



*Promoting* Safeguarding

*Preventing* Abuse

*Protecting* All – children, adults and employees

***Safeguarding Policy***  
**Children & Adults**

**Woking United Reformed Church**

Wessex Synod

(Last major update to this policy May 2017. Minor changes December 2017 and May 2019)

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## Introduction

- Safeguarding is taken seriously by Woking United Reformed Church.
- We acknowledge both adults' and children's rights to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.
- We consider that, in accordance with legislation, the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice.
- 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.
- We will organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and adults at risk.
- We will follow a safer recruitment process for the selection and appointment of people to work with children or adults in need of protection, whether voluntary or paid, lay or ordained.
- We are committed to providing support and 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 and associated with the Church, including implementing contracts with known offenders and those who have been assessed as posing a risk, which could include partners of offenders.
- We believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living and can affect both adults and children.
- All concerns and allegations of abuse, including domestic abuse, will be responded to appropriately, including referring to the Police and Social Care if necessary, either Adult or Children's.
- We will co-operate with the Police, Children's and Adult's Services in any investigation, will follow multi agency decisions and will maintain confidentiality of any investigations to those directly involved.
- We will refer concerns about paid employees - lay or ordained - or volunteers that meet the relevant criteria, to the Local Authority Designated Officer.

[Our](#) statement of safeguarding principles is attached as Appendix 1

The Safeguarding Co-ordinator is the person to whom all concerns or allegations should be addressed. The Co-ordinator can be contacted as follows:

Name - Robin Gray

Contact phone number 01252 54056 or 07975774221

Email address [robingraylag@hotmail.com](mailto:robingraylag@hotmail.com)

In the absence of the Safeguarding Co-ordinator, the Deputy Safeguarding Co-ordinator can be contacted as below:

Name – David Tuson

Contact phone number 07817007780

Email address [churchcommunity@wokingurc.org.uk](mailto:churchcommunity@wokingurc.org.uk)

## **Sources of advice, guidance, and support**

### **Synod Safeguarding Officer:**

Sharon Barr

Contact phone number 07776178246

Email address [safeguarding@urcwessex.org.uk](mailto:safeguarding@urcwessex.org.uk)

Churches Child Protection Advisory Service 24 hour helpline: Tel 0845 120 4550 (N.B. They should only be contacted for urgent advice if the Synod Safeguarding Officer, who works outside ordinary office hours, is not available.)

### **Surrey Children's services**

Surrey County Council, Children's Social Care Department: 0300 470 9100

Out of hours: 01483 517898

### **Surrey Adult services**

Surrey County Council, Adult Social Care Department: 0300 200 1005

Out of hours: 01483 517898

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

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting the vulnerable, children, adults at risk and employees. This includes clear procedures for taking appropriate action following the raising of safeguarding concerns involving children and adults at risk within our Church, or those who attend our activities and events.

## **Who this policy applies to**

This policy has been approved and endorsed by the Trustees and applies:

- to those who attend our Church/place of worship;
- to our Trustees, paid staff and volunteers
- to organisations which hire our building with agreement to operate under the Church's safeguarding policy

The policy and procedures are interpreted in the light of the most recent United Reformed Church good practice guidance.

Children and parents/carers will be informed of this policy and our procedures. For the purpose of this policy, children are defined as those under the age of 18.

## **Duty of care and confidentiality**

We have a duty of care to beneficiaries of the WURC Charity, either adults at risk or children. We will maintain confidentiality except in circumstances where to do so would place the individual or another individual at risk.

## **Conditions for Hirers**

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 as a condition of the letting agreement. If they have their own safeguarding policy, they will be asked to sign a statement to that effect. If they do not have their own safeguarding policy, the Church will require them to adopt one before agreeing to the hire (e.g. by referring them to [www.nspcc.org.uk/preventing-abuse/safeguarding/](http://www.nspcc.org.uk/preventing-abuse/safeguarding/) for guidance). In some cases, the Church may agree to a small organisation adopting the Church safeguarding policy and procedures.

## **Preventing abuse**

The Church has appointed safeguarding and deputy safeguarding coordinator(s) for children and adults at risk. A role description is attached as Appendix 2.

We are committed to safer recruitment and selection of all paid employees and volunteers and will ensure that these procedures are followed. (See recruitment policy Appendix 3)

Training in safeguarding will be provided and volunteers and paid employees will be given support and supervision in their role.

Activities are organised in accordance with URC good practice guidelines (key aspects are included in this policy) so as to promote a safe environment and healthy relationships whilst minimising opportunities for harm and misunderstanding or false accusation.

## **Work planning**

Leaders should ensure that, as far as possible, an adult is not left alone with a child or young person where there is little or no opportunity that the activity will be observed by others. This may mean groups working within the same large room or working in an adjoining room with the door left open. This good practice can be as much a benefit to the adult as to the child or young person and should include the following:

- Always have at least two adults present with a group. This is of particular relevance when it is the only activity taking place on WURC premises.
- Always ensure appropriate ratios of leadership to children are observed according to age and gender.
- Never take a group off the premises with fewer than two adults.
- Think about the use of premises. For example, do not expect children or young people to have to walk along a dark unsupervised area to enter WURC.
- It is good practice to keep a record of each activity/session. This record will include a register of children, staff and visitors, and details of any significant incidents.
- Where children and young people have to be transported by car or minibus, arrange as far as possible, to have more than one passenger in the vehicle and that children are seated in the back seats of the vehicle.
- Ensure that children leaving the premises do so only in the presence of adults known to have permission to take them.

There may be occasions when a worker has to work individually with a child/young person (e.g. pastoral care or one-to-one mentoring). Guidelines for workers can be found in the Lone Workers Policy at Appendix 4

### **Adult to child ratios**

We recommend having at least 2 adults present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

- 0 - 2 years, 1 adult to 3 children
- 2 - 3 years, 1 adult to 4 children
- 4 - 8 years, 1 adult to 6 children
- 9 - 12 years, 1 adult to 8 children
- 13 - 18 years, 1 adult to 10 children

We recommend having at least 2 adults present, even with smaller groups.

When young people are helping to supervise younger children, then generally, only people aged 18 or over should be included as adults when calculating adult to child ratios.

### **Outdoor activities**

Events in the neighbourhood of the building require the same care and attention during the planning stage. The adult/child ratio should be increased.

Woking URC operates a behaviour management policy (Appendix 5), which includes an approach with bullying behaviour.

