

ARCHDIOCESE OF SOUTHWARK

National Policy
for
Organisational Structures
for
Child Protection
in
The Catholic Community
in
England and Wales

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SECTION 1**ORGANISATIONAL STRUCTURES: CHILD PROTECTION****INTRODUCTION****1.1 BACKGROUND**

- 1.1.1.1** This document has been the subject of the widest possible consultation within the Catholic Community in England and Wales. It is the first and essential foundation for implementing the recommendations of "A Programme for Action" (Lord Nolan, September 2001), in order to achieve the stated aim of making the Catholic Church in England and Wales a model of best practice in Child Protection.
- 1.1.1.2** The Working Group which developed it is one of four National Working Groups proposed by the National Child Protection Co-ordinators' (CPC) Group in February 2002 to take forward the four key priority areas of national policy identified by the Group. (For further information on these areas, please contact the Catholic Office for the Protection of Children and Vulnerable Adults - COPCA).
- 1.1.1.3** The Director of COPCA chairs the National CPC Group, and its primary function is to manage the implementation of "A Programme for Action" across England and Wales. Its Terms of Reference and Membership, and those of the Working Groups, have all been ratified by the independent Management Board of COPCA. The Group meets on a two monthly basis.
- 1.1.2** Attached to this Introduction is a copy of the Flow-Chart outlining the entire decision-making process for developing comprehensive national policies and procedures for Child Protection, as recommended in "A Programme for Action".

1.2 THE PRIORITY OF ORGANISATIONAL STRUCTURES

- 1.2.1** The importance of having clear and consistent management arrangements for all Child Protection matters cannot be overstated.
- 1.2.2** Such structures and defined responsibilities and lines of accountability are the channels which allow vitally important systems of communication and complex decisions to be made in a measured and effective manner, and in a demonstrably independent and transparent way.
- 1.2.3** They give to those working in the field on behalf of the Catholic community the confidence they need to operate safely and effectively in their difficult tasks.
- 1.2.4** They also ensure that:
- the welfare and protection of children and young people are safeguarded within proper procedures and processes;
 - the interests of all concerned (including those against whom allegations are made or concerns expressed) are acknowledged, accepted and vigorously maintained;
 - the Church itself can demonstrate to all that it is acting with integrity and openness in all Child Protection matters.

1.2.5 Such clarity and consistency also allows those addressing child protection matters to openly address in an appropriate and legitimate way power issues and challenge both the institutional power and the personal authority of those who abuse children.

1.3 **KEY ISSUES ARISING FROM THE PROPOSALS**

1.3.1 Achieving the necessary clarity and consistency across the wide geographical area that is England and Wales, in the many and varied contexts of the Catholic community, and with a “workforce” that consists of several different kinds of people, is no simple task. These complexities are inevitably reflected in this document. For example, there are different processes and documentation for appointing CPCs, depending on their status as either clergy or employees. Clearly, this variety and complexity is in tension with the clarity and consistency required for safe child protection practice.

1.3.2 We have structured the document to flow from the highest level of authority and decision-making in Dioceses/Religious Congregations and Seminaries i.e. the *Ordinary and Trustees, the Child Protection Commission, Child Protection Co-ordinators and Officers to the Local level of Child Protection work – the Local CP Representative.

1.3.3 We have outlined the respective accountability and *professional supervision arrangements for every role, and the basic training we believe are the necessary minimum.

1.3.4 We have identified the tasks to be undertaken in Job Descriptions and role outlines; these are followed by the qualities required for each role, contained in Person Specifications or less formal Guidance notes; we have then proposed appointment processes for each role/post, depending on whether it is designed for people externally recruited, or in office-holder or volunteer roles.

1.3.5 It is recognised that the roles and job descriptions described in this policy may well differ from those currently held by everyone working in child protection and that there may be particular issues for those who are employees. It is not the intention of the working group to create contractual difficulties in relation to these individuals’ employment contracts. An implementation process that includes minor amendments to current contracts is envisaged; where major personnel issues arise, these will be addressed as staff changes occur over time.

1.3.6 COPCA Management Board recognises that this policy represents quite a challenge to the way the Child Protection system has worked hitherto, especially in relation to the introduction of much more prescribed methods of appointing all those who work in the field.

1.3.7 This is not solely and simply because of the implementation of “A Programme for Action”, but, crucially, derives from the statutory requirements that underpin the process of completing appropriate Criminal Record Bureau (CRB) checks for these posts and roles.

1.3.8 These CRB checks are carried out through COPCA as the Registered Body for the CRB with effect from 1 January 2003; the extensive policies and procedures required of us by the CRB have been agreed by the COPCA Management Board, and were issued to all those acting as Counter-Signatories for the CRB process by COPCA in December 2002.

*Please see Glossary at the end of this document

- 1.3.9** The relevant sections of the CRB Policies and Procedures for this consultation process are those giving full details of the required selection processes, and Sample Application and Reference Forms. (For copies of these policies, or information about them, please contact your Diocesan CPC or CPO, the Counter-Signatory Office at the Conference of Religious Offices, or COPCA).
- 1.3.10 Please note also that applicants for Child Protection roles or posts will use several of the sections in this document, such as Job Descriptions and Person Specifications, so they need to be "user-friendly" from their perspective.
- 1.3.11 Please note that this is the first "edition" of the policy and procedure; we will be open to feedback on its operation in practice over the months ahead, and will review and refine it within a timescale yet to be agreed, which we will inform you of in due course.

1.4 IMPLEMENTATION

- 1.4.1 Once the Bishops' Conference and the Conference of Religious have given their agreement to implement this Policy, it will become effective from 1 July 2003.
- 1.4.2 It is recognised that the Policy will require adequate time to be fully implemented in Dioceses and Religious Congregations, and it is recommended that plans to do so are made with full implementation completed within 12 months.
- 1.4.3** There will also be additions to the Policy – for example, there is a proposal to establish a new role in Religious Congregations to be called a Child Protection Link person. The Job Description, Person Specification and appointment process for this role will be issued once they have been agreed.

SECTION 2**ORGANISATIONAL STRUCTURES POLICY: CHILD PROTECTION****CATHOLIC OFFICE FOR THE PROTECTION OF
CHILDREN AND VULNERABLE ADULTS****2 CONSTITUTION**

- 2.1 The Catholic Office for the Protection of Children and Vulnerable Adults (COPCA) is established by the Catholic Bishops' Conference of England and Wales as a unit of The Catholic Trust for England and Wales.
- 2.2 The function of COPCA is:-
- 2.2.1 To monitor and promote the development of child and vulnerable adult protection policies in the light of "A PROGRAMME FOR ACTION", being the Final Report of the Independent Review on Child Protection in the Catholic Church in England and Wales, September 2001.
- 2.2.2 To have an overview of the implementation of policies for the protection of children and vulnerable adults within the Catholic Church in England and Wales.
- 2.2.3 To make regular reports and to publish annual reports as the Nolan report envisages.
- 2.2.4 To advise the Catholic Bishops' Conference of England and Wales and the Conference of Religious as to child and vulnerable adult protection policies and the implementation of the same.
- 2.2.5 The practical application of the function will involve:-
- Giving expert advice and moral support to Dioceses, Religious Congregations and Catholic Organisations.
 - Collecting and disseminating good practice.
 - Holding databases of training facilities and other useful information.
 - Maintaining a central confidential database.
 - Liaising with statutory agencies at national level, with professional bodies, leading Charities in the field and other Churches.
 - Collecting data, monitoring arrangements in Dioceses and Religious Congregations on an ongoing basis and seeking to secure improvements where necessary.
- 2.2.6 Undertaking such other duties as requested by the Catholic Bishops' Conference of England and Wales or the Conference of Religious in the area of protecting children and vulnerable adults.
- 2.2.7 COPCA is operated by a Management Board which will identify and develop the direction and strategy necessary to fulfil the aims of COPCA.
- 2.2.8 Members of the Management Board are appointed by the Chairman of the Management Board who will act in conjunction with the President and Vice

President of the Catholic Bishops' Conference of England and Wales. There should at all times be no less than 5 members of the Management Board (including the Chairman) but there is no maximum number.

