

# Coventry Diocese Child Protection Guidelines and Summary of Procedures

## CONTENTS PAGE

### **Introduction by Bishop**

- Section One:** A definition of child abuse and how to recognise it.
- Section Two:** Summary of Child Protection Procedures.  
How to respond to a child or young person who reports abuse.
- Section Three:** Guidelines on the recruitment and support of paid staff and Volunteers and guidelines on the appropriateness of the continuation of existing appointments.
- Section Four:** Creating a safe environment for work with children.
- 
- Appendix A** Useful contact numbers
- Appendix B** Application Form
- Appendix C** Declaration Form
- Appendix D** Consent Form
- Appendix E** Dept of Health Consultancy Service
- Appendix F** Information of the sexual abuse of children by perpetrators
- Appendix G** Reading Resource List

## **INTRODUCTION**

**BY**

### **THE BISHOP OF COVENTRY**

One of the best-known word pictures in the Gospels is that of Jesus welcoming a young child into the very heart of his circle of friends. This child stands for all those who are open to the wonder of Christ's love and who are vulnerable without it. In that same picture he makes it very clear to his well-meaning disciples that they should avoid doing anything which might make access to him more difficult.

At its best the Christian Church has always been conscious of the privilege it has in welcoming children in Christ's name, through baptism, spiritual nurture, confirmation and into full adult discipleship. We have a fine record over many centuries of showing practical concern for young people in all kinds of ways, not least through our involvement in education. But just occasionally things go badly wrong, and adults who ought to know better alienate or harm a young person. It is essential to realise that good intentions are not enough. Every child must be treated with care, sensitivity and respect. Failure to do this can damage a young life. In more serious cases an adult abuses the trust of a child and causes damage that may take a lifetime to heal. It is in order to prevent these very rare situations from happening at all that these Child Protection Guidelines are being re-issued.

This present document updates the Diocesan Guidelines issued in 1999. Since then Elizabeth Penlington has retired as Child Protection Officer and has been replaced by Ruth Hunter. Ruth is supported in her work by a small team of specialists from allied disciplines, including the legal profession and the social services. One of her ongoing tasks is to ensure that proper training in child protection procedures is offered to all clergy and licensed lay workers. I strongly urge all concerned to keep up to date in this crucial area.

In commending these guidelines to you may I ask that you read them and implement them conscientiously. They are not to be left on the shelf, just in case they may one day be needed. They contain a lot of good practice as well as detailed information about the appropriate action to take if you suspect that abuse has taken place.

It is my prayer that Christ will continue to draw children and young people to himself and that this document may help all of us to create the positive kind of framework where that may happen easily and happily.

**+Colin Coventry**

**October 2004**

# SECTION 1

---

## **A definition of child abuse and how to recognise it**

---

## WHAT IS A CHILD ABUSE?

Child Abuse is a comprehensive term that encapsulates all the ways a child's health or development is damaged by other people. Anything that prevents a child achieving his or her full potential or contradicts the dignity and rights of a child is abusive behaviour.

Child Abuse is an abuse of relationships, it is a misuse of power and a betrayal of trust. The results of abuse may have a harmful effect on the child immediately and in later life. The consequences of the pain of child abuse can later overflow into adult relationships and the care of children.

Child abuse has many forms. There are **four** identified categories of child abuse. These are identified in the Home Office/Department of Health Guidelines "Working Together" (1991).

When there is a need to protect a child under the Local Authority Child Protection Procedures, Social Services can place their name on to a Child Protection Register under one of the categories described below:

1. **Physical abuse** occurs when there is an actual physical injury to a child that has been purposefully inflicted or knowingly not prevented. For example, marks or bruises from a hand or an implement, shaking, cigarette burns, scalds, bite marks, broken bones, suffocation and poisoning. It also includes situations in which a carer, usually a mother, fabricates illness in the child to gain attention for herself. The child will then undergo medical intervention that in itself causes harm.
2. **Emotional abuse** occurs when a carer adversely affects the emotional and behavioural development of a child by lack of love. For example, when there is a persistent lack of affection, continual rejection or isolation, inconsistent handling, belittling, unrealistic expectations or threatening behaviour. By these means the child's emotional needs for love and security, recognition, praise, encouragement and stimulation are not met, and there is a persistent disregard of a child's effort or progress.  
Exposure to domestic violence and language:
  - Exposure to language or attitudes which have the effect of undermining a child's self esteem, this may include racist or other discrimination.
  - Living in a household where there is domestic violence causes severe harm to children.

In the church, there may be emotional abuse when spiritual harm is done to a child through the misuse of the authority of leadership.

- The misuse of penitential discipline
  - Oppressive teaching
  - Obtrusive healing and deliverance ministries.
3. **Neglect** occurs when there is a failure to meet a child's basic needs. For example, failure to give food, warmth, adequate clothing, protection from danger and leaving a child alone or unsupervised.

4. **Sexual abuse** occurs when an adult or other young person uses a child for their own gratification. For example, sexual harassment, exposure to pornography, touching the child in a sexual manner or making the child touch the abuser, and anal or vaginal penetration. Sexual abuse of children also occurs through the distribution of child pornography on the internet.

### **INDICATORS OF CHILD ABUSE**

There are several ways in which we could become concerned that a child has been abused:

- ◆ By an allegation made by a child directly
- ◆ By reports or allegations from another person
- ◆ By observing signs of symptoms of abuse
- ◆ By the admission or 'cry for help' from someone who says they are harming a child

The aim of the following list is to raise awareness of some of the indicators that may suggest that a child has been abused. The presence of any of these indicators in isolation does not necessarily confirm that a child has been abused. However, their presence should raise our awareness and may indicate the need for further action under the child protection procedures.

### **POSSIBLE INDICATORS OF PHYSICAL ABUSE**

Physical abuse may be detected by observing bruises or injuries on the child or by observing suspicious patterns of behaviour. These include:

- ◆ Injuries that are not compatible with the explanation – it would not be possible to sustain an injury in the way described
- ◆ A delay between the time the injury occurred and seeking medical help
- ◆ Ignorance of how the injury occurred and seeking medical help
- ◆ Ignorance of how the injury occurred, disinterest, or refusal to discuss the injuries
- ◆ There is concern about the way in which the child responds to the carers, e.g. flinching when they are approached or touched
- ◆ The child is kept at home for no apparent reason
- ◆ The child is reluctant to change or participate in PE or swimming
- ◆ A pattern of injuries emerges over time or there are multiple injuries at the same time
- ◆ There are injuries at a place that is not normally exposed to injuries of an accidental nature, e.g. under arms, behind ears, inner upper legs

## **POSSIBLE INDICATORS OF EMOTIONAL ABUSE**

All types of abuse will involve some degree of emotional abuse. The indicators below may also be found in the other types of abuse.

