

**DOWNING PLACE** UNITED

REFORMED CHURCH

**SAFEGUARDING POLICY**

**CHILDREN and ADULTS AT RISK**

URC Eastern Synod

## Downing Place United Reformed Church

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# Introduction

## Safeguarding is taken seriously by Downing Place United Reformed Church

We acknowledge children's and adults' right to protection from abuse regardless of gender, race, ethnicity, disability, sexuality or beliefs. We consider that the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice in order to protect vulnerable people in our church.

We will seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse.

We will implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent and to be alert to such abuse.

We will appoint a Safeguarding Coordinator and Deputy Safeguarding Coordinator, who will have specific responsibilities for safeguarding, although we recognise that safeguarding is a whole church responsibility. The Safeguarding Coordinator is the person to whom all concerns or allegations should be addressed. In the absence of the Safeguarding Coordinator, the Deputy Safeguarding Coordinator should be contacted. Their contact details can be found in Key Contacts, P8.

We will organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and adults.

We will follow a safer recruitment process for the selection and appointment of people to work with children or adults at risk, whether voluntary or paid, lay or ordained.

We are committed to providing support, supervision, resources and training to those who work with children and adults.

We will use rigorous and careful supervision to protect people from the risks associated with known offenders within the congregation, including implementing written agreements with known offenders and those who have been assessed as posing a risk.

We believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living and recognise that it can affect both adults and children.

All concerns and allegations of abuse will be responded to appropriately, including referring to the statutory authorities if necessary.

We will co-operate with the statutory authorities in any investigation, will follow multi-agency decisions and will maintain confidentiality of any investigations to those directly involved.

We will refer concerns about staff – volunteers and paid, lay and ordained – that meet the relevant criteria to the Local Authority Designated Officer.

Our *Safeguarding Policy Statement* is attached as Appendix 1.

## **Aim and purpose of this policy**

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting children, adults at risk and staff. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children and adults within our church, or those who attend our activities and events.

## **Who this policy applies to**

This policy is approved and endorsed by the Elders and applies to:

- all those who attend our church
- our trustees and staff (both paid and voluntary)
- organisations who hire our building with agreement to operate under the church safeguarding policy

The policy and procedures should be interpreted in the light of the most recent URC good practice guidance. Children and parents/carers will be informed of this policy and our procedures.

The term ‘children’ refers to those under the age of 18 years.

The term ‘volunteer’ applies to individuals working in organized church activities with children and vulnerable adults eg Junior Church and pastoral visiting.

## **Duty of care and confidentiality**

We have a duty of care to all beneficiaries of the church, whether adults or children. We will maintain confidentiality at all times, except in circumstances where to do so would place the individual or another individual at risk of harm.

## **Preventing abuse**

The church will appoint Safeguarding and Deputy Safeguarding Coordinator(s) for safeguarding children and adults. A job description is attached as Appendix 2.

Activities will be organised in accordance with URC good practice guidelines so as to promote a safe environment and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation. For each event, risk assessments will be carried out, appropriate consent forms will be used (for children’s activities), appropriate records will be kept and adequate insurance will be in place.

DBS checks will be carried out for church members involved in the following activities:

- Children's Ministry Team leaders and helpers
- Elders and pastoral assistants making pastoral visits
- Members involved in Ferried Friends

- or any other church organised activity when any member may be alone with a vulnerable child or adult.

We are committed to safer recruitment and selection of all paid staff and volunteers and will ensure that these procedures are followed, which include:

- asking applicants to complete an application form
- providing workers with job descriptions and person specifications
- completion of self declaration forms
- obtaining Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks wherever legally entitled to do so
- taking up two references (not from family members)
- interviewing candidates

Safeguarding training will be provided and volunteers and paid staff will be given support and supervision in their role.

All trustees, paid staff and volunteers will work within a code of conduct (code for workers attached as Appendix 3) and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of working with us.

If we become aware of someone within our congregation known to have harmed children or adults in the past, we will inform the Synod Safeguarding Officer and co-operate with them and the relevant statutory authorities to put in place a plan to minimise the risk of harm to children and adults.

Organisations wishing to hire our building for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement. If they have their own safeguarding policy, they will be asked to provide a copy. If they do not have their own safeguarding policy, the church will encourage them to adopt one before agreeing to the hire, or may agree that they can follow the church safeguarding policy and procedures.

## What are we protecting people from?

The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at Appendix 4. The definitions of abuse in relation to adults is attached as Appendix 5.

## How to recognise abuse

It is important to be aware of possible signs and symptoms of abuse. Please see Appendix 6 for those relating to children and Appendix 7 for those relating to adults at risk. Some signs could be indicators of a number of different categories of abuse.

It is essential to note that these **are only indicators of possible abuse**. There may be other, innocent, reasons for these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

# What to do if there is a disclosure or allegation of abuse

If a child, young person or adult makes a disclosure that they are being abused and / or an allegation of abuse against someone, it is important that the person being told:

- stays calm and listens carefully
- reassures them that they have done the right thing in telling
- does not investigate or ask leading questions
- explains that they will need to tell someone else if anyone is at risk of harm, in order to help them
- does not promise to keep secret what they have been told
- informs the church Safeguarding Coordinator as soon as possible (if they are implicated in the allegation, inform the Deputy or the Synod Safeguarding Officer)
- makes a written record of the allegation, disclosure or incident and signs and dates this record (using the template in Appendix 8). This should be given to the church Safeguarding Coordinator and stored securely in a locked filing cabinet

## Procedure in the event of a concern of abuse

If there is an immediate threat of harm, the Police should be contacted without delay.