- 2.2.9 Duration of office of members of the Management Board is 5 years from the date of appointment (subject to 6, below).
- 2.2.10 Any member of the Management Board may be removed, during the stated period of office, by decision of the Chairman acting in conjunction with the President and Vice President of the Catholic Bishops' Conference of England and Wales.
- 2.2.11 The Chairman of the Management Board shall be appointed (and removed) by the Standing Committee of the Catholic Bishops' Conference of England and Wales.
- 2.2.12 The Management Board members shall elect a Vice-Chairman from among their number.
- 2.2.13 Any property leased or purchased on behalf of COPCA shall be taken by/vested in the Catholic Trust for England and Wales.
- 2.2.14 The Management Board shall appoint a Director of COPCA who will be the Professional Head of the Office, responsible for the planning, managing and direction of its work within an agreed budget. The Director will be responsible for establishing and running the Office, including the recruitment of staff and introduction of appropriate systems, particularly secure and adequate maintenance records.
- 2.2.15 The Director is an employee of the Catholic Trust for England and Wales which shall delegate authority for his/her day to day management to the Management Board.
- 2.2.16 The Management Board shall review the annual budget submitted by the Director and refer the same to the Catholic Trust for England and Wales for final approval, amendment and decision. Accounting support will be provided by the Catholic Trust for England and Wales.
- 2.2.17 Any appeal by the Director in matters of Grievance, Discipline or Dismissal shall be made by notice to the Chairman of the Management Board who will refer the same to the Catholic Trust for England and Wales who shall deal with the matter in accordance with its own internal rules.
- 2.2.18 The Director shall be responsible for dealing with and controlling staff recruited to run the Office. Appeals on matters of Grievance, Discipline and Dismissal from decisions made by the Director, shall be by notice to the Chairman of the Management Board who shall appoint an Appeals Committee from members of the Management Board.
- 2.2.19 The Management Board shall ensure adequate training of the Director and other employees.
- 2.2.20 Decisions of the Management Board shall be by simple majority of those present at the meeting provided that:-
- 7 days written notice of the meeting is given to each member of the Management Board.

- Except on matters of routine business, 7 days written notice of any motion is given to the members of the Management Board.

N.B. - a member of the Management Board may appoint another member as his or her proxy to vote at any meeting, providing that the proxy notification is in writing and a copy lodged with the Chairman, prior to any meeting.

2.2.21 If any matter arises at a meeting which may reasonably cause a conflict of interest for any member, the member shall declare such an interest to the Chairman who shall decide whether and to what extent the member may participate in the matter under discussion. If the Chairman has a conflict of interest then he shall declare it and the Vice Chairman shall decide whether and to what extent the Chairman may participate.

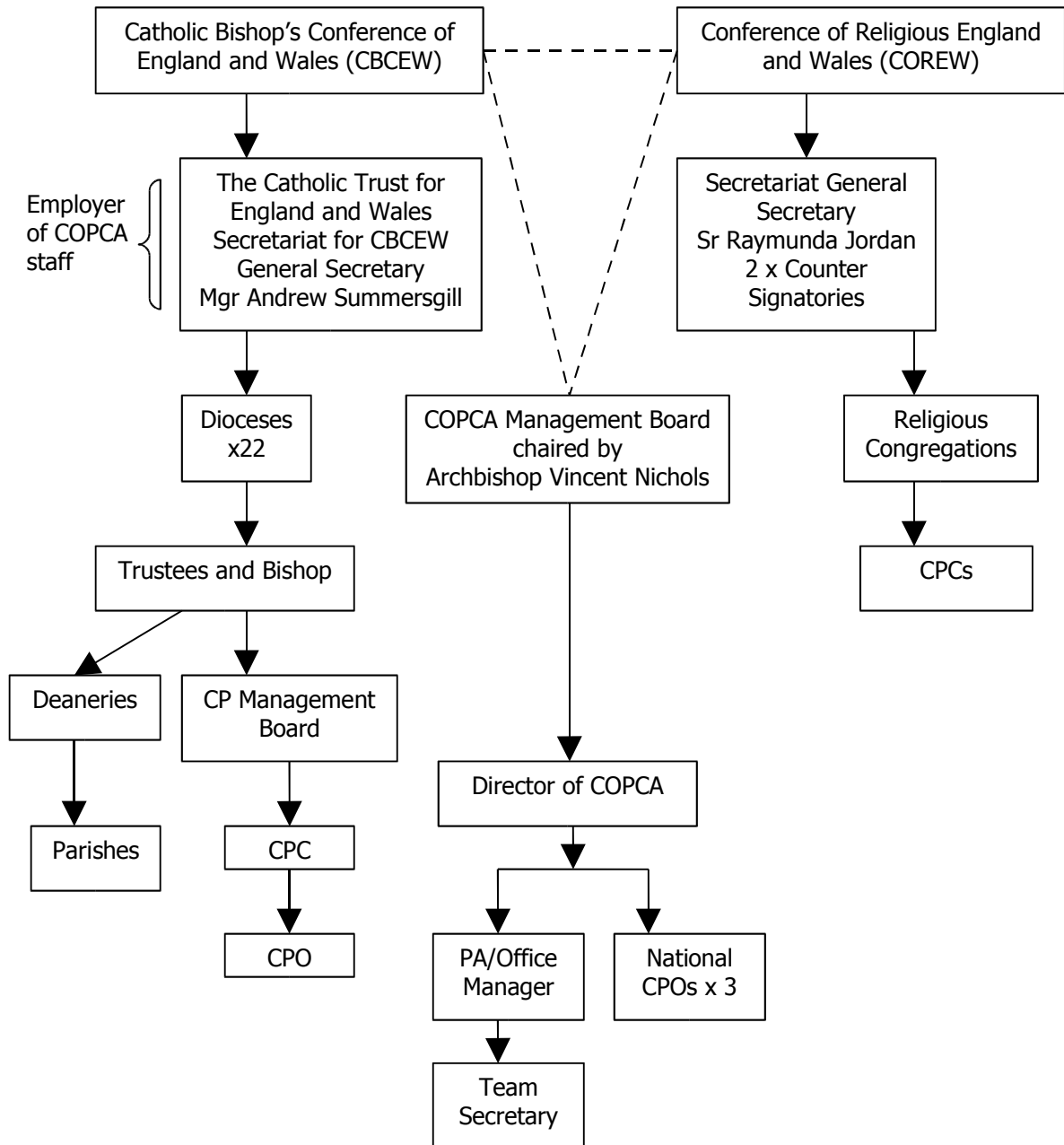
2.2.22 The Chairman or the Management Board may invite other persons to be present at meetings of the Management Board (without voting rights).

2.2.23 Amendments to this Constitution may only be made with the approval of the Standing Committee of the Catholic Bishops' Conference of England and Wales.

2.2.24 The Catholic Trust for England and Wales is a registered Charity No:1097482.

SECTION 3

**ORGANISATIONAL STRUCTURE
THE CATHOLIC CHURCH IN ENGLAND AND WALES
THE PLACE OF COPCA**



SECTION 4**CATHOLIC BISHOPS' CONFERENCE OF ENGLAND AND WALES****JOB DESCRIPTION AS AT 19.9.2001****4.1 JOB TITLE**

Director.

4.2 DEPARTMENT

Catholic Office for the Protection of Children and Vulnerable Adults.

4.3 THE POSITION

4.3.1 This new post has been created by the Catholic Bishops of England and Wales in response to the recommendations of the final report **A Programme for Action** by Lord Nolan on Child Protection in the Catholic Church in England and Wales which the bishops had commissioned in 2000. It is hoped that the Director will be in post early in 2002.

