

Shepshed Evangelical Free  
Church

**Child Protection Policy**

***Version 1.2***  
***Approved***  
***May 07***

# *Shepshed Evangelical Church Child Protection Policy*

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### Document & Version Control

<i>Version</i>	<i>Date</i>	<i>Authors / Reviewers</i>	<i>Status/Amendments</i>
0.1	Sept 2004	Ann Goddard, Mark Harris, Debra Bottomley, David Bottomley	Initial Draft
0.2	Sept 2004	David Bottomley	Revised Draft
0.3	Sept 2004	Revisions from Simon Clarke, Ann Goddard, Jane Cook, David Davies. Minor changes, plus checking of workers extended to include all workers, including current workers, and police checks	Revised Draft 2
0.4	Oct 2004	Amendments from Simon Clarke and following Officers Meeting	Approved Draft
1.0	Feb 2005	Amendments from Ann Goddard, Simon Clarke & David Bottomley following meeting	Approved
1.1	Mar 2007	Additions and Amendments <ol style="list-style-type: none"> <li>1. Updated meetings, leaders, contact details and first aiders</li> <li>2. Agreement by leaders to be in writing or by email</li> <li>3. References to known offenders and victims of abuse</li> <li>4. Reference to taking and use of photographs and videos</li> <li>5. Additional requirements for recording arrival and departure of children, taking them on trips and use of child restraints</li> <li>6. Requirements for first aid boxes</li> <li>7. Reviewed by CCPAS and recommended amendments incorporated</li> </ol>	

# 1. Objectives

*This section states the objectives of this Child Protection Policy, which all the following detailed policies and guidelines support. Whilst primarily in place for the protection and benefit of children and young people, it also provides support for leaders, workers, parents and carers of children and young people, and for the church as a whole.*

## **1.1. For Children and Young People in our care:**

- Ensuring that all reasonable steps are taken to ensure they are safe from all harm.
- Respecting them and valuing them.
- Listening to them and relating effectively with them.
- Treating them fairly and honestly.

## **1.2. For Leaders and Workers:**

- Taking all reasonable care to ensure that suitable individuals are appointed
- Giving them the necessary guidance, support and training.
- Helping them to behave in a wise, appropriate and exemplary fashion.
- Supporting them in being above reproach when dealing with children and young people.

## **1.3. For Parents and Carers**

- Demonstrating that all reasonable steps have been taken to ensure workers and leaders have been assessed and checked both within the church, and independently of the church.
- Demonstrating to them that their children are safe and valued in our care.
- Encouraging and supporting them in their role.
- Making sure they are consulted & communicated with.

## **1.4. For the Church:**

- Maintaining and enhancing the witness of the church in the community.
- Promoting the church as a place and a people where everyone feels, and is, welcome, safe and valued.

## 2. How the Policy works

*This section covers the principles by which the policy has been constructed, what it covers, and the church activities to which it applies. It also describes how it should be maintained and communicated and to whom. Note that the various roles referred to here are defined in the next section.*

### **2.1. Principles**

*The policy has been written according to the following principles:*

- Work within the law and guidelines from authorities
- Have policies in place before you need them
- Be clear and comprehensive
- Be pragmatic and balanced
- Be Biblical

### **2.2. Contents**

*The policy sets out policies and guidelines relating to the following areas:*

- Appointment of leaders and workers for children's and young people's meetings
- Recognising and responding to possible abuse or neglect
- Supervising and running of meetings and activities

### **2.3. Scope and Application**

The policy applies to all meetings and activities involving children and young people up to the age of 18, held under the auspices or direction of Shepshed Evangelical Free Church, Shepshed, Leicestershire. Unless otherwise stated, the policies and guidelines apply to all of the following activities.

- a. **Weekly Activities** - Weekly meetings for children and young people within the church and community, including games, activities, bible teaching, and refreshments. These meetings have selected and regular Youth Leaders and Workers, plus occasional helpers and teachers. They take place on the church premises, except for occasional trips out.
  - Bright Sparks (ages 4 – 7 years)
  - Cabin Crew (7-10)
  - Dynamite (10-11)
  - Oasis (11-17)
  - Mothers & Toddlers (0-4, accompanied by a parent or carer)
- b. **Sunday Meetings** – Sunday meetings, mainly for children of church members, involving bible teaching or quiet play and activities. These meetings do not have regular leaders and workers, but are led by helpers and teachers on a rota basis.

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- Crèche during Sunday morning worship (and other special meetings)
  - Sunday evening Young People's Meeting (12-18)
- c. Camps and residential events (10-17)
- d. All other church meetings and activities including children and young people, such as Sunday worship, fellowship lunches and trips out.

### **2.4. Implementation and Amendments**

The policy should be reviewed periodically (ideally annually), which is the responsibility of the Child Protection Co-ordinator.

The policy, and all subsequent changes to it, must be approved by the Elder(s) of the Church, the Child Protection Co-ordinator and the Deputy Child Protection Co-ordinator.

All the Youth Leaders should be consulted concerning any changes.

The policy, and all changes to it, must be communicated in detail to the Youth Leaders and Workers (as defined in section 3).

All Youth Leaders and Workers must acknowledge in writing or by email that they have read and understand the policy and will implement it to the best of their ability

A copy of the Policy should be located on the premises where the activity is taking place.

The Church Members and Deacons should be made aware of the policy and how it may affect them, including any changes.

Parents & carers must be made aware of the policy, and from where they may obtain copy.

A copy of this Policy should be produced on request by anyone who asks, within the church, or outside the church.