## **Good practice with colleagues**

Staff/volunteers should be prepared to speak to another member of staff/volunteer if they see them acting in ways that might be misconstrued or to their senior leadership team if they have serious concerns. All those working with children and young people should encourage an atmosphere of mutual trust, support and care so that they are comfortable enough to discuss inappropriate attitudes or behaviour with one another.

## **Parental consent and responsibility**

WURC recognises the responsibility of parents/carers as defined in the Children Act 1989.

WURC will obtain approval for attendance of young people and children involved in all regular clubs and activities by way of consent forms (Appendix 6) as follows:

- Annual Consent Forms, signed by parent/carer which should be completed the first time of attendance, and then annually.
- Event Consent Forms, for special events, trips, or “hazardous” activities. This form will include full details (or accompany full details) of the activity/trip. Holiday Fun Clubs are included as a special event.

Consent forms will ask for the information listed below and will be retained/archived as determined by ‘URC Policy for the Retention of Documents’.

- The child/young person’s details, name, address and date of birth
- Details of each person with parental responsibility, together with an alternative contact in an emergency
- Any particular instructions concerning the child or young person - e.g. who will collect after the activity
- Any instructions pertaining to medical, dietary or physical needs/limitations, etc.
- Permission for the inclusion of the child or young person to be included in any photographs or videos, which will be for use within the premises of WURC, or in the local press, or on Church related websites.

## **Disputes between parents and youth and children’s work leaders**

WURC appoints a link Elder for all youth and children’s activities whether they take place on a Sunday or during the week. That Elder is not directly involved in the day-to-day running of the activity. Their role is to attend the activity from time to time to give encouragement and support to the leaders and provide feedback to the Elders’ meeting.

In the event of a dispute between parent(s) and staff/volunteers, the first step should be to try and to resolve it with the relevant youth/children’s leader in discussion with the parent/carer, only bringing in the link Elder or Minister as necessary or as appropriate.

## **Risk assessments**

Risk Assessments are required to be carried out for all activities organised by WURC, by the organisation's leadership teams. Additional advice can be sought from the WURC Health and Safety Adviser. In the case of regular weekly activities, a risk assessment will be drawn up and reviewed bi-annually.

Individual events such as Holiday Fun Clubs and Special Events have a risk assessment undertaken each time they are organised.

WURC Risk Assessments will be filed according to the WURC Document Retention Policy, a copy of which can be obtained from the organisation main leader.

## **Use of telecommunications, computers and social media such as Facebook**

WURC recognises that social networking is widely used by children and young people and that different platforms will vary in popularity from time to time so that the Church needs to establish and maintain the appropriate links.

## **Personal Accounts**

Paid staff or volunteers are not barred from using social networking sites, nor does WURC determine whether as individuals they should have under 18 year olds as 'friends' on their personal accounts. However, clear demarcation is required between those individuals we know personally and those we know because of our roles in the Church which carry a particular responsibility.

Careful consideration of all communications in the furtherance of youth and children's work must be taken. There is a need to maintain clear boundaries, to help with transparency and to aid managing of links when they move on, or are asked to step down from their role. It is also important for the safeguarding of both staff/volunteers and young people.

Paid staff or volunteers should not accept young people as 'friends' on their personal accounts who they **only** know through the work they undertake for WURC, and should never accept anyone as a friend if they know their account has been set up fraudulently (such as incorrect date of birth to start an account prior to turning 13 years of age, *on Facebook*).

Staff and volunteers should take care in ensuring that their personal accounts have the security settings set correctly to ensure that the account is not accessible by young people.

## **Church Organisation Accounts**

In most cases, the 'group' facility (on *Facebook*) should be adequate and used with correct security settings set to private. This requires people to 'ask' to join and all communication within the group is visible. The group is managed by a nominated administrator who can accept and remove people from the group as required.

The 'page' facility (on *Facebook*) should only be used as an open web/notice board facility, remembering it is completely public, unless security settings are set to private.

All WURC communication undertaken through social networking should be open and accountable. All messages should be posted on group wall and not emailed from the site.

Leaders and volunteers should never 'ask' to join any child's or young person's individual account. Paid workers might choose to set up a 'Youth Work' account, but careful consideration needs to be taken to ensure that this is sufficiently transparent (provide a group of individuals with the login details), and that it does not contravene the terms and conditions of the site (most sites do not permit an alias, which a 'youth worker' account would essentially be).

## **Use of the internet**

When using the internet as part of a group talk/presentation, leaders will make sure that the material being shown is age appropriate. If allowing a group access as individuals or in small groups as part of an activity, it should happen under adult supervision.

Church computers that are available for the use of children and young people will have suitable barring and filtering systems in place to minimise the risk of users accessing sexual and violent images.

No Church information or activity will be uploaded to "*You-Tube*" or similar sites – the only accepted repository is the WURC website - <http://www.wokingurc.org.uk/>. Parents attending events will be advised that they may upload images of their own children, but not of others, without the authority of the relevant parents/carers.

## **Text messaging**

As with social networking sites, caution should be exercised when using text communication with children and young people. There need to be adequate safeguards in place for the leader and the young people. Texting should be avoided, but well recorded if used to ensure transparency.

WURC's youth Worker is provided with a mobile phone and the account will be in the name of the Church. The account will be billed to the Church and charged to the Youth and Children's Work budget.

Text Messaging will be limited to the hours of 08:00 am to 08:00 pm. So far as possible, text messages should not be deleted. They may be archived to PC's or off-line storage, provided a record is maintained.

## **Photography**

All photography and storage of imagery must comply with Woking URC's photography policy which can be found in Appendix 7.

## Extra-curricular activities

It is not intended that being a member of staff or volunteer, should limit the individual's non-Church-related social life. However, there are certain circumstances where meeting off-site could be considered unwise and/or make for the creation of special friendships. Such situations should be avoided and the advice of the Synod Safeguarding Officer sought if thought necessary.

All Trustees, paid employees and volunteers work within a code of conduct (see Appendix 8) and understand that action may be taken if this code is not followed. Working URC will abide by disciplinary procedures as laid out in the Church's employer's contract.

If we become aware of someone within our congregation or wider church family activities known or alleged to be a risk to children or adults at risk, we will inform the Synod Safeguarding Officer and co-operate with them and the relevant statutory agencies to put in place a management plan to minimise the risk.

## What are we protecting people from?

The definitions of abuse differ between children and adults at risk. A copy of the definitions relating to children is attached to this policy at Appendix 9. The definitions of abuse in relation to adults at risk is attached as Appendix 10

## How to recognise abuse

It is important to be aware of possible signs and symptoms of abuse. A list of such possible signs and symptoms in relation to children is attached at Appendix 11 and in relation to Adults at Appendix 12. Some signs could be indicators of a number of different things.

