

GERRARD STREET BAPTIST CHURCH
POLICY STATEMENT AND GUIDELINES DOCUMENT
FOR CHILDREN AND YOUNG PEOPLE'S MINISTRY

Third Edition
[July 2014]

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POLICY STATEMENT AND GUIDELINES DOCUMENT FOR CHILDREN
AND YOUNG PEOPLE'S MINISTRY

1. INTRODUCTION

- 1.1 GERRARD STREET BAPTIST CHURCH, Gerrard Street, Aberdeen (“the Church”) is a Baptist Church affiliated to the Baptist Union of Scotland. The following policy statement and guidelines are designed to give a framework of procedures adopted by the Church in light of recent inquiries and Acts of Parliament regarding children and young people (The Children [Scotland] Act 1995, Dunblane Inquiry 1996).
- 1.2 The Leadership recognises that many children and young people today are the victims of neglect, physical, sexual or emotional abuse. Accordingly, this Policy Statement and Guidelines has been adapted from the recommendations outlined in the Baptist Union of Scotland document “Working Together...Care and Protection.”
- 1.3 Children are valued, yet vulnerable, members of the Christian community, and need our special care. The Lord Jesus Christ clearly encourages the Church to:
- WELCOME children (Luke 9:48)
 - PROTECT them (Matthew 18:6-10)
 - allow them FREE ACCESS TO JESUS (Mark 10: 13-16)

1.4 These are commands that all Christians must obey in the life and ministry of the church. Every church should model in its worship, fellowship and mission, a community where:

- children are listened to, given a sense of belonging, nurtured, and kept safe.
- parents are supported and encouraged
- those who work with children and young people are supported and protected

1.5 The Church has a love for children and young people and includes them in our growing children's and young peoples ministry. The Leadership takes seriously its responsibility to care for and to protect the welfare of the children and young people entrusted to the Church's care. Accordingly we have prepared a Charter between the Church and the young people who form part of the Church. This is contained in Appendix I.

1.6 In this document where we use the following terms they have the meanings set down opposite them:

“Childrens Worker” means any person working in the Church with children.

“Leadership” means the elders of the Church.

“Nominated Person” means a person listed in Appendix III.

“SWD” means [Aberdeen City Council Social Work Department].

“CPIU” means the Grampian Police Community Protection and Investigation Unit.

This policy was presented to the Church meeting on the 20th April 2000 and feedback was invited. The Church is committed to reviewing this policy regularly

2. HEALTH AND SAFETY

2.1We have a responsibility to ensure our buildings and facilities attain certain standards and that the environment is a safe place to welcome and work with children and young people.

2.2The standards we aim for are included in the checklist shown in Appendix II and we aim to comply with the standards set out in that checklist on an ongoing basis.

2.3We would encourage all staff and helpers to attend a First Aid training course to develop awareness of basic First Aid guidelines.

3. HOW WE SELECT CHILDREN WORKERS

- 3.1 Children Workers will be informally “interviewed” by person(s) designated by the Director of Youth Ministries to assess suitability for the role. The person(s) interviewing must ensure that they inform the Church Administrator to give a PVG form to the new Children Worker.
- 3.2 In accordance with Volunteer Scotland Disclosure Services procedures, a disclosure will be requested by a registered signatory (Appendix III). The Children Worker will be required to fill out the required form to join the PVG scheme and it will be reviewed by a registered signatory before being sent to the voluntary registration body who will process it. This process will include a police check. Information will then be sent back to the lead signatory. The returned information must then be stored and handled in accordance to the procedure “Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information”. If the Children Worker is already a member of the PVG scheme, then they will complete Existing PVG Scheme Member Application.
- 3.3 In order to qualify for working with children and young people in the Church individuals will be required to be a member of the PVG scheme and not barred from that type of regulated work. They require a disclosure which raises no doubts about their suitability for this work. If there are any concerns raised by the selection process the final decision about suitability lies with the Director of Youth Ministries, in conjunction if necessary with the leadership team.

