



***Promoting* Safeguarding**  
***Preventing* Abuse**  
***Protecting* All**  
**Children, adults and employees**

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

**High Cross United Reformed/Methodist Church**  
**Camberley, Surrey**

This policy last updated in September 2017

# Safeguarding Policy – Contents

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## • Introduction

Safeguarding is taken seriously by High Cross United Reformed /Methodist Church.

We acknowledge both adults and children's right 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 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 Children's or Adult services.

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 employees - volunteers and paid, lay or ordained - that meet the relevant criteria, to the Local Authority Designated Officer and the Synod Safeguarding Team.

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. They can be contacted as detailed below *(please insert details)*

Name: Anne Randle  
Contact phone number: 01276 503991 or 07710 421974  
Email address: ias.randle@ntlworld.com

In the absence of the Safeguarding Co-ordinator, the Church Secretary can be contacted as detailed below

Name: Sue Shoveller  
Contact phone number: 07799 650972  
Email address: sshoveller@hotmail.co.uk

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

Synod Safeguarding Officers (Child and youth specific):

Philip Ray Tel: 07787 171678, email: cydo-n@urcwessex.org.uk

Ruth White Tel: 07918647955, email: cydo-s@urcwessex.org.uk

Tom Grant (Adults specific), email: safeguarding@urcwessex.org.uk

Churches Child Protection Advisory Service 24 hour helpline: Tel 0845 120 4550

*(NB: This should be used for urgent advice if you are unable to contact the Synod Safeguarding Officer who works outside ordinary office hours)*

NSPCC Tel: 0808 800 5000

Surrey County Council

If you are concerned about the safety of a child, young person or an adult you can contact the Multi-Agency Safeguarding Hub (MASH).

The MASH responds to initial enquiries about children, young people and adults. It is based at Guildford Police Station and combines Children's Service social workers, Adult's Service social workers, and health and police staff. It is available 9am to 5pm Monday to Friday.

Email: mash@surreycc.gov.uk

Tel: 0300 470 9100

Out of hours : 01483 517898

## ● **Aim and purpose of this Policy**

The aim of this policy is to provide guidance about good practice for promoting safeguarding, preventing abuse and protecting children, vulnerable adults and employees/volunteers. This includes a requirement to have clear procedures for taking appropriate action following the raising of safeguarding concerns involving children and vulnerable adults within our Church, and those who attend our activities and events.

### **Who this policy applies to**

This policy is approved and endorsed by the Church Council and applies:

- to all those who attend our church/place of worship;
- to our volunteers and employees.
- to organisations who hire our buildings and who agree to operate under the Church safeguarding policy.

These policies and procedures are interpreted in the light of the most recent United Reformed Church good practice guidance. (GP4)

Children and parents/carers will be informed of this policy and our procedures.

Children refers to those under the age of 18 years.

### **Duty of care and confidentiality**

We have a duty of care to all vulnerable adults and 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 vulnerable adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement. If they have their own safeguarding policy, they will be asked to 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 (eg. 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 a safeguarding coordinator for children and vulnerable adults. A role description is attached as Appendix 2.

We are committed to safer recruitment and selection of all paid employees and volunteer workers and will ensure that these procedures are followed. (See recruitment policy Appendix 3). All those working with children and vulnerable adults, whether paid or unpaid, will be required to have clearance from the Disclosure and Barring Service (DBS), in accordance with statutory requirements. Volunteers will be asked to register their clearance certificates for free DBS updates.

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 arrange that, as far as possible, an adult is not left alone with a child or young person where there is little or no opportunity of the activity being observed by others. This may mean groups working within the same large room or working in an adjoining room with the door left open. This good practice can be as much a benefit to those leading the session as to those participating.

