



***Promoting* Safeguarding**
***Preventing* Abuse**
***Protecting* The Vulnerable**

Safeguarding Policy ***Children & Adults***

St. Andrew's United Reformed Church, Cheam

May 2015

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Approved and adopted at Elders' meeting on 5th May 2015

Our commitment

St Andrew's United Reformed Church seeks to serve the needs all of children, young people and adults who are involved in any activities held on the church's premises, aligning all it does with God's purpose, by promoting their development and welfare; acknowledging their right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs and protecting their human rights

In doing so, St Andrew's takes safeguarding very seriously and aims to ensure that all are welcomed into a safe, caring, Christian environment with a happy and friendly atmosphere.

St Andrew's recognises that it is the responsibility of each one of its staff, paid and unpaid, to prevent the neglect, physical, sexual or emotional abuse of children, young people and vulnerable adults and to report any abuse discovered or suspected.

St Andrew's recognises its responsibility to implement, maintain and regularly review procedures, which are designed to prevent and to be alert to such abuse.

St Andrew's will organize activities in such a way as to promote a safe environment and minimise the risk of harm to children, young people and adults.

St Andrew's is committed to a safe recruitment process and to support, resource, supervise and train those who work with children, young people and vulnerable adults.

St Andrew's will follow legislation, statutory guidance and recognized good practice and will be committed to maintaining good links with the statutory child care authorities and the Churches' Child Protection Advisory Service.

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

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

The Safeguarding Co-ordinator and her deputy are the persons to whom all concerns or allegations should be addressed. They can be contacted as detailed below:-

Co-ordinator: **HEATHER SAINT**

Tel: **01372 749612**

Email: **confidential.safeguarding@standrews-cheam.org.uk**

Deputy: **BETTY NTOW-ANINKORA**

Tel: **01737 351195**

Email: **deputy.safeguarding@standrews-cheam.org.uk**

Aim and purpose of this Policy

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

Who this policy applies to

This policy applies to those who attend our Church/place of worship, our trustees, staff (both paid and volunteer) and the principles of this policy apply also to those who hire our building after it is approved and adopted by the Elders.

Children, young people and parents/carers and all affected by this policy will be informed of it and be advised that it is available to be read in the Church Office.

‘Children’ refers to those under the age of 11 years.

‘Young people’ refers to those between 11 and 18 years.

‘Adults’ means vulnerable adults ie. over the age of 18 years

CHILD PROTECTION PROCEDURES

1. **Appoint two Safeguarding Coordinators.** These Coordinators should be appointed who have responsibility for overseeing the policy and the way it is put into practice. These people will also be responsible for ensuring that child protection issues are reported to the relevant authorities (**See Appendix 5**).
 - The Elders’ meeting will ratify the appointments
 - A Coordinator should be someone with experience of working in children/youth/social service context

- The person must be capable of being sympathetic to all ages of children and adults but objective in the pursuance of their task – with an ability to cope with the shock and upset abuse allegations may produce
- The person must be able to act confidentially, speedily and decisively, relating well to statutory authorities, parents/carers etc
- The person must be willing to undergo training in procedures and be prepared to brief staff and the church and elders' meeting on appropriate local polices and review St Andrew's procedures

2. **Have policies and procedure on the management and supervision of all activities**

- Ensure that clear guidelines exist for each activity and that appropriate training is provided
- Ensure that a risk assessment is developed for each activity that addresses child protection as well as other safety issues
- Ensure that working links are maintained with Synod, Social Services and CCPAS

3. **Plan work to minimise situations where the possibility of abuse of young children or adults may occur**

- Activities will be organised in accordance with URC good practice guidelines so as to promote a safe environment and minimise opportunities for harm
- Appropriate consent forms will be used for activities with children and vulnerable adults, appropriate records will be kept (see URC Record Keeping policy for further details), and adequate insurance will be in place for each event
- 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 about benefit to the adult as to the child or young person
- Ensure that all people working with children do not meet a child off St Andrew's Church premises without a parent or other adult carer being present
- Always have at least two adults present with a group, particularly when it is the only activity taking place on St Andrew's Church premises
- Always ensure appropriate ratios of leadership to children are observed according to age and gender

- Never take a group off the premises with fewer than two adults
 - Think about the use of premises
 - It is good practice to keep a record of each activity/session. This record should include a register of children, young people and staff and details of any significant incidents.
 - Where children and young people have to be transported by car or minibus arrange, as far as possible, to have more than one passenger in the vehicle and that children are seated in the back seats of the vehicle.
 - Ensure that children leaving the premises do so only in the presence of adults known to have permission to be with them.
4. **Give all staff and volunteers clear roles**
- Abuse of children and adults is most easily concealed where there is confusion amongst adults about roles and responsibilities for the protection of children and adults
 - Volunteers should have a clear idea of what is expected of them through a job description and person specification
 - All staff and volunteers should be aware that their contact with children and adults in the course of their work at St Andrew's Church puts them in a relationship of trust ie in a position of power or influence over another by virtue of their work or the nature of the activity
 - No relationships should be encouraged in which either the child or the adult could be at risk
5. **Carry out the full recruitment procedure for all - Staff and Volunteers**
- St Andrew's is committed to safe recruitment and selection of all paid staff and volunteers. We will ensure that these procedures are followed for all paid staff and, where appropriate, volunteers and which include:
 - Asking applicants to complete an application form
 - Obtaining -Disclosure and Barring checks
 - Taking up two references (not family) and
 - Interviewing candidates
 - Training in safeguarding will be provided and volunteers and paid staff will be given support and supervision in their role
 - All trustees, paid staff and volunteers work within the 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.