### **2.5. Other Documents & Sources**

- This policy is to be read in conjunction with the Constitution of the Church and Health & Safety documents published by the church.
- The policy has been reviewed and approved by the Churches Child Protection Advisory Services (CCPAS). This is an independent Christian charity providing professional child protection advice and support to churches and organisations. **We are subscribed to this organisation.** Please refer to their website for further information at <http://www.ccpas.co.uk/>.

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- Leicestershire County Council Information is at [http://www.leics.gov.uk/index/social\\_services/children\\_young\\_people/children\\_at\\_risk.htm](http://www.leics.gov.uk/index/social_services/children_young_people/children_at_risk.htm)

## 3. Roles & Responsibilities

*This section outlines the various roles and responsibilities of all those concerned with the safety and care of children and young people. These roles are referred to in detail elsewhere in the document. The people currently in these roles are named at the end.*

### 3.1. Elder(s)

*The role of the elder(s) is to:*

- Exercise overall spiritual leadership over all the activities for children and young people
- With the deacon's, appoint the Child Protection Co-ordinator and Deputy
- Assist with and approve the appointment of all Youth Leaders and Workers
- Support the Child Protection Co-ordinator
- Approve the Child Protection Policy
- Assist the Child Protection Co-ordinator in the event of incidents, which require further action.
- Provide pastoral support to any church member accused of child abuse
- Provide support where known offenders are in the congregation

### 3.2. Deacons

*The role of the deacons is to:*

- With the elder(s), appoint the Child Protection Co-ordinator and Deputy
- Maintain the premises and grounds as a safe and secure environment for everyone.
- Deal promptly with any Health & Safety risks or issues.
- One of the deacons is responsible for the maintenance and implementation of the church's Health & Safety Policy

### 3.3. Child Protection Co-ordinator

*The Child Protection Co-ordinator must be a church member, but not an elder or deacon. Ideally they should not be a parent of a child actively involved in the young people's activities. Their role is to: -*

- Be familiar with the requirements of a church protection policy, including the basics of the 'Safe from Harm' Home Office Guidelines, the Children's Act 1989, the Data Protection Act, and other relevant governmental and European guidelines and legislation.
- Take responsibility for the development and implementation of the church's child protection policy, and to approve any changes.
- Ensure the church's child protection policy is communicated and available (see section 2.4)
- Ensure the church's child protection policy is being followed.
- Verify the appointment of all Youth Leaders and Workers and carry out the Criminal Records checking
- Be the person to whom any incidents, queries or concerns connected with child protection are reported

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- Be involved with the elder(s) in the decision-making should an incident arise.
- Keep all records confidentially and securely, in line with Appendix H.
- Provide support where known offenders are in the congregation

### **3.4. Deputy Child Protection Co-ordinator**

*The Deputy Child Protection Co-ordinator should be a deacon. His role is to:*

- Deputise for the child protection co-ordinator, and support him or her as necessary. This deputy should be one of the deacons.
- Assist with and approve the Child Protection Policy

### **3.5. Fire Officer**

*This is a church member with overall responsibility for*

- Checking the premises meet fire regulations, and ensuring the deacons deal with any issues
- Ensuring that regular fire drills take place at all activities

### **3.6. Youth Leaders, Workers and Speakers**

*These fall into various categories as described below. These terms are referred to specifically elsewhere in the document. Leaders and Workers must be Church members.*

- Leader – The person in overall charge and leadership of a meeting/activity. Assists with the selection of Workers and is responsible for the equipment being safe & secure, and that the rooms used are set out safely and securely
- Worker – A person who works with children or has responsibility for children. This includes regular workers at Oasis, Bright Sparks, Cabin Crew, Mothers & Toddlers. This includes those who have responsibility for, or lead, children and young people in Bible Class, Crèche and the Sunday Evening Young Peoples' Meeting.
- Speaker – A speaker or teacher who does not have responsibility for the children or young people, including those from outside the church.

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### 3.7. Current Officers

Elder	Simon Clarke (pastor)
Deacons	Stan Braybrook Dave Bottomley Geoff Goddard Alasdair McLaren Jerry Cook
Health & Safety Officer	Stan Braybrook
Child Protection Co-ordinator –	Ann Goddard
Deputy Child Protection Co-ordinator	Dave Bottomley
Fire Officer	Andy Hodgkinson

### 3.8. Current Youth Leaders & Workers

Meeting	Leader/Organizer	Workers
Oasis	Nigel Holmes * Anna Holmes	Sarah Clarke David Davies * David Greary *
Bright Sparks	Jane Cook	Dawn Harris Audrey Watkinson * David Davies * Lizzie Holmes
Cabin Crew	Mark Harris * Dawn Harris	Jane Cook David Davies * Audrey Watkinson * Lizzie Holmes
Dynamite	Debra Bottomley	David Davies * Mark Harris * Dawn Harris Audrey Watkinson * Jane Cook
Mothers & Toddlers	Debra Bottomley	Hazel Hall Jane Cook Sarah Clarke Audrey Watkinson *
Crèche		Jackie Kendrick Lesley Richards Rachel Hodgkinson Cynthia Bailey Anna Holmes Debbie Bottomley
Young People's Bible Study	Jerry Cook Dave Bottomley	Jane Cook Debra Bottomley

*\* Indicates a qualified first aider*

## 4. Appointment of Leaders & Workers

*This section outlines the process for the selection, verification and appointment of Youth Leaders and Workers (as defined in the previous section)*

### 4.1. Responsibilities

- Youth Leaders are selected and appointed by the elder(s).
- Youth Workers are selected by the Youth Leader for that activity, assisted by the Elder(s).
- The Child Protection Co-ordinator must verify these appointments.

