



Ipswich Road United Reformed Church Safeguarding Policy 2023

References are to 'Good Practice 5^h Edition, Handbook for Churches'

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Copies of the document may be purchased from URC or downloaded from the website www.urc.org.uk

<https://urc.org.uk/images/safeguarding/SafeguardingDocuments/GP5-Safeguarding-Pack-2020-web.pdf>

It is supported by appendices on the URC website

<https://urc.org.uk/safeguarding/safeguarding-good-practice/>

Notes:

1. Main content:

"A policy statement is what you say you are going to do. Policy is what you do, which should be in line with the policy statement. *(From Answers.com Feb 2017)*"

- i. **Our Policy is pages 5-14**
- ii. **Our Safeguarding Policy Statement is attached as Appendix 1.**
- iii. **The other appendices are based on appendices from URC, information from Norfolk County Council or our own policies/documentation**

2. To note an amendment to the URC structure made at General Assembly 2021 : Safeguarding Implementation responsibility:

i. **Church Meeting:**

- a) To appoint a Church Safeguarding Officer who is cognisant of current safeguarding policy, practice and procedure.
- b) To receive regular – at least annual – safeguarding reports from the Church Safeguarding Officers.

- ii. **Elders' Meeting:** a) To present an annual safeguarding report to Church Meeting and an annual safeguarding return to synod.

3. Forms distribution etc: All workers, paid and volunteer to be given copies of the policy and initial contacts (ie pages 5-14)

In addition, the following appendices should be given:

- To all paid and volunteer workers: Either Appendix 4 or 5 as relevant

4. A copy of the policy and appendices will be given to all Safeguarding Officers and Deputy Safeguarding Officers, the Children and Families' Worker, circulated to Elders and held in a folder in the outer office and also taken to the Harford Centre for Tuckswood Youths

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IRURC Safeguarding Policy

Introduction

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 and links to further information in the appendices.

Who this policy applies to:

This policy is approved and endorsed by the Elders 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 who have provided written agreement to operate under the church safeguarding policy.(see paragraph 7. below)

The values and safeguarding principles within Ipswich Road United Reformed Church are described in **Appendix 1** The policy and procedures should be interpreted in accordance with these principles and the most recent URC good practice guidance. Children, parents/carers, adults at risk and those responsible for safeguarding them will be informed of this policy and our procedures.

Definitions on which this policy is based (From Good Practice 5):

- The term '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.

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. In this situation, information will be shared on a strictly "need to know" basis.

Preventing abuse

1. The church will appoint 2 Safeguarding Officers and 2 Deputy Safeguarding Officers who are responsible for safeguarding children and adults. The Officers are responsible for ensuring the policy is current and for undertaking DBS checks etc and the Deputy Officers hear and report any concerns. Full role descriptions are attached as Appendix 2. Contact details are on pages 11-12
2. Activities will be organised in accordance with URC's safeguarding policy and guidance to promote a safe environment and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation.

Viz:

- For each regular church activity or one-off event, risk assessments will be carried out (for exemplar forms see appendix 14)
 - Appropriate consent forms will be used for children's activities or activities for people with special needs. These will include permission to take photographs and where to display them and agreement to be on a mailing list for information For exemplar forms see Appendices 16 and 17
 - Appropriate records will be kept
 - Adequate insurance will be in place.
3. Recruitment: We are committed to safer recruitment and selection of all paid staff and volunteers with emphasis on those in regulated activities. We will treat applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed (see Appendix D on URC website for a model church policy statement on the recruitment of ex-offenders) and ensure that all safer recruitment-related procedures are followed, which include:
 - asking applicants to complete an application form
 - providing workers with job or role descriptions and person specifications
 - completion of self-declaration forms
 - obtaining Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks for eligible roles and positions
 - taking up two references (not from family members) (except for volunteers who are church members and well known in the church)
 - interviewing candidates
 - providing workers/volunteers with written contracts/agreements.

For agreed Volunteer information Forms and definition of Contact and non contact, see Appendix 18 (Contact) (Non Contact) see Appendix 19. For volunteer record form see Appendix 20

4. Code of conduct: All trustees, paid staff and volunteers will work within a code of conduct (code for workers attached as Appendices 4 and 5, depending on the vulnerable group) and understand that there may be action taken if this code is not followed, possibly involving suspension or the termination of people's service.
5. Safeguarding training will be provided and volunteers and paid staff will be given support and supervision in their role. There is an expectation that those working with children, young people or vulnerable adults in any capacity will attend regular safeguarding training.
6. Past history: 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. We will also ask them to sign a behavioural contract.
7. Lettings: Organisations wishing to hire our building for activities with children or vulnerable adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement. If they have their own safeguarding policy, they will be asked to 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. The Lettings Coordinator will request this when taking a booking and the booking form will include an acceptance line. 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
8. Online communication :We will follow the advice given in section 9 of the Good Practice Guide 5 (page 62) with regard to on-line communication, alongside that found in. URC Safeguarding Good practice Appendix V: [Safeguarding & Digital Communications](#)
We will:
 - encourage children and vulnerable adults to stay safe online
 - ensure access to the internet on premises in which we work is as safe as possible
 - provide workers with policies and procedures for safer online communication with children

Fuller details and links to our own IT and online policies can be found below in Appendix 8

9. Photography: We will conform to the guidelines on page 53 of the Good Practice Guide 5 with regard to taking photos. See Appendix 7 for full details

How to recognize abuse

It is important to be aware of possible signs and symptoms of abuse. **Appendix 9: Signs and Symptoms of Abuse** provides definitions of different forms of abuse and further help and guidance. Some signs could be indicators of several different categories of abuse.

It is essential to note that these **are only indicators of possible abuse**. There may be other, innocent, reasons for 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. (*please see also URC Appendix R: A Guide to domestic abuse*)

Church workers and members will also pay attention to online safety and their electronic communications with children and adults. Grooming and abuse of any form can occur offline (both physically and verbally) and online. (see point 8 above)

What to do if there is disclosure or allegation of abuse

If a child, young person or adult makes a disclosure that they are being abused and / or an allegation of abuse against someone, it is important that the person being told:

- stays calm and listens carefully
- reassures them that they have done the right thing in telling
- does not investigate or ask leading questions
- explains that they will need to tell someone else if anyone is at risk of harm, in order to help them
- does not promise to keep secret what they have been told
- informs a church Deputy Safeguarding Officer as soon as possible (if the officer is implicated in the allegation, inform the other Deputy Safeguarding Officer or Synod Safeguarding Officer)
- **makes a written record of the allegation, disclosure or incident and signs and dates this record (using the template in Appendix 14).** This should be given to the church Safeguarding Officer or the Synod Safeguarding Officer and stored securely in a locked filing cabinet.

Procedure in the event of a concern or abuse

If there is an immediate threat of harm, the Police should be contacted without delay.

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

- The concern should be discussed with an IRURC Deputy Safeguarding Officer or the Synod Safeguarding Officer **within 24 hours** and a decision made as to whether the concern warrants a referral to statutory authorities (see Key Contacts, pages 12-14 for the relevant statutory contacts)
- A confidential record will be made of the conversation and the circumstances surrounding it using the template at Appendix 13. This record will be kept securely and a copy passed to statutory authorities if a referral is made
- The person about whom the allegation is made must not be informed by anyone in the church if it is judged that to do so could place a child or adult at increased risk. If the statutory authorities are involved, they should be consulted beforehand
- The Synod Safeguarding Officer should be kept informed of any serious concerns and referrals to police and statutory authorities.
- 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.

**Honour Based Violence* (HBV) is the term used to refer to a collection of practices used predominantly to control the behaviour of women and girls within families or other social groups in order to protect supposed cultural and religious beliefs, values and social norms in the name of 'honour'. 17 Sept 2021*

[https://www.justiceinspectorates.gov.uk/hmicfrs/our-work/article/so-called-honour-based-violence/#:~:text=Honour%2Dbased%20violence%20\(HBV\),the%20name%20of%20'honour'](https://www.justiceinspectorates.gov.uk/hmicfrs/our-work/article/so-called-honour-based-violence/#:~:text=Honour%2Dbased%20violence%20(HBV),the%20name%20of%20'honour')

See Appendix 11 for details as to how the Deputy Safeguarding Officer makes a referral to Norfolk County Council

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

If someone in the church is alleged or known to have harmed children or adults we will inform the Synod Safeguarding Officer so that they can offer advice and support, before contacting the LADO.

For any concerns relating to a church staff member or church volunteer relating to children, the Designated Officer (DO) (still known as LADO in Norfolk) 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 any concerns relating to a church staff member or church volunteer relating to adults, Adult Social Care will be contacted.

See Key Contacts, page 12-14 for details.

For guidance for coordinators, see appendix 12 and

<https://www.norfolkscb.org/about/policies-procedures/8-3-allegations-against-persons-who-work-with-children/>

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.

Managing those who may post a risk to the welfare of people

The use of rigorous and careful supervision is paramount to protect people from the risks associated with known offenders within the congregation, including implementing safeguarding contracts with known or alleged offenders and those who have been assessed as posing a risk. Where it is known that someone has a caution or conviction for committing a sexual offence, the church can play an important role in the prevention of further abuse by helping the offender to live an offence-free life.

If anyone is made aware that a person attending their church has been convicted of an offence against a child or has had an allegation of this nature made against them at any time, we immediately inform the Synod Safeguarding Officer and Minister or Interim Moderator.

It is important to provide known or alleged offenders with a group of people who will offer support, friendship and supervision. Following advice from the Synod Safeguarding Officer, when appropriate, a formal safeguarding contract will be drawn up between the church, the person who is considered to pose a risk to the welfare of people in the church, and any statutory agencies when involved.

Review

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

Date of the most recent review: May 2023

Date of the next review: May 2024

Adopted at CM AGM 18th May 2023

Key Contacts: Sources of advice and support

1. **Relating to concerns of possible abuse or allegations**

IRURC Deputy Safeguarding Officers are the people to whom all concerns or allegations relating to children, young people or adults should be addressed:

Contact either

Name: Bridget Parker

Telephone No: 01603 452129

Email: bidparker@icloud.com

If she is not available or for further advice, contact Audrey Elliott (IRURC Safeguarding Officer) 01603 407149 or email audrey.elliott1@gmail.com

Or contact the Synod Safeguarding Officer

Name: Candice Hart

Telephone No: **078492 76750** or 01223 609 846

Email: safeguarding@urceastern.org.uk

The other contacts in this section are for use by the Safeguarding Coordinators

URC Safeguarding Officer

(Only to be used if the Synod Safeguarding officer cannot be contacted and Monday to Friday 9-5pm)

Telephone No: 07776 178246 or Email: safeguarding@urc.org.uk

ThirtyOne: Eight (This should only be used for urgent advice if you are unable to contact URC)

24 hour helpline: 0845 120 4550 <https://thirtyoneeight.org/>

Designated Officer (DO but previously LADO)

Reporting concerns about an adult working with children under 18

Details of LADO for Norfolk and how to refer: <https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/>

Completed LADO referral forms should be sent to LADO@norfolk.gov.uk

Reporting concerns about a child under 18

If you are a professional, i.e. working with a child or young person in a formal or voluntary setting and not a family member or member of the public, you can contact the Children's Advice and Duty Service on their direct line: 0344 800 8021

For further information, particularly about how to register a concern, go to: <https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/>

Their website <https://www.norfolkscb.org/> has a wealth of information and guidance on referrals, plus leaflets to give to those in need.

For further information see Appendix 11

Reporting concerns about an adult at risk

Concerns must be raised with Norfolk Adult Social Services

Telephone: 0344 800 8020 – this connects you to NCC customer service centre and they will help you to find the right route for your concern.

The safeguarding report form for adults can be found at:

<https://www.norfolk.gov.uk/care-support-and-health/protecting-someone-from-harm/help-an-adult-at-risk-of-harm/report-a-concern>

For further information, particularly about how to report a concern, go to Norfolk Safeguarding Adults Board

<https://www.norfolksafeguardingadultsboard.info/protecting-adults/abuse-and-neglect/raising-a-concern/>

Their website <https://www.norfolksafeguardingadultsboard.info/> has a wealth of information and guidance on referrals, plus leaflets to give to those in need.

Police Contact

From Norfolk Constabulary website:

In an emergency dial **999**, otherwise call the non-emergency number **101**.