4. GUIDELINES FOR DISCIPLINE

4.1 What is Discipline?

Discipline is the education of a person's character. It includes nurturing, training instruction, chastisement, verbal rebuke, teaching and encouragement.

4.2 Why Discipline?

It brings security, produces character, prepares for life, is evidence of love and is God's heart (Hebrews 12:5-12 and Proverbs 22:6)

4.3 Some Do's and Don'ts of Discipline in Children's and Young People's Work

- **DO** be INSISTENT, CONSISTENT AND PERSISTENT
- **DO** discipline out of LOVE never out of anger. Call on support from other leaders if you begin to feel you may deal with a situation unwisely in your anger
- **DO** lay down ground rules (e.g. no swearing, racism or calling each other names) and a respect for property
- **DO** keep the ground rules simple and clear, and make sure the children/young people understand what actions will be taken if they are not kept
- **DO** talk to a child/young person away from the 'group' - not publicly
- **DO** work on relationships
- **DO** be a good role model and set a good example
- **DO** take care to give quieter and well behaved children attention
- **DO** be consistent in what you say and ensure that other team members know what you have said - this avoids manipulation!

- **DON'T** shout in anger or put a child down with words or comments
- **DON'T** reject a child/young person - just their behaviour.
- **DON'T** smack or hit a child or young person
- **DON'T** compare children/young people to each other, but encourage and build them up.(Work on each individual child's positives)
- **DON'T** allow some children to take all your time and energy

4.4 Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask ourselves: "*Why is the child behaving like that?*" THEN ASK:-

- God for wisdom, discernment and understanding
- What is the best method for discipline and encouraging the child?

5. ABUSE

5.1Introduction

5.1.1 Sadly child abuse is not something new. We read at the end of Psalm 137 of the 'curse against children' and realise how deep-rooted is man's desire to hurt children. The latter part of 20th century has seen an apparent rapid increase in, and recognition of, child abuse, particularly sexual abuse.

5.1.2 The protection of children and young people from harm has now become a real issue, mainly because some recent cases have attracted wide spread media and public attention. As a consequence many adults who suffered secretly in their own childhood feel for the first time to explore the pain and grief of what happened to them and to seek help.

5.1.3 We must remember that the effects of child abuse may be much wider than our current children. Many adults may still be affected by the abuse they suffered during their own childhood.

5.1.4 Child abuse is a term that covers a wide range of things and tends to be divided into four main areas: physical abuse, emotional abuse, sexual abuse and neglect:-

- **PHYSICAL ABUSE** where children's bodies are hurt or injured
- **EMOTIONAL ABUSE** where children don't receive love and affection, may be frightened by threats, or given responsibilities beyond their years
- **SEXUAL ABUSE** where adults will use children and young people to satisfy sexual desire.

It is recognised that children, as well as adults, can abuse others in the ways identified above

- **NEGLECT** where adults persistently and severely fail to care for children and protect them from danger, leading to serious impairment of the child's health and development

There is usually overlap in the areas of abuse and neglect of children and young people

5.1.5 A variety of personal circumstances can cause adults to abuse children physically or neglect them. These kinds of abuse may be easier to detect. Signs of emotional and sexual abuse are usually very difficult to spot. With sexual abuse in particular, secrecy and fear imposed by the offending adult or older teenager is part of the abuse pattern, so the child will not readily disclose what is happening. There is no certain way of identifying a would-be abuser - they don't appear different from the rest of society.

5.1.6 The aims of this section of the document are:

- To enable the Church to act responsibly if abuse comes to light and, as far as possible, to protect children and young people from the possibility of being abused.
- To help Children's Workers to respond appropriately when abuse is disclosed or discovered.

5.2Recognising Abuse

- Abuse is a very emotive topic about which people have a wide range of attitudes, views and feelings. People often get very upset and angry when considering the area of child abuse, particularly in relation to sexual abuse. If we are to deal effectively with child abuse it is essential for us to work through our own attitudes and feelings.