Where it is judged that there is no immediate threat of harm the following will occur:

- The concern should be discussed with the Church Safeguarding Coordinator and a decision made as to whether the concern warrants a referral to statutory authorities (see Key Contacts, P8 for the relevant statutory contacts)
- A confidential record will be made of the conversation and the circumstances surrounding it using the template at Appendix 8. This record will be kept securely and a copy passed to statutory authorities if a referral is made
- The person about whom the allegation is made must not be informed by anyone in the church if it is judged that to do so could place a child or adult at increased risk. If the statutory authorities are involved, they should be consulted beforehand
- The Synod Safeguarding Officer should be kept informed of any serious concerns

## If someone in the church is alleged or known to have harmed children or adults

We will inform the Synod Safeguarding Officer so that they can offer advice and support, and we will contact the relevant statutory authority.

## If the allegation is regarding a church staff member or church volunteer

For any concerns relating to children, the Local Authority Designated Officer (LADO) or the equivalent in Scotland and Wales will be contacted. The timing and method of any action to be taken will be discussed and agreed with the LADO. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by

the LADO about when to inform the worker and the church will follow this advice. For LADO contact details, see Key Contacts, P8.

For concerns relating to adults, Adult Social Care will be contacted. See Key Contacts, P8 for details.

In accordance with the law, a referral will be made to the DBS / PVG if the church withdraws permission for an individual to engage in work with children / adults at risk OR would have done so had that individual not resigned, retired, been made redundant or been transferred to a position because the employer believes that the individual has engaged in relevant conduct, satisfied the harm test or committed an offence that would lead to automatic inclusion on a barred list.

In such cases, a report will also be made to the Charity Commission, as they deem such a referral to be a 'serious incident' and requires notification.

## Concerns, Complaints and Compliments

Should anyone have any concerns, complaints or compliments please contact:

Name	Tony Bottoms
Telephone Number	01223 357174
Email	safeguarding@downingplaceurc.org

It would be helpful to have complaints in writing, as this avoids any possible misunderstanding about what the issue is. However, whether verbal or in writing, complaints will be acted upon. Any written complaint will be responded to within 10 days.

## Review

The Elders will review this policy annually, amending and updating it as required, and informing the Church Meeting that this has been done.

Date of the most recent review: March 2019

Date of the next review: March 2020

Signed ..... Date .....

John Bradbury  
Minister, Chair of Elders' Meeting

## Key Contacts: Sources of advice and support

The church **Safeguarding Coordinator** is the person to whom all concerns or allegations should be addressed.

Name Tony Bottoms  
Telephone Number 01223 357174  
Email [safeguarding@downingplaceurc.org](mailto:safeguarding@downingplaceurc.org)

In the absence of the Safeguarding Coordinator, the **Deputy Safeguarding Coordinator** can be contacted:

Name **A N Other**  
Telephone Number ...  
Email [safeguarding@downingplaceurc.org](mailto:safeguarding@downingplaceurc.org)

Synod Safeguarding Officer

Name Nicola Grieves  
Telephone Number 07515 721172  
Email [Cydo@urceastern.org.uk](mailto:Cydo@urceastern.org.uk)

**Churches Child Protection Advisory Service (CCPAS)** (This should only be used for urgent advice if you are unable to contact your Synod Safeguarding Officer)  
24 hour helpline: 0845 120 4550

**Local Authority Designated Officer (LADO)** or the equivalent in Scotland and Wales

Name Janet Farr  
Telephone No 01223 727968  
Out of hours Emergency Duty Team 01733 234724  
Email [janet.farr@cambridgeshire.gov.uk](mailto:janet.farr@cambridgeshire.gov.uk)

### Statutory contact in the case of a child

Children's Social Care Department

Telephone Number 0345 045 5203  
Email [ReferralCentre.Children@cambridgeshire.gov.uk](mailto:ReferralCentre.Children@cambridgeshire.gov.uk) or  
[referralcentre.childrens@cambridgeshire.gcsx.gov.uk](mailto:referralcentre.childrens@cambridgeshire.gcsx.gov.uk)  
Out of Hours Number 01733 234724

### Statutory contact in the case of an adult at risk

Telephone Number 0345 0455202  
Email [referral.centre-adults@cambridgeshire.gov.uk](mailto:referral.centre-adults@cambridgeshire.gov.uk)  
Out of Hours Number 01733 234724

### Full Policy

A copy of the Full Policy can be found on the Church website: <https://downingplaceurc.org>.

# Appendix 1

## Downing Place United Reformed Church

### Safeguarding Policy Statement

The following statement has been agreed by the leadership of Downing Place United Reformed Church

**This church is committed to the safeguarding of children and adults at risk, and to ensuring their well-being.**

- We believe that all children and adults at risk should know that they are valued within the church and safely enjoy and have access to every aspect of the life of our church
- We respect the personal dignity and rights of children and adults at risk (for example, as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child) and will ensure that our policies and procedures reflect this
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults at risk
- We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living
- We will report any abuse of children or adults at risk that we discover or suspect
- Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency
- We recognise that Children's Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child, and that Adult Services do so for adults at risk
- We acknowledge that Local Authority Designated Officers (LADOs) or the equivalent in Scotland and Wales have responsibility for dealing with all allegations and concerns about people working with children, whether paid or voluntary workers, lay or ordained
- We recognise that safeguarding is a whole church responsibility

**We are committed to:**

- The establishment of a loving environment, which is safe and caring, and where there is an informed vigilance about the dangers of abuse
- Following the relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults at risk
- Ensuring that we keep up to date with national and local developments relating to safeguarding
- Building constructive links with the relevant Voluntary and Statutory Authorities
- Taking all reasonable steps to ensure that as a church, everyone works within the agreed procedures of our safeguarding policies
- Supporting the Safeguarding Coordinator and Deputy in their work and in any action they may need to take in order to protect children and adults at risk
- Following safer recruitment principles in the appointment and selection of all those who work with children and adults at risk, be they volunteer or paid staff, lay or ordained
- Supporting, supervising, resourcing and training all those who undertake work with children and adults at risk
- Ensuring that the children and adults we have contact with know that they are valued and feel empowered to tell us if they are suffering harm
- Reporting any abuse of children or adults at risk that we discover or suspect
- Supporting all those in our church who are affected by abuse
- Supporting and supervising those who pose a risk to children or adults at risk, implementing written agreements of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount

If an assessment is made that someone poses an unmanageable risk to those in need of protection and could not safely attend our church, we will ensure that they continue to be offered pastoral care and will signpost them to appropriate agencies for support

This policy was ratified by the elders of Downing Place United Reformed Church, Cambridge

Signed ..... Date .....  
John Bradbury  
Minister, Chair of Elders' Meeting

Signed ..... Signed .....  
Tony Bottoms  
Safeguarding Co-ordinator  
A N Other  
Deputy Safeguarding Co-ordinator

## Appendix 2

# The Role of a Church Safeguarding Coordinator

## Context

We believe that children and adults at risk deserve the best possible care that the church can provide and that the church should be a safe place for everyone involved.

We recognise and give thanks for the time and devotion given by anyone carrying out this role.

## Purpose of the role:

- To coordinate safeguarding policy and procedure in the church.
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice in the church.

## Responsibilities

### **To coordinate safeguarding policy and procedure in the church**

- To familiarise themselves with church policies and procedures and URC good practice guidelines in safeguarding and to keep abreast of any changes and developments.
- To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To make others in the church aware of the church safeguarding policies and procedures, as well as URC guidelines.
- To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks.

### **To be the first point of contact for safeguarding issues**

- To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice, and when it is necessary to inform Social Care, the Police or the Local Authority Designated Officer (LADO) or the equivalent in Scotland and Wales of a concern or incident.

- To take appropriate action in relation to any safeguarding concerns which arise within the church.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church.
- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely.
- To inform the Synod Safeguarding Officer at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.
- To report summary safeguarding information annually to the Synod Safeguarding Officer to enable them to monitor safeguarding in the Synod.

### **To be an advocate for good safeguarding practice in the church**

- To promote sensitivity within the church towards all those affected by the impact of abuse.
- To promote positive safeguarding procedures and practice and ensure procedures are adhered to.
- To arrange and/or promote opportunities for training in safeguarding to any relevant members of the leadership team and congregation, including both paid staff and volunteers.
- To update their own safeguarding training every three years.
- To seek appropriate support and advice in carrying out this role.
- To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements.

## Appendix 3

# Code of Conduct for working with children or young people

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children or young people. Therefore, all workers should agree not to behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model within the United Reformed Church.

All workers should agree to the following code of conduct when working with children and young people:

- Do treat all people with dignity and respect
- Don't abuse the power and responsibility of your role. Don't belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo)
- Do act inclusively, seeking to make everyone feel welcome and valued
- Don't exclude other children or workers from conversations and activities unless there is a good reason
- Do treat people with equal care and concern
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc) or encourage excessive attention from a particular child (e.g. gifts)
- Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
- Don't threaten or use sanctions which have not been agreed, or make empty threats
- Do refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences
- Don't feel you have to deal with every problem on your own
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact
- Don't use physical restraint except as a last resort to prevent injury. This should use minimum force
- Do relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
- Don't spend time alone with children out of sight of other people
- Do make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies
- Don't keep communication with children secret, while still respecting appropriate confidences
- Do have a designated photographer to take, store and share photos of your group's activities, in line with URC good practice guidelines

- Don't take photos or videos without consent, store them in a safe place designated by the church and only use them in the ways agreed, in line with URC good practice guidelines
- Do use physical contact wisely; it should be:
  - in public
  - appropriate to the situation and to the age, gender and culture of the child
  - in response to the needs of the child, not the adult
  - respectful of the child's privacy, feelings and dignity
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual
- Do respect children's privacy
- Don't assume that children should tell you anything you ask just because you are a worker
- Do respect the right of children to wash, change and use the toilet in private
- Don't walk in unnecessarily or unannounced
- Do listen to children and tell the church Safeguarding Coordinator if you have any concerns about a child's welfare
- Don't promise to keep something secret if it is about a child being harmed or at risk of harm, but only tell those who need to know
- Do respect and promote the rights of children to make their own decisions and choices
- Don't work in ways that put your needs and interests before those of the children you work with
- Do encourage respect for difference, diversity, beliefs and culture
- Don't discriminate or leave discrimination or bullying unchallenged

I agree to abide by the above code of conduct while working with children and young people

on behalf of **Downing Place URC** .....

Name of worker: .....

Signed: .....

Date: .....

## Appendix 4

# What is abuse and neglect of children?

The below definitions are taken from Working Together to Safeguard Children 2013 and apply to England. Please note that there are national variations for Scotland (National Guidance for Child Protection in Scotland 2014) and Wales (All Wales Child Protection Procedures 2008).

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example, via the internet. They may be abused by an adult or adults, or another child or children.

## Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

## Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Appendix 5

### What is abuse of adults at risk?

Abuse is a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

#### Physical abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

#### Psychological or emotional abuse

These are acts or behaviour, which cause mental distress or anguish or negate the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk's emotional health and development or any other form of mental cruelty.

