



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

Safeguarding Policy
Children & Adults

Cumnor United Reformed Church

Wessex Synod

(This policy last updated in November 2018)

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• Introduction

Safeguarding is taken seriously by **Cumnor** United Reformed Church.

We acknowledge both adults and children's right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that, in accordance with legislation, the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice.

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

We will implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent and to be alert to such abuse.

We will appoint a Safeguarding Coordinator and Deputy Safeguarding Coordinator who will have specific responsibilities for safeguarding, although we recognise that safeguarding is a whole Church responsibility.

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

We will follow a safer recruitment process for the selection and appointment of people to work with children or adults in need of protection, whether voluntary or paid, lay or ordained.

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

We will use rigorous and careful supervision to protect people from the risks associated with known offenders within and associated with the Church, including implementing contracts with known offenders and those who have been assessed as posing a risk, which could include partners of offenders.

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

All concerns and allegations of abuse, including domestic abuse, will be responded to appropriately, including referring to the Police and Social Care if necessary, either Children's or Adult services.

We will co-operate with the Police, Children's and Adult's Services in any investigation, will follow multi agency decisions and will maintain confidentiality of any investigations to those directly involved.

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

Our statement of safeguarding Principles is attached as Appendix 1

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

Name: **Nigel Appleton**
Contact phone number: 01865 883515
Email address: AppletonN@aol.com

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

Name: **Mary Vincent**
Contact phone number:
Email address: m.colegrove@btinternet.com

Sources of advice, guidance, and support

Synod Safeguarding Officers (Child and youth specific)

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

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

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

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

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

NSPCC Tel: 0808 800 5000

Children services

Oxon County Council, Children's social care department. Tel: 0345 050 7666

Out of hours. Tel: 0800 833408

Adult services

Oxon County Council, Adult social care department. Tel: 0345 050 7666

Out of hours. Tel: 0800 833408

• **Aim and purpose of this Policy**

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

Who this policy applies to

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

- to those who attend our church/place of worship;
- to our Trustees and employees (both paid and voluntary)
- to organisations who hire our buildings and who, under exceptional circumstances and with prior agreement of the trustees, agree to operate under the Church safeguarding policy.

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

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

Children refers to those under the age of 18 years.

Duty of care and confidentiality

We have a duty of care to beneficiaries of the Charity, either adults at risk or children.

We will maintain confidentiality except in circumstances where to do so would place the individual or another individual at risk.

Conditions for Hirers

Organisations wishing to hire our building for activities with children or adults at risk must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement. If they have their own safeguarding policy, they will be asked to sign a statement to that effect. If they do not have their own safeguarding policy, the Church will require them to adopt one before agreeing to the hire (e.g. by referring them to www.nspcc.org.uk/preventing-abuse/safeguarding/ for guidance). In some exceptional cases, the Church may agree to a small organisation adopting the Church safeguarding policy and procedures.

● Preventing abuse

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

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

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

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

● Work planning

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

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

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

• **Adult to child ratios**

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

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

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

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

Outdoor activities

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

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

• **Good practice with colleagues**

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

• **Parental consent and responsibility**

Consent form (Appendix 6)

Cumnor URC recognises the responsibility of parents/carers as defined in the Children Act 1989

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

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

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

- The child/young person's details, name, address and date of birth
- Details of each person with parental responsibility, together with an alternative contact in an emergency
- Any particular instructions concerning the child or young person - e.g. who will collect after the activity
- Any instructions attaining to medical, dietary or specific needs/limitations, etc.
- Permission for the inclusion of the child or young person to be included in any photographs or films, which may be for used within the premises of **Cumnor** URC, or in the local press, or on church related websites.
- Permission for workers to communicate directly with young people by way of text, email or social media platforms, in accordance with good practice.

- **Disputes between parents and youth and children's work leaders**

An appointed Elder/trustee, who is not directly involved in the day-to-day running of the activity, is appointed for all youth and children's activities. The role of the appointed Elder is to occasionally attend the activities, providing encouragement and support to the leaders, and provide feedback to the Elders' meeting.

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

- **Risk assessments**

Risk assessments are required to be undertaken for all activities organised by **Cumnor** URC, by the organisation's leadership teams. Additional advice can be sought from the **Cumnor** URC Health and Safety Advisor. In the case of regular weekly activities, a risk assessment will be drawn up and reviewed bi-annually.

