

# Faith Movement Child Protection Policy

Approved May 2001

## Introduction

The Faith Movement is part of the Faith-Keyway Trust, a Registered Charity, number 278314.

Among its other activities, the Faith Movement provides spiritual, catechetical and pastoral care and activities for children and young people. The Faith Movement is committed to protecting and safeguarding children and young people.

The aims of this policy are:

- To set standards for good practice in working with children and young people
- To ensure that volunteers who work with children and young people are suitable people who will receive necessary support in their work
- To establish clear procedures for dealing with any concerns about possible abuse

## Areas Of Policy

This policy has four principal areas:

1. Arrangements for the supervision of activities
2. How we will help children who wish to talk about abuse
3. How to respond to when a child discloses that abuse has occurred or when there are other grounds for suspicion that abuse may have occurred.
4. Procedure for the appointment of volunteers to work with children and young people

## 1. Arrangements for Supervision of Activities

The following are general rules:

### Supervision

- At Conference and residential events, a named person is to act as the organiser. The Organiser will have authority to set rules for behaviour and policy for those who are residential as priests or other volunteer helpers. If the Faith Movement Child Protection co-ordinator is not present at the event personally, the co-ordinator will arrange for a suitable person to take responsibility for Child Protection matters.
- The role of priests and other clergy and religious is to offer spiritual care and ministry. They may also be entrusted with particular roles or responsibilities and they may be responsible for a particular group of children or young people. They should not assume other responsibilities without the agreement of the conference organiser.
- To ensure a consistent approach to all work at an event, particularly where a number of individual groups have come together it is essential that there is opportunity for workers to meet together and receive supervision.

- If an adult fails to accept the authority of the event organiser, this matter shall be brought to the attention of the Trustees of the Faith Movement in writing. They will minute the appropriate action decided. In a serious or persistent case, they may require the adult concerned not to attend future events.

### **Record keeping**

- A record should be kept of all those under 18 who are attending an event. If any are present for only a part of the event, the day/time of their arrival and departure should be noted.
- An accident book should be kept to record the details of any accident or significant incident.
- A confidential log book should be kept of all activities with children and young people. This should record any unusual events. Such a log can be very helpful if leaders have to deal with a difficult young person who may subsequently make accusations of assault. A young person who constantly makes throwaway sexual comments about an adult may later make an allegation of actual abuse. Records of previous examples of this behaviour will enable any allegation to be seen in context. Of course, if a number of young people all make similar comments about one adult, this should warn the leadership that they have a problem with that person. Log books can protect both young people and adults.

### **Groups from parishes etc.**

- Children or young people should be brought to events and supervised by priests or other volunteers known to them and who accept the Faith Movement's Child Protection Policy. The ratio of volunteers for those under 16 should be 1 to 5.
- If children or young people under 18 attend a residential event, it must be ensured that their parents have signed a consent form. This form is to include medical details, and health consent. A sample form is attached.
- If outings or activities are arranged, the priest or other volunteers who have come with the children or young people should be present with them. If a different priest or volunteer intends to escort children or young people to an activity or outing, this must be agreed with *both* the priest or volunteer in charge of the group and the conference organiser.

### **Sleeping accommodation**

- Sleeping accommodation is to be arranged such that those of opposite sexes are not sleeping in the same room.
- Adults may not share sleeping accommodation with those under 18.
- Where it is necessary to patrol the premises in order to ask participants to go to bed, this task is to be under the supervision of the organiser who will ask named volunteers who have been appointed as detailed in this policy to carry out the task.
- If an adult enters the room of anyone under 18, they should be kept at all times within the boundaries of appropriate behaviour and observe the guidelines on touching and on discipline. If it is necessary to be alone with a child or young person (e.g. for confession or spiritual direction), it is good practice to ensure that the organiser or another volunteer is aware of the situation.

### **Adventurous activities**

- No adventurous activities will be engaged in without the written consent of the parent/guardian. The Organiser will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. If use is made of an activity centre or organisation whose own staff undertake all instructions then the Camp Organisers will ensure that the premises are licenced, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996

## **Other issues**

- A trained first aider should be appointed for each residential event. Where a trained nurse or doctor is present, they may be appointed to this task. Otherwise there must be an adult who possesses up-to-date first aid training.
- Swimming must be supervised by a trained lifeguard and other games must be properly supervised.
- If any event involves the preparation of food, it must be prepared in accordance with adequate food safety procedures. Those involved in preparing or handling food should be supervised by a volunteer who has adequate training such as the Basic Food Hygiene Certificate.
- Those under 18 may not consume alcohol.

