

Christ Church URC

Chelmsford



Safeguarding Policy

Introduction

Safeguarding is taken seriously by

Christ Church URC, Chelmsford

We acknowledge children's and adults' right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that the welfare of children and adults at risk is paramount. We will follow legislation, statutory guidance and recognised good practice in order to protect children and vulnerable adults 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 for Children & Young People and a Safeguarding Coordinator and Deputy Safeguarding Coordinator for Adults at Risk, who will have specific responsibilities for safeguarding, although we recognise that safeguarding is a whole church responsibility. The Safeguarding Coordinators are the people to whom all concerns or allegations should be addressed. In the absence of the relevant Safeguarding Coordinator, the Deputy Safeguarding Coordinator should be contacted. Their contact details can be found in Key Contacts, p6.

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, including DBS checks and the taking up of references.

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

We will use rigorous and careful supervision to protect people from the risks associated with known offenders within the congregation, including implementing contracts 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 Statements are attached as Appendix 1 p7

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 or 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 and its activities
- our trustees and staff (both paid and voluntary)

Organisations who hire our building are required to supply their own policy and/or agree 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, adults at risk and parents/carers will be informed of this policy and our procedures. The term 'children' refers to those under the age of 18 years and 'adults' to those aged 18 years or over.

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 Coordinators for safeguarding children and adults at risk. A job description for the Safeguarding Coordinators is attached as Appendix 2 p8. 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. We are committed to safer recruitment and selection of all paid staff and volunteers and will ensure that these procedures are followed, which include:

- providing workers with job descriptions and person specifications for paid workers and some volunteers
- obtaining Disclosure and Barring Service (DBS) checks wherever legally entitled to do so
- taking up two references (not from family members) for paid staff and some volunteers
- interviewing candidates

Safeguarding training will be undertaken by the Safeguarding and Deputy Safeguarding Coordinators. 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, attached as Appendix 3 p9-10, 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 at risk must confirm in writing that they will follow the principles of this safeguarding policy and/or provide a printed copy of their own policy as a condition of the letting agreement. Any policies being provided by hirers will be

checked by the Safeguarding/Deputy Safeguarding Coordinators to ensure that they are adequate to ensure the safety of children and/or adults at risk.

What are we protecting people from?

A copy of the definitions relating to the abuse of children and adults at risk is attached to this policy at Appendix 4 p11.

How to recognise abuse

It is important to be aware of possible signs and symptoms of abuse. Please see Appendix 5 p13-14 for those relating to children and Appendix A6 p15 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 to the child, young person or adult 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 or, 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 on page 19). This should be given to the Church Safeguarding Coordinator and stored securely in a locked filing cabinet or cupboard or, if the Church Safeguarding Coordinator is implicated, the written record should be handed to the Minister and stored securely in his/her office.

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 or, if the Safeguarding Coordinator is implicated, the Deputy Church Safeguarding Coordinator and a decision made as to whether the concern warrants a referral to statutory authorities (see Key Contacts p6 for the relevant statutory contacts)
- A confidential record will be made of the conversation and the circumstances surrounding it using the template on page 20. 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
- 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) 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, p6.

For concerns relating to adults, Adult Social Care will be contacted. See Key Contacts p6 for details.

In accordance with the law, a referral will be made to the DBS 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 about this policy please contact:

Name Rev Paul Stein
Telephone No 01245 493377 Mob 07810 396410
Email paulks87@btinternet.com

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 Church Meeting that this has been done.

Date of the most recent review: 13 November 2018

Date of the next review: _____

Signed: Paul Stein

(on behalf of the church Elders)

Key Contacts: Sources of advice and support

If you think there is immediate danger dial 999

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

Children & Young People

Name Mr Anthony Camp
Telephone No 01245 633980 Mobile: 07773 159995
Email anthony.camp88@icloud.com

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

Name Mrs Sylvia Hutchins
Telephone No 01245 353975
Email

Adults at Risk

Name Mrs Sylvia Hutchins
Telephone No 01245 353975
Email

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

Name Mrs Gretel Warn
Telephone No 01245 420482 Mobile:
Email gretelwarn48@gmail.com

All

Synod Safeguarding Officer

Name Nicola Grleves
Telephone No 01223 830770 or 075158 721172
Email cydo@urceastern.org.uk