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

Cumnor URC risk assessments will be filed according to the URC Document Retention Policy, a copy of which can be obtained from the organisation main leader.

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

Cumnor URC recognise social networking is widely used by young people and adults and that different platforms will vary in popularity from time to time and the church needs to establish and maintain the appropriate links.

Personal Accounts

Workers, paid or voluntary are not barred from using social networking sites, nor does **Cumnor URC** determine whether as individuals they should have under 18 year olds as 'friends' on their personal accounts. However, clear demarcation is required between those individuals we know personally and those we know because of the roles undertaken within the church, in which comes a duty of care and responsibility.

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

Workers, paid or voluntary, should not accept young people as 'friends' (or equivalent) on their personal accounts who they **only** know through the work they undertake for **Cumnor URC**, and should never accept anyone as a friend if they know their account has been set up fraudulently (such as incorrect date of birth to start an account prior to turning 13 years of age). Workers, paid or voluntary, should consider carefully whether to accept 'friend' requests (or equivalent) from adults that are considered 'at risk'.

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

Church Organisation Accounts

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

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

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

Leaders and volunteers should never 'ask' to join any young person's individual account. Paid workers might choose to set up a 'Youth Work' account, but careful consideration needs to be taken to ensure that this is sufficiently transparent (provide a group of

individuals with the login details), and that it does not contravene the terms and conditions of the site (*some sites do not permit an alias*).

Use of the internet

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

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

No church information or activity will be uploaded to “You-Tube” or similar sites – the only accepted repository is the **Cumnor** URC website - <http://www.#####.org.uk/>. Parents attending events will be advised that they may upload images of their own children, but not of others, without the authority of the relevant parent.

Text messaging

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

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

Text Messaging will be limited to the hours of 8:00 am to 9:00 pm. So far as possible, text messages should not be deleted. They may be archived to PC’s or off-line storage, provided a record is maintained.

- **Photography**

All photography and storage of imagery complies with **Cumnor** URC’s Photography policy which can be found in Appendix 7.

- **Extra-curricular activities**

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

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

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

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

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

How to recognise abuse

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

If a child trusts an adult/or other child enough to disclose abuse it is vital s/he is taken seriously and is crucial that all workers are aware of how to respond. It is important to explain to children that confidentiality cannot be promised, when they make such disclosures, and depending on the circumstances, it may be necessary to get other people involved to help if they or someone else, is being harmed or is at risk of being harmed.

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

Do:

- Stay calm
- Let the child talk and listen attentively, giving the child your complete attention
- Accept what is said without judgement
- Reassure the child that they are right to share these sort of things
- Seek medical attention if necessary

- Reassure the child that you will make sure that they will be supported during the difficult time to come
- Tell the child that they are not to blame for the abuse they have suffered
- Explain what you will do next

Do not:

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

If abuse is discovered, disclosed or suspected:

- Consult your church's safeguarding coordinator*, deputy co-ordinator* or the Synod Safeguarding Officer in the first instance (*if either of these are implicated, only discuss the matter with the co-ordinator who is not implicated). Do not discuss the situation with anyone else in the church unless they have a safeguarding remit with the church, for example, the minister for pastoral matters.
- If the child is at risk if they were to return home, contact Children's Services/Social or the police.
- Record conversations as soon as possible and certainly within 24 hours.
- Make a written record of the allegation, disclosure or incident and sign and date this record (using the template in Appendix 13). This should be given to the Church Safeguarding Coordinator. Any such records will be stored securely in a locked filing cabinet.
- Keep copies of handwritten notes made at the time, even if these are subsequently typed up.
- Do not delay.
- Do not act alone.

Procedure in the event of a concern of abuse

Cumnor URC recognises the need to refer concern to, and consult with, the Church Safeguarding Co-ordinator as laid out below. There may be occasions where this is not possible, because of the need for immediate action/decision which will need to be taken by the worker present. Actions taken/decisions made, will need to be reported to the Church Safeguarding Co-ordinator as soon as practically possible.

