpreted should speak to the individual or the Activity Leader or CPC about the concern.

5.1 Communication

We wish to ensure that parents are fully aware of our work. To this end, leaflets will be freely available outlining the work of the Children's Groups and Youth Provision.

We will state clearly starting and finishing times, and seek to honour these. We will also be clear in other details such as leadership, location, pick up times, etc.

When informing parents of our activities, we shall ensure that all the necessary information is clearly communicated to parents in written form well in advance of any off-site Activity taking place. This will include an emergency contact number.

We will make clear to parents how they can contact the Activity Leader should they have any cause for concern, or simply wish to talk with them.

We will ensure that Children in the church know to whom they can safely talk.

5.2 Ratios of Workers to Children and Young People

We will seek to ensure a proportionate ratio of male and female Workers for each session where possible, but particularly on residential or off-site activities. There should normally be a minimum of two Workers in attendance for any group Activity unless by nature or location of the Activity it safely permits only one worker in attendance.

The provisions of the Children Act specify the following guidelines for the ratio of adult Workers to Children/Young People:-

- 0 to 2 years... 1:3
- 2 to 3 years ... 1:4
- 3 to 8 years... 1:8
- over 8s..... 1:8 (first 8 Children) followed by 1:12

5.3 Practical safety

It is good practice for any Worker to check the suitability of a room or building before allowing Children and Young People to enter. For all activities a 'Risk Assessment' should be carried out. This will be done as stipulated in GVC's Risk Assessment and Health and Safety documents. This will include evacuation procedures and safety of any equipment used.

5.4 First Aid

First aid is about providing the necessary equipment, trained personnel and other facilities needed for basic treatment, and making sure that a process is available to seek additional assistance.

There are requirements under the Health and Safety (First-Aid) Regulations to ensure that first aid is provided for those at work. There is no need to provide first aid facilities for the public under these regulations, but it is thought of as good practice to take public safety into account when considering the facilities and equipment needed.

The GVC policy on the process, application, attending to and recording incidents and equipment can be found in the First Aid Policy.

6.0 APPROPRIATE BEHAVIOUR

6.1 Staff and Volunteers

We recognise that Workers are seen as role models by Children and Young People. We expect all Workers to uphold clear and appropriate standards in their behaviour, dress, speech, and attitude. Relationships with Children and Young People must be kept on a strictly professional level.

6.2 Children and Young People

We are committed to providing a caring, friendly and safe environment for all Children and Young People who attend GVC events. We expect Children and Young People to respect property and Workers. We will not accept the use of bad language or other inappropriate behaviour such as bullying.

6.3 Bullying

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be (adapted from Kidscape anti bullying policy 2004):

- Emotional.....being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical.....pushing, kicking, hitting, punching or any use of violence
- Racistracial taunts, graffiti, gestures
- Sexualunwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal.....name-calling, sarcasm, spreading rumours, teasing
- Cyber.....All areas of internet, such as email & internet chat room misuse, mobile phone threats by text messages and calls, misuse of associated technology, i.e. camera and video facilities.

Children and Young People whose behaviour is causing concern will be cautioned. We will talk the issue through with the Child or Young Person and others involved. We may inform and involve parents and/or the police if thought necessary. We are prepared to exclude Children and Young People from activities. A decision to temporarily exclude a Child or Young Person from an Activity should only be made by the Activity Leader.

6.4 Intoxicants and Weapons

Illegal drugs, solvents, tobacco products, alcohol and offensive weapons (or anything that could be used as a weapon) are not permitted at Children's and youth events. Anyone found in the possession of any of these at an Activity will be asked to hand it in to a Worker for appropriate disposal or Police attention. Workers should try to handle such situations with a second Worker present so that there is a witness. The Activity Leader should be informed and a written record of the incident made as soon as possible. Please note that Workers do not have the right to search a Young Person or confiscate anything found in their possession.

6.5 Prescribed Medication

Where a Child or Young Person requires prescribed medication during an Activity, Workers will only administer prescribed drugs upon production of a letter from a parent or carer outlining the procedure and giving their permission for this to be undertaken. If a Child or Young Person requires an asthma inhaler, a pre-filled adrenaline syringe for anaphylaxis or insulin injection we will allow them to administer it to themselves, with parental consent.

