

# Safe and Secure



## key facts

a summary of **CCPAS'** ten  
safeguarding standards for  
places of worship and other  
organisations



## introduction...

**A**ny organisation that has contact or works with children and vulnerable adults must ensure they are properly cared for and protected.

This is particularly so for places of worship and faith groups who are often the first to be involved when it comes to helping children and families, both within their congregations and the local community.

Places of worship and most faith communities open their doors to everyone and they can be called upon to help at anytime, particularly in a crisis. Usually leaders will know what to do but sometimes expert guidance is needed particularly where children and vulnerable adults are involved. So it is vital leaders and workers are trained to know how to deal with an allegation or suspicion of abuse and that they work safely with everyone.

This booklet is a summary of the CCPAS comprehensive web-based guidance, 'Safe

and Secure – The Manual.' The manual covers the needs of children, (in law, those under 18 years) and vulnerable adults in places of worship and other organisations. There is also a disk version of the manual available - see back cover for details. What follows in this booklet relates specifically to children, but many of the principles apply to the needs of vulnerable adults, and these are addressed in detail in the manual. References in the text to 'organisations' refer to a place of worship or any other group working with children.

Unless stated otherwise, the information contained in this booklet applies to all four nations of the UK; England, Wales, Scotland and Northern Ireland.

## facing the facts about abuse...

There has been growing recognition over several decades that all kinds of people abuse. The government is therefore continuously reviewing legislation and guidance to ensure children are kept safe as far as possible.

Children can experience different kinds of abuse:

- Physical
- Sexual
- Emotional
- Neglect

The government definitions in each of the four nations can be found on the CCPAS website at: [www.ccpas.co.uk/keyfacts](http://www.ccpas.co.uk/keyfacts)

Children are abused by adults, other children and young people. It happens in families from every social, religious and cultural setting and can involve leaders, teachers and workers. We should not think, 'It could never happen in my organisation', because it might!

It is also vital to ensure that teaching on faith issues and the treatment of children does not encourage practices which in the UK would be regarded as abusive either in our place of worship or the family home.

A few cases have been reported in the national media where children have been subjected to abuse following claims that they are possessed by evil spirits or are witches because they are different in some way. Such abusive behaviour may be investigated by the authorities and appropriate action taken to protect the children involved. There is also the possibility that



criminal proceedings will be taken against those responsible.

Nothing that causes harm to a child, whether part of religious or cultural tradition or otherwise, can ever be justified. Practices such as female circumcision are illegal in the UK and legislation also includes a ban on sending a child abroad for this purpose.

Even when there has not been physical harm, abuse can still occur where consideration for a child's emotional well-being is not respected. One area that may be open to abuse within faith communities is prayer ministry.

The following is a summary of CCPAS' good sense guidance on this issue:

- Parental permission (and that of the child, where old enough) must be given and the child be comfortable with what is happening
- Children are easily frightened and

susceptible to suggestion. They can be upset by shouting and hurt by shaking. They can easily believe they are bad or wicked.

- A child should never be told they are demonised or possessed by the devil or evil spirits
- A child may be behaving oddly because of learning difficulties, mental health problems, domestic violence, abuse or trauma experienced as a refugee. Such unconventional behaviour needs handling with sensitivity and care and does not mean a child is 'possessed'.

### More information

The full version of CCPAS' good sense guidance and information on spirit possession issues can be found on the CCPAS website at: [www.ccpas.co.uk/keyfacts](http://www.ccpas.co.uk/keyfacts)

#### Insurance

Your insurance company will insist that you have a safeguarding policy and are recruiting safely – otherwise you may find you are not covered!

### Charitable status

Any UK based organisation wanting to register as a charity working with children will need to meet the safeguarding requirements of the regulators (e.g. England and Wales – Charity Commission). This will include following a safeguarding policy and safe recruitment of workers.



## ten standards...

CCPAS understands that some organisations will still be at the beginning of a 'journey' towards safeguarding. Some will have achieved more standards than others. Don't feel that your organisation will never achieve all ten standards - *you can do it* but it takes time and CCPAS is here to help you!