It is essential to note that these are only **indicators** of **possible** abuse. There may be other, innocent, reasons for any such 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 trusts an adult enough to disclose abuse it is vital that they are taken seriously. It is equally important that all are aware of how to respond. It is also important to explain to children that, when they make such disclosures, depending on the circumstances, it may be necessary to get other people to help if they, or someone else, are being harmed.

It is not always possible to stop children in mid-flow, but when you are listening to children making a disclosure.

### Do:

- Stay calm
- Let the child talk and listen attentively, giving the child your complete attention

- Accept what is said without judgement
- Reassure the child that they are right to share these sort of things
- Seek medical attention if necessary
- Reassure the child that you will make sure that they will be supported during the difficult time to come
- Tell the child that they are not to blame for the abuse they have suffered
- Explain what you will do next

**Do not:**

- Panic
- Confront people alleged to be responsible for, or be involved in, the abuse
- Press for information or put words into children's mouths
- Promise confidentiality, but explain that you will tell someone who can help
- Investigate
- Use leading questions, such as '*so if it sounds like you have been abused*'. Instead encourage children by saying '*tell me*', '*explain to me*', '*describe to me*', etc
- Ask the child to repeat the disclosure over and over
- Take any action which would undermine any future investigation or disciplinary process
- Say everything will be alright
- Give any reassurance about what is likely to happen to them
- Keep it to yourself

If abuse is discovered, disclosed or suspected:

- Consult WURC's Safeguarding Coordinator or Synod Safeguarding Officer in the first instance (if either of these are implicated, only discuss the matter with the person who isn't implicated). Do not discuss the situation with anyone else in the Church unless they have a safeguarding remit within the Church, for example, the Minister
- If the child would be at risk if they were to return home, contact Children's Services/Social Work Scotland, or the police (keep their numbers handy)
- Record conversations as soon as possible and certainly within 48 hours

- Keep copies of handwritten notes made at the time, even if these have subsequently been typed up
- Do not delay
- Do not act alone
- Do not try to investigate or confront the alleged perpetrator. Leave investigations to the appropriate agencies
- Do not promise to keep secret what you have been told.
- Inform the Church Safeguarding Co-ordinator as soon as possible (if they are implicated in the allegation, inform the deputy or the Synod Safeguarding Officer)
- Make a written record of the allegation, disclosure or incident and sign and date this record (using the template in Appendix 13). This should be given to the Church Safeguarding Coordinator. Any such records will be stored securely in a locked filing cabinet.

## **Procedure in the event of a concern of abuse**

Woking URC recognises the need to refer a concern to, and consult with, the Church Safeguarding Officer as set out below. There may be occasions where this is not possible, because of the need for immediate action/decision which will need to be taken by the individual to whom the disclosure has been made. Actions taken/decisions made, will need to be reported to the Church Safeguarding Officer as soon as practically possible.

Actions taken in response to concern of abuse will be in accordance with URC Good Practice Guidelines, so as to work in line with legislation, government recommendations and statutory authority practices. If there is an immediate risk of harm the Police will be contacted.

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

- The concern should be discussed with the Church Safeguarding Co-ordinator and a decision made as to whether the concern warrants a referral to statutory agencies (see page 4 for the relevant statutory contacts)
- A confidential record will be made of the conversation and circumstances surrounding it using the template at Appendix 13. This record will be kept securely and a copy passed to statutory agencies if a referral is made.
- The person, about whom the allegation is made, must not be informed by anyone involved with the Church, if it is judged that to do so would increase the risk of harm to the child or adult at risk.

## **If an allegation is regarding someone from within the Church**

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

## **If an allegation is regarding a Church worker**

Most volunteers or paid members of staff who work with children and young people, or adults at risk, do so with totally honourable intentions. However, it is a sad fact that some will cause harm to those they work with. On occasion, this is intentional and, regrettably, can be a part of their motivation to take on such work. For others, it may be as a result of poor attitudes, low standards of care or inadequate awareness of professional boundaries. Regardless of the circumstances surrounding harm caused to children or adults in their care by workers, the United Reformed Church (URC) believes it is never acceptable.

### **Referral criteria**

Local Churches must know how to manage allegations of abuse against workers. WURC endorses and follows the guidance issued in '*Working together to safeguard children 2015*' which sets out clear criteria for the referral, by Churches, of concerns about workers' (paid and unpaid, lay or ordained) conduct with children to the Local Authority Designated officer (LADO) in England - Telephone no in Surrey: 0300 123 1650, email: [LADO@surrey.gov.uk](mailto:LADO@surrey.gov.uk)

Referrals can also be made to the police.

This guidance states that a referral must be made without delay where it is alleged a worker has:

- Behaved in a way which has harmed a child or may have harmed a child,
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way which indicates they may pose a risk of harm to children

These procedures may also be used where concerns arise about:

- A person's behaviour in their personal life, which may impact on the safety of children to whom they owe a duty of care
- A person's behaviour with regard to their own children

If an allegation requiring immediate attention is received outside normal office hours, the out of hours emergency duty team or police should be contacted and the LADO informed the next working day.

### **Concerns outside the referral criteria**

Concerns which fall outside these criteria may nevertheless amount to inappropriate conduct. The Church should seek advice from the Synod Safeguarding Officer to decide whether to handle this by way of advice, supervision, training, disciplinary processes or a combination of some or all of these.

A record should be kept of all allegations made. (See page 110 of the comprehensive edition of Good Practice 4 for further information).

## **Who should be informed of a referral?**

The Synod Safeguarding Officer should be informed in respect of any referral made to a LADO. The Moderator should also be informed if the allegation relates to an ordained or commissioned minister. Moderators will inform the General Secretary as appropriate.

Where there is potential reputational risk to the Church, the URC press office should also be informed.

The worker concerned should only be informed as soon as possible after consultation with the LADO, but with due regard to protecting evidence. A decision about who should inform the worker will be made in consultation with the LADO and the synod safeguarding officer.

## **Disclosure and Barring Service (DBS)**

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 or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position that does not involve working with children and because the employer believes that the individual has engaged in relevant conduct or satisfied the harm test, or has committed an offence that would lead to automatic inclusion on a barred list.

## **Concerns, Complaints regarding this policy**

Should anyone have any concerns, complaints or constructive feedback regarding this policy or its application please contact Keith Bradley (Church secretary), telephone no 01483 727167.

It would be helpful to have comments (complaints or feedback) in writing as this avoids any possible misunderstanding about the issue. However, whether verbal or in writing all comments will be acted upon. Any written comment will be responded to within 10 days.

