



Ipswich Road United Reformed Church Safeguarding Policy 2026

Based on Good Practice 6

**References are to 'Good Practice 6 Safeguarding for Everyone
Published by United Reformed Church 2023**

**Copies of the document may be purchased from URC or downloaded from the
website <https://urc.org.uk/wp-content/uploads/2023/12/Good-Practice-6-2023.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 5-10**
- 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 5-12)

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

1. 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.

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 eg contractors or consultants)
- Volunteers
- Organisations and groups which hire our building with written agreement to operate under the church safeguarding policy. (This is in their letting agreement. See also URC paper SA6 Letting agreements)

Principles underpinning the policy

- Our theology and values
- Our commitment to put the welfare of children and adults at risk first
- A willingness to be open and listen
- A commitment to comply with relevant legal and regulatory requirements.

Definitions

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 children or adults.

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.

Sections 2-6 below follow the structure of Good Practice 6 and each section lists the 'key responsibilities' for local churches outlined in the corresponding chapter of GP6.

2. Creating a Safer Culture

We are committed to creating a safer culture in our church which will help us to prevent harm from occurring and provide an environment in which all can flourish.

In line with Chapter two of Good Practice 6, we will:

- Appoint a Church Safeguarding Coordinator who is responsible for ensuring the policy is current and for undertaking DBS checks etc and a Deputy Safeguarding Coordinator to hear and report any concerns. If the Deputy Safeguarding Coordinator is not available, the Safeguarding Coordinator will report concerns. We will ensure contact details are available for anyone to report a concern. Full role descriptions are at appendix 1. Contact details on page 9
- Have a safeguarding policy which is reviewed annually and updated when necessary
- Practice safer recruitment procedures for paid and volunteer roles see Appendix 7 and IRURC form at appendix 16
- Ensure all those working with children and/or adults at risk are given copies of relevant Codes of Conduct see appendices 4 and 5
- Follow the requirements of the training framework see Appendix 2
- Comply with legal requirements in respect of data protection see summary on page 34
- Complete the Annual Church Safeguarding Return
- Ensure safeguarding is a regular agenda item for church and Elders' meetings.

3. Ensuring Safer Activities

Whilst it is not possible to guard against every eventuality, we are committed to providing as safe an environment as possible for activities both on and off church premises.

In line with Chapter three of Good Practice 6, we will:

- Ensure appropriate insurance is in place for buildings and activities
- Consider the implications of data protection and health and safety requirements for specific activities
- Carry out risk assessments for relevant activities or events for information see appendix 19
- Ensure adequate staffing for activities and that leaders have suitable training, are aware of relevant guidance and agree to follow relevant Codes of Conduct
- Ensure the hirer's agreement is in place for other organisations using church premises
- Seek advice from the Synod Safeguarding Officer for complex or sensitive risks.

4. Recognising and responding to concerns

We acknowledge that, although promoting Safer Culture and Safer Activities will help to protect all those in contact with the church, some concerns will inevitably arise and we are committed to responding well in such circumstances.

In line with Chapter four of Good Practice 6, we will:

- Promote awareness of different kinds of abuse, other vulnerabilities and types of safeguarding concern See pages 56-63 of Good Practice 6
- Seek to create a 'listening culture' and help people develop listening skills to respond appropriately in situations where sensitive information is disclosed
- Inform the Synod Safeguarding Officer as a minimum of any situations where involvement from statutory services is/may be required
- Share information with statutory services as appropriate and co-operate with them during any investigations
- Report any serious safeguarding incident to the Charity Commission and notify the Synod Safeguarding Officer.

5. Managing allegations and people who may pose a risk to others

Where allegations are made against individuals within the Church, we are committed to following all required investigative and regulatory procedures. We will work in collaboration with the Synod, wider Church staff, statutory agencies and other relevant organisations.

In line with Chapter five of Good Practice 6 we will:

- Co-operate fully with any investigative or disciplinary procedures see appendices 8-12 below
- Inform the Synod Safeguarding Officer immediately on becoming aware of anyone in the church who may present a risk to others
- Work with the Synod Safeguarding Officer and contribute relevant information for risk assessments
- Alert the Synod Safeguarding Officer or statutory agencies to known breaches of a safeguarding agreement.

6. Supporting victims and survivors

The key principle underpinning our policy and practice in this area is that all those who have experienced abuse, whether recently or in the past 'will be listened to and offered the pastoral care and support they deem appropriate and relevant, irrespective of type of abuse, context, or when this occurred' (General Assembly policy statement 2021).

In line with Chapter six of Good Practice 6, we will:

- Recognise that the Elders' meeting has responsibility for provision of pastoral care
- Be aware of local support services that people can be referred or directed to (see pages 8 -10 below and link to URC paper L1 on page 10)
- Ensure those in relevant roles attend appropriate training

- Seek advice from the Synod Safeguarding Officer about provision of appropriate support when necessary.

7. Key contacts- to whom all concerns or allegations relating to children, young people or adults should be addressed:

i. Church contacts:

Church Safeguarding Coordinator

Name: Audrey Elliott

Telephone number: 01603 407149

Email: IRURCsafeguarding@gmail.com

Deputy Church Safeguarding Coordinator

Name: Teresa Doman

Telephone number: Teresa Doman:07809531987

Email: IRURCsafeguarding@gmail.com

Synod Safeguarding Officer

Name: Candice Hart

Telephone No: 078492 76750

Email: safeguarding@urceastern.org.uk

URC Safeguarding Office (This should only be used if you are unable to contact your Synod Safeguarding Office)

Telephone No: 07776 178246 (Monday-Friday 9-5pm)

Email: safeguarding@urc.org.uk

ii. Norfolk County Council contacts:

a. Reporting concerns about an adult working with children under 18

Contact: Norfolk Local Authority)Designated Officer (LADO or DO)

Details of LADO for Norfolk can be found here

<https://www.norfolk.gov.uk/article/40533/Local-Authority-Designated-Officer>
and details as to how to refer are here: <https://norfolklscp.org.uk/people-working-with-children/how-to-raise-a-concern> or see appendix 9

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

b. 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

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

If you have an emergency, please call **999**.

For further information, particularly about how to register a concern, go to:

<https://norfolklscp.org.uk/people-working-with-children/how-to-raise-a-concern>

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

For further information see Appendix 8

c. 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.

iii. **Other contacts:**

Police Contact

From Norfolk Constabulary website:

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

Additional organisations who might be helpful

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/>

See also extra paper L1: 'Useful Links and resources' from URC website : <https://urc.org.uk/safeguarding/safeguarding-good-practice/> a copy of which will be put up in the inner and outer offices and a paper copy will be at the end of the printed copies of this policy and all members aware.

Review

This policy will be reviewed annually by the Safeguarding Officers and Elders, updated as required and adopted by the church meeting.

Date of most recent review: 7th May 2026

Date of next review: May 2027

Adopted at CM on: 17th May 2025

Signed by:

(On behalf of the church Elders)

Appendix 1: Full safeguarding policy statement

The following statement was agreed by the Church Meeting of Ipswich Road URC Norwich on 17th May 2026

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, disability, sex, race, gender reassignment, sexual orientation, religion or belief, marriage/civil partnership status, 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 Deputy Safeguarding Coordinator or the Safeguarding Coordinator (if the Deputy is unavailable) are the persons to whom all concerns or allegations should be

addressed for appropriate actions to be taken. In the absence of a Safeguarding Coordinator, 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.

We will exercise proper care in the appointment and selection of trustees/Elders 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, known as the Local Authority Designated Officer (also known as LADO), Norfolk Safeguarding Children Partnership and Norfolk Safeguarding Adults Board, 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 agreements 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 6 – the United Reformed Church's guidance on safeguarding children and adults at risk. Any local policy changes will be formally approved by the IRURC Elders

Shorter Statement of Safeguarding Principles for display on noticeboards and website:

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, sex, race, disability, sexual orientation, religion or belief, marriage/civil partnership status, gender reassignment, 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 working with statutory agencies, voluntary organisations and other churches.

This means that we will:

Carefully select and train all those with any responsibility within the Church, in line with Safer Recruitment principles, including the use of Disclosure and Barring checks.

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, cooperating with the police and local authority in any investigation.

Seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

Seek to challenge any abuse of power, especially by anyone in a position of trust.

Seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child or adult.

Review our safeguarding policy, practices and procedures annually.

Follow legislation, guidance and recognized good practice

Appendix 1: The roles of the Church Safeguarding Co-Ordinator and Deputy Safeguarding Co-Ordinator

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 Co-ordinator

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 Co-Ordinator and receive concerns if the Deputy Co-Ordinator is not available.
- To be an advocate for good safeguarding practice in the church.

2. Church Deputy Safeguarding Co-Ordinator

Purpose of their role:

- To be the first point of contact for safeguarding issues. This is the person to whom any concerns are taken.
- To be an advocate for good safeguarding practice in the church.

Church Safeguarding Co-Ordinator: 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 Coordinator 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 complete the advanced safeguarding training and 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.
- To take on the roles of the Deputy Safeguarding Coordinator if they are not available.

Church Deputy Safeguarding Co-Ordinator: 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 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 about 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 complete the advanced safeguarding training and 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 Safeguarding Co-Ordinator as part of the annual returns process and to the Eldership/Church Meeting

Responsibilities of both the Safeguarding Co-Ordinator and the Deputy Safeguarding Co-Ordinator

- To be advocates 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 2: Training Matrix as relating to Ipswich Road URC

Roles requiring mandatory training:	Foundation Training	Intermediate Training	Advanced Training	Additional modules recommended
Church Safeguarding Coordinators	X	X	X	- Spiritual abuse, - domestic abuse, - Online safety, - safeguarding children & yp - Safeguarding adults - Verifiers and Safer Recruitment,
Deputy Church Safeguarding Coordinator	X	X		- Spiritual abuse, - Domestic abuse, - Online safety, - Safeguarding children & yp - Safeguarding adults
Active Ministers and CRCWs (including retired ministers who meet the requirements of active ministry)	X	X		- Spiritual abuse, - Domestic abuse, - Online safety, - Safeguarding children & y p - Safeguarding adults - Supporting Survivors
Youth and Children workers including lead volunteers	X	X		- Safeguarding children and young people, - Online safety,
Regular Children's and youth work helpers (working under supervision)	X	X		- Safeguarding & y p - Online safety,
One-off or occasional children's and youth work helpers (working under supervision)**	X			
Managers of children's youth and adult workers	X	X		- Safeguarding & y p - Online safety,
Adult workers including regular volunteer helpers and leaders	X	X		- Safeguarding Adults Modern Slavery - Drug and alcohol abuse and the links to safeguarding - Refugees and asylum seekers
Volunteers for one-off events (Adult Groups)	X			
Pastoral visitors	X	X	X Where visits incl offenders managed by the church	- Domestic Abuse - Safeguarding Adults - Modern Slavery - Supporting survivors
Worship Leaders and Assembly Accredited Lay Preachers	X	X		- Domestic Abuse - Safeguarding Adults - Supporting survivors
Elders as local church trustees	X	X	X Where there is no minister	- Elders as Trustees - Domestic abuse

NOTES:

** Those helping at a holiday club, assisting occasionally with Junior Church, running a craft activity at Messy Church, running the tuck shop at a youth group, helpers at a craft club/lunch/trip, etc, where it is clear these people are in 'helper' roles, are always working in the presence of, and under the supervision of, a 'leader'.

- i. These are the levels of mandatory training from the URC 2025 matrix
- ii. An Introduction to Safeguarding in the URC is recommended to members of the Church congregation. This is available as e-Learning.

Appendix 3: Who needs a DBS check?

The list below is those positions to be actioned by our church. For full list see URC Safeguarding paper S3 <https://urc.org.uk/safeguarding/safeguarding-good-practice/>

Role	Enhanced with barring information		Enhanced without barring information		Basic check
	Adults	Children	Adults	Children	
Roles working with children					
Children's and youth workers (under 18s) voluntary or paid, stewards and drivers in roles involving regulated activity with children and young people		X			
Children's Workers (under 18s) voluntary or paid in roles not involving regulated activity				X	
Children's and youth workers (under 25s) voluntary or paid, stewards and drivers in roles involving regulated activity with children *		X	X		
Children's Workers (under 25s) voluntary or paid in roles not involving regulated activity			X	X	
Children's and adults worker voluntary or paid, involving regulated activity with children		X	X		
Children's and adults worker voluntary or paid, not involving regulated activity with children			X	X	
Roles with Adults at Risk					
Adults at risk workers (voluntary or paid), elders and pastoral and personal care visitors where the role includes direct feeding, physical care, assistance with financial matters or driving to medical or social care appointments	X				
Adults at risk workers (voluntary or paid), elders and pastoral and personal care visitors where the role does not include direct feeding, physical care, assistance with financial matters or driving to medical or social care appointments			X		

	Enhanced with barring information		Enhanced without barring information		Basic check
	Adults	Children	Adults	Children	
Other roles					
United Reformed Church Trustees, Elders as local church trustees, trustees of registered charities providing regulated activities for children or adults at risk			X	X	
Serving Elders			X	X	
Elders authorized for communion &/or Baptism			X	X	
People who preach regularly (four times per year or more)			X	X	
Church caretaker and cleaners					X
Church Administrators (or equivalent working from a Church Office)					X
Church Treasurers					X
Safeguarding Coordinators	X	X			

Notes:

* A check of the adult barred list is not required unless a worker is carrying out regulated activity with those aged 18 and over.

- Checks are required for anyone in these roles aged 16 or over

For further information about roles requiring checks-for full details see Good Practice 6 pages 28-33 and below

Checks involving regulated Activity:

An Enhanced with barred list / PVG check must be carried out for all roles involving Regulated Activity. Please note: 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.

Regulated activity in relation to children

This comprises:

- Unsupervised activities: teach, train, care for or supervise children, or provide advice / guidance on wellbeing, or drive a vehicle only for children;
- Work for certain establishments eg schools, children's homes, childcare premises.

- iii. Work under (i) and (ii) is Regulated Activity only if done regularly ie once a week or more often, or on four or more days in a 30 day period, or overnight.

In local churches, roles involving Regulated Activity would include:

- i. any role which involves teaching, supervising or providing advice and guidance to children on a frequent (weekly) basis, such as leaders of weekly children's and youth groups
- ii. any role which involves teaching, supervising or providing advice and guidance to children intensively (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 the supervision of children overnight, irrespective of how many nights or how often, for example leaders staying overnight at a residential event
- iii. 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
- iv. 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
- v. any role on church premises used for Ofsted (Care Inspectorate in Wales) registered childcare, which gives opportunity for unsupervised contact with children during childcare, such as a church office worker or caretaker in a building where toilets are shared with the children
- vi. any role which includes the management or supervision of the above Regulated Activity.

Activities in which parents / carers are present

The definition of Regulated Activity applies regardless of whether or not parents/carers are present. Any roles which involve regular teaching, supervision or personal care of children would still require an Enhanced with barred list / PVG check even when parents and carers are present eg toddler groups or Messy Church. ('Regular' here is as defined above in terms of once a week or four or more days within a 30-day period.)

Roles not involving Regulated Activity :Children and Young People

It is not appropriate to carry out a barred list / PVG check for roles which do not involve Regulated Activity, but another type of disclosure check should still be made for roles involving other work with children and adults at risk.

Working with children

Where an individual is not in Regulated Activity but is still working with children, they are eligible for an Enhanced without barred list check (this applies regardless of whether or not parents / carers are present). This includes situations where the individual is engaged in activities such as teaching, caring for or driving children but does not do this often enough for it to qualify as Regulated Activity.¹³ An example would be someone who helps out with a crèche or youth group on fewer than four days in a 30 day period. If an individual teaching or caring for children is supervised (ie is in sight of the supervisor at all times) by someone with a current barred list check, they would also be eligible for an Enhanced (without barred list) check.