6. **Implementation of policy and procedures for dealing with abuse or suspected abuse**

- If we become aware of someone known to have harmed children or adults in our congregation, we will inform the designated Safeguarding Co-ordinator (or in his/her absence the Deputy) who will contact the Synod Safeguarding personnel and co-operate with them **and** the relevant statutory agencies to put in place a plan to minimise the risk of harm to children and adults
- Organisations wishing to hire our building for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement

7. **Recognising possible abuse**

- The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at Appendix 3. The definitions of abuse in relation to adults is attached as Appendix 4
- 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 included in Appendix 3 and in relation to adults in 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

8. **What to do if there is an allegation**

If a child, young person or adult makes an allegation or disclosure of abuse against an adult or another child or young person, under no circumstance should a worker carry out their own investigation into an allegation or suspicion of abuse. 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 the Safeguarding Co-ordinator (or in his/her absence the deputy) as soon as possible (if he/she is implicated in the allegation, then refer to the other or to Synod safeguarding personnel)
- The Coordinators will then follow the guideline set out in Appendix 5
- Make a written record of the allegation, disclosure or incident and sign and date this record (see Appendix 6). Any such records will be stored securely in a locked filing cabinet

9. **Implement and issue guidelines to all working with children and adults on how to deal with abuse**

- Ensure that all staff receive a copy of this document as part of their induction
- Arrange training sessions for all staff and volunteers working with children. It is recommended that a record is kept of training and that refresher training takes place regularly

10. **Pastoral Care**

- St Andrew's is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the church
- When someone attending the church is known to have abused children, or is known to be a risk to vulnerable adults St Andrew's will arrange for the supervision of the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep

11. **Duty of care and confidentiality**

We have a duty of care to beneficiaries of the charity, either adults or children. All paid staff and volunteers will follow and sign the agreed Code of Conduct in Appendix 1 (Children) and Appendix 2 (Adults). We will maintain confidentiality except in circumstances where to do so would place the individual or another individual at risk.

12. **Complaints**

Should anyone have any concerns or complaints please contact

Nigel Macdonald Tel: 01372 720853 Email church.sec@standrews-cheam.org.uk

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

Any written complaint will be responded to within 10 days.

13. Review

This policy should be reviewed by the Safeguarding Co-ordinator, her deputy and the elder responsible for safeguarding annually, then approved and adopted by the Elders' Meeting in September each year.

Appendix 1.

Code of Conduct for working with children or young people

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

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

- Do treat all people with dignity and respect.
- Don't abuse the power and responsibility of your role. Don't belittle, scapegoat, put down, or ridicule a young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo).

- Do act inclusively, seeking to make all people feel welcome and valued.
- Don't exclude other children or workers from conversations and activities unless there is a good reason.

- Do treat people with equal care and concern.
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc.) or encourage excessive attention from a particular child (e.g. gifts).

- Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently.
- Don't threaten or use sanctions which have not been agreed or make empty threats.

- Do refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences.
- Don't feel you have to deal with every problem on your own.

- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact.
- Don't use physical restraint except as a last resort to prevent injury. This should be the use of minimum force.

- Do relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk.
- Don't spend time alone with children out of the sight of other people and without the knowledge of someone in leadership.

- Do make sure that any electronic communication is done with parental consent, and in a way which is transparent, accountable and noted / recorded and adheres to safeguarding policies.
- Don't keep communication with children secret, while still respecting appropriate confidences.

- Do have a designated photographer to take, store and share photos of your group's activities, in line with people's consent and URC good practice guidelines.
- Don't take photos and video without consent
- Do use physical contact wisely - it should be:
 - in public
 - appropriate to the situation and to the age, gender and culture of the child.
 - in response to the needs of the child, not the adult.
 - respectful of the child's privacy, feelings and dignity.
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual.
- Do respect children's privacy.
- Don't assume that children should tell you anything you ask just because you are a worker.
- Do respect the right of children to wash, change and use the toilet in private.
- Don't walk in unnecessarily or unannounced/
- Do listen to children and do tell the safeguarding officer if you have any concerns about a child's welfare.
- Don't promise to keep something secret if it is about children at risk of harm, but only tell those who need to know.
- Do respect and promote the rights of children to make their own decisions and choices.
- Don't work in ways that put your needs and interests before those of the children you work with.
- Do respect and encourage respect for difference, diversity, beliefs and culture.
- Don't discriminate or leave discrimination or bullying unchallenged.