6.6 Touch

Children need physical contact - without positive touching they die inside, emotionally. Physical contact is unavoidable, whether it's a quick hug after falling over, a restraining arm to keep them from danger, or physically drawing them into an activity. The emphasis must be on safe physical contact with Children. Touch only becomes dangerous when it lacks respect for the Child, is about the adult's needs rather than those of the Young Person, or is violent and abusive. We will act under the following guidelines:

- Keep everything public.
- Touch should be related to the Child's needs, not the Workers
- Touch should be age-appropriate and generally initiated by the Child rather than the Worker
- Avoid any physical activity which is, or may be thought to be, sexually stimulating to the adult or the Child
- Team members should monitor one another in the area of physical contact. They should help each other by pointing out anything which could be misunderstood. Concerns about possible abuse should always be reported to the Child protection coordinator.
- NEVER smack, hit a Child or threaten to hit a Child. Avoid shouting. Change voice tone if necessary
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention or are putting themselves or others at risk

Where restraint is necessary, the following guidelines apply:

- Workers should take steps in advance through dialogue and diversion to avoid the need for physical restraint.

- Every effort should be made to ensure the presence of another Worker to act as witness before applying restraint.
- A verbal warning that restraint will be used unless the Child/Young Person refrains, should precede any action.
- Only the minimum force necessary should be applied.
- A written report of any such action should then be passed to the Activity Leader as soon as possible. The parents or carer should be informed when they collect the Child or Young Person.
- Restraint should only be used when all other avenues have been exhausted and is required to keep the Child or others safe from harm.

6.7 Prayer and Ministry

Where prayer ministry is offered to Children this should be done with regard to the GVC Prayer and Ministry Guidelines.

7.0 ACTION TO BE TAKEN ON SUSPICION OR ALLEGATION OF ABUSE

7.1 Introduction

Remember, the Child's welfare must be the first consideration at all times.

"All those who come into contact with Children and families ... have a duty to safeguard and promote the welfare of Children" (from 'What to do if you're worried a Child is being abused', 2006)

If the abuse of a Child is suspected or a Worker is accused of causing abuse, then in all cases, the incident or concerns must be reported to the CPC/DCPC. If there are difficulties in contacting these individuals the Worker should consider contacting CCPAS for advice.

7.2 How to react when a Child wants to talk about abuse

Guidelines, explanation and methods are outlined in the training materials. This should be understood and followed by all Workers.

7.3 What to do once a Child has talked to you about abuse

- make notes as soon as possible (preferably within 1 hour of the interview), writing down exactly what the Child said and the context of how they said it (e.g. did a certain activity provoke the thought?) and any questions or comments that you made. Record the date and time of these events and when you made the record. Record the full name and date of birth of the Child on every page of the notes. Sign, date and number every page.
- Keep all hand-written notes and any other material, e.g. drawings, printed emails, etc in a secure place. These may be used as evidence in a criminal prosecution.
- report your concerns as soon as possible to the CPC/DCPC. If the CPC has been implicated, report the matter to the DCPC and vice versa.

- you should NOT discuss your suspicions or allegations with anyone else, including the parents or carers of the Child, Core Leaders, Trustees, Activity Leader or other Workers.
- Make sure consideration is given to any advice/procedures that are included in this Policy.

Should the CPC not feel it necessary to refer the matter to Children's Social Care Team but the Worker (or anyone else) has serious concerns for the Child's safety, then the Worker should contact CCPAS for advice and subsequently may contact the relevant agencies. The safety of the Child over-rides all other considerations and it is important to remember that abuse of Children is a serious crime.

7.4 Allegation or Suspicions of Physical Abuse or Neglect

When a Child has a physical injury or symptom of neglect, or physical abuse is suspected or alleged,