The following behavioural signs may be indications of child abuse, but they should not be taken in isolation.

5.2.2 Some indicators of possible physical abuse:-

- any injuries not consistent with the explanation given for them
- injuries, which occur to the body in places which, are not normally exposed to falls, rough games, etc
- injuries which have not received medical attention
- instances where children are kept away from the group inappropriately
- reluctance to change for, or participate in, games or swimming
- bruises, bites, burns, fractures, etc., which do not have an accidental explanation

5.2.3 Some indicators of possible sexual abuse:-

- any allegations made by a child concerning sexual abuse
- child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- sexual activity through words, play or drawing
- child who is sexually provocative or seductive with adults
- inappropriate bed-sharing arrangements at home
- severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometime with overt or veiled sexual connotations

5.2.4 Some indicators of possible emotional abuse:-

- changes or regression in mood and behaviour, particularly where a child withdraws or becomes clinging
- nervousness/watchfulness
- sudden under achievement or lack of concentration
- inappropriate relationships with peers and/or adults
- attention-seeking behaviour
- persistent tiredness
- running away

5.3 What to do if you suspect that abuse may have occurred

5.3.1 Your first priority must be the interests of the child or young person. The protection of the child must take precedence over any concern you have regarding the person who might be involved.

5.3.2 If you suspect any form of abuse you must report it as soon as possible to one of the Nominated Persons from the list detailed in Appendix III.

5.3.3 ...It is important to confirm in writing what has been discussed and the concern identified. It may be helpful to use the standardised documentation for this purpose – see Appendix X

5.3.4 You should **not** discuss your suspicions with anyone other than a Nominated Person

5.3.5 The concern, or problem, must be kept confidential to those referred to in 5.3.2 above.

5.4 How to react when a child wants to talk about abuse

5.4.1 It is not easy to give precise guidance, but the following is generally helpful:

.....**General Points**

- Accept what the child or young person says (however unlikely the story may sound)
- Listen sympathetically
- Keep calm so as not to frighten the child
- Look at the child or young person directly
- Be honest let the child or young person know that you will need to tell someone else - do **not** promise confidentiality
- Even when a child or young person has broken a rule, they are not to blame for the abuse
- Be aware that the child or young person may have been threatened
- Never push for information, but gently repeat back to the child or young person what they have said to you to ensure you have heard correctly. The child or young person will often respond by giving more information
- It is very important to keep a written record of events and statements, using the child's own words where possible (see Appendix X)

5.4.2.Helpful things to say:

- "I am glad you told me"
- "It's not your fault"
- "I will help you"

5.4.3. Things to avoid:

- do not say “Why didn’t you tell anyone before?”
- do not say “I can’t believe it”
- do not say “Are you sure this is true?”
- Avoid questioning the child
- Do not begin with WHY? WHO? WHERE? WHEN?
- Never make false promises
- Never make statements such as “I’m shocked - don’t tell anyone else”

5.4.4 When concluding the discussion - reassure the child that they were right to tell you and that you take them seriously

- Make notes as soon as possible (preferably within an hour of the interview), writing down **exactly** what the child said and when he/she said it and what was happening immediately before the interview
- You should also make an accurate record of anything that you might have said to the child or young person during the discussion and any response received
- Record dates and times of these events and when you wrote the report
- Keep all hand-written notes, even if these have subsequently been typed up
- You should **not** discuss your suspicions or allegations with anyone other than those nominated in the Protection Policy document
- You should **not** discuss your suspicions with anyone you think might be implicated by the disclosure