### 4.2. Appointment of New Leaders & Leaders

The process for appointing new Youth Leaders and Workers will be as follows (Note: this is not required for Speakers)

- a. The Elder(s) and (for Workers), the Leader of the activity will meet with the individual to discuss their suitability for the role.
- b. The individual will complete a Youth Leaders/Workers Information Form (Appendix A), including the nomination of two referees, only one of whom may be a church member.
- c. The Child Protection Co-ordinator should take up the two references specified on the Information Form (see Appendix B & C for proposed letter and reference form).
- d. Criminal record checks will be taken up as a matter of course. Please refer to section 4.4 below.
- e. If all the above is satisfactory an Acceptance Form (Appendix D) should be signed by the Elder(s), the Child Protection Co-ordinator and (for Workers) the Leader of the activities.
- f. The individual must sign their understanding and acceptance of the Child protection Policy before they can take up their role (Appendix A).
- g. There should then ensue a trial period, paired with a more experienced worker with feedback after a designated time (no more than 3 months).
- h. If the person is not appointed, the reason should be noted on the Acceptance form and communicated to the individual by the elder(s).
- i. The Child Protection Co-ordinator must file all the above records away confidentially. All of the above information is confidential, and must comply with the Data Protection Act.

### 4.3. Current Leaders and Workers

- a. Where leaders and workers were in place before this policy was approved, they are required to retrospectively go through stages d and f of the approval process.

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### **4.4. Criminal Checks**

- a. All Leaders and Workers must hold an Enhanced Disclosure certificate, for which they will need to undergo a criminal record check as described below. This will be enforced from March 2005.
- b. This check will be co-ordinated by the Child Protection Co-ordinator, with the support of an elder as required. For the elder(s) themselves, it will be with the support of the Deputy. The check on the Child Protection Co-ordinator will be carried out by the deputy, supported by an elder. If the individual already has a current Enhanced Disclosure, they will not need to be rechecked.
- c. Applications for all checks will be via CCPAS to the Criminal Records Bureau (CRB), the government agency set up to administer the scheme.
- d. The application will be for an Enhanced Disclosure. Disclosures will reveal whether or not an applicant has a criminal record and, if so, will give details. The Disclosure will form part of the basis on which decisions to appoint can be made. Having a criminal record, in itself, would not necessarily prevent a person from being appointed
- e. A Disclosure is a document containing information held by the police and government departments. It enables organisations to check the background of job applicants (paid or voluntary) to ensure that they do not have a history that would make them unsuitable for the post they wish to fill. Disclosures provide details of a person's criminal record, including convictions, cautions, reprimands and warnings held on the police national computer (PNC). If the position involves working with children, disclosures also contain details from lists held by the Department of Health (DoH) and the Department for Education & Skills (DfES) and those considered unsuitable for this type of work. Depending upon the level of Disclosure, it might also contain information held by local police forces.
- f. The candidate is given an application form (obtained via CCPAS) by the Child Protection Co-ordinator. Upon completion, the Child protection Co-ordinator will forward the document to the registered body (CCPAS).
- g. CCPAS will countersign the application, forwarding it to the CRB. Copies of the certificate are returned by the CRB to the candidate and to CCPAS. CCPAS will send the certificate with a covering letter to the Child Protection Co-ordinator, who must check it for accuracy.
- h. If a past conviction is revealed on the certificate, the Child protection Co-ordinator may telephone the CCPAS help line if they would like to discuss the implications of the Disclosure. The help line is staffed totally separately to the disclosure unit and they will have no prior knowledge of the situation which is confidential. When ringing the help line the name of the individual concerned will not be, and must not be, disclosed.
- i. Note that the scheme covers England & Wales only.
- j. The Church is required to comply fully with the CRB Code of Practice. Failure to follow the laid-down procedures could involve individuals or the church failing to fulfil obligations under Human

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Rights and Data Protection legislation, and possibly in some instances committing an offence.

- k. The CRB Code of Practice requires users of the service to treat all applicants for positions fairly, including those who have a criminal record and not to discriminate against the subject of the disclosure on the basis of information revealed. It also obliges the user organisation to have a written policy on the recruitment of such individuals where, of course, this does not conflict with the safety of children or vulnerable adults. This is in Appendix H
- l. Another requirement in the Code of Practice is for user organisations to have a written policy on the correct handling and safekeeping of disclosure information. This is in Appendix I.

### **4.5. Abuse of Trust**

- a. The Home Office has published guidance in the form of the booklet 'Caring for young people and the vulnerable? Guidance for preventing abuse of trust'.
- b. It contains principles of good practice and is primarily aimed at protecting young people over the age of consent but under 18 years of age where there is a relationship of trust with an adult looking after them.
- c. A relationship of trust is described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of the activity. e.g. youth worker/youth.
- d. As a church we undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office. It is therefore unacceptable for those people in a position of trust to engage in any behaviour which might allow a sexual relationship to develop whilst ever the relationship of trust continues

## 5. Recognising & responding to abuse<sup>1</sup>

*This section outlines how to recognise possible abuse. It then describes how to respond appropriately.*

### 5.1. Recognising Possible Abuse

*The following behavioural signs may be indications of child abuse, but they should not be taken in isolation. This includes possible abuse at home, at school, or within the church environment. These guidelines are taken from “CCPAS - Guidance to Churches - Protecting Children and Appointing Children's Workers”.*

#### *Indicators of Possible Physical Abuse*

- Any injuries not consistent with the explanation given for them
- Injuries which have not received medical attention
- Bruises, bites, burns, fractures, etc. which do not have an accidental explanation
- Cutting/slashing/substance abuse
- Reluctance to change for, or participate in, games or swimming