2. Relating to IRURC safeguarding policy, procedures and practice: IRURC Safeguarding Officers

Name: Audrey Elliott

Telephone No: 01603 407149

Email: audrey.elliott23@gmail.com

or

Name: Louise Nunn

Telephone No: 01603 986715

Email: louise9cr@gmail.com

Appendix 1: Safeguarding Policy Statement

Ipswich Road United Reformed Church, Norwich

The following statement has been agreed by the Church Meeting (AGM) of Ipswich Road United Reformed Church, Norwich on 26th May 2022

Safeguarding is taken seriously by Ipswich Road United Reformed Church

We define safeguarding as the promotion of the safety and welfare of children and adults who are at risk of, or experiencing, harm, abuse or neglect in all forms. We acknowledge children's and adults' right to protection from any form of abuse or neglect regardless of age, gender reassignment, race, disability, sexual orientation, religion or belief, marriage/civil partnership, pregnancy and maternity. Therefore, as members and workers of the church, we are committed to:

- the care and nurture of all children and adults,
- the safeguarding and protection of all children and adults at risk,
- the establishment of a loving church environment which is safe and caring for all people and where the dignity of each person is respected,
- an informed vigilance about the dangers of all forms of abuse, harm and neglect within all aspects of work in the Church, and how to respond appropriately,
- ensuring everyone who engages with the life of the Church is responsible for keeping people safe,
- working together with voluntary/statutory agencies and other denominations and faith-based organisations.

We recognise that we all have a responsibility to help prevent any form of abuse and neglect

of children and adults and to ensure the wellbeing and pastoral care of those who are, or may be, at risk.

We will prevent abuse related to extremism or radicalisation and put all suitable health and safety arrangements in place as well as safeguarding, first aid, fire safety and online safety policies that everyone understands.

We will create and maintain a safe and inclusive environment for all, especially children and adults at risk, in which the dignity and rights of each person are respected.

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

We will always acknowledge that the welfare of the child and adult at risk is paramount, and that the priority is always to act in their best interests, following legislation, statutory guidance and recognised good practice guidance to enable them access to support and protection.

We will support everyone to ensure that as a community of Christians we will all work within the agreed procedures of our safeguarding policy. The IRURC Deputy Safeguarding Officers are the persons to whom all concerns or allegations should be addressed for appropriate actions to be taken. In the absence of a Deputy Safeguarding Officer the Synod Safeguarding Officer should be contacted. Their

contact details will be always available on our posters, websites, or in other communications with the public. For queries about the policy and its Appendices or DBS checks, contact the IRURC Safeguarding Officers

We will exercise proper care in the appointment and selection of trustees and those who will work with children or adults at risk within the Church, whether paid, volunteers, lay or ordained. We will ensure that trustees, staff and volunteers are suitable and legally able to act in their positions. We will use DBS checks as part of a wide range of checks on trustees, staff and volunteers to ensure that we have a broad and informed view to assist us in minimising the risk of abuse, harm or neglect.

We will support, supervise, resource and train all those who undertake work with children and adults in need of protection.

We will respond without delay to every concern, incident or complaint which suggests that a child or adult has been harmed, or is at risk of harm, and cooperate with ecumenical partners, the Police, the Designated Officer (DO , formerly known as LADO), Children's Partnership Boards (formally Local Safeguarding Children's Boards) and Children's and Adult Social Care Services in any investigation, while maintaining the confidentiality of any investigations to those directly involved.

We are committed to working with those who have suffered or suffer any form of abuse, offering appropriate pastoral support where possible as well as challenging any abuse of power, especially where it involves someone in a position of trust.

We will manage risks and those who might pose a risk to the welfare of people and the life of the Church and offer support to those known to pose a risk to children and/or adults, including supervision, referral to the appropriate agencies, and implementation of safeguarding contracts, when appropriate.

We are committed to ensuring that any allegations, concerns and complaints about abuse or neglect are recorded accurately, reported promptly and shared safely within and outside of the denomination.

We will review our safeguarding policy, practices and procedures annually, considering lessons learned from safeguarding cases and changes in legislation, statutory guidance and good working practice.

We will ensure processes and practices in all aspects of safeguarding, including discipline, risk management, whistleblowing and bullying/harassment are in alignment with *Good Practice 5* – the United Reformed Church's policy and guidance in safeguarding children, young people and adults at risk.

Any local policy changes will be formally approved by the IRURC Elders

Name: (on behalf of the church leadership)

Signed: Date:

Appendix 2: The roles of the Church Safeguarding Officers and Deputy Safeguarding Officers

Context

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

1. Church Safeguarding Officers:

Purpose of their role:

- To coordinate safeguarding policy and procedure in the church, ensuring that all paperwork, policies, training etc are in place, up to date and shared as relevant and that the church conforms to them.
- To support the Deputy safeguarding officers
- To be advocates for good safeguarding practice in the church.

2. Church Deputy Safeguarding Officers:

Purpose of their role:

- To be the first point of contact for safeguarding issues. These are the people to whom any concerns are taken.
- To be advocates for good safeguarding practice in the church.

Church Safeguarding Officers: Responsibilities

- To coordinate safeguarding policy and procedures in the church
- To familiarise themselves with church policies and procedures and URC good practice guidelines in safeguarding and to keep abreast of any changes and developments.
- To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To ensure 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 Officers the minister, the DBS signatory people and the Synod Safeguarding Officer on all matters around safeguarding.
- To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS) checks.
- 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 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 update their own safeguarding training every three years.
- To seek appropriate support and advice in carrying out this role.
- To report summary safeguarding information annually to the Synod Safeguarding Officer to enable them to monitor safeguarding in the Synod.

Church Deputy Safeguarding Officers: Responsibilities

- To be the first point of contact for safeguarding issues
- To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of when to seek advice, and when it is necessary to inform Social Care, the Police or the the Designated Officer (previously known as LADO) of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the church, ie collate and clarify the precise details of the allegation or suspicion, complete relevant referral forms and inform relevant authorities.
- To ensure safe practice is in place for supporting people who pose a risk to children and adults at risk at 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 at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.
- 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 update their own safeguarding training every three years.
- To seek appropriate support and advice in carrying out this role.
- To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements.
- To report summary safeguarding information annually to the Eldership/Church Meeting and the Synod Safeguarding Officer, as part of the annual returns process, to enable them to monitor safeguarding in the Synod.

Safeguarding Officers and Deputy Safeguarding Officers Responsibilities:

- To be an advocate for good safeguarding practice in the church
- To promote sensitivity within the church towards all those affected by the impact of abuse.

- To promote positive safeguarding procedures and practice and ensure procedures are adhered to.
- To 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.

Requirements for the roles

- 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 3: Who needs a DBS check?

Information in this section is from Good Practice 5 pages 37-41. Ultimately this should be exemplified further in appendix K on the [URC Safeguarding site](#)

Criminal Records Checks

In England and Wales, criminal records checks are called Disclosure and Barring Service (DBS) checks, previously known as Criminal Records Bureau (CRB) checks.

A DBS check enables the United Reformed Church (URC) to check the criminal records of workers and potential workers in order to ascertain whether or not they are suitable to work with children and/or adults at risk.

There are three types of DBS check:

- Standard Disclosure – contains any information held on the Police National Computer
- Enhanced Disclosure – contains any information held on the Police National Computer as well as local police information.
- Enhanced Disclosure plus Barred List check – contains any information held on the Police National Computer, local police information and whether the applicant is on the barred list in respect of work with children, adults at risk or both.

Which church roles require a DBS check?

In addition to previous requirements for those working with children, young people and vulnerable adults, General Assembly 2021 approved the updated matrix of roles eligible for a criminal record checks.

The new additions to the matrix include the following roles eligible for enhanced without barring checks:

- serving Elders,
- assembly accredited lay preachers,
- locally recognised worship leaders in training
- those authorised to preside at the sacraments of communion and baptism.

The roles that now require basic checks are

- Church Caretakers and Cleaners,
- Church Administrators,
- Church Treasurers,

The URC advises that DBS checks should always be carried out for any role which is eligible for such checks, as part of a safer recruitment process. In order to identify which roles are eligible for a DBS check, it is important to first be clear about what each role entails. This is best achieved by producing a written job description including reference to: the type of work, the frequency and period of time over which the work will be done whether or not, and how the work will be supervised

DBS eligibility for those who work with children

There is a requirement to carry out an enhanced DBS check plus barred list check for all roles that are categorised as 'Regulated Activity'. It is a criminal offence to appoint someone to such a role if they are on the Barred List.

In local churches, such roles would typically include:

- any role which involves teaching, supervising or providing advice and guidance to children on a frequent (weekly) basis (for example leaders of weekly children's and youth groups)
- any role which involves teaching, supervising or providing advice and guidance to children intensively on at least four days in a 30 day period, such as leaders at a children's holiday club lasting four days or more
- any role which involves supervision of children overnight, irrespective of how many nights or how often (for example leaders staying overnight at a residential event)
- any role which includes personal care of children on account of their illness, disability or age irrespective of how often this takes place, such as leaders helping children with eating, drinking, toileting, washing, bathing or dressing
- those who drive children as part of their church role weekly, four or more days in a 30 day period, or overnight (for example someone who has been asked by the church to transport children to and from a church activity)

Supervised workers

Supervision covers situations where the person being supervised is in sight of a supervisor who holds an enhanced DBS check plus a barred list check, at all times. If a worker is supervised in this way the role no longer falls within the current definition of Regulated Activity, but the role is still eligible for an Enhanced DBS check without a barred list check

Regular, but less frequent work

Those who work on a regular basis, but less often than every week, such as leaders on a monthly rota for a children's activity, are still eligible for an Enhanced DBS check without a barred list check.

Helpers who are under 18 years of age

Helpers under the age of 18 years should be supervised at all times by an adult. However, the lowest age at which someone can apply for a DBS check is 16 years old and therefore 16 and 17 year olds can apply for a DBS check (without a barred list check) if required.

Activities in which parents/carers are present

If the role of the worker does not involve supervision or care of children because of the presence of parents or carers, such as supporting toddler groups or Messy Church, they do not require a DBS check.

DBS eligibility for those working with adults at risk

The definition of Regulated Activity is simpler for work with adults at risk. An individual is carrying out 'Regulated Activity' relating to adults only when engaging in:

- personal care for adults involving hands-on physical assistance with washing and dressing, eating, drinking and toileting. This includes prompting

and supervising an adult with any of these tasks on account of their age, illness or disability. This also includes teaching someone to do any of these tasks

- conveying adults for reasons of age, illness or disability to, from, or between places where they receive healthcare, personal care or social work arranged via a third party

Even if workers only engage in these activities once, it is still considered 'Regulated Activity' and an Enhanced DBS plus barred list check must be carried out.

'Regulated Activity' excludes any activity carried out in the course of family relationships or private arrangements made outside of a church role (for example, between friends).

For other church roles in which a worker has a significant level of involvement with adults at risk, an Enhanced DBS check without a Barred List check should be carried out as a matter of good practice.

DBS checks for all roles and positions must be renewed every five years. DBS checks are carried out by the IRURC Safeguarding Officers

Note: Information from CYDO January 2021

Volunteers in eg Open Doors, Coffee mornings etc

If the volunteers are not interaction eg in the kitchen or setting up or clearing up-NO DBS is needed

If the Volunteers interact-eg Welcome, Chat, serve food to tables they need an enhanced DBS check

Appendix 4: Code of Conduct for Working with Young People (URC appendix A3)

A copy of this should be given to all paid and volunteer workers with children and they should agree to it by signing and returning the form at the end

The word “child” refers to all those under the age of 18 throughout this document
DO

- Do treat all people with dignity and respect
- Respect and promote the rights of children to make their own decisions and choices
- Encourage respect for difference, diversity, beliefs and culture
- Act inclusively, seeking to make everyone feel welcome and valued
- Use appropriate language
- Be a good role model
- Treat people with equal care and concern
- Take all reasonable adjustments for young people with disabilities and special education needs
- Listen to children and tell the Church Safeguarding Coordinator if you have any concerns about a child's welfare
- Refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning
- Encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
- Seek to diffuse aggressive or threatening behaviour without the use of physical contact
- Interact with children in a public place. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
- Make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies. Using church platforms and not private accounts
- Have a designated photographer to take, store and share photos of your group's activities, in line with URC good practice guidelines
- 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 wishes, feelings and dignity
- Respect children's and young people's privacy
- Ensure that any communication online is done through a work or church account – this may require setting up an account specific for that purpose
- Ensure, where possible, parents or guardians are present in the building or other workers are aware when young people are communicating with you via social media.