1. Safeguarding Policy
2. Developing Safeguarding Awareness Training
3. Safe Recruitment
4. Management of Workers
5. Working Safely
6. Communicating Effectively
7. Responding to Concerns
8. Pastoral Care
9. Managing Those who Pose a Risk
10. Working in Partnership

# The 10 Safeguarding Standards from 'Safe and Secure – The Manual' are summarised below:

## Standard 1

**Organisations should adopt a formal, working safeguarding policy.**

The government expects all organisations open to or likely to have contact with children to adopt a formal, working safeguarding policy. It is important that leaders and workers know how to respond to concerns about possible abuse, recruit safely and follow safe practice guidelines in their work with children.

This standard includes the appointment of a Safeguarding Co-ordinator who will deal with concerns and suspicions of abuse on behalf of the leadership. Their job will also include promoting safeguarding throughout their organisation.

## More information

There is a model safeguarding policy in 'Safe and Secure – The Manual' that can be adapted and used by any faith community or organisation.

The booklet 'Help...I am a Safeguarding Co-ordinator' which describes the Safeguarding Coordinator role in more detail can be viewed and downloaded from the CCPAS website:  
[www.ccpas.co.uk/keyfacts](http://www.ccpas.co.uk/keyfacts)

## Standard 2

**Organisations must develop safeguarding awareness and provide training.**

Everyone needs to know how children are being kept safe and what to do if there is a concern about possible child abuse. This includes the leaders, safeguarding co-ordinator, workers, parents/carers and children. The leaders and the safeguarding co-ordinator should make sure everyone knows

where they can see your safeguarding policy.

The organisation has a responsibility to provide training and development opportunities for all workers. Training will only be effective, giving workers the confidence they need, if trainers with the necessary knowledge, skills and expertise are used. CCPAS provides courses and training materials if you don't have suitable trainers locally.

### **Standard 3**

**Organisations should adopt a formal recruitment policy for both paid and voluntary workers.**

Safe recruitment is vital because it minimises the likelihood of people being harmed by those in positions of trust. Leaders, workers and those holding positions such as trusteeships must undergo a thorough recruitment process.

This includes the completion of an application form,

## **More information**

CCPAS's 'Kids Are Safe Here', a short DVD designed for parents, carers and congregations can be viewed at: [www.ccpas.co.uk/keyfacts](http://www.ccpas.co.uk/keyfacts)

'Help... I want to Recruit Workers Safely' can also be found at [www.ccpas.co.uk/keyfacts](http://www.ccpas.co.uk/keyfacts)

CCPAS runs training seminars and has a distance learning DVD. See [www.ccpas.co.uk](http://www.ccpas.co.uk)

an interview, taking up references (including a criminal records check and registration with the Independent Safeguarding Authority (ISA)\* all of which have a part to play in the assessment of a candidate's suitability. If this is done, then the chances of someone who could pose a risk to children and other vulnerable people being able to work with them will be greatly reduced.

*\*From late 2010 it is a legal requirement for people applying to work with children and vulnerable adults to be registered with the ISA Vetting*

*and Barring Scheme (VBS). Existing workers will need to register as required by the ISA during a 'roll-in' period estimated to take five years. It will be a criminal offence for a church or any other organisation to recruit someone to work in a regulated or controlled activity who is not a member of the VBS. In Scotland this is The Protecting Vulnerable Groups Scheme (PVG Scheme) which goes live in 2010. For further information contact CCPAS.*

#### **Standard 4**

**Workers, paid and voluntary, should be appropriately managed, supervised and supported.**

Workers need encouragement and help, particularly when they are first appointed. Abuse is more likely to occur where workers are not accountable to others. All workers should attend planning meetings and training to help them develop their skills and to work as a team.

Working as a team will help

people show responsibility for and to each other and motivate them to strive for the best possible practice in their work with children. Procedures need to exist to help workers report concerns (commonly known as 'whistle blowing'). Organisations also need to have procedures in place for suspending workers where allegations need investigation by the authorities.

#### **More information**

More detailed information on these and many other aspects of safe working practice can be found in 'Safe and Secure – The Manual' – see back cover.

The following 'Help' booklets can be viewed and downloaded from the CCPAS website:

[www.ccpas.co.uk/keyfacts](http://www.ccpas.co.uk/keyfacts)

'Help, something bad happened to me' (young children)

'Help, I need someone to talk to' (older children)

'Help I want to work safely with children and young people'.



