

A Sample Policy for Churches

St Mary's Church, Church Address, Anytown, Child protection policy and procedures May 2006

(NB. Groups named are examples only)

Policy

The (governing body, PCC, Deacons, Elders – change as applicable) will take all reasonable care to ensure the safety of the children, young people and vulnerable adults for whom it bears responsibility.

Procedures

1. is/are our approved Child Protection Co-ordinator for the calendar year 2006.
2. S/he is the point of contact through which concerns about child protection will be channelled.
3. S/he is responsible to the governing body for ensuring that these procedures are implemented.
4. The (governing body) is directly responsible for the following groups which include children and young people:- *[Insert all relevant activities e.g.*
 - *The Sunday night youth fellowship*
 - *The junior choir*
 - *The Sunday school]*
5. The following groups who hire the Church Hall will satisfy the (governing body) that they have a child protection policy:- *[Insert all relevant activities e.g.*
 - *Anytown junior karate club*
 - *5th Anytown Brownies]*
6. Validation: Leaders aged 18 or over working with children and young people:-
 - All clergy, staff and volunteers must be willing to provide information so that a CRB check can be undertaken. This should be completed before clergy, staff or volunteers begin to work with children, young people or vulnerable adults, or in anticipation of a current CRB Certificate expiring.
 - The Church or Organisation may also require the names of 2 referees who are willing to give a character reference.
 - The Church or Organisation may also require an individual to complete paperwork supplied from an umbrella Organisation for example Lichfield Diocese or the Methodist Circuit.
7. Churchwardens and key holders to Church property will satisfy the requirements in 6.

8. Completed declaration forms and references will be confidential to and kept in a secure place by the Child Protection Officer or someone appointed by the Church governing Body.

9. The (governing body) will use the Criminal Records Bureau for checking leaders', churchwardens and key holders' criminal records. This will be done either via the Churches umbrella Organisation , Walsall Council or other appropriate Organisation.

10. The (governing body) requires groups listed in 4. to provide, in writing, at least the following:-

- A list of its current leaders and details of their roles, provision for training and support.
- When and where the group meets, its normal working pattern and the age range it covers.

11. Every third year, starting in (year), the (governing body) will make available training in child protection.

12. The (governing body) will publish on the notice boards at the back of church and in the church hall, a copy of the Flow chart 'What to do if you are concerned' and validated leaders and key holders will be given a copy.

15. The (governing body) will make a copy of this policy and its procedures available if requested.

16. This Policy and its procedures will be monitored by the Child Protection Co-ordinator who will report to the (governing body) annually.

17. The (governing body) will review the policy and its procedures annually in the month of.....

Approved and Accepted by.....

Representing the (governing body) of.....

Date