## **Review**

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

Date of most recent review: May 2017

Date of next review: May 2018

Signed:  (Church secretary on behalf of the Church Trustees)

# Appendices

## Appendix 1 – Safeguarding Policy Statement

### Woking United Reformed Church

#### Safeguarding Policy Statement

The following statement was agreed by the Trustees of Woking United Reformed Church Charity.

**This Church is committed to the safeguarding of children and adults in need of protection, and to ensuring their well-being.**

- We believe that all children and adults in need of protection should know that they are valued within the Church and should be able to safely enjoy and have access to every aspect of the life of our place of worship.
- We recognise the personal dignity and rights of children and adults in need of protection (for example as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child).
- 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 in need of protection.
- 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 recognise that Children's Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Adult Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult in need of protection.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Local Authority Designated Officers have responsibility for dealing with all allegations and concerns about people working with children and adults in need of protection whether they are interacting with them as paid or volunteer workers and whether they are lay or ordained.
- Safeguarding is a whole Church responsibility and the WURC Charity takes its responsibilities in this respect very seriously.

**We are committed to:**

- Following relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults in need of protection.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Building constructive links with relevant Voluntary and Statutory Agencies.
- Taking all reasonable steps to ensure that as a place of worship all will work 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 in need of protection.
- Exercising proper care, following safer recruitment principles, in the appointment and selection of all those who work with children and adults in need of protection, be they volunteer or paid employees, lay or ordained.
- Supporting, supervising, resourcing and training all those who undertake work with children and adults in need of protection.
- Taking all reasonable steps to ensure that the children and adults that we have contact with know that they are valued and are empowered to tell us if they are suffering harm.
- Reporting any abuse of children or adults in need of protection that we discover or suspect.
- Supporting all in our place of worship affected by abuse.
- Supporting and supervising those who pose a risk to children or adults in need of protection, implementing contracts 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 that are vulnerable and in need of protection and could no longer safely attend our place of worship, we will ensure that they continue to be offered pastoral care and will also be signposted to appropriate agencies that could support them

Name: Keith Bradley (Church secretary on behalf of the Church leadership)

Signed:  Date: May 2017

## **Appendix 2 The Role of a Church Safeguarding Co-ordinator**

### **Context**

We believe that our children deserve the best possible care that the Church can provide. 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 provide a first point of contact regarding safeguarding issues.
- To be an advocate for safeguarding 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 or earlier if there are legislative changes, kept up to date and are fit for purpose.
- To make others in the Church aware of the Charity's safeguarding policies and procedures, as well as URC guidelines.
- To ensure safer recruitment practices are operated in recruitment of all workers, both volunteers and paid, including, but not exclusively, ensuring that relevant workers have up to date Disclosure and Barring Checks

#### **To provide a first point of contact regarding safeguarding issues.**

- To be a named person that children, Church members and outside agencies can talk to regarding any issue to do with child protection or safeguarding
- To be aware of the names and telephone numbers of appropriate people 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 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 report summary safeguarding information annually to the Synod Safeguarding Officer to enable them to monitor safeguarding in the Synod.

#### **To be an advocate for safeguarding in the Church**

- To promote sensitivity within the Church towards all those affected by the impacts 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 employees and volunteers.
- To update their own safeguarding training every 2 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 – Recruitment and Selection Policy**

### **Introduction**

1.1 Effective recruitment and selection is central and crucial to the successful functioning of Woking URC. It depends on finding people with the necessary skills, expertise and qualifications to deliver the church's strategic objectives and the ability to make a positive contribution to the values and aims of the organisation. This policy should be used alongside the 'Guide to Employment for URC'; produced by Wessex Synod.

### **Advertisements**

2.1 Vacancies will generally be advertised in an appropriate newspaper or journal, and will **not** be confined to those media which, because they attract a particular kind of applicant, provide only or mainly applicants from that group.

2.2 Advertisements will also be notified to the appropriate local job centre where this is appropriate.

2.3 All vacancies will also be posted on the Church Internet, and internal notice boards. WURC is keen to facilitate internal promotions wherever possible as development opportunities for its staff.

### **Application Form**

3.1 Candidates for all posts will, except on some occasions when a vacancy is restricted to internal recruitment, be asked to complete a standard application form, in order that they can be judged on the basis of comparable information.

3.2 In applying for posts, all candidates will be provided with a job description, personal specifications, details of the appropriate conditions of service and details about the Church. A brief statement about the appointment procedure will also be provided and, if possible, an indication of the date (or week) when interviews will be held. The job description will include a list of the main duties and responsibilities of the post, together with an outline of the qualifications and experience which candidates are expected to possess.

3.3 In drawing up the job description and conditions of service the Charity will ensure that no job applicant receives less favorable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.

3.4 Applicants will be asked to specify whether they have any disabilities, as defined in the Disability Discrimination Act 1995, and whether there are any reasonable adjustments needed for them to attend an interview. All applicants with a disability # who meet the essential criteria for a job will be interviewed, and considered on their merits.

3.5 Applicants will be required to supply the names and addresses of two people from whom references can be obtained, one of which should normally be the applicant's current or most recent employer.

3.6 Only references for short listed candidates for interview will be obtained. References will normally be sought prior to interview, unless the candidate indicates otherwise.

3.7 References should normally be made in writing or by email, but those received by telephone will be accepted, provided that a note of the conversation is recorded and placed on file.

3.8 All candidates will be asked to declare on the application form whether they have ever been convicted of any criminal offence which cannot be regarded as 'spent' in terms of the Rehabilitation of Offenders Act 1974.

3.9 For posts that involve working with children and vulnerable adults/law enforcement/legal profession/finance work/licensing work (e.g. security), applicants will be asked to reveal details of 'spent' and 'unspent' convictions. Successful candidates for such posts will be required to provide the necessary documentation in order to complete a standard Disclosure and Barring Service check. Posts, which require such a disclosure, will be clearly indicated in the conditions of service and appointment procedures.

3.10 Applicants will also be required to declare if they are related to any member of the Charity or staff within the Charity. Canvassing of members of the Charity is not permitted. No manager should be put in a position where he or she is asked to interview a person to whom they are related.

3.11 It is the Charity's policy not to communicate further with applicants other than those who are shortlisted. A note to this effect is included in the details sent out to applicants.

3.12 Applicants' details will be recorded at the point of receipt. All information relating to the data collected in the equality and diversity recruitment monitoring form will be hidden from all those involved in the recruitment and selection process. The information collected will be solely used for the purposes of equality monitoring.

3.13 All completed application forms are private and confidential and should only be made available to those directly involved in the recruitment and selection process.

