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***Promoting* Safeguarding**

 ***Preventing* Abuse**

 ***Protecting* The Vulnerable**

*Southern Synod*

# *Safeguarding Policy*

# *Children & Adults*

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# *Hassocks United Reformed Church*

January 2023

**Introduction**

Hassocks United Reformed Church agrees that children, young people and adults have a right to live in a way that does not cause them harm or impede their human rights. We therefore acknowledge their 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 believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living.

Safeguarding is taken seriously by all at Hassocks United Reformed Church.

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

We will appoint a Safeguarding Coordinator and Deputy Safeguarding Coordinator, whilst recognising that safeguarding is everyone's responsibility.

We will organise all activities, whether on the Church premises or in private dwellings, in such a way as to promote a safe environment and minimise the risk of harm to children and adults.

We will follow a safer recruitment process for the selection and appointment of people to work with children or adults 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.

We will use rigorous and careful supervision to protect people from the risks associated with known offenders within the congregation

All concerns and allegations of 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.

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

Name **Clare Brittain**

Contact phone number **01273 842895**

Email address **clare.brittain70@gmail.com**

**Aim and purpose of this Policy**

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

**Who this policy applies to**

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

* to those who attend our Church for activities and events organised by the Church
* to our trustees and staff (both paid and voluntary)

The policy and procedures should be interpreted in the light of the most recent United Reformed Church good practice guidance. (Good Practice 5 – January 2020)

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

Children refers to those under the age of 18 years.

Adults refers to those who

* have care and support needs
* are at risk of, or are experiencing, abuse or neglect
* because of their care and support needs cannot protect themselves against actual, or potential abuse or neglect

**Duty of care and confidentiality**

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

**Preventing abuse**

The church will appoint safeguarding and deputy safeguarding coordinator(s) for children and adults. A role description is attached as Appendix 7.

Activities will be organised in accordance with URC good practice guidelines so as to promote a safe environmentand healthy relationships whilst minimising opportunities for harm and misunderstanding or false accusation.

Risk assessment will be carried out (see appendix 1 for guidance), appropriate consent forms will be used for activities with children and young people, appropriate records will be kept (see URC Record Keeping policy and data privacy statement for further details), and adequate insurance will be in place for each event.

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

* Asking applicants to complete an application form
* Asking those working with young people to sign the code of conduct
* Explaining the importance of safeguarding
* Obtaining Disclosure and barring checks where legally entitled to do so (reference Good Practice 5 P.38-41)
* Taking up two references (not family) as appropriate

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

All trustees, paid staff and volunteers work within a code of conduct (see Appendix 6) and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of working/volunteering with us.

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

Organisations wishing to hire our building for activities with children or vulnerable adults must confirm in writing that they have a safeguarding policy which they will follow as a condition of the letting agreement. They will be asked to sign confirming that they have their own safeguarding policy. If they do not have their own safeguarding policy, the church will encourage them to adopt one before agreeing to the hire (e.g. by referring them to www.safenetwork.org.uk for guidance on this). In the case of one off lets, e.g. a children’s party, a policy will not be required but they should be alerted to the need to ensure that anyone employed to entertain children should be DBS checked.

**What are we protecting from?**

The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at Appendix 1. The definitions of abuse in relation to adults is attached as Appendix 2

**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 3 and in relation to Adults at Appendix 4. 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.

**What to do if there is a disclosure or allegation**

If a child, young person or adult makes an allegation or disclosure of abuse against an adult or another child or young person, it is important that the person being told:

* Stays calm and listens carefully.
* Reassures the child/adult that they have done the right thing in telling them.
* Does not investigate or ask leading questions.
* Explains that they will need to tell someone else.
* Does not promise to keep what they have told you a secret.
* Informs the Church Safeguarding Co-ordinator (**Clare Brittain 01273 842895**) as soon as possible (if she is implicated in the allegation, or is not available, informs the deputy co-ordinator **Stuart Dew tel.01273 841672**, or the Synod safeguarding personnel)

# Makes a written record of the allegation, disclosure or incident and signs and dates this record (using the template in Appendix 5). 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 concern**

If there is an immediate threat of harm the Police should be contacted.