- ◆ There is concern about the ways in which the carers communicate with the child. For instance the use of aggressive, belittle or controlling communication by a carer.
- ◆ **Failure to thrive.** This is a condition with growth retardation, unrelated to disease with various degrees of developmental delay, associated with inadequate parenting
- ◆ The child has poor social skills or is unable to integrate with peers or adults
- ◆ The child lacks self-confidence or has a constant need for affection or reassurance
- ◆ The child sets up situations where they fail or attract rejection or bullying from others
- ◆ The child is passive, compliant and keen to please
- ◆ The child is constantly tired, withdrawn and may appear depressed
- ◆ The child expresses anger, vindictiveness and aggression or bullies others
- ◆ The child steals from home, school or the community
- ◆ There is under-achievement or a lack of concentration
- ◆ Intellectual development, perception, attention and speech are impeded
- ◆ There is a loss of inclination to explore or take risks
- ◆ The child is unable to express emotions and appears detached
- ◆ The child shows repetitive comfort behaviours, such as rocking or head-banging
- ◆ In relation to spiritual harm, punishment from God for normal childhood behaviour.

## **POSSIBLE INDICATORS OF NEGLECT**

Neglect is a passive form of abuse where a carer fails to provide 'good enough care' for the child to grow and develop normally. In addition to the indicators above, neglect may also include:

- ◆ The child has poor hygiene, is in an unkempt state or is frequently underweight, dirty and smelly

- ◆ Constant hunger, sometimes stealing food from other children
- ◆ The child's educational and/or medical needs are not met

### **POSSIBLE INDICATORS OF SEXUAL ABUSE**

The indicators of sexual abuse can take many forms. Children of all ages may be sexually abused and these indicators can vary according to the developmental age of the child.

Sexual abuse is shrouded in secrecy and the child is likely to have been subjected to threats or other pressures not to disclose. If a child is not able to tell a trusted adult, changes in behaviour may be the only indication that the abuse is taking place. The indicators discussed under emotional abuse may also be relevant in cases of sexual abuse. We may suspect sexual abuse if the child shows any of the following behaviour:

#### **Sexualised behaviour**

- ◆ The child displays inappropriate sexual behaviour towards others, or engages in age inappropriate sexual activities through words, play or drawings
- ◆ The child is sexually provocative, promiscuous or re-enacts abuse with others

#### **Presentation**

- ◆ The child has relationships that are secretive and exclude others
- ◆ The child receives unexplained gifts or money
- ◆ The child displays a lack of concentration – 'daydreaming' or switching off
- ◆ The child has a poor sense of self worth
- ◆ The child is scared of or has a lack of trust in particular adults or is reluctant to go home
- ◆ The child withdraws from ordinary displays of affection
- ◆ The child is reluctant to take part in games or swimming

#### **Anger**

- ◆ The child destroys possessions
- ◆ The child displays challenging behaviour including anger, bullying others or showing hostile feelings
- ◆ The child has a need for control and feels unsafe if a familiar routine is broken

#### **Sleep and Bedtimes**

- ◆ The child has disturbed sleep with phobias, fears and nightmares. Sleep is not a safe comfort

- ◆ The child bed wets or soils during the day or night (once toilet trained)
- ◆ There are inappropriate bed-sharing arrangements at home

### **Illness**

- ◆ The child may have eating disorders such as anorexia or bulimia
- ◆ The child may over-eat or hoard food or sweets
- ◆ The child may have recurrent symptoms such as recurrent tummy aches for which there is no medical cause
- ◆ The child is depressed

### **Self Harm**

- ◆ The child harms itself through self-mutilation by cutting, glue sniffing, alcohol or drug misuse
- ◆ The child repeatedly runs away from wherever the abuse takes place
- ◆ The child truant from school
- ◆ The child becomes involved in prostitution
- ◆ The child attempts suicide

### **CONCLUSION**

It is important that all concerns regarding children are thoroughly investigated. If abuse is disclosed or suspected, the matter should be reported to Social Services or discussed with the Diocesan Child Protection Adviser and the Child Protection Procedures should be followed.

Abuse under any of these categories is compounded for the child whose faith in God is shattered by his/her experiences.

## **SECTION 2**

---

# **Summary of Child Protection Procedures**

---

## **How to respond to a child or young person who reports abuse**

---

## Summary of Child Protection Procedures

### Introduction

In secular law the opening words of the Children Act 1989 make the child's welfare paramount in decision-making for a child.

The following paragraphs are derived from the procedures recommended by the Church of England House of Bishops' Policy Document Protecting All God's Children (P.A.G.C.) to which reference should be made for fuller details.

These guidelines are provided for all staff and volunteers in the Diocese at parochial, deanery, and diocesan level. We hope that they will contribute to providing a secure environment for children where they can feel safe to express their feelings; be listened to, and affirmed. They must be given freedom and encouragement to develop and grow to be the whole person which is God's purpose for them. Our commitment is to protect children whilst bringing Christ's love and healing to everyone involved.

### STAGE ONE: INITIAL REACTIONS TO ALLEGATIONS & SUSPICIONS

#### Where there is a direct disclosure of abuse (pg 33-35 P.A.G.C.)

- ◆ If a child directly discloses abuse to any member of the church leadership, a children's or youth worker, or any other member of the church, this must be immediately referred to Social Services or the Police, and the Diocesan Child Protection Adviser must be informed.
- ◆ See appendix A for contact numbers and referral flowchart
- ◆ It is very important that all referrals are made without delay as failure to refer promptly may mean the loss of vital evidence and result in more suffering to the child concerned, as well as potentially leaving other children at risk.
- ◆ Sometimes an adult discloses abusive childhood experiences, procedures to be followed in such situations are to be found in the House of Bishops' Policy Document:

#### **Do:**

Listen carefully:  
Record the conversation and keep in a safe place  
Talk to the Diocesan Child Protection Adviser – offer support.

#### **Do not:**

Ask questions of the child or young person  
Discuss with anyone other than a designated child protection worker  
Investigate yourself  
and **never** discuss with the alleged abuser

### **Where child abuse is suspected**

- ◆ If any member of the church suspects the possible abuse of a child, this should be referred to Social Services or the Police without delay. The Diocesan Child Protection Adviser should also be advised. The Diocesan Child Protection Adviser is available to all members of the Diocese should they wish to discuss their concerns prior to referring to Social Services or the Police. If it is not possible to contact the Diocesan Child Protection Adviser, the referrer should contact the Social Services and inform the Bishop.
- ◆ Any suspicions should not be discussed with the person suspected of abuse, the parent or carer, or anyone else other than those mentioned above.

### **If an abuser discloses abuse**

- ◆ People who abuse children are practised in deception and are unlikely to disclose such practices. There may, however, on occasions when a priest receives a sacramental confession from someone who has abused a child. While the seal of the confessional remains absolute, the priest should always consider whether children may still be at risk. In these circumstances the priest should urge the person making the confession to report the abuse to social services or the police. And consider whether absolution should be withheld until the person concerned does so. In any event the priest should consider whether absolution should be withheld until the penitent has made such a report to the authorities.
- ◆ Disclosure may also take place in a pastoral setting outside sacramental confession. While a person's right to confidentiality in this context is of the highest importance, it is not absolute. There are occasions when confidentiality should not be maintained. If children may possibly be at risk from the person making the disclosure, a report must be made to social services or the police without delay, and the Diocesan Child Protection Adviser is advised.
- ◆ It is therefore most important for the priest to make clear to the person concerned whether what is taking place is a sacramental confession on the one hand or spiritual or other counsel on the other. In the latter case, the rules on confidentiality outside a sacramental confession should be explained at the outset, together with an assurance that no matter what is disclosed the person will be helped, within the constraints imposed by the law and subject to the paramount need to safeguard the welfare of the children. The priest should consult the Diocesan Child Protection Adviser in order to obtain expert professional advice about how the person concerned can best be helped.