3.14 A shortlist of candidates will be drawn up for interview, based entirely on merit and suitability for the post but taking account of the Charity's responsibilities in relation to the Disability Discrimination and Equalities Acts. Other than in exceptional circumstances, reasonable notice will be given to ensure that candidates have sufficient time in order to prepare for and make the necessary arrangements to attend the interview.

## **Selection Methods**

4.1 Interviews will be held by a panel comprising ideally of three persons, but a minimum of two persons, gender balanced wherever possible. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.

4.2 A set of questions will be agreed by the interview panel in advance and will be developed from the current job description for the post. The panel will seek to develop questions which ask the candidates to give examples of their previous relevant experience, and ensure the assessments of candidates are recorded and are made objectively, with a consistent scoring system, against the requirements specified in the job description and person specification. The panel should only ask questions at interview which are relevant and appropriate to the job. All recruitment documents, including assessment sheets, application forms/CVs etc. of unsuccessful candidates should be kept for 12 months in case of any claims made, such as for discrimination.

4.3 It should be remembered that an interview is a two-way process, and candidates will be given every opportunity to view the offices where they will work and ask questions about the Charity, to ensure that they have a full understanding of the post for which they are applying and the way it operates.

4.4 In addition to interviews, a range of other selection techniques may be used. In such circumstances reasonable notice and relevant information will be given to ensure that candidates have sufficient time and information to prepare.

4.5 All appointments will be made strictly on merit and related to the requirements of the job.

4.6 All interviewed candidates will be notified of the outcome of the selection process as soon as possible, either by telephone or letter.

## **Relevant Checks**

5.1 All offers of employment will be made conditional upon satisfactory results from the following:

- two satisfactory references;
- confirmation of the right to work in this country (if appropriate)
- DBS check (if appropriate).

## **Probationary Period**

6.1 All appointments will be made subject to a probationary period of three calendar months. At the end of the probationary period, and subject to a satisfactory report by the appropriate head of section or line manager, employees will be notified in writing that they have successfully completed their probationary period. The probationary period can be extended by a further three months should the individual's line manager consider this appropriate.

## **Recruitment Monitoring**

7.1 WURC seeks to recruit employees on the basis of their ability and the requirements of the post.

7.2 The Charity wants to ensure that no applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work.

7.3 In order to meet this commitment, all candidates are asked to complete a recruitment monitoring form enclosed with the application form. All completed monitoring forms will be treated as confidential. The form will be separated from the application form on receipt and those involved in the selection process will not have access to it. The information given by candidates will be solely used for the purpose of monitoring the recruitment process.

## Recruitment Records

8.1 Any documentation relating to the advertising of vacancies should be held for six months following the completion of the recruitment process. This period could be longer if it has ongoing relevance (e.g. a possible future vacancy) or may be needed as evidence of the recruitment process (e.g. in case of a discrimination claim).

8.2 Records documenting the application and interview process should be retained for twelve months following the completion of the recruitment process. The documents must be stored securely and at the end of the designated storage period, they must be securely destroyed.

8.3 If it is intended to keep names of unsuccessful candidates on file for possible future reference, they should be informed.

8.4 Any information relating to convictions obtained from the DBS (Disclosure and Barring Service) must be deleted once verified, unless in exceptional circumstances, the information is relevant to the on-going employment relationship.

This policy was adopted by: Woking URC on \_\_\_\_\_ May 2017 \_\_\_\_\_

Date: To be reviewed: [Insert date] \_\_\_\_\_ May 2018 \_\_\_\_\_

Signed: [WURC Church Secretary].....\_\_\_\_\_

*KR Bradley*

## **Appendix 4 – Lone Working Policy**

### **Woking United Reformed Church – Health and Safety: Lone Working Policy and Procedural Guidance**

#### **Section 1 - Scope**

1. This policy and guidance on lone working sets out:

- the responsible authority for this policy and monitoring its implementation (the Elders of Woking URC)
- the responsibilities that Elders have for carrying out risk assessments to monitor lone working
- the legal background to this aspect of the welfare and safety of employees
- the responsibility that everyone shares to look after themselves, and
- Guidance on procedure and implementation.

#### **Section 2 - Policy**

2. Woking URC will do its best to encourage safe practices at work at all times. It is committed to reducing the risk of danger, injury or ill health to its employees caused by workplace activities. It will take all reasonable and practicable steps to manage lone working ensure that risks are assessed and that suitable precautions, guidance, instruction and training are in place to support its aims. Churches cannot have in place the systems that business does. Woking URC is no different and Elders need to be realistic about what can be put in place, but will always aim to be a good employer.

3. Definition - For the purposes of this policy and guidance document, lone workers are defined as employees who work by themselves in situations where there is no close or direct contact with a colleague for all or some of their working time. It applies equally to employees working from their own home. Lone workers are those who:

- work away from an office base (e.g. visiting)
- work outside normal working hours (e.g. cleaners)
- are sometimes the only person on the premises (e.g. administrator; cleaner; caretaker; youth worker)
- work in the same building as colleagues, but in a space on their own (e.g. administrator, Church and Community Lay Worker, Youth Worker)

4. Roles – Elders, as Trustees of the Woking URC Charity (i.e. the employer), are responsible for this policy and guidance and for monitoring and implementing it.

#### **Section 3 - The Procedure - Introduction**

5. Lone working and violence/aggression are frequently linked together and all of our employees who have direct contact with members of the Church family, the general public or hirers/service users, could be exposed to such behaviour when working

alone. The very nature of what we do as a Christian community means that it is inevitable that any of our employees could be placed in a position where they do not know in advance that they could be facing a potentially difficult or even dangerous situation. That is particularly so if an employee who cannot avoid working alone on the premises has to deal with a hirer or someone accessing our premises for the first time that is not known to them and then find themselves in a position where it is difficult/impossible to call for help. None of our employees should work alone, however, when there is a known risk or threat to them. In those cases suitable arrangements must be made to ensure their safety is maintained.

6. The Minister is a Trustee and therefore has a joint responsibility with the other Trustees so does not need to be singled out but the guidance below applies equally to him/her in carrying out his/her responsibilities. The Minister, although not employed directly by the local Church, should be considered as an employee for the purpose of the procedures inherent in this policy. In that sense it should apply too, to Elders and Pastoral Assistants, particularly when making home visits alone.

7. Other aspects of lone working that give cause for concern are sudden illness, security breaches, an accident on the premises and a road accident when travelling on Church business. In all cases of expected lone working, a risk assessment must be carried out to determine safe practice and some record must be kept of an employee's meetings, both on the premises and when away from the Church building.