Regulated Activity in relation to adults at risk

An individual is carrying out Regulated Activity relating to adults only when engaging in one of these six types of activity:

- i. Providing health care: the provision of healthcare by any healthcare professional or under the direction or supervision of a healthcare professional
- ii. Providing personal care: the provision of physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails because of the adult's age, illness or disability. It includes prompting and supervising an adult with any of these tasks or teaching them to do any of these task
- iii. Providing social work: the activities of regulated social workers in relation to adults who are clients or potential clients
- iv. Assistance with general household matters: provision of day-to-day assistance to an adult because of their age, illness or disability, where that assistance includes at least one of i) managing the person's cash; ii) paying the person's bills; or iii) shopping on their behalf
- v. Assistance in the conduct of a person's own affairs: assisting in the conduct of an adult's own affairs under a formal appointment eg power of attorney, independent advocacy services, receiving benefit payments on the person's behalf
- vi. Conveying: drivers (and any assistants) who transport an adult because of their age, illness or disability to or from places where they receive healthcare, personal care or social work.

- Even if people only engage in these activities once, it is still considered Regulated Activity.
- An individual whose role includes day-to-day management or supervision of any person who is engaging in Regulated Activity is also considered to be working in Regulated Activity.

Within a church setting, Regulated Activity with adults is likely to be limited to a small number of church roles where the person is involved, as part of their church role, in:

- helping with washing, dressing, eating, drinking, toileting or teaching someone to do one of these tasks
- helping with a person's financial transactions, bills or shopping on account of their age, illness or disability. (Posting letters for a housebound person is not Regulated Activity, but taking money from them to pay for postage is Regulated Activity)
- driving someone on account of their age, illness or disability to / from places in order to receive health, personal or social care.

Roles not involving Regulated Activity :adults at risk Those involved in activities such as providing pastoral care to adults at risk or driving them to church are eligible for an Enhanced (without barred list) check. This relates to activity organised by and carried out on behalf of the church (eg being on a rota for lifts that is managed by the church would be included, but an arrangement between friends wouldn't be).

NB Info from CYDO January 2021:

Volunteers in eg lunch clubs, open coffee mornings etc

If the volunteers are not interacting with guests-ie are in the kitchen washing up, or clearing up-NO DBS is needed

If the volunteers interact-eg welcome, chat, serve food to tables-they need a DBS check

Appendix 4:

Code of conduct for working with children and Young People

URC Paper C1) A copy of this should be given to all paid and volunteer workers with under 18s in the church. To show their agreement, they should also be given the relevant form on page 28 below to sign and return.

Training, policies and procedures

- Attend all necessary training which helps to support you in your role
- Have a good awareness of, and comply with, URC policies, procedures and guidance
- Refresh all necessary safeguarding training at least every three years
- Be aware of different types of abuse and the key signs and symptoms of abuse.

Safer ways of working

- Do not spend time alone with children out of sight of other people
- Be aware that it is illegal for an adult in a position of trust to engage in any sexual activity with a 16 or 17 year-old
- Use of physical contact/touch should be: only 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 and inclusive working

- Respect and promote the rights of children to make their own decisions and choices
- Encourage respect for difference, diversity, beliefs and culture
- Make all reasonable adjustments for children with disabilities and additional needs.

Managing behaviour

- Encourage everyone to follow any ground rules and apply sanctions consistently
- Don't show favouritism or encourage excessive attention from a particular child
- Refer to a more experienced or senior worker if a child does not respond to your instructions despite encouragement and warning.

Photos and videos

- All images should be appropriate and, beyond first names, not reveal any personal information about children if uploaded to the Internet. Images should only be uploaded with permission from the parent/carer, as well as the child (for those old enough/able to give their consent)
- Avoid taking images on personal devices. If this is necessary in exceptional circumstances, it should be agreed in advance or reported promptly to the Church Safeguarding Coordinator
- Images of children should be stored securely on the church computer, never on personal devices, including memory sticks.

Reporting Concerns

- Know who the Church Safeguarding Coordinator (CSC) is and how to contact them
- Tell the CSC if you have any concerns about a child's welfare
- Do not promise to keep anything a secret; if a child is being harmed, or is at risk of harm, you will need to share that information but only on a need-to-know basis.

Working with children online

- Make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies.

Approval/consent

- Ensure that all types of online communication and activity you engage with have been formally approved by your line manager/team leader/Eldership
- 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
- Ensure that you have parental consent for every type of online communication and activity you engage with – if need be, issue multiple consent forms (as for other activities and events). If signed consent forms are difficult to obtain, confirm emailed consent by phone/video call and keep a register of consent given (when, by whom, for what).

How to engage online

- Ensure that any communication online is done through a work or church account and do not engage with children or young people through your personal social media or mobile account – this may require setting up an extra account for that purpose
- Ensure, where possible, parents or guardians are present in the building or other workers are aware when children are communicating with you via social media. Communication with a child via social media should only ever take place when their parent or guardian and other adult workers are aware of these online interactions
- Where possible, ensure that another adult is present in the room with you if communicating 1:1 via social media with a child or young person, or ensure that a second leader is present online and communicate in a group chat environment
- Do not use private messaging
- Tell the CSC of any attempt by children or young people to contact you through your personal accounts and profiles, and block any further contact.

Use of content generated online

- Ensure any images or videos from online engagement are stored in the safe place designated by the church and not on your personal accounts or equipment
- Ensure you have clear parental and participant consent (for older children) before sharing any content from online engagement more widely, and only use it in the ways agreed, in line with URC good practice guidelines.

Appendix 5

Code of conduct for working with Adults (URC paper C2)

This code describes the standards of conduct expected of all those working with adults, including adults at risk To show their agreement, they should also be given the relevant form on page 28 below to sign and return.

Training, policies and procedures

- Attend all necessary training which helps to support you in your role
- Have a good awareness of, and comply with, URC policies, procedures and guidance
- Refresh all necessary safeguarding training at least every three years
- Be aware of different types of abuse and the key signs and symptoms of abuse
- Be familiar with your church safeguarding policy and know who to raise concerns with.

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 an adult at risk is not treated, without justification, any less favourably than other people would be treated in a comparable situation
- Put people's needs, views and wishes first and ensure they participate as fully as possible in decisions being made, helping them control and choose the help 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
- Promote people's independence, while helping them maintain existing family and social contacts
- For home visits, follow the guidance in Good Practice 6. Pages 52-53 - printed on page 39 below

Uphold and promote equality, diversity and inclusion

- Treat all adults equally and inclusively and do not discriminate on grounds of age, gender reassignment, ethnicity, race, religion/belief, cultural background, sexual orientation or disability.

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 with the person
- Communicate respectfully with people in an open, accurate, effective and straightforward way
- Maintain clear and accurate records of any help and support the church provides.

Respect people's right to confidentiality

- Treat all information about people you are working with, and their family

or carers where applicable, as confidential

- Only discuss or disclose information in accordance with legislation and URC policy, and seek advice from your Church Safeguarding Officer

Online engagement

- Ensure you are familiar with your church online safety policy
- Apply the principles of respect, inclusion, clear communication and confidentiality to online work as you would with in-person interaction
- When engaging online with adults at risk, additional care should be taken, for example: Ensure another adult is present, either with you or the other person
- Use a work or church account rather than a personal one.

Physical contact/touch

- Physical contact should be appropriate to the situation and the age, gender, culture of the other person
- Physical contact should be in response to the needs of the other person, not the wishes of the worker.

Financial matters

- Do not accept offers of loans, gifts or benefits from anyone you are supporting or anyone close to them (unless to do so would cause serious offence, in which case it should be declared to someone at church, eg treasurer or elder)
- Report any concerns about adults who might be subject to financial abuse to the Church Safeguarding Coordinator.

Challenging inappropriate behaviour

- Challenge and report dangerous, abusive, discriminatory or exploitative behaviour
- 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.

Feedback and complaints

- Share any feedback received with your leader/supervisor/colleagues to promote learning and continued development of good practice
- Refer any complaints to your leaders/supervisor/elders as appropriate.

Definition of Adults at Risk:

In England, the Care Act 2014 states that 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

Appendix 6-Code of conduct slips

The relevant code of conduct and acceptance slip to be given to each worker with the relevant group

Please sign the slip below and return to a safeguarding coordinator

Name of Worker:

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

Signature of worker

Signed on behalf of Ipswich Road URC

Date:

Please sign the slip below and return to a safeguarding coordinator

Name of Worker:

I agree to abide by the Code of Conduct relating to working with adults

Signature of worker

Signed on behalf of Ipswich Road URC

Date:

Appendix 7:

Safer Recruitment (Good Practice 6 pages 25-28)

Key stages of safer recruitment

The key principles of safer recruitment apply in all cases, but the process should be proportionate to the role eg it will be more detailed for a paid employee than for a volunteer.

