

# Safeguarding



## Policy Handbook



The Anglican Church of Bermuda





# The Anglican Church of Bermuda

## Safeguarding Policy Handbook

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# The Anglican Church of Bermuda

## Forward from the Bishop

*'Let the children come to me and do not hinder them, for to such belongs the kingdom of God'*

When children came to Jesus they were welcome and safe – and we, who are called to be his followers, must do all we can to ensure the welcome and safety of all of God's children. Throughout the Bible it is a mark of genuine worship and justice that all people should be cared for and particularly the vulnerable – widows and orphans. In this regard, we have established this policy not just to include the safety and welfare of children but all who need protection.

This may seem like a daunting amount of paperwork and procedures. People will ask, it is necessary in this small Island? The answer is a resounding YES! This is not an option for any to ignore. The Church of all places must be a place of best practice if it is to be a place of good news and of healing. So, I ask you to read it carefully and to support those whose job it is to put it into place. This is all about creating the environment where all people can worship God without fear and in freedom. It is part of our pastoral care to them.

We aim to establish best practice and, if things do go wrong, to respond swiftly, safely and compassionately, partnering with other agencies to provide the best care, protection and support that we can. This is always a work in progress, but we need to start somewhere. It is my belief that this policy is a much needed and good first step going forward, but also will provide a framework for helping any who have been subject to abuse in the past. As a church, we are uniquely able to both protect and to offer healing, to help break the chains of the past and to bring freedom through the work of God, Father Son and Holy Spirit and the care and love of His family, the church community.

Thanks to those who have helped pull this together, drawing on the experience of other Anglican Churches around the world and our local charity SCARS. We are open to ways that this may be improved upon as you not only think of how this applies to others, but how it might feel to you.

*'Truly, I say to you, as you did it to one of the least of these, you did it to me.'*

*+ Nicholas .*

The Rt. Revd. Nicholas Dill

Bishop of Bermuda





# The Anglican Church of Bermuda

## Core Safeguarding Policy

### Scope

Our approach to Safeguarding is based on our respect and care for one another in the Church as Christ's Body and universally as beings created in God's image.

We take Safeguarding to embrace the protection from harm of children and young people, and of adults who are especially vulnerable.

By 'children' or 'children and young people' we mean equally all those who have not yet attained their eighteenth birthday.

By 'vulnerable adult' we mean anyone at risk of harm due to disability, age or illness, whether in a care setting or not, including from gang related activity.

We understand Safeguarding to cover protection from emotional and physical as well as sexual abuse, and also from harm caused by neglect.

We also take Safeguarding to relate more widely to the way in which power is used or may be abused within the life of the church, to protect or to harm.

Our Safeguarding policy embraces all activity taking place under the auspices of the Anglican Church of Bermuda, directly and indirectly.

Safeguarding policy applies to everyone associated with Church activity whether officially and unofficially, to clergy and laity, to employees and volunteers.

We need both to provide for the improvement of Safeguarding awareness and to have procedures to follow when abuse is reported or suspected.

The focus of our Safeguarding policy and guidance will be primarily on making our current and future Church activities safe for children and vulnerable adults.

In addition the Anglican Church of Bermuda will need to develop its capacity to respond to any disclosure of abuse set in the historical past.

We need to learn from and align with good practice drawn from biblical principles and human rights, and to conform to Bermudian Law.

*[Core Policy, ctd.]*

## **Principles**

We are committed to:

The care and nurture of all children and young people and all adults within our church community.

The safeguarding and protection of all children, young people and adults when they are vulnerable.

The creation of safe, caring communities where there is a culture of awareness of the dangers of abuse.

The safe vetting and recruitment of all those who are responsible in any way for children and vulnerable adults.

The appropriate training in Safeguarding of all those who are responsible for children and vulnerable adults.

Responding to every complaint made which suggests that a child, young person or vulnerable adult may have been harmed.

Co-operating with the Police and other agencies in any investigation of such complaint whether current, recent or historical.

Working with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

The care and supervision of any member of our church community known to have offended against a child or vulnerable adult.

Challenging any abuse of power, in respect of any child or adult, especially by anyone in a position of trust and authority.

Following legislation, guidance and recognized good practice in the public and charitable sector, in Bermuda and other leading jurisdictions.

*[Core Policy, ctd.]*

## **Implementation**

Our Safeguarding policy should be embedded in our official constitution.

This will both reference Safeguarding and ensure accountability internally, for the protection of church members, and provide quality assurance externally to the individuals and organizations in the wider community with whom we relate.

Our responsibility for Safeguarding is expressed and exercised individually and corporately.

As the shepherd who is given the oversight of the church's welfare, the Bishop by virtue of this office bears individual responsibility for safeguarding the flock. He extends this responsibility to those whom he licenses to Christian ministry, foremost the clergy who share his cure of souls.

Because Safeguarding is affected by the way the Church is organized and not just by the personal ministry of individuals, policy for it is also the corporate responsibility of our organs of government, specifically the Synod and the Parish/Cathedral Vestries.

Our Safeguarding policy should therefore be more than merely advisory or optional: it has to be binding.

While our Safeguarding policy will naturally be grounded on a rational consensus and the requirement of the Law of the land, suggesting that compliance should not be an issue, lines of accountability and the measures to secure them will need to be clear.

Therefore clergy, Synod and Vestries will need to have full ownership of Safeguarding policy in its preparation and implementation.

While there may be factors which inhibit this high level of collaboration, Safeguarding is of such importance that common action in the common interest must be commended and should prevail.

Leading the implementation of policy will be the Diocesan Safeguarding Team, comprising one member of the House of Clergy and one member of the House of Laity, both working closely with the Bishop and reporting directly to him.

One of the two members of the Diocesan Safeguarding Team will be appointed by the Bishop as Diocesan Safeguarding Officer, with key responsibility for recording and reporting all Safeguarding concerns.

The provision of a Church Safeguarding Person in each Parish will help secure the understanding and application of Safeguarding at local level. The Safeguarding Persons will receive direction and support from the Safeguarding Team.

Support will be provided for the Safeguarding Team and Church Safeguarding Persons when dealing with the demands of difficult situations which may follow any disclosure, including professional advice and legal counsel.

*[Core Policy, ctd.]*

## **Law**

All church activities are subject to Bermudian Law, which also provides a framework for common Safeguarding standards in our working partnerships with other community organizations.

Relevant Bermuda Law includes the Human Rights Act 1981, the Children Act 1998 and the Senior Abuse Register Act 2006 and, indirectly, the Charities Act 2014.

As the Synod of the Anglican Church of Bermuda is a registered Charity and therefore subject to the Charities Act 2014, it is recommended that in respect of Safeguarding the Vestries also should operate to standards at least as high as those required by the Act.

Among relevant Registry guidance, especially pertinent is the Vulnerable Persons Policy, published by the Department for Home Affairs in 2014 in support of the Charities Act.

Selected extracts from the Children Act 1998 and Vulnerable Persons Policy 2014 are given as Appendices in this Safeguarding Policy Handbook.

For criminal background checks, the Police Criminal Record Check Form SF39 is available from <http://www.bermudapolice.bm> and in the Guidance section of this Safeguarding Policy Handbook. The application fee is \$100.