- Communication with a child via social media should only ever take place when their parent or guardian or other adult workers are aware of these online interactions.
- Inform your line manager or point of contact of your intention to communicate online with families or young people and keep a record of times and dates when you do this.
- Keep up to date on policies, procedures and training, including safeguarding and health and safety
- Understand that your conduct outside of work including on line can impact on your work with children and young people

DO NOT

- Do not abuse the power and responsibility of your role for example do not belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo)
- Exclude children or workers from conversations and activities unless there is a good reason
- Overshare about your own situations
- Show favouritism (e.g. in selection for activities, in giving rewards, etc) or encourage excessive attention from a particular child (e.g. gifts)
- Threaten or use sanctions which have not been agreed
- Feel you have to deal with every problem on your own
- Use physical restraint unless they are causing harm to themselves or others
- Spend time alone with children out of sight of other people
- Contact them through private messaging
- Keep communication with children secret, while still respecting appropriate confidences
- Use child/young person's personal data for other purposes than activities consented
- Take photos or videos without consent
- Engage with children or young people through your personal social media or mobile account
- Assume that children should tell you anything you ask just because you are a worker
- Promise to keep anything a secret, it may be that if a child or young person is being harmed or at risk of harm, that you will need to share that information but only on a need to know basis
- Work in ways that puts your needs and interests before those of the children you work with
- Discriminate or leave discrimination or bullying unchallenged
- Interact with children you are working with from personal social media accounts

Please sign the slip below and return to a safeguarding officer

I agree to abide by the Code of Conduct relating to working with children or young people

Name of worker:

Signature of worker:

Signed on behalf of Ipswich Road URC :

Date:

Appendix 5 Code of Conduct for working with adults (URC Appendix A4)

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

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

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

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

Be accountable

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

Promote the privacy, dignity, rights and wellbeing of people

- Always protect the rights of people and treat them with dignity, respect, and compassion.
- Ensure that a vulnerable adult is not treated, without justification, any less favourably than the way in which a person who is not an "adult at risk" would be treated in a comparable situation.

- Always act in the best interest of people, with their present and past wishes and feelings being considered.
- Put the needs, views and wishes of people first, helping them to control and choose the help-and support they receive.
- Always gain consent before providing help and support. You must respect a person's right to refuse if they can do so, but also report any concerns if you feel that someone does not have the capacity to consent.
- Always maintain the privacy and dignity of people who have help and support, and their carers.
- Promote people's independence, while helping them maintain existing family and social contacts.
- Always make sure that your actions do not harm an individual's health or wellbeing.
- You must never abuse, neglect, harm or exploit anyone.
- Challenge and report dangerous, abusive, discriminatory or exploitative behaviour.
- Always take comments and complaints seriously; respond to them in accordance with Good Practice 5 and inform your leader/supervisor/safeguarding designated person.

Work effectively with other volunteers/colleagues

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

Effective communication

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

Respect people's right to confidentiality and decision-making

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

Training, policy and procedure

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

Uphold and promote equality, diversity and inclusion

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

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

Please sign the slip below and return to a safeguarding officer

I agree to abide by the Code of Conduct relating to working with adults, including adults at risk.

Name of worker/volunteer:

Signature of worker/volunteer:

Signed on behalf of Ipswich Road URC :

Date:

Appendix 6

A Guide to those working with disabilities.

(A copy of appendix E from Good Practice 5):

Language

Appropriate use of language is less to do with 'political correctness' but more to do with challenging negative stereotypes and incorrect assumptions about people with disabilities. Often people with disabilities have identified a vocabulary that they feel comfortable with and efforts should be made to accommodate this. People should take care not to address a companion or carer as a conversational go-between or talk in childish language.

Listed below are words and phrases that are not helpful with acceptable alternatives:

Unhelpful words / phrases	Helpful words / phrases
Physically challenged, differently abled, cripple, invalid, handicapped. Handicapped has its origins in 'cap in hand', with implications of charity and begging. Invalid can be interpreted as 'not-valid'.	Person with disability
Mentally retarded, mentally handicapped, intellectually challenged.	Person with a learning disability
Deaf aid	Hearing aid
Deaf and dumb	Profoundly deaf, without speech
Disabled toilet	Accessible toilet, wheelchair-accessible toilet
Victim of disability or 'the disabled' – this is impersonal and implies a group separate from the rest of society.	A person with disability
Suffering from, afflicted by.	A person with...
An arthritic, spastic or epileptic.	A person with arthritis, a person who has cerebral palsy or epilepsy
Wheelchair bound, confined to a wheelchair.	Wheelchair user

Consider that the use of euphemisms, irony and jokes for some people with disabilities can be misunderstood and the true meaning may not be grasped, or it may be felt to be offensive.

Visual impairment

Below are some guidelines that will help someone with a visual impairment to feel welcome and included:

- Identify yourself by name when you meet someone with a visual impairment.
- Reserve seats as near to or at the front of any gathering, so the partially sighted person has the option to sit closer to what's going on.
- Offer to assist someone who is blind to find his or her way around. Don't push – always allow them to take your arm and, if necessary, provide space for a guide dog to lie down.
- As far as possible, make sure that all corridors, approaches and circulating areas are free from obstructions.
- Ensure large print paper versions are available for songs and other written material as well as audio recordings of talks.
- All print for partially sighted people should be in typefaces such as Arial, Univers and New Century Schoolbook. These are all good examples of clear and legible typefaces. Avoid simulated handwriting and ornate typefaces as these can be difficult to read. No single size is suitable for everyone, but most people prefer their large print in the range of 16 to 22 point, but this may need to be checked with the person using the material. Printing should be on contrasting colour paper (black on white, or black on pale yellow is best) and on matt (non-glossy) paper. This also helps people with dyslexia. Don't use pale coloured type on dark colours or print over photographs. Photocopied acetates make excellent large-print song sheets
- It is better not to use hand-written OHP acetates, and if this is unavoidable, it is important not to use all capital letters as it's much harder to read. The size of words on the screen will depend on the size of the venue and position of the OHP/digital projector, but all users should prepare acetates/ projector material to an agreed minimum.
- For safety reasons, good lighting is essential for partially sighted people (Deaf people benefit too, as lip-reading is only possible in good lighting).
- Use colour contrast as much as possible to designate entrances/exits.
- The international symbol should be shown on literature, advertisements and notice boards to indicate what facilities are provided for blind and partially sighted people:



Hearing Impairment

Below are guidelines that will help those with a hearing impairment feel welcome and included:

- Always address the deaf or hard of hearing person direct, not the person who may have accompanied them.
- Make sure that your face and mouth can be seen clearly. Look directly at the person and speak at a normal speed and volume with clear lip patterns. Avoid exaggerated lip patterns that are harder to read. Keep your hands away from your face and remember eating whilst talking hinders effective lip reading. Don't speak directly into the person's ear.
- A hearing induction loop should be provided for talks, entertainment, etc, whether you are aware of people using hearing aids or not. It is not always

obvious someone has a hearing aid and most people do not like to draw attention to the fact.

- If possible, someone should be conveying what is said and sung using British Sign Language (BSL). They should stand in a visible, well-lit place (probably the front). Courses are now readily available for training in BSL, including distance learning. As many people as possible should be trained so that this responsibility doesn't rest on one person's shoulders.
- Be aware that background noise can make life very difficult for people who use a hearing aid because it often distorts the sounds they are trying to hear.
- Be prepared to write things down if necessary, particularly if communication is difficult. The important thing is not to give up.
- The international symbol should be shown on literature, advertisements and notice boards to indicate facilities are provided for the hard-of-hearing.

Speech impairment

- Never finish a sentence or word for a person with speech impairment. It is also important not to get agitated or become impatient when you are waiting for words to be said. In this situation retain your interest in the person, perhaps by nodding affirmingly and/or retaining eye contact.

Impaired mobility

- If possible, mark out reserved parking spaces for those with mobility difficulties as near as possible to the building entrance.
- Reserve seating that is the most accessible and minimises walking, but remember that it is up to the person to decide where they want to sit.
- Always enquire if they would like assistance before you help.
- **Wheelchair Users:**
- All internal and external access needs to be level or ramped.
- Don't designate one area for wheelchair users – this unnecessarily draws attention to their disability.
- Make sure that at least one seat is alongside each wheelchair position for a friend to be able to sit with a wheelchair user.
- When talking to a wheelchair user, it is polite to sit down so that you are on the same level, making eye contact easier.
- Remember that a wheelchair is part of the user's personal space, so don't lean on it, hold it or attempt to move it/push it unless asked.
- The international symbol should be shown on literature, advertisements and notice boards to indicate facilities are provided for people with impaired mobility. Please see: <http://bit.ly/2Tr4sJO>

Learning disabilities

Adults and children with learning disabilities often experience difficulties dealing with life issues and/or adjusting to new situations. The term 'learning disability' is often used in a general way that, because of people's preconceptions, isn't always helpful. For example, it can include people with conditions like Dyslexia or Asperger's syndrome, where intellectual capacity is unhindered or maybe exceeds the general average, but may affect social skills and the ability to communicate effectively.

Equally none of these 'givens' may apply, which underlines the importance of not making assumptions about people that are known to have a learning disability and

not treating them in a childish or patronising way. Below are some guidelines that will help those in this situation feel understood, valued and supported:

- adults with learning disabilities may have limited or no reading ability so where possible, signpost facilities and directions (e.g. fire exit) using images as well as words
- read out written material and, if applicable, include songs with repetitive or uncomplicated words
- offer assistance if people are experiencing difficulties understanding or need help with certain instructions. Keep all communication of information in 'bite-size chunks', taking extra time if necessary to explain. Make explanations clear, concise and uncomplicated
- be patient if individuals are noisy or move about when it seems inappropriate and/or don't immediately pick up on the 'norms' of how things are done within the church.

Appendix 7: Filming and Photography

From Good Practice 5 page 53

Organisations should take great care in the ways in which they create and use photographs or film footage involving children and vulnerable adults. This does not mean that pictures or filming should be prohibited, but in order to safeguard children and vulnerable adults, it is recommended that the following steps are taken:

- permission must be obtained from parents/carers before a photograph is taken or film footage recorded.
- it must be made clear why images or films are being made, what they will be used for, who might see them and where they will be stored
- children and young people should be asked if they want to be filmed or photographed
- parents/carers should be asked NOT to take photographs that include any child who is not their responsibility, unless permission has been granted
- use group photographs of children where possible and ensure that individuals cannot be identified by any personal details such as their name, email address, postal address or telephone number
- all photographs should be appropriate and respectful of the subject. For example, the photographer should ensure that the subject is appropriately dressed, etc.
- do not publish the name or location of any child
- Photos and other digital media should be stored in a secure location, ideally on a church computer. If this is not possible it is important to record where the photographs and digital media are stored.
- Consent forms should contain a section covering consent for photography and digital media.
- When services or activities are streamed online, all involved will be made aware of this and given the opportunity to be seated outside the camera's viewpoint

Appendix 8: Digital Communications

The introduction is from the URC Safeguarding Good practice Appendix V : [Safeguarding & Digital Communications](#) See also Appendix W: Social media guidelines for the United Reformed Church and Ipswich Road URC policies: “On line communication with young people” and “Public Access Wifi” and IRURC IT policy in the ‘Policies’ file in the outer office

1.1 Introduction

The digital world has now become part of everyday living, with the ways that we are able to access content online are changing considerably. This presents positive opportunities to support education, aiding creativity and self-expression. Conversely, this also poses a number of risks including cyber bullying, online grooming and identity theft.

When communicating via the internet and mobile phones, people can feel less wary and talk about things far more openly than they might when communicating face to face. Children and adults need to be educated on the safe use of mobile and internet communications.

1.2 Why online safety?

In the past, safeguarding has mainly revolved around the running of children’s activities or events within church premises. Today, however, in addition to traditional activities and forms of communication, safeguarding includes online interaction.

Churches should, therefore:

- encourage children to stay safe online and direct them to age appropriate guidance
- ensure access to the internet on their premises is as safe as possible
- provide workers with policies and procedures for safer online communication with children

1.2.2 Internet safety for children and adults at risk

No matter how great the internet is for children and adults at risk to explore, there are some areas which are not appropriate for them.

Irrespective of which technology or digital space children or adults at risk use, they need to be aware of:

- Protecting their own safety.
- The risks involved in meeting people online and the danger of being groomed.
- The security of their digital footprints, which can lead to a loss of privacy, identity theft, data misuse and fraud.
- Cyber bullying, online fights, making threats and sexting.

- File-sharing, computer security and copyright law.
- Exposure to dangerous material such as pornography, racist and other hate-focussed materials, self-harm advocacy, drug paraphernalia, suicide and gambling.
- The addictive nature and dangers of overusing technology.

1.3 Potential problems online (Below are the headings of the paragraphs in in URC Safeguarding Good practice Appendix V : [Safeguarding & Digital Communications](#))where full details may be found along with what churches can do to alleviate the problems.