The stages are:

- Preparation
- Application process
- Interview or discussion
- References and checks
- Induction, training and support

Based on this information, Ipswich Road has an agreed volunteer recruitment and safeguarding procedure, which should be followed at all times:

Ipswich Road URC Volunteer recruitment and safeguarding procedure relating to volunteers working with children (ie 0-18 years) and vulnerable adults in activities organized by the church

Based on "Good Practice 6"

April 2026

Procedure to follow if someone is interested in volunteering in a group where children or vulnerable adults are present, whether or not they are accompanied by an adult or parent/carer:

- Invite them to a meeting of the group/activity to see if they like it and if the leader feels that their presence enhances the group. At all times they must be in sight of the designated/safeguard checked leader of the group
- If they express an interest in continuing or there is a need for them to be alone with a child/vulnerable adult or be more than a shadow, they will need to go through the safer recruitment process as follows.

1. Recruitment process based on Good Practice 6 p 26

- Know exactly what it is you want from a volunteer. In order to do this, a role description needs to be prepared which can be given to the volunteer.
- Give the potential volunteer a copy of the volunteer application form and self-declaration form to complete. (Attached to this guidance)
- Hold an informal interview with the potential volunteer and two or more Church representatives. (Including an Elder and a group leader). This

ensures that it is a collective decision. The interview and its outcome should be documented.

iv. Potential safeguarding questions to ask at the interview, from URC Good Practice 6:

- What experience do you have of working with children/adults at risk?
- Why do you want to volunteer with children/adults at risk?
- What sorts of things would make you concerned about the safety of a child or adult at risk?
- What would you do if you saw or heard something about a child/adult at risk that made you concerned for their safety or welfare?
- Do you know of any reason why you should not be volunteering with children or adults experiencing, or at risk of, abuse or neglect?

v. If both the potential volunteer and the church wish to proceed, follow up references. (Ideally at least one to be from someone who knows of their work with children or 'adults at risk')

vi. Ask the Church Safeguarding Coordinator to determine what level of DBS check is required and to action it. (The Safeguarding Coordinator will require the person's full name, dob, email address and National Insurance number to register them. They will also need to know full details of the role and its regularity, in order to determine which type of check to take place. (See Good Practice 6 pages 28-33) Ideally the DBS and references to be completed before the volunteer begins work on a regular basis.

vii. Have a probationary period of 3 months, reviewed regularly, to enable the person to ascertain if the role is right for them and they are right for the role. (This also helps to identify if they require any additional training or support).

2. Induction, training and support

- i. Give/email the new volunteer an induction starter pack containing a copy of the church safeguarding policy and relevant Codes of Conduct (as attached) plus any other relevant policies or information or pointers to them. The codes of conduct form to be signed and returned before they begin volunteering.
- ii. Require attendance at the relevant level of safeguarding training and ensure that it is carried out.
- iii. Ensure the volunteer knows who to contact with any queries or concerns
- iv. Set expectations of how the work will be supervised.

All checks and references must be received before an individual takes up their role
Useful forms:

See IRURC volunteer application form Appendix 16 based on SR1

SR2 volunteer reference request;

SR3 sample questions for interviews and discussions; and

SR4 sample role descriptions (for Children's Church, youth club etc).

Safer recruitment of Employees From Good Practice 6 p 27

Stage	Typical activities
Preparation	• There is a written job description and person specification • Specify what level of criminal records check will be required • The job description makes clear the duties expected of regarding contact with, and responsibility for, children or adults at risk, and what level of supervision will be provided for these duties • The position is advertised
Application process	• Application form • Self-declaration form.
Interview or discussion	• Interviewed by a panel (not just one person) • Safeguarding has been discussed at interview
References and checks	• Written references have been obtained and followed up • Qualifications have been verified if applicable • Appropriate level of DBS check completed • An applicant's UK residency status and/or right to work in the UK will be checked when recruiting for a paid role.
Induction, training and support	• A suitable induction training programme is provided • The applicant has been given a copy of the church safeguarding policy and knows how to report concerns • Copies of relevant Codes of Conduct have been provided • A probationary period has been agreed • Supervision expectations are set • Safeguarding training has been attended.

Safer Election of Elders

We follow the URC guidance on the safer election of Elders: <https://urc.org.uk/wp-content/uploads/2022/03/Safer-Election-of-Elders-2021.pdf>

The safeguarding aspects of this are that a newly elected Elder shall:

- i. undertake a suitable induction training programme
- ii. be given a copy of: URC Guidelines for the Conduct and Behaviour of Elders
<https://urc.org.uk/wp-content/uploads/2022/03/Guidelines-on-the-Conduct-and-Behaviour-of-Elders-2020.pdf>
- iii. be given a copy of our church's safeguarding policy with knowledge of how to report concerns
- iv. apply for a relevant DBS check
- v. attend safeguarding training within six months of ordination and / or induction.

Appendix 8

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

Children's Advice and Duty Service (CADS)

- 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**.
- If you have an emergency, please call **999**

The website says: 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.

Links to Norfolk County Council Flowcharts from Working Together 2026

- 4.1 Flowchart 1: Action taken when a child is referred to local authority children's social care services**
- 4.2 Flowchart 2: Looked after children returning home to their families**
- 4.3 Flowchart 3: Immediate protection**
- 4.4 Flowchart 4: Action taken for an assessment of a child under the Children Act 1989**
- 4.5 Flowchart 5: Action following a strategy meeting**
- 4.6 Flowchart 6: What happens after the child protection conference, including review?**

Taken from the above website 29.04.26

**Appendix 9:
Making a referral in relation to allegations against persons who
work with children:**

Guidance for Consulting and Referring to the LADO

From: <https://norfolklscp.org.uk/about/policies-procedures/safer-workforce/83-allegations-against-persons-who-work-volunteer-with-children>

These procedures for managing allegations against adults who work or volunteer with children are to be used in respect of all cases in which it is alleged that a person who works with children has:

- Behaved in a way that 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 which indicates they may pose a risk of harm to children
- Behaved in a way that indicates they may not be suitable to work with children

The above link clarifies this further and explains the work of the LADO.

It was updated Feb 25

Local Authority Designated Officer (LADO) Referrals

If you have concerns about an adult working with a child aged under 18 years those concerns must be reported to the appropriate service/authority – please see the LADO Practice & Process Guidance and Information Leaflets below.

Referrals/Consultation

For full details of the process and forms, please go to :

<https://norfolklscp.org.uk/people-working-with-children/how-to-raise-a-concern> and scroll down to the LADO referral link

Taken from Norfolk County Council Website 29.04.26

Appendix 10-other sections from [Good Practice 6](#) Mainly headings unless the information is particularly pertinent to IRURC

Page 35: Data Protection: See also the Ipswich Road URC Data Privacy Statement March 26

- privacy and individual's rights,
- sharing information for safeguarding purposes
- Consent for sharing information etc
- Storing information

Type of record	How long to keep it
Safeguarding policy documents	Date policy superseded + 25 years
DBS certificate information	The actual disclosure form must be destroyed after six months. A record can be kept of the date of issue of a Certificate, the name of the subject, the type of Certificate requested, the position for which the Certificate was requested, the unique reference number and the details of the recruitment decision taken. A record of whether a disclosure was clear or blemished must not be kept.
Records relating to safeguarding concerns about children or adults at risk	These should be kept for 75 years following the date when the concern is raised.
Records relating to a safeguarding-related allegation (against a member of staff/volunteer, including where the allegation is unfounded)	These should be kept for 75 years following the date when the concern is raised.
Safeguarding Contract/Agreement with an offender / alleged offender	This should be kept for 75 years following the date when the contract / agreement is signed.

Pages 41-53, Chapter 3 :Safer Activities

Good working practice in every area of church life.