## **2. How to help children who wish to talk about abuse**

If a child wishes to disclose that they have been the victim of abuse or if they wish to talk about abuse that has happened to them in the past, it is necessary to listen well, to convey acceptance of the child and to offer reassurance that it is not their fault if, as is common, the child feels guilty about what has happened. With the exception of the seal of confession, confidentiality should never be offered.

### **Listening**

Volunteers working with children and young people need to be aware of some basic counselling skills and to develop the ability to listen calmly without judging. It may be necessary to prompt for clarification but this should not be confused with pushing for further information. Allow the child to express themselves as fully as they wish but do not push them to go further than they wish. Always remember that you are not "investigating". That is the responsibility of the police or statutory authorities. Do not react in an emotive way. It is the child's feelings that are important, not the volunteer's. Make it clear that you are available to talk again. It is often helpful to suggest other appropriate people with whom the child will feel confident to speak.

### **Conveying acceptance**

A child may have been ignored or disbelieved on a previous occasion. They may have been put under moral pressure not to tell. They may have been threatened. It is important to convey to the child that you accept them personally and to try to "give back" their sense of personal dignity.

### **Reassurance**

The child may have broken a rule or been disobedient on the occasion on which the abuse occurred. They will need to be reassured that this does not make them culpable for the abuse that was committed. They may have mixed feelings about the abuser. They may believe that they somehow "led on" the abuser. It is necessary to reassure them that in every case, the adult who abuses is to blame, not them. It is also good to reassure the child that they have done the right thing in telling you.

### **Confidentiality**

It is necessary to be clear that you will need to let someone else know about the abuse. Make it clear that you are going to help the child. Confidentiality should never be offered. If sought, it should be gently refused because of our commitment to the protection of the child. By offering confidentiality, the helper could be facilitating the abuser to commit further acts of abuse against the same child or other children.

### **The confessional seal**

The priest is always bound by the confessional seal and by the rule that he may not use knowledge gained under the seal. However, the priest can still be of help in these circumstances by listening carefully, conveying acceptance and offering reassurance. In addition, the priest may be able to help the child to disclose the abuse outside of the confessional, particularly by suggesting trusted adults with whom the child might feel able to talk.

In general, it is better not to offer to speak "under the seal" to a child on matters of abuse outside of the celebration of the sacrament.

## **A good ending**

Briefly summarising what you have been told helps to clarify and avoid any misunderstanding. Again express reassurance and acceptance of the child. Outline briefly what you are going to do next and that this is to help the child.

## **Helping victims of Abuse**

As a movement we are committed to supporting victims of abuse, and encouraging them in their faith. We recognise the special needs that victims have and the appropriateness of training for those who may be involved in counselling or spiritual guidance for them.

## **3. Action to be taken when abuse is suspected.**

### **What a volunteer must do when a child has talked to them about abuse**

It is essential to follow these procedures in order that the child may be protected and in order that any subsequent investigation is not hampered

1. As soon as possible, write down what the child said, using the child's words as far as you remember them. Write down also what you said in reply, including any prompt or request for clarification. Give the context of the conversation (what activity was going on when the child came to speak to you). Note the date and time of the conversation and the date and time at which you made the notes. If you subsequently type up the notes, always retain the original written notes.
2. Report your conversation as soon as possible to the Child Protection Co-ordinator. If the Co-ordinator is implicated, report to the Deputy co-ordinator. If both are implicated, report to a member of the Trustees or directly to the police if preferred.
3. Do not discuss the conversation, any allegation or any suspicion that you have with anyone else.
4. If you consider that it is not safe for the child to return home, it might be necessary to contact the police immediately so that the child is kept safe.

### **What a volunteer must do if they suspect that abuse may have occurred**

1. You must report concerns as soon as possible to the Faith Movement's Child Protection Co-ordinator, Sr Roseann Reddy 0141 422 2634. who is nominated by the Faith Movement to act on their behalf in referring allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of the Co-ordinator the matter should be brought to the attention of the Deputy Co-ordinator.
2. If the Co-ordinator is implicated, report to the Deputy co-ordinator. If both are implicated, report to a member of the Trustees or directly to the police if preferred.
3. Suspicions will not be discussed with anyone other than those nominated above.