#### Sexual abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

#### Neglect or Act of Omission

This is the repeated deprivation of assistance that the adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

#### Financial or material abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

#### Discriminatory abuse

This is the inappropriate treatment of an adult at risk because of their age, gender, race, religion, cultural background, sexuality, disability, etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

#### Institutional abuse

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

# Appendix 6

## Signs of possible abuse in children

- **Physical abuse**

**Physical signs include:**

- Unexplained injuries
- Injuries that are inconsistent with the explanation
- Injuries that reflect an article being used e.g. an iron
- Bruising, especially the trunk, upper arm, shoulders, neck or finger tip bruising
- Burns/scalds, especially from a cigarette
- Human bite marks
- Fractures, especially spiral
- Swelling and lack of normal use of limbs
- Serious injury with lack of / inconsistent explanation
- Untreated injuries

**Psychological/emotional signs include:**

- Unusually fearful with adults
- Unnaturally compliant to parents
- Refusal to discuss injuries/fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up clothing

**Factitious illness by proxy**

- This is a psychiatric illness, whereby a parent or carer deliberately inflicts harm onto a child, normally the child's mother. The child has commonly had genuine serious illness in the first year of life and a dependency on medical attention has developed in the mother. It is very difficult to diagnose/evidence.

**Female Genital Mutilation**

- A cultural (not religious) procedure whereby parts of female genitalia are removed – also referred to as female circumcision. This is normally undertaken on pre pubescent girls who are either taken abroad for procedure or “practitioners” come to the UK. There can be no anaesthetic and no sterile equipment used. Complications include serious infection, septicaemia, numerous gynaecological problems and in some cases, death.

- **Emotional abuse**

The classic description of emotional abuse is a “Low Warmth, High Criticism” style of parenting.

**Signs include:**

- Physical, mental and emotional lags
- Acceptance of punishments, which appear excessive
- Over reaction to mistakes
- Continual self-deprecation
- Sudden speech disorders
- Fear of new situations
- Neurotic behaviour (such as rocking, hair twisting, thumb sucking)
- Self harm
- Extremes of passivity or aggression
- Drug/solvent abuse
- Running away
- Bullying/Aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy
- Fearful/withdrawn
- Sleep disorders

- **Neglect**

**Physical signs include:**

- Tired/listless
- Poor personal hygiene
- Poor state of clothing
- Emaciation, potbelly, short stature
- Poor skin tone and hair tone
- Untreated medical problems
- Failure to thrive with no medical reason

**Psychological/emotional signs include:**

- Constant hunger
- Constant tiredness
- Frequent lateness/non attendance at school
- Destructive tendencies
- Low self esteem

- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing/scavenging
- Multiple accidents/accidental injuries

- **Sexual abuse**

**Physical signs include:**

- Damage to genitalia, anus or mouth
- Sexually transmitted disease
- Unexpected pregnancy, especially in very young girls
- Soreness to genitalia area, anus or mouth
- Repeated stomach aches
- Loss of weight
- Gaining weight
- Unexplained recurrent urinary tract infections, discharges or abdominal pain
- Unexplained gifts/money

**Psychological/emotional signs include:**

- Sexual knowledge inappropriate for the child's age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self mutilation, self disgust
- Eating disorders

# Appendix 7

## Signs of possible abuse in adults

### Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

### Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

### Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

### Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

### Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

### Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

## **Institutional**

- Lack of flexibility or choice over meals, bed times, visitors, phone calls, etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

## Appendix 8

# Safeguarding Incident Recording Form

<b>Basic information</b>	
Full name of child, young person or adult concerned	
Address (including postcode)	
Email address	
Telephone number	
Date of birth	
Date and time of incident	
Location of incident	
Other people present (witnesses)	
<b>Record of incident</b>	
<p>Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.</p> <p>Include details such as tone of voice, facial expression and body language.</p> <p>Record what you said as well as what the child, young person or adult said.</p> <p>If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.</p>	

<b>Who has been spoken to about the incident?</b>			
<b>Position/Organisation</b>	<b>Name</b>	<b>Email</b>	<b>Telephone number</b>
Church Safeguarding Coordinator			
Synod Safeguarding Officer			
Children's Services			
Adult Services			
Police			
NSPCC			
Parent/Carer			
Other (please state role and organisation)			
<b>Feedback and follow up actions (continue on a separate sheet if necessary)</b>			

Name: .....

(person who completed this report)

Position held in the church: .....

Signed: .....

Dated: .....

## Appendix 9

# Safeguarding and Child Protection Guidelines for DOWNING PLACE UNITED REFORMED CHURCH

## 9.0 The Details of Safeguarding Procedures

9.1 In Downing Place URC, we plan work to minimise situations where the possibility of abuse of young people or children may occur. So we will:

- Arrange that, as far as possible, an adult is not left alone with a child or young person where there is little or no opportunity of the activity being observed by others. This may mean groups working within the same large room or working in an adjoining room with the door left open. On Sundays, in the St Columba's building, the various children's groups will meet in the Macalister Room or adjoining rooms with the doors left open and in either hall as is required. In the Emmanuel building, the groups will be in the hall, Garden Room or Tyndale Room.
- Ensure that all workers with children and young people do not meet a child or young person off United Reformed Church premises without a parent or other adult carer being present.
- Always have at least two adults present with a group when it is the only activity taking place on United Reformed Church premises.
- Always ensure appropriate ratios of leadership to children are observed according to age and gender as described in the table below (*from URC Guidelines*):

Age Group	Indoor activities	Outdoor Activities
(0-2) years	1 adult to 3 children	1 adult to 3 children
(2-3) years	1 adult to 4 children	1 adult to 4 children
(4-7) years	1 adult to 6 children	1 adult to 6 children
(8-11) years	1 adult to 8 children	1 adult to 8 children
(12-18) years	1 adult to 10 children	1 adult to 10 children

- Never take a group off the premises with fewer than two adult leaders. On **each** occasion, request parental / carer permission for each child / young person before doing so and ensure that written permission (e.g. a signed slip or email) has been received for each child / young person in the group.

