**Extract from Protecting All God’s Children**

The parish13

4.6 Each parish should:

\_ adopt and implement a safeguarding children policy and procedures, accepting as a minimum the House of Bishops’ Policy on Safeguarding Children or the Joint Safeguarding Principles (see page vii) but informed by additional diocesan procedures and recommended good practice, while being responsive to local parish requirements;

* + appoint at least one co-ordinator to work with the incumbent and the parochial church council (PCC) to implement policy and procedures. The co-ordinator must ensure that any concerns about a child or the behaviour of an adult are appropriately reported both to the statutory agencies and to the diocesan safeguarding children adviser. It may be appropriate for this co-ordinator to be someone without other pastoral responsibility for children in the parish. The co-ordinator should either be a member of the PCC or have the right to attend the council and should report at least annually on the implementation of the policy within the parish;
  + consider appointing a person, who may be different from the coordinator, to be a children’s advocate. This should be someone whom children know they could talk to about any problems, if they so wish. It can be useful if the co-ordinator is not someone whom children know personally;
  + display in church premises where children’s activities take place, the contact details of the co-ordinator or children’s advocate, along with the ‘Childline’ and ‘Parentline Plus’ telephone numbers;
  + ensure that all those authorized to work with children are appropriately recruited according to safer recruitment practice, and are trained and supported;
  + ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish;
  + review the implementation of the safeguarding children policy, procedures and good practice, at least annually;
  + if appropriate, in rural parishes or parishes held in plurality, consider joining together to implement the policy and procedures, while remembering that legal responsibility will continue to rest with the individual parishes;
  + if working within Local Ecumenical Partnerships (LEPs), agree which denomination or organization’s safeguarding children policy to follow, including where to seek advice in urgent situations.
  + In the event of a specific safeguarding concern, ensure that all the LEP partners are notified.

**Extract from the Diocesan Procedures 2008**

**B.4.1 The Parish Child Protection Co-ordinator [CPC] – see Appendix J**

PCCs must appoint a CPC who will work closely with the Incumbent or manager in matters of protection and safeguarding children. The CPC must complete the required Diocesan training and his/her responsibilities are to:

* Be the main contact through whom safeguarding concerns for children are channelled.
* Offer support and advice about the welfare of a child.
* Support any person referring a child where abuse and/or neglect is suspected and keep the incumbent informed.
* Ensure that the referral is not discussed with anyone without the express agreement of the referrer unless in the opinion of the CPC the child‟s safety and welfare would be jeopardised.
* Report annually to the PCC or management group to ensure that Diocesan Policy and Procedures are being followed.
* Approve, in consultation with leaders within the Parish or organisation and, if doubtful, the Diocesan Youth Advisor, those under 18 years old who wish to assist group leaders. Under 18 years old assistants must complete a Confidential Declaration and provide two references.
* Maintain a list of the activities involving children for which the parish or organisation is responsible. A list should also be made of affiliated groups – both uniformed and non-uniformed. The lists should include details of when and where each group normally meets, its normal staffing arrangements and the age range.
* Ensure that where parish premises are loaned or let out then the user groups have acceptable child protection procedures.
* Keep an up to date list of validated leaders.
* Keep an up to date list of key holders.
* Address issues of good practice with group leaders.
* Participate in the implementation of Confidential Agreements involving those who may pose a risk to children.
* Arrange an appropriate level of training in child protection through the Diocese.
* Ensure that the Diocesan Flow Chart on child protection contains contact phone numbers and is prominently displayed in places where it might be needed.
* Ensure that Confidential Declarations match with CRB Disclosures and arrange for their safe storage. If they do not match, then consult with the DACP
* Respond to requests from the DACP for confirmation that these Procedures are being followed.