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

* The concern will be discussed with the Church Safeguarding Co-ordinator and a decision made as to whether the concern warrants a referral to statutory agencies. (see below for the relevant statutory contacts)
* A confidential record will be made of the conversation and circumstances surrounding it using the template at Appendix 5. 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 in the Church if it is judged that to do so would place a child or vulnerable adult at increased risk.

**Statutory contact in the case of a Child**

*West Sussex Integrated front door*

*Tel. 01403 229900 between 9am and 5pm Monday to Friday*

*Tel. 0330 222 6664 at other times*

*Email:WSChildrenservices@westsussex.gov.uk*

**Statutory contact in the case of a Vulnerable Adult**

*West Sussex Adult Social Care Dept.*

*Tel. 01243 642121 between 9am and 5pm Monday to Friday*

*Tel.0330 222 7007 at other times*

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

We will inform one of the Synod Safeguarding personnel, so that they can offer advice and support.

**If the allegation is regarding a member of church staff or church volunteer**

The *Local Authority Designated Officer (LADO) for West Sussex County Council* will be contacted *tel. 0330 222 6450.* The timing and method of any action will be discussed and agreed with the LADO. This will cover communication with the worker, suspension, investigation, possible strategy meetings. A decision will be taken by the LADO about when to inform the worker and the church should follow this decision.

In accordance with the law, a referral will be made to the Disclosure and Barring Service (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 which is not work with children 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. This is a serious matter and should only be done with the advice and the support of Synod safeguarding personnel or URC Assembly Safeguarding personnel .

**Sources of advice, guidance and support**

**Synod Safeguarding Officer :** Belinda Nielsen

Email safeguarding@urcsouthern.org.uk Tel. 07716 640596

**Synod Moderator: Rev. Bridget Banks**

**Synod Office:** 0208 688 3730

**United Reformed Church Safeguarding Team:**

Email: safeguarding@urc.org.uk

 Churches Child Protection Advisory Service 24 hour helpline: Tel 0303 003 1111

(n.b. out of office hours this should only be used for urgent advice which cannot wait until the following day)

**Complaints**

Should anyone have any concerns or complaints about this policy and how it is implemented please contact **Heather McNiven** (Elder) on **01825 722066**

If would be helpful to have complaints in writing as this avoids any possible misunderstanding about what the issue is. However, whether verbal or in writing complaints will be acted upon.

Any written complaint will be responded to within 10 days

**Review**

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

Date of most recent review: ......17.1.2023..................................

Date of next review: ............January 2024........................................

Signed: .....Helen Abel....................................................................(on behalf of the church Elders)

**Appendix 1. 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 2. 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 vulnerable adults (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.

**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.

**Psychological or Emotional Abuse**

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. 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.

**Financial or Material Abuse**

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

**Neglect, or Act of Omission**

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

**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.

**Organisational Abuse**

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

**Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence.

**Self-neglect** – this covers a wide range of behaviour neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding.

**Modern slavery** – encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

**APPENDIX 3. 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 finger tip 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.

**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 used.
* Complications include – serious infection, septicaemia, death, numerous gynaecological problems.

**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 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

**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.

**Appendix 4. 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

**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

**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

**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

**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

**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 5. INCIDENT RECORDING FORM**

**Basic information**

Date and time of incident: .....................................................................................

Date on which this report was written: ..................................................................

Your full name: .........................................................................................................................................

Full name of child or young person concerned: .......................................................................................

Location / Situation: .................................................................................................................................

..................................................................................................................................................................

Other people present: .............................................................................................................................

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**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 or young person 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.

*Continue on additional pages if necessary and attach to this form*

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

**Role:** (person who wrote this report)

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

Record below the names of all those who have been spoken to about this incident:

Local Church Safeguarding Coordinator : ................................................................................................