5.5 What to do after a conversation with a child who alleges that he/she has been abused

The following procedure should be followed in all cases:-

- 5.5.1 All such allegations should be communicated to a Nominated Person who will then work with a second Nominated Person in dealing with the matters reported.
- 5.5.2 The person reporting any incident of this nature to the Nominated Person, Police or SWD (Social Work Department) should **not** speak to the parents, alleged perpetrator or anyone else about the incident.
- 5.5.3 If the Children's Worker is unsure of whether something is significant or not, they should discuss their concerns with the Nominated Person and no one else.
- 5.5.4 The Nominated Person can discuss any uncertainties they have about incidents with SWD or CPIU (Community Protection and Investigation Unit).
- 5.5.5 Under no circumstances should the Children's Worker or Nominated Person attempt to carry out any investigations themselves about any allegations or suspicions of abuse.
- 5.5.6 The role of the Nominated Person is to collect and clarify the information volunteered and report these to the SWD or CPIU.
- 5.5.7 In the event of disagreement between the person reporting their suspicions and the Nominated Person's with regard to the appropriateness of referral to SWD, the person reporting still has a duty as a citizen to report serious matters to SWD. They should do so without hesitation.
- 5.5.8 The Leadership Team will support the Nominated Persons, Children's Worker or concerned adult in their role and duty to report concerns. Any information they receive in relation to such matters will remain confidential. The information should not be shared, but actions may need to be taken to safeguard other children on the basis of allegations.

5.5.9 The Nominated Person/ Persons will share information only on a need to know basis. This will always include informing the senior Pastor of allegations made and ideally, actions proposed but on occasion this will be actions taken.

If allegations are made against the senior Pastor, a member of the Eldership should be informed as outlined above.

5.6 What to do If a Child has suspicious physical injuries, signs of neglect or alleges physical abuse:

5.6.1 The Children's Worker to whom this is reported or who observes this must report it as soon as possible to a Nominated Person.

5.6.2 The Nominated Person working together with another Nominated Person must give consideration to the seriousness of the situation. Having done this they may:

(a) Speak with the Parent/ carer or see if medical advice has been sought and if not to encourage this. They could offer to accompany the child and carer to an appointment.

If the carer refuses, or the situation is clearly more serious then,

(b)The matter should **not** be discussed with the carers but immediately referred to the SWD or CPIU.

5.6.3 Where emergency medical attention is required, this should be sought immediately. The Children's Worker must inform the doctor of any suspicions of abuse.

5.7 What to do in the event of allegations or suspicions of sexual abuse-

- 5.7.1 This should be reported by the Children's Worker or member of the congregation to a Nominated Person.
- 5.7.2 In the event that a child is discovered soon after an alleged incident of rape or serious sexual assault, then an **immediate referral** to SW or CPIU must be made. This should be made by whoever discovers the abuse, be they a member of the congregation, Children's Worker or Nominated Person. (Remember that the police may want to obtain forensic evidence, so do not allow the child to wash, bath, or change clothes.)
- 5.7.3 The person reporting any incident of this nature to the Nominated Person, Police or SWD should **not** speak to the parents, alleged perpetrator or anyone else about the incident.
- 5.7.4 Allegations or suspicions of sexual abuse will often be reported to a Children's Worker or friend. A Nominated Person should be informed as soon as possible, but there should be no delay in reporting to SWD or CPIU.

5.8 What to do in the event of allegations from third parties/ anonymous referrals/families known to the church or in the event of allegations made about families known to the church-

- 5.8.1 All such allegations should be communicated to a Nominated Person.
- 5.8.2 The Nominated Person is responsible for obtaining as many details as possible, including, if possible, details of the person making the allegations, the details of person to whom they were first reported, details of the family about whom the allegation is being made (names of family members, address, name & age of children etc) and details of the incident(s) of concern.
- 5.8.3 The person reporting any incident of this nature to a Nominated Person, Police, or SWD should **not** speak to the parents or any one else about the incident.

5.9 What to do in the event of a Children's Worker, Church member or anyone else being the subject of an allegation or in the event of a Nominated person being the subject of an allegation-

The above procedure should be adhered to and concerns raised with a Nominated person ,not implicated by the allegation.

