

# Hornsea United Reformed Church

## Safeguarding Policy for Children, Young People and Adults at risk



**Safeguarding Coordinator (Adults): Julia Clifton - 01964 534752**  
**Safeguarding Coordinator (Children): Ilena Williams - 07590377300**

**Overseeing Elders - Margaret Knapton and Stephen Seal**

This document should be read alongside Good Practice 5 - Safeguarding - URC

### **Persons at risk**

Those persons, child or adult, irrespective of age, needing help and / or support services to live in the community. They may be unable to take care of themselves and/or likely unable to protect themselves from abuse, harm or exploitation by others due to a variety of factors including age.

Abuse may take place in any setting, public or private, and be perpetrated by anyone.

Forms of Abuse include:

- physical
- financial
- material
- sexual
- psychological
- discriminatory
- emotional abuse
- neglect

One of Hornsea United Reformed Church's major activities within the local community is where possible, to serve the needs of such vulnerable people, and promote their positive engagement.

In doing so it aims to ensure that such people who use its services are not abused, and that working practices minimise the risk of such abuse.

**Safeguarding is taken seriously by Hornsea United Reformed Church - and all volunteers / leaders of an activity / activities will be asked to follow the main principles of our policy:**

We acknowledge children's and adults' right to protection from abuse regardless of gender, ethnicity, disability, sexuality, or beliefs. We consider that the welfare of children is paramount.

We will follow legislation, statutory guidance and recognised good practice to protect vulnerable people in our church. To achieve this, we will:

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

- implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent, and to be alert to, such abuse
- appoint a Safeguarding Coordinator for Adults and Safeguarding Coordinator for children to whom all concerns or allegations should be addressed, although we recognise that safeguarding is a whole church responsibility (contact details can be found in Key Contacts — Appendix 1)
- ensure this policy is overseen by the Hornsea United Reformed Church Elders, specifically Margaret Knapton and Stephen Seal
- organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and adults
- follow a safer recruitment process for the selection and appointment of people to work with children or adults at risk, whether voluntary or paid, lay or ordained
- provide support, supervision, resources and training to those who work with children and adults
- use rigorous and careful supervision to protect people from the risks associated with known offenders within the congregation, including implementing contracts with known offenders and those who have been assessed as posing a risk
- find domestic abuse in all its forms unacceptable and inconsistent with a Christian way of living and recognise that it can affect both adults and children
- respond to concerns and allegations of abuse appropriately, including referring to the statutory authorities if necessary
- co-operate with the statutory authorities in any investigation, follow multi- agency decisions and maintain confidentiality of any investigations to those directly involved
- refer concerns about staff - volunteers and paid, lay and ordained - that meet the relevant criteria to the Local Authority Designated Officer
- Ask all workers to agree to the Safeguarding Code of Conduct for Volunteers and Paid Workers (appendix 2) when working with children/young people/vulnerable adults

### **Safeguarding vulnerable persons - The Law**

Under safeguarding vulnerable persons legislation:

- A person who is barred from working with vulnerable persons is breaking the law if they work or volunteer, or try to work or volunteer, with those persons.
- An organisation which knowingly employs someone who is barred to work with those persons will be breaking the law.
- If an organisation works with children or vulnerable adults and dismisses a member of staff or a volunteer because they have harmed a vulnerable person or would have done so if they had not left, the Disclosure and Barring Service (DBS) must be informed.

### **Responsibilities of Hornsea United Reformed Church staff and volunteers**

- To be familiar with and implement the Safeguarding Policy for Children/Young People and Adults at risk
- To be familiar with completion of Appendix 1 to this policy where applicable.
- To agree to Appendix 2 Safeguarding Code of Conduct for Volunteers and Paid Workers
- To take appropriate action in line with the policy of Hornsea United Reformed Church.

- To declare any existing or subsequent convictions.

### Support for those who report abuse

All those making a complaint or allegation or expressing concern, whether they are volunteers and / service users, and / or carers, and / or members of the general public should be reassured that:

- they will be taken seriously
- their comments will usually be treated confidentially, but their concerns may be shared with the appropriate authorities if they or others are at significant risk.

### The Person at risk has the right:

- to be made aware of this policy
- to have alleged incidents recognised and taken seriously
- to receive fair and respectful treatment throughout
- to be involved in any process as appropriate
- to receive information about the outcome

All instances of abuse, under this policy, will be documented on the form **Appendix 1 Safeguarding Incident Recording Form**

Hornsea United Reformed Church Elders will review this policy and good practice annually.