This applies to activities organised by the church, both on and off church premises, including:

- regular groups run by the church (eg junior church, Pilots, fellowship groups, Messy Church, lunch clubs) on church premises
- regular groups for children or adults at risk run by the church which take place on other premises (eg house groups in people's homes)
- pastoral visits in homes or hospitals
- occasional events (eg holiday clubs and outings, including events hosted in

- private dwellings
- residential events (eg youth camps, all-age church weekends away)
- other work among children or adults at risk offered by the church (eg mentoring, detached youth work, prayer ministry)
- groups which include adults and children when children attend without parental supervision (eg all-age choir, music group or craft group).

Pages 42-45 Safer locations, building and facilities

Page 42: Section 3.1: Health and Safety requirements

Our church's responsibility to provide a safe environment for all using the buildings-so appropriate **Health and Safety processes** must be in place.

Page 42 Section 3.2: Lettings

Details of safeguarding requirements and the need for all lettings to be reviewed annually. See also Safeguarding Clauses for Letting Agreements ([PDF](#) | 113kb) ([Word](#) | 66kb)

Page 42 Section 3.3: Church activities in private dwellings-see

also <https://urc.org.uk/safeguarding/guidance-for-urc-local-church-activities-in-private-dwellings/>

Main points from this section: any activity that is part of the life of the church which is hosted in private dwellings or manses, and their gardens or outbuildings, (for example a home group, children's group, youth group, coffee morning, repair workshop, garden party etc) comes under the church's Safeguarding Policy. Whoever is responsible for the activity needs to know, understand and comply with this policy, and ensure the steps below are in place:

1. A separate risk assessment is required for all venues and activities. This needs to include, health and safety and safeguarding risks for those who live in the dwelling and those visiting for the activity.
2. Whoever is responsible for the activities must have the appropriate level of safeguarding training if under 18s or adults at risk are involved (see General Assembly 2021 [Paper T5 Safeguarding Training Framework](#) – PDF | 68kb) and any other appropriate training for the type of work involved.

Page 43-46: General Principles for Safer Activities

Page 43 Section 3.4: Risk Assessments

Page 44 Section 3.5: Insurance

Page 44 Section 3.6: Registration and consent forms- see also Appendices 14 and 15 for details of content of forms and registers and exemplar forms and registers

Page 45 Section 3.7: Insufficient workers for an activity

Pages 44-49 : Safer Ways of working:

Page 46 Section 3.8: Photography and Filming includes advice about:

- Images taken by church workers / for church purposes
- Images taken by attendees / participants / church members
- Images taken by parents / carers / other attendees
- Images taken by participants themselves, eg young people

Page 47 Section 3.9: Recording or livestreaming services

Key points to note:

- Adults appearing in livestream or recorded video must give their permission
- Consent from parents / carers will be needed for any video involving children
- Create a space in the building where people may sit and know they will not be included in any video ('image free zones')
- Ensure people know the service is being recorded and give them an opportunity to move to the designated part of the building where they will be out of camera shot
- Avoid singling out any individual in the congregation, use group shots in passing instead.

Page 47 Section 3.10: Online safety and the use of technology: see our separate online safety policy

Page 48 Section 3.11: Video conferencing: see our separate online safety policy

Page 48 Section 3.12: Driving

Key points to note where the church is making travel arrangements:

- Details of travel arrangements need to be in the consent form for any activity or event
- Safer recruitment procedures (section 2.4) must be followed for drivers who are not already children's / adult's workers
- Ensure drivers are aware that they will need appropriate insurance for their car, tax and MOT (Resource SA4: volunteer driver agreement gives an optional template that could be used)
- Those driving a minibus must have the appropriate D1 licence.

Page 48 Section 3.13: Guidelines on touch

Page 49 Section 3.14: Supporting those with additional needs

Page 49 Section 3.15: Overnight stays

Page 50-51: Safer Working with Children

Page 50 Section 3.16: Ratios of leaders to children

Page 51 Section 3.17: Young leaders

Page 51 Section 3.18: Lone working with children

Page 52 Section 3.19: Registration of some children's activities with regulatory bodies

Page 52-53: Safer working with Adults at Risk

Page 52 Section 3.20 Visiting adults at home

The following guidelines are good practice:

Arranging visits:

- Ideally let people know in advance that you are coming, particularly if it is your first visit
- If there are any concerns or risks known before a visit is made, visiting in pairs may be advisable, especially if you do not know the person
- Carry some identification on the first visit and be proactive in letting the person see it
- Carry a mobile phone and let someone know where you are and when you expect to return
- Ask the person whether they would like repeat visits, whether and how they would like to be contacted again, and so on. Leave them feeling fully in control of your contact with them.

Providing care and support

- Be clear about what support you can offer and the purpose and limitations of any pastoral care / support that is available
- Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact, unless there are safeguarding concerns
- Never offer 'over-the-counter' remedies to people on visits or administer prescribed medicines, even if asked to do so
- If you are asked to make any purchases, always retain receipts and return both them and any change to the person immediately. Keep a record of any transactions and the reason for them
- Take care regarding accepting any gifts other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If courtesy demands that you accept a small gift, declare it to

someone at church, for instance an Elder or the treasurer, to ensure transparency. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the treasurer.

After a visit

- Make a note of the visit and store it in accordance with data protection requirements
- Notify the Church Safeguarding Coordinator of any concerns arising from a visit.

Page 53 Section 3.21: Financial Matters

Page 53 Section 3.22: Support plans

Pages 54-69 Chapter 4 : Recognising and Responding to a concern

Pages 56-63 Types of Safeguarding concern

Page 56-57 Section 4.1: Understanding and recognizing abuse

Pages 58-61 Section 4.2: Types of abuse

Pages 61-62 Section 4.3: Other Safeguarding concerns

- Dementia and Memory Loss
- Self-harm and suicide risks

Pages 62-69 Recognising and Responding to safeguarding concerns

Pages 62-64 Section 4.4: The 4 Rs:

- Recognising
- Responding
- Recording
- Reporting

Page 65 Section 4.5 :Summary-who to inform about a safeguarding concern

Page 65 Section 4.6: Adult disclosures of historic abuse

Page 66 Section 4.7: Responding to concerns of abuse when an alleged perpetrator is a paid worker, minister or volunteer in the

church

Page 67 Section 4.8: Referrals/Reports about children

Page 68 Section 4.9: Referrals/reports about adults at risk

Page 69 Section 4.10: What happens after raising a concern with statutory services?

Pages 70-86 Chapter 5: Managing Allegations and people who may pose a risk to others

Pages 72-75: Managing Allegations against church workers

Page 72 Section 5.1 : Referrals to Statutory Services

- **Allegations against those working with children**
 - **Criteria for making a referral/report**
 - **Role of the LADO and Local Authority Safeguarding Board**
- **Allegations against those working with Adults**
 - **Criteria for making a referral/report**
 - **Role of Adult Social Care Services/Local Safeguarding Board**
- **Informing the Member of Staff**
- **Informing Others**
 - **Parents Carers**
 - **Church family/Congregation**
- **Concerns which do not meet the threshold for referral to Statutory Services**

Page 75 Section 5.2: Investigative and Disciplinary Procedures

- **Suspension**
- **Process:**
 - **Minister / CRCW** as set out in Section O of the Manual
 - **Employee** as set out in URC / Synod / Local Church disciplinary process
 - **Office Holder** as set out in Disciplinary Process for Office Holders.
- **Ongoing involvement in Church Life**
- **Criminal Investigations**
- **Disciplinary Proceedings**
 - **Resignations and Compromise Agreements**
 - **Employment References**
- **Referral to DDC regarding DBS**
- **Dealing with unresolved concerns**
- **Action in respect of false or unfounded allegations**

Pages 79-81 Notification Requirements

Page 79 Section 5.3 :Reporting serious incidents to charity regulators

- What is a safeguarding Serious Incident?
- When to report Serious Incidents
- Charity Commission response

Page 81 Section 5.4: Notifying Insurers

Page 81 Section 5.5: Notifying the URC Press Office

Pages 82-83 Ongoing actions during and after investigations

Page 82 Section 5.6 : Supporting all those affected

Page 82 Section 5.7 : Statements of support / character references

Page 82 Section 5.8 : Recording and retention of records

Page 82 Section 5.9 : Learning lessons

Pages 83-87 Involvement in church life of people who may pose a risk to others

Page 83 Section 5.10: Risk assessment and risk management

- Assessing risk
- The key stages are:
 - Gathering information
 - Analysing information
 - Specifying who is at risk, in what circumstances and what the likely impact would be.
- Managing risk
- Reviewing risk

