



# THE PROTECTION OF CHILDREN

**Cathedral Policy and Guidelines  
for  
Safeguarding Children**

Revised: May 2010

The Cathedral Church of Christ  
and the Blessed Virgin Mary



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## **Introduction**

The Church of England, in all aspects of its life, is committed to and will champion the protection of children and young people both in society as a whole and in its own community. It fully accepts, endorses and will implement the principle enshrined in the Children Act 1989 that the welfare of the child is paramount. The Church of England will foster and encourage best practice within its own community by setting standards for working with children and young people and by supporting parents in the care of their children. It will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of children and young people. It is committed to acting promptly whenever a concern is raised about a child or young person or about the behaviour of an adult, and will work with the appropriate statutory bodies when an investigation into child abuse is necessary.

The Cathedral Child Protection Policy takes account of the latest guidelines issued by the House of Bishops – Protecting All God’s Children as well as advice from the government and national agencies.

The Policy covers all activities involving children, both within the Cathedral building and its other departments, and also visits, tours and other events approved by the Dean and Chapter, involving young people and children under the age of 18.

Where there is an allegation of abuse the Dean and Chapter undertakes to involve and co-operate with statutory bodies.

The Cathedral’s Policy and Guidelines will be reviewed, and if necessary, revised on an annual basis in May of each year.

## The Dean and Chapter Child Protection Policy Statement

*In response to Guideline 1 of the Home Office "Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales" ('Safe from Harm') the Dean and Chapter have adopted the following statement of policy.*

- As the people of the Church of God we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the Cathedral community, of all ages. It is the responsibility of each one of us to prevent the physical, spiritual, sexual or emotional abuse of children and young people. The Dean and Chapter therefore commit themselves to providing a safe and creative environment for all their work with children and young people.
- As Christians we recognise that God requires us to foster relationships of the uttermost integrity, truthfulness and trustworthiness. Those who work for the Cathedral in either a paid or voluntary capacity need to exercise the greatest care in their use of power. They must avoid taking advantage of trust.
- The highest standards will be maintained in all the Cathedral's contacts with children and young people and paid and unpaid staff will be given appropriate support and opportunities for training.
- The intention of the Children Act 1989 that the welfare of the child is paramount is fully accepted.
- The exploitation of any relationship for self gratification will not be tolerated and allegations of child abuse will be taken seriously.
- The Dean and Chapter will co-operate fully with the statutory agencies in every situation and will not conduct their own investigations.
- The Dean and Chapter will seek to implement all the guidelines of the Home Office Code of Practice – '*Safe from Harm*'.
- The Dean and Chapter acknowledge their responsibility for all the work with children and young people undertaken in the name of the Cathedral and require all those engaged in such work to be properly appointed and supported in accordance with current good practice and the guidelines issued by the House of Bishops' Policy and Guidelines – '*Protecting all God's Children 2005*' and the Policy of the Diocese of Rochester.
- The Cathedral's Children's Representative is Mrs. Anne Rouse,  
01634 819573 (Home), 07866531127 (Mobile).

## Definitions of Child Abuse

### Introduction

Children can be harmed in many ways in which their health – physical, emotional, intellectual, spiritual or social development is damaged by other people.

Child abuse affects girls and boys, babies and young people of all ages up to eighteen, children with learning difficulties, children with physical disabilities and children from any kind of family background.

Child abuse is, in the main, perpetrated by an adult, male or female, who is well known to the child,

Child abuse is known to be perpetrated by children against other children. This is referred to as ‘child on child abuse’. These child perpetrators will have greater power over their victims, perhaps due to age, gender, physique or ability.

Recent developments in the use of computers and the internet have drawn attention to the misuse of chat rooms, messaging services and widespread child pornography.

### Definitions

There are four identified categories of abuse as described in the interdepartmental government guidelines Working Together to Safeguard Children (1999) : physical, emotional, sexual and neglect. The definition of Spiritual abuse is from the CCPA.

Children may suffer from one or a combination of categories of abuse. The categories are defined as follows:

#### PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen’s syndrome by proxy.

#### EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

### **SEXUAL ABUSE**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetration (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### **NEGLECT**

Neglect is a persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to adequate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **SPIRITUAL ABUSE**

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or, more seriously, God's) acceptance and approval.