### **Recording concerns**

- ◆ Any member of the church to whom an allegation or concern is disclosed should make a written record as soon as possible. The exact words of the child or the party making the referral should be recorded, and written records should note other relevant details such as all decisions taken and

the reasons for them, the date, the time and any observations of the manner or presentation of the child which caused concern, and note any other parties present.

## **STAGE TWO:THE CHURCH'S RESPONSE DURING THE INVESTIGATION**

- ◆ The role of the Church will be planned by the Diocesan Child Protection Adviser in consultation with the statutory agencies and the Bishop and in accordance with the need to protect the child. Priority will be given to the pastoral care of all those affected by the allegations including the abuser.
- ◆ In determining the level of risk that the accused person will present to children, the Diocesan Child Protection Adviser may seek expert advice from within the Child Protection Group, Social Services, NSPCC, Police, Probation, or an outside consultant.
- ◆ The Bishop will take any necessary steps in the light of the above consultative procedures to ensure that any person against whom an allegation is made will have no contact with the child or the family concerned. Normally such a person will also be withdrawn from work with children and young people pending the outcome of the enquiry.
- ◆ From this initial assessment a decision may be made by the statutory authorities to proceed, to cease further investigation, or in some cases undertake low-key monitoring. The Diocesan Child Protection Adviser, together with the Bishop, will make a decision on the nature of any monitoring by the Church and the arrangements for review.
- ◆ After the gathering of all the information, the social services department may initiate a child protection meeting. The Bishop or Diocesan Child Protection Adviser will nominate the most appropriate person to attend to give information on behalf of the diocese if required.
- ◆ It is important that individuals representing the parish, diocese or any other branch of the church do not attend any child protection meeting or conference without reference to the Diocesan Child Protection Adviser or the Bishop.

## **STAGE THREE: OUTCOME**

- ◆ (a) If it has been acknowledged that abuse has been established the prosecuting authorities may instigate criminal proceedings.
- ◆ (b) Even if there is no prosecution the statutory agencies may proceed with their involvement. An allegation which can not be proved beyond reasonable doubt in criminal proceedings may shall be proved on the balance of probability.
- ◆ The Diocesan Child Protection Adviser, together with the Bishop and after consulting the police or social services, will make decisions as to when and how far it is appropriate to share information with the referrer, the Incumbent, the PCC and the congregation of the church involved. The timing will ensure that this does not prejudice any ongoing involvement.

- ◆ The Diocesan Communications Officer will be fully briefed by the Bishop and/or the Diocesan Child Protection Adviser. All media enquiries will be channelled through the Diocesan Communications Officer. Continuing liaison will be maintained between the Diocesan Communications Officer, the Bishop and the Diocesan Child Protection Adviser.
- ◆ The Diocesan Child Protection Adviser, in consultation with the Bishop, will:
  - a) gather all information relevant to the case;
  - b) document any previous concerns;
  - c) liaise with previous parishes of which the person under investigation, has been a member;
  - d) consider any special measure which need to be implemented within the parish or diocese.
- ◆ After consultation with the local agencies, the Diocesan Child Protection Adviser will report to the Bishop on the management of the case at its conclusion.

#### **STAGE FOUR: COMPLETION OF THE INVESTIGATION**

- ◆ Based on the full consideration of the facts, the Bishop will make a decision on whether further action within the diocese is needed. Pastoral support will be offered to all those involved, including any congregation concerned. There may also be a need for ongoing monitoring of the situation.
- ◆ If there is no conviction the Bishop will give written guidance as to whether and to what extent an individual's ministry should be defined and monitored, after discussion first with the person concerned. In the case of a volunteer or paid member of staff in consultation with the Diocesan Child Protection Adviser, who will keep the Bishop informed. In either case, the Diocesan Child Protection Adviser will consult the police or social services about the circumstances.
- ◆ The Diocesan Child Protection Adviser will consider the need to pass information to the police for possible inclusion on the database held by the Criminal Record Bureau.

**All actions in relation to these procedures should take place with the knowledge of the Diocesan Child Protection Adviser for Child Protection or the Bishop.**

<p><b>HOW TO RESPOND IF A CHILD OR YOUNG PERSON WANTS TO TALK ABOUT ABUSE</b></p>
---

**The child cannot stop the abuse. The child may already have tried to tell others. An abused child wants to be listened to and believed.**

1. Listen, but do not push for information. If you need to ask the child anything, do not ask leading questions which assumes the child is being abused. Ask an 'open' question which encourages them to speak in their own words.
2. Tell them you will need to talk to someone who will know how to help. Then contact Social Services. Do not promise to keep any secrets.
3. Let the child know what you will do next, and you will let them know what happens.
4. Take what the child has said to you very seriously. Be aware that they may have been put under great pressure or be threatened not to tell, otherwise they or someone they know may be harmed.
5. Reassure them that they are right to tell you. It was not their fault, and they are not to blame for the abuse.
6. Praise them for telling you. 'It was good and brave that you were able to tell me'.
7. Offer the child or young person your continued support and friendship.

**Make notes as soon as possible. See page 34 (P.A.G.C.)**

<p style="text-align: center;"><b>HOW TO RESPOND IF AN ADULT WANTS TO TALK ABOUT THEIR CHILDHOOD ABUSE</b></p>
--

It is unfortunately not uncommon for adults to disclose their own childhood abuse. Should this happen and it is apparent that their abuser is still working or in contact with children a referral to Social Services will need to be made. (see also pg 35 1.3 P.A.G.C.)

## SECTION 3

---

**Guidelines on the  
recruitment and  
support of paid  
staff and volunteers**

---

**Guidelines on the  
appropriateness of  
continuation of  
existing  
appointments**

---

# **GUIDELINES ON THE RECRUITMENT AND SUPPORT OF PAID STAFF AND VOLUNTEERS**

## **Introduction**

It is important for children, the worker and the Diocese to be able to demonstrate that everything has been done to protect children.

These guidelines provide a summary of the material in the recruitment and support of paid staff and volunteers on the House of Bishops' Policy document to which reference should be made for fuller details.

Care must be taken in the appointment of all paid staff and volunteers likely to have contact with children or young people. It is important to have information about the candidate's background in order to be as sure as possible that unsuitable persons are excluded. Only carefully assessed candidates should be appointed to work with children. Posts should be advertised, for example in the parish magazine, so that every opportunity is given not only for more than one applicant to apply, and also to make the appointment public.