Page 85 Section 5.11: Providing support to strengthen self-risk management

- Support groups
- Signposting to professional services

Page 85 Section 5.12: Monitoring and setting boundaries

- Safeguarding agreements
 - When are safeguarding agreements needed?
- Multi-agency collaboration
- Disclosures to third parties

Pages 88-93 Chapter six: Supporting victims and survivors

Page 90 Section 6.1 :Building a supportive culture

- Awareness
- Sensitivity in worship
- Signposting sources of support

Page 91 Section 6.2 : Caring for individuals who have experienced abuse

- Pastoral care for individual needs
- Listening and building trust
- Empowerment
- Provision of support in cases where no action is taken by relevant authorities
- Provision of support in cases where there is an ongoing / current case against the church
- Financial provision for professional help in cases of abuse
- committed by church workers
- Formal apologies

Page 93 Section 6.3 : Forgiveness

Page 93 Section 6.4 Summary: general principles for responding well and helping recovery

Appendix 11

List of other useful documents which have not already been referred to, to be found on URC safeguarding website

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

Supplementary Information (S)

S4: Signs of possible dementia / memory loss ([PDF](#) | 295kb) ([Word](#) | 115kb)

S5: Signs and symptoms of abuse ([PDF](#) | 338kb) ([Word](#) | 76kb)

Forms: (F)

F1: Safeguarding concern form ([PDF](#) | 286kb) ([Word](#) | 45kb)

There is a copy of this at Appendix 12 with the church heading on. It is the form to be completed for any concern

F2: Self-declaration form ([PDF](#) | 721kb) ([Word](#) | 44kb)

This Self Declaration Form must be completed by all those wishing to work or volunteer in roles where they will be in substantial contact with children and / or adults at risk of abuse or neglect. These roles are exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013 and 2020 for DBS disclosures and by the Management of Offenders Act 2019 in Scotland) and you will be required to declare convictions which for other purposes you might not need to disclose.

Download from <https://urc.org.uk/safeguarding/safeguarding-good-practice/> as required

Safer recruitment (SR)

SR3: Sample questions on safeguarding for interviews and discussions ([PDF](#) | 127kb) ([Word](#) | 35kb)

Example safeguarding questions for discussion/interviews Here are some suggested questions about safeguarding for use during discussions with potential volunteers or in an interview with job applicants.

G5: Guidance on responding to allegations of bullying and harassment ([PDF](#) | 352kb) ([Word](#) | 59kb)-this includes:

- Introduction 1
- Definitions 2
- Examples of bullying/harassing behaviour 3
- Theological reflection 3
- Consequences of harassment and bullying 4
- Prevention 4
- Making an allegation 5
- Intervening on behalf of someone else 5
- Responding to an allegation of harassment or bullying 6
- If accused of bullying or harassment 7

G6: Guidance for staff facing safeguarding allegations ([PDF](#) | 222kb)

[Guidelines](#) on safer recruitment for those who lead worship (Added after Assembly 2024) See particularly sections 5 and 6

SA1: Risk assessment template (with guidance) ([PDF](#) | 269kb) ([Word](#) | 62kb)

Appendix 12: Safeguarding concern form (URC) (ie to record safeguarding incidents) Based on form F1 from <https://urc.org.uk/safeguarding/safeguarding-good-practice/>

For full copy see the following pages.

Ipswich Road URC United Reformed Church Safeguarding Concern Form If you have immediate concerns about someone's safety, please contact the police or your Local Authority Children or Adult Social Care Services (England) or your Local Safeguarding Board (Wales). - Please fill in this form with the information available within 24 hours after becoming aware of a safeguarding concern and send it to your Synod Safeguarding Officer (SSO). - Please provide as much detail as you can but don't worry if you can't complete all sections. It is more important to send the form promptly to the SSO who will then follow it up and obtain more information. Church name: _____ Synod: _____ 1. What the concern is about Does the concern relate to: (tick any that apply) <table border="0"><tr><td>☐ Children</td><td>☐ Adult</td><td>☐ Adults and children</td></tr><tr><td>☐ Current event</td><td>☐ Past event</td><td></td></tr></table> 2. Type of concern If you feel able, please indicate which of these you think apply: <table border="0"><tr><td>☐ Not sure</td><td>☐ Physical abuse</td><td>☐ Online abuse</td></tr><tr><td>☐ Spiritual abuse</td><td>☐ Sexual abuse</td><td>☐ Self-neglect</td></tr><tr><td>☐ Child sexual exploitation</td><td>☐ Emotional abuse</td><td>☐ Financial abuse</td></tr><tr><td>☐ Adult sexual exploitation</td><td>☐ Neglect</td><td>☐ Modern slavery</td></tr><tr><td>☐ Radicalisation</td><td>☐ Domestic abuse</td><td>☐ Institutional abuse</td></tr><tr><td>☐ Mental Capacity Act</td><td>☐ Self-harm</td><td>☐ Discriminatory abuse</td></tr><tr><td>☐ Other</td><td></td><td></td></tr></table>	☐ Children	☐ Adult	☐ Adults and children	☐ Current event	☐ Past event		☐ Not sure	☐ Physical abuse	☐ Online abuse	☐ Spiritual abuse	☐ Sexual abuse	☐ Self-neglect	☐ Child sexual exploitation	☐ Emotional abuse	☐ Financial abuse	☐ Adult sexual exploitation	☐ Neglect	☐ Modern slavery	☐ Radicalisation	☐ Domestic abuse	☐ Institutional abuse	☐ Mental Capacity Act	☐ Self-harm	☐ Discriminatory abuse	☐ Other			3. Who is involved Details of person suspected of causing harm/presenting a risk/causing concern: Name: _____ Contact details (if available): _____ Other relevant information about them: _____ If there are specific individuals who have been harmed / are at risk of harm, give details: Name, age, where they live: _____ Details of other significant people involved (eg family members, carers): _____ 4. What has happened Please tell us what you are worried about, what happened, when and where it happened: _____ How did the information come to light? For example, something you saw or heard, victim disclosure, information from <u>other organisations</u>: _____ If the events happened in the past, do you think there is an ongoing risk to anyone now? ☐ Y ☐ N If, yes, please give details: _____	5. Who else knows about the concern Have any statutory services or other <u>organisations</u> been informed of these concerns? If yes, please give names and contact details if possible: _____ Are there other people in the church/family/wider community who know about it? _____ 6. Consent for information to be reported For children: Have parents/carers/guardians given consent for this information to be reported? ☐ Y ☐ N If not, reason for no consent: _____ For adults: Has the individual given consent for this information to be reported? ☐ Y ☐ N If not, reason for no consent: _____ 7. Any other relevant information Anything else you think it would be helpful to explain about this situation: _____ 8. Your details <table border="0"><tr><td>Name: _____</td><td>Church role: _____</td></tr><tr><td>Signature: _____</td><td>Date: _____</td></tr><tr><td>Email address: _____</td><td>Phone number: _____</td></tr></table> Form is based on Safeguarding Form F1 from URC 07.24	Name: _____	Church role: _____	Signature: _____	Date: _____	Email address: _____	Phone number: _____
☐ Children	☐ Adult	☐ Adults and children																																	
☐ Current event	☐ Past event																																		
☐ Not sure	☐ Physical abuse	☐ Online abuse																																	
☐ Spiritual abuse	☐ Sexual abuse	☐ Self-neglect																																	
☐ Child sexual exploitation	☐ Emotional abuse	☐ Financial abuse																																	
☐ Adult sexual exploitation	☐ Neglect	☐ Modern slavery																																	
☐ Radicalisation	☐ Domestic abuse	☐ Institutional abuse																																	
☐ Mental Capacity Act	☐ Self-harm	☐ Discriminatory abuse																																	
☐ Other																																			
Name: _____	Church role: _____																																		
Signature: _____	Date: _____																																		
Email address: _____	Phone number: _____																																		

Ipswich Road URC United Reformed Church

Safeguarding Concern Form



If you have immediate concerns about someone's safety, please contact the police or your Local Authority Children or Adult Social Care Services (England) or your Local Safeguarding Board (Wales).