- If a Child needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken. The CPC/DCPC or Worker should inform hospital staff about any Child protection concerns. The medical staff have a responsibility to pass these concerns on to the statutory authorities.
- If there are concerns that a Child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home; the CPC/DCPC will contact North Somerset Children's Social Care Team or out of hours, the emergency duty team
- If there is no evidence that the Child has been deliberately hurt and is not at risk of "significant harm", the CPC/DCPC will speak with the parent/guardian and suggest medical help or attention is sought for the Child.
- If the concerns for the Child centre around poor parenting it may be appropriate to speak to the parent/carer, offer practical domestic help and suggest, for example, a chat with the health visitor, doctor or North Somerset Social Care Team.
- If a parent/carer is unwilling or frightened to seek help, the CPC/DCPC or another person could offer to accompany them.
- If the parent/guardian is unwilling to seek help, the CPC/DCPC should contact CCPAS or Social Care for advice.
- If the parents still fail to acknowledge the need for action, it is possible to informally discuss the situation with Children's Social Care without divulging their personal details (such as names and addresses) unless, that information is requested by Children's Social Care Team. In these circumstances it is important to realise there may be a bigger picture. Information may have come to light that might be a vital missing piece in the jigsaw. CCPAS is available to give advice in these situations.
- It is important to take older Children's wishes into account when deciding whether to talk to parents/carers unless other Children are potentially at risk.

7.5 Allegations or Suspicions of Sexual Abuse

In the event of allegations or suspicions of sexual abuse,

- the CPC/DCPC will contact CCPAS for advice and/or will notify the Social Services Child Protection Officer / Police Child Protection Team directly. The parents will not be informed.

- under no circumstances will the CPC/DCPC attempt to carry out any investigation into the allegations or suspicions of sexual abuse. The role of the CPC/DCPC is to collect and clarify the precise details of the allegation or suspicion and then provide this information to the Social Care team and Police.
- the Core Leadership will support the CPC/DCPC in the role and accept that any information they may learn from time to time should be shared in a strictly limited way on a need to know basis only.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Children's Social Care, the CPC/DCPC will contact the police in order to facilitate a medical examination. This could provide evidence, which may be used in any criminal prosecution. (Older Young People are able to decline such an examination if they are considered to be of sufficient age and understanding). Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell the parents/ carers, they could be involved. Keep information on a "need to know" basis so that any alleged perpetrator is not "tipped off" and the Child is silenced. The Child or Young Person also has a right for their privacy to be respected as much as is possible.

7.6 Referrals and third party allegations

Where a third party alleges neglect or abuse towards a Child, the role of the Worker is to gather as much information as possible from this person. They should advise the third party that the information they have provided will be shared with the CPC/DCPC and may result in a referral to the Children's Social Care team with their details. This is so that Children's Social Care can contact them if necessary.

7.7 Implication of a Worker

In the event that a Worker is implicated in the context of abuse,:

- the CPC/DCPC will contact CCPAS for advice and will follow the procedures set down in these guidelines
- the CPC/DCPC will contact the Children's Social Care team who may initiate an investigation. Under no circumstances should the Worker be informed of the accusation/suspicion until this has been agreed to by Children's Social Care and the Police. The procedure has to operate in this way in order not to prejudice the situation.
- If the alleged perpetrator has a role among Children in the church, or has any contact with Children, the CPC/DCPC must seek the advice of Children's Social Care and the Police before taking any action such as suspension. During an enquiry, it will be necessary to supervise the Worker as closely as possible without raising suspicion during the period between the matter coming to your attention, the authorities being informed and the appropriate action being taken. The suspension of a Worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect Children from possible further abuse or from being influenced in any way by the alleged perpetrator.
- advise the Worker when the investigation has been completed
- Children's Social Services will involve an Allegations Management Adviser to ensure that during any investigation Children are adequately supported along with the Worker concerned.

7.8 Allegations against Children/Young People

Where one Child introduces another Child to some age-inappropriate sexual activity or forces themselves onto a Child, then this is not mutual exploration, it is abuse. Such situations should be taken as seriously as if an

adult were involved, and the same procedures followed. Allegations against Children/Young People would be investigated by the Child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right. The possibility is that they have also been abused. Since sexual abuse can be addictive and other Children could be victims now or in the future, it is important to take the matter seriously and the church will need to deal with this as they would any other allegation.

8.0 DATA AND RECORD-KEEPING

8.1 Registration and Record of Attendance

As part of the arrangements for safe care of Children in GVC activities Children will be required to be registered. For KS1, KS2 and Special Needs Children this will be done by a parent/guardian on or prior to the Child's introduction to an Activity. For KS3 Children this may be done by the Child her/himself, with a follow-up Parental Consent form. In registering a Child or giving consent the parent/guardian agrees to arrangements for dropping off and picking up Children as outlined by each Activity. A record of attendance will be kept at each Activity.

Where a Child comes into an Activity "off the street" please refer to the Self-Referring Children Guidelines.