## **The Cathedral's Commitment to the Prevention of Child Abuse**

The Dean and Chapter recognise the reality of the abuse of children, which can sometimes occur within the community of the Church and wish to play their part together with parents, schools and other agencies in the prevention of such abuse.

There is no single way to prevent abuse and therefore various measures need to be used to decrease the possibility and opportunities for abuse. These include:

- Procedures following the disclosure of abuse
- Procedures to be followed for the appointment of employees and volunteers who have access to children
- Guidance for those working with children and young people in order to decrease opportunities for abuse, or for adults to be put in a position of vulnerability or temptation
- Advice on recognizing the signs of child abuse and responding to its discovery or disclosure
- Ongoing support and training for those who work with children and young people

The procedures and guidelines contained in this document are issued on the authority of the Dean and Chapter and are effective immediately.

## **Cathedral Response when an Allegation of Child Abuse is made**

All allegations of child abuse involving the Cathedral community will be taken seriously and dealt with speedily. As stated in the Children Act 1989, the welfare of the child is our paramount concern.

1. Any allegations of abuse against a cathedral worker, clerical or lay, paid or unpaid, should immediately be referred to the Cathedral's Children's Representative. She shall inform the Director of Operations. The Cathedral's Children's Representative will contact the Bishop's Advisor for Child Protection.
2. In conjunction with the above authorities the Cathedral's Children's Representative, if appropriate, shall make sure the Medway Social Services Department, as the lead authority in making enquiries and investigations in allegations of child abuse are consulted with at the earliest opportunity and then, if appropriate, ensure that a formal referral of child protection concern has been made to the Social Service Department.
3. The Cathedral's Director of Operations shall inform the Diocesan Communications Officer and agree a media response. All media contacts must go through either the Diocesan Communications Officer or the Cathedral's Director of Operations.
4. The Dean and Chapter shall make arrangements as necessary, in association with other authorities where appropriate, for the emotional and spiritual support of the child and his or her family, the accused person and their family, and the Cathedral community.
5. During child protection investigations it is normal practice for the accused person to be withdrawn from any contact with children or young people and this will be the practice of the Dean and Chapter. In the case of employees this may be a formal suspension particularly for those working directly with children.
6. Following the outcome of the investigation appropriate disciplinary procedures may be instituted in accordance with the Cathedral's disciplinary procedure for employees.
7. The result of an investigation may be inconclusive, there may or may not be a prosecution, or it may be decided that a person's behaviour has been ill advised and foolish rather than criminal. The Dean and Chapter may need, after taking advice, to put restrictions on a person's future employment (be they paid staff or volunteer), or to require them to undertake counselling, supervision or spiritual direction.
8. Allegations may be found to be unfounded or malicious. In these cases the Director of Operations will find appropriate means to make clear that the person has been exonerated.
9. Incidents of abuse may only come to light after a long period of time, in some cases many years. The long-term security of all declarations and relevant correspondence is vital in respect of all those working in the Cathedral, whether on a paid or voluntary basis. Documents should be retained on an indefinite basis, securely within the Chapter Office.

## Individual Responsibility for Child Protection

### What to do when child abuse is disclosed, discovered or suspected.

#### Hearing a child disclose abuse

As a Cathedral worker you may get to know children and young people very well. They may feel they can trust you and share with you information about events happening to them at home, school or church. If this happens follow the following guidelines:-

- Try to have another adult nearby.
- Remember the child will want the abuse to stop, but still have emotional feelings for the abuser.
- If a child asks to tell you something in confidence **ALWAYS** tell them that you will have to tell someone else if they are being harmed in any way.
- Be totally attentive.
- Allow the child to talk, but do not press for information – do not ask questions.
- Tell the child they are not to blame.
- Reassure the child that you will support them.
- As soon as possible write down as carefully as possible what the child said, how they said it and how they appeared emotionally and physically. This record should be passed to the Cathedral's Children's Representative and it will then be kept in a sealed envelope in a secure file in the Chapter Office.