4.3.2 The Director will be the professional head of the Office, responsible for planning, managing and directing its work. The Director will be responsible for establishing the new Office, including the recruitment of staff and the introduction of appropriate systems, in particular for the secure and accurate maintenance of records.

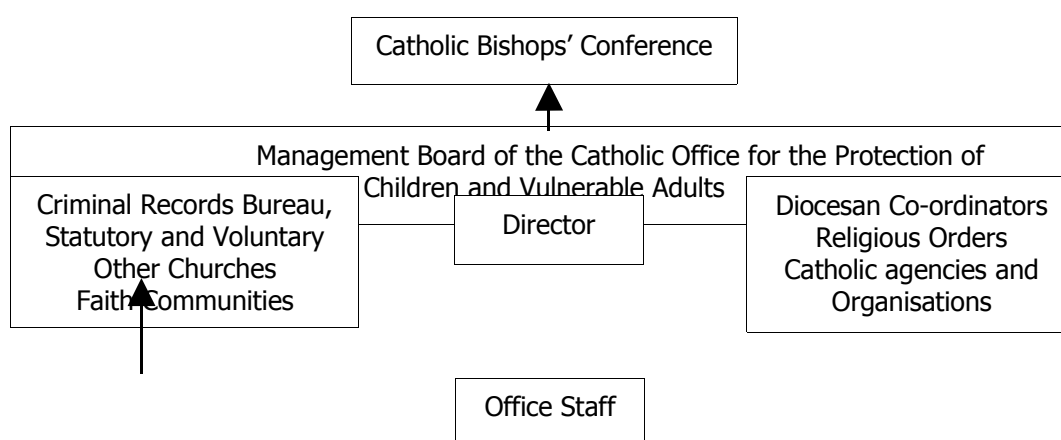
4.3.3 The location of the Office will be in the Birmingham area.

4.4 JOB DESCRIPTION AND KEY ACTIVITIES

- To manage and direct all aspects of the work of the Office and its staff.
- To act as an expert source of professional advice to the Catholic Bishops, Diocesan Child Protection Co-coordinators and Religious Orders on matters concerning the protection of children and vulnerable adults.
- To be responsible for preparing and presenting public annual reports to the bishops' Conference of England and Wales and to the Conference of Religious on the overall position as regards the effectiveness of the arrangements made by dioceses and religious orders for the protection of children and vulnerable adults.
- To manage the planning and performance of regular reviews of diocesan procedures and those of religious orders and all other functions and tasks assigned to the 'National child protection unit' in the Final Report of the Nolan review.
- To oversee and manage the keeping of confidential records.
- To ensure the Office operates efficiently within a budget agreed annually by The Catholic Trust for England and Wales.

- To keep abreast of developments in policy, legislation and practice and to ensure that at all times dioceses, religious orders and the Catholic community are kept up to date on the requirements of best practice in the protection of children and vulnerable adults.
- To liaise with the Criminal Records Bureau and to discharge whatever function is normally assigned to the Office by the Dioceses and religious orders (such as becoming the Umbrella Body through which the Disclosure applications are made), including being the Chief Counter-signatory and taking responsibility for the implementation of a secure database.
- To ensure appropriate in-service training for the staff of the Office and others in the Catholic community who have training needs with regard to the protection of children and vulnerable adults.
- To be the public spokesperson on behalf of the Bishops' Conference of England and Wales and the Conference of Religious on matters concerning the protection of children and vulnerable adults.
- To ensure the Office complies with equal opportunities and all other employment legislation.

ORGANISATION CHART



4.5 ACCOUNTABILITY

4.5.1 The Director is accountable to the Management Board. Normally day to day communication is with the Chairman or Vice-Chairman.

4.6 RELATIONSHIPS

4.6.1 To the Bishops Conference through the Office Management Board and its Chairman.

4.6.2 To other Departments and Agencies of the Bishops' Conference and other Catholic bodies.

- 4.6.3 Close liaison with the Diocesan Child Protection Coordinators and ensuring they receive the support they need from the Office.
- 4.6.4 With the religious orders and the Conference of Religious.
- 4.6.5 With the Criminal Records Bureau and other statutory bodies.
- 4.6.6 With counterparts in Catholic Bishops' Conferences in other countries to ensure a sharing of information of best practice in the field of the protection of children and vulnerable adults.
- 4.6.7 With voluntary bodies, other churches and faith communities.

4.7 PERSON SPECIFICATION

It is essential that the successful applicant will have:

- 4.7.1 recognized expertise and experience in child protection issues, with at least five years experience at a senior level in this area in a statutory or voluntary body.
- 4.7.2 experience of working for the police, probation and social services or working closely with them at a senior level.
- 4.7.3 sound knowledge of current legislation, policy and best practice in the protection of children and vulnerable adults, including preventative strategies and the handling of allegations.
- 4.7.4 proven management experience. with the ability to recruit and manage a committed team, providing leadership and motivation.
- 4.7.5 excellent written and oral communication skills – including competence in public speaking.
- 4.7.6 a commitment to helping the Catholic Church achieve the objectives set out in the First Nolan Report.
- 4.7.7 no affiliations or activities which could bring the office into disrepute.
- 4.7.8 ability to work as a team member with senior colleagues.
- 4.7.9 flexibility as regards hours of work which may include some evenings and weekends.
- 4.7.10a willingness to travel.

4.8 IT IS DESIRABLE THAT THE SUCCESSFUL APPLICANT WILL HAVE:

- 4.8.1 Experience of establishing a new agency or enterprise.
- 4.8.2 An interest in and understanding of the Catholic Church and its structures.
- 4.8.3 Competence in the establishing and running of databases.
- 4.8.4 Experience in the delivery of training and implement of programmes in the voluntary sector.

4.9 COMPETENCIES

- 4.9.1 Strategic Management.
- 4.9.2 Leadership.
- 4.9.3 Professional stature.
- 4.9.4 Communication skills.
- 4.9.5 Technical experience at a senior level.
- 4.9.6 Planning and budgeting.
- 4.9.7 Personal effectiveness and sensitivity.

**JOB DESCRIPTION AND PERSON SPECIFICATION
CATHOLIC OFFICE FOR THE PROTECTION OF CHILDREN AND VULNERABLE
ADULTS
NATIONAL CHILD PROTECTION OFFICER
MAY 2002**

4.10 JOB TITLE

National Child Protection Officer.

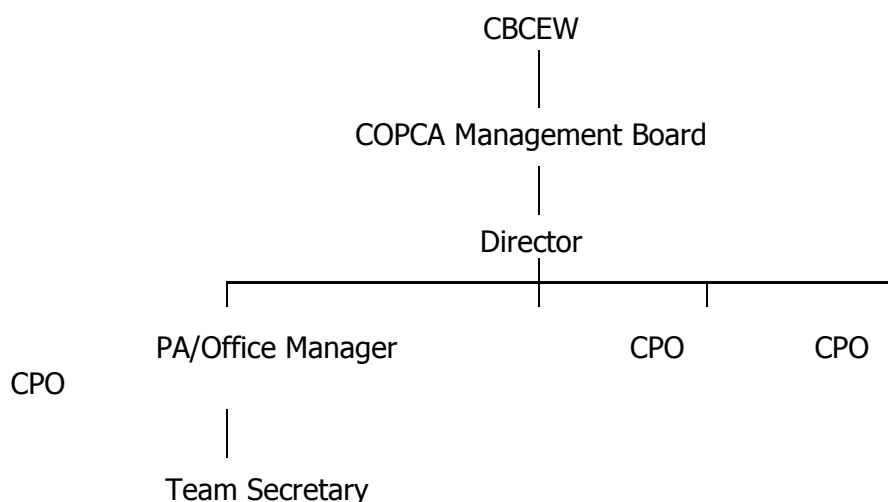
4.11 ACCOUNTABLE TO

The Director of COPCA.

4.12 JOB SUMMARY

4.12.1 To assist the Director in providing the professional Child Protection services of COPCA to members of the Catholic Church in England and Wales, and in implementing the Programme for Action to meet its Strategic Objectives.