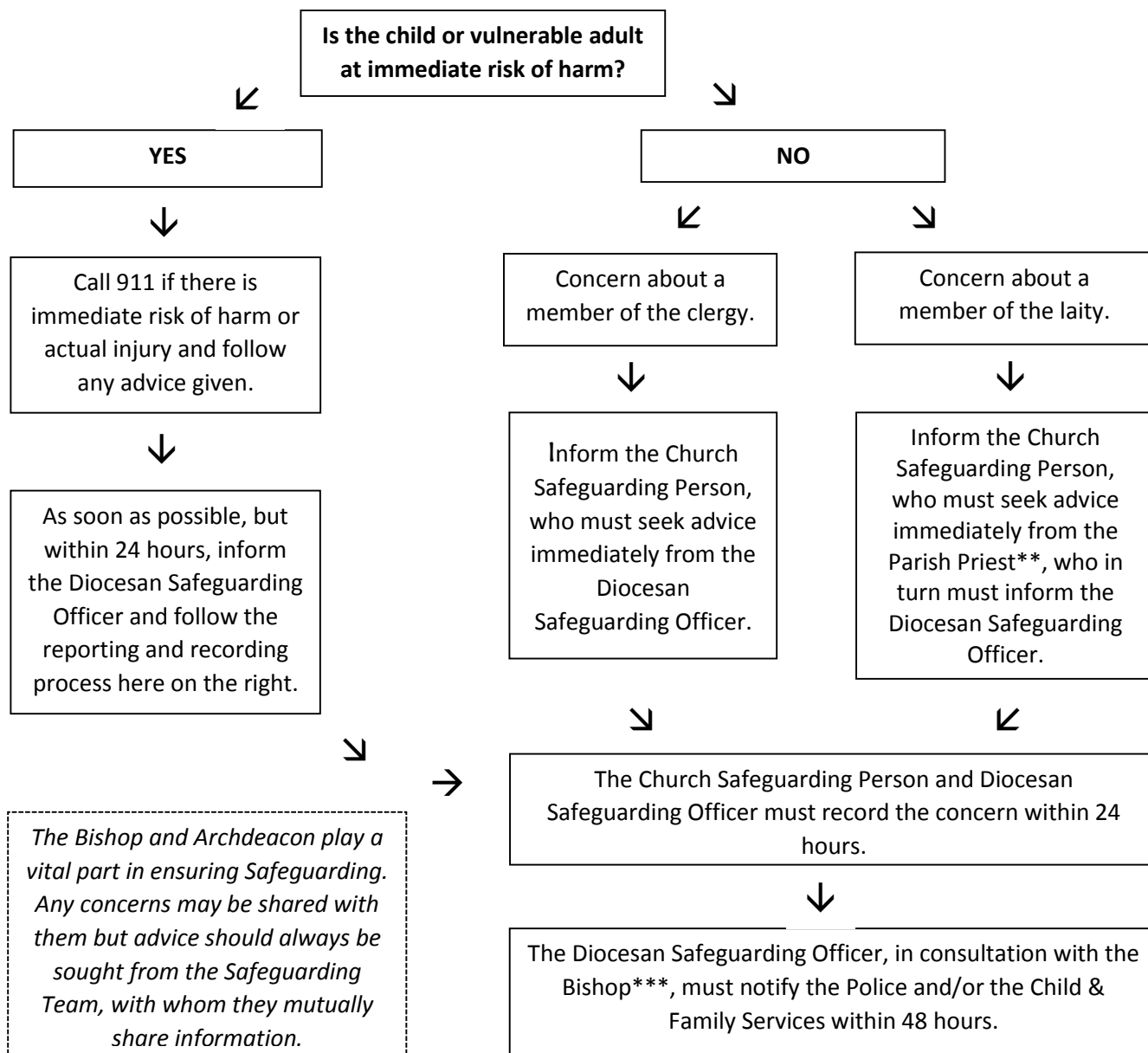
*[Core Policy, end.]*





## The Anglican Church of Bermuda

### Flowchart for initial\* reporting of Safeguarding concerns



*Note: all communications made by phone or in person should be written down at the time, signed and dated*

\* This guides our initial reporting: in the event of a subsequent enquiry or investigation by the Authorities, further reports and testimony will be sought according to procedures beyond the scope of this Flowchart.

\*\* At the Cathedral, for 'Parish Priest' read: the 'Canon Residentiary'.

\*\*\* Or in the absence of the Bishop, his Commissary.



# The Anglican Church of Bermuda

## Service contacts for reporting, guidance and therapy

### REPORTING SUSPECTED ABUSE

Call 911 if there is immediate danger of harm.

Refer to the Safeguarding Handbook to use the Flowchart and Form for initial reporting of the Disclosure, Observation or Suspicion of Abuse.

If you have any concerns that a child or vulnerable adult is being or has been abused, contact your Church Safeguarding Person and the Diocesan Safeguarding Officer who will ensure that the concern is reported to the authorities (Child & Family Services / Police Service) for investigation.

### Child & Family Services

294-5882 (9:00am – 5:00pm) or Kids Line: 278-9111

After Hours: 295-0011 (*the Police Service, who will contact a social worker from Child & Family Services*)

Magnolia Place, 45 Victoria Street, Hamilton HM12

### Bermuda Police Service

Criminal Investigation Unit, 295-0011 or 247-1744, [www.bermudapolice.bm](http://www.bermudapolice.bm)

Dame Lois Browne-Evans Building, 52 Victoria Street, Hamilton HM12.

### Anglican Diocese of Bermuda

Safeguarding Officer, Diocesan Office: 292-6987. Email: [diocese@anglican.bm](mailto:diocese@anglican.bm)

P.O. Box HM 769, Hamilton HM CX.

### HELPLINES AND GUIDANCE

Department of Child & Family Services Kids Hotline (9:00 am – 5:00 pm) 278-9111

Department of Child & Family Services Hotline (after hours) 295-0011

(*the Police Service, who will contact a social worker from Family Services*)

Child & Adolescence Services (MAWI): 239-6344

Centre against Abuse, Hotline: 297-8278 (*sexual assault male & female*)

The Family Centre (9:00 am – 6:00 pm): 232-1116

The Coalition for the Protection of Children: 295-1150

Sexual Assault Response Team (SART): 911

### RESOURCES FOR THERAPY

Cardinal House: 296-2903

The Association of Diagnostic and Psychological Services: 295-7766 [adpsbermuda.com](http://adpsbermuda.com)

Benedict Associates: 295-2070 [benedict.bm](http://benedict.bm)

Solstice: 292-3456 [solstice.bm](http://solstice.bm)

Bermuda Counsellors Association: 735-1315

*With thanks and acknowledgement to SCARS on whose published list of contacts this information is based.*



# The Anglican Church of Bermuda

## Church Safeguarding Person

### *Your profile*

- In good standing with your parish church
- Experience of working with young people and children
- Able to provide two references
- Available to meet for training and support

### *Your role*

- Raising awareness
- Safer recruitment
- Holding information
- Responding to disclosure

### *Safeguarding Team support*

- Appropriate training
- Up to date information
- One to one discussion
- Annual conference



## The Anglican Church of Bermuda

### Good Practice in Working with Children and Young People

Leaders whether paid or voluntary have a responsibility to ensure that the children and young people in their charge are able to take part in organized activities that are safe. They will need to consider:

#### Health and Safety

Leaders must check that group premises are suitable and safe for use, identify potential hazards with regard to fire safety and safe use of equipment, first aid and the use of vehicles.

It is essential to have in place the following:

- Personal information of all members of the group to use in an emergency.
- A register of all group members filled in each time an activity takes place.
- Accident report sheets
- Incident report sheets
- Fire procedures
- A well-stocked first aid kit

For more detailed guidance please refer to the separate sheet 'Health and Safety when Working with Children and Young People'.

#### Programme of activities

It is important to remember that the involvement of children and young people is paramount. Therefore, whilst it is essential to have an outline programme of activities, it is desirable to include young people in the decision process at all stages.

Activities are not an end in themselves but a means of helping children and young people to gain confidence to live their own lives in a responsible way. Sometimes this may just mean sitting and chatting or more importantly, listening to what is important to the young people.

Working with young people requires prayer, patience, hard work and above all, a good sense of humour. Things may not always go according to plan but this doesn't mean you have failed. Often the most valuable part of a session could be in a throwaway comment or conversation while packing away or transporting members from A to B. Even the incidence of negative behaviour (and this will happen from time to time!) can be used in the learning process.

Dealing with negative behaviour can be a difficult area and it is recommended that in working with the young people, when you are setting up your programme of activities, you establish a code of conduct. They should be involved in deciding what is acceptable and what is not and are more likely to observe the code if they know they made the decisions about it.

Although a programme is important in terms of both leaders and young people knowing where they are, it must not be rigid and will need to be changed from time to time as different needs are identified.

For more detailed guidance, please refer to the separate guidance sheet 'Planning Activities when Working with Children and Young People.'

*[Good Practice, ctd.]*

### **Guidelines for Workers' Behaviour**

As a person working with children and young people in their leisure time you must always ensure that you do not allow yourself to get into a position where your actions could be misinterpreted or viewed as inappropriate.

What is and what is not appropriate behaviour towards young people must be understood and the following are guidelines to protect you from being placed in a compromising situation. Boundaries and ground rules should be established with young people at the beginning and consistency must be maintained.

Leaders need to be clear about appropriate contact and must consider the way that a response might be interpreted.

Therefore:

- Remember you are a role model and need to set a standard of behaviour that is clearly understood by all, e.g. no alcohol and smoking, or any illegal drug.
- Establish boundaries between leaders and young people. Do not let them lose respect for you.
- Do not act in a way that you would not want to be copied e.g. swearing, fighting, removing clothing.
- Do not receive actions that you would not return e.g. tickling, hugging, kissing.

Types of contact that are inappropriate include:

- Social contact maintained outside of the planned activities
- Acting as a friend rather than a supportive adult
- Discussing personal information about self or other members
- Ignoring or favouring particular members
- Physical contact including rough play, hitting, tickling and (except in the case of infants) sitting on knees and cuddling
- Inappropriate speech including bad language, criticism, sarcasm, shouting, name calling
- Emotional manipulation including singling out, humiliation, teasing, creating dependency

Ensure you can easily be identified as the leader and bear in mind to avoid situations where you might find yourself alone with a young person e.g. when administering first aid, in a toilet or at the beginning or end of a session.



## The Anglican Church of Bermuda

### Health and Safety when Working with Children and Young People

#### Fire Procedures

Leaders should ensure that there are appropriate fire procedures in place where the activity is to be held. These should be demonstrated regularly at meetings attended by the children and young people. Those responsible should take into account the following:

- Does everyone know where all the fire extinguishers are located?
- Are all fire extinguishers in good order?
- Are regular fire drills carried out?
- Does everyone know what to do in the event of a fire?
- Do they know how to get to the designated meeting point in the event of evacuation?

It is essential to know how many people are on the premises in case of fire. Names of members attending should be recorded on an attendance sheet, session sheet or register.

#### Equipment Safety

Items of equipment used during games and sporting activities, as well as tables and chairs used in less physical activities, should be checked regularly to ensure they are in good condition and fit for purpose. Members should know how to report damaged equipment and not just put it back in the store. This is particularly important when such equipment is required for adventurous activities.

#### Session Sheets

A session sheet is a simple form or page in a book that needs to be completed by a leader every time an activity is held. This provides you with a record of who has attended and also who has paid any subscriptions if this applies.

It is a good idea to encourage members to sign in on arrival as they can quickly get distracted by the session's activities.

These forms can also be used to record what monies have been taken as well as the activities of the evening, including any accidents/incidents that may have taken place.

This information is important for leaders and the treasurer as well as providing a list of who is in the building in the event of an emergency.