Outside Agencies

- **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)**

Name

Telephone No 03456 037634

Email

- Statutory contact in the case of a child
Family Operations Hub Phone: 0345 603 7627
Out of Hours: Mon-Thurs 17:30-09:30 + Fridays, Weekends & Bank Holidays 0345 606 1212
Email: FOH@ecsx.gov.uk
- Statutory contact in the case of an adult at risk
Adult Social Care Department Phone: 0345 603 7630
Out of Hours: Mon-Thurs 17:30-09:30 Fridays, Weekends & Bank Holidays 0345 606 1212
- Other useful contacts: Local Police Phone: 101 Elder Abuse Hotline: 080 8808 8141

Further guidance on issues relevant to safeguarding is given in Appendices 7 to 13

Appendix 1: Safeguarding Policy Statements

The following statements have been agreed by the leadership of Christ Church URC, Chelmsford and are displayed on the church notice boards.

Adults at Risk

Christ Church URC is committed to serve the needs of all Adults, promoting a healthy, caring and loving Christian environment.

Christ Church takes very seriously the wellbeing of all adults who come onto its' premises and who are involved in its activities.

We recognise that Safeguarding is a whole church responsibility.

Christ Church URC

- aims to ensure that all Adults are lovingly welcomed into a safe, caring, Christian environment with a friendly and happy atmosphere.
- recognises that it is the responsibility of all staff, paid or unpaid, and all members of the church to be aware of physical or emotional neglect and abuse of any kind.
- will, where an allegation is made that suggests further investigation is needed, contact the appropriate authorities as a matter of urgency.
- will report to the Church's Safeguarding Coordinators any discovered or suspected abuse.
- recognises its' responsibility to regularly review and maintain procedures.
- is committed to keeping up to date all developments relating to Safeguarding.
- will support all who are affected by any form of abuse.

Children and Young People

As one of its major activities Christ Church URC, Chelmsford seeks to serve the needs of young people, promoting holistic development.

In doing so, Christ Church URC takes seriously the welfare of all children and young people who come onto its premises, or who are involved in its activities.

Christ Church URC

- aims to ensure that children and young people are welcomed into a safe, caring, Christian environment with a happy and friendly atmosphere.
- recognises that it is the responsibility of each one of its staff, paid or unpaid, and all members of the congregation, to be aware of possible physical or emotional neglect and abuse. This includes suspected risk of sexual abuse.
- will report any discovered or suspected abuses to the Church Safeguarding Co-Ordinators.
- will, where an allegation suggests that a criminal offence has been committed, contact the police as a matter of urgency
- recognises its responsibility to implement, maintain and regularly review procedures.
- is committed to supporting, resourcing and training those who work with children and young people
- is committed to maintaining good links with the statutory child care authorities and the URC
- is committed to keeping up to date with national, local and URC developments relating to safeguarding.
- is committed to supporting, resourcing and training all those who work with children and young people.
- will support those in our church who are affected by abuse.

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 & procedures & URC Good Practice documents 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)

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 safeguarding issues
- 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)
- To take appropriate action in relation to any safeguarding concerns which arise within the church.
- To cooperate with Social Care and/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 & 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 at least 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/young people or adults at risk

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children/young people or adults at risk. 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/young people or adults at risk or act as a role model within Christ Church URC

All workers should agree to the following code of conduct when working with children/young people or adults at risk:

- Do treat all people with dignity & respect and with equal care & concern and don't leave discrimination or bullying unchallenged
- Do act inclusively, seeking to make everyone feel welcome and valued and don't exclude people unless there is a good reason
- Do encourage everyone to follow any child/young person 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/young person 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. In this case minimum force should be used
- If an individual wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk - always be within sight of other people.
- Do make sure that any electronic communication is done with parental consent or, in the case of an adult who cannot reasonably make this decision for themselves, a family member, and that it is transparent, accountable, recorded and adheres to safeguarding policies
- Don't promise to keep communication with children/young person or adult at risk secret, while still respecting appropriate confidences
- Do have designated photographers to take, store and share photos of your group's activities, in line with URC good practice guidelines
- Only take photos or videos with 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 individual
 - in response to the needs of the individual, not of those around them
 - respectful of the individual's privacy, feelings and dignity
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual
- Do respect the right of children/young people or adults at risk to wash, change and use the toilet in private unless help is requested
- Do listen to children/young people or adults at risk and tell the appropriate Safeguarding Coordinator if you have any concerns about an individual's welfare
- Do respect and promote the rights of children/young people or adults at risk to make their own decisions and choices whenever possible
- Don't work in ways that put your needs and interests before those of the people you work with
- Do encourage respect for difference, diversity, beliefs and culture

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

on behalf of _____

[church name]

Name of worker: _____

Signed: _____

Date: _____

Appendix 4: What is abuse and neglect?

