

**TRINITY UNITED REFORMED CHURCH
(WIMBLEDON) TRUST**

SAFEGUARDING POLICY

Children and Adults



***Promoting* Safeguarding**

***Preventing* Abuse**

***Protecting* The Vulnerable**

**This policy is based on the URC Southern Synod
Safeguarding Policy Children & Adults
(September 2013; amended November 2016, Reviewed April 2018)
and United Reformed Church Good Practice 5**

March 2023

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1. Introduction

Safeguarding is about creating churches that are a safe space for everyone; a space where children can flourish and adults can live up to their potential. Trinity United Reformed Church, Wimbledon (Trinity) agrees that in being a safe, supportive and caring community we are concerned with the wholeness of each individual within God's purpose for everyone and 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.

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, whilst recognising that safeguarding is a whole church responsibility. The Safeguarding Coordinator is the person to whom all concerns or allegations should be addressed. Their contact details can be found in the Appendix 11

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

We will follow a safer recruitment process for the selection and appointment of people to work with children or adults 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, including implementing contracts with known offenders and those who have been assessed as posing a risk.

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

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

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

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

Trinity follows Safeguarding Guidelines issued by the Southern Synod of the United Reformed Church and this policy is based on the Southern Synod Safeguarding Policy Children and Adults (September 2013; amended November 2016, Reviewed April 2018) and United Reformed Church Good Practice 5.

This document is for Trinity and is intended to be read by individuals who work with children, young people and adults.

Organisations wishing to hire our building for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement. If they have their own safeguarding policy they will be asked to provide a copy. If they do not have their own safeguarding policy, the church will encourage them to adopt one before agreeing to the hire (e.g. by referring them to www.safenetwork.org.uk for guidance on this). In some cases the church may agree to a small organisation following the church safeguarding policy and procedures.

2. Aim and purpose of this Policy

The aim of this policy is to ensure that protecting people from abuse, harm or neglect is central to our culture. It provides procedures for promoting safeguarding, preventing abuse and protecting children, adults at risk and staff. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children and adults within our church, or those who attend our activities and events.

3. Who this policy applies to

This policy is approved and endorsed by the Elders' Council as Trustees and applies to:

- all members of our church
- all those who attend and serve our church/place of worship and its services
- our trustees and elders
- paid staff (both internal and external, such as consultants)
- volunteers
- organisations and groups which hire our building with written agreement to operate under the church safeguarding policy.

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

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

The existence of this policy and our related procedures will be displayed on the notice board in the Mansel Road Centre.

'Children' refers to those under the age of 18 years.

The term 'adult at risk' refers to any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation, are permanently, or for time being, unable to take care of themselves, or to protect themselves against significant harm, abuse or exploitation.

4. Duty of care and confidentiality

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

Trinity has appointed a Safeguarding Co-ordinator and two Safeguarding Link Persons.

Safeguarding Co-ordinator

Cathy Dundee

Tel. (020) 89467044; Mobile: 07710 096866

Email safeguarding@trinitywimbledon.org or cathy_dundee@hotmail.co.uk

**Safeguarding Link Person – Children
(the person to whom all concerns or allegations should be addressed)**

Mrs Margaret Tulloch

Tel. (020) 8947 5758; Email margaret.tulloch@phonecoop.coop

**Safeguarding Link Person – Vulnerable Adults
(the person to whom all concerns or allegations should be addressed)**

Mr Andrew Sutton

Tel. (020) 8542 8914; Email noo217@yahoo.co.uk

5. Objective of procedures

5.1 The main objective is to put procedures in place:

- To protect children and to prevent any sort of child abuse.
- To protect adults who may be vulnerable.
- To protect leaders. While the main aim is to protect the vulnerable, both children and adults, the procedures do also, of course, serve to protect adults involved, as even false allegations are damaging.
- To protect the church. Instances of abuse and allegations that church members may be perpetrators adversely affect the church's standing and its reputation in the community.

5.2 It is appreciated that these procedures will not always be practical to follow in every detail and to that extent must be regarded as best practice.

