



THIS EXTRACT OF THE CHILD SAFEGUARDING POLICY IS TO BE ISSUED UNDER SIGNATURE TO ALL CHURCH PERSONNEL

7. Standard 3: Preventing Harm to Children

The Parish or diocesan body is committed to encouraging a culture of safety and preventing or reducing the risk of harm to children

7.1. This culture shall be supported by:

- 7.1.1. Safe Recruitment
- 7.1.2. Code of Behaviour
- 7.1.3. Safe Activities

7.2. **Safe Recruitment** – care shall be taken to ensure that all Church personnel are recruited safely and are suitable for the job/role that they are being asked to undertake, particularly if they are to work with children

7.2.1. Recruitment and suitability requirements will depend on a person's Parish or diocesan body activities and can include:

- a. Job/Ministry description
- b. Interview
- c. Formal identification
- d. Appropriate references
- e. Declaration of Suitability (see Appendix 5)
- f. National Register Clearances

7.2.2. All Church personnel shall have some combination of these requirements apply to them (see Appendix 4 for details of the application of these requirements)

7.2.3. For Clergy this shall be administered by the Archbishop. For all other personnel it shall administered by the Parish priest or the appropriate person within a diocesan body

7.3. **Code of Behaviour** – a clear and concise guide of acceptable and unacceptable behaviour and practice when working with children is defined in Code of Behaviour

The following Code of Behaviour is adopted:

7.4. **It is important that all Church personnel:**

- a. Treat all children with respect
- b. Provide an example of good conduct for others to follow
- c. Operate within Church principles and guidelines
- d. Be visible to others when working with children whenever possible
- e. Challenge and report potentially abusive behaviour
- f. Develop a culture where children can talk about their contacts with others openly
- g. Respect each child's boundaries
- h. Help children develop a sense of their rights as well as helping them to know what they can do if they feel uncomfortable in a particular situation

7.5. **In general, it is inappropriate to:**

- a. Spend excessive time alone with children away from others
- b. Take children to one's own home, especially if one is going to be alone with them

7.6. **In order to maintain standards of professionalism in their pastoral duties, Clergy and Religious should exercise prudence:**

- a. In initiating and responding to physical contact, such as giving a comforting hug or an affirming touch
- b. In the use of language that expresses affection or concern
- c. In the giving and receiving of gifts

7.7. **Clergy, Religious, employees and volunteers in the Parish or diocesan body must never:**

- a. Hit or otherwise physically assault or physically abuse a child or use any other prohibited punitive measures
- b. Permit children in their care to abuse one another in any way
- c. Indulge in sexual relations with children
- d. Indulge in grooming behaviour
- e. Develop relationships with children which could in any way be deemed exploitative or abusive

f. Act in ways that may be abusive or may place a child at risk of abuse

7.8. All Church personnel must avoid actions or behaviour that could be construed as poor practice or potentially abusive.

For example, they should never:

- a. Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- b. Behave physically in a manner which is inappropriate or sexually provocative
- c. Expose a child/children to pornographic material of any nature or on any media whatsoever or allow such exposure to take place
- d. Stay alone overnight with a child/children
- e. Sleep in the same room or bed as a child
- f. Do things for children of a personal nature that they can do for themselves
- g. Condone, or participate in, behaviour of children which is illegal, unsafe or abusive
- h. Act in ways intended to shame, humiliate, belittle or degrade a child
- i. Serve alcohol or any other controlled substance to a child
- j. Discriminate against, show different treatment, or favour particular children to the exclusion of others

7.9. Safe Activities – providing clear guidelines on what to do to keep children safe before, during and after activities. The individual or team responsible for organising activities shall do a risk assessment to determine how best to run those activities. Strategies shall be worked out to deal with any risks identified. Every effort must be made to minimise the risk of any form of abuse

(See Appendix 7 for a sample Activity Permission Form)

7.9.1. In providing guidelines for safe activities, the following areas shall be given particular attention

- a. Vetting individual personnel involved in events and activities with children whether these activities are ongoing or of an ad hoc nature
- b. Supervision: appropriate levels of supervision depending on the age of children and the activities involved, shall be put in place
- c. Church-related children's groups, activities and trips should have adequate adult supervision. A ratio of one adult to every ten children is the guideline
- d. If an outing or event is for a mixed group of boys and girls, there should be male and female supervisors and separate, supervised, sleeping accommodation
- e. Supervisors are to be vigilant in order to prevent child-on-child abuse, such as bullying
- f. Every attempt should be made to ensure that an adult is not left alone with a minor where there is little opportunity for their activity to be observed by others
- g. Where an adult and minor meet in a one-to-one situation, it should be in an area where they can be seen by other adults, e.g. in an open space, or in a room with an open door or a glass door
- h. Health and Safety: proper checks shall be carried out to ensure the safety of the venue, adequate changing areas and toilets, first aid supplies, safe transport, sleeping arrangements and adequate insurance
- i. When transporting children, endeavour to ensure that there is more than one adult in the vehicle, ensure that the vehicle is roadworthy and insured. The driver must have a valid driver's licence. The vehicle must not be overloaded
- j. Parental consent: prior to children participating in an activity organized by a Parish or diocesan body, parents shall sign a suitable consent form related to the activity. This is especially relevant when the activity involves a trip outside the local Church facilities or spending nights away from home
- k. Use of IT equipment: care shall be exercised to reduce risk to children associated with harmful online activity and use of images, especially pornography, when they are involved in a Church related activity, group or event
- l. Maintain a culture of awareness among adults and children by ensuring everyone is clear about roles and responsibilities; children and adults are encouraged to challenge and report any inappropriate conduct with children.
- m. Children should be informed on how to report concerns