6. OUTSIDE ACTIVITIES AND DAY VISITS

If under 16s are being taken outside church premises for activities or trips, consent forms are required from their parents/guardians. An example of a Consent Form is shown in Appendix IV

APPENDIX I : CHARTER BETWEEN GERRARD STREET BAPTIST CHURCH AND OUR CHILDREN AND YOUNG PEOPLE

- Children are valued in the life of the Church.
- Children and young people, as well as adults, will be encouraged to participate in our worship
- Teaching and training is for the whole church, including children, and children will learn alongside adults
- We want to encourage children to share in the life of the Church
- God gives spiritual gifts to believing children, as well as believing adults, and these are to be used in service and worship in the Church and community. The Holy Spirit can speak powerfully through children
- God's commission and mission 'to go into all the world and make disciples' is for the whole church of whatever age
- Children and adults require teaching in separate age groups and this will be provided with equal consideration
- Children are open to spiritual, moral, physical and emotional dangers - so they require love, attention and nurturing in their formative years.

APPENDIX II : HEALTH AND SAFETY CHECK LIST

1. Rooms, work areas, etc, shall be kept clean and tidy
2. All accumulations of rubbish, dirt and waste materials removed daily from floors, benches and work areas
3. Passageways, staircases, doorways and entrances/exits should be free from obstructions
4. Stair treads, steps, handrails, floor surfaces and other areas of possible contact should be sound and in good condition
5. All areas should be adequately lit at all times of occupancy and use
6. All lighting and power points in good order and fully maintained
7. Adequate and suitable toilet and washing facilities, which must be clean and properly maintained
8. Electrical switch rooms, boiler house, central heating and similar control points must be secure against unauthorised entry
9. Such areas clear of flammable material
10. Switch and fuse boxes properly labelled
11. There must be easy and properly signed emergency access from all areas
12. Heating system operating to a satisfactory level throughout the building
13. There must be adequate ventilation in the building, especially in the work areas
14. Play/work areas, grassed areas, sports areas, snack areas, etc must be clean and free from broken glass, etc and other obstacles and obstructions

- 15 First Aid boxes should be placed in the work/play areas. All incidents involving First aid should be recorded in a “First Aid book”
16. Kitchen should meet current applicable Health and Hygiene Regulations

APPENDIX III : NOMINATED PERSONS & REGISTERED SIGNATORIES

The following people are recognised within the church as nominated persons.

- Sara Anderson
- Alastair Logan
- Nicola Logan

The following people are recognised within the church and via the Volunteers Registration Body as those that can request a Disclosure for a candidate for Children's work.

- Matthew Henderson
- Glenn Campbell
- Alison Campbell

Detail any medical conditions or taking of medication:

DOCTOR:

Name:

Address:

Tel No:

I give my permission to any medical treatment that may be necessary in event of an emergency

Signature of parent/guardian _____ Date _____

This Consent Form must be returned to Children's or Young People's Worker/Leader as soon as possible and certainly by the date of the trip.

Without the return of this form your child may not be allowed to take part in the activity identified.

APPENDIX V : EMERGENCY CONTACT TELEPHONE NUMBERS

- Emergency Social work out of hours service for Aberdeen City
Tel: 01224 684795
- Aberdeen City Council- Children and Families Team 6
St. Nicholas House, Duty or Senior Social Worker
Tel: 01224 522000
- Grampian Police Community Protection and Investigation Unit , Aberdeen
Tel: 01224 386000 (ext. 6880)

APPENDIX VI : RECORDING INFORMATION

Since Child Protection cases may often be passed to the Social Work department or the CPIO for the investigation, it is important that accurate records are made as close as possible to the time that the incident/ allegation occurs.

- Hand written documents are acceptable
- Information contained in reports should be factual and use the child's own words wherever possible
- Heresay included in the report must be identified as such
- The proforma reporting documents may assist the writing of a report but further details may be attached on separate sheets of paper.
- Each person involved in the case must submit a written report reflecting their involvement: what they saw, heard and did. These reports should be provided for the 1st Nominated person involved in a case within 48 hours of the incident/allegation (they may be required before this by the police or Social work department)
- In producing reports care must be taken not to infringe the Data Protection Act. Nominated persons will provide some guidance on this if in doubt.