#### Suspected abuse

If you witness abuse, or suspected abuse because of bruises etc, fill in a form kept at the Welcome Desk. This will be passed to the Children's Representative who will take appropriate action.

#### Actions to be taken

- If the child or young person needs urgent medical help call the appropriate emergency services. Tell them of your suspicions. Inform the Cathedral's Children's Representative of your action and concerns.
- If the child is not in immediate danger or you are not sure whether child abuse is involved discuss your concerns with the Cathedral's Children's Representative. She will discuss the concerns with the Bishop's Advisor. If the Cathedral's Children's Representative is not contactable the Bishop's Advisor, Andrea Blows, should be contacted. In an emergency if neither of these is available, contact the Canon Pastor.
- If necessary the Cathedral's Children's Representative will make the first approach to the Social Services Department. The Social Services Department has the lead responsibility to ensure that enquiries are made into allegations of, or suspicions about, child abuse. Unless the concern referred requires an immediate response, the Social Service Department will co-

ordinate and liaise with others to ensure such enquiries are undertaken. These may be made jointly with specially trained police officers.

- Continue to support the child. Remember you will need support too.

**Indicators of abuse**

A child may indicate that something is wrong in a variety of ways –

- Visual indicators
- Behaviour indicators
- Verbal indicators

Or a combination of these.

A change in a child's behaviour is often the first sign that something is wrong in a child's life.

## **Ex-offenders within the Cathedral Community**

The Church is a place for sinners, the vulnerable and those in need. Abusers are people in desperate need of help. The Dean and Chapter accept that whenever help and support is offered to an ex-offender who has been involved with sexual crimes, the protection of the children in the Cathedral must come first. It must be remembered that abusers of children are usually people who get on well with children and whom children like.

Research and experience suggests that sexual offending is very hard to control and may be impossible to cure. The Dean and Chapter will always bear this in mind when accepting a sexual ex-offender into the Cathedral community.

Many ex-offenders will seek God's forgiveness for their crimes. Genuine repentance implies that the person concerned will accept that future help is required to prevent a re-occurrence of the offence and to deal with the human and social effects of the sin. As well as professional therapy this may require continuing supervision and discipline within the Cathedral as part of the ministry to the offender. An ex-offender will have to accept that no further contact or work with children in the name of the Cathedral can be permitted. Sensitive care of the ex-offender is needed in these circumstances and this will be the responsibility of the Canon Pastor.

Should it become known that an ex-offender is attending the Cathedral then the Cathedral Disclosure Officer, Canon Pastor, should be informed immediately.

The Diocesan Risk Assessment Team will be contacted and will issue a recommendation in respect of the individual concerned. The Dean and Chapter will consider the recommendation in light of its own risk assessment and inform the Disclosure Officer of how it intends to proceed.

## Appointments Procedure

The following procedures will be followed for the recruitment of all staff.

1. All full and part time staff will be checked with the Criminal Record Bureau. Applicants will be asked to fill in the Declaration Form Appendix 2 and no appointment can be confirmed until the check has been completed. For some posts Enhanced C.R.B. disclosures will be required.
2. All employees are required to read, agree and sign the Child Protection Policy.
3. Volunteers working with children and choir attendants will be asked to fill in the declaration form at Appendix 2 (This corresponds to the Diocesan form CP4) and provide relevant documentation so that the Dean and Chapter can apply for a C.R.B. check.
4. Helpers under the age of 18 will be asked to complete a declaration form, which will require a parent's or guardian's signature.
5. For the sake of confidentiality the completed declaration and C.R.B. forms will only be seen by the Disclosure Officer, and where necessary the appropriate outside agency.
6. All appointments for paid staff should be made after the interview and the interviewers should satisfy themselves that the person has, in addition to the appropriate professional knowledge, the necessary personality, experience and integrity for the particular work. This is relevant to paid staff and volunteers. The check with the Criminal Record Bureau is only part of ensuring that the right person is appointed.
7. References should always be taken up and at least one should ask about the person's ability and experience with children.
8. Volunteers need to be interviewed.
9. All new paid staff should be employed for a probationary period of 6 months, on satisfactory completion of which the Dean and Chapter will give them a formal contract. Volunteers should also serve a probationary period of 3 months.