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

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

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

If an allegation is regarding someone from within the Church

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

If an allegation is regarding a Church worker

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

Referral criteria

It is essential that local Churches know how to manage allegations of abuse against workers. We endorse and follow the guidance issued in *'Working together to safeguard children*

2015' which details clear criteria for the referral, by churches, of concerns about workers' (paid and unpaid, lay or ordained) to the Local Authority Designated officer (LADO). Referrals can also be made to the police.

LADO Telephone number: Safeguarding Team: 01865 810603

LADO Email: LADO.SafeguardingChildren@Oxfordshire.gov.uk Schools

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

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

These procedures may also be used where concerns arise about:

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

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

Concerns outside the referral criteria

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

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

Who should be informed of a referral?

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

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

The worker concerned should be informed as soon as possible after consultation with the LADO, with due regard for protecting evidence. A decision about who should inform the worker will be made in consultation with the LADO and the Synod Safeguarding Officer.

Disclosure and Barring Service (DBS)

In accordance with the law, a referral will be made to the DBS if the church withdraws permission for an individual to engage in work with children or adults at risk or would have done so had that individual not resigned, retired, been made redundant.

- **Concerns / Complaints regarding this policy**

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

(Church Secretary): Mrs Briony Newport Tel No: _____

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

- **Review**

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

Date of most recent review: 28th November 2018 _____

Date of next review: 1st December 2019 _____

Name: Briony Newport

(Church secretary on behalf of the Church Trustees) _____

Signed: _____

Date: _____

Appendix 1 – Safeguarding Policy Statement

Cumnor United Reformed Church Safeguarding Policy Statement

The following statement was agreed by the Trustees of **Cumnor** United Reformed Church Charity

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

- We believe that all children and adults in need of protection should know that they are valued within the Church and safely enjoy and have access to every aspect of the life of our place of worship.
- We recognise the personal dignity and rights of children and adults in need of protection (for example as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child).
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults in need of protection.
- We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living.
- We recognise that Children’s Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Adults Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult in need of protection.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Local Authority Designated Officers have responsibility to deal with all allegations and concerns about people working with children and adults in need of protection whether they are interacting with them as paid or volunteer workers and whether they are lay or ordained.
- Safeguarding is a whole Church responsibility.

We are committed to:

- Following relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults in need of protection.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Building constructive links with relevant Voluntary and Statutory Agencies.
- Taking all reasonable steps to ensure that as a place of worship all will work within the agreed procedures of our safeguarding policies.
- Supporting the Safeguarding Coordinator and Deputy in their work and in any action they may need to take in order to protect children and adults in need of protection.
- Exercising proper care, following safer recruitment principles, in the appointment and selection of all those who work with children and adults in need of protection, be they volunteer or paid employees, lay or ordained.
- Supporting, supervising, resourcing and training all those who undertake work with children and adults in need of protection.
- Taking all reasonable steps to ensure that the children and adults that we have contact with know that they are valued and are empowered to tell us if they are suffering harm.
- Reporting any abuse of children or adults in need of protection that we discover or suspect.
- Supporting all in our place of worship affected by abuse.
- Supporting and supervising those who pose a risk to children or adults in need of protection, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount
- If an assessment is made that someone poses an unmanageable risk to those that are vulnerable and in need of protection and could no longer safely attend our place of worship we will ensure that they continue to be offered pastoral care and will also be signposted to appropriate agencies that could support them

Name:

(Church secretary on behalf of the Church leadership)

Signed:

Date:

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

Click [here](http://www.urch.org.uk/images/safeguarding/SafeguardingDocuments/GP4-Appendix-A2.pdf): <http://www.urch.org.uk/images/safeguarding/SafeguardingDocuments/GP4-Appendix-A2.pdf>

Appendix 3 – Recruitment Policy

Please refer to: <http://wessexsynodurc.org.uk/employment/> with particular reference to para 2.2 of the Employment Guide for URC churches as detailed below:

2.2 Selection and Offers

Ensure the **assessments** of candidates are recorded and are made objectively, with a consistent scoring system, against the requirements specified in the job description and person specification. Only ask questions at interview which are relevant and appropriate for the job. Keep all recruitment documents, including assessment sheets, application forms/c.v.'s etc. of unsuccessful candidates for 12 months in case of any claims made, such as for discrimination. Details on the application process available from the website.