#### *Indicators of Possible Sexual Abuse*

- Any allegation made by a child concerning sexual abuse
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations

#### *Indicators of Possible Neglect*

- Signs that the child is not receiving enough food for their growth rate
- Exposure to situations, e.g. harmful substances or unsafe environments, which indicate a lack of supervision or care
- Child who is left ‘home alone’ or in other circumstances without appropriate adult supervision
- Untreated medical conditions

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### *Indicators of Possible Emotional Abuse*

- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clinging.
- Depression/aggression
- Nervousness/frozen watchfulness
- Sudden under-achievement or lack of concentration
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

The above signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

### **5.2. Reporting possible abuse**

You must report concerns as soon as possible to your activity leader and the church's Child Protection Co-ordinator (or in her absence, her deputy) who is nominated to act on behalf of the church in referring all allegations or suspicions of neglect or abuse to the statutory authorities.

If the suspicions in any way involve the Child Protection Co-ordinator, then the report should be made to the Deputy or directly to the Elder(s). If the allegations involve both, then the report should be made to the Elders. If those nominated above are unavailable, then either make direct contact with Social Services or contact CCPAS for advice.

**Suspicions will not be and must not be discussed with anyone other than those nominated above.**

### **5.3. Your Responsibility**

It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from CCPAS, although we hope that members of the church will use the procedure described. If, however, you feel that the Child Protection Co-ordinator (or Deputy) has not responded appropriately to your concerns then it is your duty and responsibility to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of the church to effective child protection.

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### **5.4. Contact Details**

Contact details for all the above are given below:

Child Protection Co-ordinator:	Ann Goddard	
Elder:	Simon Clarke,	
Deputy Child Protection Co-ordinator:	Dave Bottomley	
Leicestershire County Council, Social Services Local Office - Charnwood	Pennine House 2 Lemyngton Street Loughborough Leicester LE11 1UH	01509 266 641
Shepshed Police	Charnwood Road, Shepshed	
Leicestershire Police (non-emergency)		0116 222 22 22 (24 hours)
Leicestershire Police (emergency)		999
Leicestershire County Social Service Department	Leicester County Council, General Enquiries	0116 265 74 04
Churches Child Protection Advisory Service (CCPAS)	P.O. Box 133 Swanley, Kent, BR8 7UQ <a href="http://www.ccpas.co.uk/">http://www.ccpas.co.uk/</a>	24 Hour Help Line: 0845 120 45 51 <a href="mailto:info@ccpas.co.uk">info@ccpas.co.uk</a>

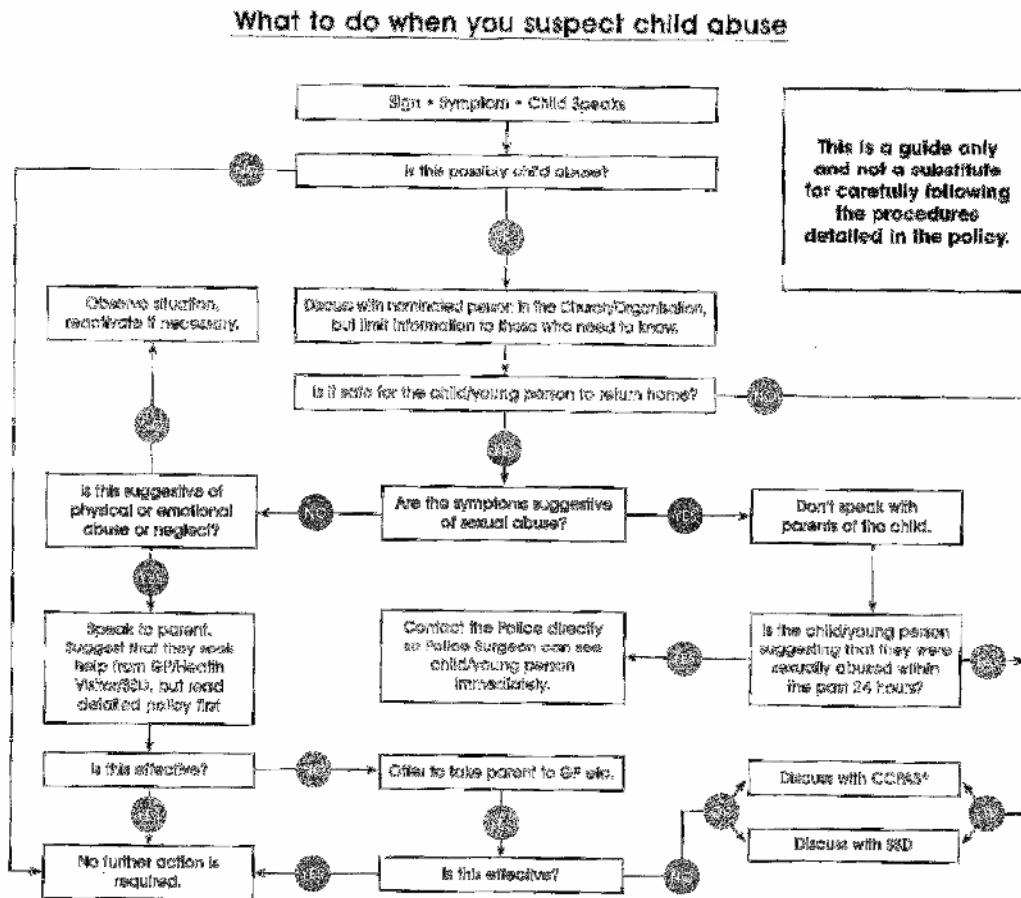
### **5.5. Recording**

Careful and accurate recording of events will be vital should abuse be detected or an allegation made. For this reason, all groups must keep records of who is at each meeting using a format similar to that at Appendix G. All significant incidents and accidents must be recorded using the form in Appendix F. Any conversation(s) with a child concerning potential or actual abuse must be carefully recorded using the guidelines under Sections 5.9.