- Think about the use of premises and the activities both within and without the premises. For example, we will not expect children or young people to have to walk along a dark unsupervised path in order to participate in any United Reformed Church activity.
- Keep a record of each activity/session. This record should include a register of children and staff and details of any significant incidents.
- Where children and young people have to be transported by car or minibus, we will avoid the transportation of a single child in a vehicle, as far as reasonable possible, and ensure that children are seated in the back seats of the vehicle.
- Ensure that children leaving the premises do so only in the presence of adult/s known to have written permission from the child's parent /carer.
- On the rare but necessary occasions when a worker may have to work individually with a child/young person (e.g. pastoral care), follow the Guidelines for Workers in Appendix 10

**9.2 We acknowledge the importance of having a policy and procedures on the management and supervision of activities and the importance of providing training on their implementation. Therefore we will:**

- Ensure that clear guidelines exist for each activity and that appropriate training is provided. The normal Sunday activities involving children are covered within this document; however, we undertake to provide guidelines for any activity not covered in this document.
- Ensure that a risk assessment (Appendix 11) is developed for each activity which addresses child protection as well as other safety issues. We will undertake a risk assessment for any activities that are substantially different, e.g. cooking, taking on outings etc., from the normal teaching and supervising activities involving the children and young people in our Church. The need for such a risk assessment will generally be identified in a meeting of the Children's Ministry Team of leaders and helpers and communicated to all involved.
- Ensure that contact details are maintained and kept updated for Children's Social Care at Cambridgeshire County Council. See page 8 of the Safeguarding Policy.
- Always have two Safeguarding Co-ordinators. The Safeguarding Co-ordinators will be given responsibility for overseeing the policy and the way it is put into practice. These people will also be responsible for ensuring that child protection issues are reported to the relevant authorities.

**9.3 The appointment of a Safeguarding and Deputy Safeguarding Co-ordinator for safeguarding children and adults**

**A Safeguarding and a Deputy Safeguarding Co-ordinator** should be appointed who have responsibility for the co-ordination and implementation of the Safeguarding Policy.

**Guidelines for the appointment of the Safeguarding and the Deputy Safeguarding Co-ordinators**

- I. The appointment/s will be ratified by the Elder's Meeting/Synod as appropriate
- II. A **Safeguarding Co-ordinator** will be someone with experience of working in a children/youth/social services context.
- III. The person must be capable of being sympathetic to young people and children but objective in the pursuance of their task - with an ability to cope with the shock and upset abuse allegations may produce.
- IV. The person must be able to act confidentially, speedily and decisively, relating well to statutory authorities, parents/carers etc
- V. The person must be willing to undergo training in procedures and thereafter have updated training as required. Be prepared to brief staff and the church and elders' meetings on appropriate local policies, procedure development and review their effectiveness.
- VI. The person must have clear lines of accountability to the Elders and/or Synod and have clear links with other staff.
- VII. The person should be alerted to opportunities for support and networking with others
- VIII. The names and contact details for the two Safeguarding Co-ordinators are in Page 8

**9.4 We will give all workers, staff and volunteers clear roles.**

Abuse of children and young people is most easily concealed where there is confusion amongst adults about roles and responsibilities for the protection of children and young people. At Downing Place URC, we accept that volunteers should have a clear idea of what is expected of them and so:

- All workers will be made aware that their contact with young people and children in the course of their work within Downing Place URC puts them in a relationship of trust. (i.e. in a position of power or influence over another by virtue of their work or the nature of the activity, both within and outside of working hours).
- All leaders and helpers will have opportunity to meet together regularly to discuss Safeguarding as part of the agenda.
- Leaders and helpers directly involved in Children's Ministry at Downing Place URC will discuss and be expected to sign a Code of Conduct
- No relationships will be encouraged in which either the young person or worker could be at risk. Nothing should occur which gives rise for ambiguity and misunderstanding.

## **9.5 We will carry out a careful recruitment procedure for all workers – paid staff and volunteers**

### **Application Form**

As part of the recruitment procedure all workers, paid or unpaid, *must* complete an appropriate application form. All situations which involve work with children and/or young people are exempt from the Rehabilitation of Offenders Act 1974. Therefore all applicants should be asked to disclose information about criminal convictions.

An application form for volunteers (Appendix 12) will be used to ask new volunteers to include details of criminal convictions and informing them that Downing Place URC will ask that a criminal background check (DBS Enhanced Disclosure) be completed. Failure to return this form should halt the application process. Pastoral support will be offered if required.

Paid staff will be appointed in accordance with the Downing Place URC recruitment policy.

### **Worker's contacts with children and young people and adults at risk**

We acknowledge that it is important that the worker's previous contacts with children and young people and adults at risk are explored thoroughly at interview/in conversation. These may be through earlier work in the United Reformed Church, through family contacts, through work with a voluntary organisation or in other ways. If the responses raise any concerns further more searching questions should be asked.

**References (See application proforma for volunteers in Appendix 12)**

A determined abuser may well lie or distort the truth. It is for this reason that a reference will be obtained. If the worker/volunteer has moved frequently from one organisation to another we will try to find out why. References must be sought in writing. It must be made clear that the person is to work /volunteer with children/young people and that it is the referee's views on the applicant's suitability for this work which are being invited. If replies are vague or ambiguous it may be necessary for them to be followed up in person or by telephone. It is vital that equal opportunities are taken into consideration.

Applicants will be asked whether or not they have / have had a **DBS (Disclosure and Barring Services – formerly CRB) check** and, if so, the date of issue and whether or not it has been updated through the DBS Update Service. (NB there is no charge from the DBS for volunteers but administration costs may be charged by some bodies registered to use the DBS)

### **Criminal background /suitability check. DBS Enhanced Disclosure**

We will ensure all who work with children and young people and adults at risk have DBS criminal background /suitability checks and will request them from all those commencing work with us for the first time and keep them updated, as recommended in the Guidelines for Safeguarding of the United Reformed Church.