Abuse and neglect are forms of maltreatment of an individual. Somebody may abuse or neglect by inflicting harm, or by failing to act to prevent harm. Individuals may be abused in a family, 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 a child or children.

Physical abuse

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

Emotional abuse

Emotional abuse is the persistent emotional maltreatment such as to cause severe and persistent adverse effects and, in the case of children, the child's emotional development.

It may involve conveying to an individual 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 person opportunities to express their views or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations, for example, being imposed on children or an adult with learning difficulties. These may include interactions that are beyond the person's capability, as well as overprotection and limitation of exploration and learning, or preventing the person 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 people to feel frightened or in danger, or the exploitation or corruption of an individual

Some level of emotional abuse is involved in all types of maltreatment

Sexual abuse

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

The activities may involve physical contact, including assault by penetration (e.g., rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching 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 but can also be by women or children.

Discriminatory abuse

This is the inappropriate treatment of an individual 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/individuals. Discriminatory abuse can also link to other forms of abuse.

Neglect

Neglect is the persistent failure to meet an individual's basic physical and/or psychological needs, likely to result in the serious impairment of the person's health or a child's development. Neglect may involve a parent/carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect an individual 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, an individual's basic emotional needs.

Institutional abuse

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

Financial or material abuse of adults at risk

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

Appendix 5: Signs of possible abuse in children

Physical abuse

Physical signs include:

- Unexplained injuries or those 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 fingertip bruising
- Burns/scalds, especially from a cigarette
- Human bite marks
- Fractures and/or swelling and lack of normal use of limbs
- Untreated injuries

Psychological/emotional signs include:

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

Fictitious 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:

- 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 and/or drug/solvent abuse
- Extremes of passivity or aggression
- Fearful/withdrawn
- Running away
- Overeating or loss of appetite
- Clingy
- Sleep disorders

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, or 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 or 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**

Neglect

Physical signs include:

- **Tired/Ilistless**
- **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**

Appendix 6: 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 a carer/family member
- 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 7: Data protection and record keeping

Paper trails

The General Data Protection Regulations (GDPR) 2018 contain principles governing the reasonable use of personal data.

Personal data should be:

- processed fairly and lawfully
- obtained and used for specific purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than is necessary
- processed in line with a person's rights
- secure
- not transferred to non-UK countries without adequate protection

Nothing in data protection legislation seeks to limit appropriate disclosure in order to protect an individual who either is, or may be, at risk of harm. What matters is that the process of information sharing is reasonable and proportionate. Further advice is available from the website of the Information Commissioner: www.ico.org.uk

Appendix 8: Fire Safety duties include:

- checking that the building complies with fire safety regulations and guidelines, including equipment, exits, regulations and signs, making sure they are clearly visible to all
- appointing designated people to be fire marshals and ensuring they are properly trained
- making sure that all users of the building are aware of emergency procedures
- organising regular safety drills and testing of fire safety equipment
- keeping accurate records of all checks, drills and tests

Appendix 9: First Aid

Be ready	provide an adequately and appropriately equipped first aid boxes. Best practice encourages there to be at least one trained first-aider on the premises if at all possible. Lists of current Christ Church First Aiders and where First Aid boxes and Defibrillators are located are displayed around Christ Church and these will be updated, as and when necessary, by the Church Office Administrator.
Respond	call an ambulance if necessary. First aid should be administered in view of others, if at all possible, although the child's welfare should be the paramount consideration.
Record	make sure that accidents are recorded in the recommended accident book.
Report	notify parents/carers of any accidents and of any first aid given.
Restock	notify the person responsible for keeping the first aid kit fully stocked (Christ Church Office Administrator) if any of its contents have been used.
Review	notify the Elders who are responsible for health and safety in the church of any accidents so that they can consider if any action needs to be taken to improve health and safety protocol.

Appendix 10: Food and drink safety and hygiene

The Food Standards Agency (FSA) provides up to date information on all matters relating to food supplied outside domestic and family settings: www.food.gov.uk.

Appendix 11: Hire of premises to other users

Christ Church should promote good practice by requiring any such organisations working with children to abide by the organisation's safeguarding policy (if they have one), or to abide by the church's own safeguarding policy, a copy of which should be made available.