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### 5.6. What to do when you suspect child abuse

The flowchart provided by the CCPAS below, will help you make quick, but accurate decisions.



### 5.7. Allegations of physical injury or neglect

*If a child has a clear physical injury or symptom of neglect, the Child Protection Co-ordinator will:*

- a. Refer the matter to Social Services immediately (or to CCPAS) if concerned about the child's safety. If the injury and circumstances are such that it may not be safe for the child to return home, this must be discussed with Social Services and/or police to ensure safety measures can be put into place for the child.
- b. Where emergency medical attention is necessary it will be sought immediately. The Co-ordinator will inform the doctor of any suspicions of abuse.
- c. In other circumstances speak with the parent/guardian and suggest that medical help/attention is sought for the child.
- d. The doctor will then initiate further action, if necessary. If appropriate the parent/guardian will be encouraged to seek help from the Social Services Department.

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- e. Where the parent/guardian is unwilling to seek help, if appropriate, the Youth Leader or an Elder will offer to go with them. If they still fail to act, the Child protection Co-ordinator should, in cases of real concern, refer the matter to Social Services with or without the agreement/co-operation of the parents.
- f. Where the Co-ordinator is unsure whether or not to refer a case to the Social Services, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future. Advice may also be sought from Social Services where there is any element of doubt.

### **5.8. Allegations of sexual abuse**

*In the event of allegations or suspicions of sexual abuse, the Co-ordinator will:*

- a. Contact CCPAS or the Social Services Protection Officer for advice/support if there is any doubt or uncertainty. If there is a clear allegation or evidence, then the matter will be referred to the Social Services Protection Officer/Police Child Protection Team directly.
- b. The Co-ordinator will not speak to the parent (or anyone else). If the allegation and circumstances are such that it may not be safe for the child to return home, this must be discussed with Social Services and/or police to ensure safety measures can be put into place for the child.
- c. If for any reason, the Co-ordinator is unsure whether or not to follow the above, then advice from CCPAS will be sought and followed. CCPAS will confirm its advice in writing in case this is needed for reference purposes in the future.
- d. **Under no circumstances will the Co-ordinator or any other worker attempt to carry out any investigation into the allegations or suspicions of sexual abuse.** The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task it is to investigate the matter under Section 47 of the Children Act 1989.
- e. Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy should not delay referral to the Social Services Department.
- f. Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Deputy as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services, and should do so without hesitation.
- g. The Child Protection Co-ordinator will also report the matter to the Elder(s) as appropriate. The Elder(s) will support the Co-ordinator or Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis, unless and until the situation requires a formal statement from them.

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### **5.9. How to react when a child wants to talk about abuse**

#### *General Points*

- Accept what the child says (however unlikely the story may sound)
- Accept and use the language and vocabulary the child uses, even if you feel uncomfortable doing so. To change or 'sanitise' their language may alter the child's true meaning.
- Keep calm
- Look at the child directly
- Be honest
- Let them know that you will need to tell someone else - don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened
- Never push for information
- Make notes

#### *Helpful Things to Say or Show*

- I believe you (or showing acceptance of what the child says).
- I am glad you have told me
- It's not your fault
- I will help you

#### *Avoid Saying*

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where? (you should listen, not prompt or interrogate or investigate)
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else."

#### *Concluding*

- Again, reassure the child that they were right to tell you and that you believe them
- Let the child know what you are going to do next and that you will let them know what happens. (You might have to refer to Social Services/Police to prevent a child/young person returning home if you consider them to be seriously at risk of further abuse.)
- Immediately refer to someone appropriately qualified

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### **5.10. What to do once a child has talked to you about abuse**

- a. Make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the child has said and when he/she said it and what was happening immediately beforehand (e.g. description of activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if these have been typed subsequently.
- b. Report your discussion as soon as possible to the Child Protection Co-ordinator
- c. You should not discuss your suspicions or allegations with anyone other than those nominated in Section 5.2
- d. If the nature of the accusation and circumstances are such that it may not be safe for the child to return home, this must be discussed with Social Services and/or police to ensure safety measures can be put into place for the child.

### **5.11. Allegations against workers or church members**

- a. These should be directed to the activity Youth Leader, Elder or Child Protection Co-ordinator, but it is recognised that this cannot be enforced, and may not always be appropriate.
- b. In the event of an alleged or suspected perpetrator being a member of the Church, the Elders will appoint one of their number (or a Deacon) to act as the designated 'support contact' for that person once liaison with Police and/or Social Services has been established.
- c. The role of the support contact is to provide an objective and honest point of support, recognising that whether or not the allegation or suspicion is confirmed, there is a clear duty of pastoral care towards that person. However, it is vital that this does not, or is not perceived to, interfere with any on-going investigation.
- d. Details of allegations and those involved must be kept confidential.
- e. See also Section 5.2

### **5.12. Previous Offenders in the church or congregation**

- a. Where someone attending church is known to have abused children, whilst extending friendship to the individual, the elder and the Child Protection Officer in the church's commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep.
- b. Details of allegations and those involved must be kept confidential