## **Blemished Disclosures**

Information may be revealed about an applicant through a DBS check in a blemished disclosure. The URC's policy is that applicants should show their blemished disclosure to the church verifier, normally the church secretary. The Assembly Safeguarding Officer will conduct a risk assessment regarding the safety of the appointment and will liaise with the church verifier(s). The church verifier will consult with the church safeguarding co-ordinators and church officers as appropriate. Old, minor, unrelated and irrelevant offences will not prohibit people who are otherwise suitable to work with children/adults at risk from doing so.

**When a known abuser is in our congregation.** We will follow the recommended procedures for this situation. See appendix 9.7 for more details.

### **9.6 We will use supervision and support as a means of protecting young people and children.**

- Regular opportunities will be made for Children's Ministry Team of leaders and helpers to meet together to review and plan their work, to share their experiences, to receive training and to talk about their relationships with the children and young people. Special attention should be paid to any situation in which a child or young person is being either highly favoured or harshly treated as these could be signs of abuse.
- Opportunities will be taken to observe those working with children and young people by someone sensitive to the issues and able to support the workers. In Downing Place URC this role will be undertaken by the Safeguarding Co-ordinators and a record of the visits recorded.

### **9.7 Planning actions for when a known abuser is in our congregation.**

- The Synod Co-ordinator will be consulted and her advice closely followed.

An individual convicted of an offence against a child continues to be a risk to children with whom he or she comes in contact. People who offend against children whether it be physical or sexual assault need treatment, support and protective networks to prevent them from reoffending. Such offences are rarely 'one off' and are usually a result of inadequacies or other problems in the life of the offender.

There is an addictive quality about these types of offences against children which mean that such offenders must be closely supervised in the presence of children. We cannot allow them to undertake any role which is directly concerned with children; however, this must not prevent such people from having some part in the life of our congregation.

Therefore in such a case, the Elders meeting will consider how children are to be protected, and the adult supported and properly supervised in line with the advice of the Synod Co-ordinator. This will require the following actions:

- A full discussion with the person concerned and the minister and two selected Elders, or appropriate members of the congregation. These representatives should have

relevant experience in social services, the police, or schools etc. They should ensure sensitivity and confidentiality and have an ability to be open and frank about the nature of the offences.

It should be remembered that offenders will seek to minimise the seriousness of past offences and rationalise their behaviour. It may be appropriate to seek help from Synod Safeguarding Co-ordinator

- A written agreement as to how they will ensure together that the offender is not left alone with children at any time, including during social events, church weekends, outings etc; a need to consider the strategy of having a constant other adult alongside the offender; a night time procedure. This written agreement should be made to safeguard both church leaders and children in the congregation.

It must also be remembered:

- People who have abused children may be vulnerable themselves, and in need of much pastoral support. Whilst the church is a forgiving community it is important that the necessary safeguards are in place. Offences are likely to recur at times of stress or difficulty. The church can provide a prayerful and supportive network. More detailed advice is available from the Children and Youth Work office.
- There may be some adults in the congregations who were themselves abused as children. They may not have disclosed this to anyone. Support networks for survivors of abuse exist both within the church and elsewhere.

There are also support organisations for those who believe themselves falsely accused.

A list of helpful organisations is included in Section 6 of the URC Good Practice material (*pages 57-58*).

## **9.8 Establish a system whereby children and young people know to whom they can talk / contact if they have a problem**

Children and young people may choose to disclose abuse to people they know and trust and so this could be someone within our congregation. Should this happen, the guidelines in paragraphs 9.8.1, 9.8.2 and 9.8.3 should be followed.

Sometimes, children and young people would rather disclose to someone they do not know and so could prefer telephone contact and so we will:

- Display the telephone number of Childline or a similar organisation, on our notice board which is regularly seen by children and young people.
- Alert children and young people to the Childline number, using, if appropriate, the activity in 'Being Safe' in the Good Practice pack. Some children may also have had similar instruction in school.
- Make sure that all adults working with children and young people know how to respond if a child or young person approaches them indicating that they want to speak to someone about possible abuse issues.

### 9.8.1 Reacting to abuse

**We expect all our workers to follow the guidelines given in sections 9.8.1 to 9.8.3**

Because of obvious physical damage a child may tell you of abuse.

**In an emergency act at once.**

- If a child is clearly in distress from a physical injury seek medical attention immediately.
- Take the child to A & E or phone for an ambulance. Tell the medical services what the child has told you or of any suspicions you may have.
- Remember anything the child says and record this as soon as possible.

You may suspect abuse, you may discover or witness abuse or someone may report abuse to you. However you become aware of abuse, it is important that you follow the following guidance

- Do not delay
- Do not confront the person who is alleged to be responsible for the abuse
- Record any observations and keep an account of what you have been told by staff or the child or young person. These records must be accurate and factual. An incident report form is in Appendix 8
- It is not your role to investigate - concentrate on presenting information clearly.
- Pass on your information to the Safeguarding Co-ordinator
- Do not discuss with anyone other than the person to whom you should report the matter.