Synod Safeguarding Officer: ....................................................................................................................

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

Police: ......................................................................................................................................................

NSPCC: ...................................................................................................................................................

Parent/Carer: ...........................................................................................................................................

Child: .......................................................................................................................................................

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

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**Advice and follow up actions:**

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

(Synod Safeguarding Officer)

**Appendix 6.**

**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 and young people. Therefore, all workers 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 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 worker 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 swap phone numbers with young people or add them as friends on a social networking site
* Don't keep communication with children secret, while still respecting appropriate confidences.
* Do allow the designated photographer to take and share photos of event activities, in line with parental consent and URC good practice guidelines.
* Don’t take photos and video of young people at the event if you are not the designated photographer.
* 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 children 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 at Hassocks URC events and activities.

Name:

Signed: Date:

**Appendix7**



**Code of conduct for working with adults**

This code describes the standards of conduct, behaviour and attitude expected of all church workers working with adults, including adults at risk, to ensure that you are providing a compassionate, caring and supportive environment.

Safeguarding adults at risk means protecting an adult’s right to live in safety, free from abuse
and neglect (14.7 of the Care and Support Statutory Guidance issued under the Care Act 2014). The safeguarding duties apply to an adult who:

* has care and support needs (whether or not the adult is being provided any services
from the local authority or other statutory body to meet their needs) and;
* is experiencing, or at risk of, abuse or neglect; and
* as a result of those care and support needs is unable to protect themselves from either

the risk of, or the experience of abuse or neglect.

All workers of the church should agree to the following code of conduct when working with adults. You are responsible for and have a duty to ensure that your conduct does not fall below the standards detailed in this code, which are also supported and detailed in the Care Act 2014 (14.1.99) and the principles of Adult Support and Protection revised code of practice in Scotland (2008).

**Be accountable**

* Be honest with yourself and others about what you can do, whether or not the adult is being provided with any services.
* Recognise your abilities and limitations.
* Only carry out or delegate tasks agreed in your role description.
* Be able to justify and be accountable for your actions.
* Ask your leader/supervisor for guidance if you feel inadequately prepared to carry out any aspect of your role.
* Tell your leader/supervisor about any issues that might affect your ability to perform
your role.
* Always establish and maintain clear and appropriate boundaries in your relationships with people.
* Never accept any offers of loans, gifts or benefits from anyone you are supporting or
anyone close to them.
* Comply with United Reformed Church (URC) policies and procedures.
* Tell your leader/supervisor or person in charge of safeguarding if you are concerned that another worker is acting outside of this code of conduct.

**Promote the privacy, dignity, rights and wellbeing of people**

* Always protect the rights of people and treat them with dignity, respect, and compassion.
* Ensure that a vulnerable adult is not treated, without justification, any less favourably than
the way in which a person who is not an "adult at risk" would be treated in a comparable situation.
* Always act in the best interest of people, with their present and past wishes and feelings
being considered.
* Put the needs, views and wishes of people first, helping them to control and choose the helpand support they receive.
* Always gain consent before providing help and support. You must respect a person’s right to refuse if they can do so, but also report any concerns if you feel that someone does not have the capacity to consent.
* Always maintain the privacy and dignity of people who have help and support, and their carers.
* Promote people’s independence, while helping them maintain existing family and social contacts.
* Always make sure that your actions do not harm an individual’s health or wellbeing.
* You must never abuse, neglect, harm or exploit anyone.
* Challenge and report dangerous, abusive, discriminatory or exploitative behaviour.
* Always take comments and complaints seriously; respond to them in accordance with
*Good Practice 5* and inform your leader/supervisor/safeguarding designated person.

**Work effectively with other volunteers/colleagues**

* Understand and value your contribution and the vital part you play in the church.
* Recognise and respect the roles of other church workers/colleagues and those from other denominations and agencies; work in partnership with them.
* Work openly and co-operatively with other church workers/colleagues, including those from other denominations and agencies, and treat them with respect.
* Work openly and co-operatively with people who have help and support, including their families or carers, and treat them with respect.
* Honour your commitment to the church and be reliable, dependable and trustworthy.