*[ctd.]*

*[Health and Safety, ctd.]*

## **First Aid**

Take time each week to think about the activities that are taking place and to what extent they put members at risk. It is a good idea for at least one of your leaders to attend a basic first aid course and to take responsibility for ensuring that the first aid kit is well stocked. Make sure everyone knows where the first aid kit is kept and always take a travel-based version with you on trips.

## **Accident/Incident Forms**

It is your responsibility to make the environment where you are meeting as safe as possible and to be able to cope with any accidents when they occur. If an accident does happen, however minor, you should record it on a form or in a book. A specimen form is included elsewhere in this Safeguarding Handbook.

Information on the following should be recorded:

- The date and time of the accident
- The name of the injured person
- The type of injury
- The action taken
- The name of the person administering first aid if any
- The signature of the person dealing with the accident
- The names and contact details of any witnesses

These forms should be readily available for us, so it is a good idea to keep them with your First Aid equipment or attendance register.

If a young person is injured parents must be informed and details provided of any treatment given.

## **Important**

Information about any accident needs to be recorded as soon as possible after the accident has occurred while the details are still fresh in everyone's minds. Likewise other incidents that affect members of the club should be recorded. A specimen Incident Report Form is included elsewhere in this Safeguarding Handbook.

## **Emergency Information**

A list of emergency information should be displayed on the premises where the activity is held. An example of an emergency information sheet is given elsewhere in this Safeguarding Handbook.

*[Health and Safety, end]*



## The Anglican Church of Bermuda

### Simple Guide to Being a Volunteer

Thank you for choosing to volunteer. You are greatly appreciated and you will make a big difference in the lives of the children and young people you are connecting with.

To be a successful volunteer we ask you to follow some simple guidelines:

1. Remember that this is a spiritual ministry. Please take time to pray and reflect before and after each session.
2. Remember that young people will look at you as an example. So please model good behaviour and be a positive role model.
3. Be open and honest with the young people.
4. During the session/activity try and get involved as much as you can and help all the young people join in. Remember you might be enjoying the game or activity but some members might not. So make sure they are happy first.
5. Avoid being alone with a young person and make sure you are always in visual sight of another leader.
6. Limit your physical contact with the young people. Hugging, sitting on laps and holding of hands can be signs of favouritism and will put you in a vulnerable situation.
7. Help the young people understand any boundaries that are set at the start of the group and model them yourself. Each group might have slightly different expectations but the following might be helpful to establish.
  - a) Respecting God,
  - b) Respecting the people around you,
  - c) Respecting the property and equipment you are using.
8. When dealing with bad behaviour it is recommended that you:
  - a) Warn the individual about their bad behaviour and ask them to stop.
  - b) If they continue to be disobedient then ask them to sit out of the activity away from the group for a short period of time to cool down.
  - c) If this still does not solve the problem then ask a senior leader to help. They may choose to involve the parents and it may require a suspension or alternative method of discipline.

Never use physical reprimands as an appropriate form of discipline.
9. If you are worried that something might be wrong with a young person you are working with, for example they tell you something sensitive, never promise to keep it a secret and discreetly tell the senior leader in charge what you have seen or heard. He or she might ask you to fill out a form and that information might be used to make sure that individual is kept safe. If you are worried about the senior leader in charge and you feel you can't talk to him/her, then you can speak to a senior Anglican Church leader or a representative from the Anglican Church of Bermuda. They will know what to do should further action be required.
10. Finally, if you are not sure about something don't be afraid to ask for help. [end]





## The Anglican Church of Bermuda

### Planning Activities when Working with Children and Young People

#### Programme of Activities

As mentioned in the Guidance sheet 'Good Practice in Working with Children and Young People', it is a good idea to have an outline programme of activities for the club which will need to be interesting and to take into account the varying ages and abilities of your members. You could sit down with them and encourage them to think of ideas that can be done within the club as well as more adventurous activities. You should have a clear purpose behind each item on your programme and what it is designed to achieve e.g. team building, creativity, and personal development.

It is very helpful for both leaders and young people to know what their responsibilities are and who will be doing what. A structured programme enables young people to participate and learn about their environment, develop skills, gain in self-awareness, build confidence and give them responsibility enabling them to make positive choices about their lives. An organized programme provides young people with varied, stimulating and fun activities, as well as providing a focus for the staff team to deliver and gain the satisfaction of achieving constructive activities.

There will always be limitations to what you can do within the club budget. However, it is a good idea to have some sort of programme worked out in advance so that leaders are aware of arrangements that need to be made beforehand. These might include:

- Resources e.g. equipment
- Transport
- Costing
- Fundraising
- Publicity
- Parental Consent Forms

#### Resources

When planning the programme with your members, encourage them to think of some activities that can be done at very little cost, using resources that are easily available. For example, a session of arts and crafts or team games could involve household items such as empty boxes, old newspapers etc. Scrap stores or other resource centres may also be able to help with materials at a small charge. You could also contact other childrens' or youth groups and agencies to see what activities and resources they might be prepared to lend you. The more contacts you have, the more ideas and resources will be available.

Note: If you are bringing in outside specialists remember that there are insurance and safety issues involved when bringing in outside workers to work with young people. Also find out what equipment they may expect you to provide.

*[ctd.]*

*[Planning Activities, ctd.]*

As members of your group begin to take a more active part in the running of activities you could give some of the older young people more responsibility in organising them. Make sure you are available to give advice, training and help where needed.

Remember to tell members beforehand of any activity involving a particular type of clothing or needing members to supply particular items so that they are prepared when they come to the session.

### **Transport**

There will be times when you will want to organise a trip or activity away from your usual premises. This will take some planning so make sure you start thinking about it in good time to avoid disappointment. Trips abroad may require organizing drivers or even hiring a minibus depending on the numbers taking part and when making enquiries on the cost and availability of vehicles always check that the vehicles have fitted seatbelts, first aid kits and fire extinguishers on board.

There will be local regulations with regard to driving these vehicles. The driver of a minibus must be over 25 years of age and hold a current full driver's licence. It is therefore often best to hire a vehicle and driver together.

You will also need to make sure that if you need to book any other aspect to the trip e.g. a couple of lanes at the bowling alley, that you do it in conjunction with organising the trip.

If you are using private cars remember to check for current insurance and that the policy covers the individual to do this. Remember, you cannot charge members a fee for taking them in your car, but don't be afraid to ask your vestry or management committee to reimburse you for the fuel used.

### **Parental Consent Forms**

When planning an activity outside your usual venue, remember to let parents/guardians know what you intend to do and obtain their written consent when including young people under 18 years. Parental consent forms should be given to members to take home well in advance of the planned activity and no members should be allowed on a trip without a consent form having been received by the leaders.

Local visits on foot, in the usual session time, to non-hazardous venues do not normally need written parental/guardian's consent. It may be appropriate to inform parents of this principle at the beginning of their child's time in your club.

Note to leaders: Remember to take any medical information and contact numbers with you, and it is a good idea to have an emergency contact for parents to use should they need to get in touch with you during the trip.

*[end]*



# The Anglican Church of Bermuda

## Praying with Children and Young People

### Introduction

Prayer is and should be an integral part of our lives as Christians and of our fellowship together. Building a healthy attitude towards prayer is one of the greatest gifts we can give a child. We need to have the teaching and the practice going together. If they learn from a very early age to bring all of life's situations, difficulties, worries and joys to God it will become second nature to continue this throughout life. However, we need to be very careful how we teach and model prayer. Particularly if we are seeking to introduce children to praying for each other, to various models of prayer ministry or to ministering in the power of the Spirit.

In any work with children and young people there are some basic principles that should always be adhered to. These should apply in any situation when we are praying with children and young people:

- Acceptance of them as individuals and of their views and questions
- Respect for them and their wishes
- Non judgmental listening
- Sensitivity to them, their situations and issues
- Discernment
- Patience

### Praying with Children

When praying with children and young people we must be aware of several considerations, and be aware of the consequences of not giving appropriate thought and consideration to them. We need to behave in such a way that we can build trust and respect and provide a range of models and understandings of personal and corporate prayer.

If prayer is an integral part of our work with children and young people then parents / carers should be made aware of this. For children whose families are members of the church family this may be easier, but it is important to ensure that non church parents and families are aware of this. It is also important that families know what form prayer will take. Will it be:

- A prayer to open and close the meeting
- Corporate recitation of prayers like the Lord's Prayer
- A corporate prayer time led by the leader
- Children joining in the prayer – either reading prayers they have prepared or in open prayer or writing prayers for display
- Leaders praying individually with children if they ask for it
- Invitations for prayer ministry
- Children praying for each other

If any family objects to their child being involved in any or specific examples of prayer their wishes must be respected. It will be important to explain to a child why you are not willing to pray with them when you may pray for other children. It may be most appropriate to ask the parents to do this or preferably to do it together. This will need sensitive and careful handling.

[ctd.]