- 1.3.1 Online grooming
- 1.3.2 Digital footprints
- 1.3.3 Digital reputations
- 1.3.4 Misleading content
- 1.3.5 Identity Fraud and Phishing
- 1.3.6 Cyber stalking
- 1.3.7 Cyberbullying
- 1.3.8 Sexting
- 1.3.9 Exposure to inappropriate and harmful material
- 1.3.10 Abusive/Illegal Images of Children

1.4 Advice and Support

- 1.4.1 Church websites
- 1.4.2 Use of Social Media Platforms
- 1.4.3 Workers befriending children online
- 1.4.4 Filming and Photography-See Appendix 7

1.4.5 Electronic communication with children and young people

When communicating with children and young people via email, messaging and other forms of electronic communication, it is advised that:

- where possible, communication is via parents rather than directly with children
- parental consent is obtained for electronic communication with children – making it clear what type of communication will be used (e.g. Text messaging, email, social media platforms etc).
- digital communication does not take place with children under the age of 13.
- standardised group communications are used where possible (e.g. group emails and WhatsApp group messages etc).
- communications are transparent and a record is kept of anything which is not visible to others online.
- communications are not at anti-social hours.

1.4.6 Technology Addiction

Social Media Platforms

The URC recommends that workers only engage with children on social networking sites through a public page set up by the church and not a personal social media account.

Appendix W on the URC safeguarding site will explore this further, when it is available.

Appendix 9 Signs and Symptoms of abuse

It is important to be able to recognise the possible signs of abuse. Observing any of the signs or symptoms does not necessarily mean that a person is being abused; there could be a perfectly ordinary explanation. However, the observation of multiple signs and symptoms, together with explanations which are inconsistent or do not 'ring true', should give more cause for concern.

Below is a comprehensive table of definitions, signs and symptoms of some of the types of abuse. The table has been compiled from a number of different sources, including Working Together to Safeguard Children 2018. **Please note:** it is not an exhaustive list, and relates to the abuse of both children and adults.

Physical Abuse	Includes....	Some of the key indicators
To inflict pain, physical injury, impairment or suffering	<ul style="list-style-type: none"> • Hitting, slapping and beating. • Shaking, pinching, throwing and pushing. • Kicking, biting, burning, drowning and hair pulling. • Squeezing, suffocating, poisoning and using inappropriate restraint. • Parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. • Inappropriate use of restraint techniques or other physical sanctions. • Isolation or confinement. 	<ul style="list-style-type: none"> • Any injuries not consistent with the explanation given for them. • Cuts, lacerations, puncture wounds, open wounds, welts. • Bruising and discolouration <ul style="list-style-type: none"> ○ particularly if there is a lot of bruising of different ages and in places not normally exposed to falls, rough games etc. ○ in unusual places (e.g. around the mouth), in unusual patterns (e.g. symmetrical) or in particular shapes (e.g. fingertip bruising or belt marks). • Black eyes, burns, broken bones and skull fractures. • If the person is seen to have injuries that recur or are in the same place on more than one occasion or are without plausible explanation. • Any injury that has not received medical attention or been properly cared for. • Poor skin condition or poor skin hygiene. • Loss of hair, loss of weight and change of appetite. • Repeated or unexplained tummy pains. • Person flinches at physical contact and/or keeps fully covered, even in hot weather. • Person appears frightened or subdued in the presence of a particular person or people.

Emotional Abuse	Includes....	Some of the key indicators
<p>The use of threats, fear or power gained by another's position, to invalidate the person's independent wishes.</p> <p>Such behaviour can create very real emotional and psychological stress. In children it can cause severe and persistent adverse effects on their emotional development.</p>	<ul style="list-style-type: none"> • Mocking, coercing, threatening or controlling behaviour. • Bullying, intimidation, harassment or humiliation. • The lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation. • Making someone feel worthless, a lack of love or affection or ignoring the person. • Seeing or hearing the ill-treatment of another. <p>Emotional abuse may well be indicative of other forms of abuse.</p> <p>All forms of abuse have an emotional component.</p>	<ul style="list-style-type: none"> • Changes in mood, attitude and behaviour. • Becoming quiet, clingy or withdrawn or conversely becoming aggressive or angry for no apparent reason. • Denial and hesitation to talk openly. • Excessive fear or anxiety • Behaviour such as rocking, hair twisting or thumb sucking. • Changes in sleep pattern or persistent tiredness. • Loss of appetite. • Low self-esteem, helplessness or passivity. • Confusion or disorientation. • Implausible stories and attention seeking behaviour. • Inappropriate relationships with peers and/or adults. • Running away, school non-attendance, stealing or lying.

Sexual Abuse	Includes....	Some of the key indicators
<p>For a child – forcing or enticing a child to take part in sexual activities.</p> <p>For an adult - Any non-consenting sexual act or behaviour.</p> <p>No one should enter a sexual relationship with someone for whom they have</p>	<ul style="list-style-type: none"> • Rape, sexual assault or sexual acts to which the person has not consented, could not consent or was pressurised into consenting. • Indecent assault, incest, being forced to touch another person in a sexual manner without consent. • Making sexual remarks, suggestions and teasing. • Indecent exposure, being forced to watch pornographic material or 	<ul style="list-style-type: none"> • Emotional distress. • Preoccupation with anything sexual and age-inappropriate knowledge of sexual behaviour. • Mood, attitude or behaviour changes. • Expressions of feelings of guilt or shame. • Itching, soreness, bruises or lacerations, particularly around the genital areas. • Difficulty in walking or sitting, or unexplained vaginal or anal bleeding. • Unexplained venereal disease or genital infections. • A child who is sexually provocative or seductive with adults.

pastoral responsibility or hold a position of trust.	<p>sexual acts.</p> <ul style="list-style-type: none"> Filming or photographing a child in sexual poses or acts. Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways. Being spied on while a person is undertaking or receiving personal care activities. 'Sexting', grooming and using social media to share inappropriate content. 	<ul style="list-style-type: none"> Disturbed sleep patterns. Torn, stained or bloody underclothing. Significant changes in sexual behaviour or outlook. A very young girl or a woman who lacks mental capacity to consent to intercourse becomes pregnant. Underage Pregnancy/Termination.
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Neglect	Includes....	Some of the key indicators
<p>A person's wellbeing is impaired and their care needs (physical and/or psychological) are not met.</p> <p>In a child, neglect is likely to result in the serious impairment of the child's health or development.</p> <p>Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.</p>	<ul style="list-style-type: none"> Failing to provide access to appropriate health, social care or education services. Failing to provide a warm, safe and comfortable environment. Ignoring medical or physical care needs, including not providing adequate food or assistance with eating/drinking, or not providing sufficient or appropriate clothing. Leaving alone or unsupervised. Failing to intervene in behaviour which is dangerous (particularly when the person lacks the mental capacity to assess the risks to themselves or to others). 	<ul style="list-style-type: none"> Person looking unkempt or dirty and has poor personal hygiene. Person is malnourished, has sudden or continuous weight loss and is dehydrated – constant hunger, stealing or gorging on food. Person is dressed inappropriately for the weather conditions. Dirt, urine or faecal smells in a person's environment. Developmental delay in children. Low self-esteem, socially isolated and poor concentration. Home environment does not meet basic needs (for example no heating or lighting). Health and safety hazards in the living environment. Untreated medical conditions, pressure sores, rashes, lice on the person. Depression or low mood.

	<ul style="list-style-type: none"> • Deliberately withholding medication or aids, such as walking sticks or hearing aids. • Denying social, religious or cultural contacts, or denying contact with the family. 	<ul style="list-style-type: none"> • Person and/or carer have inconsistent or reluctant contact with Health and Social Services. • Callers/visitors are refused access to the person. • Prolonged isolation or lack of stimulation. • Person who is not able to look after themselves is left unattended and so put at risk. • Not being helped to the toilet when assistance is requested. • Change leaving alone to 'child/vulnerable person being left alone or unsupervised'.
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Self-Neglect	Includes....	Some of the key indicators
An unwillingness or inability to care for oneself and/or one's environment.	<ul style="list-style-type: none"> • Hoarding or having no possessions at all. • Living in squalor and neglecting self-care and hygiene. • Failure to provide oneself with adequate food, water, clothing, shelter, healthcare and safety precautions. 	<ul style="list-style-type: none"> • Dehydration, malnutrition or obesity. • Untreated medical conditions and poor personal hygiene. • Unsanitary living conditions. • Inappropriate and/or inadequate clothing and lack of necessary medical aids. • Homelessness. • Not adhering to medical advice. • Not taking medication as advised/prescribed.

Financial Abuse	Includes....	Some of the key indicators
The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	<ul style="list-style-type: none"> • Theft, fraud or embezzlement of monies, benefits or goods. • Exploitation or profiteering. • Applying pressure in connection with Wills, property or inheritance, or financial transactions. 	<ul style="list-style-type: none"> • Unexplained loss of money. • Missing personal belongings such as art, jewellery and silverware. • Deterioration in standard of living, not having as much money as usual to pay for shopping or regular outings. • Unexplained lack of money, inability to pay bills or getting into debt.

	<ul style="list-style-type: none"> • The abuse of influence, power or friendship to persuade a person to make gifts or change their will. • Being charged excessive amounts for services such as minor building works on a property. • Loans made under duress, threat or dishonestly extracted. • Mate-crime – where vulnerable people are befriended by those who go on to exploit them. 	<ul style="list-style-type: none"> • Sudden changes in a person's finances or a disparity in assets and living conditions. • Person unable to access their own money or check their own accounts. • Cheques being signed or cashed by other people without someone's consent. • Recent acquaintances expressing sudden or disproportionate interest in the person and their money. • Reluctance on the part of the family, friends or the person controlling the person's funds to pay for necessary food, clothes or other items. • Recent changes of deeds/title of home. • Inappropriate granting and/or use of Power of Attorney. • Sudden change or creation of a will to benefit an individual significantly. • Someone else having possession of money/ bank cards. • Someone else reported making financial decisions. • Fraud.
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Discriminatory Abuse	Includes....	Some of the key indicators
The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	<ul style="list-style-type: none"> • Ageist, racist, sexist, or abuse based on a person's disability. • Abuse linked to a person's sexuality. • Harassment, slurs or similar inappropriate use of language and treatment. • Withholding services without proper justification, or lack of disabled access to services and activities. 	<ul style="list-style-type: none"> • Low self-esteem. • Withdrawal and social isolation. • Anger. • Person puts themselves down in terms of their age, race, gender identity or sexuality. • Abuse may be observed in conversations or reports by the person of how they perceive themselves. • Preference not to receive care from particular individuals. • Feeling as though there is a lack of control based on age, gender, religion.

	<ul style="list-style-type: none"> • Lack of respect towards a person's culture, or deliberate exclusion. 	<ul style="list-style-type: none"> • Signs of substandard service offered (health/education).
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Institutional Abuse	Includes....	Some of the key indicators
<p>The mistreatment of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.</p>	<ul style="list-style-type: none"> • The inability of an institution to safeguard people from emotional or even physical harm and neglect. • Having fixed rules and routines by which people are controlled. • People prevented from acting within their rights. • No access to personal possessions or personal allowance. • Inadequate staffing, poorly trained staff and a lack of leadership and/or supervision of staff or volunteers. • Inappropriate use of physical interventions and poor practice in the provision of intimate care. 	<ul style="list-style-type: none"> • Inappropriate or poor care. • Being routinely referred to in a condescending fashion. • Disrespectful language and attitudes. • Adult being spoken to or treated like a child. • A person's privacy and dignity being routinely compromised. • Failure to recognise the individuality of each person and applying a 'one size fits all' approach to support. • No evidence of support services care plans that focus on the individual's needs. • Inadequate staffing levels and the absence of individual care. • Lack of adequate procedures. • Poor record keeping/missing documents.

Domestic Abuse	Includes....	Some of the key indicators
<p>Any threatening behaviour, violence or abuse between adults or young people, who are or have been intimate partners, family members or extended family members,</p>	<ul style="list-style-type: none"> • Physical, psychological, sexual or financial abuse. • Patterns of controlling and coercive behaviour. • Child to parent/carer abuse. • Abuse towards elderly family members. • Female Genital Mutilation (FGM). 	<ul style="list-style-type: none"> • Unexplained bruises or injuries. • Unusually quiet or withdrawn. • Fear, anxiety or panic attacks. • Frequent absences from work or other commitments. • Stops talking about their partner/family member. • Is always accompanied by their partner/family member.