## Standard 5

**Organisations must ensure they adopt safe working practice.**

Working safely means the organisation must think about the safety aspects of every organised activity, including outings and holidays, and then do what is necessary to keep children safe. This is called a risk assessment. Working safely also applies in areas such as transportation, discipline, dealing with bullying and first aid. If the organisation is committed to making sure children are safe, workers will feel more confident about running activities, develop good relationships and minimise the risk of false accusations.

Places of worship often provide different activities for children in different locations (e.g. toddler groups, Sunday school, internet cafés, lunch clubs). This makes it even more important to follow and have guidelines for running these activities.

## Standard 6

**Organisations should ensure that workers know how to talk with, listen and relate to children with whom they come in contact.**

This helps develop positive and trusting relationships, build self esteem and create an environment of acceptance where those being cared for feel able to share what may be troubling them.

### **Guidelines for responding to a child who may have been abused:**

- Don't ask questions – instead listen carefully to them
- Don't make promises you may not be able to keep e.g. not telling anyone else
- Accept what you hear without passing judgement or investigating
- Tell the child what you are going to do
- Make careful notes (i.e. what was said and in what circumstances) as soon as possible, preferably within an hour. Include dates and times and keep notes safely.
- Contact the Safeguarding Co-ordinator or, in their absence, take action yourself.

## Standard 7

**Workers must develop awareness of the issues surrounding abuse, be able to recognise possible signs and symptoms and respond appropriately.**

Where there is a suspicion or allegation of abuse the organisation must know who to contact. In the case of sexual abuse, deliberate injury or where there are concerns for a child's safety, the Safeguarding Co-ordinator should contact \*Children's Services or the Police Child Abuse Investigation team for advice.

Sometimes people are worried about doing this but both \*Children's Services and the Police are highly trained to respond sensitively and appropriately. Medical help should be sought in an emergency and the doctor informed of any concerns.

*\*Terms used for child protection services provided by social workers and police will vary across the UK.*

## More information

Not sure what to do or needing support? CCPAS is always available to help.

CCPAS 24 hour Helpline:  
0845 120 45 50.

All of the standards are covered in more detail in the CCPAS online manual and in the Safe and Secure training DVD (due late 2009). See back page for details.



## Extracts from the government publication for England 'What to do if you're worried a child is being abused'.

Everyone working with children and families should:

- Be familiar with and follow your organisation's procedures and protocols for promoting and safeguarding the welfare of children and know who to contact in your organisation to express concerns about a child's welfare
- Remember that an allegation of abuse or neglect may lead to a criminal investigation so don't do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse
- Refer any concerns about child abuse or neglect to Children's Services or the police. If you are responsible for making referrals, know who to contact.
- Seek to discuss your concerns with the child, as appropriate to their age and understanding, and with their parents and seek agreement to make a referral to Children's Services unless you consider such a discussion would place the child at risk of significant harm.
- When you make a referral, agree with the recipient of the referral what the child or parents will be told, by whom, and when.
- If you make a referral by telephone, confirm it in writing within 48 hours. Children's Services should acknowledge your written referral within one working day of receiving it, so if you have not heard back within three working days, contact Children's Services again.

## Standard 8

**Organisations should ensure pastoral care and support is available to all those affected by abuse.**

It may be in the present, recent or distant past but the effects of abuse can be devastating and long term, not only for the person who has been abused but also family members, friends, social groups and the organisation or faith community. Those affected may struggle with aspects of faith, having been abused spiritually. So, this needs sensitive handling.

Showing care and compassion, being available to listen and offering support are important in responding to the needs of adult survivors. Some people will need professional help and it is important to recognise this.

## More information

There are a range of resources on the CCPAS website:  
[www.ccpas.co.uk/keyfacts](http://www.ccpas.co.uk/keyfacts)

Help, my child's been abused, now what?

Help, I was abused as a child

Help, someone I care about was abused

Help, Domestic Violence! How should my church respond?

Sharing the Load (DVD) – A pastoral care programme for helping and supporting those affected by abuse.

There is a model contract for sexual or violent offenders who want to attend places of worship in 'Safe and Secure – The Manual'

Other resources on the CCPAS website include:

'Help a sex offender has joined my church'

Supporting Offenders Safely (SOS) – An in-depth training programme covering the management and pastoral care of offenders.

## **Standard 9**

### **Organisations must supervise and manage those who pose a risk to children.**

There are those living in the community who pose a risk to children. They may wish to be actively involved in local organisations or groups. Some violent or sexual offenders genuinely want to change but others try to join places of worship and faith communities because they see them as places where they will easily gain access to children. This is because forgiveness, and unconditional acceptance are often important aspects of faith.