## Practical Guidelines

The House of Bishops' policy on child protection requires all clergy and lay people to maintain the highest professional standards in their work and relationships with children. The following recommendations provide a framework within which children should be safe from harm and adults protected from false allegations or temptation. Be prepared for your colleagues to remind you if you forget one of these guidelines, and be prepared to help a colleague by advising them in return. The more trusting and open the relationship between workers the safer children and young people will be.

1. Do treat all children and young people with the respect and dignity befitting their age.
2. Do watch your speech, tone of voice and body language.
3. Do learn to control and discipline children without physical punishment, even if you have the parent's explicit permission for this.
4. Do make sure another adult is around if you need to help them to the toilet or wash a child.
5. Do ask the parent's permission if you need to see a child on his or her own, make sure another adult is present nearby and that the child knows this.
6. Do make sure that each group includes a female helper.
7. Do make sure that the children know they can speak to the Cathedral's Children's Representative or can contact Childline if they need to speak to someone. Have the Childline telephone number prominently displayed.
8. Don't invade a child's privacy whilst washing or toileting.
9. Don't play rough physical or sexually provocative games.
10. Don't be sexually suggestive about or to a young person even in fun.
11. Don't touch inappropriately or intrusively.
12. Don't scapegoat, ridicule or reject a child or young person.
13. Don't allow favouritism to any one child.
14. Don't allow children to involve you in excessive attention seeking that are overtly physical or sexual in nature.
15. Don't give lifts to children or young people on their own. If this is unavoidable ask the child to sit in the back.
16. Don't share sleeping accommodation with young people.

17. No photography at organised events in the Cathedral without the prior approval of the Dean and Chapter.
18. Don't invite a young person to your home alone. Invite a group, make sure that someone else is around and that the parents are aware where the young people are.
19. Don't permit abusive peer activities e.g. initiation ceremonies, ridiculing, bullying.
20. Don't allow unknown adults access to children. Visitors should be accompanied by a known person.

### **What to do about inappropriate advances**

Children can sometimes make suggestive approaches to an adult. They may have a crush or they may act inappropriately following previous abusive experiences. Sometimes inappropriate physical contact can happen accidentally.

### **It is vital that the adult takes the responsibility to**

1. Tell the child or young person that their language or behaviour is unacceptable.
2. Tell their line manager about the incident, however embarrassing this is.
3. Decide with the line manager and where necessary the Cathedral's Children's Representative, what measures will be taken to help the young person and to prevent a re-occurrence.
4. Record the incident and what was done. This may be a necessary safeguard if later accusations are made.

### **Private lessons**

Choir trainers, organists, bell ringers and others who are likely to give individual tuition should join a professional body (eg ISM) and follow their professional code. It is recommended however that no one-to-one tuition should take place in the Cathedral or on Cathedral premises without another adult being present.

### **Confidentiality**

The highest level of confidentiality should be maintained at all times in relationship with both adults and children. You should however make it clear that there are certain circumstances, if a child is

suffering or likely to suffer harm, that other people will need to be told so that the child can be protected.

It is important not to agree to blanket confidentiality in any general pastoral conversation or discussion. There may be occasions when a priest receives a formal confession from someone who has abused a child. While in canon law the seal of the confessional remains absolute, the person making the confession must be urged to report the abuse to the Social Services Department or Police. It may be necessary to withhold absolution until this is done.

Civil law recognises that disclosure of confidential information without consent or a court order may be justified in the public interest to prevent harm to others.

If an allegation has been made against someone it is very important that as few people as possible know about the allegation while it is being investigated. This protects both accuser and accused.