*[Praying with Children, ctd.]*

### **Guidelines for Prayer**

There are some basic principles that are good practice for any time of prayer, but are especially important when praying with an individual or young person:

- Ensure the child is aware of what is going to happen
- Ensure they are happy for this and want to pray with you
- Make sure you are in an open area where you can be seen
- Make sure there are two people praying with each child
- Make sure that one of the pair is of the same gender as the child

### **Pattern for Prayer**

- Ask the child what they would like prayer for
- Make sure you listen carefully to their reply
- Ask questions for clarification to make sure you have understood
- Don't attempt to interpret what they have said or give advice
- Don't laugh or mock anything they pray for. Any negative reaction may damage their willingness to bring concerns to God in prayer, or of their understanding of their value to God.
- Speak calmly, quietly, don't shout or get excited
- If there is no specific request then simply ask God to bless them
- Try to focus on the positives and not on the negatives

### **Practical considerations**

- Physical proximity – consider where you put your body in relation to them and their body
- Height – don't stand to pray with a child: sit or kneel, so that you are nearer the same height
- Leave open space between you and the child, do not invade their private space
- If you usually lay hands on someone when praying for them, think carefully before doing this with a child. Consider:
  - Where will you place your hand, and what does this say? Is it controlling, domineering, restraining, inappropriate, etc.
  - Always ask the child if they are happy to be touched
  - Agree where and how you will touch – e.g. hand on shoulder
- Ensure the child knows they can say no or ask you to remove the contact at any time
- If you would usually use oil to anoint during prayer ensure the child is aware of this and understands the significance and make sure they are happy. If they have any concerns or reservations do not go ahead.
- If you are in a church which uses the gifts of the spirit in ministry be very careful to ensure the child understands exactly what is happening and is comfortable with it. Use of gifts like speaking in tongues when praying for a child may be very frightening and confusing. Also be very careful using words of knowledge or pictures as this may confuse or frighten the child.
- Use simple language, words and concepts that the child will understand and be familiar with.
- Keep the prayers short and to the point.
- Make sure you pray specifically for what the child has said, and don't seek to place your own interpretation onto it.
- Remember it is about God and the child not you!
- Remember that in the Bible prayer and gifts of the Spirit are always used to 'build up and bless' the people of God, never to damage or tear it down.

*[ctd]*

*[Praying with Children, ctd.]*

### **General Considerations**

- Always be alert to what a child may be trying to say. They may use a request for prayer to raise issues that are really concerning them.
- Do not use a time of prayer as an opportunity to offer advice – children are very susceptible and may be especially so if they are distressed.
- If you believe you have ‘a word from God’ for a child be very careful how you deal with this. It is most appropriate to go away and pray through this with another leader to be sure before sharing it with a child.
- Be very careful that you do not suggest in any way that a child should cease taking medication, or taking advice or support from other agencies they are involved with.
- Do not ever promise total confidentiality. If a child discloses abuse you will have to report it and deal with it. You should set boundaries to what you can do and how you will deal with things.
- If a child wants prayer related to the talk or Bible reading, find out from them specifically what they want or what they have related to in the story. It probably won’t be the same as you have. Do you see a link between David and Goliath and bullying?
- If you have a belief that a young person may need deliverance always seek appropriate advice, support and guidance. Such beliefs can be extremely damaging to children and are regarded to be destructive by professional agencies. Do not attempt to initiate this ministry on your own and do not even suggest it to the child.
- Be very careful how you express things in both the teaching and any subsequent prayer. The borderline between ‘emotional abuse’ and ‘presenting the message fully’ can be very thin. Anything that leaves the child frightened, confused, worried, is not helpful.

As those working with children and young people we need to be aware how Bible stories or sermons may bring to the surface specific issues in a child’s life, e.g. bullying, specific fears or worries. If something (child protection, bullying, etc.) comes up in this way it must be dealt with. Of course we should pray with the child or young person, and seek to offer as much comfort and support as possible, but we must also take action.

If a child becomes upset or distressed whilst you are praying, stop praying immediately. Ask them what has upset them. It may be something specific, in which case you will need to find ways of dealing with the issues that have arisen, or it might be more general. It may be appropriate to change those who are praying with the child, or to change tack with the prayer. If the child remains upset it may be appropriate not to continue praying aloud with the child, but to wait with them until they calm down. It will be important to let them know that you are not annoyed or upset and that they haven’t done anything wrong. If there are no child protection issues it may be appropriate to talk to the child’s parents and explain what has happened.

### **Prayer Partners**

If considering ‘prayer partner’ type activity in support of children and young people and the work with them, care must be taken in how it is done. Suggestions for good practice include:

- Keep it general – relating to activities within the group or issues that may be common to groups of young people – changing school, exams, etc.
- Don’t name individual young people or refer to specific situations relating to individuals
- Clearly if a situation occurs that is well known in the church community (bereavement, accident etc.) it would be appropriate to pray for individual young people by name
- Do not have pictures of young people displayed publicly
- There can be potential dangers in linking individual young people with adults in the church – it is better to keep it general

*[ctd.]*

*[Praying with Children, ctd.]*

### **Prayer Ministry**

There are a range of models of prayer ministry, but there are broadly similar characteristics in the majority. If we are seeking to introduce prayer ministry into work with children and young people it is important to ensure we have the same things in place as are crucial in the 'adult church'. Broadly speaking these are:

- A theology
- A model
- Good practice

We need to make sure this is the same across the whole church, although the way of explaining it may be slightly different.

We should also make sure that:

- Any leaders who will be ministering to children and young people are experienced in prayer ministry and in how it relates to children and young people
- The children and young people receive teaching on prayer ministry and preferably something in writing to take away with them
- If we want to introduce children and young people to ministering to each other that there is training for them and clear lines of accountability and supervision
- The wider church is aware of what is happening and approves of it
- There are appropriate checks and balances in place to ensure no-one has the opportunity to abuse the situation, either intentionally or unintentionally
- It may be appropriate to model prayer ministry by having an adult and young person minister together to young people. The young person may learn from the adult and develop into best practice
- It may be helpful, as part of the process to have times when young people minister to the leaders / adults in the church. This will give a very positive message about the place of young people within the church and establish praying for and with others as an integral part of church life.

*[end]*



## The Anglican Church of Bermuda

### Use of the internet and other media with children and young people

#### Our Duty of Care

Many organizations working with children use the Internet both for educational and recreational purposes. Increasingly this includes the use of social media in their various rapidly developing forms. Whilst this can be enormously beneficial, it has also brought risks and dangers for children. The Anglican Church of Bermuda has a duty of care for the children in our charge which extends to ensuring their safety whilst using the Internet. The areas of risk to be aware of and the guidance to be followed are given here.

While this guidance relates specifically to work with children and young people, because they are especially vulnerable to misuse of internet and media, it applies also to working with vulnerable adults.

#### Child Sex Offenders and the Internet

Sex offenders use the Internet to make contact with children and young people. They target them through social media, chat rooms, news rooms or groups, email lists and interactive games. They usually pretend to be someone else of a different age and sometimes gender. They will 'groom' children by establishing trust in much the same way as they do face-to-face. They will attempt to establish a 'special' friendship, pretending they are offering the child care and affection. Once they have gained the trust, they will try and plan a meeting.

#### Unsuitable Material for Children on the Web

Children can be exposed to pictures or written material online which is pornographic, upsetting or offensive. Sometimes inoffensive material, such as pictures of children engaged in sporting activities or wearing swimsuits, can be downloaded and used inappropriately. It is not helpful to post images of children which identify them or their location. Churches must therefore be very careful if they use photographs, videos and webcams of clearly identifiable people:

#### Guidance on Taking Pictures and Video of Children

- As a general rule, written permission should be obtained from everyone (children and adults) who will appear in a photograph, video or webcam image before it is taken.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Children and Young People under the age of 18 should not be identified by surname or other personal details. These details include email or postal addresses and phone numbers.
- When using photographs of children and young people, it is preferable to use group pictures. You must find out whether any parents do not want their children to be photographed.
- Before posting photographs of children online, obtain written and specific consent from parents or carers, making clear why a person's image is being used and where you will be posting it.

[end]



## The Anglican Church of Bermuda

### **The historical dimension – acknowledgement and resolution**

Internationally, the impact of child abuse committed in past times, upon organizations and their previous and current office holders, continues to be severe in terms of loss of reputation (personal and corporate) and in some cases, financial ruin.

This is in part due to the general rise in awareness of abuse, the openness with which it can now be discussed, and a growing culture of litigation: but it is also a sad testimony to the legacy of hurt and suffering caused by child abuse and the significant incidence of abuse, particularly in institutional and organizational settings, which was formerly unchallenged or if disclosed, covered up.

The disclosure now of abuse in the past should initially be managed according to the procedures outlined in this Safeguarding Policy. Given the lasting effects of abuse, it is hard to say when it is to be considered 'historic' and when 'present'. Also, abuse taking place now may be rooted in the experience of abuse suffered in the past.

However, if disclosure were made now of abuse committed decades ago, it is to be expected that due to the effect of the passage of time on the nature of evidence and testimony, the ensuing investigation whether by the Church or the civil Authorities would be lengthy and uncertain. Most likely, it would run its course according to the requirements of the case, in a way that could not be predicted or channeled according to the prompt procedures used to report and respond to abuse in our current practice.

What can be foreseen, should this arise, is the need for an independent enquiry, for which models can be adapted from other organizations where this has been tried and tested. It is to be expected also that the cost of legal counsel would be high: for this and indeed for other critical eventualities, it would be prudent for all our Church bodies to build up contingency reserve funds.

In principle it should be agreed, at least, that the cost of legal advice that may be needed by Church officers, in administering any Safeguarding procedure, should be borne by the Church.

Insurance against the impact of abuse, whether in the distant or recent past, is problematic. Public liability insurance is unlikely to compensate any parties involved in criminal abuse. Professional liability insurance would cover only named officers or principals for a limited period, typical a year at a time, and retrospective cover if available would not extend back very far.

Professional liability insurance against a range of risks might well be an option for individuals or groups within the Church, but the ongoing cost of this would need to be weighed against other priorities, some of which continue to be unmet at present.