## **The following guidelines should be followed:**

### **1. Content of application forms**

The application form should give full information on the applicant, including previous name(s), date and place of birth and current and previous addresses. Any gaps or discrepancies in the applicant's form should be noted and checked.

### **2. Confidential declaration forms**

Declaration forms are provided as people must be given early opportunities to declare any relevant issues.

The applicant must complete and submit a Declaration Form in Appendix C, which is taken from the House of Bishops' Policy Document.

The applicant must declare all previous convictions, as specified on the form. It should be explained that a positive reply to one or more items on the declaration form does not automatically render them unsuitable for the post, for example, a previous conviction for a minor driving offence. They must also give other information, set out in the form, about their history of care of children and young people, and must supply a birth certificate.

If a declaration gives cause for concern, the incumbent should consult the Diocesan Child Protection Adviser.

Notes for the confidential declaration form can be found on pg 48, Protecting all God's Children.

At each appointment or every three years, whichever is the sooner, the person must sign a new Confidential Declaration and seek an enhanced disclosure from the

Criminal Records Bureau. References should be taken up in the usual way. The appointment can be announced 'subject to clearance' with the agreement of the applicant, but they should not be instituted, licensed or start work until all procedures are completed.

Clergy coming to work in England from overseas should be asked to provide evidence equivalent to that provided by the Criminal Records Bureau if that is available. They should in any case have references taken up and complete a Confidential Declaration.

### **3. References**

At least two references should be provided, one of which should be from the current employer or previous church.

The purpose of checking and the reasons for taking references should be explained to the applicant.

### **4. Interviewing candidates**

The interview should be by a panel including two nominees of the PCC.

The candidate's previous experience of working with children should be explored to ensure that they possess the necessary skills and awareness of child protection issues.

### **5. Making appointments**

Any appointments offered should be subject to a satisfactory outcome in relation to the references and checks and completed declaration form.

### **6. Confidentiality**

Any information gained through the process should be treated as strictly confidential and kept appropriately secure in the personal file held by the incumbent.

### **7. Probationary period**

All appointments should be subject to a probationary period. This should be set out and discussed during the interview, and support and appropriate training provided.

### **8. Parish insurance**

The Parish's own insurance policy should provide satisfactory cover for liability in respect of children conforming to the recommendations in the House of Bishops' Policy document. All the conditions of the policy must always be carefully observed.

Failure to follow and adopt the guidelines may lead a parish insurer to refuse indemnity cover under a parish insurance policy. In this situation an incumbent, church wardens, members of the PCC or others may find themselves personally liable for damages and or legal costs of defending a claim.

### **The continuation of existing appointments**

It can sometimes happen, that as a result of personal difficulties, an office holder becomes unsuitable for a role which he or she discharges in a parish, such circumstances may lead to the abuse of children. If that occurs the parish must take decisive action to protect the children however hurtful it may be to the adult concerned. If the adult is an employee then it may be wise to get expert guidance, this may be available through the parish insurance.

# SECTION 4

---

## **Creating a safe environment for work with children**

---

# CREATING A SAFE ENVIRONMENT FOR WORK WITH CHILDREN AND YOUNG PEOPLE

## **Introduction**

These guidelines provide a summary of the material in the House of Bishops' Policy document. The policy document draws on the Home Office Publication 'Safe from Harm' (1993), which offers guidance to voluntary organisations, and can be consulted at Diocesan Church House.

The following guidelines are intended to act as a deterrent to potential abusers and should be adopted for all paid and voluntary staff working with children.

Their aim is to safeguard the welfare of children and young people and suggest ways to minimise the risk of them being abused within a church setting. However these guidelines are not intended to inhibit flexibility in our work with children, nor to restrict creativity or spontaneity.

Touching is a valuable way of showing praise, reassurance and love. There are many occasions when the use of touch with children is appropriate. For example there is a healing value in a hug for a hurt child, or in a restraining hand to prevent a child from physical harm. However, adults working with children need to be aware of the implication of possible misinterpretation when physical contact occurs. It should rarely be used if an adult is alone with a child or young person. The use of touch should always be appropriate to the situation taking into account the age and development of the child and it should never undermine the dignity of the child or young person.

### **1. Plan the work to minimise situations where the abuse of children and young people may occur.**

To safeguard children and the workers, groups should have at least two leaders, preferably male and female, to ensure the group is never left unattended with a single adult. It will also provide adequate cover in an emergency.

No person under the age of eighteen years can act as the sole adult leader.

Except in an emergency, staff should avoid being alone with children without another adult being present. If a situation arises where an adult needs to be alone with a child, it is important that another adult in authority is aware of the circumstances and of the child's whereabouts.

### **2. Provide children with opportunities to talk to an independent person.**

Workers should be trained to be receptive and available to listen to what children and young people wish to share.

Children should be aware that there are people available to whom they can talk in confidence if they feel uncomfortable or that something is wrong. The telephone numbers of the Diocesan Child Protection Adviser, the NSPCC and Childline should be readily available (See Appendix A) on church notice boards or news-letters.

### **3. Staff training**

All workers should be made aware of their personal responsibility to protect children

and to report abuse within the context of the Child Protection Procedures.

Workers should be provided with regular and appropriate training in child protection issues. Details of training can be obtained from the Diocesan Child Protection Adviser.

#### **4. Give all paid staff and volunteers clear roles.**

All paid staff and volunteers should be clear of the duties expected of them. They should be aware of the person to whom they are accountable and who will supervise them.

#### **5. Use of Supervisor as a means of protecting children and young people.**

The supervisor has a role to monitor the worker to ensure that there are no concerns regarding their performance. The supervisor should be available as a person to whom the worker can report any concerns regarding the protection of children.

#### **6. Discipline.**

A policy for appropriate discipline for children and young people should be discussed and agreed. Any responses, which might be harmful to their well-being should be avoided. Physical punishment should never be used.

#### **7. Supervision for outings or special events.**

For these occasions, there may be a need to recruit more adults to accompany children. Temporary helpers should not be allowed to have unsupervised access to children. Parents or carers should complete consent forms prior to children and young people going on residential outings or other events which fall outside of regular routines. Forms of consent are contained in Appendix D.

Care should be taken to comply with the current requirements of the parish insurance policy.

#### **8. The PCC.**

The PCC should ensure that it has adequate procedures for the protection of children and young people, and should review those procedures annually and appoint a child protection administrator to co-ordinate CRB forms.

#### **9. Health and Safety.**

A first aid kit should always be available during any activity, and a responsible adult should be trained in its use.

Any accident must be reported in an accident book and signed by a parent or carer. Specific parental consent should be obtained for any hazardous activity.

#### **10. Transporting Children.**

When transporting children on church events:

- Children should never sit in the front of cars

- Best practice would be to have two adults in the car, one of whom at least was CRB checked. The reality in many areas is that only one adult will be available, this adult must have a clear CRB check.

