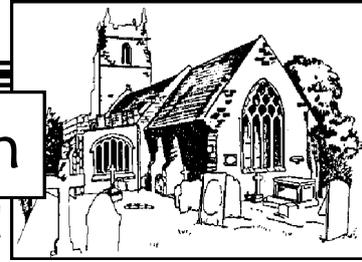


St. James the Great, Longdon

Child
Protection



Child Protection Information

Reviewed February 2013

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Child Protection Policy

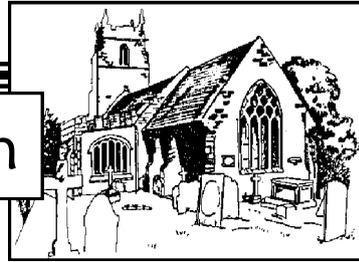
Code of Practice for the Handling of Disclosure Information

Code of Practice for the Employment of Ex-Offenders

Complaints Procedure

St. James the Great, Longdon

Child Protection



Policy for the Protection of Children in the Church's Care

St. James's Church recognizes the need for a policy and course of action to ensure as far as possible the protection of children from any harm whilst in the church's care. The Parochial Church Council, in consultation with the Child Protection Co-ordinator has collective responsibility for the implementation and monitoring of this policy. It understands that harm may be occasioned to children in a number of different ways, by physical, sexual or emotional abuse, or by neglect.

It recognizes that, however unlikely the possibility of abuse occurring in our small community, it must operate best practice by adhering to the principles set out below and by remaining vigilant. These principles are enshrined in the policy from the House of Bishops and signed by the Archbishops of Canterbury and York, and the St. James's PCC wholeheartedly endorses them.

- We are committed to the safeguarding, care and nurture of the children and vulnerable adults within our church community.
- We will carefully select and train ordained and lay ministers; volunteers and paid workers with children and young people using the Disclosure and Barring Service (DBS), amongst other tools, to check the background of each person.
- We will respond without delay to every complaint made, that a child or a young or vulnerable person for whom we are responsible may have been harmed.
- We will fully co-operate with statutory agencies during any investigation they make into allegations concerning a member of the church community.
- We will seek to offer informed pastoral care to any child, young person or adult who has suffered abuse.
- We will care for and supervise any member of our church community known to have offended against a child.

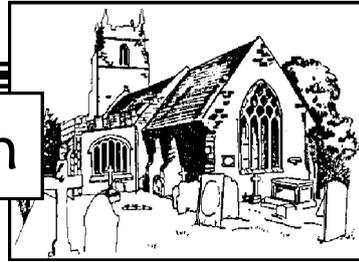
This policy and the work to which it pertains will be reviewed annually in line with Diocesan recommendations and any DBS checks will be renewed every five years.

All concerns about any aspect of children in the church's care should be addressed to the Priest-in-Charge or the Child Protection Co-ordinator whose names appear at the foot of this document. The name of the Diocesan Safeguarding Co-ordinator is also shown in case it is felt appropriate to contact her.

Priest-in-Charge:	Rev. Janet Waterfield	01543 410751
Child Protection Co-ordinator:	Mr. Alan White	01543 490415
Diocesan Safeguarding Co-ordinator :	Rev. Charmian Beech	01630 685491

St. James the Great, Longdon

Child
Protection



Code of Practice for Handling DBS Disclosures

Purpose of the Code

To provide assurance that the information released will be used fairly and to ensure that sensitive personal information is handled and stored appropriately.

A copy of this Code is available on request to applicants who will be made aware of its existence.

Fair use of Disclosure information

Recruitment of ex-offenders

We have a written policy on the recruitment of ex-offenders.

A copy of this written policy is given to all applicants where a Disclosure is requested.

Application forms for positions where Disclosures are requested contain a statement to this effect.

Our Application forms (or other material) indicate that a criminal record will not necessarily be a bar to obtaining a position.

Those involved in recruitment decisions will follow our policy on the employment of ex-offenders and will not unfairly discriminate against an applicant on the basis of conviction or other details revealed.

Disclosure information will be checked alongside details supplied by the Applicant.

Where information is revealed in a Disclosure, employment decisions will be made giving consideration as to the relevance, seriousness, length of time elapsed and the change of the Applicant's circumstances.

Any relevant matters revealed in Disclosure information will be discussed with an applicant whose offer of employment is withdrawn.

Storage and Safe-keeping

Information on Disclosure will not be passed to anyone not authorized in the course of his or her duties to receive it. (Under section 124 of the Act this would be an offence)

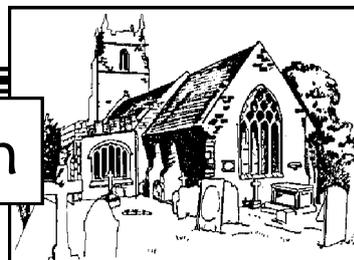
We have a written security policy covering the correct handling and safe-keeping of Disclosure information. This is available to view on request.

All Disclosure information is securely stored and is not retained for longer than is required for the particular purpose (usually 6 months) after receipt of the Disclosure information.

We have a written Appeals and Complaints procedure.

St. James the Great, Longdon

Child
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Policy on the Employment of Ex-Offenders

This parish uses the Disclosure and Barring Service (DBS) to assess an applicant's suitability for a position of trust. We comply fully with the DBS Code of Practice and undertake not to discriminate unfairly against any person on the basis of information revealed.

We make every person subject to a DBS disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

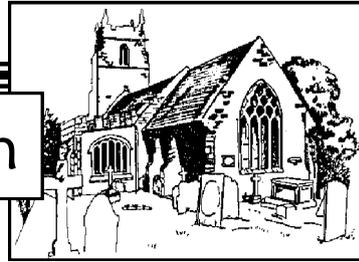
A disclosure is only requested after a thorough risk assessment has indicated that it is relevant to the position concerned. For those positions where a disclosure is required, all application forms, job advertisements and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered the position.

Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage. This information will only be seen by those who are involved in the recruitment.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Candidates are made aware that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. However, having a criminal record does not necessarily bar someone from working for the Parish. It will depend on the nature of the position and the circumstances and background of the offences.

St. James the Great, Longdon

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Complaints Procedure

This parish attempts to ensure that all recruitment decisions are made sensitively and fairly.

Should an applicant for a paid or volunteer position, involving disclosure information, feel that this has not happened in their case, the matter can be referred to the office of the Diocesan Secretary, who will instigate an independent assessment of the issues in question.

The Diocesan Secretary
St. Mary's House
The Close
Lichfield, Staffs
WS13 7LD