If a child or young person wants to talk about abuse

- accept what the child or young person says, keeping calm and looking at them directly from time to time
- let them know that you need to tell someone else, do not promise confidentiality even when a child or young person has broken a rule they are not to blame
- be aware that the child or young person may be being threatened
- never push for information, avoid asking questions, let the child talk

- reassure the child or young person they were right to tell you
- let the child or young person know what you are going to do next, who you need to tell
- make notes as soon as possible, writing down exactly what was said and when he/she said it. Record dates and times of these events and keep the hand-written record, even if these are subsequently typed up, for an indefinite period. See Incident Report Form, Appendix 8
- If it is considered that the person making the disclosure is likely to be at risk by returning home, immediate contact should be made with the Social Services or the Police

### 9.8.2 Reporting abuse - suspected, disclosed or discovered

#### ***We will ensure all our workers are aware of the appropriate reporting procedure***

- Workers should inform their line manager or one of the Safeguarding Co-ordinators appointed within our Church or the Minister immediately. If no one is available in person, the following email address can be used: [safeguarding@downingplaceurc.org](mailto:safeguarding@downingplaceurc.org)
- It is the responsibility of the Safeguarding Co-ordinator to ensure that cases of abuse are reported. It is normal procedure to contact the local Social Services team. If the child or young person is in immediate danger the police should be contacted. The number of our **Local Authority Designated Officer (LADO)** is in Page 8 of this document.
- The NSPCC can be contacted for advice - the helpline is open 24 hours a day, the number is 0880 800 500. Also available for advice is the CCPAS [Churches' Child Protection Advisory Service] – 01322 660011
- ***Any worker, staff or volunteer, can bypass the procedures and share concerns with an outside agency - Social Services, NSPCC - if they feel that their line manager or management team/committee are not dealing with their concern or are implicated in some way.***

Consideration should be given, on a case by case basis, to the support which can be given to an abused child or young person, recognising that the support needs to be non-judgemental, appropriate and long term. External help, available through Social Services or other Counselling agencies, may be advisable but in all cases it would be important to agree the type and nature of this support with Social Care staff.

Social Services and the police have procedures for investigating cases where a child may be at risk. Sometimes a child protection case conference will be convened. It may be appropriate for a United Reformed Church representative to attend. This person may be present to share information or in a support capacity. In each case, it is important to be clear which role is being undertaken.

### 9.8.3 Dealing with allegations or suspicions of abuse within the United Reformed Church

Any allegation made against any volunteer, paid employee, minister or any other officer of the United Reformed Church must be taken seriously. It is recognised that this can be a distressing and stressful situation for all involved but it is vital that we act responsibly with regard to children who have been entrusted into the care of church workers.

When a report of an allegation or suspicion is received it is important to respond immediately by reporting it to the Safeguarding Co-ordinator, and ensuring a detailed record is kept, dated and signed.

When the informant is an adult the Safeguarding Co-ordinator should clarify the following:

- the nature of the allegation or suspicion
- details of the child / children and family / families involved
- any relevant information relating to the person against whom the allegation is made
- dates and time of the incident or incidents as appropriate
- details of any others involved and / or any witnesses

This information should be reported immediately to the local Social Services (Children's Services) immediately – phone number in Page 8 of the Safeguarding policy of this document. Social services will be able to advise about what will happen next.

**When the allegation is made by a child** the process as described at 9.8.1 should be followed.

**Additionally the following should also be considered** when an allegation or suspicion of abuse involves a volunteer, an employee, a minister or any other officer of the United Reformed Church:

- Does the person against whom the allegation is made have ongoing contact with children? In most circumstances where social services become involved they can assist in offering advice about suspending any activity that involves contact with children.
- For a paid employee there will be a need to consider whether a period of suspension from active duties is appropriate while an investigation is ongoing. Depending on the type of post of the employee it should be clear in their contract who has responsibility for this level of decision making and which United Reformed Church bodies need to be consulted and advised.
- For any allegation against a Minister of the United Reformed Church there is clear guidance about suspension/disciplinary matters. Synod Moderators should be informed of any concern immediately and they will be able to advise which Synod members should be informed and how to proceed.
- Who can offer appropriate care and pastoral support to the person under suspicion? This should not be the same person offering support to any alleged victim or informant.

It should be noted that in these circumstances the practice of a short-term suspension pending the outcome of any investigation is a measure used to protect the volunteer, staff member, minister as well as the child. It is not a method of apportioning blame but should be regarded as a neutral way of protecting all involved until an investigation can be concluded.

At the conclusion of an investigation opportunities should be created for all those who have been involved in any supportive capacity to debrief and obtain any support they may need themselves.

### **9.9 Implement and issue guidelines to all workers with children and young people on how to deal with abuse. Ensure training is available on the use of these guidelines.**

We will:

- Ensure that all staff receive a copy of this document as part of their induction.
- Arrange training sessions for workers with children and young people, using the training resources that are available and access information and assistance as required from the Children and Youth Work Office, Synod Office and Children's Social Care.
- Keep a record of training and ensure that refresher training takes place regularly
- When a disclosure is made, complete an Incident Recording Form which is in Appendix 8 of this document.
- Where abuse is suspected, disclosed or discovered, we will follow the procedure outlined in sections 9.8.1 and 9.8.2 of this document

Important note.

Sometimes emergency action may need to be taken immediately and, in such a case, the child must be taken at once to the Accident and Emergency department of a hospital.

### **9.10 Confirm with groups /organisations who work with children or young people or adults at risk and who wish to use United Reformed Church premises, that they undertake to follow HM Government document '*Working Together...*'**

We will, when contemplating hiring out or providing space for use of our premises to groups / organisations whose work involves children or young people, include one of the following clauses in any letting agreement:

**I have and understand the policy of Downing Place United Reformed Church regarding the safeguarding of children and young people or adults at risk and will implement it**

**Or**

**I have in place a similar policy (attached) drawn up under the guidelines in the HM document ‘Working Together...’**

**I agree that whilst using these premises the principles underlying ‘Working Together to Safeguard Children’ (HM Govt. 2013) will be upheld by this group.**

Alternatively, we will ask the responsible person of the group to sign a separate statement to this effect.