4.13 ORGANISATION CHART:



4.14 KEY RELATIONSHIPS

4.14.1 Reporting to the Director of COPCA, the post holder will have contact with staff at all levels in the Secretariat of the Catholic Bishops' Conference of England and Wales. Key contacts will be Child Protection Co-ordinators and Officers in Dioceses and Religious Orders, and with professionals in the Child Protection field in the statutory and voluntary sector at senior levels. Contact with voluntary bodies and other Churches and faith communities.

4.15 KEY DUTIES AND RESPONSIBILITIES

- 4.15.1 To provide expert professional advice to the Catholic Bishops, Religious Orders, and to Child Protection Co-ordinators and Officers in matters relating to the protection of children and vulnerable adults.
- 4.15.2 To contribute to the development and implementation of national policies procedures and practice standards in relation to the protection of children and vulnerable adults as set out in the Nolan Review.
- 4.15.3 To assist the Director in preparing public Annual Reports for the Catholic Bishops' Conference of England and Wales and the Conference of Religious on the overall effectiveness of the arrangements for the protection of children and vulnerable adults in Dioceses and Religious Orders.
- 4.15.4 To plan and carry out regular reviews of the implementation of policies and procedures in the Dioceses and Religious Orders.
- 4.15.5 To ensure that Dioceses and Religious Orders are kept up to date with the requirements of best practice in the protection of children and vulnerable adults on policy legislation and practice.
- 4.15.6 To establish and maintain effective relationships with relevant statutory and voluntary organisations, including other Church organisations.
- 4.15.7 To develop and promote relevant materials to raise awareness of Child Protection and the protection of vulnerable Adults within the Church.
- 4.15.8 To assist the Director as required with the functioning of COPCA as the Umbrella Body for the purposes of Criminal Record checks and the development of information databases, including confidential information on individuals.
- 4.15.9 To devise and where appropriate to deliver training and development opportunities for the Church in relation to Child Protection practice to contribute to the development of an effective team working environment and a culture of excellence within COPCA.
- 4.15.10 To contribute to the planning and evaluation of COPCA's work.
- 4.15.11 To receive professional supervision and an annual appraisal from the Director of COPCA and to receive appropriate in-service training and development.
- 4.15.12 To ensure that equalities and diversity issues are addressed in all COPCA's work.
- 4.15.13 To represent COPCA in a range of formal settings.

4.16 **PERSON SPECIFICATION**

- 4.16.1 CQSW/DipSW or equivalent.
- 4.16.2 At least 3 years' post-qualifying experience in Child Protection practice and the management of Child Protection systems within statutory or voluntary sector settings, including handling allegations.
- 4.16.3 Experience of successful multi-agency working in the Child Protection field.
- 4.16.4 Sound knowledge of current legislation, policy and best practice in the protection of children and vulnerable adults.
- 4.16.5 Experience of implementing preventative strategies within an organisation.

- 4.16.6 Experience of identifying and meeting training and development needs in an organisation.
- 4.16.7 Excellent written and oral communication skills.
- 4.16.8 Training and group work skills.
- 4.16.9 Ability to work as a Team Member with colleagues in COPCA and Child Protection colleagues in the Church.
- 4.16.10A commitment to helping the Catholic Church to achieve the objectives set out in the Nolan Report "A Programme for Action."
- 4.16.11A commitment to the protection of children and vulnerable adults.
- 4.16.12A commitment to non-discriminatory practice.
- 4.16.13No affiliations or activities which could bring the Office into disrepute.
- 4.16.14Flexibility as to hours of work, which could include evening and weekend work.
- 4.16.15A willingness to travel.

4.17 **COMPETENCES**

- 4.17.1 Technical knowledge and expertise.
- 4.17.2 Communication skills.
- 4.17.3 Critical analysis skills.
- 4.17.4 Operational effectiveness.
- 4.17.5 Partnership and multi-agency working.
- 4.17.6 Policy development and implementation skills.
- 4.17.7 Consultation skills.
- 4.17.8 Team membership skills.
- 4.17.9 Negotiation and Conflict Resolution skills.
- 4.17.10Personal effectiveness and sensitivity.

SECTION 5**ORGANISATIONAL STRUCTURES POLICY: CHILD PROTECTION****TERMS OF REFERENCE:
DIOCESAN/CONGREGATIONAL CHILD PROTECTION COMMISSION****5.1 ACCOUNTABILITY**

5.1.1 The Commission is accountable to the Bishop/Congregation Leader and Trustees of the Diocese/Religious Congregation.

5.2 FUNCTION

5.2.1 The Commission has regulatory, advisory and supportive functions.

5.2.2 It exists to discharge these functions at a strategic level in all matters relating to Child Protection in Dioceses/Religious Congregations and Seminaries.

5.2.3 As a Commission, and through its sub groups, it will:

5.2.3.1 secure a strategy for the promotion of good and safe child-care environments in all parishes and other *apostolic works throughout the Diocese/Religious Congregation in line with agreed national policies and procedures;

5.2.3.2 agree clear and unambiguous arrangements with all relevant Dioceses/Religious Congregations and Seminaries for liaison, consultation and working together regarding allegations against members of the Church;

5.2.3.3 agree clear and unambiguous arrangements with all relevant Dioceses/Religious Congregations and Seminaries for liaison, consultation and working together regarding allegations against members of the Church;

5.2.3.4 ensure that the Bishop/Congregation Leader receives full information relevant to Child Protection incidents together with recommendations;

5.2.3.5 receive all information relating to Child Protection matters from their Diocese/Religious Congregation;

5.2.3.6 ensure effective liaison with all relevant Statutory Agencies;

5.2.3.7 contribute to the development and review of national policies, principles and practice;

5.2.3.8 advise the Bishop/Congregation Leader on welfare matters in respect of parishes, and individuals and families within parishes, who have been victims of abuse;

5.2.3.9 ensure arrangements are in place for the pastoral care of individuals and communities affected by child abuse;

5.2.3.10 support and advise on matters relating to long term arrangements for members of the Church (clergy, religious, and laity) who are known abusers of children, including the commissioning of risk assessments;

5.2.3.11 ensure that in all parishes and *apostolic works there is a strategy to raise awareness of and promote training in child protection matters;

- 5.2.3.12 monitor implementation of all Child Protection strategies and work plans and report regularly to the Trustees;
- 5.2.3.13 produce an Annual Report to contribute to the COPCA public Annual Report for presentation to the Catholic Bishops' Conference of England and Wales
- 5.2.3.14 ensure that the Annual Report on the Diocese/Religious Congregation is timely, accurate and comprehensive;
- 5.2.3.15 in line with COPCA's CRB policy and procedures document, establish a small panel of 2 or 3 individuals to whom confidential reference may be made when there are disclosures from the Criminal Records Bureau which require a decision by the counter-signatory in order that an informed decision may be made to the Bishop/Religious Leader;
- 5.2.3.16 ensure the availability of training and appropriate supervision for CPC (and CPO, where applicable);
- 5.2.3.17 assist in the selection of nominees for the role of CPC.
- 5.2.4 In addition the Commission may, if necessary, set up small sub groups of its members if issues of concern require further more detailed work.
- 5.2.5 Other people with specialist knowledge may be asked to participate if necessary.

5.3 **PROCESS**

- 5.3.1 The Commission will meet regularly and no less than quarterly, for the purpose of:
 - 5.3.1.1 ensuring the effective management and *professional supervision of the Child Protection Co-ordinator and Child Protection Officer;
 - 5.3.1.2 monitoring and auditing activity in implementing the Child Protection strategy across the Diocese/Religious Congregation;
 - 5.3.1.3 sharing information;
 - 5.3.1.4 reviewing current cases and making recommendations;
 - 5.3.1.5 establishing gaps in the development of the child protection strategy and identifying and monitoring remedial action;
 - 5.3.1.6 considering new issues/cases
 - 5.3.1.7 reviewing national policies/procedures and providing feedback;
 - 5.3.1.8 identifying issues requiring national policy or procedure guidance.