- Please fill in this form with the information available within 24 hours after becoming aware of a safeguarding concern and send it to your Synod Safeguarding Officer (SSO).
- Please provide as much detail as you can but don't worry if you can't complete all sections. It is more important to send the form promptly to the SSO who will then follow it up and obtain more information.

Church name:

Synod:

1. What the concern is about

Does the concern relate to: (tick any that apply)

- | | | |
|--|-------------------------------------|--|
| ☐ Children | ☐ Adult | ☐ Adults and children |
| ☐ Current event | ☐ Past event | |

2. Type of concern

If you feel able, please indicate which of these you think apply:

- | | | |
|--|--|---|
| ☐ Not sure | ☐ Physical abuse | ☐ Online abuse |
| ☐ Spiritual abuse | ☐ Sexual abuse | ☐ Self-neglect |
| ☐ Child sexual exploitation | ☐ Emotional abuse | ☐ Financial abuse |
| ☐ Adult sexual exploitation | ☐ Neglect | ☐ Modern slavery |
| ☐ Radicalisation | ☐ Domestic abuse | ☐ Institutional abuse |
| ☐ Mental Capacity Act | ☐ Self-harm | ☐ Discriminatory abuse |
| ☐ Other | | |

3. Who is involved

Details of person suspected of causing harm/presenting a risk/causing concern:

Name:

Contact details (if available):

Other relevant information about them:

If there are specific individuals who have been harmed / are at risk of harm, give details:

Name, age, where they live:

Details of other significant people involved (eg family members, carers)

4. What has happened

Please tell us what you are worried about, what happened, when and where it happened:

How did the information come to light?

For example, something you saw or heard, victim disclosure, information from other organisation:

If the events happened in the past, do you think there is an ongoing risk to anyone now?

☐ Y ☐ N

If, yes, please give details:

5. Who else knows about the concern

Have any statutory services or other ~~organisations~~ been informed of these concerns?

If yes, please give names and contact details if possible:

Are there other people in the church/family/wider community who know about it?

6. Consent for information to be reported

For children:

Have parents/carers/guardians given consent for this information to be reported?

☐ Y ☐ N

If not, reason for no consent:

For adults:

Has the individual given consent for this information to be reported?

☐ Y ☐ N

If not, reason for no consent:

7. Any other relevant information

Anything else you think it would be helpful to explain about this situation:

8. Your details

Name:

Church role:

Signature:

Date:

Email address:

Phone number:

Form is based on Safeguarding Form F1 from URC 07.24

Appendix 13: Requirement needed before setting up Church based groups-agreed 12.21 and updated with reference to GP 6: 04.26)

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 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)
2. Have sufficient volunteers arranged for each session to carry out the activity safely and follow IRURC Volunteer recruitment process 2026 when recruiting
3. Have transport arrangements in place if necessary
4. If volunteers bring people by car, they must ensure that the driver's car insurance covers them for volunteering (it should be free).
5. 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
6. 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.
7. Asked the Safeguarding Coordinators to register any volunteers who need DBS checks and ensure these checks have been satisfactorily carried out.
8. Have arrangements for food provision in place ensuring that dietary requirements are considered.
9. Ensure the activity is registered with City Council Food Environment Department if necessary. **Any group or activity serving cooked food on a regular basis is required by law to register at least 28 days before opening (Norwich City Co website) Food in this category MUST be prepared and cooked on the premises and food hygiene regulations and recording adhered to.** Registration varies depending on whether it is cooked by us on the premises or whether professionals are employed.
10. 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.
11. Have arrangements in place for recording contact details of members and also of attendees at each meeting, with reference to GDPR.
12. Have financial arrangements in place to ensure that the activity does not go over the agreed budget

Appendix 14: Exemplar Children's Contact Form: Teddies and Messy Church

**See next page and also printed copy filed at the end of the printed
copies of this policy**



Ipswich Road United Reformed Church Contact Form

Name:	Relationship to child:
Children's Names:	DOB:
Address:	
Phone Number:	
Email address:	

Please tick if you'd like us to keep your details on file and send you information about future family events we hold when necessary: Phone/text ☐ Email ☐

I consent to unnamed photographs of the person(s) named above to be taken during Teddies sessions and activities. These photographs may appear in press/media, on display within our local churches, on our church website and on our social media (Facebook page). ☐

Please add me to the Teddies WhatsApp Group ☐





CONTACT FORM



Adult Name(s)		Relationship to child	
Children's names:		Children's D.O.B.	
Address			
Email		Telephone	
Please let us know if your child has any allergies, medical conditions, or additional needs we should be aware of to ensure their well-being and support.			
I consent to unnamed photographs of the person(s) named above appearing in press/media, on display within local churches and on church websites and social media.			
If you would like to hear about future family events we hold, please tick here to give us permission to retain this information and contact you in the future.			
Please add me to the Ipswich Road Messy Church WhatsApp group.			

Ipswich Road United Reformed Church



Adult Name(s)		Relationship to child	
Children's names:		Children's D.O.B.	
Address			
Email		Telephone	
Please let us know if your child has any allergies, medical conditions, or additional needs we should be aware of to ensure their well-being and support.			
I consent to unnamed photographs of the person(s) named above appearing in press/media, on display within local churches and on church websites and social media.			
If you would like to hear about future family events we hold, please tick here to give us permission to retain this information and contact you in the future.			
Please add me to the Ipswich Road Messy Church WhatsApp group.			

Ipswich Road United Reformed Church

Appendix 19: Exemplar Friday Youths contact forms

**“Friday Youths” Drop In
at Harford Community Centre
Fridays in term time
from 4-6pm,
for those of High School age**



ORGANISED & RUN BY

Ipswich Road United Reformed Church
40-42, Ipswich Road
Norwich
NR4 6QR
www.ipswichroadurc.org.uk/



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 provide: Table tennis, snooker, Xbox, Wii, craft activities, board games, “chill out zone” and tuck shop.
- The drop in is free, apart from the cost of items from the tuck shop-eg cheese toasties @40p
- 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
- All Club helpers hold current child protection clearance (dbs check) and are either Church Members or employed by the church.

If you have any problems, please contact us via the Church website, email infoirurc@gmail.com or leave a phone message on 01603 259643

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

Continued overleaf

Friday Youths Registration Form 202 -202

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 young person(eg aunt, neighbour):
Additional useful information which will help us meet your young person's needs
He/she/they is allergic to the following: _____ He/she/they 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):
I am happy for photographs of _____ to be taken by authorised leaders and used, unnamed, for display within Ipswich Road URC or on their church website, on social media and possibly press or other locations Please mark "yes" ☐ or "no" ☐
Parent or guardian must also sign the following statements: - I give permission for _____ to take part in 'Friday Youths' Drop In - I acknowledge the need for obedience and responsible behaviour on their part while at the club and the need for him/her/they 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 the church will only be responsible for my child whilst they are in the building. If they leave the premises, the church is no longer responsible. - I agree to them receiving first-aid treatment for minor injuries and I agree that such treatment will be administered by the leaders/<u>first-aiders</u>. - 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. - I am/am not happy to receive information by email from the church about Friday Youths and other linked activities Signed: Name printed: Date:

Any useful additional information:

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.

Appendix 16: Volunteer Application Form (IRURC heading)

Minister: Revd Tina Wilson
07763 354740 revtinawilson@outlook.com

Secretary: Audrey Elliott
01603407149 secretaryirurc@gmail.com



Ipswich Road United Reformed Church
40-42, Ipswich Road
Norwich
NR4 6QR
www.ipswichroadurc.org.uk/

Name of church/group:

Role/area of work:

Name:

Date of birth:

Address:

Email:

Phone number:

Previous experience of working with children or adults at risk and/or any relevant qualifications or training (continue on a separate sheet if necessary).

Have you ever lived or worked abroad? If yes, please give details of dates and locations.

Please give details of two individuals who can provide references for you. This can include, for example, employers, tutors, staff in other voluntary organisations, leaders from a previous church. It cannot include people related to you, partners, people who reside at your home address or current members of your local church.

Name of referee:

How are they known to you?

Email:

Phone number:

Name of referee:

How are they known to you?