**Effective communication**

* Make efforts to assist and facilitate communication, using whatever method is appropriate to the needs of the individual.
* Always explain and discuss any help and support you are offering/providing with the person; only continue if they give consent.
* Communicate respectfully with people in an open, accurate, effective and
straightforward way.
* Communicate effectively with other church workers/colleagues as appropriate.
* Maintain clear and accurate records of the help and support the church provides,
as appropriate.
* Recognise both the extent and the limits of your role, knowledge and ability when communicating with people who have help and support.

**Respect people’s right to confidentiality and decision-making**

* Treat all information about people who need help and support, and their carers,
as confidential.
* Ensure people participate as fully as possible in any decisions being made, with support
in place to help that participation in a way understood by the adults.
* Only discuss or disclose information in accordance with legislation and URC policy.
* Always seek guidance from your leader/supervisor regarding any information or issues
that you are concerned about.

**Training, policy and procedure**

* Attend all necessary training which helps to support you in your role.
* Complete all necessary safeguarding training at least every three years.
* Have a good awareness of URC policy and procedures, including *Good Practice 5*.

**Uphold and promote equality, diversity and inclusion**

* Respect the individuality and diversity of all people, including those we encounter and work with.
* Treat all adults equally and inclusively and do not discriminate on grounds of age, gender reassignment, ethnicity, race, religion/belief, cultural background, sexual orientation
and disability.
* Promote equal opportunities and inclusion for the people we encounter and work with.
* Report any concerns regarding equality, diversity and inclusion to a leader/supervisor as
soon as possible.

I agree to abide by the above code of conduct while working with adults, including adults at risk.

on behalf of Hassocks URC

Name of worker:

Signed:

Date:

**Appendix 8**

**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. kept up to date, and 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 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 staff 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.

Hassocks United Reformed Church

## Safeguarding Policy Children & Adults

# Responsibilities of the Safeguarding Coordinator

1 Maintaining a supply of all the documents and Guidelines relevant to the safeguarding Policy for Children and Adults.

1. Requiring all applicants and existing members of staff, who have not done so, to complete an application form.
2. Ensuring that any new group leader completes a DBS check.

4 Ensuring that the group leader has had a discussion with any new applicant about the safeguarding policy.

1. Ensuring that any new applicant’s references have been taken up
2. Taking the names of new applicants to Church Meeting with a recommendation for appointment as a member of staff.

1. Providing all appointed workers with:-

A job description,

A list of recommended ratios of adults to children

A list of Guidelines for Work with Young People

Advice sheet on Recognising Signs of Abuse

A copy of the Safeguarding Policy which includes guidelines on what to do if abuse is suspected.

1. Displaying information posters on sources of support for both children and adults who may have concerns about abuse.
2. Together with the Property Committee, ensuring that organisations who hire the Church premises confirm in writing that they will follow the principles of the Church safeguarding policy as a condition of their letting agreement.
3. Arranging regular meetings for workers to meet and receive training in matters relating to Safeguarding
4. Working with the Church Health and Safety Officer and the Church Property Committee to ensure that the premises and equipment of the Church are functional and safe, including the holding of regular fire drills.
5. Visiting groups to support them in relation to Safeguarding

Hassocks United Reformed Church

## Safeguarding Policy Children & Adults

# Responsibilities of the Deputy Safeguarding Coordinator

1. Provide advice and support to the Safeguarding Coordinator where there are concerns about a member of staff or where concerns have been expressed about the safety of a child or adult.
2. Deputise for the safeguarding coordinator in his/her absence
3. Take action on any allegations of abuse made against the safeguarding coordinator or members of his/her family

**Regulated Activity for Adults (since September 2012)**

**Eligibility for Enhanced Criminal Record plus Barred List check.**

Regulated Activity for adults is defined by the role and not by the characteristics of the recipient – i.e. their type or level of vulnerability.