5.4 **CORE MEMBERSHIP**

- 5.4.1 The following key members will form the core of the Child Protection Commission. Please note that it is entirely appropriate for additional members to be invited to join Diocesan/Congregational Management Commissions if this is so decided locally. The membership that follows is the essential minimum effective membership of any Commission. An independent member with Child Protection experience and expertise will chair the Commission. Core members of the Child Protection Management Commission must bring to it experience in and contacts with specific aspects of the Child Protection process. They should

cover statutory Child Protection social work, the Police and the Probation service. The membership will also include the CPC and, where applicable, the CPO, as well as a Chairperson who is independent of the Church establishment.

- 5.4.2 The Commission may make reference to non-members with specialist knowledge if necessary, and may appoint specific experts to act as consultants to the group in relation to individual issues or cases. Commissions will need to consider how they can ensure that they consult and involve children and young people and further work will need to be done on this to create a national policy.
- 5.4.3 The Commission, and the CPC/CPO in particular will need to work closely with Bishops, Vicars General and others belonging to the Church establishment in relation to both the management of individual cases and in the general implementation of Child Protection strategies and policies. Frequent and effective communication will be essential to deliver best practice.
- 5.4.4 However, it is essential to demonstrate beyond doubt that the decisions of the Child Protection Commission are both objective and based on the Paramountcy Principle, and also that those who are involved in initiating and managing disciplinary processes remain clearly separate from the deliberations of the Commission.
- 5.4.5 Therefore, it is not appropriate for anyone who may have a disciplinary responsibility for individuals working within the Church to be a member of the Commission.

5.5 **BASIC TRAINING NEEDS OF COMMISSION MEMBERS**

- 5.5.1 Induction into the role of the Commission, Church culture and structures, key terminology and concepts within the church.
- 5.5.2 Child Protection legislation and Government guidance.
- 5.5.3 Familiarisation with "A Programme for Action" and the role of COPCA.
- 5.5.4 Current Church Child Protection policies and procedures.
- 5.5.5 Relevant information about the implications of Canon Law for child protection.
- 5.5.6 An understanding of the barriers to disclosure of abuse and the sources and of the implications of institutional power and personal authority within the church context.

SECTION 6**ORGANISATIONAL STRUCTURES POLICY: CHILD PROTECTION****JOB DESCRIPTION
CHILD PROTECTION CO-ORDINATOR:
FOR DIOCESES, RELIGIOUS CONGREGATIONS AND SEMINARIES
IN ENGLAND AND WALES****6.1 INTRODUCTION**

- 6.1.1 This Job Description derives from the Recommendations of "A Programme for Action" (Lord Nolan, 2001) as approved by the Catholic Bishops' Conference of England and Wales in November 2001 and by the Conference of Religious in January 2002.
- 6.1.2 Child Protection Co-ordinators (CPCs) were previously known as "Delegates", "Representatives" or other similar title under the Church's 1994 Child Protection Guidelines.
- 6.1.3 "A Programme for Action" recommends the appointment of Child Protection Co-ordinators by Bishops, Congregational Leaders and Seminary Directors
- 6.1.4 Religious Congregations and Seminaries may choose to use a Diocesan CPC.
- 6.1.5 Not all Dioceses/Religious Congregations and Seminaries will appoint professional Child Protection Officers (CPOs) to support the Co-ordinator, and where there is no CPO, the roles and responsibilities of the CPO will be subsumed into the CPC role.

N.B. THIS POST IS SUBJECT TO A CRIMINAL RECORDS BUREAU CHECK AT ENHANCED LEVEL

6.2 JOB PURPOSE

- 6.2.1 To be accountable to the Bishop, Congregational Leader or Seminary Rector and the appropriate Trustees for leading and managing Child Protection policy and practice, and implementing "A Programme for Action" within the Diocese, Religious Congregation or Seminary, in order to:
 - 6.2.1.1 create an example of best practice in the prevention of Child Abuse and in responding to it, both nationally and at the level of the Diocese/Religious Congregation/Seminary;
 - 6.2.1.2 develop the effective operation of preventative policies and practices in parishes, Dioceses, Religious Congregations and Seminaries that will minimise the opportunity for abuse;
 - 6.2.1.3 inform and advise the Bishop on best practice in managing all matters relating to child abuse allegations.

6.3 KEY ROLES

- 6.3.1 Where a CPO has been appointed, the CPC holds strategic responsibility for the management of all Child Protection matters within the Diocese, Religious Congregation or Seminary.
- 6.3.2 To co-ordinate, plan and monitor all aspects of Child Protection work within the Diocese, Religious Congregation or Seminary, working with the Child Protection Commission (and, where applicable, the professional Child Protection Officer).
- 6.3.3 To co-ordinate the development and implementation of national Child Protection principles, policies and procedures within the Diocese, Religious Congregation or Seminary, working with the professional Child Protection Officer where applicable.
- 6.3.4 To inform and advise the Bishop, Congregational Leader or Seminar Rector on best practice.
- 6.3.5 To act as a Counter-Signatory, as an agent of the Catholic Office for the Protection of Children and Vulnerable Adults (COPCA) in carrying out tasks relating to CRB Disclosures, in line with COPCA's CRB Disclosure Policies and Procedures, including recruitment and selection processes. *

6.4 **TASKS**

- 6.4.1 To administer meetings of the Child Protection Commission.
- 6.4.2 To receive regular professional Child Protection supervision from a current Child Protection specialist as endorsed by the Child Protection Commission, in line with Catholic National Policy.
- 6.4.3 To receive appropriate training as endorsed by the Child Protection Commission and in line with Catholic National Training Guidelines.
- 6.4.4 To maintain appropriate accurate and timely written records.
- 6.4.5 To develop and maintain confidential and secure procedures and processes for gathering, assimilating and storing information.
- 6.4.6 To maintain close links, both in person and through the Child Protection Commission, with statutory agencies and with Area Child Protection Committees.
- 6.4.7 To work ecumenically in relation to Child Protection issues.
- 6.4.8 Acting as an Agent of COPCA, to process Criminal Record Bureau Disclosures in line with national policies and procedures.*
- 6.4.9 To establish and maintain close links with the Diocesan Communications Officer.
- 6.4.10 To work closely with those responsible for the management of clergy within the Church.
- 6.4.11 To contribute to developing national policies and best practice through the National CPCs Meeting and membership of National Working Groups as agreed.
- 6.4.12 To ensure, (working with the CPO where applicable) that national standards, policies and guidelines are met throughout the Diocese, Religious Congregation or Seminary in relation to:

- preventative policies and practices, including the availability of an independent person for children at local level as recommended in a Programme for Action;
 - an effective response when Child Protection allegations are received or concerns expressed;
 - identifying the needs of people who have suffered abuse and co-ordinating appropriate support for them - using independent service providers wherever appropriate;
 - identifying and meeting the assessment/treatment needs of alleged abusers;
 - appoint, train and support Local Child Protection Representatives;
 - raising awareness of Child Protection issues within all contexts within the Catholic community;
 - carrying out an effective Training Programme in relation to Child Protection issues and responsibilities;
 - providing an Annual Report to the COPCA Management Board on actions taken and progress;
 - the post holder is required to follow all child protection policies and procedures currently in place in the Catholic Church in England and Wales.
- * **Please note that for all Religious Congregations CRB Disclosures will be processed through the Counter Signatory Office based at the Conference of Religious.**

SECTION 7**ORGANISATIONAL STRUCTURES POLICY: CHILD PROTECTION****QUALITIES, SKILLS AND ABILITIES OF CLERICAL OR RELIGIOUS CHILD PROTECTION CO-ORDINATORS AND LIST OF BASIC TRAINING REQUIREMENTS****7.1 PERSONAL QUALITIES, SKILLS AND ABILITIES FOR CLERICAL OR RELIGIOUS CHILD PROTECTION CO-ORDINATORS**

- 7.1.1 An interest in and commitment to the prevention of abuse and the welfare and protection of children.
- 7.1.2 Maturity, emotional resilience and open mindedness.
- 7.1.3 Flexibility, stamina, integrity and determination.
- 7.1.4 The capacity to develop new skills and rapidly integrate and apply new knowledge.
- 7.1.5 Interpersonal skills in managing conflict.
- 7.1.6 Communication (verbal and written) and influencing skills.
- 7.1.7 Basic computer literacy.
- 7.1.8 Skills in managing the process of change within an organisation.
- 7.1.9 Willingness to receive:
- training to develop the knowledge and understanding of the impact and causes of child abuse and effective preventative and protective responses;
 - regular *professional supervision in Child Protection matters.
- 7.1.10 The ability to:
- work within an inter-disciplinary team;
 - administer Child Protection Management Commission meetings;
 - plan, implement, monitor and evaluate management systems and processes;
 - set and maintain appropriate boundaries and to operate appropriate confidentiality processes;
 - * provide clear management and support to an externally appointed CPO;
 - to follow all child protection policies and procedures currently in place in the Catholic Church in England and Wales.
- * **N. B. This only applies where a CPO is either already in post or intended to be appointed.**

7.2 BASIC TRAINING REQUIREMENTS FOR CLERICAL CHILD PROTECTION CO-ORDINATORS

- 7.2.1 Clear understanding of A Programme for Action.
- 7.2.2 The signs, impact and dynamics of child abuse.
- 7.2.3 The statutory framework for Child Protection.
- 7.2.4 Inter-agency working: roles and responsibilities.
- 7.2.5 An understanding of the implications of risk assessment in child protection.
- 7.2.6 Development and delivery of training.
- 7.2.7 Organisational administration/setting up systems.
- 7.2.8 Basic IT training.
- 7.2.9 Organisational Change Management.
- 7.2.10 An understanding of the barriers to disclosure and the sources and implications of institutional powers and personal authority within the church context.

SECTION 8**ORGANISATIONAL STRUCTURES POLICY: CHILD PROTECTION****GUIDELINES FOR APPOINTMENT OF CLERICAL/RELIGIOUS CHILD PROTECTION CO-ORDINATORS IN ENGLAND AND WALES****8.1 INTRODUCTION**

- 8.1.1 It is essential these demanding and key roles in implementing "A Programme for Action" be occupied by people who are both highly competent and committed to the prevention of abuse and the protection of children.
- 8.1.2 It is also essential that the process of their selection and appointment is transparent and open, in order to reflect the principles of "A Programme for Action" and to achieve best practice in child protection.
- 8.1.3 Because of the importance of these roles and the particular demands they place on those who carry them out, there should be a review of the role after 1 year, and regular reviews thereafter, and no less than every 5 years.
- 8.1.4 These Guidelines are designed to assist those responsible for making such appointments to achieve these aims.
- 8.1.5 They should be used in conjunction with the agreed Job Description(s) for Child Protection Co-ordinators (CPCs) and Child Protection Officers (CPOs).

8.2 CRB CHECKS AND THEIR IMPLICATIONS

N.B. THIS ROLE IS SUBJECT TO A CRIMINAL RECORDS BUREAU CHECK AT ENHANCED LEVEL

- 8.2.1 All such roles require a Criminal Records Bureau Check at Enhanced level, and the required policies for this process must be followed as laid out in the CRB Policy and Procedure Document issued by COPCA to Dioceses and Religious Counter-Signatories in December 2002.
- 8.2.2 These roles require such a check even if the person has already undergone the process for a previous role, because of its fundamental significance in the process of prevention and the protection of children within the Church.
- 8.2.3 Whilst it is inappropriate for an application form to be completed for such roles, written references should be taken up and an interview undertaken.

8.3 THE PROCESS OF APPOINTMENT

- 8.3.1 The *Ordinary should from the outset consider the possibility of either appointing a lay professional or a clerical/religious CPC, in the light of the requirements of the post in terms of time, skills and knowledge.
- 8.3.2 Where the decision to proceed with a clerical/religious appointment, in order to ensure that the most suitable person is appointed, the *Ordinary makes recommendations when a clerical/religious CPC post becomes vacant. At least two nominees should be put forward to the persons undertaking the selection process, and the nominee's agreement should always be obtained.

- 8.3.3 The nominated people will complete suitable application forms, and Confidential Declaration Forms, and will be interviewed by a Panel consisting of suitably qualified members of the Child Protection Commission.
- 8.3.4 Please note that it is not appropriate for any out-going CPC to be a member of such an interview Panel, and the Panel must include external professional experts in Child Protection.
- 8.3.5 The interview should test the nominees against the "Personal Qualities" Guidance shown on page 16, seeking to establish especially to personal commitment and potential to develop the skills and abilities that the role demands.
- 8.3.6 The Panel Chairman then submits a written recommendation of appointment to the relevant *Ordinary, who will consult with the Director of COPCA if there are any doubts or queries about the recommendation.
- 8.3.7 It is good practice to ensure that feedback is available to those not appointed at their request.
- 8.3.8 The CRB check is undertaken and on receipt of a clear Disclosure, the appointed person takes up the role.

SECTION 9**ORGANISATIONAL STRUCTURES POLICY: CHILD PROTECTION****JOB DESCRIPTION CHILD PROTECTION OFFICER:
FOR DIOCESES IN ENGLAND AND WALES****9.1 INTRODUCTION**

- 9.1.1 This Job Description derives from "A Programme for Action" (September 2001) written by Lord Nolan and approved by the Catholic Bishops' Conference of England and Wales in November 2001 and by the Conference of Religious in January 2002.
- 9.1.2 It should be read in conjunction with the Job Description for Child Protection Co-ordinators (CPCs) (formerly known as "Delegates", "Representatives" or similar title), who are to be appointed in Dioceses, Religious Congregations and Seminaries.
- 9.1.3 The task of the CPC will undoubtedly exceed the scope of a Church member with other responsibilities in many Dioceses, and some larger Dioceses have already appointed professionally qualified Child Protection Officers (CPOs), responsible through the CPC to the Trustees and Bishop for putting Child Protection policies and practices into practice at local level.
- 9.1.4 Religious Congregations and Seminaries are unlikely to require such resources, and they may choose to use a Diocesan CPC, who may or may not have a CPO in post.

N.B. THIS POST IS SUBJECT TO A CRIMINAL RECORDS BUREAU CHECK AT ENHANCED LEVEL

9.2 JOB PURPOSE

- 9.2.1 To be accountable to the Bishop and Trustees through the Diocesan CPC, for implementing "A Programme for Action" within the Diocese, in order to:
- 9.2.1.1 create an example of best practice in the prevention of Child Abuse and in responding to it, both nationally and at the level of the Diocese;
- 9.2.1.2 develop the effective operation of preventative policies and practices in parishes and the Diocese that will minimise the opportunity for abuse;
- 9.2.1.3 support the CPC in informing and advising the Bishop on best practice in managing all matters relating to child abuse allegations.

9.3 KEY ROLES

- 9.3.1 To be a member of the Child Protection Commission.
- 9.3.2 Working closely with the Child Protection Co-ordinator and Child Protection Commission, to help co-ordinate, plan and monitor all aspects of Child Protection work within the Diocese and monitor all aspects of child protection work within the Dioceses at operational level.

9.3.3 To implement national Child Protection Policies principles and practices within the Diocese.

9.3.4 To assist the CPC as Counter-Signatory, acting as an agent of the Catholic Office for the Protection of Children and Vulnerable Adults (COPCA) in carrying out tasks relating to CRB Disclosures, in line with COPCA's CRB Disclosure Policies and Procedures, including recruitment and selection processes.

9.4 **TASKS**

9.4.1 To be responsible for the operations or implementation of the child protection strategy in the Dioceses.

9.4.2 To attend meetings of the Child Protection Management Commission.

9.4.3 To receive regular professional Child Protection consultation from a current Child Protection specialist as endorsed by the Child Protection Management Commission, in line with National Policy.

9.4.4 To receive appropriate training as endorsed by the Child Protection Management Commission and in line with National Training Guidelines.

9.4.5 To maintain appropriate accurate and timely written case records.

9.4.6 To develop and maintain confidential and secure procedures and processes for gathering, assimilating and storing information.

9.4.7 To maintain close links, both in person and through the Child Protection Management Commission, with statutory agencies and with Area Child Protection Committees.

9.4.8 To work ecumenically in relation to Child Protection issues.

9.4.9 To establish and maintain close links with the Diocesan Communications Officer.

9.4.10 To contribute to developing national policies and best practice through the National CPOs Meeting and membership of National Working Groups as agreed.

9.4.11 To help ensure that national standards, policies and guidelines are met throughout the Diocese, Religious Congregation or Seminary in relation to:

- an effective response when Child Protection allegations are received or concerns expressed;
- the effectiveness of preventative policies and practices, including the availability of an independent person for children at local level;
- identifying the needs of people who have suffered abuse and co-ordinating appropriate support for them using independent service providers wherever appropriate;
- co-ordinating appropriate support using independent service providers wherever appropriate;
- identifying and meeting the assessment/treatment needs of alleged abusers;
- the appointment, training and support of Local Child Protection Representatives;

- raising awareness of Child Protection issues within all contexts within the Catholic community;
- carrying out an effective Training Programme in relation Child Protection issues and responsibilities;
- providing an Annual Report to the COPCA Management Board on actions taken and progress;
- the post holder is required to follow all Child Protection policies and procedures currently in place in the Catholic Church in England and Wales.

SECTION 10**ORGANISATIONAL STRUCTURES POLICY: CHILD PROTECTION****PERSON SPECIFICATION FOR EXTERNALLY APPOINTED CHILD PROTECTION CO-ORDINATORS AND OFFICERS FOR DIOCESES, RELIGIOUS CONGREGATIONS AND SEMINARIES IN ENGLAND AND WALES****10.1 INTRODUCTION**

10.1.1 To be used in conjunction with the agreed Job Description(s) for Child Protection Co-ordinators (CPCs) and Child Protection Officers (CPOs).

10.1.2 The appointment process for these posts is that prescribed in the policies for CRB Disclosure Checks, issued by COPCA to Dioceses and Religious Congregation Counter-Signatories in December 2002.

N.B. THESE POSTS ARE SUBJECT TO A CRIMINAL RECORDS BUREAU CHECK AT ENHANCED LEVEL

10.2 QUALIFICATIONS

10.2.1 DipSW, CQSW, or other recognised and relevant professional qualification.

10.2.2 Current Driving Licence and ability to provide own transport.

10.3 EXPERIENCE

10.3.1 Child Protection investigation, assessment and treatment.

10.3.2 Interagency working in Child Protection.

10.3.3 Effective application of relevant legislation and Government Guidance.

10.3.4 Implementation of preventative strategies.

10.3.5 Receiving *professional supervision.

10.4 KNOWLEDGE AND UNDERSTANDING

10.4.1 The impact and causes of child abuse.

10.4.2 Legal, Organisational and Inter-agency responses to child abuse.

10.4.3 Understanding of the dynamics of child sexual abuse.

10.4.4 Organisational change management, including policy development and implementation.

10.4.5 The strategy of the Catholic Church for the protection of children and the prevention of abuse. ("A Programme for Action": Lord Nolan, 2001).

10.5 SKILLS AND ABILITIES

10.5.1 Inter-personal skills, including influencing skills, and managing conflict and change.

10.5.2 Strong oral and written communication skills, including basic computer literacy.

10.5.3 Organisational skills, including planning and implementing systems.

10.5.4 Administration skills, including administration of Commission meetings.

10.5.5 Monitoring and evaluation.

10.5.6 Time Management.

10.5.7 Planning and delivering training to individuals and groups.

10.5.8 Ability to act as a representative of the organisation.

10.6 **PERSONAL QUALITIES**

10.6.1 A commitment to:

- high professional values and standards;
- the ethos of the Catholic Church in relation to Child Protection;
- the protection and welfare of children;
- non-discriminatory practice;
- professional development and supervision.

10.6.2 Maturity, emotional resilience and open-mindedness.

10.6.3 Flexibility, stamina, integrity and determination.

10.6.4 The ability to establish and maintain appropriate boundaries, including appropriate confidentiality.

10.6.5 Willingness to work flexible hours as required by the demands of the post.

10.6.6 the post holder is required to follow all child protection policies and procedures currently in place in the Catholic Church in England and Wales.

10.7 **BASIC INITIAL TRAINING NEEDS**

10.7.1 Induction re Church structures and culture.

10.7.2 Change management in organisations.

10.7.3 Public speaking/media training.

10.7.4 Basic IT training, including CRB database.

10.7.5 Supervision skills.

10.7.6 An understanding of the barriers to disclosure and the sources and implications of institutional powers and personal authority within the church context.

SECTION 11**ORGANISATIONAL STRUCTURES POLICY: CHILD PROTECTION****ROLE OF LOCAL CHILD PROTECTION REPRESENTATIVE****11.1 INTRODUCTION**

11.1.1The role of the Local Child Protection Representative derives from recommendations from "A Programme for Action", a Report by Lord Nolan, published in September 2001. The Catholic Bishops' Conference of England and Wales and the Conference of Religious of England and Wales have accepted the Report in its entirety and all Parishes and Religious Communities are now asked to implement its recommendations.

N.B. THIS ROLE IS SUBJECT TO A CRIMINAL RECORDS BUREAU CHECK AT ENHANCED LEVEL

11.2 A LOCAL REPRESENTATIVE

11.2.1"A Programme for Action" recommended that all parishes and Religious Congregations should identify someone from within their communities who would have special responsibility for promoting good and safe child care practice in all activities involving children and young people.

11.2.2In practice this person may be someone who has special skills or experience of working with children – a parent, a grandparent, a foster carer, teacher, nursery worker, youth worker, or anyone who cares about standards of childcare within their parish or religious community. Representatives will be people of integrity; they will be respected in their parishes and will be able to maintain appropriate confidentiality.

11.2.3Each parish/religious community will nominate to their CPC/CPO a suitable individual, or individuals. The selection process will be undertaken in accordance with national policy, including a CRB Disclosure at Enhanced Level. Appointments will be approved by the CPC/CPO and endorsed by the appropriate Child Protection Commission. They will be initially be appointed for a six-month trial before confirmation by the Child Protection Commission, and thereafter for three years in line with the CRB policy for review and re-check.

11.2.4Parishes should consider carefully possible conflicts of interest in this role for nominees who already have an active role in working with children and young people in the Parish concerned. The person appointed must be able to recognise any such conflicts of interest as and when they arise (for example, dealing with an allegation or concern within the group they participate in as a volunteer), and report them to the CPC/CPO.

11.2.5 In some Parishes/Religious Communities several people may share the role of local representative or operate as a team. Where the responsibilities of the representatives are shared there should be a clearly appointed Local Child Protection Representative who holds responsibility for the task carried out and undertakes confidential roles such as identity verification for CRB checks.

11.3 WHAT IS INVOLVED IN THE ROLE?

11.3.1 The person selected will be responsible for ensuring that parishes and local communities are aware of the importance of protecting children and what is involved in promoting good and safe practice, which will include basic concepts of appropriate and inappropriate behaviour.

11.3.2 They will have, or be prepared to develop, good communication links throughout the Parish/Religious Community and will be, or prepared to become familiar with, the various activities in which children are involved.

11.3.3 They will be expected to maintain regular communication with their Child Protection Co-ordinator or Officer.

11.3.4 They will be expected to become familiar with National/Diocesan/Order policies and procedures and be willing to be part of a Deanery group working to promote their implementation locally.

11.3.5 With the local Parish Priest and in conjunction with the CPC/CPO, they will agree how to administer the application process for Parish volunteers working with children, including the Criminal Record Bureau check, in line with national policy and procedures.

11.3.6 They will be willing to be involved from time to time in support, development and training groups and to pass on information and learning from those groups.

11.4 IN ADDITION THE LOCAL REPRESENTATIVE WILL:

11.4.1 Act as a central point for concerns to be shared, recorded confidentially, and passed immediately to the Child Protection Co-ordinator or Child Protection Officer for the Diocese or Religious Congregation.

11.4.2 Adults may express such concerns but, more importantly, there should be easy access to the Local Representative by children themselves. The Local Representative should ensure that information about children's Helplines and Church Child Protection policies should be readily available where there are activities with children and that such information should be presented in 'child friendly' language using appropriate child centred illustrations.

11.5 SUPPORT AND GUIDANCE

11.5.1 This will be available from the Child Protection Co-ordinator, Child Protection Officer, Parish Priest, the Parish Church Council, and other Local Representatives through Deanery Meetings, and informal contact with other Local Representatives.

11.5.2 In practice it is advisable for clear local support arrangements to be established within the Parish or local Community that are acceptable and appropriate for the individuals concerned and are approved by the appropriate Child Protection Commission.

11.6 BASIC TRAINING FOR LOCAL CHILD PROTECTION REPRESENTATIVES

11.6.1 Induction in the national strategy for Child Protection ("A Programme for Action").

11.6.2 Introduction to the inter-agency and legal framework of Child Protection work – how the statutory agencies work.

11.6.3 Induction in Church structures and systems relating to Child Protection.

- the policy framework – where does the Local CP Representative fit in?
- Where to get help.
- Effective steps to prevention at local level – creating a safe environment.
- How to handle allegations AND concerns.
- Knowledge of available resources (Childline, etc).

- Contributing to the local Annual Report which will be fed into the Diocesan Annual Report.
- The CRB process for disclosures – the role of the Local CP Rep.
- An understanding of the barriers to disclosure and the sources and implications of institutional powers and personal authority within the church context.

11.6.4 The signs impact and dynamics of child abuse.

11.6.5 How offenders operate – how to minimise risk locally.

11.6.6 Interviewing and assessment skills (appointment of volunteers).

11.6.7 Administration systems, recording and report writing.

SECTION 12**ORGANISATIONAL STRUCTURES POLICY: CHILD PROTECTION****APPOINTMENT OF LOCAL CHILD PROTECTION REPRESENTATIVES IN PARISHES****12.1 INTRODUCTION**

- 12.1.1 Please note that the requirement for this role to undergo a CRB Disclosure at Enhanced Level means that the recruitment and selection procedures set out in the CRB Policy and Procedures Document (December 2002) must be followed. The CPC/CPO have a copy of this Document and can advise on any issues arising.
- 12.1.2 For Local CP Representatives appointed in non-Parish settings, the relevant CPC is responsible for ensuring that the selection process is consistent with the CRB Policy and procedure requirements, and reflects the principles underpinning the process described below.

12.2 THE APPOINTMENT PROCESS

- 12.2.1 It is essential that principles of openness and transparency underpin the appointment of Local Child Protection Representatives, and that parishioners are involved in the process in whatever ways are suitable locally.
- 12.2.2 For example, the appointment process should be announced in advance, and requests for nominations should be as public as possible, including notices in Church premises and in Parish magazines etc.
- 12.2.3 Initially, the Child Protection Co-ordinator (CPC) the Child Protection Officer (CPO) or a suitable delegate, acting with the authority of the *Ordinary, will discuss with the Priest the role of the Local Child Protection Representative (LCPR) and the qualities required for such a position.
- 12.2.4 The Priest will publicise the process through appropriate communication channels to attract the maximum number of nominations. (See 12.2.1 and 12.2.2 above).
- 12.2.5 The nominees are invited to attend an "Information Sharing" meeting with the Child Protection Co-ordinator/Officer or their delegate, the Parish priest and/or an appropriate lay member of the Parish. The purpose of this is to explain the role and go through the required tasks. They are also given a standard Application Form and other documentation.
- 12.2.6 The prospective Representative(s) wishing to proceed undergo informal interview by the CPC/CPO or a delegate, and an appropriate lay parishioner (the Priest is present at the interview as an observer only).
- 12.2.7 The prospective Representative does not have to commit to accepting the position at that time, but is asked to give the matter some thought, and if they do wish to proceed, then they are to return the standard Application Form to the CPC/CPO or delegate and the appropriate CRB documentation to the CPC/CPO.

- 12.2.8 If the chosen interviewee(s) decline the position they inform the Parish Priest, who is asked to accept the decision willingly and without question. If there are no other appointable interviewees, the above process is repeated.
- 12.2.9 Interviewees not appointed are informed in writing of the decision. Feedback may be offered if requested.
- 12.2.10 If the interviewee wishes to proceed, the CPC/CPO reviews the Confidential Declaration Form, and if appropriate, initiates the CRB Disclosure process. Once satisfactorily completed, the CPC/CPO informs the *Ordinary that the appointment can be made; the Parish priest is then informed along with the Child Protection Commission. The appointment is made for a fixed term, subject to satisfactory probationary period. A copy of the letter of appointment is sent by the CPC/CPO to the parish priest. * (See below).
- 12.2.11 When all Local Child Protection Representatives have been appointed within a Deanery, a Briefing Session is arranged, to which parish clergy and Local Representatives are invited.
- 12.2.12 Where no Parish Priest is in place whoever has been appointed by the Bishop to look after the Parish will be responsible for the appointment process.

* **FOOTNOTE:**

The above procedure is carried out in accordance with the requirements of "A Programme for Action". The benefit of following this procedure is that the parish priest is appropriately consulted and involved in the process, as are lay parishioners, and decision-making is clearly independent and transparent. In holding a joint meeting, both the priest and representative have clarity of the role, their boundaries, lines of communication and accountability.

SECTION 13**ORGANISATIONAL STRUCTURES POLICY: CHILD PROTECTION****DRAFT CONTENTS OF BRIEFING PACK FOR LOCAL CHILD PROTECTION REPRESENTATIVES IN THE CATHOLIC COMMUNITY IN ENGLAND AND WALES**

- 13.1 Key Recommendations from " Programme for Action": where the Local CPR fits in.
- 13.2 What constitutes abuse: a simple guide.
- 13.3 The Induction Process - tailored individually to include:
 - 13.3.1 the Child Protection system at National and Diocesan/Religious Congregation level;
 - 13.3.2 Child Protection policies and procedures;
 - 13.3.3 roles and responsibilities;
 - 13.3.4 general information about the Parish/Order;
 - 13.3.5 key contacts with named individuals and groups involved in activities with children;
 - 13.3.6 Parish/Order administrative systems and documentation;
 - 13.3.7 maintaining confidentiality.
- 13.4 Support systems for representatives including relationship and contact with CPC/CPO.
- 13.5 CRB Procedures: The role of the Local CPR and the Selection Process for Volunteer workers.
- 13.6 Keeping Children Safe - Summary of good practice guidelines.
- 13.7 Health and Safety Policy.
- 13.8 Check List for Annual Report.
- 13.9 Key Diocesan dates (training, meetings etc.).

ORGANISATIONAL STRUCTURES POLICY: CHILD PROTECTION**GLOSSARY****Professional Supervision:**

A regular structured and recorded meeting between child protection professionals and their line manager based on a written agreement, for the purposes of ensuring work reaches agreed standards and adheres to policies and procedures, of providing professional support, and of offering the opportunity for 2-way communication with the employing agency.

Ordinary:

The common term for Catholic Church leaders whether in Dioceses or Religious Orders.

Apostolic works:

The equivalent of parish work/active ministry for Religious Orders.