4. This procedure is not in any way intended to minimise the right and duty of an individual to go directly to the police if they suspect that a crime has been committed. The purpose of the procedure is to offer the best means for effectively protecting children the victim, contacting the police and enabling the subsequent investigation to proceed. If you feel that this procedure has not been followed properly or that the Co-ordinator or Deputy co-ordinator has not responded properly to your concerns, then you are still open to contact the Police directly.

### **Response of the Co-ordinator in cases where non-accidental physical injury, or neglect, is suspected**

The Co-ordinator will:

1 Where there is suspicion of deliberate injury or a concern about the child's safety, the Co-ordinator will contact the Police Child Protection Team for advice. The parents will not be informed.

2 If the child needs urgent medical attention, the Co-ordinator will arrange this and will inform the doctor of any suspicions of abuse.

3 In circumstances where there is no suspicion of deliberate injury and no concern for the child's immediate safety, the co-ordinator will speak with the parent/carer and encourage them to seek medical help for the child. This will enable the medical staff and/or health visitor to proceed with further action if necessary. If appropriate the Co-ordinator will encourage the parent/carer to seek help from their local Social Services Department.

5 If the parent/carer is unwilling to seek help, the Faith Movement Co-ordinator will offer to go with them. If they still fail to act, and if there is a real concern, the Co-ordinator will contact Social Services for advice.

6 Where the Co-ordinator is unsure whether or not to refer a case to the Social Services, then the Co-ordinator will seek advice from the Trustees.

### **Response of the Co-ordinator in cases where sexual abuse is suspected**

The Co-ordinator will:

1 Contact the Police Child Protection Team directly. The Co-ordinator will **NOT** speak to the parent, the person under suspicion or anyone else.

2 If, for any reason, the Co-ordinator is unsure whether or not to contact the police, then advice from the Trustees will be sought and followed.

3 The Co-ordinator will not attempt to investigate the allegation or suspicion of sexual abuse. Their role will be to pass on all information efficiently and clearly to the Police

4 The Trustees of the Faith Movement will support the Co-ordinator or Deputy in their role, and accept that they are not able to share information of this sort except with those who need to know.

## **4. Appointment of volunteers**

In accepting volunteers to help with the care of children and young people, the Faith Movement will be responsible for the following:

1. All those who wish to work with children or young people will be asked to complete a declaration form giving personal details and the details of two suitable referees. They will be required to sign a statement that they accept this Child Protection Policy.
2. The procedure for the appointment will be that the person in charge of the group, conference or residential event will examine the form according to the criteria in (3) below. Any concerns should be referred to the co-ordinator.
3. The criteria for NOT appointing children's workers are as follows: The Faith Movement will not appoint anyone who is a known convicted offender who has committed acts of violence or sexual offences against children or adults. The Faith Movement will not appoint anyone about whom there are genuine doubts. In cases where a person has been investigated by their diocese, by the Police, or by any other statutory authority but the investigation has been dropped, the person will not be appointed unless the Trustees are firmly convinced that the allegations were groundless. In cases of genuine doubt, it will be prudent for the person to pursue some area of apostolate that does not involve work with children and young people.
4. Workers will be given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline.
5. The appointment of workers will be reviewed on a regular basis by the person responsible for the Group, group, conference or residential event. This review will be available to the Child Protection Co-ordinator and to the Trustees of the Faith Movement.

*Note. The Faith Movement will make use of the services of the Criminal Records Bureau when this agency is set up and functioning.*

## **Working with offenders**

Where someone attending a Faith Movement event is known to have abused children, then whilst extending friendship to the individual, the Faith Movement in its commitment to the protection of all children will meet with the individual and discuss boundaries that the person will be expected to keep. Such a person will not be permitted to attend events that are arranged for children and young people.

In working with any offender the pastoral support and care that is offered will be part of the Faith Movement's concern for child protection. Appropriate support will help to lessen the likelihood of the person committing any further acts of abuse.

## **Appendix 1 - Guidelines for discipline**

Establishing and maintaining good discipline helps children and young people to gain most benefit from the activities we organise. A poorly organised event where misbehaviour occurs can seem "out of control" and frightening to some of the youngsters and will be enjoyed less by all. Peace and good order lead to greater enjoyment of the event and will help the children and young people to gain spiritual benefit from it as well.