### **5.13. Victims of Abuse in the church or congregation**

- a. As a church we are committed to supporting victims of abuse, and encouraging them in their faith.
- b. Details of allegations and those involved must be kept confidential

## 6. Running Activities

*This section provides advice and guidelines for running the activities. Unless otherwise stated, it applies to all activities and meetings, as outlined in section 2.*

### 6.1. Personal Records

- For all children and young people attending, regularly or otherwise, an accurate and up-to-date record book should be kept, including contact names, addresses and telephone numbers, and any relevant medical details, which may be required. Details should be captured for all new children and young people attending an activity. This record book must be accessible at all times.
- A record must also be taken of children and young people whose parents have not provided permission for them to be photographed or videoed (see 6.10 below)

### 6.2. Recording who is present

*For Weekly Activities and camps/trip (as defined in Section 2.3 a & c)*

- Leaders, workers, speakers and other adults in the building should record times of arrival and departure, and reason for being in the building. This can exclude parents or carers simply dropping off or picking up children, and not staying. A suggested format is in Appendix G.
- For meetings in homes, a record must be kept of attendance, to be completed by the leader.
- A register for the children and young people should also be kept. A leader or worker must be designated to register the children as they arrive.
- On arrival, a note must be taken of any visible injuries or illnesses.
- On arrival a note must be taken of any special collection arrangements. If a child leaves early, this must be noted, with the time they left and the reason why.
- For “off site” activities, the parent must be advised of the activity and location and the Consent form signed. See Appendix E.
- The completed consent forms should be retained for one month after the outing.
- Contact details for children and young people must be taken on outings

### 6.3. Recording Incidents and Accidents

- Should an accident or incident occur, details must be recorded by an independent witness (i.e. not one involved in the incident). This includes who was involved, who witnessed it, and what happened. See Appendix F.

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- These may include accidents, resulting in injury, fights between children, and accusations against leaders or workers or other adults during an activity.
- The Leader should discuss any follow up action required with the Child Protection Co-ordinator, who should make a record of these on the form (part two) and sign them off when they are completed.
- The Child Protection Co-ordinator keeps these forms.

### **6.4. Guidelines for being with children & young people**

- Mixed gender groups should have both male and female adults present. Single gender groups must have an adult present of the same sex.
- No person under the age of 16 should be left solely in charge of children or young people.
- It is important that the correct number of adults be present. The recommended adult/children ratios are:
  - Children 0 – 2 years: 1 adult for every 3 children
  - Children 2 – 3 years: 1 adult for every 4 children
  - Children 3 – 7 years: 1 adult for every 8 children
  - Children 8+ years: 1 adult for every 10 children
- Adults should avoid situations where they are alone with a child. This may mean leaving doors open, or two groups working in the same room. In a counselling situation with a young person, where privacy and confidentiality are important, try to make sure that another adult knows the interview is taking place and with whom. If possible, leave the door open and ensure another adult is nearby and the young person should know they are there.
- Do not invite a child or young person to your home alone: invite a group, or ensure that someone else is in the house. Make sure the parents know where the child is.
- If activities involve staying away overnight, e.g. camping, do not share sleeping accommodation with the children or young people.

### **6.5. Health & Safety**

- Leaders and workers should be prepared and ready before admitting children into the building. It is recommended that leaders & workers should arrive at least 15 minutes before the activity begins.
- The deacons have overall responsibility for ensuring that the premises are safe for activities. If you are aware of any danger regarding the building, advise the activity leader, who must in turn report this to the deacons.
- Leaders and workers must ensure that all equipment is safe and appropriate for use. If you are aware of unsafe equipment, advise the activity leader immediately.
- The kitchen is to be out of bounds to children, without the permission of an adult. Children should also be advised of other out of bounds areas and safety rules

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- Leaders and workers should be familiar with the fire equipment, evacuation routes and the location of the First Aid box. Regular fire drills must take place, at the direction of the Fire Officer.
- A qualified First Aider should be present at each activity (see list in section 3.8). First Aid boxes will be replenished by Audrey Watkinson. Leaders must notify Audrey when they need replenishing. When taking trips, a first aid kit must be carried in one of the vehicles.
- Children should be kept away from the car park unless escorted or supervised by an adult. A line of cones should be set out between the cabin and main church doors. No cars should pass this boundary while the cones are in place. The children should not pass these cones.
- Children should not leave the church premises unless accompanied by a parent or nominated guardian. If a child has to leave early, they must be collected by a parent or nominated guardian and advise one of the leaders. This should be logged (see section 6.1 above).
- Avoid overcrowding and crushes. Dangerous or excessively rough games must be avoided
- Follow the church's written Health & Safety Guidelines including the recommendations of the Fire Officer.

### **6.6. Travelling**

- When transporting young people and children by car, keep a record of who has travelled with whom
- Do not give lifts to children or young people on their own. If having a single child in the car is unavoidable (e.g. when dropping children home) they should sit in the back. Parents should keep their own children in the car wherever possible, so that they avoid being alone with other people's children.
- Children under 135cm tall and under 12, must, by law, use a child restraint – i.e. a booster seat or cushion, unless
  - for a short distance for reason of unexpected necessity; or
  - two occupied child restraints prevent fitment of a third.in which case they should sit in the rear and use an adult seat belt.
- Drivers are legally responsible for making sure that children under 14 years use seat belts or child restraints in cars. Those 14 years and above are responsible for themselves.