When hiring out church premises or providing space to groups/organisations whose work involves children, the URC recommends that the following clause is included in any letting agreement:

The hiring organisation is required to ensure that children and adults are protected at all times by taking all reasonable steps and by having any necessary insurance in place. The hiring organisation should abide by their own safeguarding policy, if they have one, or by that of the church.

It would be useful to add wording which states clearly that the organisation either has a policy or are prepared to abide by the church's policy, with a signature from the organisation to confirm this. For instance:

I have read and understand the policy of Christ Church regarding the safeguarding of children and adults at risk and will implement it.

or

I have in place a similar safeguarding policy (attached). I agree that whilst using these premises, the principles of this policy will be upheld.

It is important that Christ Church sees, and obtains a copy of, the organisation's policy rather than simply accepting that one exists, as it may be necessary, should the organisation's policy prove inadequate, to discuss the need for them to adopt the church's policy. This offers a better solution than cancelling the let altogether.

If the hiring body, such as a nursery, pre-school or out of school hours childcare, is required to register with OFSTED, the church should ask to see the registration certificate and record that this has been seen, along with their OFSTED registration number.

Appendix 12: Insurance

Insurance cover is required to protect property, staff, volunteers and participants against the insurable risks associated with all activities. The level of cover must be adequate to ensure that all participants are covered in the event of an accident or incident. In order to comply with this the Christ Church Insurance Officer should ensure that sufficient cover is in place for all activities and risks such as:

- Public and Employer's Liability
- personal accident cover for staff
- high risk activities (mountaineering, etc.)
- damage or loss of equipment (whether owned or hired)
- compensation against cancellation, delays, loss of personal effects whilst travelling
- legal assistance in the recovery of claims

Where necessary the Insurance Officer should contact our insurance provider for advice to ensure that sufficient cover is in place.

Insurance policies require signatories to take all reasonable steps to prevent injury, loss or damage occurring. Failure to take such precautions may invalidate the insurance cover.

Most church policies cover standard events for public liability. However, churches should check with their insurance company whether additional insurance is required for one off events and off site activities.

Appendix 13: Travel and transport

Where the church is providing/organising transport for children or adults at risk they have a duty to ensure:

- that only sensible drivers are used. The church should check the credentials of prospective drivers including viewing their full drivers licence. Minibus drivers must have passed a MIDAS test (unless they have D1 on their licence).
- that all drivers and escorts are DBS checked
- that any vehicles to be used are roadworthy and fitted with seatbelts for each passenger. Drivers have a legal responsibility to ensure that seat belts are used by passengers in their car and that appropriate car seats or booster cushions are used by younger children.
- that car drivers have appropriate insurance cover for any driving they do on behalf of the church. Drivers should check with their insurance company to make sure that they are covered
- that there will be adequate supervision in cars (ideally one driver and one additional adult), minibuses and coaches (one driver, additional adults in line with minimum adult/child ratios for offsite activities).
- that, where possible, adults should avoid giving lifts to an individual alone, unless the welfare of the individual requires it. There may be occasions where an individual requires transport in an emergency situation and/or where not giving a lift could place an individual at risk. Such circumstances should always be recorded and reported to the person in charge of the church's activity as well as parents/carers. If a worker has to be alone in a car with an individual, they should ensure that another leader is aware of the situation and the reasons for it. Drivers should not spend unnecessary time alone in a vehicle with an individual and children should travel in the back seat of the car.
- that, for longer journeys, stops should be carefully planned. Contingency plans should be made in case of breakdown or other emergency.
- that, if people are contributing to the cost of transport by minibus, then the transport provider requires a Standard Permit from your local authority. For more details, contact the Vehicle and Operator Services Agency (VOSA) on permits@vosa.gov.uk or call 0300 123 9000.

Safeguarding Incident Recording Form

Basic information

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)

Record of incident

Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.

Include details such as tone of voice, facial expression and body language.

Record what you said as well as what the child, young person or adult said.

If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.

Who has been spoken to about the incident?

Position/Organisation	Name	Email	Telephone number
Church Safeguarding Coordinator			
Synod Safeguarding Officer			
Children's Services			
Adult Services			
Police			
NSPCC			
Parent/Carer			
Other (please state role and organisation)			

Feedback and follow up actions (continue on a separate sheet if necessary)

Name: _____

(person who completed this report)

Position held in the church: _____

Signed: _____

Dated: _____