The offer should be conditional, subject to certain requirements, such as:

- The job may be involved with children, young or vulnerable persons. In this case, a check may need to be carried out by the Disclosure and Barring Service – **DBS**. There is usually an appointed person in the Church who can assist with this. Alternatively, a Basic Disclosure from Disclosure Scotland could be obtained. See <http://www.disclosurescotland.co.uk/basicdisclosureonline/index.htm> for details.
- All prospective employees must be checked for **eligibility to work in the UK**. The only defence by an employer against conviction for employing an illegal worker is if they can show they checked and retained copies of certain original documents belonging to the prospective employee. All information relating to employers' responsibilities in preventing illegal working is found on the gov.uk website at www.gov.uk/check-job-applicant-right-to-work . An offer may be made conditionally on the provision of acceptable documentation.
- The offer of employment may be made subject to provision of satisfactory **references**. Such references are provided in confidence. However, it should be noted that most employers are reluctant to provide anything other than limited factual information rather than opinions. Under the Equality Act 2010 it is illegal to ask for health or medical information unless it is for very specific reasons, such as to establish if a person can carry out a function which is essential and 'intrinsic' to the job, or if adjustments are necessary to enable a person to attend an interview and/or be assessed fairly. However, it is legally acceptable to ask such questions once an offer has been made or the employee has commenced employment.
- Offers of employment often include the requirement to satisfactorily complete a **probationary period**. Such periods are usually three or six months, with reviews during the period and on completion. They may be extended by the employer where it is felt that an extended period would be helpful in making a decision. Whilst it provides a focus for assessment, probationary periods do not diminish an employee's normal statutory rights, such as notice, paid holidays, Statutory Sick Pay, National Minimum Wage/Living Wage, discrimination etc.
- Remember that once an offer is made and accepted, whether verbally or in writing, then a contract has been formed and to subsequently withdraw or change it without agreement could be a breach of contract.

- Any rate of pay for a worker must be at least at the level of the **National Minimum Wage (or National Living Wage for employees aged 25 and over from 1st April 2016) and preferably at the Living Wage**. Prevailing statutory minimum hourly rates can be found at <http://www.hmrc.gov.uk/payepayroll/day-to-day/nmw.htm> .
- There is a statutory minimum annual entitlement to **paid holidays** which is 5.6 weeks per annum. This can include the (usually) eight Bank/Public holidays. Hence, for someone working a 5 day week, this would be 28 days, including Bank/Public holidays. For part time staff, this should be calculated pro rata. This may be expressed in hours rather than days if it is more convenient. The rules relating to statutory paid holidays are contained within the Working Time Regulations and guidance for employers is available at www.gov.uk.
- **The Working Time Regulations** also explain the rules relating to minimum requirements of other aspects of employment such as working time limits ('48 hour week'), time off, rest breaks and night work.
The basic rights and protections are:
 - A limit of an average 48 hour week (but an opt-out is currently available)
 - At least 11 hours rest each day
 - At least one day off per week
 - An in-work rest break of at least 20 minutes if 6 hours or more are worked
 - A right to a minimum amount of paid holiday (see above)
 - Maximum 8 hours work in 24 for night workers plus right to health checks

Note that special rules apply to young workers including a maximum of 8 hours work per day, a minimum 12 hours daily rest, weekly rest of two days per week and a 30 minutes break after 4.5 hours' work.

Appendix 4 – Lone Working Policy

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

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

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

the specific nature and implications of ‘one-to-one’ work. These assessments should take into account the individual needs of the child/young person and the individual worker and any arrangements should be reviewed on a regular basis.

This means that workers should:

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

Appendix 5 – Behaviour Policy

Behaviour Management Agreement

At Cumnor URC “Every Child Matters”

This policy is grounded in the mission statement of the church, we believe that the way we manage behaviour should be in a way that does not contradict this.

Journeying together in faith

We believe that God loves everybody and that anybody can have a relationship with God if they wish. As a church, we seek to encourage people wherever they are on their journey of faith through worship, prayer and a supportive community of friends. We are all different, but we are joining together on the exciting adventure of knowing Jesus and seeking his purposes in our lives.

Philosophy

We have a positive approach to behaviour management. Self-esteem and confidence are promoted and boundaries clearly set within a happy and enabling environment.

Principles

There is a consistent approach which is communicated to all workers, children, parents and church members, incorporating the Children’s Charter of Rights, Respects and Responsibility.