<p>regardless of age, gender or sexuality or social status.</p> <p>Rarely is domestic abuse a one-off incident.</p>	<ul style="list-style-type: none"> • Honour based violence, committed to protect or defend the honour of the family and community. • Forced marriage. • Children can experience it by seeing and/or hearing the abuse, or seeing the injuries or distress afterwards, as well as being directly targeted. 	<ul style="list-style-type: none"> • Becomes isolated and withdrawn from friends and other family. • Doesn't have control over possessions or money. • Anxious about being away from home and rushes to get back.
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Spiritual Abuse	Includes....	Some of the key indicators
<p>The inappropriate use of religious belief or practice. Coercion and control of one individual by another in a spiritual context. The abuse of trust or misuse of power by someone in a position of spiritual authority (such as a minister).</p> <p>The person experiences spiritual abuse as a deeply emotional personal attack.</p>	<ul style="list-style-type: none"> • Forcing religious ideas or practices on to people, particular those who may be vulnerable to such practices. • Extreme pastoral interference in personal matters – reducing individual choice and responsibility. • The misuse of scripture or power to control behaviour and pressure to conform. • Oppressive teaching and isolation from others. • The requirement of obedience to the abuser, or the suggestion that the abuser has a “divine” position. • Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm. • The denial of the right to have a faith or the opportunity to grow in the knowledge and love of God. 	<p>It is often difficult for churches to identify spiritual abuse because its definition may be more an issue of personal interpretation of common practices in the church or denomination.</p> <ul style="list-style-type: none"> • Pastoral practices that ‘force’ people into accepting religious values or ideas. • A Feeling of confusion and uncertainty as to who, what or why they believe any more. • Deeply scarred – emotionally, psychologically and spiritually. • Feelings of betrayal leading to deep distrust, self-isolation and powerlessness. • A changed and damaged view of church – loss of church as a safe space.

	<ul style="list-style-type: none"> • Exclusion of people from the full range of church life (no arrangements for gluten-free wafers or non-alcoholic wine at Communion, or promoting fear of involving those who are HIV positive). • Oversimplification of forgiveness and healing without regard to pain or suffering. 	
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Online Abuse	Includes....	Some of the key indicators
<p>The use of the internet (via email, mobile phones, websites, social media, instant messaging, chatrooms, online games, live-streaming etc) to harm or harass in a deliberate manner.</p> <p>It can happen at any time and is not limited to a specific location – can be experienced even when alone.</p> <p>It can affect anyone at any age.</p>	<ul style="list-style-type: none"> • Communications seeking to intimidate, control, manipulate, put down, falsely discredit, humiliate. • Threatening earnings, reputation, employment, safety. • Cyberbullying/Harassment – repeated offensive, rude, insulting messages. • Denigration – derogatory information and/or digitally altered photos. • Flaming – posting insults using vulgar/profane language. • Impersonation – hacking accounts and taking on someone else’s identity. • Outing/Trickery – sharing someone’s secrets or tricking them into revealing embarrassing information. • Cyber stalking – repeated online threats/activity making someone afraid for their safety. 	<ul style="list-style-type: none"> • Withdrawn, time spent alone, exclusion from social events. • Spend a lot more/less time than usual online, texting, gaming, on social media. • Reluctance to let anyone near their phone/ tablet/laptop etc. • Change in personality – anger, depression, anxiety etc • Changing appearance, trying to ‘fit in’ • Staying away from school/work • Nervous behaviour. • Losing self-confidence. • Distressed/withdrawn.

	<ul style="list-style-type: none"> • Trolling – online provocations, starting arguments, threats and insults. • Grooming – building emotional connection to gain trust for exploitation/abuse. • Sexting – sharing or coercion into sharing sexual, naked or semi-naked images/videos/ messages. 	
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Modern Slavery	Includes....	Some of the key indicators
<p>The illegal exploitation of people for personal or commercial gain.</p> <p>Includes human trafficking, where people are moved from one place to another into a situation of exploitation, using deception, coercion and violence.</p>	<ul style="list-style-type: none"> • Domestic servitude – forced to work in private houses with restricted freedoms, long hours, no pay. • Criminal exploitation – pick pocketing, shoplifting, drug trafficking. • Forced labour – long hours, no pay, poor conditions, verbal and physical threats. • Sexual exploitation – prostitution and child abuse. • Organ removal, forced begging, forced marriage and illegal adoption. • Travel and identity documents removed. 	<ul style="list-style-type: none"> • In a dependency situation, under the control and influence of others. • Malnourished or unkempt, wearing the same clothes all the time. • Travel, identity and financial documents held by someone else, or use of false/forged documents. • Living in cramped, dirty, overcrowded accommodation, living and working at same address, few personal possessions. • In debt to others, low or no pay, excessive deductions made for food, accommodation, transport. • Unfamiliar with the neighbourhood, unsure of home/work address. • Scared, untrusting, withdrawn, anxious, avoiding eye contact. • Showing signs of abuse, having old/untreated injuries and healthcare issues. • In fear of the authorities and in fear of removal or consequences for family.

Radicalisation	Includes....	Some of the key indicators
<p>The process that moves a person to legitimise their support for or use of violence.</p> <p>The promise of an ideology which gives purpose and belonging.</p> <p>Can take place over a long time period or happen quickly.</p> <p>The person may not understand that they have been radicalised.</p>	<ul style="list-style-type: none"> • Exposure to violent and inappropriate material. • Being recruited in person – online or face-to-face. • Joining extremist organisations. • Justifying the use of violence to solve societal issues. • Seeking to recruit others to an extremist ideology. <p>Extremist recruiters speak directly to the vulnerabilities people experience at times in their lives, e.g. sense of not belonging, low self-esteem, issues at home, involvement with gangs/criminal groups or identity crisis with their cultural heritage.</p>	<ul style="list-style-type: none"> • The expression of extremist views • Accessing extremist websites/social networks or possessing extremist, violent literature. • Behavioural changes, anger and use of inappropriate language. • Becoming disrespectful and intolerant of others. • Using words and phrases that sound scripted, talking about 'us' and 'them'. • Sympathies, admiration or associations with known extremists. • Advocating violent actions or means. • Changing name or friends.

Child Sexual Exploitation	Includes....	Some of the key indicators
<p>A type of sexual abuse.</p> <p>The child is given gifts, drugs, money, status and affection, in exchange for performing sexual activities.</p> <p>The tricking or grooming of children to believe they are in a loving and consensual relationship.</p> <p>Can be both in person or online.</p>	<ul style="list-style-type: none"> • The use of violence, coercion and intimidation to force the child into sexual activity. • Invitations to parties where drugs and alcohol are freely given in exchange for sex. • Deceiving children into producing online indecent images/films of themselves. • Children being used to recruit other children into sexual exploitation. 	<ul style="list-style-type: none"> • Acquisition of money, clothes, mobile phones etc. they can't or won't explain. • Unhealthy or inappropriate sexual behaviour. • Swings and changes in mood or character, being secretive. • Gang-association and/or isolation from friends and social networks. • Relationships with controlling or significantly older individuals or groups. • Sexually transmitted infections, pregnancy. • Being frightened of some people, places or situations. • Physical signs of abuse, like bruises or bleeding in their genital or anal area. • Alcohol or drug misuse.

The child may not understand that they have been abused. They may seem to be condoning or even encouraging the abusive behaviour.	<ul style="list-style-type: none"> • Children being trafficked into or within the UK to be sexually exploited. • Sexual exploitation as part of gang initiation, status, protection or punishment. 	<ul style="list-style-type: none"> • Going missing for periods of time. • Skipping school.
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Self-Harm	Includes....	Some of the key indicators
<p>The intentional damage or injury to a person's own body. It is often used as a way of coping with, expressing or releasing overwhelming emotions and distress.</p> <p>It may also be about converting emotional pain into physical pain, expressing something that is hard to put into words or feeling that they are in control.</p>	<ul style="list-style-type: none"> • Cutting • Burning • Bruising • Scratching • Hair pulling • Poisoning • Overdosing • Intentionally putting themselves in risky situations • Overeating or undereating • Inserting objects into their own body • Hitting themselves or walls • Exercising excessively • Self-neglect (adults) <p>Some may self-harm to create a reason to physically care for themselves, or to feel something instead of numbness or disconnection.</p>	<ul style="list-style-type: none"> • Unexplained cuts, bruises and burns, which are likely to be on wrists, arms, thighs and chest. • Keeping themselves fully covered, even in hot weather. • Signs of depression, including low mood, tearfulness and a lack of motivation or interest. • Becoming withdrawn and a reluctance to speak to others. • Weight loss or weight gain due to changes in eating habits, including being secretive about eating. • Low self-esteem, such as an inclination to blame themselves for external problems and expressing that they are not good enough. • Alcohol or drugs misuse. • Bald patches from pulling out hair.

Things to note about abuse:

- It is unlikely that just one type of abuse will occur in isolation from another
- There can be an overlap of the signs and symptoms with different types of abuse
- All abuse involves the misuse of power
- There is an emotional abuse aspect to all types of abuse, including the witnessing of abuse
- If a child witnesses (including hearing) domestic abuse, this is considered to be child abuse

- Any type of abuse committed within the church can also have a negative impact on someone's faith and relationship with God
- It is not our role to determine which type of abuse it may be or to investigate.

For more information about specific forms of abuse, useful contacts of relevant organisations and details about those who are vulnerable to abuse, see: [URC Safeguarding Good Practice Appendices](#):

- ***Appendix R: A Guide to Domestic Abuse***
- ***Appendix U: Useful Contacts – For All Forms of Abuse of Children and Adults*** <https://urc.org.uk/safeguarding/safeguarding-organisations/>

Appendix 10 Bullying and Harassment:

In <https://urc.org.uk/safeguarding/safeguarding-organisations/> Appendix X: Responding to Allegations of Bullying and Harassment, full details regarding what this means and how to tackle it, can be found under these headings:

1. Introduction
2. Definitions
3. Examples of bullying/harassing behaviour
4. Theological Reflection
5. Consequences of Harassment and bullying
6. Prevention

Acting on Bullying and Harassment

1. Making an allegation
2. Intervening on behalf of someone else
3. Responding to an allegation of harassment or bullying
4. If accused of bullying or harassment

Appendix 11: Making a referral to Norfolk County Council see:
<https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/>

Children's Advice and Duty Service

If you are a professional, i.e. working with a child or young person in a formal or voluntary setting and not a family member or member of the public, you can contact the Children's Advice and Duty Service on their direct line: **0344 800 8021**.

If you are a member of the public you can do this through Norfolk County Council's Customer Services on **0344 800 8020**.

For any call raising concerns about a child, the Children's Advice and Duty Service will ask for:

- all of the details known to you/your agency about the child;
- their family composition including siblings, and where possible extended family members and anyone important in the child's life;
- the nature of the concern and how immediate it is;
- Any and what kind of work/support you have provided to the child or family to date.

They will also need to know where the child is now and whether you have informed parents/carers of your concern.

Notice to Callers:

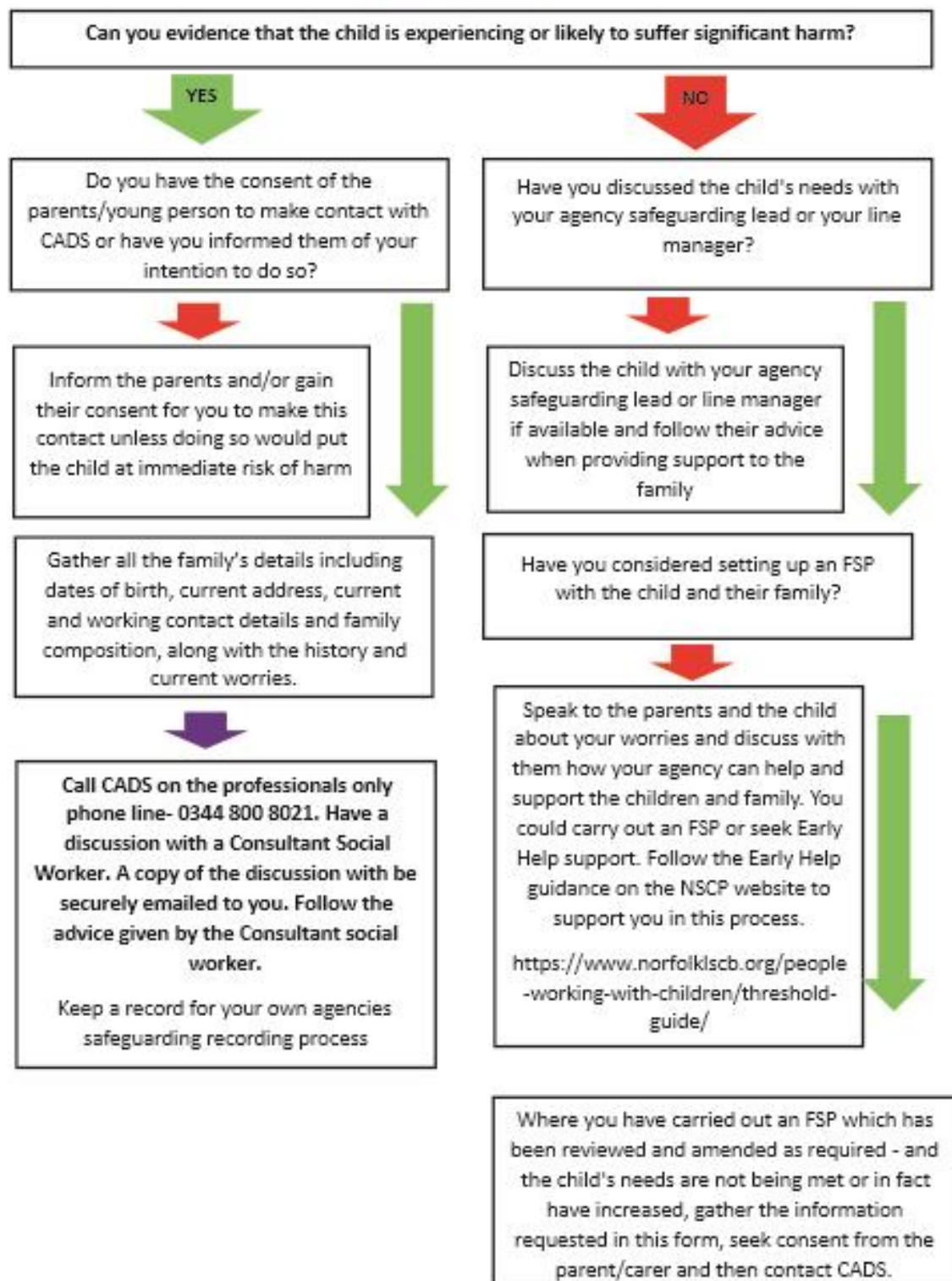
- Preparing for the conversation: please see the tools developed by the Children's Advice and Duty Service to support communication. This includes, FAQs and a flow chart. Please remember to record your concerns for your internal audit trail.
- Consent: Please can you ensure you seek consent for the referrals unless the concerns being raised suggest that the child/children or someone else (including the referrer) would be placed at risk of significant harm, or it might undermine a criminal investigation if the parents/carers are informed. Reasons for not seeking consent should be clearly stated when speaking with Children's Advice and Duty Service and recorded on internal systems for your records.
- [CADS FAQs](#)
- [CADS Flowchart](#)-see next page
- [CADS Professional Guide](#)
- [CADS Poster](#)

For more information see the [Norfolk Threshold Guide](#).

Taken from Norfolk County Council website 18.05.22 <https://www.norfolkscb.org>

Children's Advice and Duty Service- CADS

Before contacting CADS, please answer the following questions and follow the advice provided:



Appendix 12: Guidance for Consulting and Referring to the LADO

Allegations Against Persons who work with Children, Protocol 8.3 needs to be read, when making a referral to Norfolk LADO service.

<https://www.norfolkscb.org/about/policies-procedures/8-3-allegations-against-persons-who-work-with-children/>

All allegations of abuse of children by those who work with children must be taken seriously.

DEFINITIONS

- A child is anyone under the age of 18.
- An employee (person) is anyone working with children, be it in an employed (all sectors and settings) or voluntary capacity.
- An employer is anyone working with or providing services to children (all sectors and settings)

The procedure should be applied in all situations where it is alleged that a person who works with children has:

- Behaved in a way which has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children; or
- Behaved in a way that indicates they may not be suitable to work with children.

It can be difficult to determine what may fall into the category of “unsuitable to work with children or adults at risk”. The employer should consider whether the subject of the allegation or concern has:

- Been the subject of criminal procedures that indicate a risk of harm to a child or adult at risk
- Caused harm or possible harm to a child or adult at risk and there is a risk in the working, volunteering, or caring environment
- Contravened or continued to contravene their agency’s Safeguarding Policy and Procedures
- Failed to understand or comply with the need for clear personal and professional boundaries in the work place
- Behaved in a way in their personal life which could put children and adults at risk of harm
- Behaved in a way that undermined the trust placed in them by virtue of their position
- Children who are subject to Child Protection Procedures
- Has caring responsibilities for an adult who is subject to Adult Protection Procedures

LADOs have to consider transferable risk. If there are concerns about the behaviour/conduct of a person in their private life who is in a position of trust

working/volunteering with children, the LADO must consider the transferable risk to the children they work/volunteer with.

Whilst some behaviours may not constitute a criminal offence, and some may not reach the threshold of Significant Harm, consideration will need to be given as to whether they may indicate unsuitability to work with children. Any such behaviour should be considered within the context of the four categories of abuse i.e. physical, sexual and emotional abuse and neglect.

These include concerns relating to inappropriate relationships between members of staff and children or young people:

- Having a sexual relationship with a child under 18 if in a position of trust in respect of that child, even if consensual;
- Grooming, i.e. meeting a child under 16 with intent to commit a relevant offence (see Section 16-19 Sexual Offences Act 2003);
- Other 'grooming' behaviour giving rise to concerns of a broader child protection nature e.g. inappropriate text/email messages or images, gifts, socialising etc (see Section 15 Sexual Offences Act 2003);
- Possession of indecent photographs/pseudo-photographs of children;
- Qualified/unqualified staff becoming involved in a relationship with an ex pupil under the age of 18, who is no longer at the school;
- Sexual Exploitive behaviour;
- Inappropriate Physical restraint or physical harm to a child.

Reference may be made to the DfES 'Guidance for safe Working Practice for Adults who work with Children and Young People: and Keeping Children Safe in Education: The allegations may relate to the person's behaviour at work, at home or in another setting.

It may concern, for example, a paid employee, unpaid volunteer, child-minder, approved foster carer or prospective adopter.

In the context of this procedure, the term "employer" means the organisation that has a working relationship with the person against whom the allegation has been made and includes voluntary organisations, employment agencies, fostering services, child minder services, youth clubs and others.

Allegations of historical abuse should be responded to in the same way as current concerns. Anyone over the age of 18, making a historical allegation of abuse needs to contact the Police in the first instance, it will then be the Police who refer to the LADO as per procedures.

In such cases, it is important to find out whether the person against whom the allegation is made is still working with children, the current employer is not informed until the LADO has discussed and agreed with the Police what information will need to be shared.

Where concerns arise about a person's behaviour in relation to their own children, the current employer is not informed until discussed and agreed with Children's Services Social Care and/or the Police. There may be a need to contact the current employer to assess whether there may be implications for children with whom the person has contact at work, in which case this procedure will apply.

THE ROLE OF THE LADO

([Working Together to Safeguard Children 2018](#) now refer to LADO's as Designated Officers). The Local Authority must appoint a Designated Officer(s).

In Norfolk the title of LADO remains in use.

PLEASE NOTE: The LADO will not:

- undertake any investigation;
- have direct communication with the person subject of the allegation;
- provide advice and support to the person subject of the allegation;
- provide HR advice in respect of suspension or dismissal.

The LADO's responsibilities are:

- To quality assure and have oversight of the safeguarding investigations undertaken;
- To be involved in the management and oversight of individual cases from all partner agencies of the LSCB which fall within this procedure;
- To provide advice and guidance to employers and voluntary organisations;
- To provide advice and guidance to Senior Managers (see Section 2.3, Senior Manager) about the operation of this procedure;
- To provide advice to parents who contact LADO which agencies/people to contact should they have concerns;
- To advise the employer/agency of the persons who are subject of the safeguarding LADO process where to seek support from.;
- To liaise with the Police and other agencies;
- To monitor the progress of cases – advising that they are dealt with as quickly as possible and consistent within a thorough and fair process;
- To keep records of all advice given, actions taken and decisions made;
- Chairing Multi-Agency LADO Meetings and liaising with chairs of Complex Abuse Strategy Meetings or other Local Authority Multi-Agency LADO Meetings;
- To contribute to LSCB inter agency training programmes and awareness raising across all agencies;
- To provide advice if appropriate to agencies in the discussion regarding suspension. The power to suspend is vested in the employer alone, it is not a LADO decision;
- To liaise with the Police and the Crown Prosecution Service; and
- To maintain information databases in relation of all allegations and produce qualitative and quantitative reports for the LSCB and Department for Education.

Note the website also details the roles of the Named Senior Officer from the council the Police and also the **Senior Manager (Employer/Organisation)**. **In our situation, this would be the Deputy Safeguarding Officers who may need to link with the Elders and should certainly report any incidents immediately to the Synod Safeguarding Officer. Their role in this situation includes:**

- Ensuring that this procedure is properly applied and implemented;
- Providing advice, information and guidance for staff within the organisation;

- Being the senior manager within the organisation to whom all allegations or concerns are reported;
- Liaising with the Local Authority Designated Officer (LADO) as required under this procedure;
- Referring allegations in accordance with the organisation's and this procedure;
- Gathering any additional information which may have a bearing on the allegation e.g. previous known concerns, care and control incidents, etc;
- Providing the subject of the allegation with information where they can obtain support from and advising them to inform their union or professional body as part of their duty of care to the person subject to the allegation;
- Should the allegation be malicious, considering, in consultation with the LADO, the need to make a referral to Children's Social Care Services for support or to the Police;
- Attending Multi-Agency LADO Meetings;
- Liaising with Human Resources where the employer's disciplinary action is required;
- Ensuring that risk assessments are undertaken where and when required;
- Ensuring that effective reporting and recording systems are in place which allow for the tracking of allegations through to the final outcome;
- Undertaking appropriate checks with data the agency may hold;
- Providing reports and information as required by the LADO;
- Raising the awareness of the need to empower children and young people who are in vulnerable positions by ensuring their agency produce good whistle blowing and complaints procedures for all children;
- Ensuring appropriate and relevant training programmes are in place for and accessed by all staff;
- Ensuring relevant support programmes are in place for staff, parents and children/young people.

The employer must also identify an alternative person to whom reports should be made in the absence of the nominated Senior Manager, or in cases where that person is the subject of an allegation or concern.

Timescale and initial considerations

All allegations within this procedure that come to the employer's attention should be notified to the Local Authority Designated Officer (LADO) within one working day by completing the [LADO referral form](#) from the NSCP website.

Contact with the LADO needs to be made before any contact is made either with the person subject to the allegation or the child and parent/carer. This is to ensure that the correct action is taken which will not impede the disciplinary or investigative processes.

The LADO will discuss the matter with the employer and where necessary obtain further details of the allegation and the circumstances in which it was made. If the LADO criteria and threshold is not met, the LADO will offer advice and guidance to the employer/agency and the referral will be closed as a consultation. It

remains the employer/agencies' responsibility to inform the person subject of the referral that there was a consultation with the LADO.

For full details of the process go to
<https://www.norfolklscb.org/about/policies-procedures/8-3-allegations-against-persons-who-work-with-children/>

Taken from Norfolk County Council Website 17.05.22

Appendix 13

List of chapter headings in Good Practice : Safeguarding Children and Adults at Risk URC 2020 This can be found online at: <https://urc.org.uk/wp-content/uploads/2021/11/Good-Practice-5-book.pdf> as can all the appendices, many of which are copied into the appendices for this policy

Part 1: Safeguarding an Overview:

Section 1: Introduction

Section 2: Definitions

Section 3: Safeguarding Policy Statement

Section 4: Division of Responsibility for safeguarding

Section 5: Data Protection and Information Sharing

Section 6 – Safer Recruitment

Section 7 – Criminal Records Checks

Section 8 – Good working practice

- Preventing Harm
- Promoting safe ways of working
- Protecting everyone
- Following good working practice

Section 9: Abuse

Section 10: Responding to safeguarding concerns

Section 11: Safeguarding Children and Young People

Section 12: Managing allegations against those working with children

Section 13: Managing and supporting those who pose a risk of harm to children

Section 14: Adults at risk

Section 15: Providing pastoral care and support for historical abuse

List of appendices available on the URC website May 23 <https://urc.org.uk/safeguarding/safeguarding-good-practice/>

If underlined, they are included in this document for immediate reference or to be circulated

- **Appendix A** – Model safeguarding policy for local churches ([PDF version | 383kb](#)) | ([Word version | 2mb](#)) **(Our policy is based on this)**
- **Appendix A1** – Safeguarding policy statement ([PDF version | 310kb](#)) | ([Word version | 2mb](#)) **(Our policy statement is based on this)**
- **Appendix A2** – The role of a Safeguarding Co-ordinator ([PDF version | 292kb](#)) | ([Word version | 2mb](#)) **Edited version in our doc**
- **Appendix A3** – Code of conduct for working with children or young people ([PDF version | 294kb](#)) | ([Word version | 2mb](#))
- **Appendix A4** – Code of conduct for working with adults ([PDF version | 372kb](#)) | ([Word version | 2mb](#))
- **Appendix A5** – Safeguarding incident/concern form ([PDF version | 316kb](#)) | ([Word version | 2mb](#))
- **Appendix A6** – Signs and symptoms of abuse ([PDF version | 429kb](#)) | ([Word version | 2mb](#))
- **Appendix A7** – Guidance on safeguarding for Local Ecumenical Partnerships (resource to come) Not applicable

