

# Swiss Archdeaconry Synod Child Protection Working Party 2010

## **Preamble**

At the last Synod meeting a proposal to form a working group to discuss Child Protection procedure within the Swiss Archdeaconry was approved.

Volunteers from various chaplaincies gathered for a first meeting on 17<sup>th</sup> May led by the Archdeacon, the Venerable Peter Potter. Representatives from the other chaplaincies:

Rev Adele Kelham (Christ Church, Lausanne)

Rev Anne Lowen (St. Nicholas Church, who kindly hosted the meeting in Basle)

Diana Dell'Acqua (St. Edward's Church, Lugano)

Jean Holdsworth (minutes) and Nadine Christen (St. Andrew's Church, Zurich)

## **Task of the Group**

The task of the group is to recommend **A Standard Child Protection Policy for Switzerland**. The aims are twofold:

1. To comply with the Diocesan Guidelines for safe recruitment and meet the requirements of the Confidential Declaration form, while allowing for regional differences between UK and Switzerland, and within Switzerland.
2. In order to fulfil our duty of care, to provide **Standard Guidelines** for health and safety, and ongoing support by providing training within the Archdeaconry.

*The Child Protection Policy Statement of the Church of England (7 Pages) and Confidential Declaration form can be found on the Diocese in Europe website: [www.europe.anglican.org](http://www.europe.anglican.org)*

The document below is a draft, working document for discussion and comment.

# A Standard Policy of Child Protection for the Anglican Church in Switzerland

## 1. SAFE RECRUITMENT

NOTE: **CRB clearance and the NEW *Independent Safeguarding Authority (ISA)*** registration are dealt with **by the Diocese**. They are needed for: Clergy or Paid Employees of Churches in the Diocese in Europe, Readers, Readers in Training, Applicants under the Ecumenical Canons, Ordinands or Candidates for Ordination Training. All those with Permission to Officiate.

*These categories are not covered by this document, please refer to the Diocesan Office for more information.*

### WHO SHOULD BE CHECKED?

All the following:

Sunday School/Junior Church staff, Congregational Worship Leaders, Pastoral Assistants, Youth Workers and other church volunteers who have regular contact with children including e.g. choir leaders, all volunteers working with vulnerable adults, e.g. visitors to the elderly.

(A useful definition of “vulnerable adults” was suggested: those open to be led astray by others; the elderly; those not able to defend themselves; those with a physical handicap).

Also:

The leaders/volunteers of groups working with children, e.g. Mums & Tots, when the group is church based (i.e. carries the church name). If these are private groups, which hire the church premises, then the church does not have to perform checks, but a clause could be included in the rental contract to ensure that these checks are done.

Also:

Interim or temporary children’s cover, e.g. during the summer recess, only parents/adults who have completed the C.P. procedure may take other people’s children out of church during the service. Otherwise parents should stay with their own children.

Also:

Where it is the policy of the chaplaincy that churchwardens and Council members may be called upon to assist with children as required, then they must be cleared on first election. (If this is chaplaincy policy, then due notice of this should be given at nomination for election.)

## CLEARANCE PROCEDURE

- a) Candidates should be resident and known to the church community for at least 6 months before C. P. procedure can be initiated.
- b) The Confidential Declaration Form must be completed by the applicant.  
*This form needs slight modification for use in Switzerland.*
- c) It is returned with proof of identity e.g. copy of Passport/birth certificate to be kept on record, and the names of two referees.
- d) The two written references must be received for all applicants. All chaplaincies will use the same pro forma letter to referees with set questions of a direct nature so that referees understand what information is required. \*
- e) A certificate of “no criminal record” must be obtained from the \*\*Swiss Federal Police. A suitable “no criminal record declaration” from the country of origin must be obtained, if the person has recently arrived in Switzerland.
- f) Each chaplaincy should know the law regarding child protection in their Canton and whom to contact if they believe that a child being abused or is in danger (home or school).

**The new C.D. form now gives advice on how to obtain supporting documents.  
See page 3**

The Criminal Records Bureau information documents can be accessed at:  
<http://www.europe.anglican.org/news/jobs/crbdocuments.html>

Information on how to apply for certificates confirming no criminal record in countries other than the UK can be found at: [http://www.crb.gov.uk/guidance/rb\\_guidance/overseas.aspx](http://www.crb.gov.uk/guidance/rb_guidance/overseas.aspx)

Contact details for those countries that have a representative in the United Kingdom can be found on the Foreign and Commonwealth Office website <http://www.fco.gov.uk/en/> Telephone **+44 (0) 20 7008 1500**

The information provided by overseas authorities may be in the language of the country to which the application was made. **Please have this information translated.**

The Assistant Diocesan Secretary has info. on the procedures in some countries: +44 (0) 20 7898 1155.

The Archdeacon has a web page address available for the USA.

Further work on ‘Safe recruitment’ to include:

- Create a suitable letter to referees.
- What can reasonably be expected in the way of documentation from those who change country regularly?
- What about countries that do not supply police ch

### **\* References:**

References are a very valid tool in the discernment process.

For new church members, or people who have not lived in the area long, one reference should be from a previous church, if possible.

The reference should be a signed letter, not just an email.

If a referee does not respond, even after a second letter of request has been sent and perhaps a phone call has been made, then the applicant may be asked if they would prefer to provide the name of another, suitable referee.

Good practice: there should be a paper trail record kept in the confidential files if references are not received, noting that the candidate cannot work with children until such time as suitable references are received.

At present the chaplaincy Child Protection Officer (if not a member of the clergy) will only receive feedback about references. The Archdeacon advises that if there is a concern, the minister should contact Chris Lees, the Diocesan Child Protection Officer directly.

### **\*\*Swiss Police Checks:**

Recent advice received from Mr. Chris Lees, indicates that Sunday School staff who have been teaching for a number of years, do not need to supply new references but must obtain a Certificate of "no criminal record" from the Swiss Federal Police. (CHF 20-)

The candidate must apply personally for the certificate from the Post Office or on-line.

[Terminology: Extrait du casier judiciaire \(French\)](#)

[Strafregisterauszug \(German\)](#)

[Estratto del casellario Giudiziale \(Italian\)](#)

## 2. CHILD PROTECTION TRAINING

Training on C.P. and ministry to children within the Archdeaconry, possibly through SACEP. Possible resources: Diana Murray and Jim Sharp (International Scouting Organisation in Geneva) an experienced seminar leader.

Note: Often those working with the elderly are themselves elderly, therefore informal meetings to “share experience” may be better than so-called training sessions.

### **Health and Safety**

Training should include such practical aspects as first aid- what we can and cannot do; fire procedures; regular health and safety checks of the premises to find possible hazards for children and vulnerable adults.

The Church of Scotland has an excellent website on safety of premises and other matters

[www.churchofscotland.org.uk/councils/safeguarding/safeguardingresources](http://www.churchofscotland.org.uk/councils/safeguarding/safeguardingresources)

### **Photographs**

Photos of children should not appear on websites; Church magazines are different. UK practice recommends children’s names should not appear with the photos.

## 3. PROCEDURES FOR REPORTING ABUSE

See Diocesan Guidelines p4ff.

Further work on ‘Procedures for Reporting’ to include:

- Names and addresses of cantonal authorities and social services.
- What will the authorities require in the way of documentation (if any)?
- Local reporting procedures

*Submitted on behalf of the team    Diana Dell’Acqua    (C.P. Officer St. Edward’s, Lugano)    June 2010*