*The following brief guidelines cover a few of the issues that often occur in groups of children and young people.*

- Building healthy and appropriate relationships with children and young people is the best foundation for good discipline.
- Be clear about the expectations you have. Work with children and young people in the Faith Movement involves prayer together and learning about the Catholic faith. Do not allow members of the group to "sidestep" these and simply come along for the social activities.
- All of the children and young people should be given attention. Do not allow one or a few to gain all the attention by misbehaviour. Sometimes it will be appropriate to ignore minor misbehaviour at the time and deal with it quietly later.
- Work as a team when setting rules. Be consistent but reasonable. Do not be "held hostage" to the rules you have made. Change the rules if it is helpful to do so.
- Never smack a child. Do not use any physical force except where absolutely unavoidable to prevent a child injuring themselves or someone else.

- Do not shout. If you normally wait for silence before you speak and if you normally speak in a moderate voice, a slight change of tone will be more effective. Children and young people will usually listen more easily if they are sitting down.
- Be clear about your sanctions. Where serious or persistent misbehaviour occurs, it might be appropriate to speak to their parents or even exclude a child for a week or two from a group. It is best to involve parents in such a decision. For serious misbehaviour at a residential event, be prepared to ask parents to take a child home if necessary.
- If you become personally angry with a child, be aware of the danger of over-reacting. Seek support from other helpers, express your anger to them and ask their help.
- If there is general misbehaviour, look at ways in which the programme of events or the organisation of events could be improved.
- Always try to highlight a child's strengths as well as their misbehaviour. In the group as a whole, be sure that you congratulate more than you rebuke.
- Give responsibility for tasks to members of the group. Help them to take responsibility for the success of the work that you do.
- Seek advice from others in humility. Teachers often have valuable insights and suggestions. Other experienced priests or volunteers will be willing to share their experiences.

## Appendix 2 Guidelines for Touching

Sometimes, it is said that volunteer workers should "never touch children". This is often in the context of a fear of "false allegations" rather than a genuine concern for what is best for children and young people. Nevertheless, it is important for volunteers to be aware of the boundaries of appropriate behaviour and the issues related to touch. The following principles are illustrated by examples:

- The first principle is that any touching or affection should be given to meet the needs of the child, not the needs of the adult. Generally, it should be initiated by the child.  
*Example: A small child might run up to a helper and hug them. It would not be in the interests of the child to push them away or make them feel they had done something wrong. But a worker who thinks a child is "cute" might be giving unwelcome or bothersome attention by hugging the child.*
- Any show of affection should normally be public.  
*Example: A youngster might give a helper a hug in front of everyone to say thank you for an enjoyable event. This would have different overtones if it were done in a private room.*
- Touch should be age-appropriate.  
*Example: An infant sitting on an adult's knee might be appropriate. An 11 year old doing the same might well not be.*
- Never engage in any physical activity that is or might appear sexually stimulating to the adult or the child.  
*Example: If a young person persistently presses up close to an adult volunteer, it might appear as an act appropriate to adults who are "going out" together. The volunteer could withdraw from the situation and share this concern with others.*
- Games involving physical contact should be carefully monitored for physical safety and for any danger of misunderstanding.  
*Example: Adults playing football with youngsters should take care to avoid being too rough. A game of "piggy in the middle" could end up in an ambiguous tangle.*
- Volunteers should keep an eye out for the way in which others have physical contact with children and young people. They should agree to share any concerns.  
*Example: "I think that the way you put your arm round his shoulders could be misunderstood."*

If there is any concern about actual abuse, this should always be reported in accordance with the Child Protection Policy.

## Appendix 3 - Definitions of Abuse

We accept the following definitions of child abuse recommended as criteria for registration by the Department of Health, "Working Together under the Children Act 1989".

### Physical Injury

Actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation and Munchausen's syndrome by proxy.

### Sexual Abuse

Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.\*

\* Sexual exploitation represents the involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate social taboos or family roles (Kempe and Kempe 1978). Kempe, T.S. & Kempe, C.H. (1978) Child Abuse. London: Fontana Open Books)

## **Neglect**

The persistent or severe neglect of a child or the failure to protect a child from exposure to any kind of danger, including cold and starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

## **Emotional Abuse**

Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection. All abuse involves some emotional ill-treatment. This category is used where it is the main or sole form of abuse.

The following additional category has been proposed by the Department of Health in a consultation paper issued in February 1998.

## **Organised Abuse**

Organised abuse is sexual abuse where there is more than a single abuser and the adults concerned appear to act in concert to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

## **Appendix 4 – possible signs of abuse**

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

### **Physical Signs of Abuse**

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc
- Injuries which have not received medical attention
- Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

### **Indicators of Possible Sexual Abuse**

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

### **Emotional Signs of Abuse**

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

## Residential Event Health Information and Consent Form

Name and dates of event

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Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No

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Date of Birth

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Name of Doctor

---

Doctors Tel No

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National Health No

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Address where I can be contacted including phone no.