I agree to abide by the above code of conduct while working with children & young people on behalf of St Andrew's United Reformed Church, Cheam

Name of worker: _____

Signed: _____

Date: _____

Appendix 2

Code of Conduct for working with adults including 'Vulnerable Adults'

NOTE

The definition of Regulated Activity relating to adults does not label adults as 'vulnerable'. It identifies the activities which, if any adult requires them, lead to that adult being considered vulnerable at that particular time. There are four categories

- (i) Providing personal care
- (ii) Assistance with cash, bills and/or shopping
- (iii) Conveying
- (iv) Assistance in the conduct of a person's affairs

This definition doesn't apply to people who are considered to be 'friends' which is likely to be the case if these activities are provided by church members, unless it is a specific part of their role.

All workers need to agree to the following code of conduct

Relating to adults

- Do treat all adults with dignity and respect and have regard to their individuality
- Don't belittle, put down or ridicule on an ongoing basis
- Do treat all adults equally and inclusively and do not discriminate on grounds of age, gender, race, religion, cultural background, sexuality, disability etc
- Do discourage aggressive or threatening behaviour
- Do not use physical contact which could be misconstrued as aggressive or sexual
- Do listen to any complaint, follow it up and if it relates to safeguarding report to the person responsible for safeguarding
- Do assist 'vulnerable' adults to make their own decisions and enable them to carry them out safely
- Do intervene in behaviour which is dangerous to the vulnerable adult or to others

When working together in a team

- Do work as a team, respecting the different roles, fulfilling your 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 adults including 'vulnerable' adults on behalf of St Andrew's United Reformed Church, Cheam

Name of worker: _____

Signed: _____

Date: _____

Appendix 3

What is abuse and neglect and signs of these - 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.

Physical Signs of possible abuse 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.
- Most common example – Beverley Allet – a nurse convicted of murder and actual bodily harm in the 1980's.

Female Genital Mutilation

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

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

Emotional abuse

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.

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

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.

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

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.

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

What is abuse and signs of 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 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.

Signs are:

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Psychological or Emotional Abuse

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

Signs are:

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia
-

Sexual 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.

Signs are:

- Pregnancy in a woman who is unable to consent to sexual intercourse

- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

Neglect, or Act of Omission

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

Signs are:

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Financial or Material Abuse

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

Signs are:

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Discriminatory Abuse

This is the inappropriate treatment of a vulnerable adult 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.

Signs are:

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Institutional Abuse

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

Signs are:

- 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

Procedure in the event of concern for Coordinator action

If there is an immediate threat of harm, the Coordinator will contact the Police.

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

- The concern will be discussed by the Safeguarding Coordinators 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 6. 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, 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.

Who to contact in the case of a Child

Children's Social Care Department

MASH 0208 649 0418

Out of Hours –Children's Emergency Duty Team 0208 770 5000

Who to contact in the case of a Vulnerable Adult

Adult Social Care Department

Adult Social Care Dept 0208 770 6080

Out of Hours – Adult Emergency Team 0208 770 5000

If the allegation is regarding a member of staff or volunteer

The Local Authority Designated Officer (LADO) will be contacted. A decision will be taken about when to inform the member of staff or volunteer. The timing and method will be discussed and agreed with the LADO.

LADO

Nefertiti Logan 0208 770 4532

Administrator Fiona Hines 0208 770 4534

For any further local guidance:

Reviewing and Safeguarding Manager - Jean Kelly 0208 770 4264

Further action: In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS) if the church withdraws permission for an individual to engage in work with children OR would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not working with children because the employer believes that the individual has engaged in relevant conduct or satisfied the harm test or has committed an offence that would lead to automatic inclusion on a barred list. This is a serious matter and should only be done with the advice and the support of Synod safeguarding personnel or URC Assembly Safeguarding personnel.

If someone in the church is alleged or known to have harmed children, young people or adults

The Safeguarding Co-ordinators will discuss and seek, where appropriate, the advice and support of the Synod Safeguarding personnel.

Synod Safeguarding link person(s) - children:

Revd Roger Jones Tel. 020 8640 4053 Email jones.ra@btinternet.com

Children and Youth Development Officer Email cydo@urcsouthern.org.uk

Synod Safeguarding link person(s) - adults:

Revd Colin Telfer Tel. 01843 448705 Email colintelfer@uwclub.net

Revd Hilary Nabarro Tel. 01303 268621 Email hnabarro@yahoo.com

If the Southern Synod safeguarding personnel are unavailable and you need advice urgently, you can try the URC Safeguarding Officer:

Amy Slennett, Tel. 020 7520 2729, Email: safeguarding@urc.org.uk



Appendix 6

St Andrew's United Reformed Church, Cheam

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 of Facts and Words used

Any Opinions formed and reason for that Opinion.

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:.....

Dated: