



**YWAM SCOTLAND**

**CHILD PROTECTION POLICY**

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## YWAM SCOTLAND CHILD PROTECTION POLICY

### **1.0 INTRODUCTION**

- 1.1 NAME OF THE ORGANISATION: YWAM (Scotland) Ltd (hereafter YWAM).  
LOCATION: Scotland

YWAM has a long tradition of working with children, young people and families. We take seriously our responsibility to protect and safeguard the welfare of children and young people throughout their association with us.

1.2 As part of our mission we are committed to:

- Listen to, relate effectively to and value children and young people whilst ensuring their protection within our activities.
- Having a system for dealing with concerns about possible abuse.
- Encourage parents/carers
- Ensure that all YWAM workers are given support and training appropriate to their level of involvement with children and young people
- Maintaining good links with the statutory child care authorities

1.3 **Definitions**

- *For the purposes of this policy "workers" includes all staff, trainees, volunteers, mission builders and associates*
- *For the purposes of this policy a "young person" is anyone under 18 years of age.*
- *For the purposes of this policy "regular children's or youth ministry" is defined as anyone participating in a ministry which involves children and/or young people on a daily, weekly or monthly basis.*
  
- All YWAM Scotland workers are required to have at least a Basic Disclosure Scotland Check. Basic Disclosures have a fee attached to them. The worker will have to incur the cost of this fee.
- In YWAM Scotland any worker who participates in any kind of Children and Youth ministry, on a regular basis must have an Enhanced Disclosure Scotland Check prior to commencing their ministry. Enhanced disclosures currently have no financial costs to the individual.
- In the cases where a worker has an existing Basic Disclosure with YWAM Scotland but wishes to develop or volunteer for a new ministry position which involves children and/or youth, the worker must have an Enhanced Disclosure check prior to taking up this new post or role.
  
- *For the purpose of this policy "YWAM activity" is considered any activity/event that is organized and/or initiated by a YWAM staff or could be perceived by parents/guardians as such is considered a YWAM activity.*

1.4 **Areas of Policy**

YWAM recognises that many children and young people today are the victims of either neglect, physical, spiritual, sexual and/or emotional abuse. Accordingly, we have adopted the policy contained in this document (hereafter "the policy"). The policy sets out agreed guidelines relating to the following areas:

- promoting a safe environment for all children and young people attending YWAM events;
- maintaining appropriate registers of attendance at events, and recording any incidents involving children or young people;
- understanding the nature of abuse, and its various forms;
- appropriate ways of uncovering abuse, and of helping a young person who has experienced abuse;
- the role of statutory authorities, and the appropriate maintaining of confidentiality;

- the role of YWAM leadership and the Child Protection Advisory Team (CPAT);
  - the need for support for YWAM workers;
  - the ongoing training and development of YWAM workers in relation to their activities with children and young people;
  - the selection and appointment of YWAM workers, including police checks and “disclosure” procedures.
- 1.5 YWAM recognises the need to build constructive links with the statutory child care agencies. Accordingly these guidelines have been based on the PCCA's Churches Child Protection Advisory Service (CCPAS) guidelines that hold a copy of this policy.
- 1.6 YWAM is also a member of PCCA Churches' Child Protection Advisory Service (known as CCPAS). This body offers advice to church based organizations in the matter of child protection. Their contact details are: P.O. Box 133, Swanley, Kent, BR8 7UQ. Tel: 0845 120 4550.
- 1.7 Nothing in this policy absolves or detracts from a YWAM parent's personal responsibility for the care and protection of young people in any private arrangement made with workers, for example baby-sitting, childminding, private outings and other privately arranged activities.
- 1.8 YWAM cannot provide childcare. Any workers who have children accompanying them are responsible to make provision for the care of those children while they are working or attending classes. A childminder coming for the sole purpose of caring for the children of workers comes as a part of their extended family and not as a YWAM worker.
- 1.9 No young person under the age of 16 may be left in charge of younger children, even if they are siblings.
- 1.10 **Child Protection Advisory Team (CPAT) (see appendix 1)**  
The implementation of this policy will be facilitated by the Child Protection Advisory Team (CPAT) for YWAM Scotland. This team will be overseen and appointed by the NLT, and its primary functions will be:
- Each team or ministry in YWAM Scotland will have ongoing links with a member of CPAT for the purposes of monitoring, advising and developing child protection issues in that location; they will maintain regular communication.
  - CPAT will meet (twice yearly) to discuss child protection matters, and to report to NLT of any necessary changes in policy or practice.
  - Members of CPAT are the people who will be primarily called upon to advise and process disclosures made by young people or workers in relation to child protection matters.
  - CPAT will help facilitate ongoing training for all workers concerning awareness of child protection issues (see appendix 2 for suggestion and idea for ongoing training and development).
  - CPAT will be responsible for collecting registers and reports on an annual basis from teams working with young people.
- 1.11 YWAM leadership will support the CPAT in their role, and accept that any information they may from time to time be in their possession will be shared in a strictly limited way on a need to know basis.

## **2.0 DEFINITIONS OF ABUSE**

- 2.1 Abuse is an attempt to control the behaviour of another person. It is a misuse of power which uses the context of intimacy, trust and dependency to make the victim vulnerable. In one sense, all abuse is an abuse of power, since the perpetrator uses their position of power, authority or trust to obtain compliance, and thereby to gratify their own wishes.
  - 2.2 YWAM Scotland have adopted the National Commission Of Inquiry into the Prevention of Abuse (1996) definition of abuse:- "Child abuse consists of anything which individuals, institutions or processes do or fail to do which directly or indirectly harm children or damages their prospects of a safe and healthy development into adulthood"
  - 2.3 Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their stage of development, and they will be at risk from avoidable acts of commission or omission on the part of their parent(s), sibling(s), or other relative(s), or a carer (i.e. the person(s) while not a parent who has actual custody of a child).
  - 2.4 Abuse takes many forms, some of which are defined below. Abuse takes place in every area of society, both within and outwith the Church. Most commonly, the perpetrator of abuse is known by the child or young person, and may be a trusted member of their family or social circle. It is also true that many abusers have themselves been the victims of abuse although this in no way excuses their action.
  - 2.5 If YWAM workers are to deal effectively with child abuse it is essential for them to work through their own attitudes. Part of the purpose of ongoing training in child protection matters will be to facilitate processing feelings and reactions to abuse, and any personal experiences.
- 2.6 Definitions of abuse as given by the Scottish Executive in their publication 'Protecting the Children - a shared responsibility'.**
- **Physical Injury**  
Actual or attempted injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented.
  - **Sexual Abuse**  
Any child may be deemed to have been sexually assaulted when any person(s) by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated, or consented to, the behaviour.
  - **Non-Organic Failure To Thrive**  
Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth, weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

- **Emotional Abuse**  
Failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child.
- **Physical Neglect**  
This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which endanger the child.

## **2.7 Definitions of abuse adopted by YWAM Scotland**

(These definitions are not necessarily legally binding; nevertheless, they provide a platform for the identification and consideration of verbal and spiritual abuse)

- **Verbal Abuse**  
Verbal abuse may take many forms: bullying, abusive anger, criticizing, name-calling, threatening, blaming, undermining, teasing and ordering. All of these abusive behaviours prohibit normal, healthy interaction and show a lack of respect for individual thoughts, feelings, and opinions. Healthy, mutual interaction respects and promotes the right of each party to their own individual thoughts, perceptions and values.
- **Spiritual Abuse**  
Spiritual abuse is the misuse of a position of power, leadership, or influence to further the selfish interests of someone other than the individual who needs help. Sometimes abuse arises out of a doctrinal position. At other times it occurs because the legitimate personal needs of a leader are being met by illegitimate means. Spiritual abuse may be perpetrated through excessive legalism, control and authoritarianism.

## **3.0 RECOGNISING AND RESPONDING TO ABUSE**

3.1 Great care needs to be taken in identifying potentially abusive situations, since abuse is such an emotive and complex subject. At every level we must focus on preventing abuse from occurring, in the way we relate with children and young people. Hence we have an emphasis in this policy on creating a safe environment for everybody.

3.2 As we are in relationship with children and young people, rarely we may notice signs and symptoms that abuse is taking place. Below we describe some physical, emotional and behavioural clues. Observing these signs does not automatically mean that the young person is being abused.

### **3.3 Signs of Abuse**

It is important that these signs are not taken as proof that abuse has taken place, but the possibility should be considered.

- **Physical Signs**
  - ✓ 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.

- ✓ Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- ✓ Injuries which have not received medical attention
- ✓ Instances where children are kept away from the group inappropriately
- ✓ Reluctance to change for, or participate in, games or swimming
- ✓ Repeated urinary infections or unexplained tummy pains
- ✓ Bruises, bites, burns, fractures, etc. which do not have an accidental explanation\*
- ✓ Cutting/slashing/drug abuse\*
- ✓ Changes in routine

- **Emotional Signs**

- ✓ Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clingy; also depression/aggression
- ✓ Obsessions or phobias
- ✓ Nervousness, frozen watchfulness
- ✓ Sudden under-achievement or lack of concentration
- ✓ Inappropriate relationships with peers and/or adults
- ✓ Persistent tiredness
- ✓ Running away/stealing/lying

**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\*
- ✓ Bed wetting and soiling.

\*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning.

**4 .0 HOW TO RESPOND WHEN A YOUNG PERSON WANTS TO TALK ABOUT ABUSE**

When a young person wants to talk to you about a situation of abuse there are some general guidelines that you should follow in helping them to tell you. Remember that this is very hard for the young person to share. They will probably feel embarrassed, ashamed, guilty or fearful. They may have been threatened about telling someone. You want them to feel comfortable and safe as they tell you. **Make sure you reassure the child that they were right to tell you and that you believe them.**

**General Points:**

- ✓ Accept what the child says (however unlikely the story may sound)
- ✓ Keep calm
- ✓ Look at the child directly
- ✓ Be honest
- ✓ Let them know you will need to tell someone else - don't promise confidentiality

- ✓ Even when a child has broken a rule they are not to blame for the abuse
- ✓ Be aware that the child may have been threatened
- ✓ Never push for information; always let the child tell you in their own way. Never make suggestions.

**Helpful Things to Say or Show:**

- ✓ I believe you (or showing acceptance of what the child says)
- ✓ I am glad you have told me
- ✓ It's not your fault
- ✓ I will help you

**Avoid Saying:**

- × Why didn't you tell anyone before?
- × I can't believe it
- × Are you sure this is true?
- × Why? How? When? Who? Where?
- × Never make false promises e.g. 'I promise to keep it a secret'. We are required to report the abuse for the good of the child and you don't want to have to break trust.
- × Never make statements such as "I am shocked, don't tell anyone else".
- × Leading questions, e.g. Did you feel bad?

**Concluding:** Again, reassure the child that they were right to tell you and that you believe them.

**5.0 PROCEDURES**

Your first priority must be the interests of the young person. The protection of the young person must take precedence over any desire you may have to raise concern with the person who might be responsible. Remember that abuse is a crime. It is in the best interests of both parties to involve the statutory authorities from the very beginning. YWAM has no need to fear statutory authorities - they have been 'established by God' (Romans 13 v 1), and need all our support in their very difficult work.

**5.1 Concerns or Suspicions of Any Kind:**

1. You must report concerns as soon as possible to the relevant leader (if unsure contact a CPAT member for advice).
2. If you are unable to do so or if suspicions involve the Base or Ministry leader you should contact a CPAT member. If none of these are available the report should be made in the first instance to CCPAS. If you make a report to CCPAS then within 24 hours you must report the suspicion to a CPAT member.
3. Any ministry or base leader being made aware of a concern, whether minor or not, must at the first available opportunity contact a CPAT member and confirm in writing what has been said. Base and ministry leaders have NO discretion over whether or not to refer the matter.
4. The CPAT member will meet you and give further advice and oversight in response to any issues raised.
5. You should not discuss your suspicions with anyone other than those people stated above.

**5.2 Allegations of Abuse**



If a child has any signs or symptoms of above-mentioned abuse, or a worker has seen a clear incident of such abuse, the worker or the relevant leader must:

1. Contact the relevant leader and a CPAT member *immediately*.
2. The CPAT member will contact the Social Services Child Protection Officer and Police Child Protection Team directly.
3. The Base or team leader and the CPAT member will not speak to the parent (or anyone else).
4. If none of the CPAT members are available, the base or team leader will contact the appropriate authorities.
5. If for any reason the CPAT member is unsure whether or not to refer a case to the social Services, then advice will be sought and followed from CCPAS. The agency will confirm its advice in writing in case this is needed for reference purposes in the future.

### **5.3 What To Do Once A Young Person Has Talked To You About Abuse:**

You should not discuss the situation with anyone. You should follow the procedures outlined below:

- ✓ Make notes as soon as possible (preferably within an hour of the interview), writing down exactly what the young person said, and when s/he said it, and what was happening immediately beforehand (e.g. description of activity).
  - ✓ Record dates and times of these events, who was present and when you made the record. Keep all hand-written notes, even if these have subsequently been typed up, for an indefinite period.
1. Contact the team leader and a CPAT member *immediately*.
  2. The CPAT member will contact the Social Services Child Protection Officer and Police Child Protection Team directly.
  3. The team leader and the CPAT member will not speak to the parent (or anyone else).
  4. If CPAT is not available the base or team leader will contact the appropriate authorities.
  5. Once a child has talked about abuse the worker/co-coordinator should consider whether or not it is safe for a child to return home to a potentially abusive situation. On rare occasions it might be necessary to take immediate action to contact Social Services and/or police to discuss putting into effect safety measures for the child so that they do not return home.
  6. If a child chooses to disclose to us an abuse that is happening to them it is not our job to talk to the parents or investigate it, it is the job of social services or the police. A child would choose to disclose to us rather than the parent because of built up trust. They might not disclose to the parent because of fear of not being believed, fear of retaliation or because it involved a relative. It is not uncommon for kids to disclose to an outsider what they won't talk to their parents about.

If a child discloses information to us about abuse we are obligated to inform the social services or police because of the nature of our organization.

The following is based on Childline guidelines.

### **What happens if a child tells someone about being abused?**

Children often find it hard to tell an adult about the abuse. They sometimes feel that it is their fault, and they are also worried about the consequences of telling - that

they will be taken from their homes, or that the family will be broken up, or that their parents will get into trouble.

They may, however, feel able to talk to another member of their family - for example, an aunt or grandparent. Often families can protect and help children themselves. Children may choose to speak to someone outside their family, for example, a teacher or youth club leader. Many also ring ChildLine.

### **The legal system**

Under our law, some adults, like teachers, must pass on the information to the police or social services. If a child phones ChildLine to talk about being abused, the counsellor does not have to tell anyone else. Nothing is passed on to the police or social services unless the child wants to take that step or is in serious danger.

There are laws to help protect children and to bring perpetrators to justice. The laws are different in Scotland and Northern Ireland, but they work in the same way. The most important laws are the Children Act 1989 (England and Wales), the Children (Scotland) Act 1995 and the Children (Northern Ireland) Order 1995. These Acts describe what should happen if a child tells about being abused, or is in danger of suffering 'significant harm'.

### **Child protection conference**

In law, the local authority has a duty to make enquiries about any allegation of abuse. This means that a social worker may come to talk to the child and the parents, and try to find out the facts, and decide whether the child is in any danger of abuse or neglect. Many investigations go no further than this, but sometimes, social workers decide that they need to have a child protection conference....etc

### **5.4 Please Note:**

- Under no circumstances will the CPAT (or base leader, team leader or staff person) attempt to carry out any investigation into the allegations of abuse. The role of the CPAT is to collect and clarify the precise details of the allegation or suspicion and to provide this information to the Social Services Department, whose task is to investigate the matter under Section 47 of the Children Act 1989.
- Exceptionally, should there be any disagreement between the person in receipt of the allegation and the CPAT as to the appropriateness of a referral to the Social Services Department, that person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.
- Notwithstanding these procedures, individuals with responsibility should take appropriate action within the principles of the procedure, if they are unable to contact the appropriate leaders.

## **6.0 GUIDELINES FOR TEAMS WORKING WITH YOUNG PEOPLE (CREATING A SAFE ENVIRONMENT)**

6.1 YWAM gives Christians the opportunity to demonstrate the love of God to young people. We are God's agents, and carry a major responsibility in interpreting the character of God as accurately as we can. Because young people are so precious to God, and because we represent God, it is of

paramount importance that absolutely nothing happens which betrays or seems to betray the trust which both young people and their families place in us, or leaves us open to suspicion or accusation.

6.2 A fundamental part of encouraging a young person in her/his relationship with God is the building of trust. Adults involved in Christian care, teaching and activities with young people have a very important responsibility both on a practical and spiritual level. A balance needs to be achieved between positive attempts to encourage the young person spiritually, look after her/him physically and provide an appropriate standard of structure and discipline.

6.3 **Ratios of Adults to children:**

There are required ratios of adults to children in all activities. However, no worker should be on their own with a group of children. These ratios are based on the National Care standards. See web page:

<http://www.scotland.gov.uk/Resource/Doc/37432/0010250.pdf>

"The national care standards for childcare cover services for childcare cover services for children and young people up to the age of 16 which are to be regulated under the Regulation of Care (Scotland) Act 2001. They apply equally to services operating in the public, private and voluntary sectors, and in domestic or non-domestic premises which provide services for over two hours a day and for six days or more each year. The average services covered include: nursery classes, crèches, childminder, after school clubs and playgroups."

The Adult: Child ratios are as follows:

Under 2's:	1:2
2 to 3 year olds:	1:5
over 3's	1:8
if all children are 8 or over	1:10

In terms of disability : "The regulator would be able to vary the ratios up or down where warranted for example attendance of children with special needs, awkward premises and additional support staff on the premises."

6.4 **Safety and Responsibilities**

- CPAT must be advised in writing (email to: [CPAT@ywamscotland.org](mailto:CPAT@ywamscotland.org)) when a team initiates any activities involving young people, even on a short term basis.
- Before undertaking any programmes check for any legal requirements. Under no circumstances should YWAM workers engage in any activity for which they are not qualified or which places young people at inappropriate risk. Workers involved in activities for young people should check that any building or equipment used is safe, conforms to any regulations. They should be aware of fire procedures, and ensure that they are known and observed.
- The child protection policy followed for a particular club depends on whose banner the event/activity/club is running under and not the premises that it is taking place in.
- If we are helping another organization and an incident happens it should still be reported to your ministry or base leader.
- It is required that for all activities/events/clubs a log be kept. The log should contain numbers of children, numbers of adults, where the activity took place, responsible leader, any incidents or accidents. Please use the form provided in the appendix.

- When a YWAM worker is on outreach to another country as much as possible this child protection policy should be followed.

#### 6.5 **Boundaries**

- Treat all young people with respect and dignity; watch your language, tone of voice and body language. Listen well, and value their words.
- Physical Contact:
  - ✓ Most young people enjoy physical contact with adults: some do not. It is the young person who needs to make the choice whether she/he has physical contact or not. It is extremely important for both the well-being of the young person, and your own protection, that physical contact only takes place which is appropriate for the situation and age of the child.
  - ✓ Never initiate physical contact with a child without the child's consent. However, if the child comes up and gives you a hug then you can respond or if a child is upset, the adult should ask the child if they mind them putting an arm around her/him.
  - ✓ Workers should be able to control and discipline children without physical means. Never hit or manhandle a child, unless it is to protect them or others from immediate danger.
- Do not engage in any of the following:
  - ✓ Invading the privacy of young people when changing, showering or toileting, except when there are special needs or circumstances
  - ✓ Rough, physical or sexually provocative games
  - ✓ Making sexually suggestive or flirtatious comments to or about a young person
  - ✓ Inappropriate or intrusive touching in any way
  - ✓ Any ridiculing, bullying, scapegoating of a young person

#### 6.6 **Residential Activities**

- In a residential setting, as well as having the appropriate ratio of adults to children you must have both male and female workers if there are both male and female participants.
- A worker should not share accommodation with one or two children, though a larger dormitory may be acceptable. The exception to this is where the worker is the parent of those children.
- There should be no mixing of the sexes in shared accommodation.
- Written permission must be obtained from a parent or legal guardian for anyone under 18 years of age and not living independently.

#### 6.7 **Supervision/Working Alone**

- A worker must remember that in the eyes of the child you are always the leader and therefore the worker must conduct himself in an appropriate manner. Even in informal activities this policy is in operation. We must ensure that others know of all our activities as a worker and that everything is 'open and up front' with nothing being covert or secretive.
- During an activity/club/residential a worker should never be alone with a child. If it is necessary to talk to a child in private, always go to a corner of a room where you can be seen by everyone. If this is not possible or confidentiality is needed and you therefore need to go into another room then take another leader with you if possible, and make sure you leave the door open and are in hearing distance of the rest of the group. Make sure the other leaders know the meeting is taking place.

- Meeting outside of scheduled activities/clubs: A worker will never meet alone with any child or group of children under the age of 12.
  - ✓ A worker will never meet alone with any child between the ages of 12 and 16 outside the scheduled activity without written permission from the parents and the knowledge of the team leaders (or if you are the team leader then with the knowledge of other team members). The meeting should always take place in a public place (i.e. a coffee shop or McDonald's).
  - ✓ A worker will never meet alone with any child between the ages of 16-18 without the parents knowing and the knowledge of the team leaders (or if you are the team leader then with the knowledge of other team members)
  - ✓ A worker will never meet alone with a child of the opposite sex except under special circumstances and with the knowledge of the team leaders (or if you are the team leader then with the knowledge of other team members)
  - ✓ A worker will not arrange to meet/or go with a group of children over the age of 12 without parental permission and the knowledge of the team leaders (or if you are the team leader then with the knowledge of other team members).
  
- Meeting at your home: Once relationships have been established with children they might show up at your house. If you live on a YWAM base you must get guidance from you base leader about the base policy of children on the premises and the provisions in this policy remain in operation. If this is the case the following safe practices should be observed.
  - ✓ Never have under 12's into your home unless it is an organized event and the practices listed above have been followed.
  - ✓ Never meet with one child alone in your house. If they show up talk with them on the doorstep even if there is another adult present.
  - ✓ If 2 or more show up at your door you may let them in but only for a short time. The ideal is to have two adults present with more than one child. Make sure that their parents know where they are.
  - ✓ If you invite a group of children to your home, this must be with parental permission and the knowledge of your team leaders (or if you are the team leader then with the knowledge of other team members).
  - ✓ Never have any young person in your bedroom.

#### 6.8 Parental Permission

- Written permission is always preferable but where that is not possible verbal permission is acceptable as long as the worker hears it directly from the parent.
- Once a young person has reached the age of 16, they are permitted to sign their own permission forms for non-residential activities.
- For residential activities, written permission is always needed for all young people under age of 18 who do not live independently.

#### 6.9 Transportation

Please be aware that the distance of travel (short or long) may not have a bearing on the safety of the child being transported.

- Lifts should only be given when you have parental permission and with the knowledge of your team leaders (or if you are the team leader then with the knowledge of other team members).

- When giving lifts (i.e. to and from clubs) try to not have the child on their own other than for short journeys. If they have to be alone ask them to sit in the back of the vehicle.
- As much as possible, only people who have gone through our recruitment and selection process should transport children.
- People with motoring offences should not transport children. Booster seats must be used in accordance with the law. The law requires that anyone who is less than 12 years old, and under the height of 135cm must sit in a booster seat.
- Seat belts must be worn

#### 6.10 **Photographs**

When taking photographs, it is important to remember that some young people are vulnerable and could be at risk if their identity and location were known to the wrong people. Therefore, it is good practice and courteous to ask before taking pictures and to conceal the young persons identity and location when sharing photos.

- Photographs can be taken as long as they are used for purely personal use.
- Photographs can be used in publications, (which include personal web pages) as long as no personal data is given with the photo and written parental permission is obtained.

#### 6.11 **Young People as Leaders**

According to the law young people over the age of 16 are adults but are still vulnerable to abuse and considered a child by the Protection of Children's Act 2003. It is possible to make young people between the age of 16 and 18 a leader in activities/clubs. If you do so, they must fill in an application form and be disclosed. They are then subject to the safe practices of this policy but must be supervised by a worker over 18 with the children in any activity or club.

### 7.0 **PASTORAL AND SPIRITUAL CARE**

When providing pastoral and spiritual care we want to provide a safe, secure, and non-threatening but nurturing environment for the young person.

- There are situations where young people might talk informally or need practical advice. This should not be referred to as counselling.
- Prayer and ministry with young people should always take place within the principles or guidelines of this policy.
  - ✓ Never put your hand on a child while praying for them without their permission.
  - ✓ Never take a child into another room alone to pray for them
- Ministry should be age appropriate, non-threatening, and sensitive to young people's and parents' church background.
- Deliverance should never take place outside of the context of the church's own pastoral and family situation
- Great pastoral care is required over the exercise of spiritual gifts, e.i. words of knowledge. Those exercising them should always remember the effect such information is likely to have on the person receiving it. The Bible also tells us to test these gifts (1 John 4:1) and so any such 'word of knowledge' should not be treated lightly but investigated thoroughly.
- Create an environment where young people feel safe and that they will be listened to and valued. Encourage them to think through their own emotions, responsibilities and always work at building self-esteem.

- When teaching we need to be aware that some of our participants can be in situations where our teaching may actually be harmful to them. For example, if we are teaching on obeying parents, and one of your young people is being abused by a parent telling them that God says to obey your parent can perpetuate the abuse.

## 8.0 **REQUIREMENTS FOR THE SELECTION AND APPOINTMENT OF YWAM WORKERS**

8.1 The Protection of Children (Scotland) Act 2003 places certain legal requirements on voluntary groups who appoint paid and voluntary workers to child care positions. "A child care position is a position whose normal duties include caring for, training, supervising or being in sole charge of children". In determining the type of positions that involve "caring for, training, supervising or being in sole charge of children" it is considered that befrienders, care workers, sports coaches, music tutors, life guards, those involved in uniformed groups, volunteer and parent helpers, youth workers and Sunday school teachers are examples of positions that will fall into this definition.

8.2 As part of the Protection of Children Act, the Scottish Ministers establish and keep the "Disqualified from Working with Children List". It is a criminal offence for anyone on this list to apply to work in a position of child care, as defined above. It is also a criminal offence for an organisation to appoint someone to such a position if they are on the list.

### 8.3 **The Selection Process**

MUST include the following:

- YWAM Scotland has standardised application forms for all full time and volunteer (see appendix 4) workers and these should be completed in full. NO shortcuts should be taken e.g. references overlooked, incomplete applications accepted etc. Sadly, experience has shown that one of the most frequent methods of infiltration of an organisation by paedophiles has been through an existing member of the organisation exerting undue authority to have the normal processes shortened.
- As an additional safeguard, the application screening process for all workers should include more than one person.
- Applicants from overseas must submit a "police check" carried out covering the last five years of residence. A full check by "Disclosure Scotland" should be carried out after the worker has been in the UK for more than 3 months.
- All applicants, who are UK nationals or foreign residents, must have an enhanced disclosure obtained from the Criminal Records Bureau or from Disclosure Scotland as part of their application process.
- All applicants must read and sign "Caring for Children Declaration" form and return it with their complete application (see appendix 3).
- A worker coming from a country where a police check is impossible to obtain, must submit a declaration from their employer, pastor or YWAM line leader, stating that they have no criminal convictions.

### 8.4 **Criminal Records and/or Self-Disclosure:**

- Having a criminal record in itself would not necessarily prevent a person from being appointed. It will be dependant upon the nature of the position and the circumstances and background of offences

- However, under no circumstances should a person with a known previous history of abusing, or persistent temptation in this area, be appointed to ANY YWAM position, including student or volunteer.
  - Abusive practices against young people are addictive, and even when there is repentance it would be wrong to place an individual in a position of temptation and this policy is as much for the benefit of the adult concerned as for the young people.
- 8.5 Once appointed, it is important that all workers understand the agreed procedures for protecting children. Where possible workers should have clear understanding of their tasks, supervisory arrangements (both of themselves and their responsibility for others) and any guidelines and agreed procedures.

THIS DOCUMENT IS BASED ON A MODEL CHILD PROTECTION POLICY SUPPLIED BY THE CHURCHES CHILD PROTECTION ADVISORY SERVICE - A PROJECT OF PCCA CHILD CARE. A COPY OF THIS POLICY AND ALL AMENDMENTS WILL BE FILED WITH CCPAS. THIS POLICY MUST NOT BE COPIED BY OTHER CHURCHES/ORGANISATIONS WITHOUT THE WRITTEN AGREEMENT OF CCPAS.

For further information or resources visit CCPAS at [www.ccpas.co.uk](http://www.ccpas.co.uk)



## **APPENDIX 1**

### LIST OF CONTACTS FOR CPAT AND CCPAS

In case of abuse, it is best to contact a CPAT member by phone, NOT email. A written summary of the situation should follow through email to the person contacted.

**Yolanda Oosthuizen (Pastoral Care):**

home 01505 682 990, mobile 079 794 889 66

[yolanda\\_oo@fsmail.net](mailto:yolanda_oo@fsmail.net)

**Lynne Bailey (Seamill area)**

Home 01294 829 119, Mobile 0792 966 1603

[lynne@ywamscotland.org](mailto:lynne@ywamscotland.org)

**Tricia Ward (Stirling area):**

home 01259 763 894, mobile 077 137 515 08

[triciaward@bigfoot.com](mailto:triciaward@bigfoot.com)

**Corbin Miles (Paisley area):**

mobile 0772 534 7009

[corbin@ywamscotland.org](mailto:corbin@ywamscotland.org)

**CCPAS Helpline:**

0303 003 11 11 (Option 2)

## **APPENDIX 2**

### **SUGGESTIONS FOR ONGOING TRAINING AND DEVELOPMENT**

#### **Proactive Skill Development**

- Discipline in group settings
- Helping young people understand temptation
- Teaching boundaries – physical, emotional, etc.
- Praying and ministering to young people
- Defining abuse
- Difficult situations – 'what would you do if...'
- Age appropriate development emotionally, physically, spiritually, socially
- Dealing with ADHD
- Working with demanding young people
- Understanding the effect of relationship teaching on young people who have experienced abuse
- Gaining co-operation from young people
- Age appropriate activities
- Inclusiveness and diversity

#### **Ideas for personal development**

- "Facing the Unthinkable" - CCPAS resources and seminars
- Personal work – emotional reactions to varying forms of abuse
- Maintaining confidentiality – why do we "share" when we shouldn't?
- Taking care of ourselves – how do I know what I need if a young person shares hard stuff with me?
- Personal work – do we know our own weaknesses and temptations?
- Dealing with bullying
- Maintaining healthy boundaries for myself
- Co-dependency
- Relating to Difference

### **APPENDIX 3**

#### **SUMMARY OF RESPONSIBILITIES FOR TEAM LEADERS**

It is the responsibility of all team leaders to read, understand, and implement all procedures outlined in the child protection policy.

The following is a summary list of specific responsibilities as outlined in the policy.

The team leader will:

- ✓ Provide their staff clear descriptions of tasks, and supervisory arrangements
- ✓ Make sure that their staff have their disclosure check done
- ✓ Maintain regular communication with a CPAT member
- ✓ Advise CPAT in writing when a team initiates any activities involving young people, even on a short term basis
- ✓ Check for any legal requirements before undertaking any programme
- ✓ Be aware of procedures (including fire), and ensure that they are known by staff and observed
- ✓ Keep a log of all events, activities, clubs etc.
- ✓ Write an annual report and submit it to CPAT

APPENDIX 4  
**CARING FOR CHILDREN DECLARATION**

Youth With A Mission Scotland requires you to sign the following Declaration if you are able to do so.

If you are unable sign the declaration, then you are required to submit details on the back of this form.

The disclosure of all criminal convictions is essential, including those considered "spent" under the **Rehabilitation of Offenders Act 1974**. Having previous convictions, cautions or charges does not necessarily prevent you from approval as a volunteer children's or youth worker; however, the failure to disclose information may lead to refusal of your application.

Youth With A Mission will treat the information on this Declaration with the utmost confidentiality. In the event of further advice regarding an application being necessary, or an appeal being made against a decision, the contents of this form will be disclosed to the proper authorities.

**I declare that:**

- 1) I have never been convicted of any criminal offence**
- 2) I have never been cautioned or charged in relation to any criminal offence**
- 3) I have no criminal charges pending**
- 4) I have never been disqualified from, or refused, any post involving the care of children**
- 5) I have never had a child (ages under 18) removed from my care**
- 6) I have never been refused, restricted, disciplined or de-registered as a child-minder or person responsible for providing childcare**
- 7) I have never had my rights as a parent removed or restricted**

**I undertake to notify Youth With A Mission Scotland in writing immediately of any criminal charge, caution or conviction being brought against me after my appointment.**

**I have read and agree to abide by Youth With A Mission's Child Protection Policy and Guidelines**

**I, \_\_\_\_\_, having read the YWAM Scotland Child Protection Policy understand the need for complete disclosure of any police record I may have in my home country or another country.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Applicant: \_\_\_\_\_

**IF YOU ARE UNABLE TO SIGN THIS DECLARATION FOR ANY REASON, PLEASE PROVIDE FULL DETAILS (INCLUDING DATES, CIRCUMSTANCES AND OUTCOMES) OF ANY CHARGES, CAUTIONS OR CONVICTIONS OVERLEAF.**

All information will be dealt with in the strictest confidence.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Applicant \_\_\_\_\_

**Any person disqualified from working with children (Protection of Children (Scotland) Act 2003) will commit a criminal offence if he/she applies for, offers, accepts or does any work in a child care position. Youth With A Mission Scotland will also commit a criminal offence if any such person is knowingly employed in a child care position.**

JULY 2006  
**APPENDIX 5**  
HELPFUL FORMS

**PARENTAL PERMISSION FORM**

I give permission for my child \_\_\_\_\_ to go on this outing with  
\_\_\_\_\_ (name of club / organisation)

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

Emergency contact number: \_\_\_\_\_

Please list on the back of this sheet any allergies or conditions we need to know about!! Thank you!

**LOG ENTRY**

**Log entry:**

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

Location: \_\_\_\_\_ Age group: \_\_\_\_\_

Number of children: \_\_\_\_\_ Number of adults: \_\_\_\_\_

Any incidents? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what happened? Who and how was it dealt with?

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Person responsible name + signature:

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