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Details of any illness about which the leaders should be aware.\*

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Details of any medication required during the event (all medication to be labelled correctly

and clearly with name and dose needed each day)\*

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Details of any allergies or special diet\*

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***I give permission for my child to attend this event***

Signature of parent or carer

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### **PARENTAL CONSENT**

*In an emergency and/or if I am not contactable, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic*

YES    NO (Please tick)

Signed (parent/or adult with parental responsibility)

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*NB The information part can be completed by a carer. Only those with parental responsibility (e.g. this does not include a foster carer) can sign the consent.*

\* Please continue overleaf or on a separate sheet if necessary.

## **Activities and Day Visits**

*You should produce a form which includes the following information:*

- Name of visit or activity
- Date
- Venue/destination
- Departure place and time
- Return place and time
- Cost (inc. cheques payable to)
- Transport arrangements
- Items to be brought (coat, swimming kit, packed lunch, money etc)
- Date by which reply is to be made, and person to whom it should be sent

*Then include in your form a photocopy of the reply slip below*

## Reply Slip One form per person

Full name of child/young person \_\_\_\_\_

Address \_\_\_\_\_

Please give details of any medical conditions (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may be affected by this activity)

\_\_\_\_\_

Telephone number for emergencies Day: \_\_\_\_\_

Evening: \_\_\_\_\_

*I have read the above information and I give permission for \_\_\_\_\_*

*to take part in this activity.*

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

*I enclose a cheque or cash to the sum of £\_\_\_\_:\_\_\_\_*

Signed (parent/or adult with parental responsibility) \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*This consent form should be taken with the worker on the activity or visit.*

## This sheet should be adapted to the particular visit or day trip

# Accident and Incident Form

*This form should be completed immediately after any accident or significant incident. The worker should discuss with the minister what follow up action is necessary*

Day, date and time of the incident \_\_\_\_\_

What are the names, addresses and ages of those involved in the incident?

\_\_\_\_\_

\_\_\_\_\_

Where did this incident take place? \_\_\_\_\_

Name of your group \_\_\_\_\_

Who is normally responsible for group? (name, address and telephone number)

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Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

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Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

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Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

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Describe the accident/incident (include injuries received and any first aid or medical treatment given)

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Have you retained any defective equipment?

YES NO NONE INVOLVED (Please tick)

If so, where is it being kept and by whom?

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What action have you taken to prevent a recurrence of the incident?

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Is the site or premises still safe for your group to use YES NO (Please tick)

Is the equipment still safe for your group to use? YES NO (Please tick)

Who else do you need to inform?

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Have they been informed? YES NO (Please tick)

If so, when and by whom?

Signature of person in charge of group at time of accident/incident

\_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Form seen by Minister/Leader

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Confidential**

## **Responding to abuse –**

### **Worker's action Sheet**

Name of Child/Young Person: \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Person Reporting Event \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

Sequence of Events/Actual Words Used/Observations

*(Use body chart overleaf where appropriate, but do not undress the child!)*

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Action Taken

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Name of Person Contacted: \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_

Notes:

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### **Confidential**

#### **Application form: Volunteer helper with children and young people**

In order to exercise our duty within the Church to care for its children and young people, the Parish asks all prospective helpers in work with children and young people to complete this form, together with the attached declaration. Before completing the form, please ensure that you have read and understood the Parish's Child Protection Policy.

Full Name	
Previous name(s) if any	
Address	
Telephone number	Day Evening
Date of Birth	
Which Parish do you attend?	
How long have you lived at the above address?	
If less than 12 months,	

please give the following information:	
Previous address	
How long did you live there?	
Which parish did you attend at that time?	
What was the name of the parish priest?	
Please give details of any appropriate or relevant qualifications	
Please tell us something of yourself – any special interests and skills you have and please give details of previous experiences of working with children and/or young people. <i>Please use the reverse of this form or a separate sheet of paper.</i>	

**Please read the following and sign below:**

I have read and understood the Parish's Child Protection Policy. In any work with children and young people within the Parish, I will follow the procedures given in that Policy.

I will co-operate in obtaining a reference from the Criminal Records Bureau.

I am prepared to undertake appropriate training

I confirm that the information on this form is correct and complete and that misleading statements may be sufficient grounds for cancelling any agreements made.

Signed

Date