8.2 Personal Data

GVC is exempt from the Data Protection Act (churches are exempt if they do not hold pastoral or CCTV data) but we operate under the principles of good practice issued by the Information Commissioners Office. This sets out eight principles under which personal data may only be obtained, held or disclosed to others:

- Its use is fair and lawful.
- It is to be used only for specific purposes: GVC data will only be used for church administration and maintaining registers, and mailing lists
- The information is adequate, relevant and not excessive
- It is accurate and up-to-date
- The information is kept for no longer than necessary*
- Individuals' subject access rights are honoured
- It is kept securely
- Information will not be transferred outside the UK (in practice it is not transferred outside the church)

In addition we will ensure that redundant data will be destroyed securely.

*Due to the nature of Child Protection some records of Children and activities will be kept for a long time.

8.3 Minutes

Minutes of Activity planning meetings will be made and kept as a written record of issues and decisions discussed at meetings. These will be given to the Church Administrator for filing.

8.4 Use of Images (Video and Photographs)

We recognise that increasingly we wish to use photographs, and occasionally video recordings, to both record and publicise our work. Where this is the case, images taken at a large event are considered public domain, and permission is not required, even for those in the foreground.

GVC will only take and/or use images within the following guidelines:

- All parents and carers will be asked to indicate if they do not wish images to be taken of their Child
- We will not take images of Children where parents/carers have withheld consent. Where images are taken of large events (see above) these may include Children for which consent is refused provided such Children are not easily identifiable (e.g. they must not be in the foreground)
- Images used in the media, press advertisements or articles will require specific written consent of parents/carers
- Images will not be used out of their original context
- No Children's names will be used in conjunction with any published image without specific written consent of parents/carers
- No Children's images will be used to illustrate sensitive or negative issues
- Images may only be taken of Children appropriately dressed
- No images that are likely to cause distress, upset or embarrassment will be used

Images will not be given to third parties or other groups or organisations but only used in connection with the work of GVC

9.0 AUDITING

Compliance with all parts of the Essential Practice Guidelines is considered to be a minimum standard of practice for Workers to ensure safe care of Children at all times. To check on this, Trustees will be responsible for leading and organising audits of practice and record keeping. Records maintained by Workers and Activity Leaders will be given to the Church Administrator to file and retain. These will be used to audit practice for example, safe ratios of Workers to Children, registration practices, content of team meetings, tracking the appointment of new Workers etc. Participation by Trustees on some activities e.g. Sunday morning Children's activities, Challengers will enable audits to take place. These audits will be reported on once a year to a Trustee meeting. Other GVC policies complementing the EPG will also need to be audited e.g. annual risk assessments of all Children's activities.

In the event of having to respond to an allegation or suspicion of abuse, the CPC or Deputy will be responsible for reflecting on any decisions made or actions taken and whether any lessons should be learnt and therefore drawn to the attention of Trustees without compromising confidentiality.

10.0 THIS POLICY

10.1 Acknowledgement

We acknowledge much source material in this document is the property of CCPAS. The copying of CCPAS material by other churches or organisations without our prior permission is prohibited.

A copy of this document is to be lodged with CCPAS and Children's Social Services prior to publication who will also be notified of any subsequent amendments.

To comply with CCPAS rules this Policy must not be put on the church's website.

10.2 Review

This policy shall be reviewed annually by the Trustees and Core Leaders of GVC in consultation with the CPC and DCPC.

11.0 CONTACT DETAILS

The contact details for the CPC and DCPC are given below. If there is any change of personnel or amendment to their contact details all Workers will be notified in writing. ON RECEIPT OF ANY AMENDMENTS TO THIS INFORMATION IT IS YOUR RESPONSIBILITY TO ENTER THE INFORMATION AND KEEP THIS PAGE UP TO DATE.

In an emergency during office hours please ring the GVC Office: 01275 847032

In an emergency outside office hours please ring one of the following:

Churches' Child Protection Advisory Service (CCPAS)

- PO Box 133, Swanley, Kent, BR8 7UQ 0845 120 4550

Children's Social Services

- Between 9am and 5pm 01275 888266
- Out of hours emergency 01454 615165

Police Child Protection Team

- 24 hour phone line 101*

* 101 is the number to call when you want to contact your local Police – when it's less urgent than a 999 call. 101 is available 24 hours a day, 7 days a week. See www.police.uk.101 for further details.