Organisations and faith communities must understand that no matter how well intentioned some people are, sex offending is often addictive. However repentant a person may appear to be, it is potentially very dangerous to allow them contact with children. This does not mean the person should be rejected but it does mean organisations

must have strong policies in place to supervise and manage anyone who has committed or been accused of sexual or violent crimes against children.

## **Standard 10**

### **Organisations working in specialised areas, culturally diverse settings or through partner organisations or agencies must ensure appropriate safeguarding policies and procedures are in place.**

These types of organisations can include overseas projects, independent schools and a range of support services to the local community like education, domestic violence, counselling and pregnancy advice.

The diversity of organisations and settings mean there can be great variation in practice when it comes to safeguarding standards perhaps because of cultural tradition, belief or religious practice.

There must be an understanding and clear guidance given on how safeguarding policies can be applied in ways that are sensitive to cultural tradition but without condoning practices that are harmful, abusive or neglectful.



## finally...

Child abuse is a serious crime and its consequences far-reaching. If not dealt with according to legal expectations others can be placed at risk. We have shown that adopting child protection policies and good working practice are requirements of government and other agencies. Failure to do so could result in legal claims for negligence if there is abuse.

The safety and well-being of the child and others must come first and, in upholding principles of justice, support and offering protection to the weak and vulnerable, a place of worship can be confident they are also upholding

Christian scripture. This is also consistent with other religious traditions.

Meeting the expectations contained in the 10 standards may seem daunting but CCPAS is here to help. You can also contact your Local Safeguarding Children Board in England (or equivalent) for advice and details of training available locally. Places of worship that are part of a denomination with their own policies and procedures will need to liaise with their denominational headquarters.

## five essential questions...

- 1** Does your organisation have a child protection policy and forms?
- 2** Would everyone know what to do if there was a concern about possible abuse?
- 3** Are you recruiting workers safely - including checking criminal records and \*ISA registration?
- 4** Are you training and supporting your leaders and children's workers?
- 5** Do those who attend activities or come to services know what you are doing to keep children safe?

*\*From July 2010*

### Have you thought about CCPAS membership? You will receive:

- Access to 'Safe and Secure', the new online safeguarding manual
- 'Safe and Secure' training DVD (when available)
- Access to a model safeguarding policy for you to adapt
- Monthly email Updates
- 20 free volunteer CRB or AccessNI checks in first year of membership  
Though checks need to be made locally in Scotland, CCPAS provide advice on blemished disclosures.
- Kids Are Safe Here DVD
- Out of the Box DVD
- Full set of Help leaflets and any new ones upon publication
- Special offers on resources including our DVD workpack
- All the advice and support you need

**For details of how to join see [www.ccpas.co.uk/keyfacts](http://www.ccpas.co.uk/keyfacts)**



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# Safe and Secure the range

## Safe and Secure the key facts

This Key Facts booklet is an introduction to good safeguarding practice and part of a range of 'Safe and Secure' material.

## Safe and Secure the manual

'Safe and Secure – The Manual' is a comprehensive web-based manual available free to CCPAS members. It contains a wealth of information and good-sense advice as well as model forms (including a safeguarding policy) that can be easily adapted. It is updated regularly so you can be sure all the information and advice is current. To find out how to become a CCPAS member, visit the web site [www.ccpas.co.uk/keyfacts](http://www.ccpas.co.uk/keyfacts)

## Safe and Secure the disk

A disk version of 'Safe and Secure - The Manual' can be purchased by non-members. It contains all of the information from the online manual at a specific point in time. It is updated annually. The cost is £9.50 (plus p&p) and can be ordered by phone or through our web site (see below).

## Safe and Secure the DVD

This DVD (around 60 mins) looks at the ten safeguarding standards, using real-life cases to underpin the necessity of good safeguarding practice. It will be translated into seven languages so the message can be understood where there is a limited understanding of English. The DVD will be available late 2009.

**Churches' Child Protection Advisory Service,  
PO Box 133, Swanley, Kent, BR8 7UQ.**

**t: 0845 120 45 50 e: [info@ccpas.co.uk](mailto:info@ccpas.co.uk) w: [www.ccpas.co.uk](http://www.ccpas.co.uk)**

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