#### **Section 4 – The Legal Requirements**

8. under the Health and Safety at Work etc. Act 1974, employers have a general duty, so far as is reasonably practicable, to protect the health, safety and welfare of their employees whilst they are at work. Under the Management of Health and Safety at Work Regulations 1999 employers have a duty to:

- Apply the principles of prevention to protect health and safety
- assess the risks to health and safety
- Ensure employees are capable of carrying out their task
- Provide health and safety training as necessary
- Ensure employees are aware of the potential risks to their health and safety
- Take the necessary preventative and protective measures.

#### **Section 5 - Risk Assessment of Lone Working**

9. To determine whether someone working alone will be safe in their job, a risk assessment of their normal activities should be carried out where it is practicable and appropriate to do so. Where a risk assessment identifies a work-related hazard the first task should be to try and eliminate it at source by avoiding it completely or doing it another way. Where this is not possible, measures should be put in place to minimise the risk. There may, in some lone working situations, be some residual

element of personal danger despite all the best efforts to eliminate or minimise risk. In those cases it will be necessary for the employer to introduce preventative and protective measures to further reduce those risks, again so far as is reasonably practicable. Such measures may include formal instruction, training, supervision or a personal alarm system. In some high risk activities where the risk has been identified in advance it may be necessary to instruct an employee to have at least one other person present or to make arrangements to provide help or back-up, or to prohibit them from doing it altogether.

10. The Health and Safety Executive recommends that a five step approach should be followed for effective risk assessments:

- look for the hazards
- decide who might be harmed and how
- Evaluate the risks and decide what needs to be done
- record the results of the assessment in an action plan
- Review and revise the assessment and actions taken.

11. The risk assessment should identify any areas where the employer is not doing enough to address problems and those where problems might arise and should consider:

- the layout of and escape routes in the workplace
- the degree of isolation of the employee and ensuring that doors of lone workers' rooms have glass panels in
- any previous knowledge of potential behavioural problems amongst 'clients', other visitors to the premises and/or their family and friends, particularly risks to women or young person's working alone when the Forum is not staffed or in the evenings
- the nature and degree of exposure to any biological or chemical agents (e.g. cleaner, caretaker or housekeeper)
- the nature and use of any work equipment and how it is handled
- the degree and type of supervision that is required
- the method to be adopted for obtaining assistance if required and the extent to which it is possible to have a system in place to enable that to happen
- monitoring arrangements for lone workers
- the extent of health and safety training provided, or found to be necessary
- The state of health of an employee.

## **Section 6 - Information & Training**

12. Elders should ensure that new employees receive appropriate induction training at commencement of employment. They should not commence any duties or workplace activities unless they are suitably supervised by a competent person. All employees who will be lone working must receive instruction and have a full understanding of the lone working arrangements that apply to them. Such instructions should indicate the limits of what can/cannot be done while working alone. The level of training should be appropriate to the needs identified in risk assessments. Records should be kept to show what training individual staff members have received together with any outstanding training needs they might identify.

## **Section 7 - Supervision**

13. Elders must provide an appropriate level of supervision where any work-related activity or task is seen as lone working and risk assessments indicate a need for supervision. The higher the risk the greater the level of supervision may need to be. Although lone workers cannot always receive constant supervision, Elders will need to monitor lone workers by such means as: checking they are following good practice, making arrangements for keeping in contact by telephone, using a monitoring/alarm system that meets the needs of the situation, checking an employee has returned to their base or home on completion of a risky task.

## **Section 8 - Employee Responsibilities & Rights**

14. All employees have a general duty to take care of their own health, safety and welfare and to ensure that they do not put themselves or others at risk. Employees must co-operate by:

- attending relevant training courses
- keeping a readily available diary of their movements
- carrying a personal shriek alarm
- carrying a mobile phone which is always switched on
- using recommended measures, such as safe systems of work, which have been designed for their safety
- being vigilant about what is going on around them
- reporting any concerns regarding their health and safety or equipment
- Reporting any medical conditions or health problems (temporary or otherwise) that could affect their ability to work safely, reporting all accidents, incidents and dangerous occurrences.

15. In addition, employees have a right to be treated with fairness, equality, dignity and without discrimination, to be supported in managing their workload and to have their health and safety needs recognised, but also to know what is expected of them.

## **Section 9 - Standards**

16. To comply with this guidance, Elders must identify potential risks early when employees work alone. That should involve seeking employee feedback from time to time and by providing them with appropriate information, instruction and training, as required. Elders should also ensure that their employees are aware of their own responsibilities with regard to their own health and safety. Elders should:

- make sure that such employees use any monitoring system for lone workers, ensuring everyone participates properly
- develop response plans to manage alarm calls/emergencies (e.g. missing persons), evaluate the effectiveness of any control measures put in place to manage lone working and review them whenever working practices change, or after a serious incident involving a lone worker

If Elders are unsure about the nature or results of a risk assessment they should seek help and expert advice to ensure risk assessments are suitable and sufficient.

May 2017

## **Annex to Appendix 4**

### **Summary of Employer's Responsibilities**

In the light of Health and Safety Act requirements, WURC must aim to ensure that lone workers are not at more risk than any other employee. WURC must, therefore

- carry out a risk assessment – this responsibility cannot be transferred to the lone worker
- put systems in place to ensure staff who work alone are safe
- record all assessment and safety measures identified to alleviate risk
- regularly evaluate the systems to ensure that they are still valid
- ensure that if a risk cannot be made safe, two people carry out the task together
- ensure that staff attend appropriate training courses
- know where lone workers are during the day
- ensure lone workers are supervised regularly, even if this is carried out differently from situations where workers do not work alone .e.g. by various nominated people
- Ensure that WURC is insured to cover lone working.

### **Summary of Employee's Responsibility**

Employees also have a responsibility under health and safety legislation to:

- take reasonable care of their own and other people's safety
- be involved in assessing risk and identifying safety measures
- leave the working environment if there is imminent danger to their safety
- ensure they take regular breaks to avoid working excessively long hours
- follow WURC's policies and procedures set up to protect their safety
- use equipment in accordance with the training given and not misuse it
- tell Elders when safety measure are not adequate
- tell Elders when they have encountered a near miss or have identified additional risks to their safety that were not previously foreseen
- report to Elders any actual accidents or incidents that occur, using the appropriate procedure, including verbal abuse

## **Appendix 5 – Behaviour Management Policy**

Woking URC uses effective behaviour management strategies to promote the welfare and enjoyment of children attending the church or activities at the church. Working in partnership with parents/guardians, we aim to manage behaviour using clear, consistent and positive strategies. This includes being on the watch for bullying and dealing with it as appropriate, whether by another child/young person or by an adult. The church's designated member of staff responsible for behaviour management is Matthew Barkley.