## **LIST OF FORMS**

- Appendix 1**            Guidance Notes for Applicants for appointments in the Music, Education and Visits and Vergers Departments
- Appendix 2**            Personal Information and Declaration forms for appointments in the Music, Education and Visits and Vergers Departments
- Appendix 3**            Annual Registration and Medical Information form for all children
- Appendix 4**            Parental Consent required for all group trips involving unaccompanied children
- Appendix 5**            Visiting School Groups
- Appendix 6**            Visiting Choir Declaration form
- Appendix 7**            Groups to be checked – Enhanced and Standard
- Appendix 8**            Useful Contacts

## Appendix 1 – Appointments Procedure

### *ROCHESTER CATHEDRAL* **GUIDANCE NOTES FOR APPLICANTS**

The Cathedral takes its responsibilities for the care and nurture of its children very seriously. We believe that we should provide our children with the highest standard of care and that the experience of growing up within the Cathedral community should be enriching.

To ensure that our children are looked after as well as possible the Dean and Chapter has drawn up guidelines for child protection. You are asked to read these guidelines of good practice and abide by them. You are also asked to read, complete and sign a declaration provided. Please return the completed form to the Cathedral Disclosure Officer who will receive it in confidence and keep it securely.

You are asked to declare, in accordance with the House of Bishops' policy, whether you have ever been subject to criminal or civil proceedings of any kind, or whether you have ever caused harm to children or put them at risk.

If you are a paid or volunteer member of staff who has substantial access to children, or a person who holds the Bishops' licence, your details will be disclosed to the Criminal Record Bureau as a further safeguard. Other volunteers may be checked at the Dean and Chapter's discretion.

As part of the appointment process you will be told what your responsibilities will be and your experience of working with children will be explored. The Cathedral is keen to use everyone's talents; no specific qualifications may be needed but the following criteria are a guide.

- Previous experience of looking after or working with children and young people.
- The ability to provide warm and consistent care.
- A willingness to accept the background and culture of different children.
- A commitment to treat all children as individuals and with equal concern.
- Reasonable physical health, mental stability, integrity and flexibility.

You will be asked to provide the name and address of at least two referees.

**Appendix 2 – Declaration Form**

*This form is CONFIDENTIAL when completed and will be seen only by the Disclosure Officer or a senior member of the Cathedral staff acting on his/her behalf. The Cathedral will retain it indefinitely. All questions must be completed.*

**DETAILS OF PROPOSED WORKER**

Title (e.g. Mr/Mrs/Miss/Ms/Revd, etc) .....

Full Name .....

Address .....

.....

..... Post Code .....

Telephone No (Home)..... (Mobile) .....

Date of Birth .....

How long have you lived at the above address? .....

If less than 12 months please give the following information:

Previous Address .....

.....

.....

..... Post Code .....

Church Attended .....

Name of Incumbent/Minister .....

Please give details of employment status (employer and position, length of unemployment, housewife, etc.)

SUITABILITY OF WORKERS

Guidance following ‘*The Children Act 1989*’ indicates that the local Authority would take the following factors into consideration when deciding where a person is fit to work with children and young people. These factors are similarly recommended to churches as good practice.

- Previous experience of looking after or working with children or young people.
- If there is no previous experience or qualification in relevant field, the worker should be encouraged to undertake training with the first 12 months of their appointment.
- The ability to provide warm and consistent care.
- A willingness to respect the background and culture of children and young people in their care.
- A commitment to treat all children and young people as individuals and with equal concern.
- Physical health, mental stability, integrity and flexibility.

You are therefore asked to complete the following: *Tick appropriate box*

	<b>Yes</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• Have you previous experience of looking after or working with children and/or young people? <i>(If yes, please give details)</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Have you a relevant qualification or undertaken appropriate training? <i>(If yes, please give details)</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If not, would you be prepared to undertake appropriate training?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

REFERENCES

Please provide the names and addresses of two people you have known for at least two years who would be willing to provide a personal reference. Please do not use the incumbent of the church. One should have experience of your work with children and young people.

A. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

B. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## DECLARATION

Guidelines from the Home Office following the Children Act 1989 advise that all voluntary organisations including churches should take steps to safeguard the children who are entrusted to their care. In accordance with the House of Bishops Policy on Child Abuse and Diocesan Policy on Child Protection, you are therefore asked to answer the following:

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1 Have you ever been convicted of a criminal offence, including any 'spent' conviction under the Rehabilitation of Offenders Act 1974) or bound over to keep the peace, or are you at present the subject of criminal charges?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 Have you ever been held liable by a court for a civil wrong or had an order made against you by a matrimonial or a family court?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Under the Disqualification for Caring for Children Regulations 1991, have you ever had a child removed from you or placed under supervision by the local authority?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Do you suffer, or have you suffered from, any illness or disease which may affect your work with children or young people?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 To your knowledge have you ever had any allegation made against you which has been reported to, and investigated by, the Social Service and/or the Police?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 If considered appropriate, do you agree to co-operate in obtaining a formal police check and Department of Health Consultancy Service check of any information held on record relating to you? (A copy will be made available to you and will remain confidential) | <input type="checkbox"/> | <input type="checkbox"/> |

**I confirm that the above information is accurate and complete to the best of my knowledge.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

NOTES: A. The Rehabilitation of Offenders Act 1974 is designed to help ex-offenders to put their past behind them. However, situations which involve work with children are exempt from the Act. This means that you are NOT entitled to withhold information about any previous conviction, including those defined as 'spent' under the provisions of the Act. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people in the Church.

B. In the questions above 'child' for this purpose means anyone under the age of 18, and 'harm' includes ill treatment of any kind (including sexual abuse), or impairment of physical or mental health development.

## Appendix 3 – Annual Registration and Medical Information Form

**Parents / Guardians – please read and complete the following section.**

Full Name of Child .....

Home Address .....

.....

.....

Telephone No ..... Date of Birth .....

Name of Parent/Guardian .....

### **Medical Details of the Child**

Name & Address of Doctor .....

.....

Telephone No: ..... NHS No. ....

Date of last anti-tetanus injection (if known) .....

*If the answer to any of the following questions is YES, give details overleaf.*

Yes

No

Has the above named child ever been sensitive to Penicillin?

Does he/she suffer from any allergies?

Does he/she carry any medication that needs to be taken regularly?

Does he/she suffer from a condition or illness requiring regular treatment?

### **Consent**

I agree that the above named child may take part in activities approved by the Dean and Chapter of Rochester (including any organized trips). I understand that while involved, he/she will be under the control and care of the group leader, and/or other adults approved by the Dean & Chapter, and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In the event of illness or an accident requiring emergency hospital treatment, I authorise the leader(s) to give consent to treatment.

Signed: ..... Date: .....

Name: .....

Tel No. (daytime) ..... (evening) .....

**This form will be retained for 1 year only. Please notify IN WRITING any changes in these details.**

## Appendix 4 – Parental Consent Form

*Part A* is completed by the group organising the event on behalf of the Dean and Chapter. *Parts B, C and D* should be completed by a parent or guardian of the young person named in *Part B*. Please answer all questions, in order that the best possible care and quick effective action may be taken in an emergency.

### **PART A      Details of the Event**

Name of Group .....

Event .....

Dates/Times from ..... to .....

Leader(s) in charge .....

### **PART B      Details of the Child**

Full Name .....

Home Address .....

.....

Telephone ..... Date of Birth .....

### **PART C      Medical Details of the Child**

Name and address of Doctor .....

Telephone ..... NHS No. ....

Date of last tetanus injection (if known) .....



## Appendix 5 - Rochester Cathedral Education and Visits Department

### Child Protection Requirements

- Schools should follow their own Child Protection Procedures which should ensure an adequate recruitment procedure that includes checking the background of workers and volunteers (including a current Criminal Records Bureau Disclosure).
- Whilst in the cathedral there should always be at least two leaders with each class.
- While maintaining the recommended number of leaders per class, if possible their gender should also reflect the group, i.e. there should be at least one male leader where there are boys present, and at least one female leader where there are girls present.
- No person under the age of 18 years should be left in charge of any group.
- To ensure the welfare of the young people (under 18) classes should not be left unattended at any time.
- A register should be kept of children or young people on the trip, with such contact and personal / health details as deemed necessary.

A copy of the procedures which the cathedral follows where allegations of abuse are made is available upon request. The Child Protection representative for the cathedral is:

Name            Anne Rouse  
 Tel. No.        Home no. 01634 819573

who should be informed of any concerns or allegations which arise about children in the course of your activities.