Appendices B – H

- **Appendix B** – Model – church safeguarding poster ([PDF version | 365kb](#)) | ([Word version | 3mb](#))
- **Appendix B1** – Accessible children, youth and adult safeguarding coordinators poster ([PDF version | 749kb](#)) – to be used in conjunction with Appendix B
- **Appendix B2** – Accessible joint safeguarding coordinator poster ([PDF version | 697kb](#)) – to be used in conjunction with Appendix B
- **Appendix C** – Model church online safety policy ([PDF version | 1mb](#)) | ([Word version | 3mb](#)) **Elements in our appendix 8**
- **Appendix D** – Model church policy statement on the recruitment of ex-offenders ([PDF version | 262kb](#)) | ([Word version | 2mb](#))
- **Appendix E** – A guide to working with people with disabilities ([PDF version | 337kb](#)) | ([Word version | 2mb](#)) **Appendix 6 in our doc**
- **Appendix F** – Model information and consent form ([PDF version | 325kb](#)) | ([Word version | 2mb](#))
- **Appendix G** – Model request to administer medication form ([PDF version | 313kb](#)) | ([Word version | 2mb](#))
- **Appendix H1** – Annual safeguarding returns form (resource to come)
- **Appendix H2** – Synod annual safeguarding report ([PDF version | 365kb](#)) | ([Word version | 2mb](#))

Appendices I – Q

- **Appendix I** – A guide to risk assessment ([PDF version | 316kb](#)) | ([Word version | 2mb](#))
- **Appendix J** – Model risk assessment form ([PDF version | 156kb](#)) | ([Word version | 34mb](#))
- **Appendix K** – Guidance on safer recruitment and criminal record checks (resource to come)
- **Appendix L1** – Sample paid worker application form ([PDF version | 372kb](#)) | ([Word version | 2mb](#))
- **Appendix L2** – Sample volunteer application form ([PDF version | 318kb](#)) | ([Word version | 2mb](#))
- **Appendix M** – Sample reference request form ([PDF version | 340kb](#)) | ([Word version | 2mb](#))
- **Appendix N** – Sample self-declaration form ([PDF version | 342kb](#)) | ([Word version | 2mb](#))
- **Appendix O** – Sample Synod Safeguarding Officer job description ([PDF version | 348kb](#)) | ([Word version | 3mb](#))
- **Appendix P** – Sample Synod Safeguarding Officer person specification ([PDF version | 318kb](#)) | ([Word version | 2mb](#))
- **Appendix Q** – A guide for staff facing allegations ([PDF version | 306kb](#)) | ([Word version | 2mb](#))

Appendices R – Z

- **Appendix R** – A guide to supporting those affected by domestic abuse ([PDF version | 497kb](#)) | ([Word version | 2mb](#))
- **Appendix S** – A guide to supporting adult survivors of abuse ([PDF version | 334kb](#)) | ([Word version | 2mb](#))
- **Appendix T** – A guide to confidentiality and data protection (resource to come)
- **Appendix U** – [Useful contacts for all forms of abuse of children and adults](#)
- **Appendix V** – Safeguarding and digital communications ([PDF version | 409kb](#)) | ([Word version | 2mb](#)) **Elements in our appendix 8**
- **Appendix W** – Information on social media (resource to come)
- **Appendix X** – Responding to allegations of bullying and harassment ([PDF version | 354kb](#)) | ([Word version | 2mb](#)) **Elements in Appendix 10**
- **Appendix Y** – URC whistleblowing policy (resource to come)
- **Appendix Z** – A guide to managing risk and offenders (resource to come)

Appendices 14- Forms to be used and exemplar forms

Appendix 14: Safeguarding incident recording form (URC)

Where a person is in imminent danger of harm or a criminal act may have been committed, the police must be notified immediately on 999. Otherwise, call 101 to report a crime or any other concerns that do not require an emergency response.

- Please fill in this form with the information available within 24 hours after becoming aware of a safeguarding incident or concern. You do not have to fill in all sections.
- Please ensure you are as accurate and detailed as possible. Use quotes wherever possible, and 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.
- The completed form must be passed on or sent by secure email to the designated safeguarding person, and immediately followed up after sending.

Date on which this form is completed					
Full name of the person reporting the concern/incident					
Relationship to child, young person, or adult concerned of being at risk					
Church details, if known	Synod		Church		Number
Contact details of church or organization, if known	Address		Phone numbers		Email
Full name of child, young person, or adult concerned of being at risk					
Date of Birth, if known					
Contact details, if known	Address		Phone numbers		Email
Has the individual given consent to report? (or report as appropriate)	Yes		No		Reason for no consent:
If under 18, have the parents/carers /guardians of the child been informed?	Yes		No		Reason for no consent:
Please give a summary of the safeguarding incident/concern					
Date/time of incident					
What happened? Please provide detailed information about the circumstances and the person experiencing or being at risk of harm, abuse or neglect (preferably as a timeline)					

When did it happen? (date, time)	
Where did it happen? (specific location)	
What action/s were taken, and by whom?	
Name of anyone involved and in what way, including witnesses	
Other services or agencies involved <u>Note:</u> If referred to statutory authorities, or other services, please include name and contact details	
Next steps or recommendations	
INTERNAL USE	
Date received	
Full name of Designated Person	
Progress	
Conclusion	

Other Exemplar or agreed forms

Appendix 15: Activity Risk Assessment

Appendix J

Risk Assessment Record

Risk assessment of:

Assessor:

Date:

Overview of activity / location / equipment / conditions being assessed:

Context of the assessment:

Hazard(s) identified	Person/s affected	Existing controls (how the risk is being mitigated)	a	b	a x b	Additional controls required
Signed:			Review date:			

Risk Assessment Record

The assessor can assign values for the 'hazard severity' and 'likelihood of occurrence' on scales of 1 – 5 to aid with rating risks:

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (e.g. discomfort, scratch, slight bruising) 2 – Minor (e.g. small cut, abrasion, basic first aid need) 3 – Moderate (e.g. strain, sprain, incapacitation > 3days) 4 – Serious (e.g. fracture, amputation, hospitalisation > 24 hrs) 5 – Fatal	1 – Remote (almost never) 2 – Unlikely (occurs rarely) 3 – Possible (could occur, but uncommon) 4 – Likely (recurrent, but not frequent) 5 – Very likely (occurs frequently)

The risk rating (high, medium or low) indicates the response to be taken for the assessed risks.

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 – 12)	HIGH RISK (15 – 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to medium or low level

Risk Assessment Action Plan

Action plan in respect of:

Prepared by:

Ref no.	Action to be taken, including cost	By whom	Target date	Review date	Outcome at review date
1					
2					
3					
4					
5					
6					
7					
<p>Signed:</p> <p>Date:</p>					

Appendix 16: Requirement needed before setting up Church based groups-agreed 12.21

Requirements of assessments/ preparations/legalities etc needed prior to starting or re-starting groups or activities at church which involve food or inviting people from outside the Church Fellowship 2021

1. Have ensured that the activity can take place in such a way that all aspects conform to the most recent Covid Risk Assessment for the church and have procedures in place to record concordance.
2. Have carried out a health and safety risk assessment relating to the group or activity (IRURC has an outdated policy which would detail areas to cover)
3. Have sufficient volunteers arranged for each session to carry out the activity safely and follow [Good Practice 5](#) section 6 guidelines when recruiting
4. Have transport arrangements in place if necessary
5. If volunteers bring people by car, they must ensure that the driver's car insurance covers them for volunteering (it should be free).
6. All volunteer drivers asked by the church to transport people must be DBS checked. If possible there should be 2 volunteers per car. The Good Practice Guide 5 page 51 also recommends that the church should check the credentials of prospective drivers
7. Have safeguarding measures in place-i.e are aware of and adhere to the contents of IRURC Safeguarding policy relating to vulnerable adults including recognising possible safeguarding issues and knowing the procedure and who to contact if a safeguarding issue arises.
8. Asked Louise or Audrey to register any volunteers who need DBS checks and ensure these checks have been satisfactorily carried out (AE and LN can let you know who needs a check)
9. Have arrangements for food provision in place ensuring that dietary requirements are considered.
10. Ensure the activity is registered with City Council Food Environment Department (Audrey will do that when given the details as she knows what the department needs with regard to church run events).
Food businesses are required by law to register at least 28 days before opening (Norwich City Co website) Registration varies depending on whether it is cooked by us on the premises or whether professionals are employed.
11. Are aware of the IRURC Food Management System based on ["Safer Food, Better Business"](#) and agree to conform to it and ensure that its contents are followed both when preparing and serving-this is particularly important if the food is not cooked and served professionally.

12. Have arrangements in place for recording details of members and also of attendees at each meeting, with reference to GDPR. For egs of membership form and attendance record see pages 29-31 of the Norfolk County Council document detailed below
13. Have financial arrangements in place to ensure that the activity does not go over the budget agreed

This is a really useful document: **Norfolk County Council: Useful hints and tips for setting up Lunch Clubs** It is 2014 but much of the information is still applicable. PDF can be downloaded by putting the red writing in a search engine.

**Appendix 17: Children's Contact form –
Teddies and Messy Church**

IPSWICH ROAD UNITED REFORMED CHURCH CONTACT FORM

Name:	Relationship to children:	Children's D.O.B
Children's Names:		
Address:		
Phone number:		
Email:		

Keep me informed with events and clubs the church runs for children and families. ☐

I consent to unnamed photographs on the person(s) named above appearing in press/media, on display within local churches and on church website and social media. ☐

I consent to the church contacting me by ☐ Post ☐ Phone/text ☐ Email ☐

Signed: _____ Date: _____

IPSWICH ROAD UNITED REFORMED CHURCH CONTACT FORM

Name:	Relationship to children:	Children's D.O.B
Children's Names:		
Address:		
Phone number:		
Email:		

Keep me informed with events and clubs the church runs for children and families. ☐

I consent to unnamed photographs on the person(s) named above appearing in press/media, on display within local churches and on church website and social media. ☐

I consent to the church contacting me by ☐ Post ☐ Phone/text ☐ Email ☐

Signed: _____ Date: _____

IPSWICH ROAD UNITED REFORMED CHURCH CONTACT FORM

Name:	Relationship to children:	Children's D.O.B
Children's Names:		
Address:		
Phone number:		
Email:		

Keep me informed with events and clubs the church runs for children and families. ☐

I consent to unnamed photographs on the person(s) named above appearing in press/media, on display within local churches and on church website and social media. ☐

I consent to the church contacting me by ☐ Post ☐ Phone/text ☐ Email ☐

Signed: _____ Date: _____

IPSWICH ROAD UNITED REFORMED CHURCH CONTACT FORM

Name:	Relationship to children:	Children's D.O.B
Children's Names:		
Address:		
Phone number:		
Email:		

Keep me informed with events and clubs the church runs for children and families. ☐

I consent to unnamed photographs on the person(s) named above appearing in press/media, on display within local churches and on church website and social media. ☐

I consent to the church contacting me by ☐ Post ☐ Phone/text ☐ Email ☐

Signed: _____ Date: _____

**Appendix 18: Children's Contact form –
Wednesday Club**

WEDNESDAY CLUB REGISTRATION FORM 2021-2022

Ipswich Road United Reformed Church

Ipswich Road

Norwich

NR4 6QR

www.ipswichroad.urc.org.uk

01603 259643

Children and Families Worker

Sam Roberts

samcfw@hotmail.com

07526315459

Please make a note of the contact details and return the form by hand or to Sam Roberts (Children and Families worker) at the church address.

To make sure everyone enjoys themselves and is safe we need you to fill in this form and return it to us before your child attends Wednesday Club. Please contact us if you have any questions or problems with this form.

Full name of child

Address

Date of Birth

I, the undersigned being the parent/guardian give permission for him/her to take part in the activities at Wednesday Club. I acknowledge the need for obedience and responsible behaviour on the above named child's part throughout the period and the need for him/her to take note of any safety instructions. I am satisfied that all reasonable care will be taken for the safety of all those participating and that other staffing, insurance and safety measures have been taken.

I recognise that those running the club will only be responsible for the above named child until they are picked up or leave on their own with written permission.

Dedication

In the unlikely event of illness or accident, I give my permission for medical treatment to be administered where considered necessary by the nominated first-aider in an emergency and if I cannot be contacted, I am willing for my child to receive hospital treatment including aesthetic if necessary. I understand that every effort will be made to contact me as soon as possible.

The first person to contact in case of emergency is: If first contact is unavailable, please contact:

Name Name

Relationship to child Relationship to child

Phone number Phone number

My child can go home alone (please mark) **Yes No**

My child will be collected by

My child has the following allergies

My child has the following medical or educational special needs which you should be aware of

I am happy for photographs of my child, taken by authorised leaders and used for unnamed display in local churches, press/media and on local church websites and social media. Please Mark **Yes No**

If you would like to receive information about Wednesday club and other activities for children and families provided by Ipswich Road URC please provide an email address.

Email:

Any information on this form will be treated with the strictest confidence and only used if necessary. Good information should ensure your child is not put at risk.

Signed Date

Please provide any additional useful information on the back of this sheet

Appendix 19: Friday Youth's contact form

**"Friday Youths" Drop In
at Harford Community Centre
Fridays in term time
from 4-6pm,
for those in school years 7-11**



ORGANISED & RUN BY

Ipswich Road United Reformed
Church
Ipswich Road
Norwich
NR4 6QR
Tel 01603 259643

ipswichroad.urc.org.uk
(Part of Norwich Area United Reformed Church)



irurcyouth



irurcyouth



Friday Youths

Dear

It's been great to see -----at "Friday Youths". This letter is just to tell you a bit more about the club.

- ☐ The club is a "Drop In" - for young people in school years 7-13 (High School)
- ☐ For safety reasons, we need to keep a register of those who are there. When they leave the Centre, we are not responsible for them.
- ☐ We also need a note of the young person's personal details.
Please complete the form with this letter and send it with them next time they come to Friday Youths.
All details will be kept private
- ☐ We also hold a club for younger children at Ipswich Road United Reformed Church (behind the hedge near the crossing) on a Wednesday from 3.30-5pm.
- ☐ There are rules, agreed by club members
We have a system in place to keep these rules: If a young person breaks the rules, they may be given an unofficial warning. If behaviour continues, they are given an "official warning". If they have to be given another warning that evening, they will be given a "red card" and sent home and you will; receive a call from us. The following week, they start with one official warning.
If necessary, we may give a red card immediately
- ☐ We provide: Table tennis, snooker, Xbox, craft activities, board games, "chill out zone" and tuck shop.
- ☐ All Club helpers hold current child protection clearance (db's check) and are either Church Members or employed by the church.

If you have any problems, please contact us via the Church website or leave a phone message on 01603 259643

For more details of the church, see our website: ipswichroad.urc.org.uk

Friday Youths Registration Form 2021-22

Full Name:
Date of Birth:
Address (including postcode):
Name of Parent or guardian:
Home Phone no.
Mobile Phone no.
Email address
Second Emergency contact details (in case we cannot contact the above number)
Name:
Telephone number:
Relationship to child (eg aunt, neighbour):
Additional useful information which will help us meet your young person's needs
He/she is allergic to the following: _____
He/she has the following medical/ behavioural condition and/or is taking the following medication (please include any other information that you feel we should know which may affect our ability to look after your young person and meet their needs more efficiently):
<p>I am happy for photographs of my child may be taken by authorised leaders and used, unnamed, for display within Ipswich Road URC on their church website, in their building and possibly in press/media locations.</p> <p>Please mark "yes" <input type="checkbox"/> or "no" <input type="checkbox"/></p>
<p><u>Parent or guardian must also sign the following statements:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> I give permission for my son/daughter to take part in 'Friday Youths' Drop In <input type="checkbox"/> I acknowledge the need for obedience and responsible behaviour on my child's part while at club and the need for him/her to take note of any safety instructions. <input type="checkbox"/> I am satisfied that all reasonable care will be taken for the safety of all those participating and that other staffing, insurance and safety measures have been taken <input type="checkbox"/> I recognise that the church will only be responsible for my son/daughter whilst they are in the club building. If they leave the premises, the church is no longer responsible. <input type="checkbox"/> I agree to them receiving first-aid treatment for minor injuries and I agree that such treatment will be administered by the leaders/first-aiders. <input type="checkbox"/> I agree to them receiving medication and emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present if I am not contactable. <input type="checkbox"/> I am happy to receive information by email from the church about Tuckswold Youths and other linked activities <p>Signed:</p> <p>Name printed:</p> <p>Date:</p>
<p><u>Any useful additional information:</u></p> <p>Any information on this form will be treated with the strictest confidence and only used if necessary. Inadequate information could place your child at risk.</p>

Appendix 20: Agreed Volunteer Information Form- non contact

VOLUNTEER INFORMATION FORM-NON-CONTACT ROLE

Minister : Revd. John Potter
 revjohn4naurc@gmail.com
 Tel: 01603 504332

Secretary : Mrs Audrey Elliott
 audrey.elliott1@gmail.com
 Tel: 01603407149



Ipswich Road United Reformed Church
 40-42 Ipswich Road
 Norwich
 NR4 6QR
 Tel 01603 259643

(Part of Norwich Area United Reformed Church)

The information in this application form will be kept confidentially by church/the place of worship/
 group, unless requested by an appropriate authority.

If there is insufficient room to fully answer any question, please continue on separate sheet(s).

Name of Group:

Time and Date(s) of Group:

Volunteer Role Description:

Surname:

First Name (s):

Address:

Email:

Telephone:

Emergency Contact:

Name:

Contact details:

Availability to Volunteer: Please either say "any" or list dates and times you can volunteer:

Please list any **special needs** you have which we might need to know about, to ensure that you are safe when volunteering with us?

Please list any **gifts or qualifications** which will enable us to make best use of your volunteering offer?

I declare that the information given on this form is correct. I further declare that I have received and read a copy of the Code of Conduct for working with adults and agree to follow it.

Signed:

Date:

Signature of group leader and date the application form is received:

If the applicant is not a regular member of the congregation of Ipswich Road URC, this section must also be completed:

References	
Please give details of one person, who will provide a written character reference for you. Please note this person should not be related to you, in a relationship with you or reside at your home address. Please ask the person if they are willing to be a referee for you before providing their details	
Name:	
Address	
Email:	
Telephone:	
How is the referee known to you?	
Declaration: I am happy for the church to apply to the person named above to provide a written reference for me. I have contacted the person named above and they are willing for the church to contact them to request such a reference.	
Signed:	Date:

Appendix 21: Agreed Volunteer Information Form-contact

VOLUNTEER INFORMATION FORM-CONTACT ROLE

Minister : Revd. John Potter
 revjohn4naurc@gmail.com
 Tel: 01603 504332

Secretary : Mrs Audrey Elliott
 audrey.elliott1@gmail.com
 Tel: 01603407149



Ipswich Road United Reformed Church
 40-42 Ipswich Road
 Norwich
 NR4 6QR
 Tel 01603 259643

(Part of Norwich Area United Reformed Church)

The information in this application form will be kept confidentially by church/the place of worship/ group, unless requested by an appropriate authority.

If there is insufficient room to fully answer any question, please continue on separate sheet(s).

Name of Group:

Time and Date(s) of Group:

Volunteer Role Description:

Surname:

First Name (s):

Address:

Email:

Telephone:

Emergency Contact:

Name:

Contact details:

Availability to Volunteer: Please either say "any" or list dates and times you can volunteer:

Please list any **special needs** you have which we might need to know about, to ensure that you are safe when volunteering with us?

Please list any **gifts or qualifications** which will enable us to make best use of your volunteering offer?

I agree to my details being used to apply for a DBS check: **YES NO** -please delete as applicable

As the role you are volunteering for involves interaction with potentially vulnerable people, we are required to ask you to complete a Disclosure and Barring Service (DBS) check before you can start to volunteer. The church applies for this for you using your name and email address (and also pays for it). After our safeguarding officers apply, you will be sent a link to a form to complete online. If you prefer, they can arrange for a paper form to be sent or else meet with you to complete the online

form. Following completion, one of our Safeguarding Officers: Louise Nunn or Audrey Elliott will need to meet with you to 'verify' the documentation you cite when completing the form. They then submit the application. Unfortunately, you will not be able to start volunteering until clearance is received.

I declare that the information given on this form is correct. I further declare that I have received and read a copy of the Code of Conduct for working with adults and agree to follow it.

Signed:

Date:

Signature of group leader and date the application form is received:

If the applicant is not a regular member of the congregation of Ipswich Road URC, this section must also be completed:

References

Please give details of one person, who will provide a written character reference for you. Please note this person should not be related to you, in a relationship with you or reside at your home address. Please ask the person if they are willing to be a referee for you before providing their details

Name:

Address

Email:

Telephone:

How is the referee known to you?

Declaration: I am happy for the church to apply to the person named above to provide a written reference for me. I have contacted the person named above and they are willing for the church to contact them to request such a reference.

Signed:

Date:

Note: Safeguarding Officers for DBS:

Mrs Louise Nunn: louise9cr@gmail.com. Tel: 01603 986715

Mrs Audrey Elliott : audrey.elliott1@gmail.com Tel: 01603 407149

Appendix 22: Agreed Volunteer Record

Safeguarding volunteer record for (Group name):

Name	Address	Email	Phone	Contact (c) or non contact (nc) volunteer and date start	Only relevant if contact volunteer		Only relevant if non IRURC member	
					Date DBS applied for if relevant	Date DBS clearance granted	Date reference applied for:	Date Reference received

Appendix 23:IRURC wifi permission form

Ipswich Road United Reformed Church Public Wi-Fi Access Policy

Secretary: Mrs Audrey Elliott
01603 407149
audreyelliott12@gmail.com
Lettings' Officer: Mr Peter Matchett
01603 742238
petermatchett@sky.com



Ipswich Road United Reformed
Church
Ipswich Road
Norwich
NR4 6QR
Tel 01603 758643
ipswichroad.urs.org.uk
(Part of Ipswich Area United Reformed Church)

Introduction

This policy outlines the standards which Ipswich Road United Reformed Church, Norwich (hereon referred to as IRURC) requires all users of its electronic communications systems and equipment to follow.

What is covered by the Policy?

The use of the Wi-Fi network supplied by IRURC

Who is covered by the policy?

This policy covers all individuals who wish to use the Wi-Fi network supplied by IRURC

Internet Use

Users are reminded that their use of the Internet will be directly traceable to our Internet address. You should not to use the Internet access for any activity that

- is illegal under current law
- is defamatory, threatening or intimidatory or which could be classed as bullying or harassment
- involves obscene, profane or abusive language
- contains pornographic material whether in writing, pictures, films, video clips or an other media
- contains offensive material regarding sex, race, religion or any disability or sexual orientation
- infringes third party rights or otherwise unlawful or inappropriate
- could be classified as internet abuse
- involves illegal access or downloading of copyright material

Internet Content

IRURC reserves the right to block access to any site. IRURC will take reasonable steps to block any site it deems inappropriate, however IRURC cannot guarantee that all inappropriate content will be blocked. If you gain access

to a site that you deem inappropriate close your web browser immediately.

Systems and Data Security

IRURC will provide Internet access via the wireless network. Individuals use the system entirely at their own risk and there is no guarantee that it is secure from unauthorised users.

You are responsible for your own anti-virus and anti-malware precautions. IRURC will not be held responsible for any damage to your equipment whilst connected to its network. You should not attempt to gain access to restricted areas of the network or to any password protected information without being duly authorised to do so.

Monitoring and Compliance

IRURC reserves the right to protect its network and systems by recording user activity but not content. That is to say no content will be captured but that a list of activity maybe recorded:

- To ensure that the use of the system is legitimate and in accordance with this policy
- To comply with any legal obligation
- If the use constitutes a criminal offence the information will be handed to the police.

Specific Permissions

- Wireless access to the Internet is granted to you as an individual in accordance with this policy.
- You must not share the WiFi password with another person (including members of your family), please ask them to fill in a form like this.

Compliance

Use of the WiFi network provided by IRURC infers your acceptance of this policy.

IRURC reserves the right to remove access rights to individuals and will co-operate with any investigation over misuse of the internet with the relevant authorities.

Wi-Fi Access Details: The WiFi Name is: **vodafone2AAD9A**

The password will be provided upon completion of the agreement form below. The password is subject to change without warning and will be circulated to authorised users.
If you cannot gain access, please contact the Church Secretary or Lettings' Officer for a new password.

IRURC Wi-Fi Access Policy Acceptance Slip- to be signed by each individual user as opposed to one per group

I agree to the terms of the Ipswich Road United Reformed Church WiFi Access Policy.

Name: _____ Email: _____

Signature: _____ Date: _____

I am using the wi-fi as I attend _____
(Name of group/Church Member)

Office Use Only
Received By:

(The Lettings' Secretary keeps this signed slip, the user keeps the top part for their records)