6. Preventing abuse

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

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

7. General guidelines for running groups

- 7.1 All groups should have two adults present who have been recruited following the safe recruitment process. When no adult from this list is available, the Minister or Safeguarding Officer will be notified before the group is run. No adult should be on his/her own with a child or a group of children. Small groups with single leaders may meet in a large room or in adjoining rooms with an open door between. If a child or young person is interviewed alone there should be another adult nearby. There should be at least one male leader if possible, when boys are present and always at least one female leader when girls are present.
- 7.2 No person under the age of 18 should be left in charge of children at any time. No children or young people should be left unattended at any time.
- 7.3 First aid boxes are located in the kitchen and Church Office of the Mansel Road Centre, and in the church. Any incident or accident must be brought to the attention of the Steward and recorded in the Accident book (kept in the Church Office). If there are issues regarding the condition of equipment or the premises, these should be drawn to the attention of the Church Administrator.
- 7.4 There is safety in numbers and therefore 1:1 situations should be avoided. Regular meetings on a 1:1 basis should not take place. If only one child or young person turns up, the meeting should be cancelled. Where 1:1 situations are necessary, they should be held at the child or young person's home, by arrangement with the parents, but not on church premises or in the leader's home.
- 7.5 Leaders of all groups must be very careful to avoid all forms of abuse. It must be appreciated that, in the context of physical abuse, even if a leader or carer would smack his or her own children, any form of physical discipline/ punishment is unacceptable.
- 7.6 A register of children or young people attending the activity must be kept. This should include the child's name, address and the name and telephone number of the parent or guardian.

8. Recruitment of workers

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

- Asking applicants to complete an application form.
- Providing workers with role/job descriptions and person specifications.
- Obtaining disclosure and barring checks where legally entitled to do so (see Appendix 8).
- Take up two references (not family).
- Interviewing candidates.

Trinity is committed to supporting, resourcing and training those who work with children and adults. Training in safeguarding will be provided by the Synod Children and Youth Development Officer and volunteers and paid staff will be given support and supervision in their role by either their line manager or Team Leader.

All Trustees, employed staff and volunteers work within a code of conduct and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of working/volunteering with us.

Any church-organised transport of children or vulnerable adults will be checked to ensure the vehicle is suitable and insured and that the driver and escort are appropriate.

When any church premises are let to an external, informal group or individual, those hiring the premises should hold and abide by their own safeguarding policy. If a hirer does not have a policy, they must abide by the church's own safeguarding policy, a copy of which should be made available. Each hiring body is required to ensure that children and adults at risk are always protected by taking all reasonable steps to prevent injury, illness, loss or damage occurring

9. 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.

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 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.

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

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 you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your Safeguarding Link Person (Children) or (Adults) as soon as possible. (If they are implicated in the allegation, refer to the Safeguarding Co-ordinator or to Synod safeguarding personnel).
- Make a written record of the allegation, disclosure or incident and sign and date this record. Any such records will be stored securely in a locked filing cabinet and will be shown to the Safeguarding Link Person (Children) or (Adults).

12. Procedure in the event of concern

If there is an immediate threat of harm to the child the Safeguarding Link Person (Children) will contact the Police. If there is concern that an adult is in immediate danger, or requires medical attention, the emergency services should be contacted immediately and without delay and the Safeguarding Link Person (Adults) notified.

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 (Children) or (Adults) and a decision made as to whether the concern warrants a referral to statutory agencies.
- 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 in a locked filing cabinet and a copy passed to statutory agencies if a referral is made.
- The person about whom the allegation is made may 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.
- The Synod Safeguarding Officer should be kept informed of any serious concerns

Prior to any referral to children's services, the child's wishes and rights should be considered when determining what action to take. There should also be a verbal consultation with local authority's children's services to ensure that making a referral is an appropriate action. The parent/carer will normally be contacted to obtain their consent before a referral is made. However, if the concern involves, for example alleged or suspected child sexual abuse, domestic abuse, Honour Based Violence, fabricated or induced illness or the Synod Safeguarding Officer has reason to believe that informing the parent at this stage might compromise the safety of the child or a staff member, nothing should be said to the parent/carer ahead of the referral, but a rationale for the decision to progress without consent should be provided with the referral.

In the case of referrals to adult social care or other services for adults at risk, information should be shared with consent if the adult has capacity within the meaning of the Mental Capacity Act and if this does not place the referrer, them or others at an increased risk. A person's right to confidentiality is not absolute and may be overridden where there is evidence that sharing information is necessary to support an investigation or where there is a risk to others. See section 14 of Good Practice 5 for further advice and guidance.

13. Who to contact in the case of a Child

Merton Council - Multi-Agency Safeguarding Hub (MASH) Team

Children, Schools and Families Department
12th Floor, Merton Civic Centre
London Road
Morden
SM4 5DX

Tel.	(020) 8545 4226 or (020) 8545 4227
Tel. out of hours	(020) 8770 5000
Fax (020) 8545 4204	Email mash@merton.gov.uk

14. Who to contact in the case of a Vulnerable Adult

Merton's Safeguarding Adults

Tel. hotline 020 8545 4388

Email safeguarding.adults@merton.gov.uk

Helplines:

Action on Elder Abuse 0800 0699 784

15. Allegations regarding a church staff member or church volunteer

If someone in the church is alleged or known to harm/have harmed children or adults, it is essential to inform the Synod Safeguarding Officer so that they can offer advice and support.

For any concerns relating to children, the Local Authority Designated Officer (LADO) will be contacted. The timing and method of any action to be taken will be discussed and agreed with the LADO. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by the DO about when to inform the worker and the church will follow this advice.

For concerns relating to adults, Adult Social Care will be contacted.

In accordance with the law, a referral needs to be made to the DBS / PVG for consideration of barring to share information about any individual in regulated activity where for safeguarding reasons the organisation has either terminated the employment, failed to appoint, or would have terminated the employment had the individual not moved on through resignation, retirement or re-deployment. In such cases, the Synod Safeguarding Officer needs to be advised/informed.

Depending on the seriousness of incidents or allegations, a report to the Charity Commission will also need to be considered at the elders/trustees' meeting, as they deem such a referral to be a 'serious incident' and require notification.

Merton LADO

London Borough of Merton
9th Floor, Merton Civic Centre
London Road
Morden
SM4 5DX

Tel. 020 8545 3179 or 07814 642 728

Email lado@merton.gov.uk

16. Alleged or known offenders

If someone in the church is alleged or known to have harmed children or adults, the Safeguarding Link Person (Children) or (Adults) will inform one of the Synod Safeguarding personnel, so that they can offer advice and support.

Synod Safeguarding Link Person – children & young people:

Belinda Herbert, Tel. 07716 640 596, Email safeguarding@urcsouthern.org.uk

If the Southern Synod safeguarding personnel are unavailable and you need advice urgently, please contact the URC Safeguarding Officer
Tel. 020 7520 2729, Email safeguarding@urc.org.uk

17. Source of advice for Trustees, employed staff and volunteers

If Trustees, employed staff or volunteers of Trinity have routine questions regarding good practice in safeguarding children or adults or for advice on the implementation of the URC Good Practice Guidelines for Safeguarding Children and Young People within Southern Synod, please contact the Synod Safeguarding Link Person for Children (see 16 above).

If you have routine questions of good practice in safeguarding adults contact the Synod Safeguarding Link Persons for Adults (see 16 above):

Other sources of advice

If the Southern Synod safeguarding personnel are unavailable and you need advice urgently, you can contact:

URC Safeguarding Officer:

Tel. (020) 7520 2729 Email safeguarding@urc.org.uk

CCPAS also run a 24 hour helpline – Tel. 0303 003 1111. (Please note that out of office hours this should only be used for urgent advice, i.e. when a decision needs to be made about a safeguarding case which cannot wait until the next day.)

18. Complaints

Should anyone have any concerns or complaints about how a safeguarding issue was (or wasn't) handled please contact a Church Secretary.

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

Contact details can be found in Appendix 11.

19. Review

The Elders' Council will review this policy annually at the Spring Trustees' meeting.

20. Statement of Intent

Trinity United Reformed Church Wimbledon's Statement of Intent can be found in Appendix 9 and after signing by the Joint Church Secretaries on behalf of the Eldership and Church it will be displayed on the church noticeboard.

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

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

Date and time of incident

Date on which this report is written

(N.B. This should preferably be immediately or no later than up to 48 hours of the incident taking place)

Your name

Name of Child, Young Person or Vulnerable Adult

.....

Date of Birth

Address if known

Recording:

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 Vulnerable Adult said.

Include details such where the conversation took place and who else was present, if anyone.

If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion. It would assist, where possible, to also include descriptions of tone of voice, facial expression and body language.

Record

Who have you spoken to about your concerns?

Church Safeguarding Co-ordinator

Name

Social Services

Name

Police

Name

NSPCC

Name

Parent/Carer

Name

Child

Other

Name

Follow up work:

Signed

APPENDIX 6 - CODE OF CONDUCT FOR CHILDREN AND YOUTH WORKERS

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:

Relating to young people

- Do treat all young people with dignity and respect.
- 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 young people feel welcome and valued.
- Don't exclude other young people or workers from conversations and activities unless there is a good reason.
- Do treat young 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. giving gifts)
- Do encourage young people to follow the code of conduct agreed for the group / event / activity, and do refer to a more senior worker if a young person does not respond to your instructions despite encouragement and warning of possible consequences.
- Don't threaten sanctions which have not been agreed by the team or which you cannot carry out.
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact.
- Don't use physical restraint (except as a last resort, by a competent person, in order to prevent injury).
- Do relate to children in public. If a child wants to talk one-to-one about a serious issue, tell another worker and find somewhere quieter but still in sight of other workers.
- Don't spend time alone with a child out of the sight of other workers.
- Do make sure that any electronic communication with children is done with parental consent, and in a way which is transparent, accountable and noted / recorded and adheres to safeguarding policies
- Don't keep communication with children secret, while still respecting appropriate confidences.
- Do 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 children 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 young person.
 - in response to the needs of the young person, not the adult.
 - respectful of the young person's privacy, feelings and dignity.
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual.

- Do respect young people's privacy (especially when they are changing, washing or using the toilet).
- Don't walk in unnecessarily or unannounced
- Do listen to young people and do tell the person responsible for safeguarding if you have any concerns about a child's welfare.
- Don't promise to keep something secret if it is about a child at risk of harm but only tell those who need to know.
- Do respect and encourage respect for difference, diversity, beliefs and culture.
- Don't discriminate or leave discrimination or bullying unchallenged.

Working together as a team

- Do work as a team, respecting the different roles, fulfilling your general role and any specific responsibilities, including attending all team meetings.
- Don't undermine other workers in the team.
- Do tell the leader in charge or the person responsible for safeguarding if you are concerned that another worker is acting outside of this code of conduct.
- Don't ignore it or tell other workers in the team.
- Do make arrangements with the leader in charge to take time off if you need to.
- Don't ignore fatigue, but don't take time off without their knowledge and agreement.

I agree to abide by the above code of conduct while working with children and young people on behalf of Trinity United Reformed Church, Wimbledon.

Name:

Signed:

Date:

APPENDIX 7 - 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 sure that elders and others in the church are aware of the church safeguarding policies and procedures, including URC guidelines and Charity Commission responsibilities.
- To collaborate with the Deputy Safeguarding Coordinator (when there is one), the minister, the DBS signatory people and the Synod Safeguarding Officer on all matters around safeguarding.
- 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 review and ensure others' safeguarding policies and arrangements are in place when any church premises are let to an external organisation, informal group or individual.

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 inform the Synod Safeguarding Officer about any referrals made to the statutory authorities, or of any information received from the statutory authorities.
- To report safeguarding information annually to the Eldership/Church Meeting and the Synod Safeguarding Officer, using the Annual Safeguarding Returns Form as part of the annual returns process, 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 all people involved in regulated activities with children or adults (including Ministers, staff and volunteers), as recommended by the synod, and ensure that their training is renewed every three years.
- To attend appropriate training for the role, including refresher training every three years, and keep updated on matters related to safeguarding.
- 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.

Requirements for the role

- To have knowledge of policy and practice for safeguarding children and/or adults at risk.
- Good communication (written and oral) skills.
- Be willing to attend appropriate safeguarding training/refresher training organised by the Synod.
- Be willing to be easily contactable – and prepared to make contact details public to enable direct contact when needed.

APPENDIX 8 - 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 firstly to 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, such roles would typically include:

- any role which is likely to involve teaching or supervising or providing advice and guidance to children frequently (weekly) *e.g. workers in weekly children's and youth groups who are on duty most weeks; people responsible for moderating an online chatroom / social networking group for children; leaders responsible for supervising children within groups which are open to both adults and children such (choirs, music groups, drama groups etc)*
- any role which is likely to involve teaching or supervising or providing advice and guidance for 4+ days in a 30 day period. *e.g. leaders at a children's holiday club or similar event lasting 4 days or more.*
- any role which is likely to involve supervision of children overnight, irrespective of how many nights or how often. *e.g. leaders staying overnight at a children's or youth group sleepover / camp / other residential event.*
- any role which includes specific personal care of children because of illness, disability or age, irrespective of how frequently it takes place. *e.g. leaders of young children who help them with toileting, washing, bathing, or dressing; e.g. a leader who, because of a child's illness or disability, has to help them with eating, drinking, toileting, washing, bathing, or dressing.*
- those who drive children as part of their church role weekly, 4+ days in a 30 day period, or overnight *e.g. someone who has been asked by the church to transport children to and from a church activity.*
- moderators of internet chat rooms or social networking groups set up by the church for children *e.g. the worker who administers a church Facebook group for children*
- any role which includes the management or supervision of the above regulated activity.

NB Please note that the above list is not exhaustive but covers the roles which will be relevant to most churches.

Supervised workers - In most church activities volunteers tend to work as co-workers rather than one supervising the other. Therefore, the above list assumes that the roles are not supervised at all times by a senior worker. The URC definition of supervision is where the person being supervised is in sight of the supervisor at all times. If one of the above roles is supervised in this way, it no longer falls within the current definition of regulated activity, but it is still eligible for an Enhanced DBS check only (i.e. without the barred list check) and this should be carried out as a matter of good practice.

Regular but less frequent work - those who work with children on a regular basis, but less often than every week, are now eligible for an Enhanced DBS check only (i.e. without barred list check) e.g. *workers on a rota for a weekly children's activity; e.g. workers for a monthly children's activity.* However, the church would be wise to think ahead about whether the person is likely to be involved in other regulated activity (see above) in the next year or two. If this is likely, it should be included in the role description and the Enhanced DBS plus Barred List check should be carried out.

Helpers who are under 18 - The lowest age at which someone can apply for a DBS check is 16 years old. URC Good Practice guidance states that under 18's should be supervised at all times by an adult and therefore should never be engaged in regulated activity and will not require an Enhanced DBS plus Barring List check. However, if 16 or 17 year olds are doing one of the roles in the above list under supervision, then they are eligible for a DBS Enhanced check only.

Activities in which all children are supervised by a parent/carer:

a) Parent/Carer and Toddler groups -

Scenario 1 - Any roles which are solely about working with the parents, providing refreshments or providing administrative support in such a group are not eligible for any DBS check. If the role of the workers does not involve supervision or personal care of children they do not require a DBS check, but the leader in charge of the group and their deputy should have an Enhanced DBS check.

Scenario 2 - If the role of the workers includes supervision of children (e.g. to allow parents chat together) then Enhanced DBS checks only would be required for the workers and Enhanced DBS plus Barred List checks for the leader in charge of the group.

Scenario 3 - If the role of workers includes unsupervised personal care of the children e.g. help with toileting (see Regulated Activity section above) then they and the leader in charge will require an Enhanced DBS check plus Barred List check (see above).

b) All age activities e.g. Messy Church

Scenario 1 - Any roles which are solely about working with the parents, providing refreshments or providing administrative support in such a group are not eligible for any DBS check. If the role of the workers does not involve supervision, teaching or specific personal care of children (see Regulated Activity section above) they do not require a DBS check, but the leader in charge of the group and their deputy should have an Enhanced DBS check only.

Scenario 2 - If the role of any workers includes supervision of children (e.g. because some children attend without a parent/carer) they and the leader in charge (and their deputy) should have an Enhanced DBS check.

Scenario 3 - If the role of any workers includes unsupervised personal care of the children (e.g. see Regulated Activity section above) then they and the leader in charge will require an Enhanced DBS check plus Barred List check (see Regulated Activity section above).

Roles involving work with adults (18+ years of age):

The definition of Regulated Activity is simpler for work with adults as it does not depend on frequency, period, or whether the worker is supervised. However, within a church setting, Regulated Activity with adults will be limited to a small number of church roles where the person is involved in any of the following activities as part of that church role.

- 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 a church role.)

For roles involving the above activities 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.

For other church roles in which a worker has a significant level of involvement with adults who are in need or at risk because of age, illness, disability or factors arising from social exclusion (whether temporary or permanent), then an Enhanced DBS check only (without Barred List check) should be carried out as a matter of good practice.

Safeguarding roles:

The names person(s) responsible for safeguarding children and/or adults in the local church are not doing regulated activity, but should have an Enhanced DBS check as a matter of good practice.

APPENDIX 9 - STATEMENT OF INTENT

The following statement has been agreed by the leadership of Trinity United Reformed Church, Wimbledon:

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

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

We are committed to:

- The establishment of a loving environment, which is safe and caring, and where there is an informed vigilance about the dangers of abuse.
- Following the relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults at risk.
- Ensuring that we keep up to date with national and local developments relating to safeguarding.
- Building constructive links with the relevant Voluntary and Statutory Authorities.
- Taking all reasonable steps to ensure that as a church, everyone works within the agreed procedures of our safeguarding policies.

- Supporting the Safeguarding Coordinator and Deputy in their work and in any action they may need to take in order to protect children and adults at risk.
- Following safer recruitment principles in the appointment and selection of all those who work with children and adults at risk, be they volunteer or paid staff, lay or ordained.
- Supporting, supervising, resourcing and training all those who undertake work with children and adults at risk.
- Ensuring that the children and adults we have contact with know that they are valued and feel empowered to tell us if they are suffering harm.
- Reporting any abuse of children or adults at risk that we discover or suspect.
- Supporting all those in our church who are affected by abuse.
- Supporting and supervising those who pose a risk to children or adults at risk, implementing 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 in need of protection and could not safely attend our church, we will ensure that they continue to be offered pastoral care and will signpost them to appropriate agencies for support.

Name:

(on behalf of the church leadership)

Signed:

Date:

APPENDIX 10 - HIRERS AND USERS OF CHURCH PREMISES

Individual one-off users of church premises must adhere to the Safeguarding requirements of Trinity United Reformed church and be aware of this policy and procedures.

All commercial groups using church premises must obtain from their paid staff or volunteers, a signed Confidential Declaration and satisfactory enhanced disclosure certificate from the Disclosure and Barring Service. All adult volunteers working with children and young people are required to undergo a check by the Disclosure and Barring Service, in accordance with the Good Practice 4. The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

INSURANCE

Commercial hirers should refer to Section 8.211 of [Good Practice 5 - Safeguarding \(urc.org.uk\)](http://urc.org.uk) and complete Form 1 of this document.

Form 2 should be completed for individual one-off bookings.

If it comes to the attention of the Joint Church Secretaries or the Safeguarding Co-ordinator that the person responsible for the booking (whether commercial or individual one-off) has contravened the Safeguarding Policy, the church has the right to cancel the booking and/or refuse future bookings by that person.



TRINITY UNITED REFORMED CHURCH, WIMBLEDON

SAFEGUARDING CHILDREN AND ADULTS AT RISK

FORM 1 – COMMERCIAL HIRE OF CHURCH PREMISES

Trinity United Reformed Church has a Policy and Procedure for Safeguarding Children and Adults at Risk, which can be viewed on the Church website, www.trinitywimbledon.org. Your booking agreement is conditional upon you complying with the requirements of this procedure.

You are required to ensure that children and adults at risk are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this. In particular, this means that:

- You will provide the church with a copy of your organisation's Safeguarding Children/ Safeguarding Adults at Risk policy, and review and update it annually.
- You will recruit all current paid and voluntary workers who have regular and direct contact with children and adults at risk, by obtaining from them and storing confidentially and indefinitely, a signed Confidential Declaration, and obtaining satisfactory enhanced disclosures from the Disclosure and Barring Service.
- You will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/adults at risk, and update it annually.
- You will always have at least two leaders in any group of children and young people, no matter how small the group.
- No person under the age of 18 years will be left in charge of children of any age.
- No child or group of children or young people should be left unattended at any time.
- A register of children or adults attending the activity will be kept. This will include details of their name, address, date of birth and next of kin.
- You will immediately (within 24 hours) inform the Church Safeguarding Co-ordinator of
 - (a) any allegations of abuse or causes of concern relating to members or leaders of your organisation, and
 - (b) any known offenders seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The **Church Safeguarding Co-ordinator** is: **Miss Cathy Dundee**

Tel: (020) 8946 7044

Email safeguarding@trinitywimbledon.org or cathy_dundee@hotmail.co.uk

Declaration:

I have read and agree to abide by the Safeguarding Children and Adults at Risk Policy and Procedures of Trinity United Reformed Church and I will show evidence of this to the Safeguarding Co-Ordinator if required.

I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed:

Designation:

Organisation:

Date:



TRINITY UNITED REFORMED CHURCH, WIMBLEDON
SAFEGUARDING CHILDREN AND ADULTS AT RISK

FORM 2 – INDIVIDUAL ONE-OFF BOOKINGS OF CHURCH PREMISES

Under the Children Act 1989 we are obliged to draw your attention to the following:

If there are children on the premises during your booking time, please read the following carefully and ensure that you comply with the requirements.

- You are responsible for the children in your care and are required to ensure that all children and adults at risk are protected at all times, by taking all reasonable steps to prevent injury, loss or damage occurring and that you carry full liability insurance for this. You must ensure that children must not wander out of the Hall/Church.
- You are primarily liable for any accident or injury which arises from their activities whilst using the premises and must report all accidents in the Accident Book (kept in the Church Office) before you vacate the premises.
- You must not leave children alone without adult supervision at any time.
- There must be at least two adults with the children, no matter how small the group.
- No person under the age of 18 should be left in charge of any children of any age.
- Please make sure that hot drinks or any object which might cause injury to children are kept out of reach.
- Children must not be allowed to climb on furniture or on the window sills.
- Please keep children out of the kitchen.
- If using any play or electrical equipment there must be adult supervision at all times and the equipment must be well maintained and suitable for use in the Centre.

Insurance, Health & Safety Information

You are advised to check your Household Insurance Policy to ensure that it includes liability cover for the children's party and any activities at your function. In the case of Bouncy Castles, as well as checking with your house insurer, the hirer may offer cover.

A First Aid box is located in the kitchen and Church Office of the Mansel Road Centre, and vestibule of the church. Any accident that happens on the premises should be reported in the Accident Book (kept in the Church Office).

If you have any concerns regarding the abuse of children contact the **Church Safeguarding Co-ordinator: Miss Cathy Dundee**
Tel (020) 8946 7044
Email safeguarding@trinitywimbledon.org or cathy_dundee@hotmail.co.uk

Declaration

I have read and agree to abide by the above guidelines which form part of the Safeguarding Children and Adults at Risk Policy and Procedures of Trinity United Reformed Church.

I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed:

Designation:

Date:

APPENDIX 11 - KEY CONTACTS

Safeguarding Co-ordinator

Cathy Dundee

Tel. (020) 89467044; Mobile: 07710 096866

Email safeguarding@trinitywimbledon.org or cathy_dundee@hotmail.co.uk

Safeguarding Link Person – Children (the person to whom all concerns or allegations should be addressed)

Mrs Margaret Tulloch

Tel. (020) 8947 5758; Email margaret.tulloch@phonecoop.coop

Safeguarding Link Person – Vulnerable Adults (the person to whom all concerns or allegations should be addressed)

Mr Andrew Sutton

Tel. (020) 8542 8914; Email noo217@yahoo.co.uk

Church Administrator

Mrs Elizabeth Scharinger

Tel: (020) 8947 9281 Mobile: 07710 096866

Email office@trinitywimbledon.org

Joint Church Secretaries

Mrs Catherine Paul

Mr Sam Elliot

Tel: (020) 8947 9281

Email churchsecretaries@trinitywimbledon.org