### **Whilst at Church we expect children to:**

- Behave in a socially acceptable way
- Comply with the church rules, which are compiled by the children attending all Youth and Children's Organisations and activities.
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the church

### **Encouraging positive behaviour**

At WURC positive behaviour is encouraged by:

- Staff/volunteers acting as positive role models
- Praising appropriate behaviour
- Informing parents about individual achievements
- Certificates for exceptional accomplishments
- Offering a variety of play/learning opportunities to meet the needs of the children attending the church, it is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behaviour is not acceptable. Staff/volunteers at the church will try to determine the cause or triggers of the inappropriate behaviour to prevent the situation from recurring.

### **Dealing with inappropriate behaviour**

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be temporarily removed from the activity.
- Staff/volunteers will discuss why the behaviour displayed is deemed inappropriate.
- Staff/volunteers will give the child an opportunity to explain their behaviour, to help prevent a recurrence.
- Staff/volunteers will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- If the inappropriate behaviour appears to be because of boredom, staff will work with the child to find activities that more fully engage them.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.

- We will not threaten any punishment that could adversely affect a child's well-being (e.g. withdrawal of food or drink).
- If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the church may decide to exclude the child in accordance with our Suspensions and Exclusions policy.
- The reasons and processes involved will be clearly explained to the child.

### **Physical intervention**

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the manager will be notified and an Incident Record will be completed. The incident will be discussed with the parent or carer as soon as possible. If staff are not confident about their ability to contain a situation, they should call the manager or, in extreme cases, the police. All serious incidents will be recorded on an Incident Record form and kept in the child's file. This may be used to build a pattern of behaviour, which may indicate an underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our Safeguarding policy.

### **Corporal punishment**

Corporal punishment or the threat of corporal punishment will never be used at the church. We will take all reasonable steps to ensure that no child who attends our church is subject to corporal punishment from any person who cares for or is in regular contact with the child, or from any other person on our premises.

This policy was adopted by: Woking URC on \_\_\_May 2017\_\_\_

Date: To be reviewed: [Insert date] \_\_\_May 2018\_\_\_

Signed: [WURC Church Secretary] \_\_\_ *KR Bradley* \_\_\_

## Appendix 6 – Consent Form



Woking URC  
 White Rose Lane  
 Woking, Surrey, GU22 7HA

## Consent Form

We want young people under the age of 18 years old to feel secure and protected during their participation in regular activities with our Church. Please understand that children and young people cannot participate in activities unless parental consent has been given. Please return to this form to Matthew Barkley (Youth Worker).

Child's Contact Details <i>(one form per child)</i>			
Full Name:		Date of	DD / MM / YY
Current Address:			
			Postcode:
Home Number:		Mobile Number:	
Email Address:			
Parent / Guardian's Contact Details <i>(complete if different from above for use in an</i>			
Name:			
Current Address:			
			Postcode:
Daytime Number:		Mobile	
Evening Number:		Email Address:	
Medical Details			
Please give details of any medical conditions, disabilities or allergies that leaders should be aware of (including any medication needed whilst involved with activities organised by Woking United Reformed Church):			

The participants Doctor	Dr.		
Current Address:			
		Postcode:	
Surgery		Mobile	
The participant's National Health Number is: (if known)			
Date when the participant was last immunised against Tetanus: (if known)			DD / MM / YY

Continued overleaf

### Photography & Filming

Photographs & video footage for display on our premises, on our website and on occasions in the local press may only be taken if permission has been received from parents / guardians of children who may be photographed or filmed (in accordance with the data protection Act 1988).

Photographs or video footage used publicly will not:

- show the outside of the building identifiably
- Name children
- Be of one child alone or close up

Photographs or video footage used publicly will only show activities and groups with obvious adult supervision.

Photographs or video footage used within the building or organisation will be general and will be displayed without surname and identification of home address or contact details.

Please indicate below if you allow your child permission to be photographed or featured on video footage, following the guidelines above, at any of our groups or events. Please tick any or all of the boxes below. However if you do not Wish to, please leave blank.

I allow my child to be photographed or on video footage on display...

(please tick boxes)	in the Church building	<input type="checkbox"/>	on our website	<input type="checkbox"/>	in the press	<input type="checkbox"/>
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### Activities

The following list provides an outline to the Youth and Children's Work program of activities currently offered by Woking United Reformed Church. Special events, trips and adventure sports not listed below will require a special Event Consent Form to be completed prior to the event taking place.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Services &amp; worship arranged by the Church</li> <li>• Sunday morning children's groups             <ul style="list-style-type: none"> <li>• Boys' &amp; Girls' Brigade - inc Battalion competitions (<i>ask for</i></li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Cooking, crafts, &amp; performing arts             <ul style="list-style-type: none"> <li>• Music workshops &amp; singing</li> <li>• Indoor &amp; outdoor games inc:</li> </ul> </li> </ul> |
|--|--|

<i>details)</i> <ul style="list-style-type: none"> <li>• Off the Wall Youth Club <ul style="list-style-type: none"> <li>• Discussion groups</li> </ul> </li> <li>• Something Different Children's Group</li> <li>• Activity fun days (<i>not inc Holiday Fun Clubs</i>)</li> <li>• Church picnics (<i>varied venues</i>)</li> </ul>	<i>team Games, potted sports</i>  <i>football, volleyball, uni-hockey</i>  <i>pool, table tennis, secured internet access, walks, games &amp; sports in the local parks, orienteering, cross country running, treasure hunts and bowling.</i>
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<b>Declaration</b>
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I agree to \_\_\_\_\_ (*child's name*) receiving emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I give my permission for the above named to attend and take part in the Youth & Children's Work activities of Woking United Reformed Church, based on the list provided above.

I will undertake to inform Matthew Barkley (Youth Worker) should any of the above information change.

<b>Signed:</b>		<b>Date:</b>	DD / MM / YY
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The information given on this form will be treated in confidence and only used if necessary.

Inadequate information could put your child's life at risk.

Please return your completed form to the Youth & Family Worker at the above address.

Thank you.

## **Appendix 7 – Photography Policy**

### **Introduction**

1.1 WURC will want to celebrate its life and in order to do that we will need to use photographs and other visuals, for example video. Additionally, WURC as a Charity may be involved in the production of photographic or video based art.

1.2 In order to publicise and report on the work of WURC with children and young people the church will want to photograph or video a variety of activities for use in promotional material.