Completed reports are extremely sensitive and will be stored in a locked confidential file at all times with access only through the senior Pastor or an identified elder.

Disposal of any documentation relating to these cases must be by shredding carried out by the senior Pastor or the identified elder.

Copies of the document CPR1 will be available through the church office on request.

If they are completed for submission by a children's worker or a member of the congregation they must be passed to a Nominated person for consideration and possible action.

APPENDIX VII : CHILD PROTECTION SUMMARY SHEET

The following is a summary of the Gerrard Street Child Protection Policy. The Policy contains guidelines for working with young people within Gerrard Street Baptist Church. The full document is available in the church office for review. This summary outlines the main points within the Policy document. The Policy was written to protect the young person, the worker and the church.

Child protection involves the safety for young people in your care, where you may suspect or they may disclose information regarding to neglect, physical, sexual or emotional abuse. Child protection is also ensuring that the area within the church to which a young person is exposed does not propose a risk.

Some Do's and Don'ts of Discipline in Children's and Young People's Work

- **DO** be INSISTENT, CONSISTENT and PERSISTENT
- **DO** discipline out of LOVE never out of anger. Call on support from other leaders if you begin to feel you may deal with a situation unwisely in your anger
- **DO** lay down ground rules (e.g. no swearing, racism or calling each other names) and a respect for property
- **DO** keep the ground rules simple and clear, and make sure the children/young people understand what actions will be taken if they are not kept
- **DO** talk to a child/young person away from the 'group' – not publicly but within sight of others
- **DO** work on relationships
- **DO** be a good role model and set a good example
- **DO** take care to give quieter and well behaved children attention
- **DO** be consistent in what you say and ensure that other team members know what you have said – this avoids manipulation
- **DON'T EVER** smack or hit a child or young person
- **DON'T** shout in anger or put a child down with words or comments
- **DON'T** reject a child/young person – just their behavior
- **DON'T** compare children/young people to each other, but encourage and build them up. (Work on each individual child's strengths)
- **DON'T** allow some children to take all your time and energy

What to do if you suspect that abuse may have occurred

- Your first priority must be the interests of the child or young person. The protection of the child must take precedence over any concern you have regarding the person who might be involved.
- If you suspect any form of abuse you must report it as soon as possible to one of the nominated persons.
- It is important to confirm in writing what has been discussed and the concern identified
- You should **not** discuss your suspicions with anyone other than a nominated person.
- The concern, or problem, must be kept confidential.

Nominated Persons

The following is a list of currently available nominated persons (as at July 2014)

- Sara Anderson
- Ally Logan
- Nicola Logan

How to react when a child wants to talk about abuse

It is not easy to give precise guidance, but the following is generally helpful:

General Points

- Accept what the child or young person says however unlikely the story may sound
- Listen sympathetically

- Keep calm so as not to frighten the child
- Look at the child or young person directly
- Be honest, let the child or young person know that you will need to tell someone else – do **not** promise confidentiality
- Even when a child or young person has broken a rule, they are not to blame for the abuse
- Be aware that the child or young person may have been threatened
- Never push for information, but gently repeat back to the child or young person what they have said to you to ensure that you have heard correctly. The child or young person will often respond by giving more information.
- It is very important to keep a written record of events and statements, using the child's own words where possible.

Helpful things to say

- I am glad you told me
- It's not your fault
- I will help you

Things to avoid

- Do not say "Why didn't you tell anyone before?"
- Do not say "I can't believe it"
- Do not say "Are you sure this is true?"
- Avoid questioning the child
- Do not begin with WHY ? WHO ? WHERE ? WHEN ?
- Never make false promises
- Never make statements such as "I'm shocked – don't tell anyone else"

When concluding the discussion – reassure the child that they were right to tell you and that you take them seriously