### **6.7. Taking care of Children & Young People**

- Leaders and workers should treat all children with respect and dignity in attitude, language used and actions. They must act appropriately in their relationships, both with the children and their fellow workers.
- All games and activities should be appropriate to the age group involved. The teaching given to the children should also be sensitive and age appropriate

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- Inappropriate or intrusive touching of any sort must be avoided. Inappropriate or excessive physical contact should be avoided. Inappropriate or adult language or humour must be avoided.
- The level of personal care, e.g. toileting, must be appropriate and related to the age of the child, whilst accepting that the child may have special needs.
- Try to ensure another adult is present if a child has soiled their underclothes and need washing
- Any scapegoating, ridiculing or rejecting a child or young person should be avoided. Favouritism and special relationships should be avoided

### **6.8. Discipline**

- Lay down ground rules for the activity e.g. no swearing, racism or calling each other names, respect for property. Keep the ground rules simple and clear, and make sure the children understand what action will be taken if they are not kept.
- Agree clear procedures for dealing with a breach of the ground rules, and make sure the children are aware of them. This may include various levels of exclusion from activities.
- NEVER smack or hit a child, although physical restraint for safety reasons is sometimes necessary
- Discipline out of love and not anger. Call on support from other leaders if you feel you may deal with a situation unwisely in your anger. Do not shout in anger or put down a child.
- Talk to a child away from the group, not publicly. Explain what they have done wrong, encourage remorse - leave them on a positive note.
- Never reject a child, just the behaviour. Encourage the child that you are interested in them but you are not willing to accept the behaviour.
- Each child is unique, special and individual, and each child needs a different method of being dealt with. We, therefore, need to ask ourselves, "Why is this child behaving like that."
- Be a good role model and set a good example. Don't expect children to do what you don't do and vice versa.
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy. Try to be fair in the allocation of your time and energy.
- Be consistent in what you say and ensure that other workers know what you have said, to avoid the child playing one worker off against another.

### **6.9. Some practical ideas for dealing with difficult behaviour.**

- Encourage, praise and reward good behaviour.
- Change voice tone, but try not to shout!

## *Shepshed Evangelical Church Child Protection Policy*

- Separate children who have a tendency to be disruptive when together. These children are often friends so give them a chance, perhaps warn them and only separate if they are disruptive.
- Have a child sit in front of you to reduce difficulties, or get a worker to sit next to a child.
- Take a child aside and talk to them, challenging them to change, whilst encouraging them in their strengths.
- Warn a child that you will speak to their parents and do so if necessary. We need to be wise, as speaking to parents may incur their wrath on the child, and a ban from attending.
- If a child's behaviour is constantly disruptive, seek advice and guidance from other leaders, workers and the parents of the child
- Keep in regular communication with the parents of the child, respecting their role and knowledge of the child as parents/carers

### **6.10. Photographs and Videos**

- Photographs and videos of children of church members may be taken during church activities
- For other children and young people, we will need to seek permission each year for photographs and videos to be taken and used for personal use, display and publicity. Photos and videos of children are not to be taken or used where parents/guardians have not given consent.

*Shepshed Evangelical Church Child Protection Policy*

Appendix A – Youth Workers Information Form

CONFIDENTIAL

Shepshed Evangelical Free Church

Information about Leaders and Workers with Children and Young People

The church is responsible for the acceptance and work of its workers with children and young people. Every prospective leader and worker should complete this form, which will be retained by the Child Protection Co-ordinator. It is confidential and will be seen only by the elder(s), the deputy child protection co-ordinator, and (for workers), the leader of the activity

Full Name

Maiden or Former Name

Date of Birth

Place of Birth

Home Address

Post Code

Telephone (Day): (Evening)

How long have you lived at the above address?

If less than twelve months, please give your previous address

Previous Church(es) attended regularly (with approx. dates)

Do you suffer, or have you suffered from any illness which may directly affect your work with young children' young people and vulnerable adults?

Yes /No (please circle). If 'yes', please give details

Please give details of any relevant qualifications or training?

Do you hold a driving license? Yes /No (please circle)

Are you a qualified First Aider? Yes /No (please circle)

Please give the name address, telephone- number and position of 2 people who know you well, at least one of whom must not be a member of this church.

1.

2.

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### DECLARATION \*

Have you ever been convicted of a criminal offence, or are at present the subject of criminal investigations? (NB. Disclosure of an offence may not prohibit appointment).

Yes /No (please circle)

If 'Yes' what was the nature of the offence?

Date of offence

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?

Yes /No (please circle)

If 'Yes' please give details

I confirm that I have read and understood the Church's Child Protection Policy, and will endeavour to carry out the policy to the best of my ability. I agree to police checks being undertaken. I confirm that the submitted information is correct and complete.

Signed

Date

All convictions must be disclosed, as the provision of the Rehabilitation of Offenders Act 1974 does not apply.

\* You are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church.

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Appendix B – Youth Workers Reference Letter

*Shepshed Evangelical Free Church*

*Address*  
Shepshed  
Leicestershire  
LE12 9xx  
*Date*

*Address*

Dear (*name*)

**Application to be a Worker with Children and Young People**

The above named person has applied to work with children and young people and has given your name as a referee. I would be most grateful if you answer the questions on the enclosed form about the applicant based on your knowledge of *him/her* and return it in the enclosed stamped addressed envelope.

*(include some details of the activity and the responsibility of the individual)*

In responding, please bear in mind the responsibility the church carries in ensuring that the children and young people we work with come to no harm of a physical, emotional or sexual nature. Accordingly please be as honest and impartial as you can.

Yours sincerely,

Church Child Protection Co-ordinator

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Appendix C – Youth Workers Reference Form

Reference Form for Worker with Children and Young People

Name of Applicant      *Name*

1. What is your relationship with the applicant?
  
2. How long have you known *him/her*?
  
3. Do you have any reason to believe that the applicant should not work with children or young people? If “yes” please give details.
  