# APPENDIX A

---

## Useful contact numbers and flowchart

---

# **AGENCY INFORMATION AND CONTACTS**

## **COVENTRY DIOCESE** **DIOCESAN ADVISER FOR CHILD PROTECTION**

Ms Ruth Hunter

Office: 024 76521200  
Mobile: 07906 627052

## **COVENTRY SOCIAL SERVICES DEPARTMENT** **CHILD PROTECTION SERVICES**

### **SOUTH**

Telephone: 024 76302444

Covers Willenhall, Binley, Cheylesmore, Styvechale, Earlsdon and City Centre

### **NORTH**

Telephone: 024 76661131

Covers Foleshill, Hillfields and Longford

### **WEST**

Telephone: 024 76601414

Covers Holbrooks, Radford, Coundon, Allesley, Tile Hill, Canley, Eastern Green, Keresley and Chapelfields.

### **NORTH EAST**

Telephone: 024 76614232

Covers Wood End, Bell Green, Henley Green and Aldermans Green.

### **EAST**

Telephone: 024 76458336

Covers Stoke, Stoke Heath, Stoke Aldermoor, Wyken and Walsgrave

### **EMERGENCY DUTY TEAM – OUT OF HOURS**

Telephone: 024 76832222 (out of hours)

## **SOLIHULL**

### **SOCIAL SERVICES**

<b><u>North of Coventry Rd</u></b>	0121 770 7181
<b><u>South of Coventry Rd</u></b>	0121 704 6000
<b><u>Out of Hours Service</u></b>	0121 705 6122

### **WARWICKSHIRE SOCIAL SERVICES**

<b><u>Out of Hours Service</u></b>	01926 886922
------------------------------------	--------------

### **CHILDREN'S TEAMS**

<b><u>Nuneaton</u></b>	Warwick House Wheat Street Nuneaton CV11 4AJ	024 76351234 or 01926 410410
<b><u>North Warwickshire</u></b>	Warwick House Ratcliffe Street Atherstone CV9 1JP	01827 720800 or 01926 410410
<b><u>Bedworth</u></b>	Beda House Newtown Road Bedworth CV12 8QB	024 76643838 or 01926 410410
<b><u>Rugby</u></b>	Oakfield Park 32 Bilton Road Rugby CV22 7AL	01788 541333 or 01926 410410
<b><u>Leamington</u></b>	56/58 Holly Walk Leamington Spa CV32 4JE	01926 334111 or 01926 410410
<b><u>Warwick</u></b>	16 Old Square Warwick CV34 4RA	01926 410410

## ORGANISATIONS

The list below consists of networks and organisations who are active in the field of Child Protection. They may be able to offer advice on Child Protection matters or provide written materials. Childline and the NSPCC both have child Protection helplines.

1. **Childline: 0800 1111**
2. **National Society for the Prevention of Cruelty to Children**, 42 Curtain Road, London, EC2A 3NH. **Helpline: 0800 800500**
3. **National Children's Bureau**, 8 Wakley Street, London EC1V 7QE. This provides an information service, seminars and training.
4. **Kidscape Campaign for Children's Safety**, 152 Buckingham Palace Road, London SW1W 9TR  
Kidscape offers educational material on sexual abuse for use by children, parents, teachers and other professionals.
5. **Christian Survivors of Sexual Abuse**, BM-CSSA, London WC1N 3XX.
6. **Churches' Child Protection Advisory Service**, PCCA, Christian Child Care, PO Box 133, Swanley, Kent BR8 7UQ. CCPAS provides guidance notes, advice, locally held seminars and a helpline service.
7. **Safety Net**, PO Box 883, Harrow HA3 7UX.  
This is a support group for Christian survivors of sexual abuse.

**CONSIDERING A CHILD PROTECTION REFERRAL**

**IF ABUSE IS INDICATED, SUSPECTED OR DISCLOSED:**



**What do I do?**

**THE WORST THING YOU CAN DO IS NOTHING  
ACT NOW DO NOT DELAY**

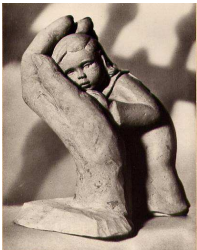
*Bishops Advisor:  
Ruth Hunter: 07906 627052*

**REFER TO DIOCESAN  
GUIDELINES. IF IN DOUBT  
CONSULT BISHOP'S ADVISOR,  
YOUR DEANERY CO-  
ORDINATOR, POLICE OR  
SOCIAL SERVICES**

*Social Services contact numbers:  
Coventry: 024 76833333  
Out of hours: 024 76832222  
Bedworth: 024 76643838  
Warwick 01926 410410  
Out of hours: 01926 886922*

ALL THESE PEOPLE ARE WANTING TO HELP YOU DECIDE IF YOUR CONCERNS ARE CHILD PROTECTION OR NOT.

**CONCERNS**  
KEEP ACCURATE RECORDS AND SEND THEM TO THE BISHOPS ADVISOR AS SOON AS POSSIBLE. THE BISHOPS ADVISOR WILL THEN WORK WITH YOU THROUGH THE CHILD PROECTION PROCESS.



**NO CONCERNS**  
KEEP ACCURATE RECORDS AND SEND THEM TO THE BISHOPS ADVISOR AS SOON AS POSSIBLE.

**DO NOT DISCUSS CONCERNS WITH THE PERPETRATOR  
DO NOT CONDUCT YOUR OWN INVESTIGATION**

*Your Deanery Child Protection Co-ordinator is .....Tel.....*

# **APPENDIX B**

---

## **Application Form**

---

**DIOCESE OF COVENTRY**

**APPLICATION FORM FOR PAID OR VOLUNTARY WORK WITH CHILDREN AND YOUNG PEOPLE**

Thank you for applying to work with children/young people in the parish of:-

.....  
Churches have been asked to request those who work with children to complete a form indicating their background and past experience. Therefore, please will you fill in the form below and return it together with the completed Declaration Form enclosed.

Full name .....

Please state title e.g. (*Revd/Dr/Mr/Mrs/Miss/Ms*)

Any surname you have previously been known by .....

Date and place of Birth .....

Address .....

Post Code ..... Telephone .....

How long have you lived at this address .....

Parish Church attended ..... Parish Priest.....

---

Previous involvement with children and young people:		
Organisation/Parish	Date commenced	Date terminated

---

Please list any relevant qualifications or appropriate training.

---

Please give names and address and telephone numbers of two referees (preferably one male, one female) including one personal reference and one with respect to your work with children and young people, on the reverse of this form.

Personal details will be kept on confidential file.

# **APPENDIX C**

---

## **Declaration Form**

---

### **P3.4 Confidential Declaration**

For beneficed clergy, those who hold the bishop's licence or permission to officiate, employees, ordinands and volunteers who are likely to be in regular and direct contact with children and young people under eighteen years of age.

This form is strictly confidential and, except under compulsion of law, will be seen only by those responsible for the appointment and, when appropriate, the diocesan/bishop's child protection adviser. All forms will be kept securely under the terms of the Data Protection Act 1998. If you answer yes to any question, please give details, on a separate sheet if necessary, giving the number of the question you are answering.

