

A Standard Policy for the Protection of Children and Vulnerable Adults in the Anglican Church of 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?

According to new guidelines, which are being discussed by the Bishop's Council, **All** categories, including those mentioned below will undergo full **CRB clearance**.

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.

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.)

Safe recruitment regulations are the same for those working with children and/or vulnerable adults. Hereafter C.P. procedure is understood to include both children and

vulnerable adults. It is, however, recommended that the 2 categories have relevant, separate documents to cover training, work ethics and guidelines.

* Attached Pastoral Visiting Guidelines.

The CRB gives a full definition of a vulnerable adult in the document:

Promoting a Safe Church, Policy for safeguarding adults in the Church of England
(Pages 24 - 25) P1.3 <http://www.cofe.anglican#13AE8E>

A summary of their definition of a vulnerable adult is encapsulated under *Disabilities: Impairment in a person's ability to protect him/herself from assault, abuse or neglect.*

CLEARANCE PROCEDURE

- a) Candidates should be resident and known to the church community for at least 6 months before C. P. procedure for both children and vulnerable adults can be initiated.
- b) The Confidential Declaration Form must be completed by the applicant. References to UK legislation in this form should be understood as equivalent legislation 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. Please note that although this *requirement does not appear on the Diocesan C.D. Form it is compulsory for candidates who wish to work with children in the Swiss Archdeaconry.
(See Page 3)
- d) The two written references must be received for all applicants. All chaplaincies will use the same pro forma letter to referees (see Page 4) 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 "declaration of no criminal record" from the last country of residence must be obtained, if the person has recently arrived in Switzerland.

In the case of forms and documents being returned **to the Chaplain** the only supporting document (note 14 on page 3 of the draft Swiss Confidential Declaration Form) will normally be the Swiss police certificate. The chaplain reserves the right to require documents from other countries, however, without giving reasons.

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

For the USA, the address is <http://www.fbi.gov/hq/cjisd/fprequest.htm>

Note: the FBI often takes several weeks or longer to process requests. They should be made as soon as possible.

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. or jeanne.french@europe.c-of-e.org.uk

In other cases, contact the relevant diplomatic mission 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 is being abused or is in danger (home or school).

***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 \(French\)](#)

2. 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.

When the chaplaincy serves congregations in more than one canton, please contact the authorities where the main church is situated.

- What will the authorities require in the way of documentation (if any)?
- Local reporting procedures

3. **GUIDELINES** from the **Diocesan Directors of Communications** should be taken into account when using photographic images of children and adults in diocesan publications and websites.

Reference for volunteers working with children and young people Confidential Document

Name of Volunteer.....

What is your relationship to volunteer (*e.g. relative, friend, employer etc*)
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How long have you known the volunteer?

Have you had the opportunity to observe the volunteer interacting with children
yes/no

yes/no
young people

From your own knowledge and experience of the volunteer please comment on his/her
attitude to children/young people

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From your own knowledge and experience of the volunteer please comment on his/her
experience of working with children/young people

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Do you know of any reason why this volunteer is not suitable to work with children or young people?

If your answer is "yes" please explain your reasons.

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Would you like to make any other comments about this volunteer? (If you require more space please continue on the back of this sheet.)

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Date Signature

Full name and address of referee

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Please return this form in an envelope marked "Confidential" to

Reference for volunteers wishing to become a member of the Pastoral Visiting team

Confidential Document

Name of Volunteer

What is your relationship to volunteer (e.g. relative, friend, employer etc)

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How long have you known the volunteer?

Have you had the opportunity to observe the volunteer interacting with adults in a pastoral or counselling role? Yes/no

From your own knowledge and experience of the volunteer please comment on his/her attitude to pastoral visiting

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From your own knowledge and experience of the volunteer please comment on his/her experience of working as a pastoral visitor

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From your own knowledge and experience of the volunteer please comment on his/her ability to work as part of a team.

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Do you know of any reason why this volunteer is not suitable to work with adults in need of help and/or support
If your answer is "yes" please explain your reasons.

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Would you like to make any other comments about this volunteer? (If you require more space please continue on the back of this sheet.)

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Date Signature

Full name and address of referee

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Please return this form in an envelope marked "Confidential" to