4. As far as you know is the applicant honest and reliable? If “no” please give details.
  
5. Do you have any other information, which you feel is relevant?

Signed

Please Print Name

Date

Address

Telephone Number

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Appendix D – Youth Workers Acceptance Form

Agreement with Activity Leader in Children's and Young People's Work

*To be completed by the elder or the activity leader*

Activity

Age Range

Person to whom you are responsible

Range of work/tasks to be undertaken

We want to help you give the best possible service to your group, so we will meet with you from time to time to see how things are going. We would also like you to make sure you receive any training and support needed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Role \_\_\_\_\_

*To be completed by the Child Protection Co-ordinator or Deputy*

I do not know of any reason why the above named should not work with children or young people.

Signed \_\_\_\_\_ Date \_\_\_\_\_

*To be completed by an elder(s)*

It is agreed/not agreed \* that the above named group leader is approved to work with children and young people.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\* Delete as applicable. If not agreed, please attach reason.

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Appendix E – Outing Consent Form

Shepshed Evangelical Free Church Consent Form

**Activity:** *Cabin Crew*

**Proposed visit/activity:** *Trip to Bradgate Park*

**Date:** *21/6/04*

**Departure time/place:** *6pm, church car park*

**Return time/place:** *8.30pm, church car park*

**Cost where applicable:** (Please make cheques payable to Shepshed Evangelical Free Church): *No charge*

**Transport arrangements:** *Cars*

**Other info:** *Picnic tea provided*

.....  
.

REPLY SLIP

Full name of child:

Contact name and phone number for emergencies: Day:

Evening:

Please advise any medical condition/disability that may be affected by this activity:

Please provide a suitable child restraint for children under 12 and under 135cm.

I have read the above information and give permission for

.....

to attend/take part in this activity. I also give consent for any medical treatment that may be necessary in the event of an emergency.

I enclose a cheque/cash to the sum of £

Signed (parent/guardian).....

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Appendix F – Accident and Incident Form

PART ONE: INCIDENT DETAILS

To be completed immediately after any significant incident or accident by an independent witness

Date of incident		Time	
Duration		Location	
Those Involved			
<i>Name</i>	<i>Age</i>	<i>Address</i>	
Witnesses			
<i>Name</i>	<i>Age</i>	<i>Address</i>	
Description of the incident/accident			
Name of Meeting		Leader at time	
Other leaders/workers/adults present			
Have you retained any defective equipment?	Yes	No	None involved
Where is it being kept?		By whom?	
Are the premises still safe for your meeting to use?	Yes	No	

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Completed by		Signature	
Date		Time	

### PART TWO: FOLLOW UP

The meeting leader should now discuss with the Child Protection Co-ordinator what follow up action is necessary, who should then complete this section. The child protection co-ordinator should keep the form.

Action Required	By whom	Date Completed
Agreed		
C.P.C. : Name		Signature
Leader : Name		Signature
Date		Time
All completed		
C.P.C. : Name		Signature
Leader		Signature
Date		Time

Action required must be in line with the church child protection policy.



## Appendix H – Policy for the Use of Criminal Records Information

On behalf of the church we confirm our commitment to recruit all staff and volunteers in accordance with “Safe from Harm” principles, the Criminal Records Bureau “Code of Practice” and legislative requirements. In particular, the church has adopted an equal opportunities policy and a policy on the secure storage, handling, use, retention and disposal of disclosure information in accordance with the Criminal Records Bureau code of Practice.

### **A. Equal Opportunities**

- a. This church is committed to providing a vital, practical response to the needs of those we serve, regardless of race, religion, lifestyle, sex, sexuality, physical/mental disability, offending background or any other factor.
- b. As an organisation using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants’ suitability for positions of trust, the church undertakes to comply fully with the CRB Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.
- c. We actively promote equality of opportunity for all, with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values of the organisation.
- d. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
- e. Where a Disclosure is to form part of an appointment process, we encourage all candidates to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the recruiter and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.
- f. Unless the nature of the position allows Shepshed Evangelical Free Church to ask questions about your entire criminal record, we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.
- g. We ensure that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

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- h. At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of a position
- i. We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
- j. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing the opportunity of a position.
- k. Having a criminal record will not necessarily bar you from a position. This will depend upon the nature of the position and the circumstances and background of your offences.

### **B. Secure Storage, handling, use, retention and disposal of Disclosures and Disclosure of Information**

- l. General Principles. As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for a position of trust, the church complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention, and disposal of disclosures and disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of disclosure information and has a written policy on these matters, which is available to all those who wish to see it on request.
- m. Storage and access. Disclosure information is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.
- n. Handling. In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- o. Usage. Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.
- p. Retention. Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CCPAS Disclosure Unit, who in turn will discuss this with the CRB and will give full consideration to the Data Protection and Human Rights individual subject access requirements

## *Shepshed Evangelical Church Child Protection Policy*

before doing so. Throughout this time the usual conditions regarding safe storage and strictly controlled access will prevail.

- q. Disposal. Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the disclosure or any copy or representation of the disclosure. However, notwithstanding the above, we may keep a record of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.
- r. Our relationship with CCPAS as an umbrella organisation. We accept that the CCPAS Disclosure Unit as our umbrella organisation has a responsibility to ensure, as far as reasonably practicable, that we comply with all the requirements made upon us in the CRB Code of Practice, this and other policy statements, and in other CRB procedures and processes. We undertake to keep CCPAS informed of any changes in our organisation, personnel or practices which could materially affect our ability to work within these expectations.