- 1a Have you ever been convicted of a criminal offence (including any spent convictions under the Rehabilitation of Offenders Act 1974)?\*

*Please tick* YES  NO

- 1b Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?

*Please tick* YES  NO

- 1c Are you at present under investigation?

*Please tick* YES  NO

- 1d Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused significant harm\*\* to a child or young person under the age of eighteen years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?

*Please tick* YES  NO

- 2a Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

*Please tick* YES  NO

- 2b To your knowledge, has it ever been alleged that your conduct has resulted in any of those things?

*Please tick* YES  NO

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result.

3 Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under other legislation?

*Please tick* YES  NO

4 Have you any health problem(s) which might affect your work with children or young people under the age of eighteen?

*Please tick* YES  NO

5 Have you, since the age of eighteen, ever been known by any name other than that given below?

*Please tick* YES  NO

6 Have you, during the past five years, had any home address other than that given below?

*Please tick* YES  NO

\* All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.

\*\* Significant harm involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development.

**Declaration**

**I declare that the above information (and that on the attached sheets \*\*\*) is accurate and complete to the best of my knowledge.**

**Signed .....**

**Date ..... Date of Birth.....**

**Full Name.....**

**Address.....**  
.....  
.....  
.....

**\*\*\* Please delete if not applicable.**

Please return completed form to:  
.....  
.....  
.....

**Before an appointment can be confirmed applicants must provide an enhanced/standard disclosure from the Criminal Records Bureau. Consult with your bishop's office, incumbent, or child protection coordinator for details of the process.**

Rehabilitation of Offenders Act 1974 so that all spent convictions must be declared.

Any technical motoring offences dealt with by fine do not need to be declared.

Question 1c: You must declare any finding of fact by a civil court that your actions have significantly harmed a child. Declare any court orders made on this basis.

Question 1d: Declare if you are at present under investigation by the police, social services or an employer.

Question 2a: Make any statement you wish regarding any incident you wish to declare.

Question 2b: Declare any allegations made against you, however long ago, that you have significantly harmed a child or young person. Any allegation must be declared which has been investigated by the police, social services, employer or voluntary body. Checks will be made with the relevant authorities.

Question 3: All these matters will be checked with the relevant authorities.

Question 4: Please declare in confidence any health problems that may affect your ability to work with children. This question is primarily intended to help you if you subsequently need to withdraw from work with children, for example because of a recurring health problem.

Some of the information requested on the form will be checked with the Criminal Records Bureau. All information received will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of protecting children or vulnerable adults.

#### P3.6 Use of the Confidential Declaration

In accordance with the Criminal Records Bureau code of practice great care must be taken to ensure that those with criminal convictions are not discriminated against. Background information should only be taken into account if it is relevant to the position sought. The CRB advise that anyone seeking an appointment with children or young people should be given an early opportunity to declare any relevant matters. The Confidential Declaration form should be used for this purpose. Information declared will either be checked with the Criminal Records Bureau or with other relevant authorities. A confidential declaration must be held by the person who makes the appointment or provides the licence for all clergy and those paid employees and volunteers who have contact with children.

### P3.7 Criminal Records Bureau

The Criminal Records Bureau (CRB) is an executive agency of the Home Office. Its primary purpose is to help employers and voluntary organizations make safer recruitment decisions.

It is a national agency, which for the first time will afford the opportunity for all who work with children and young people to be checked through a consistent disclosure service. Although it is not a legal requirement for the Church to use this service, the House of Bishops regards it as a mandatory element in the recruitment process that disclosures should be obtained. It is now an offence to appoint a person who is banned from working with children.

The CRB became operational in the spring of 2002. It provides a 'one-stop shop' for ascertaining whether an individual has a criminal record, has been under police investigation, or has been banned from working with children by the courts or by having their name placed on the lists held by the Department of Education and Skills or the Department of Health.

In order to seek a disclosure at the enhanced level, those recruiting must make sure that they are legally able to ask for the information. The post must involve the expectation of regular contact with children (standard) or supervising, training, caring for or being in sole charge of children (enhanced). It is illegal to ask for all convictions to be disclosed unless the position offered is exempt from the provisions of the Rehabilitation of Offenders Act 1974. When seeking a disclosure from someone in a position of trust it is necessary also to ascertain that they could be in a position to have unsupervised contact with children.

### P3.8 Levels of disclosure certificate

There are three levels of disclosure:

- Basic. This level of disclosure (not yet available) will contain details of convictions held on the Police National Computer which are not spent under the terms of the Rehabilitation of Offenders Act 1974, or will state if there are no such convictions. It will be issued to individual applicants, on request, subject to confirmation of identity.
- Standard. This level of disclosure is available in respect of posts or purposes which are exceptions to the Rehabilitation of Offenders Act 1974. This includes those whose normal duties include regular contact with children. A standard disclosure will contain details of any spent and unspent convictions, as well as cautions, reprimands and warnings, held on the Police National Computer. It will also indicate if there are no such matters on record. The disclosure will also reveal whether an individual is barred from working with children by virtue of inclusion on lists maintained by the Department of Education and Skills or the Department of Health. The disclosure is sent to the applicant and also to the registered body.

- Enhanced. Enhanced disclosures apply to posts that involve regularly caring for, training, supervising or being in sole charge of children. They will contain the same information as the standard disclosure, but may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. This local information is supplied to the registered body but not to the applicant.

### P3.9 Method of obtaining a disclosure

Individuals will apply for their own disclosure and in the case of standard and enhanced disclosures will need to obtain a counter signature from a registered body.

### P3.10 Registered body

Organizations which need to ask about all convictions, because they have employees or volunteers in regular contact with children and therefore require employees or volunteers to provide a standard or enhanced disclosure, will need to register with CRB. It is recommended that each diocese registers and provides a service as an umbrella body to parishes and other relevant bodies. The registered body receives a copy of the disclosure certificate. Each diocese will need to appoint several counter-signatories to administer the system and sign disclosures. Although the lead signatory may be the bishop or diocesan secretary it is recommended that the counter-signatories are the bishop's secretary and other administrators.

### P3.11 Positive disclosures

Counter-signatories receiving disclosures containing information should check with the applicant that they accept the information (if they do not they will need to take this up with the CRB). A risk assessment should then be undertaken by a professionally qualified person or panel and advice offered to the person making the appointment. A panel from a neighbouring diocese may be used if an appeals procedure, as required by the CRB, is needed.

### P3.12 Fees

There is a charge made by the CRB of £29 for an employee seeking an enhanced disclosure and £24 for an employee seeking a standard disclosure. This fee is likely to change from time to time. Volunteers are exempt from this charge. (For the purposes of this legislation anyone receiving payment for a position, other than reimbursement of expenses, is deemed to be employed. This definition will be relevant when considering the status of retired clergy receiving fees.)

### P3.13 Priorities when seeking disclosures

It is important first of all that everyone appointed to a new position that brings them into contact with children has a valid disclosure certificate. It is also expected, however, that over time people already in post will be asked to apply for a disclosure.