### Signed (Church Elders):

A Jordan  
 M A Chubley.  
 R. M. Knafton  
 [Signature]  
 J. Boston  
 V. Pearson  
 [Signature] ANN BOSWORTH  
 K M Webb  
 Mark Parker-Randall.  
 Stephen Seal  
 [Signature]  
 Gill [Signature]  
 J Barrett

**Date:** 14<sup>th</sup> June 2023

**Review Date:** June 2024

## Appendix 1 Safeguarding Incident Recording Form

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

- Please fill in this form with the information available within 24 hours after becoming aware of a safeguarding incident or concern. You do not have to fill in all sections.
- Please ensure you are as accurate and detailed as possible. Use quotes wherever possible, and do not interpret what was said using your own words.
- Record what you said as well as what the child, young person or adult said. Include details such as tone of voice, facial expression and body language.
- If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.
- The completed form must be passed on or sent by secure email to the designated safeguarding person (use phone contact to confirm address/email), and immediately followed up after sending.

- Key Contact Adults:            Julia Clifton            01964 534752
- Key Contact Children:        Ilena Williams         07590 377300

<b>Date on which this form is completed</b>			
Full name of the person reporting the concern / incident			
Relationship to child, young person, or adult concerned of being at risk			
Position held in the church:			
Church details, if known	<b>Synod - Yorkshire</b>	<b>Church – Hornsea URC</b>	<b>Number – 4A08</b>
Contact details of church or organisation, if known	<b>Address</b>	<b>Phone numbers</b>	<b>Email</b>
<b>Full name of child, young person, or adult concerned of being at risk</b>			
Date of Birth, if known			
Contact details, if known	<b>Address</b>	<b>Phone numbers</b>	<b>Email</b>

Has the individual given consent to report? (or report as appropriate)	Yes	No	Reason for no consent:
If under 18, have the parents / carers / guardians of the child been informed?	Yes	No	Reason for no consent:
<b>Please give a summary of the safeguarding incident / concern</b>			
Date / time of incident			
What happened? Please provide detailed information about the circumstances and the person experiencing or being at risk of harm, abuse or neglect (preferably as a timeline)			
When did it happen? (date, time)			
Where did it happen? (specific location)			
What action(s) were taken, and by whom?			
Name of anyone involved and in what way. Including witnesses			
Other services or agencies involved <u>Note:</u> If referred to statutory authorities, or other services, please include name and contact details			
Next steps or recommendations			
<b>INTERNAL USE</b>			
Date received			
Full name of Designated Person			
Progress			
Conclusion			

## Appendix 2

# Safeguarding Code of Conduct for Volunteers and Paid Workers

### Safeguarding Code of Conduct for Volunteers and Paid Workers

#### **DO**

- treat all people with dignity and respect
- respect and promote the rights of children to make their own decisions and choices
- encourage respect for difference, diversity, beliefs and culture
- act inclusively, seeking to make everyone feel welcome and valued
- use appropriate language
- be a good role model
- treat people with equal care and concern
- take all reasonable adjustments for young people with special educational needs and disabilities
- listen to children and tell the Church Safeguarding Coordinator if you have any concerns about a child's welfare
- refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning
- encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
- seek to diffuse aggressive or threatening behaviour without the use of physical contact
- interact with children in a public place – if a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
- make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies, using church platforms and not private accounts
- have a designated photographer to take, store and share photos of your groups' activities, in line with URC good practice guidelines
- use physical contact wisely – it should be in public, appropriate to the situation and to the age, gender and culture of the child, in response to the needs of the child, not the adult and respectful of the child's wishes, feelings and dignity
- respect children's and young people's privacy
- ensure that any communication online is done through a work or church account — this may require setting up an account specific for that purpose
- ensure communication with a child via social media only ever takes place with parent/guardian awareness, is agreed by your line manager, and other adult workers are aware of these online interactions – keep a record of times/dates
- keep up to date on policies, procedures and training, including safeguarding and health and safety
- understand that your conduct outside of work - including online, can impact on your work with children and young people

#### **DO NOT**

- abuse the power and responsibility of your role (e.g. do not belittle, scapegoat, put down, or ridicule a child or young person -even in 'fun')
- use language or behaviour with sexual connotations (e.g., flirting or innuendo)

- exclude children or workers from conversations and activities unless there is a good reason
- overshare about your own situations
- show favouritism (e.g., in selection for activities, in giving rewards, etc.) or encourage excessive attention from a particular child (e.g., gifts)
- threaten or use sanctions which have not been agreed
- feel you must deal with every problem on your own
- use physical restraint unless they are causing harm to themselves or others
- spend time alone with children out of sight of other people
- contact/engage children through private messaging, personal social media or mobile account
- keep communication with children secret
- use child/young person's personal data for other purposes than activities consented
- take photos or videos without consent
- assume that children should tell you anything you ask just because you are a worker
- promise to keep anything a secret - it may be that if a child or young person is being harmed or at risk of harm, that you will need to share that information but only on a need to know basis
- work in ways that puts your needs and interests before those of the children you work with
- discriminate, or leave discrimination and/or bullying unchallenged
- interact with children you are working with from personal social media accounts

*I agree to abide by the above code of conduct while working with children and young people.  
Signed*