Email:

Phone number:

By signing this form, I confirm I understand that I will also need to:

- apply for a DBS check
- complete the confidential self-declaration form.

Signature:

Date:

Appendix 17 Self Declaration Form (4 pages)

Minister: Revd Tina Wilson
07763 354740 revtinawilson@outlook.com

Secretary: Audrey Elliott
01603407149 secretaryirurc@gmail.com



Ipswich Road United Reformed Church
40-42, Ipswich Road
Norwich
NR4 6QR
www.ipswichroadurc.org.uk/

Confidential Self-Declaration Form

This Self Declaration Form must be completed by all those wishing work or volunteer in roles where they will be in substantial contact with children and / or adults at risk of abuse or neglect. These roles are exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013 and 2020 for DBS disclosures and by the Management of Offenders Act 2019 in Scotland) and you will be required to declare convictions which for other purposes you might not need to disclose.

This form is being completed for the purpose of:

Information disclosed on this form will not automatically disqualify you from a given role. Each situation will be considered individually in light of whether or not the matters revealed could be considered to place children or adults at risk in danger of being harmed. The failure to disclose information may, however, lead to an appointment offer being rescinded.

The information on this form will be treated in the strictest confidence and will only be seen by those who need to know as part of the recruitment process and, where necessary when content is disclosed, with the Synod Safeguarding Officer An assessment of transferable risk will be carried out at that point, and you will be included as part of the assessment.

Please include all relevant activity within the UK and in any other country.

Convictions and cautions		
1.	If you have never been convicted or cautioned for a criminal offence, please mark this box: ☐ and go on to question 5. Otherwise go to question 2.	
2.	Do you have any unspent convictions or conditional cautions? ¹	☐ Y ☐ N
3.	If you live in England, Wales the Channel Islands or Isle of Man: Do you have any spent convictions or adult cautions that have not been filtered in line with DBS filtering rules? ²	☐ Y ☐ N
4.	If you live in Scotland: Do you have any spent convictions or cautions which must be disclosed? ^{3a} Do you have any spent convictions or cautions which are disclosed according to rules? ^{3b}	☐ Y ☐ N ☐ Y ☐ N

Barring from regulated activity or regulated work		
5.	Are you: barred from 'regulated activity' (England, Wales, Channel Islands, Isle of Man) or 'regulated work' (Scotland) with children or adults at risk; under consideration for barring or listing; or have ever been prohibited from working with these groups at any time? ⁴	☐ Y ☐ N

Other investigations or concerns		
6.	Are you at present, or have you ever been, under investigation by an employer or other organisation for which you worked or volunteered for any offence / misconduct relating to children or adults at risk?	☐ Y ☐ N
7.	Have any concerns about you ever been referred to and investigated by the Police / Children's Services / Adult Social Care Services?	☐ Y ☐ N
8.	If you are working from home with children, is there anyone aged 16 or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering / Disclosure Scotland rules, or who is at present the subject of a criminal investigation / pending prosecution?	☐ Y ☐ N

If you have answered yes to any of questions 2-8, please provide details in the 'additional information section' below and continue on a separate sheet if necessary.

By signing this form I confirm that:

I understand I will be required to complete a DBS check and consent to the URC clarifying any information provided on the disclosure with the relevant agencies.

I understand that if I do not disclose relevant information and it subsequently comes to light, my application or role may be withdrawn.

I will inform my place of worship / line manager / as soon as possible if any of the following circumstances occur:

- I am charged, cautioned or convicted of any offence
- I become subject to a Police / Social Services / Social Work Department investigation
- I am investigated by my employer or any other ~~organisation~~ in relation to concerns about my ~~behaviour~~ with children or adults at risk.

Signature:

Date:

Full name:

Date of birth:

If you have ever been known by any other names, please give details:

Phone number:

Name of Church where URC membership held (if applicable):

Additional information

If an investigation led to no further action being taken, please give details and reasons.

For all other cases / situations:

Give dates and details of charges / court findings / cautions / convictions / barring or listing / other concerns.

Give details of circumstances leading to these outcomes / sanctions: what happened, when, where and who else was involved?

Give details of how these events affected you, lessons learned and changes in your life / conduct since then.

Notes

1. There are different time periods over which offences become spent in England and Wales and in Scotland. For further details see www.bit.ly/4a1oJfu.

For an online calculator that will show if your convictions or cautions are spent (England and Wales only), see www.unlock.org.uk/disclosure-calculator/.

For offences committed in other countries, you should be treated in line with the disclosure rules of the country in which you are now living.

2. Select **No** for convictions where all of the following apply:
 - a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of conviction; and
 - b) it did not result in a prison sentence or suspended prison sentence (or detention order) and
 - c) it does not appear on the DBS list of specified offences (eg violence, drug related and / or sexual offences) which can be found here: www.bit.ly/47WC1kS

Select **No** for adult cautions where both of the following apply:

- a) six years have passed since the date of the caution etc and
- b) it does not appear on the DBS's list of specified offences.²

For any other convictions or cautions, select **Yes**.

- 3a. Convictions which must be disclosed in Scotland:

Select **Yes** for offences on this list: www.mygov.scot/offences-always-disclosed.

Select **No** if none of your offences are on this list.

- 3b. Convictions which have to be disclosed according to rules in Scotland:

Select **Yes** for offences on this list www.mygov.scot/offences-disclosed-rules and where less than 15 years have passed since the date of conviction (or seven years and six months if you were under 18 at the time). Select **No** for any other convictions or cautions.

4. It is a criminal offence to apply for roles involving 'regulated activity' or 'regulated work' with children or adults at risk if you are barred from working with them.
5. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include all Ministers of Word and Sacraments and Church Related Community Workers).

See also these URC documents which can be adapted with IRURC heading at :

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

SR2: Volunteer reference request form ([PDF](#) | 207kb) ([Word](#) | 36kb)

SR3: Sample questions on safeguarding for interviews and discussions ([PDF](#) | 127kb) ([Word](#) | 35kb)

SR4: Role descriptions

Appendix 17
IRURC wifi permission form

**See next page and also printed copy filed at the end of the printed
copies of this policy**

Ipswich Road United Reformed Church Public Wi-Fi Access Policy

Secretary: Mrs Audrey Elliott
01603 407149
audrey.elliott13@gmail.com
Lettings' Officer: Mr Peter Matchett
01603 742238
petermatchett@icny.com



Ipswich Road United Reformed
Church
Ipswich Road
Norwich
NR4 6QR
Tel 01603 759643
ipswichroad.urs.org.uk
(Part of Norwich 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)

Appendix 19

Risk Assessment Guidance and plan

See <https://urc.org.uk/safeguarding/safeguarding-good-practice/>
Paper S1

Appendix 20:

The United Reformed Church

Local church safeguarding checklist



See also section P5

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

IRURC safeguarding checklist

	Y/N/Partial (to indicate some progress made/some elements achieved)	Notes/action needed/key dates
We have a Safeguarding Policy in place, covering both children and adults at risk, and it is being implemented.		
Our Safeguarding Policy has been reviewed and updated in the last 12 months.		
Safeguarding is a standing item on the agenda for Elders'/ Church meetings.		
At least one Church Safeguarding Coordinator (CSC) has been appointed for our church.		
Details of how to contact the CSC are displayed in church, and on our website/Facebook page.		
All elders and church workers (paid and voluntary) working with children and adults at risk have an up-to-date Disclosure and Barring Service (DBS) check at the appropriate level for which they are eligible.		
All church workers (paid and voluntary) working with children, young people and adults at risk have completed URC Safeguarding training at Foundation level as a minimum.		
All those working with children or adults at risk have been given copies of the relevant Code of Conduct.		

	Y/N/Partial (to indicate some progress made/some elements achieved)	Notes/action needed/key dates
The minister, CRCW, CSC, all group leaders, Elders and members of church leadership have completed all relevant levels of URC Safeguarding training.		
All our workers (paid or voluntary) know the procedure to follow if harm or abuse is suspected, witnessed or reported to them.		
We have contact information for local services able to provide specialist help (eg domestic abuse, mental health support) that we can link people with.		
Any external organisations using our buildings comply with good safeguarding practices, in line with the Hirer's agreement.		