Within a Church setting, those undertaking Regulated Activity with adults are limited to the small number of roles where the person concerned is involved in the activities set out below.

There is no frequency test for these activities. If the worker is expected to do them as part of their role at any point, then the role becomes Regulated Activity. An Enhanced Criminal Record plus Barred List check must be applied for.

Apart from the work of health or social work professionals, the activities are:

* help with washing/dressing; eating/drinking; toileting; or teaching someone to do one of these tasks.
* help with a person’s cash, bills or shopping because of their age, illness or disability. (A good example is helping someone pay a household bill. Posting the letter for the housebound person is not Regulated Activity but taking the money from them to take and pay at the PO counter is Regulated Activity. This would not usually be part of any church role but is included here for the small minority of exceptional occasions.)
* helping someone in the conduct of their affairs (for example, a Power of Attorney for someone who is not a relative or friend. This would be very unlikely in a church context).
* **driving someone (because of their age, illness or disability) to/from places in order to receive health, personal or social care. (Note: not as family or friend but as part of the church role.)**

**Eligibility for an Enhanced Criminal Record check (without Barred information).**

Where a worker has a significant level of involvement through their work with adults who are in need or at risk because of age, illness, disability or factors arising from social exclusion (and we recognise that the need or risk may be temporary or permanent) then an Enhanced Criminal Record check should be applied for.

**Appendix 9**

**Eligibility for DBS checks**

 URC Good Practice guidance is that DBS checks should always be carried out for any role which is eligible, as part of a safer recruitment process. In order to identify which roles are eligible for a DBS check, it is important to firstly be clear about what each role entails. This is best achieved by producing a written role description which includes reference to: a) the type of work; b) the frequency and period of time over which the work will be done; c) if and how the work will be supervised.

Roles involving work with children (under 18 years of age)

Regulated Activity - For roles which fall within 'Regulated Activity' an Enhanced DBS plus Barred List check must be carried out, because it is a criminal offence to appoint somebody to such a role if they are on the Barred List. In local churches,

**Regulated Activity for Children (URC, 2012, updated 2013)**

**YES**

**YES**

**Is the Period Condition met?**

* Once a week or more
* 4 or more days in a 30-day period
* Overnight between 2am - 6am

*n.b. for personal care these conditions do not apply*

\*Please note: People who work with children infrequently, but who would be in regulated activity (new or old definition) if it were done frequently, are now eligible for an Enhanced check without the children’s barred list check

**Not Regulated Activity.**

**No Disclosure and Barring Service (DBS) certificate required.**

**NO**

**NO**

SEE FACT sheet

**Is this work supervised at ALL times?**

**YES**

**Eligible for an ENHANCED DBS certificate**

***Application Form Notes***

X60=YES X61=complete X62=complete

**X63=Enhanced X64=No** X65=N

X66=complete X67=complete X68=complete

**Not Regulated Activity.**

**No Disclosure and Barring Service (DBS) certificate required.**

SEE FACT sheet

**Is this work falling in the pre-September 2012 definition of regulated work?**

**NO**

***You must also follow the principle of safe recruitment to safeguard and promote the welfare of children and young people***

**YES**

**Not Regulated Activity.**

**No Disclosure and Barring Service (DBS) certificate required.**

**NO**

**NO**

**This is Regulated Activity Apply for a DBS certificate which is ENHANCHED and checks the BARRED LIST**

***Application Form Notes***

X60=YES X61=complete

X62=complete **X63=Enhanced**

**X64=Yes** X65=No

X66=complete X67=complete

X68=complete

**Is the Activity?**

* Teaching, training, instructing or caring for children.
* Supervising children.
* Providing advice/guidance on well-being to children.
* Driving a vehicle **only for children.**
* Moderating a chat room for children
* Personal care: assistance with washing and dressing, eating, drinking and toileting or teaching someone to do one of these tasks

*(This does not include family or personal arrangements)*

*[Period Condition does not apply]*