Unless the need for a check on criminal background is part of the person's contract of employment or similar agreement the request for a disclosure in these circumstances may not be enforceable. Dioceses will need to prioritize the seeking of disclosures and carry them out gradually so that resources are not unduly stretched. The aim will be to end up with a three-year rolling programme, making use of the portability criteria whenever possible.

### P3.14 Frequency of disclosure

Disclosure information is only accurate on the day it is issued. It is therefore an arbitrary decision how often further disclosures should be sought. The older the disclosure is the less it can be relied on. The CRB recommend that, in line with other employers, churches should seek disclosures every three years. A new confidential declaration form should be completed at the same time.

### P3.15 Criteria for the portability of CRB disclosures

It is always the responsibility of the body making an appointment to decide whether to accept a disclosure made for another organization. These criteria if used should provide a safe means of doing this.

- The disclosure must be less than two years old.
- The person must still be in the same job or post for which the disclosure was sought.
- The disclosure must be 'clear'.
- The disclosure must be at the same level as you require: enhanced or standard.
- The disclosure made for working with vulnerable adults will not be adequate for working with children or vice versa.
- A reference should be obtained from the employer/appointer or counter-signatory that the person was appointed following the disclosure received and is still in post (this should make clear that, in the case of an enhanced disclosure, no non-conviction information was received from the local police that was of concern). It is often useful to follow up a written request for information with a telephone call. The employer or counter-signatory, whoever is approached, will be able to say whether additional information from the police was received or not. The nature of such information cannot be disclosed. In this case a new disclosure should be sought.
- The date and reference number of the disclosure must be recorded, together with the name and date of birth of the applicant.
- The applicant's identity should be verified as if they were making a new application.

# APPENDIX D

---

## Consent Form

---

# Diocese of Coventry

## Young Person's Information Form

Parish of .....

Date of dispatch .....

Date received .....

Dear Parent or Carer

Name of child:

We would be grateful if you would complete this information form which asks for medical details about your child and emergency contact numbers. This will make sure that their needs are met whilst they are in our care. We will ask you to complete this form annually but if there are any changes in the meantime please let us know.

Date of Birth:

Address:

Post Code:

Home Telephone Number:

Family Doctor Name:

Telephone Number:

School Attended:

Medical Details

Does your child have any of the following medical conditions? (Please tick relevant boxes)

Asthma       Diabetes       Epilepsy       Allergies

Does your child suffer from any other medical condition that may affect their participation, which should be brought to our attention? (please give details)

Does your child require medication? (Please give details)

Does your child require any special diet or should not eat any particular foods?  
(Please give details)

Date of last inoculation against Tetanus:

Contacts:

Name of Parent or Carer:

Daytime Telephone Number:

Evening Telephone Number:

Additional Contact Name:

Relationship to Young Person:

Daytime Telephone Number:

Evening Telephone Number:

# Diocese of Coventry

## Parent's and Carer's Consent Form

(for activities in the parish of.....)

Dear Parent or Carer,

**Name of Child:**

We would be grateful if you would complete this consent form for the following activity:

**Name of activity:**

Normal meeting times:

Venue:

Name(s) of designated leaders:

**Travelling to and from the activity**

Please state the arrangements for bringing and collecting your child from the activity:

Consent

I give permission for ..... to attend and take part in the activity detailed in this form. In cases of illness or accident, I authorise:

- a) The leader(s) of the event to sign on my behalf any written form of consent required by the medical authorities should there be any delay in them being able to contact me.
- (b) The leader(s) to administer any necessary prescribed medication.

Signature of Parent/Carer..... Date.....

# APPENDIX E

---

## Department of Health Consultancy Service

---

## DEPARTMENT OF HEALTH CONSULTANCY SERVICE

1. The Department of Health operates a consultancy service, which applies to England and Wales, on an advisory basis, whereby local authorities, private and voluntary organisations can check the suitability of those they propose to employ in a child care post.

The service:

- a. notes convictions against those who (at the time of conviction) are or were in child care work; it also notes the names of persons formerly in such work who have been dismissed or who have resigned in certain circumstances;
  - b. at the request of employers, provides a check against these records in respect of individuals seeking work in a child care post;
  - c. alerts employers if the check is positive.
2. The object is to make sure that, as far as possible, unsuitable people are not appointed to positions involving contact with children or responsibility for them. The type of jobs covered are those where the person would have substantial unsupervised access to children, particularly in a residential setting.
  3. The Consultancy Service works as a two-way process: Agencies notify the unsuitability of any individual, and request information about same.
  4. The circumstances in which it would be appropriate to make such notification must, ultimately, be a matter for the judgement of employing organisations. The Secretary of State would, however, expect notifications to be made:
    - ◆ Where a member of staff had been prosecuted for any offence against, or involving, a child;
    - ◆ Where a member of staff had ceased to be employed (either through resignation or dismissal) in circumstances where the welfare of a child had been put at risk through physical, sexual or emotional abuse (whether or not, after investigation by the police, the CPS had prosecuted);
    - ◆ Where a member of staff had been formally disciplined for placing the welfare of a child at risk, had not been dismissed, but had been moved to another post not involving children; or
    - ◆ In any other circumstance in which a child had suffered, or was likely to suffer, 'harm' as defined in section 31 (9) of the Children Act 1989, arising from the action of a member of staff or volunteer engaged to work with children.

As a general test, any case where the relevant organisation would refuse to re-engage the individual to work with children should be referred to the Service for consideration.

5. The Consultancy Service aims to provide a response within 24 hours of receipt.

The application will be checked against the consultancy Service records. If no trace of the person concerned is found, one copy of the application will be stamped 'No observations' and returned. If a positive identification is made, a letter will be sent suggesting that a reference be sought from a named local authority or voluntary/private organisation.

#### Summary

6. In order for the Consultancy Service to provide an effective service in helping to reduce the risk of children being harmed by preventing past abusers from being engaged to work with them, it is vitally important that all employers make full use of the services. This applies equally to keeping the Service informed of cases of staff harming children when they arise, as to ensuring application for checks against its records are made before any person is engaged to work with children.



# APPENDIX F

---

## **Information on the sexual abuse of children by perpetrators**

---

## **INFORMATION ON THE SEXUAL ABUSE OF CHILDREN BY PERPETRATORS**

### **Frequently asked questions about the behaviour of sexual abusers.**

The following guide may help to answer some of the most commonly asked questions about people who sexually abuse children and young people.

#### **Who sexually abuses children and young people?**

Children can be sexually abused by adults or by other young people. In the United Kingdom young people under the age of 21 years account for approximately one third of all cautions and convictions for sexual offences.

Approximately 90% of abusers are male. Whilst women do abuse all the available evidence at the moment suggests that it is predominantly a male problem.

#### **What are the implications of this?**

Many adult sexual offenders report that they began their behaviour in their teenage years, often around the age of thirteen or sometimes younger. This means that when they are finally discovered they may have been sexually abusing others for many years and their behaviour will have become compulsive and hard to break.

It also means that if a young person engages in inappropriate sexual behaviour it would be dangerous simply to view it as teenage “experimentation that they will grow out of.

#### **Why do people abuse?**

The reasons why adults abuse are very complex. Sometimes they will have been abused themselves or be responding to past hurts or unmet needs. Sexual abuse of vulnerable children may meet a need for power and control or self-gratification.

#### **Are sexual abusers likely to abuse a particular type of child?**

Sexual abusers will be attracted to children of different ages and characteristics. Some will abuse only pre-pubescent children, others will approach older children and others babies. Some will abuse boys, others girls and some will abuse children of both sexes.

If the abuser is having a sexual relationship with another adult, this does not necessarily mean that they are not a risk to children.

Some adults may operate alone whilst others may be linked into an organised network.

#### **Can we recognise a sexual abuser?**

It is not possible to easily identify somebody who will sexually abuse children because they are found in all walks of life and sections of the community, within all professional groups and from all social classes and racial and cultural backgrounds.

### **Does sexual abuse just happen?**

A sexual abuser may claim that they did not know why the behaviour happened or that it was the result of stress, sexual frustration or misuse of drugs or alcohol. There is no evidence that this is the case. Sexual abuse is usually carefully and meticulously planned, often over a long period of time. Abusers may choose relationships with adults who already have children or careers where they will have positions of responsibility over children.

### **Can an adult who sexually abuses a child stop by themselves?**

All the available evidence suggests that over a period of time they will have developed powerful sexual urges, fuelled by fantasy, towards children and they will find it very difficult to control their impulses themselves. Once discovered, an adult sexual abuser will need to have controls placed on their behaviour to ensure that they do not have opportunities to abuse other children.

### **How can a sexual abuser live with themselves?**

Unless the sexual abuser is a sadistic offender who thrives on the pain of others, they will have to develop thought patterns that deny or minimise the harm they cause to others. This allows them to live with themselves. Some of the ways an abuser can justify their actions include:

- ◆ The child wanted it.
- ◆ Children are seductive and provocative.
- ◆ It won't harm them.
- ◆ They liked it.
- ◆ It was a "one-off" and it won't happen again.

The distorted thinking of a sexual abuser can be fed in a number of different ways including pornographic literature, seeking out other like-minded adults or by misrepresenting children as sexual beings. In attempting to deny or minimise the effects of their abusive behaviour, a sexual abuser may appear very plausible. This can draw other people into their way of thinking.

One of the ways an offender can deny responsibility or seek to avoid having to address their behaviour through treatment is by claiming a religious conversion. When this is the case, it would be important to know whether their faith in God has really lead them to take responsibility for their actions or not.

### **Can a sexual abuser be cured?**

There is no evidence that a sexual abuser can be cured of their attraction to children. This is because the behaviour will have developed over many years and will be so entrenched that it will have become an integral part of their character. The best way to stop is for them to develop an insight into their pattern or cycle of behaviour and by keeping away from situations where they could abuse children. To ensure that they do not re-offend the abuser is likely to require a long-term specialised programme.

### **How do adults target particular children for abuse?**

Adult sexual abusers are extremely good at relating to children and gaining their confidence and trust. They are often well known to the child or their family particularly if they are seen as a safe and trusted person.

### **The “grooming” process**

The process by which adults introduce the child into a sexually abusive relationship is known as “grooming”. They will often get to know the child and show them special attention before slowly progressing into sexual abuse. If undiscovered, their behaviour is likely to become increasingly intrusive, and an adult sexual abuser can regularly abuse the same child over many years. They are also capable of abusing other children at the same time depending on their level of access and opportunity.

In addition to “grooming” the child, an abuser will also “groom” other people around them to create the impression that they would not be capable of such an action. If they are discovered, the people around them may find it difficult to believe the allegations and may defend the abuser rather than think about the needs of the child. In such situations the child will feel very distressed that they are not believed and may be under pressure to retract their allegations.

### **Are certain children more vulnerable than others?**

All children are potentially at risk from a sexual abuser. However, children may be especially vulnerable if they:

- ◆ Are left alone for long periods of time without proper supervision.
- ◆ Are in care or away from home.
- ◆ Are emotionally deprived and particularly looking for love, affection or seeking attention.
- ◆ Are lonely or bored.
- ◆ Are disabled and unable to communicate to others.
- ◆ Are open to manipulation because they have a special enthusiasm such as sport and are dependent upon a group leader or coach to succeed.

### **Why don’t children tell?**

Children are put under immense pressure by their abuser to keep areas of their relationship secret and not to tell anyone. Some of the main ways that this is done include:

- ◆ By offering them gifts or other treats.
- ◆ The abuser may threaten the child, their family, friends or pets.
- ◆ The abuser may entrap the child into thinking it is their special relationship.
- ◆ The child may be told that no one will believe them.
- ◆ The abuser may place the responsibility for the abuse onto the child so they think that it is their fault.
- ◆ The child may feel that if they tell the family will be split up.
- ◆ The abuser may isolate the child and discourage the child from making relationships with others whom they could tell.
- ◆ The child may be emotionally dependent upon the abuser and may fear losing them.

### **How does a sexual abuser get access to children?**

Adults wishing to abuser children can gain access to them in many different ways. Any organisation that works with children has the potential to be targeted by a sexual abuser. *This is why it is vital that churches develop safe practices in their work with children.*

# APPENDIX G

---

## Reading Resource List

---

# Resource List

## Publications

1. ***The House of Bishops Policy Document Protecting all Gods Children (2004)***  
Church House Bookshop, 31 Great Smith Street, London SW1P 3NZ (020 7898 1594) price £5.95
2. ***Child Sexual Abuse and the Churches*** by Patrick Parkinson (Hodder and Stoughton, 1997). This book is highly recommended and is essential reading for all those involved. It contains an up to date review of the situation on child sexual abuse and discusses how the Church should respond.
3. ***Taking Care. A Church Response to Children, Adults and Abuse.*** Edited by Helen Armstrong. (National Children's Bureau, 1997) This provides information about child abuse, guidance about practical steps churches may want to take to protect children, to support families and to support adults who were abused as children or adults involved in an abusive situation.
4. ***Christianity and Child Sexual Abuse.*** By Hilary Cashman. (SPCK, 1993)
5. ***Child Abuse: Pastoral and Procedural Guidelines.*** A report from a Working Party to the Catholic Bishops' Conference of England and Wales.
6. ***Child Protection: Safeguarding the Welfare of Children and Young People within the Church and its Organisations.*** Ecclesiastical Insurance Group, 1997.
7. ***Healing the Wound of Child Sexual Abuse: A Church Response.*** A report from a Working Party to the Catholic Bishops' Conference of England and Wales.
8. ***Guidance to Churches: Protecting Children and appointing Children's workers.*** Churches' Child Protection Advisory Service
9. ***Safe From Harm.*** (HMSO, 1993)
10. ***Working Together Under the Children Act 1989.*** (HMSO, 1991) Prepared jointly by the Department of Health, the Home Office, the Department of Education and Science and the Welsh Office, Working Together consolidates guidance on the procedures for the protection of children.
11. ***Time for Action: Sexual abuse, the Churches and a new dawn for survivors.***