### Health and Safety / Risk assessment

Although there is no obvious risk to visitors to the cathedral the onus for assessment of risk is on the leaders of the visiting group.

The Dean and Chapter can take no responsibility for personal possessions – please ask pupils and staff to keep all belongings with them at all times.

[Please advise us in advance if any of your group has any special requirements.](#)

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### Declaration

I confirm that we have our own Child Protection Procedures in place and that I am aware of the Child Protection and Health and Safety requirements for Rochester Cathedral and confirm that the teachers and adults from my school will comply with the above agreement and principles.

Signed..... Designation.....

School..... Date.....

*Please sign 2 copies, one to be retained by the cathedral, and one by the school*

## Appendix 6 – Cathedral Music Department

### Child Protection Requirements

- Visiting choirs that include children or young people under the age of 18 should confirm at the time of booking that they follow their own Child Protection Procedures which should ensure an adequate recruitment procedure that includes checking the background of adult singers, choir trainers and choir attendants (including a current Criminal Records Bureau Disclosure).
- Whilst in the cathedral two adults should always be in attendance of the children and young people.
- No person under the age of 18 years should be left in charge of the children and young people.
- To ensure the welfare of the young people (under 18) they should not be left unattended at any time.

A copy of the cathedral's child protection policy and of the procedures which the cathedral follows where allegations of abuse are made is available upon request. The Child Protection Representative for the cathedral is:

Name            Anne Rouse  
Tel. No         01634 819573 (Home)

who should be informed of any concerns or allegations which arise about the children in your care during your time in the cathedral.

### Health and Safety / Risk Assessment

Although there is no obvious risk to visitors to the cathedral the onus for assessment of risk is on the leaders of the visiting choir.

The Dean and Chapter can take no responsibility for personal possessions – choir members may leave personal belongings in the Gundulph Choir Vestry at their own risk.

**Please advise us in advance if any of your choir members has any difficulties with steps or other special mobility, hearing or visual needs.**

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### Declaration

I confirm that we have our own Child Protection Procedures in place and that I am aware of the Child Protection and Health and Safety requirements for Rochester Cathedral. I confirm that we will comply with the above agreement and principles.

Signed..... Position.....

Choir..... Date.....

*Please sign 2 copies, one to be retained by the cathedral, and one by the choir*

## **Appendix 7 – Groups to be Checked**

### ***Enhanced – with children***

*Bellringers*

*Brass Cleaners*

*Choir helpers*

*Education Department helpers*

*Flower Guild*

*Guides*

*Junior Church*

*Lay Clerks*

*Reader*

*Servers*

*Voluntary Choir*

*Staff*

*Welcomers*

### ***Enhanced – with children and vulnerable adults***

*Chaplains*

*Tea Rooms*

*Stewards (currently Standard on instruction from Diocesan Office)*

## Appendix 8 – Useful Contacts

*Cathedral’s Children’s Representative:*

***Mrs Anne Rouse***

Home 01634 819573

Mobile 07866 531127

*Bishop’s Advisor on Child Protection*

***Mrs Andrea Blows***

Hours 08:30 – 16:00 Mon to Fri 0870 321 5159

Out of Office Hours 07010 715159

*King’s School Rochester Child Protection Officer*

***Mr Kevin Jones***

01634 888555

*Childline*

0800 1111

*NSPCC Child Protection Helpline*

0800 800 500

*Medway Social Services*

01634 306000

*Extreme Emergency Social Services*

0345 626777

**(out of hours)**

## **Distribution**

*The Dean*

*Archdeacon*

*Canon Precentor*

*Canon Missioner*

*Canon Pastor*

*Cathedral Curate*

*Reader*

*Pastoral Assistant*

*Director of Operations*

*Children's Representative*

*Director of Music*

*Assistant Director of Music*

*Organist*

*Organ Scholar*

*Director of the Cathedral **V**oluntary Choir*

*Head Verger*

*Boys' Choir Attendant*

*Girls' Choir Attendant*

*Sunday Club Leader*

*Headmaster of King's Senior School*

*Headmaster of King's Preparatory School*

*King's School Child Protection Officer*

*Education and Visits Department*