Against this background of uncertainty, there is one particular initiative which can and should be nurtured, in order to reduce the risk of trauma in the Church following disclosure of abuse, and which is both realistic and affordable, and that is the Shared Conversation. By this is meant a structured, confidential, led encounter between those affected by an issue due to hurt or other sensitivity, conducted within an agreed protocol, along the lines of the Shared Conversation on Same Sex Marriage held in 2016.

In keeping with the principles of Safeguarding in a Christian context with which this Safeguarding Policy begins, the Shared Conversation provides the safe space for open acknowledgement, exploration and a degree of resolution of many of the hurts (across various areas of experience) which, within the Church, we have suffered at one another's hands.

*[end]*





# The Anglican Church of Bermuda

## Family Registration Form

**First Parent/Guardian:** Full Name \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

**Second Parent/Guardian:** Full Name \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

(Guardian means the person who is legally responsible for the children on this form)

**Family Address** \_\_\_\_\_

Parish \_\_\_\_\_ Postcode \_\_\_\_\_

**Family Doctor:** Name \_\_\_\_\_ Contact Phone # \_\_\_\_\_

**Emergency Contact:** Name \_\_\_\_\_ Emergency Phone # \_\_\_\_\_

**1<sup>st</sup> Child:** Full Name \_\_\_\_\_ Date of birth (D/M/Y) \_\_\_\_\_

Special Needs or Medical Conditions \_\_\_\_\_

**2<sup>nd</sup> Child:** Full Name \_\_\_\_\_ Date of birth (D/M/Y) \_\_\_\_\_

Special Needs or Medical Conditions \_\_\_\_\_

**3<sup>rd</sup> Child:** Full Name \_\_\_\_\_ Date of birth (D/M/Y) \_\_\_\_\_

Special Needs or Medical Conditions \_\_\_\_\_

(Please use and attach an additional form if you need to register additional children or add further information)

**Main church** you normally attend \_\_\_\_\_

As a legal guardian of the listed child/children I understand and am happy for my child/children to attend official structured children's activities organised by the Anglican Church of Bermuda. Should an emergency arise and either a Guardian or the Emergency Contact is not available I am willing for decisions to be made on behalf of my child/children. I will make sure my child/children are delivered and collected at the agreed start and finish times of organised children's activities. At all other times, whilst visiting a church activity venue, I understand that I take full responsibility of my child/children. The information on this form is correct to the best my knowledge and I understand should any information change I will notify the relevant parish officials with updated information.

**Parent/Guardian Name** \_\_\_\_\_ **Signed** \_\_\_\_\_ **Date** \_\_\_\_\_



## The Anglican Church of Bermuda

*Name of Church:*

*Name of Parish:*

*Church Office contact details:*

*Website / Facebook:*

Dear Parent/Guardian,

Thank you for supporting your child/children to join our activities. We would like to warmly welcome you and your family to our Church.

On the other side of this letter is a family registration form. We would be very grateful if you could fill it out and return it to either the church office at the address above, or to the clergy or a group leader.

The information will help us to keep in contact with you and to fulfil our responsibilities with regard to your family. All information will be kept confidential and will only be used for Church activities. If your details change for any reason we would greatly appreciate it if you inform us so that we have a current record.

Once again, thank you for participating in our Church activity and should you wish to keep up to date with all that is going on, don't forget to pick up a bulletin, log on to our website, or visit us on Facebook.

Kindest Regards,

---



# The Anglican Church of Bermuda

## Accident / Incident Report

This form should be completed initially by the group leader on the scene at the time of any incident or accident and fully as soon after the event as practicable.

Use this form to report an accident or incident witnessed and attended to during any Church activity or linked to it. For reporting suspicion or disclosure of abuse there is a different form.

Please keep the completed form in a safe secure and confidential place should this information be required after the accident or incident.

Date and time of accident or incident:

.....

Where the accident or incident happened:

.....

.....

Names of the person or people involved and contact details if known:

.....

.....

Which (if any) of the Emergency Services were called and their response:

.....

.....

Details of what happened, including a description of any injury or damage:

.....

.....

.....

.....

.....

.....

*ctd.*

*[Accident / Incident Report, ctd]*

Any action taken to assist the person involved:

.....

.....

.....

If no action taken, record reasons:

.....

.....

Any other persons to whom a report of the accident or incident has been given:

.....

.....

Any action taken or recommended to limit risk or improve safety in future activities:

.....

.....

.....

Whether Parents/Guardians were notified - give names, how notified, with time and date:

.....

.....

To whom this completed report form will be given:

.....

Name and role of the person completing this form, with contact details:

.....

.....

Signed: .....

Date: .....

Name and role of the person receiving this completed form:

.....

.....

Signed: .....

Date: .....



# The Anglican Church of Bermuda

## Disclosure, Observation or Suspicion of Abuse

### Initial Report

Any disclosure, observation or suspicion of abuse should be reported as near as possible to the time when it was made.

It is important to understand that this initial report is purely to record objectively what was said or seen, and is not in itself an allegation or accusation of abuse. It should be factual and not conjectural.

In reporting a disclosure, observation or suspicion of abuse, please refer to the Flowchart provided in the Safeguarding Handbook. Clarity on who should be told and what they can be told can safeguard the rights of children, staff and volunteers, and maximizes the chances of appropriate effective action being taken at the right time by the right agency.

This report must be kept in a securely locked and safe place where access is limited to the person to whom it is given. A copy should be confidentially submitted straightaway to the Church Safeguarding Person and to the Diocesan Safeguarding Officer via the Diocesan Office. It will be restricted to them and to the Bishop, unless requested by an appropriate statutory authority.

#### About the disclosure, observation or suspicion

Date and time when the disclosure or observation was made or the suspicion shared:

.....

.....

Place where the disclosure or observation was made or the suspicion shared:

.....

.....

Name of the person(s) making the observation or disclosure or sharing the suspicion:

.....

.....

#### About the incident

Date(s) and time(s) of the incident(s) to which the disclosure, observation or suspicion relates:

.....

.....

.....

Ctd.

*Disclosure: about the incident (ctd.)*

Names of the person(s) involved:

.....

.....

.....

.....

Details of what was disclosed, observed or suspected:

As far as possible, give the actual words used during the disclosure (for example 'N... said that when...').

Do **not** give you own speculation or conclusions drawn (such as 'what I think must have happened was...').

.....

.....

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.....

Names of any other persons to whom the observation, disclosure or suspicion of abuse was told:

.....

.....

Name and role of the person completing this form, with your contact details:

.....

.....

Signed: .....

Date: .....

Name and role of the person receiving this completed form:

.....

Signed: .....

Date: .....



# The Anglican Church of Bermuda

## Application for Voluntary Work with Children and Young People

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The Church will keep this information confidentially, restricted to those in a management role regarding the voluntary work applied for, unless requested by an appropriate statutory authority.

### 1. *Nature of voluntary work*

The voluntary position you are applying for: .....

### 2. *Personal Details*

Your full name: .....

Other names by which you have been known in the past: .....

Your address: .....

..... Postcode:.....

Phone Numbers: (Daytime) ..... (Evening) ..... (Cell) .....

Email address: .....

How long have you lived at the above address? ..... years

If less than three years, please give previous address or addresses with dates:

Address: .....

..... Postcode: .....

From: (month and year) ..... To: (month and year) .....

Address: .....

..... Postcode: .....

From: (month and year) ..... To: (month and year) .....

### 3. *Your experience and skills*

Please tell us about your Christian experience (i.e. how long you have been a Church member, which churches you have attended, with dates, and any activities undertaken):

.....

.....

.....

..... [ctd.]

*[Application for Voluntary work, ctd.]*

Please give details of your current and previous experience of looking after or working with children, young people or vulnerable adults. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

.....

.....

.....

.....

.....

.....

Do you suffer, or have you suffered any illness, which may directly affect your work with children, young people or vulnerable adults? (Please check one box)

Yes ☐ No ☐ If yes, please give details: .....

.....

.....

#### **4. Your reasons for applying**

Please tell us briefly why you wish to apply for this position and what you would bring to it.

.....

.....

.....

.....

.....

.....

#### **5. References**

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. At least one referee should be external to your church. If you have experience working with children and/or young people, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name: .....	Name: .....
Address: .....	Address: .....
.....	.....
..... Postcode:.....	..... Postcode:.....
Connection to you:.....	Connection to you:.....





SF39

## Application for Police

## Criminal Record Check

Full name.....

Surname

Given Names

Maiden name (if applicable).....

Date & Country of birth.....

dd/mm/yyyy

Country

Address whilst residing in Bermuda.....

.....

.....

Current street address (if different from above).....

.....

Telephone (Home)..... (Work)..... (Cell).....

E-mail address.....

Full name and address of recipient.....

.....

.....

Reference number (if applicable).....

Role or Reason for application (if applicable).....

Print Name.....

- I authorize the Bermuda Police Service to disclose details of my previous convictions (if any) to the recipient named above.
- I authorize.....to act on my behalf in this matter.

Signature.....

## Instructions for Submitting Requests & Documentation IMPORTANT

The Bermuda Police Service will only accept applications for Police Record Checks under the following circumstances:

1. **Local applicants:** A fee of \$100 should be submitted by cheque, cash (against receipt), bank draft or money order, made payable to the Accountant General.
2. **Overseas applicants:** - REFER TO PAGE THREE OF THIS INSTRUCTION DOCUMENT
  3. Submitted on Bermuda Police Service application form SF39.
4. Completed and signed by the applicant themselves.
5. Submitted directly by the applicant or by the applicant's nominee.
6. If a nominee is acting on the applicant's behalf, signed consent from the applicant identifying the nominee must be provided.
7. The applicant must supply the following certified copies at the time of application submission:
  - a) Valid Passport (document noting **FULL NAME OF APPLICANT**) with **additional colour photocopy of said document**
  - b) If applicant has no passport then certified copies of Birth Certificate plus valid photo ID (also with colour photocopies of said documents)
  - c) Certified colour copy of valid photo ID (Government, Federal or State photo identification is required)
  - d) Only clear and legible certified copies of Photo Identification and documents are acceptable.
  - e) Applicant MUST supply the copies of all documents
    - A Driver's Licence alone may not be sufficient
8. For 7(a, b & c) photo ID or other vital documents, persons authorized to endorse a certified copy include:
  - a. Attorney or Notary Public
  - b. Police Officer / Police Vetting Coordinator / Police Station Duty Officer
  - c. Court Officer

...stating "this is a true likeness of (Applicant's name)," the date and identity of certifying person. This process should be **completed prior to** submitting the application.
9. Applications can be submitted:
  - i) In person at any Police Station.
  - ii) In person at Police Headquarters, Prospect Devonshire.
  - iii) Via post addressed to: Bermuda Police Service, P.O. Box HM530, Hamilton, HM CX, Bermuda

**Applicants attempting to submit by email cannot be accepted.**

**Applicants MUST bring all necessary paperwork (including copies of identification) when submitting.**

Incomplete forms or forms not accompanied with appropriate payment and photographic identification (including required photocopies) will not be processed.



# The Anglican Church of Bermuda

## Request for Reference

*Name of Church:*

*Name of Parish:*

*Church Office contact details:*

*Website / Facebook:*

(Paid/Volunteer Worker with Children and Young People)

Name of Worker: \_\_\_\_\_

Dear

The above named person has applied to work with children and young people in the Anglican Church of Bermuda.

As I am sure you are aware, before we can accept anyone to work with children and young people, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and returning it in the pre-paid envelope as soon as possible.

A copy of the job description is enclosed.

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

May I take this opportunity to thank you for your help in this matter.

Yours sincerely,

*[This sheet is left intentionally blank for ease of printing the two forms which follow]*



# The Anglican Church of Bermuda

## Child Safety – Confidential Declaration

TO BE SIGNED BY ALL VOLUNTEERS

This form is strictly confidential and, except under compulsion of law, will be seen only by the Bishop of Bermuda and those deemed appropriate to confide with. It will be kept securely at the Diocesan Office.

*If you answer 'yes' to any question, please give details overleaf or on a separate sheet if necessary, indicating the number of the question you are answering.*

**1 Have you ever been convicted of a criminal offence?**

*Please tick*

YES

☐

NO

☐

*All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.*

**2 Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?**

*Please tick*

YES

☐

NO

☐

**3 Are you at present under investigation?**

*Please tick*

YES

☐

NO

☐

**4 Have you ever been arrested?**

*Please tick*

YES

☐

NO

☐

*If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and what was the outcome of the incident.*

**5 Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused 'significant harm'\* to a child or young person under the age of 18 years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?**

*Please tick*

YES

☐

NO

☐

*\*'Significant harm' in relation to a child means ill-treatment including neglect, physical, emotional or sexual abuse, or impairment of health or development of a child. A full definition under the Bermudian Law is given at Section 3 of the Children Act 1998.*

**6 Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?**

*Please tick*

YES

☐

NO

☐

7. To your knowledge, has it ever been alleged that your conduct has resulted in significant harm to a child or young person under the age of eighteen years,

Please tick

YES

☐

NO

☐

*If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from work as a result.*

8. Have you ever, since the age of eighteen, been known by any name other than that given below?

Please tick

YES

☐

NO

☐

9. Have you during the past five years, had any home address other than that given below?

Please tick

YES

☐

NO

☐

Continuation (if needed):

.....

.....

.....

### Declaration

I declare that the above information (*and that on the attached sheets*) is accurate and complete to the best of my knowledge. I understand that by making a false declaration I may risk being dismissed and other penalties. I accept full and complete personal liability for my past and future behaviour.

Signed: ..... Date (D/M/Y): .....

Full Name: ..... Date of Birth (D/M/Y): .....

Address: .....

.....

.....

Please return completed form to:

THE BISHOP OF BERMUDA

In a sealed envelope marked

"PRIVATE & CONFIDENTIAL"



## The Anglican Church of Bermuda

---

### CHILD SAFETY – CONFIDENTIAL DECLARATION

TO BE SIGNED BY ALL CLERGY,

WHO HOLD THE BISHOP'S LICENSE OR PERMISSION TO OFFICIATE,

This form is strictly confidential and, except under compulsion of law, will be seen only by the Bishop & the Archdeacon of Bermuda and those they deem it appropriate to confide with. All forms will be kept securely at the Diocesan Office

*If you answer yes to any question, please give details, on a separate sheet if necessary, indicating the number of the question you are answering.*

**1 Have you ever been convicted of a criminal offence?**

Please tick YES ☐ NO ☐

All previous convictions, with the exception of technical motoring offences leading only to a fine, should be disclosed.

**2 Have you ever been cautioned by the police, given a reprimand or warning or bound over to keep the peace?**

Please tick YES ☐ NO ☐

**3 Are you at present under investigation?**

Please tick YES ☐ NO ☐

**4 Have you ever been arrested?**

Please tick YES ☐ NO ☐

*If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and what was the outcome of the incident.*

**5 Have you ever been found by a court exercising civil jurisdiction (including matrimonial or family jurisdiction) to have caused 'significant harm\*\*' to a child or young person under the age of 18 years, or has any such court made an order against you on the basis of any finding or allegation that any child or young person was at risk of significant harm from you?**

Please tick YES ☐ NO ☐

6. Has your conduct ever caused or been likely to cause significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm?

Please tick

YES ☐

NO ☐

7. To your knowledge, has it ever been alleged that your conduct has resulted in significant harm to a child or young person under the age of eighteen years,

Please tick

YES ☐

NO ☐

**\*\* 'Significant harm'** in relation to a child means ill-treatment including neglect, physical, emotional or sexual abuse, or impairment of health or development of a child. A full definition under Bermudian Law is given at Section 3 of the Children Act 1998

If yes, please give details, including the date(s) and nature of the conduct, or alleged conduct, and whether you were dismissed, disciplined, moved to other work or resigned from work as a result.

8. Have you ever, since the age of eighteen, been known by any name other than that given below?

Please tick

YES ☐

NO ☐

9. Have you during the past five years, had any home address other than that given below?

Please tick

YES ☐

NO ☐

## Declaration

I declare that the above information (*and that on the attached sheets*)

is accurate and complete to the best of my knowledge.

I understand that by making a false declaration

I accept full and complete personal liability for my past and future behaviour.

Signed .....

Date ..... Date of Birth .....

Full Name .....

Address .....

.....

.....





## The Anglican Church of Bermuda

### Examples of Safeguarding in Anglican policy and practice

The policy and practice of other Churches in the Anglican Communion are useful to the Anglican Church of Bermuda as models to assist our own development in Safeguarding.

Specifically, the Church of England provides the basis for provision here where ours is lacking by default (Canons of the Anglican Church of Bermuda, at Section 62).

Typically a Diocese in the Church of England will have its own Safeguarding policy and procedure based on the Policy Statements and Practice Guidance of the House of Bishops.

The additional Diocesan resources usually include designated specialist staff, local training opportunities and the requirement for and support of parish Safeguarding officers.

The House of Bishops' Safeguarding resources are published at:

<https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/national-policy-practice-guidance.aspx> with main documents as follows:

#### Policy Statements:

- [Protecting All God's Children \(safeguarding policy for children and young people, 4th edition, 2010\)](#)
- [Promoting a Safe Church \(safeguarding policy for adults\) 2006](#)

#### Practice Guidance:

- [Safeguarding Training & Development Practice Guidance \(2017\)](#)
- [Responding to Serious Safeguarding Situations \(2015\)](#)
- [Risk Assessment for Individuals who may Pose Risk to Children or Adults \(2015\)](#)
- [Safer Recruitment \(2016\)](#)
- [DBS Eligibility and related matters - Frequently Asked Questions - 2016](#)  
(note: DBS is the UK Government's Disclosure and Barring Service)
- [Responding to Domestic Abuse \(guidelines for those with pastoral responsibility, 2006\)](#)

Local Diocesan policy and practice in Safeguarding is closely modelled on the House of Bishops' direction and recommendation.

Useful learning can be gained from any of the Dioceses but two in particular are suggested as helpful to us in Bermuda: the Diocese of Bath and Wells, because its Bishop (Peter Hancock) currently leads the House of Bishops on Safeguarding, and the Diocese of London, because of our historical and developing connections there.

Diocese of Bath and Wells: <http://www.bathandwells.org.uk/diocese/safeguarding/>

Diocese of London: <http://www.london.anglican.org/support/safeguarding/>

*[Anglican examples - end]*

## Laws of Bermuda The Children Act 1998

### *Excerpts*

*Formatted without all paragraph or section numbers. For the full version with numbering see:*

<http://www.bermulaws.bm/Laws/Consolidated%20Laws/Children%20Act%201998.pdf>

#### **Purposes of the Act (page 9)**

“The purposes of this Act are to protect children from harm, to promote the integrity of the family and to ensure the welfare of children.”

#### **Welfare principle (page 9)**

“In the administration and interpretation of this Act the welfare of the child shall be the paramount consideration.”