## Appendix 10

### **Guidelines for Staff working on their Own with Child /Young Person**

***Try to avoid working in this situation, but if there is no option:***

- If possible, have someone else in close proximity – for example, in the next room or in sight even if not within hearing distance.
- Ensure someone else always knows the time and place when you are alone with a child.
- Always meet in a ‘neutral’ place, if possible, and never in a home if possible.
- The child, parent/carer and person in charge know the reasons for the one to one contact and agree for it to take place.
- You and the child know what to do in an emergency, how to contact the parent/carer and/or another worker.
- You have access to a phone or can summon help by calling out.
- The child is given permission to stop the one to one contact and knows how to complain or to get help.
- You, the worker, stop the session if you become aware that the child is uncomfortable with being alone with you.
- If for any reason you are not able to inform the parent/carer and person in charge in advance that you have been alone with a child, you do so as soon as possible afterwards.
- You make a record of the fact that you were alone with a child or children, the reason for this, and what happened.

# Appendix 11

## RISK ASSESSMENT FORM

Downing Place United Reformed Church, Cambridge

<p>1. Activity / visit / accommodation being assessed. <i>(Please describe)</i></p> <p>2. Age and numbers of children / young people involved.</p> <p>3. Name of leader / responsible person</p> <p>4. Name of assistant leaders <i>(if appropriate)</i></p>			
Possible risk / hazard	Action to remove / reduce risk or hazard	By whom	Comments

Date completed .....

Signed.....

Role/position.....

# Appendix 12

## APPLICATION FORM FOR VOLUNTEERS AT DOWNING PLACE UNITED REFORMED CHURCH

Everyone who is involved in any capacity in working with children and young people will want to ensure care and protection within a safe environment.

This application form is for **volunteers and unpaid workers** to record information and ensure that the best possible care is taken for the protection and safety of all.

**PLEASE COMPLETE IN BLACK INK**

**APPLICATION for the post of:** \_\_\_\_\_

### PERSONAL DETAILS

Surname \_\_\_\_\_ First Names \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone Numbers:

Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

All/Any former names \_\_\_\_\_

Date & place of Birth \_\_\_\_\_

If you have lived at the above address less than three years please give previous address/es with dates:

### SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE

Why do you want to apply to do this work?

What ability, knowledge, commitment and experience do you have? What is your church background and current place of worship?

Is there any other information, including relevant health issues, you think should be known?

## REFERENCES

References will be taken up as one way of checking your suitability and to demonstrate the church's attention to proper care for children.

Please give the name, address and contact number of two people who can provide an assessment of your suitability for the post

### First reference

Name

Address

Telephone

Email Address

Connection with you and for how long

### Second Reference

Name

Address

Telephone

Email Address

Connection with you and for how long

## DISCLOSURE OF CRIMINAL CONVICTIONS

Under the Rehabilitation of Offenders Act 1974, ex-offenders have to disclose their criminal convictions when applying for Exempted posts. Work with Children and Young People is 'Exempted'.

Do you have any criminal convictions, cautions or bind overs? **Yes / No**

***If you have answered yes***, please enclose details with your application form

Is there any other information you should declare that might affect your suitability for working with children and young people (e.g. Allegations which have been the subject of investigation; any current criminal investigations) **Yes / No**

***If you have answered yes***, please enclose details with your application form

## DISCLOSURE

Do you agree to undergo the relevant vetting processes, including 'Enhanced Disclosure' through the Disclosure and Barring Services (DBS) that is in place to establish your identity and your suitability for work with children and young people? *(The processes are in accordance with legal requirements and Good Practice guidelines of the United Reformed Church.)* **Yes / No**

(A separate form will be issued for the implementation of this procedure)

## DECLARATION

I declare that the information in this application is true and complete. I agree to references being taken up.

If I am successful in obtaining this post and the information is later discovered to be incorrect I understand that the appointment can be cancelled.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Appendix 12A

## INFORMATION FORM FOR VOLUNTEERS AT DOWNING PLACE UNITED REFORMED CHURCH

Everyone who is involved in any capacity in working with children and young people will want to ensure care and protection within a safe environment. This information form is for **volunteers and unpaid workers** to record information and ensure that the best possible care is taken for the protection and safety of all.

**PLEASE COMPLETE IN BLACK INK**

### PERSONAL DETAILS

Surname \_\_\_\_\_ First Names \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Telephone Numbers:

Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

### DISCLOSURE OF CRIMINAL CONVICTIONS

Under the Rehabilitation of Offenders Act 1974, ex-offenders have to disclose their criminal convictions when applying for Exempted posts. Work with Children and Young People is 'Exempted'.

Do you have any criminal convictions, cautions or bind overs? **Yes / No**

**If you have answered yes**, please enclose details with your application form

Is there any other information you should declare that might affect your suitability for working with children and young people (e.g. Allegations which have been the subject of investigation; any current criminal investigations) **Yes / No**

**If you have answered yes**, please enclose details with your application form

### DISCLOSURE

Do you agree to undergo the relevant vetting processes, including 'Enhanced Disclosure' through the Disclosure and Barring Services (DBS) that is in place to establish your identity and your suitability for work with children and young people? *(The processes are in accordance with legal requirements and Good Practice guidelines of the United Reformed Church.)* **Yes / No**

(A separate form will be issued for the implementation of this procedure)

### DECLARATION

I declare that this information is true and complete.

Signed \_\_\_\_\_ Date \_\_\_\_\_

—

# Appendix 13

## Safeguarding Co-ordinators

(Formerly known as THE 'LINK' PERSONS)

In Downing Place URC, the following have been appointed as the **Safeguarding Co-ordinator** and **Deputy Safeguarding Co-ordinator** for safeguarding Children and Adults

1. **Tony Bottoms**, Elder
2. **A N Other**, Church Member

Agreed at a meeting of the Elders on 26<sup>th</sup> March 2019

**They can be contacted as follows:**

Contact details:

[safeguarding@downingplaceurc.org](mailto:safeguarding@downingplaceurc.org)