We will:

- work closely with parents
- provide positive role models
- treat everyone with respect
- value everyone equally
- recognise and praise good behaviour
- build co-operative and collaborative relationships
- have high expectations of behaviour
- encourage children to take responsibility for their own behaviour
- encourage everyone to do their best
- listen to, and be sensitive to the needs and rights of all children and young people

We emphasise the positive, there are however, sanctions to give children and young people clear boundaries.

Expectations

- Enjoy yourself and work together to ensure others enjoy themselves
- Participation in all activities, including domestic tasks
- Respect for other people, their property and belongings
- Be polite and courteous respecting personal space
- Avoid using intimidating behaviour, or bad language
- Respect and listen to all members of the staff team
- Abide by the rules of the group/activity

- To only bring items to activities that have been authorised – strictly no, alcohol, drugs or tobacco

Sanctions for breach of expectations

- Warnings issued to children and young people on individual behaviour.
- Individuals can be exempted from activities if behaviour does not improve.
- Parents will be contacted if poor behaviour continues.
- Ultimate sanction will be that individuals will need to be collected and removed from the activity.

We have read the behaviour policy together and understand all the expectations and procedures.

Parent: _____ Date: _____

Participant: _____ Date: _____



Appendix 6 – Consent Form

Details of participant

Full name: _____

Address: _____

Gender: Male / Female Date of Birth: _____

Doctor's name, address & telephone number: _____

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

Any medication currently being taken:

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

Any additional needs (eg special dietary requirements, disability etc):

National Health Number: _____ Blood Group: _____

Date of last anti-tetanus injection: _____

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

Contact details of parent/carer

Name: _____

Address: _____

Home phone: _____ Other phone: _____

Email address: _____

(Consent form continued)

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

Name:

Home phone: Other phone:

Address:

Details of alternative emergency contact

Name:

Home phone: Other phone:

Event details

Name of group (or event):

Venue: Date(s) of event:

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

If not, who will collect them?

General consent

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

I give consent for to attend and participate in the

Normal activities of the above group/event. I acknowledge the need for them to behave responsibly and to take note of any safety instructions.

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

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

Signed: Date:

(Consent form continued)

Photography and video

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

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

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

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

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

Signed: _____ Date: _____

Electronic communication

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

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

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

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

Signed: _____ Date: _____

Appendix 7 – Photography

Please see information on pages 56 & 57 of <http://www.urc.org.uk/images/safeguarding/GP4-Safeguarding-Pack-2015w.pdf> paragraph 'Filming and Photography'.

Appendix 8 – Code of Conduct

Please refer to: <http://www.urc.org.uk/images/safeguarding/SafeguardingDocuments/GP4-Appendix-A3.pdf>

Appendix 9 – Definition of Abuse in Children

Please refer to: <http://www.urc.org.uk/images/safeguarding/SafeguardingDocuments/GP4-Appendix-A4.pdf>

Appendix 10 – Definition of Abuse in Adults

Please refer to: <http://www.urc.org.uk/images/safeguarding/SafeguardingDocuments/GP4-Appendix-A5.pdf>

Appendix 11 – Signs of Possible Abuse – Children

Please refer to <http://www.urc.org.uk/images/safeguarding/SafeguardingDocuments/GP4-Appendix-A6.pdf>

Appendix 12 – Signs of Possible Abuse – Adults

Please refer to: <http://www.urc.org.uk/images/safeguarding/SafeguardingDocuments/GP4-Appendix-A7.pdf>



Appendix 13 Incident Recording Form

Basic information

Date and time of incident: _____

Date on which this report was written: _____

Your full name: _____

Full name of child, young person or adult concerned: _____

Address, if known _____

Date of birth, if known _____

Location / Situation: _____

Other people present: _____

Record of incident:

- Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.
- Record what you said as well as what the child, young person or adult said.
- Include details such as tone of voice, facial expression and body language.
- If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.

Signed: _____ **Dated:** _____
(person who wrote this report)

Who has been spoken to about the incident?

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

Local Church Safeguarding Coordinator:

Synod Safeguarding Officer:

Children's / Adult Services:

Police:

NSPCC:

Parent/Carer:

Child:

Other (name, role and organisation):

.....

Feedback and follow up actions:

Signed: **Dated:**

Position held in the Church

Signed: **Dated:**

Position held in the Church