#### **Meaning of significant harm (pages 7-8)**

For the purpose of this Act “significant harm”, in relation to a child, means ill treatment or impairment of health or development of a child and includes circumstances where—

- (a) the child has suffered physical harm inflicted by a parent of the child or caused by the failure of a parent to supervise and protect the child adequately;
- (b) there is a substantial risk that the child will suffer physical harm inflicted or caused as described in paragraph (a);
- (c) the child has been sexually abused by a parent of the child or by another person where the parent of the child knows or should know of the possibility of sexual abuse and fails to protect the child;
- (d) there is a substantial risk that the child will be sexually abused as described in paragraph (c);
- (e) the child requires medical treatment to cure, prevent or alleviate physical harm or suffering, and the child’s parent does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm;
- (f) the child has suffered emotional harm demonstrated by severe anxiety, depression, withdrawal, or self-destructive or aggressive behaviour and the child’s parent does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm;

*[Children Act 1998 excerpts – ctd.]*

- (g) there is a substantial risk that the child will suffer emotional harm of the kind described in paragraph (f) and the parent does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm;
- (h) the child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the condition;
- (i) the child has suffered physical or emotional harm caused by being exposed to repeated domestic violence by or towards a parent of the child, and the child's parent fails or refuses to obtain services or treatment to remedy or alleviate the violence;
- (j) the child has suffered physical or emotional harm caused by chronic and serious neglect by a parent of the child, and the parent does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm;
- (k) there is a substantial risk of physical, mental or emotional harm to the child by reason of neglect or the failure of the parent or person having parental responsibility to provide adequate food, clothing, medical treatment or accommodation for the child, and a person who leaves a child of tender years unattended for an unreasonable length of time without making reasonable provision for the child's safety and supervision shall be deemed to have neglected the child;
- (l) there is substantial risk of physical, mental or emotional harm to the child by reason of substance abuse or other injurious behaviour by the parent or person having parental responsibility;
- (m) the child has displayed violent behaviour and threatens to become a danger to himself or others or is otherwise beyond parental control;
- (n) the child has been abandoned, the child's only parent has died or is unavailable to exercise custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in the care of another person and the parent of the child refuses or is unable or unwilling to resume the child's care and custody;
- (o) the child has been the victim of an offence under section 19 or an offence referred to in sub-paragraphs (ii) to (vii) of section 55(1)(a);
- (p) the child is by reason of his environment or associations exposed to moral danger; or the child is pregnant and refuses or is unable to provide properly and adequately for the health and welfare needs of her child in the womb.

**PART III (pages 19-21) ABUSE OF CHILDREN****Mistreatment, abandonment etc of child**

Any person who, having the care and control of, or parental responsibility for, any child, wilfully abuses, mistreats, neglects, deserts or abandons the child or causes or procures the child to be abused, ill-treated, neglected, deserted or abandoned is guilty of an offence and is liable on summary conviction to a fine not exceeding \$3,000 or imprisonment for a term not exceeding 6 months.

**Mandatory reporting of child abuse**

Every person who has information indicating that a child is suffering or has suffered significant harm, shall forthwith report that information to the Director.

Notwithstanding subsection (1) or any statutory provision, a person who performs professional or official duties with respect to a child, including— a physician, nurse, dentist, pharmacist, psychologist or other health care professional; a school principal, teacher, counsellor, social worker, youth or recreational leader, member of the clergy or child care worker; or a police officer, probation officer or youth care worker, who, in the course of that person's professional or official duties, has reasonable grounds to suspect that a child is suffering or has suffered significant harm, shall forthwith report the suspicion to the Director together with the information upon which it is based.

Subsections (1) and (2) apply whether or not the information is confidential or privileged except that nothing in this section shall be taken to affect or abrogate the privilege that attaches to a communication between a solicitor and his client.

No civil action lies against a person by reason of that person reporting information pursuant to subsection (1) or (2) unless the reporting of that information is done falsely and maliciously.

Every person who— contravenes subsection (2) or (6); or falsely and maliciously reports information to the Director indicating that a child is suffering significant harm or is suspected thereof, is guilty of an offence and is liable on summary conviction to a fine not exceeding \$3,000 or imprisonment for a term not exceeding 6 months.

No person shall reveal or be compelled to reveal the identity of a person who has reported information to the Director pursuant to subsection (1) or (2).

On receiving a report pursuant to subsection (1) or (2) the Director shall— cause an investigation to be made into the circumstances of the case; arrange for the provision of such child care services as he considers necessary; and make application for such order under this Act as he considers appropriate.

*[Children Act 1998 excerpts – ctd.]*

### **Child Abuse Register**

The Minister shall establish and maintain a Child Abuse Register (“the Register”).

The Minister shall enter the name of a person and such information as the Minister may determine in the Register where— the court finds that a child has suffered significant harm at the hand of that person in circumstances where the child— has suffered physical harm, inflicted by the person or caused by the person’s failure to supervise and protect the child adequately; has been sexually abused by the person or by another person where the person having the care of the child knows or should know of the possibility of sexual abuse and fails to protect the child; or has suffered serious emotional harm, demonstrated by severe anxiety, depression, withdrawal, or self-destructive or aggressive behaviour, caused by the intentional conduct of the person; or that person is convicted of an offence against a child pursuant to the Criminal Code as set out in sub-paragraphs (ii) to (vii) of section 55(1)(a).

### **Notice of entry in Register**

A person whose name is entered in the Register shall be given written notice of registration.

A person whose name is entered on the Register may apply to the court at any time to have his name removed from the Register and, if the court is satisfied by him that he no longer poses a risk to children, the court shall order that his name be removed from the Register.

Any person aggrieved by a decision of the court pursuant to subsection (2) may appeal to the Supreme Court and the hearing shall be held in chambers.

### **Confidentiality of information in Register**

The information in the Register is confidential and shall be available only as provided in this section.

A person whose name is entered in the Register is entitled to inspect the information relating to him entered in the Register.

With the approval of the Minister, the information in the Register may be— disclosed to any authority for the purpose of investigating whether a child is in need of care or supervision; or used for the purposes of research.

Upon the receipt of a request in writing from a person and with the written consent of the person to whom the request relates, the Minister may disclose information in the Register concerning— a person applying to adopt a child or to be a foster parent; or a person, including a volunteer, who is or would be caring for or working with children, and the person who receives the information shall treat the information as confidential.

Every person who contravenes subsection (4) and every director, officer or employee of a corporation who authorizes, permits or concurs in such a contravention by the corporation is guilty of an offence and upon summary conviction is liable to a fine of not more than \$5,000 or to imprisonment for a period not exceeding one year.

*[Children Act 1998 excerpts – end]*

# PROTECTING VULNERABLE PERSONS

*Policy for charities working with vulnerable persons because of age, physical or mental ability, ill health or because of affiliation with crime*

Government of Bermuda

Ministry of Home Affairs

Registry General & Charity Commissioners

[http://www.gov.bm/sites/default/files/Vulnerable%20Persons%20Policy.  
pdf](http://www.gov.bm/sites/default/files/Vulnerable%20Persons%20Policy.pdf)

## Introduction

Certain types of charity are set up to assist or care for those who are particularly vulnerable, perhaps because of their age, physical or mental ability or ill health. Charity trustees (that is, those persons responsible for oversight of a charity) are responsible for ensuring that those benefiting from, or working with, their charity is not harmed in any way through contact with it. They have a legal duty to act prudently, and this includes taking all reasonable steps within their power to ensure that harm does not happen.

It is particularly important where beneficiaries are vulnerable persons in the community. Trustees are expected to find out what the relevant law is, how it applies to their organization, and to comply with it accordingly. They should also adopt best practice as far as possible - advice on this is available from a number of knowledgeable sources, some of which are listed on the final page below. Children are an especially vulnerable group and therefore the Registry General and Charity Commissioners are concerned to stress the importance of charities having proper safeguards in place for their protection.

***If your charity works with vulnerable people, you need to take the necessary steps to safeguard them in order to be regarded as 'fit and proper'.***

**Charities which are accredited or certified by the Bermuda National Standards Committee can provide the Registry General and Charity Commissioners with proof of up-to-date and current accreditation or certification status to discharge their requirements under this policy.**

**Proof of accreditation or certification should be provided in their annual reports and as part of their applications for registration.**

**For more information on accreditation or certification and the Bermuda National Standards Committee which administers the process, please visit <http://www.centreonphilanthropy.org/pages/bermuda-national-standards>.**

### The role of the Registry General and the Charity Commissioners

Although the Registry General and the Charity Commissioners do not administer child protection legislation, we aim to increase public trust and confidence in charities. As part of the registration process, organizations working with vulnerable persons will be asked for (a) information about the policies and procedures which they have in place for keeping vulnerable persons safe, (b) disclosure of criminal background checks in respect of trustees where the charity is required to do so, and (c) disclosure of the fact of a disqualification from caring for seniors pursuant to the Seniors Abuse Register Act 2006.

Where it is determined that a particular organization works with vulnerable persons, it will be registered as a charity unless it has met the requirements of this policy. An organization failing to make such appropriate safeguards will be regarded as not fit and proper.

An organization will not be registered as charitable where it has trustees, staff or volunteers who possess a conviction which is relevant to any services it might provide to a vulnerable person. For example, persons convicted of a sex offence or committing senior abuse will not be allowed to work with children and seniors respectively.