1.3 Whilst it is not illegal to take photographs of children participating in church activities, photographs and video images of children and young people are classed as personal data under the terms of the Data Protection Act 1998. Therefore, using such images for publicity purposes will require the consent of children and young people and their legal guardians. This means that the church will not display images on websites, in publications or elsewhere in public space without such consent.

1.4 We will respect people's wishes with regard to their image being used in the Charity's publicity material.

### **Conditions**

2.1 No photograph will be used without the consent of a parent/legal guardian of a child under the age of 18 at the time of the image being taken. For children aged 5-17 years their personal permission will also be required.

2.2 Only images of children in suitable clothing will be used. Some activities, for example swimming and drama, present a much greater risk of potential misuse.

2.3 No personal information, such as name, email address, postal address or telephone number of a child will be included.

2.4 Where possible anyone associated with WURC will avoid using personal equipment to take photos and recordings of children and use only cameras or devices belonging to us.

2.5 The Charity will provide a written copy of our policy to professional photographers or anyone from the media attending or invited to attend an event and will make clear the organisation's expectations of them in relation to imagery.

### **Consent Forms**

3.1 Before the use of any visuals, a general permission form must be completed by the parents/legal guardian of any children or young people involved.

3.2 For specific publicity purposes a separate form, to include a copy of the relevant image, must be signed by the parent and child/young person.

3.3 All completed consent forms should be kept in an individual folder for that child or young person.

### **Storage of Imagery**

4.1 Images and video recordings must be kept securely

4.2 Digital images taken on personal cameras or phones must be transferred to a church external hard drive or transferred to CD and stored in WURC's archive as soon as practically possible. Originals should then be permanently deleted from original equipment.

4.3 Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.

4.4 Any stored imagery should be destroyed when an individual reaches 18 or is no longer attending the church.

This policy was adopted by: Woking URC on \_\_\_\_ May 2017 \_\_\_\_

Date: To be reviewed: [Insert date] \_\_\_\_ May 2018 \_\_\_\_

Signed: [Church Secretary] \_\_\_\_ *KR Bradley* \_\_\_\_

## **Annex to Appendix 7**

### **Consent for photography of under 18's to be used in publicity**

#### **General Principles**

Woking United Reformed Church (URC) will wish to celebrate the life of the Charity and to do this within our own and the wider local community we will need to use photographs and other visual aids. In complying with our safeguarding policy we will:

- Only use good quality visual material
- Respect people's wishes concerning the publication of their image
- Not put individuals at risk through the publication of their image
- Seek consent from the legal guardian for an image of an under 18 before publishing
- Seek consent from the child/young person in the image if over four years old

#### **Declaration of consent**

I am willing for the attached photograph to be used in church publicity, including use on the website, in accordance with Woking United Reformed Church's Safeguarding policy.

**Signatures**

<b>Child or Young Person's Name</b>	<b>Legal Guardian's Name</b>
<b>Child or Young Person's Signature</b>	<b>Legal Guardian's Signature</b>

**Photograph/Video image**

(Glue, clip or insert the photograph(s), or screen shot of relevant video images intending to be used here)

## Appendix 8 – Code of Conduct

### Code of Conduct for working with children or young people

We should all be aware that behaviour in an employee's or volunteer's personal life (including online) may impact upon their work with children or young people. Therefore, all working with them 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.

More specifically, all workers agree to the following code of conduct:

- 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 all people 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 be the use of minimum force.
- Do relate to children in public. If a child wants to talk one-to-one about an issue, tell another adult and find somewhere quieter, but still public, to talk.
- Don't spend time alone with children out of the sight of other people and without the knowledge of someone in leadership.
- Do make sure that any electronic communication is done with parental consent, and in a way which is transparent, accountable and noted / 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 people's consent and URC good practice guidelines.
- Don't take photos and video without consent and stored in a place designated by the Church and only use in the ways agreed in line with 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 do tell the safeguarding officer if you have any concerns about a child's welfare.
- Don't promise to keep something secret if it is about a child 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 respect and 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 & young people on behalf of Woking United Reformed Church

Name : \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix 9 Definition of Abuse in Children**

### **What is abuse and neglect - Children**

These definitions are taken from *Working Together 2013*

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 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 10 – Definition of Abuse in Adults**

### **What is abuse? Adults in need of protection**

The following definitions of abuse are laid down in *'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect adults at risk from abuse (Department of Health 2000):*

Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

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 negates the wishes of the adults 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 wellbeing 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 adults 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 11 - Signs of Possible Abuse - Children**

### **Physical abuse**

#### **Physical Signs include:**

- Unexplained injuries
- Injuries that are inconsistent with explanation
- Injuries that reflect an article used e.g. an iron
- Bruising, especially trunk, upper arm, shoulders, neck or fingertip bruising.
- Burns/scalds, especially 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.

#### **Fictitious Illness by proxy**

- 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 (a dependency on medical attention has developed in the mother).
- Very difficult to diagnose/evidence.
- Most common example – Beverley Allet – a nurse convicted of murder and actual bodily harm in the 1980's.

#### **Female genital mutilation**

A cultural (not religious) procedure whereby parts of female genitalia are removed - also referred to as female circumcision.

- Illegal in UK.
- Normally undertaken on pre-pubescent girls.
- Girls either taken abroad for procedure or "practitioners" come to UK.
- There can be no anaesthetic, no sterile equipment, barbaric practice.
- Complications include – serious infection, septicaemia, death, numerous gynaecological problems.

## **Emotional abuse**

The classic description of Emotional Abuse is “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-depreciation.
- 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**

### **a. 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

### **b. Psychological/Emotional Signs include:**

- Sexual knowledge inappropriate for 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 12 - Signs of Possible Abuse - 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 13 Incident Recording Form

### Basic information

Date and time of incident:

.....

Date on which this report was written:

.....

Your full name:

.....

Full name of child, young person or adult concerned:

.....

Address, if  
known.....

.....

Date of birth, if  
known.....

.....

Location / Situation:

.....

.....

Other people present:

.....

.....

### 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.
- Record what you said as well as what the child, young person or adult said.
- Include details such as tone of voice, facial expression and body language.
- If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.

**Signed:** ..... **Dated:**

.....

(by person who wrote this report)

**Who has been spoken to about the incident?**

Record below the names of all those with whom you have spoken about your concerns:

Local Church Safeguarding Coordinator:

.....

Synod Safeguarding Coordinator:

.....

Children's / Adult Services:

.....

Police:

.....

NSPCC:

.....

Parent/Carer:

.....

Child:

.....

Other (name, role and organisation):

.....

.....

**Feedback and follow up actions:**