- Always have at least two adults present with a group. This is of particular relevance when it is the only activity taking place in High Cross Church premises.
- Always ensure appropriate ratios of leadership to children are observed according to the nature of the activity, age, gender and specific needs of participants.
- Never take a group off the premises with fewer than three 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 High Cross Church.
- It is good practice to keep a record of each activity/session. This record will include a register of children, staff and visitors, roles undertaken and details of any significant incidents.
- Where children and young people have to be transported by car or minibus, arrange, as far as possible, appropriate adult to individual ratios, have more than one passenger in the vehicle and ensure that children are seated in the back seats of the vehicle.
- Ensure that children leaving the premises do so only in the presence of adults known to have permission to take them.

There may be occasions when a worker has to work individually with a child/young person or vulnerable adult (eg. pastoral care or one-to-one support). Guidelines for workers can be found in the Lone Workers Policy, which can be found in Appendix 4.

## • **Adult to child ratios**

We expect at least 2 adults present when working with or supervising children and young people. The URC 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 commit to having at least 2 adults present, even with smaller groups.

When young people are helping to supervise younger children, only those aged 18 or over will 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.

## • **Good practice with colleagues**

Workers should be prepared to speak to another worker if they see them acting in ways that might be misconstrued, or to be prepared to speak to their senior leadership team about their concerns. Workers should encourage an atmosphere of mutual support and care that allows all workers to be comfortable enough to discuss inappropriate attitudes or behaviours.

## • **Parental consent and responsibility**

Consent form (Appendix 6)

High Cross Church recognises the responsibility of parents/carers as defined in the Children Act 1989

High Cross Church will obtain records of consent and attendance of young people and children involved in all regular clubs and activities by way of:-

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



Consent forms will ask for the information listed below and will be retained/archived as determined by the '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 - eg. who will collect after the activity.
- Any instructions attaining to medical, dietary or specific needs/limitations, etc.
- Permission for the child or young person to be included in any photographs or films, which may be for used within the premises of High Cross Church, or in the local press, or on church related websites.
- Permission for workers to communicate directly with young people by way of text, email or social media platforms, in accordance with good practice.

## • **Disputes between parents and youth and children's work leaders**

A Steward, who is not directly involved in the day-to-day running of the activity, is appointed for all youth and children's activities. The role of the appointed Steward is to occasionally attend the activities, providing encouragement and support to the leaders, and provide feedback to the Church Council.

In the event of a dispute between parent(s) and workers, the first step should be to try and resolve the dispute with the relevant youth/children's leader in discussion with the parent/carer. The appointed Steward or Minister should be involved if necessary or appropriate.

## • **Risk assessments**

Risk assessments are required to be undertaken for all activities organised by High Cross Church. Additional advice can be sought from the High Cross Church Health and Safety Advisor. In the case of regular weekly activities, a risk assessment will be drawn up and reviewed bi-annually.

Individual events such as Holiday Clubs and special events should have an additional risk assessment undertaken each time they are organised.

High Cross Church risk assessments will be filed according to the URC Document Retention Policy, a copy of which can be obtained from the church secretary.

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

High Cross Church recognises that social networking is widely used by young people and adults and that different platforms will vary in popularity from time to time. The church needs to establish and maintain an appropriate understanding of the implications of this for all children, staff and volunteers.

### **Personal Accounts**

Workers, paid or voluntary are not barred from using social networking sites, nor does High Cross Church 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 the roles undertaken within the church, in which comes a duty of care and responsibility.

Careful consideration of all communications in the furtherance of church work must take place. There is a need to maintain clear boundaries, to help with transparency, safeguarding of workers, young people and vulnerable adults and to aid managing of links when workers move on or are asked to step down from their role.

Workers, paid or voluntary, should not accept young people as 'friends' (or equivalent) on their personal accounts who they **only** know through the work they undertake for High Cross Church 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). Workers, paid or voluntary, should consider carefully whether to accept 'friend' requests (or equivalent) from adults who are considered 'at risk'.

Workers should take care ensuring that the security settings are set correctly on any of their personal social networking accounts, and should ensure their approach and conduct on these network platforms does not bring the church into disrepute.

### **Church Organisation Accounts**

In most cases, the 'group' facility (as 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 nominated administrator(s) who can accept and remove people from the group as required.

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

All High Cross Church 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 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 (*some sites do not permit an alias*).

## **Use of the internet**

When using the internet as part of a session talk/presentation the leaders will make sure that the material being shown is age appropriate. If allowing access to the internet for individuals or in small groups as part of an activity, there should always be adequate adult supervision.

Church computers that are available for the use of others will have suitable barring and filtering systems in place to minimise the risk of users accessing inappropriate material.

No church information or activity will be uploaded to “You-Tube” or similar sites – the only accepted repository is the High Cross Church website:

<http://www.highcrosscamberley.co.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 parent.

## **Text messaging**

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

The Youth Worker is provided with a mobile phone and the account will be in the name 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 8:00 am to 9:00 pm. As far as possible, text messages should not be deleted. They may be archived to PCs or off-line storage, provided a record is maintained.

### **● Photography**

All photography and storage of imagery complies with High Cross Church’s Photography policy which can be found in Appendix 7.

### **● Extra-curricular activities**

It is not intended that being a worker, paid or voluntary, should limit the worker’s non-church-related social life. However, there are certain circumstances where meeting off-site with individuals only known through a church work capacity could be considered unwise and/or make for the creation of special friendships. These situations should be avoided and the advice of the Synod Safeguarding Officer can be sought.

All Church Council members, paid employees and volunteers work within a code of conduct (see Appendix 8) and understand that there may be action taken if this code is not followed. High Cross Church will abide by disciplinary procedures as laid out in the churches employees' contract

If we become aware of someone within our congregation known or alleged to be a risk to children or vulnerable adults, 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 any identified risk.

## • **What are we protecting people from?**

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

It is essential to note that these are only **indicators** of **possible** abuse. There may be other, innocent, reasons for any of 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.

The process of care and the procedure for dealing with a disclosure or allegation of abuse is outlined in Appendix 13

### **Where there is a concern of abuse**

High Cross Church recognises the need to refer concern to, and consult with, the Church Safeguarding Co-ordinator as laid 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 worker present. Actions taken/decisions made, will need to be reported to the Church Safeguarding Co-ordinator 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.

### **If an allegation concerns someone from within the Church**

The Synod Safeguarding Officer should be informed, so that s/he can offer advice and support and the relevant statutory agency should be informed.

## **If an allegation concerns a Church worker**

Most workers work well and safely with children. However, some people may cause harm to those they work with. On occasion this is intentional and, regrettably, a part of their motivation to work with children. For others, it may be an accident or as a result of low standards of care or inadequate awareness of professional boundaries. Regardless of the circumstances surrounding harm caused to children by workers, the URC believes it is never acceptable.

### **Referral criteria**

It is essential that High Cross workers, both paid and unpaid, know how to manage allegations of abuse against workers. The Church endorses and follows the guidance issued in *'Working together to safeguard children 2015'* which details clear criteria for the referral, by churches, of concerns about workers' (paid and unpaid, lay or ordained) to the Local Authority Designated officer (LADO). Referrals can also be made to the police.

LADO Telephone number: **0300 123 1650** (Monday to Friday 9am to 5pm)

LADO Email: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)

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.
- Has 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 falling 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 Synod Moderator should be informed if the allegation relates to an ordained or commissioned minister. Moderators will inform the URC 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 be informed as soon as possible after consultation with the LADO, with due regard for 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 vulnerable adults or would have done so had that individual not resigned, retired, been made redundant.

- **Concerns / Complaints regarding this policy**

Should anyone have any concerns, complaints or constructive feedback about this policy please contact:

(Church Secretary): Sue Shoveller

Tel No: 01276 66798

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 comment will be responded to within 10 days.

- **Review**

The church Council 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:    October 2017

Date of next review:            October 2018

Name:

(Church secretary on behalf of the Church Council)

Signed:

Date:

## **Appendix 1 – Safeguarding Policy Statement**

### **High Cross Church Safeguarding Policy Statement**

The following statement was agreed by the Church Council of High Cross Church

**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 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.
- Adults 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 to deal 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.



**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 in her work and in any action s/he 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 with whom we have contact 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 those in our place of worship who may be 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 who 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:

(Church secretary on behalf of the Church leadership)

Signed:

Date:

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

### **Context**

We believe that children and adults at risk deserve the best possible care that the church can provide and that the church should be a safe place for everyone involved. We recognise and give thanks for the time and devotion given by anyone carrying out this role.

### **Purpose of the role:**

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

### **Responsibilities:**

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

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

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

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

- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church.
- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely.

### **Good Practice**

- To inform the Synod Safeguarding Officer at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.
- To report summary safeguarding information annually to the Synod Safeguarding Officer to enable them to monitor safeguarding in the Synod.

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

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

### **Appendix 3 – Recruitment Policy**

High Cross Church aims to be an equal opportunity employer and to promote good practice, in particular in the areas of:

- **Recruitment and selection**, including: job descriptions, person specifications, job advertisements, short-listing for interview, interview and selection planning, offer letters, references, right to work and DBS checks and record-keeping.
- **Employment policies and procedures** to ensure compliance with legislation and good practice, including: contracts of employment, grievance, disciplinary and capability procedures, equal opportunities policy, health and safety policy.

For any queries the Synod Employment Adviser is available at [employment@urcwessex.org.uk](mailto:employment@urcwessex.org.uk) for help and advice on these and other employment-related issues.

## Appendix 4 – Lone Working Policy

It is not realistic to state that ‘one-to-one’ situations should never take place. It is however, appropriate to state that where there is a need for a worker to be alone with an individual, certain procedures and explicit safeguards must be in place, including agreement with a manager and/or parents/carers.

Workers should be offered training and guidance for the use of any areas of the workplace which may place themselves or others in vulnerable situations. This would include those situations where workers directly with individuals in unsupervised settings within the community or in street-based projects for example (i.e. ‘detached youth work’). Further advice and guidance about detached youth work can be obtained from organisations such as Frontier Youth Trust, [www.fyt.org.uk](http://www.fyt.org.uk)

‘One-to-one’ situations have the potential to make individuals more vulnerable to harm by those who seek to exploit their position of trust. Adults working in ‘one-to-one’ settings may also be more vulnerable to unjust or unfounded allegations being made against them. Both possibilities should be recognised so that when one-to-one situations are unavoidable, reasonable and sensible precautions are taken. Every attempt should be made to ensure the safety and security of everyone involved.

There are occasions where managers will need to undertake a risk assessment in relation to the specific nature and implications of ‘one-to-one’ work. These assessments should take into account the individual needs of the child/young person and the individual worker and any arrangements should be reviewed on a regular basis.

This means that workers should:

- ensure that when lone working is an integral part of their role, full and appropriate risk assessments have been conducted and agreed
- where possible, inform a manager/co-worker and/or parents/carers about the contact(s) beforehand
- carefully consider the needs and circumstances of the individual when in ‘one-to-one’ situations
- avoid meeting one-to-one in remote or secluded areas
- always report any one-to-one situation where an individual becomes distressed or angry, to a senior colleague as soon as possible.
- Keep appropriate notes of all lone working.

# Appendix 6 – Consent Form



## Details of participant

Full name: .....

Address: .....

.....

Gender: Male / Female    Date of birth: .....

Doctor's name, address & telephone number: .....

.....

Current medical conditions (including asthma, allergies, migraine, diabetes, epilepsy, etc):

.....

Any medication currently being taken: .....

.....

To request that medication be given: Please complete *Request to Administer Medication* form.

Any additional needs (e.g. special dietary requirements, disability, etc): .....

.....

National Health Number: .....      Blood Group: .....

Date of last anti-tetanus injection: .....

In the last four weeks, has the participant suffered from or been in contact with any disease which may be contagious or infectious? If yes, please give brief details:

.....

.....

## Contact details of parent/carer

Name: .....

Address: .....

.....

Home phone: .....      Other phone: .....

Email address: .....

(Consent form continued)

*If you do not hold parental responsibility for the participant (e.g. if you are a foster carer/ grandparent, etc) please give details of the person with parental responsibility for them:*

Name: .....

Home phone: ..... Other phone: .....

Address: .....

.....

**Details of alternative emergency contact**

Name: .....

Home phone: ..... Other phone: .....

**Event details**

Name of group (or event): .....

Venue: .....Date(s) of event: .....

Do you allow the participant to make their own way home? .....

If not, who will collect them? .....

**General consent**

Please note that these declarations must be signed by the parent/carer of the participant named on this form or by a person with parental responsibility for the participant.

*I give consent for ..... to attend and participate in the normal activities of the above group/event. I acknowledge the need for them to behave responsibly and to take note of any safety instructions.*

*I understand that while involved they will be under the care and supervision of the approved adult workers appointed by the church, though during periods of free time close supervision by workers may not always be possible. While these workers will take all reasonable care of the participants, they cannot necessarily be held responsible for any loss, damage or injury suffered during, or as a result of, the activity.*

*In the event of illness or accident requiring emergency treatment, I give consent for them to receive emergency dental, medical or surgical treatment as considered necessary by the medical professionals present. I understand that every effort will be made to contact me first.*

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

(Consent form continued)

**Photography and video:**

From time to time, we may take photographs or videos of the participants to provide a reminder of the event for those involved and to use on church displays, posters and flyers, church website, and occasionally in the local press. Photos or videos used publicly will focus on activities and groups rather than individuals; they will not show the outside of an identifiable building and participants will not be named or linked with any personal details. Photos or videos will not be taken if the participant is themselves unwilling.

Are you happy for photos / videos to be taken of the participant named on this form?      Yes / No

Please circle Yes or No to make clear in which ways you are willing for them to be used:

<i>Displays</i>	<i>Yes</i>	<i>No</i>
<i>Publicity (e.g. posters/flyers)</i>	<i>Yes</i>	<i>No</i>
<i>Website</i>	<i>Yes</i>	<i>No</i>
<i>Church Facebook page</i>	<i>Yes</i>	<i>No</i>
<i>Press</i>	<i>Yes</i>	<i>No</i>

*I give consent for photos/videos of the participant named on this form to be used, as above.*

Signed: .....      Dated: .....

**Electronic communication:**

It can sometimes be helpful for workers to communicate directly with older children via mobile phone, email and social networking websites. For example, to share information about an event, to find out who is planning to attend, to seek feedback, or to offer encouragement. Communication would be kept within reasonable hours, would be appropriate to the working relationship, a record would be kept, and would be accountable to other workers.

Please circle Yes or No to make clear in which ways workers may contact this participant:

<i>Text messages</i>	<i>Yes</i>	<i>No</i>
<i>Email</i>	<i>Yes</i>	<i>No</i>
<i>Social networking websites</i>	<i>Yes</i>	<i>No</i>

*I give consent for workers to contact the participant named on this form, as shown above.*

Signed: .....      Dated: .....



## **Appendix 7 – Filming and Photography**

Since the Data Protection Act 1998 organisations must take great care in the ways they create and use photographs or film footage involving children. This does not mean that pictures should not be taken or that filming should be prohibited. However, certain protocols should be followed in order to comply with legislation, as well as to safeguard children:

- permission must be obtained from parents/carers before a photograph is taken or film footage recorded.
- it must be made clear why images or films are being made, what they will be used for, who might see them and where they will be stored.
- children and young people should be asked if they want to be filmed or photographed
- use group photographs of children where possible and ensure that individuals cannot be identified by any personal details such as their name, email address, postal address or telephone number.
- all photographs should be appropriate and respectful of the subject. For example, the photographer should ensure that the subject is appropriately dressed, etc.
- photos and other digital media should be stored in a secure location. This should be on a church computer. However, if this is not possible, it is important to record where the photographs and digital media are stored.

### **Abusive/Illegal Images of Children**

**The possession of abusive/illegal images is a form of child exploitation. It is an offence for a person to:**

- take, permit to be taken or to make any indecent photograph or other image of a child
- distribute or show such indecent photographs or images.
- have, in their possession, such indecent photographs or images with a view to distributing or showing them to others.
- publish or cause to be published any advertisement likely to be understood as conveying that the advertiser distributes or shows such indecent photographs or images, or intends to do so.

Under section 160(1) of the Criminal Justice Act 1988, possessing an indecent photograph or other image of a child is a criminal offence.

## Appendix 8 – Code of Conduct for working with children or young people

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

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

- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual.
- Do respect children's privacy.
- Don't assume that children should tell you anything you ask just because you are a worker.
- Do respect the right of children to wash, change and use the toilet in private.
- Don't walk in unnecessarily or unannounced.
- Do listen to children and tell the church Safeguarding Coordinator if you have any concerns about a child's welfare.
- Don't promise to keep something secret if it is about a child being harmed or at risk of harm, but only tell those who need to know.
- Do respect and promote the rights of children to make their own decisions and choices.
- Don't work in ways that put your needs and interests before those of the children you work with.
- Do encourage respect for difference, diversity, beliefs and culture.
- Don't discriminate or leave discrimination or bullying unchallenged.

I agree to abide by the above code of conduct while working with children and young people on behalf of High Cross Church

Name of worker:

Signed:

Date:

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

What is abuse and neglect of children?

The below definitions are taken from Working Together to Safeguard Children 2013 and apply to England.

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

### **Physical abuse**

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

### **Emotional abuse**

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

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

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

### **Sexual abuse**

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

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of

clothing. They may also include non-contact activities, such as involving children in 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 Vulnerable Adults**

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

### **Physical abuse**

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

### **Psychological or emotional abuse**

These are acts or behaviour, which cause mental distress or anguish or negate the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult'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 vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult 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 a vulnerable 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 a vulnerable adult 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 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, 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

### **Emotional abuse**

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

Signs include:

- Physical, mental and emotional lags
- Acceptance of punishments, which appear excessive
- Over reaction to mistakes
- Continual self-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**

Physical signs include:

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

Psychological/emotional signs include:

- Sexual knowledge inappropriate for the child's age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity

- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self-mutilation, self-disgust
- Eating disorders

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

If a child trusts an adult or other child enough to disclose abuse it is vital s/he is taken seriously and it is crucial that all workers are aware of how to respond. It is important to explain to children that confidentiality cannot be promised when they make such disclosures. Depending on the circumstances, it may be necessary to get other people involved to help if they or someone else is being harmed or is at risk of 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
- Ask questions especially leading questions, such as *'so if it sounds like you have been abused'*.
- 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 your church's safeguarding coordinator\*, church secretary\* or the Synod Safeguarding Officer in the first instance (\*if either of these are implicated, only discuss the matter with the one who is not 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 for pastoral matters.
- If the child is at risk if they were to return home, contact Children's Services or the police.
- Record conversations as soon as possible and certainly within 24 hours.
- 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.
- Keep copies of handwritten notes made at the time, even if these are subsequently typed up.
- Do not delay.
- Do not act alone.

**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 14. 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.

## Appendix 14 Incident Recording Form



HIGH CROSS CHURCH  
FOR GOD | FOR WORSHIP | FOR YOU

### 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:** .....

(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 Officer: .....

Children's / Adult Services: .....

Police: .....

NSPCC: .....

Parent/Carer: .....

Child: .....

Other (name, role and organisation): .....

.....

**Feedback and follow up actions:**

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

**Position held in the church:** .....