## Safeguarding

Safeguarding is a relatively new term which is broader than 'protection' as it also includes prevention. Safeguarding has been defined as:

- All agencies working with vulnerable person's and their families taking all reasonable measures to ensure that the risks of harm to vulnerable persons' welfare are minimized; and
- Where there are concerns about the vulnerable person's welfare, all agencies taking appropriate actions to address those concerns, working to agreed policies and procedures in full partnership with other local agencies.

Safeguarding vulnerable persons is vital for charities as charity trustees have a duty of care towards those with whom they have contact. Having safeguards in place within an organization not only protects and promotes the welfare of vulnerable persons but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public. Safeguarding vulnerable persons is beneficial to a charity in many ways: protecting its reputation, helping to effectively meet its objectives and protecting its finances.

The necessity to safeguard vulnerable persons applies both to charities working in Bermuda and other countries where beneficiaries may face different or additional risks of abuse or exploitation. These safeguards should include protection policies and procedures for dealing with issues of concern or abuse.

Safeguards include internal procedures and policies, for example:

- making trustees, staff and volunteers aware of what abuse is and how to spot it
- having a clear system of reporting concerns as soon as abuse is identified or suspected
- responding to abuse rapidly and carrying out investigations confidentially
- preventing harm and abuse with a rigorous recruitment and interview process

***Having proper safeguards in place means your charity can promote a safe place for your beneficiaries, and gives the public confidence in your charity and trustees.***

For example, a charity that works with children should:

- have a child protection policy – a statement explaining how the charity protects children from harm
- put in place child protection processes which give clear, step-by-step guidance if abuse is identified
- carry out the appropriate background checks on staff, volunteers and trustees (depending on their access to children)
- have policies and procedures to help prevent abuse happening in the first place, such as adult workers not having one-to-one access to young people

For the purposes of child protection legislation the term 'child' refers to anyone up to the age of 18 years.



## Criminal record checks

Employees, volunteers and trustees who will work directly with vulnerable persons must have a criminal background check. The background check must show that the person has no criminal past that involved vulnerable persons. Persons with a prior criminal record related to vulnerable persons cannot serve at a minimum in a direct contact role with such vulnerable persons, and this may include that they cannot be a trustee, employee or volunteer with the charity.

You can arrange for a check by submitting a form SF39 to the Bermuda Police Service. A copy of the form can be found online at <http://www.bps.bm/>.

## The vulnerable person protection policy

This is a statement of intent that demonstrates a commitment to safeguard vulnerable persons involved with a charity from harm. The essential inclusions for such a protection policy are outlined below:

- the welfare of the vulnerable person is paramount;
- all vulnerable persons without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs;
- the policy is approved and endorsed by the charity trustees;
- who the policy applies to (i.e. all trustees, staff and volunteers);
- vulnerable persons, their family and carers are informed of the policy and procedures as appropriate;
- all concerns, and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately - this may require a referral to the appropriate social and human services and in emergencies, the Police;
- a commitment to safe recruitment, selection and vetting;
- reference to principles, legislation and guidance that underpin the policy;
- arrangements for policy and procedures review;
- reference to all associated policies and procedures which promote vulnerable persons' safety and welfare e.g. with regards to: health and safety, anti-bullying, protection of children online, and photography.

## Vulnerable persons protection procedures and systems

Procedures and systems provide clear step-by-step guidance on what to do in different circumstances and they clarify roles and responsibilities. Systems for recording information and dealing with complaints are also needed to ensure implementation and compliance.

The procedures and systems should include:

- A named person (and deputy) with a clearly defined role and responsibilities in relation to vulnerable person protection, appropriate to the level at which s/he operates.
- A description of what abuse is, how to spot it and the procedures for how to respond to it where there are concerns about a vulnerable person's safety or welfare or concerns about the actions of a trustee, staff member or volunteer. Relevant contact details for social and human services, police, and telephone hotlines should be available (for example, those of Centre Against Abuse and Women's Resource Centre – see below).
- A mandated reporting requirement for employees, volunteers and trustees when they have suspicion of abuse of a vulnerable person. This includes inclusion of reports of suspected abuse being part of the charity's internal incident reporting and review process system and external reporting as legally required to appropriate authorities.
- Guidance on confidentiality and information sharing, legislation compliance, and which clearly states that the protection of the vulnerable person is the most important consideration.
- A code of behaviour for trustees, staff and volunteers. The consequences of breaching the code are clear and linked to disciplinary and grievance procedures.
- Safe recruitment, selection and vetting procedures that include checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect (e.g. helpline, email) contact with vulnerable persons. In addition, charities will be required to conduct in-person interviews for new hires and volunteers, where they will have queried on their response to certain hypothetical scenarios where the interests of vulnerable persons are threatened.
- A complaints procedure which is open and well publicized where adults and children can voice concerns about unacceptable and/or abusive behaviour towards vulnerable persons.
- Systems to ensure that all staff and volunteers working with vulnerable persons are monitored and supervised, in particular, as this relates to one-on-one interactions between adults and children.
- Requirements for trustees, staff and volunteers to learn about vulnerable person protection in accordance with and as appropriate to their roles and responsibilities.
- A transportation policy which spells out precisely the circumstances in which a vulnerable person can travel alone with another.

Documented annual training which addresses the above, and in particular: (1) what abuse is and how to spot abuse; (2) mandated reporting requirement and procedures; (3) what "duty of care" means and how the charity fulfills that requirement to protect vulnerable populations being saved from harm; and (4) how client confidentiality of vulnerable persons is addressed.

It is important that each charity's safeguarding policy and procedures are tailored to the type of contact that the charity has with vulnerable persons and it also needs to take into account any particular vulnerabilities of the vulnerable persons with whom the charity has contact; for example disabled children who are at increased risk of abuse; babies and toddlers who are vulnerable due to their age and dependence on adults; chronically ill seniors and disabled adults who depend on the care of others; etc.

### Particular vulnerability because of affiliation with crime

In Bermuda, the scourge of crime affects everyone. Gang-related activity is particularly problematic. Oftentimes, charities spring into action to assist those who are affected by crime, either as victims of crime, offenders seeking the rehabilitative assistance of services provided by such organizations or family and friends of such persons.

In addition to the requirements set out in this paper, charities working with such vulnerable persons need to have in place appropriate policies which manage the risk of their involvement. Beneficiaries and staff of a charity need to be protected – against those from outside the organization and from within.

To that end, the Registry General and Charity Commissioners would need to be satisfied that such policies exist in respect of charities that deal with vulnerable persons because of affiliation with crime, and that such policies are appropriate for managing to types of risk faced by such an organization.

### Reporting on a charity

Most charities don't encounter any serious incidents or problems. When they do, the trustees have a duty and responsibility to report the incident as soon as they become aware of it. Reports should be forwarded to the appropriate authorities. The charity will send notice to the Registry General and the Charity Commissioners indicating that a report was made and to which reporting authority.

Where volunteers and employees of a charity, and concerned members of the public, are aware of any issues in respect of a particular charity, they should report such concerns to the Registry General and the Charity Commissioners. All concerns will be considered. The action taken as a result of the concerns will of course depend on the nature of these concerns.

Confidences will be respected, with due regard to the individual's rights to privacy under the law. However, a person who is under inquiry is entitled to know the nature of any allegations being made, and any person criticized as a result of an inquiry has a right to be told the nature of the evidence upon which the criticism has been based.

Every step will be taken to try to ensure that a complainant's identity is not revealed without their consent. In some cases the nature of the allegations or evidence may give an indication as to their source. Also, in limited cases there may be an obligation to reveal information by order of the court in legal proceedings.

Where information touches upon activities and behaviours within the scope of another regulatory authority, this information will be forwarded as appropriate. For example, if a complaint received points strongly to criminal behavior, we will refer the matter to the Bermuda Police Service.

Further resources and contact information

Call 911 if in immediate danger or for the Sexual Assault Response Team (SART)		
Age Concern	238-7525	<a href="http://www.ageconcern.bm/">www.ageconcern.bm/</a>
Bermuda Islands Association of the Deaf	238-8116	
Bermuda National Standards Committee		<a href="http://www.centreonphilanthropy.org/pages/bermuda-national-standards">http://www.centreonphilanthropy.org/pages/bermuda-national-standards</a>
Bermuda Police Service	295-0011 or 247-1678	<a href="http://www.bps.bm">www.bps.bm</a>
Centre Against Abuse Women's Hotline	297-8278	<a href="http://www.abusefree.org">www.abusefree.org</a>
Centre Against Abuse Men's Hotline	332 1293	<a href="http://www.abusefree.org">www.abusefree.org</a>
Centre on Philanthropy	236-7706	<a href="http://www.centreonphilanthropy.org/">http://www.centreonphilanthropy.org/</a>
Child & Family Services	278-9111 or 294-5882	
The Coalition for the Protection of Children	295-1150	<a href="http://www.coalition.bm">www.coalition.bm</a>
The Family Centre	232-1116	<a href="http://www.tfc.bm">www.tfc.bm</a>
Mid Atlantic Wellness Institute	236-3770	
The National Office for Seniors and The Physically Challenged (NOSPC)	292-7802	
SCARS: Saving Children and Revealing Secrets	297-2277	<a href="http://www.scarsbermuda.com/">www.scarsbermuda.com/</a>
Women's Resource Centre	295-3882 (main) or 295-7273 (hotline)	<a href="http://www.wrcbermuda.com">www.wrcbermuda.com</a>

## Contacting the Registry General and Charity Commissioners

General Enquiries: 297-7739

The Registry General  
1st floor, Government Administration Building  
30 Parliament Street, Hamilton HM 12  
Bermuda