- Make notes as soon as possible (preferably within an hour of the interview), writing down **exactly** what the child said and when he/she said it and what was happening immediately before the interview.
- You should also make an accurate record of anything that you might have said to the child or young person during the discussion and any response received.
- Record dates and times of these events and when you wrote the report
- Keep all hand written notes, even if these have subsequently been typed up
- You should **not** discuss your suspicions or allegations with anyone other than those nominated in the protection Policy document
- You should **not** discuss your suspicions with anyone you think might be implicated by the disclosure

CPR 1

STRICTLY CONFIDENTIAL

GERRARD STREET BAPTIST CHURCH
REPORT OF AN ALLEGED INCIDENT OF CHILD ABUSE

REPORT BY CHILDREN’S WORKER/CONGREGATION MEMBER
(DELETE AS NECESSARY)

REPORT COMPLETED BY

LOCATION.....DATE:.....

NAME OF CHILD:..... SEX M/F

AGE (MAY BE APPROXIMATE):.....

DATE OF BIRTH IF KNOWN.....

OUTLINE THE NATURE OF THE ALLEGATION:

WHAT PROMPTED YOUR CONCERN:

(i.e. was a disclosure made, was there visible bruising, other injuries, worrying patterns of behaviour)

WHAT HAS THE CHILD SAID (IF ANYTHING) ABOUT THEIR INJURIES, BEHAVIOUR , ETC. PLEASE USE THEIR WORDS WHERE POSSIBLE
(Remember that you must not set out to investigate your concerns directly with the child or parent)

ANY OTHER RELEVANT INFORMATION (e.g. Dates, times, known background – being clear to distinguish fact and hearsay)

NAME OF NOMINATED PERSON SPOKEN TO:.....

TIME DATE.....

SIGNATURE OF CHILDREN’S WORKER/ CHURCH MEMBER FILING THIS REPORT.....

DATE

CPR 2

STRICTLY CONFIDENTIAL

GERRARD STREET BAPTIST CHURCH
REPORT OF AN ALLEGED INCIDENT OF CHILD ABUSE

REPORTED BY NOMINATED PERSON

REPORT COMPLETED BY:

LOCATION DATE:

NAME OF CHILD: SEX:

AGE (MAY BE APPROXIMATE) :

DATE OF BIRTH IF KNOWN:

CONCERN REPORTED BY :

DATE: TIME:.....

SECOND NOMINATED PERSON:

OUTLINE THE NATURE OF THE ALLEGATION

(Including any evidence to substantiate it e.g. disclosure, worrying patterns of behaviour, bruising, etc)

AGREED PLAN FOR ACTION

ACTION POINTS

TIME /BY WHO

OUTCOMES OF ACTIONS TAKEN

ACTIONS AND OUTCOMES DISCUSSED WITH (a) SENIOR PASTOR

(b) ELDERS

(c) OTHERS.....

DATES AND TIMES FOR ABOVE: (a)

...(b).....

ANY OTHER RELEVANT INFORMATION (Be clear to distinguish between facts and heresy)

IDENTIFIED SUPPORT NEEDS (SUPPORT REQUIRED ,WHO FOR, TIMESCALE, etc)

Ensure that these are reflected to the Senior Pastor or Elder dealing with this case.

FOLLOW UP (Issues arising re: procedures, support for individuals, reporting mechanisms etc)

SIGNATURE OF NOMINATED PERSON

DATE:

Document Update History

Date	Update Made	By Who
August 2003	Added Disclosure Scotland procedure and flow diagram to section 3.	Phil Noble
August 2003	Moved Do's and Don'ts together in section 4.	Phil Noble
August 2003	Added APPENDIX XI as handout sheet for new workers.	Phil Noble
August 2003	Changed nominated persons in APPENDIX III	Phil Noble
August 2003	Removed line 'Assure that you believe them' in section 5.4.1	Phil Noble
October 2003	Changed Section 3 in line with current employment law legislation	Phil Noble
July 2014	Document updated: <ul style="list-style-type: none"> • entire document reviewed to reflect current child protection practice • changes to reflect the introduction of the PVG scheme • changes made to nominated persons list • other minor revisions 	Matthew Henderson