

# 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 6 - Safeguarding - URC  
<https://urc.org.uk/wp-content/uploads/2023/12/Good-Practice-6-2023.pdf>

### 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 the culture of Hornsea URC. 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.

#### 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.
- The term 'abuse' refers to situations that harm and cause distress to others. This may be in the form of physical, financial, material, sexual, psychological, discriminatory, emotional and/or spiritual abuse; and/or neglect. Abuse may take place in any setting, public or private, and be perpetrated by anyone

#### 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.

### 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 2 of Good Practice 6, we will:

- Appoint two Church Safeguarding Coordinator (one for children & one for adults) and ensure contact details are available for anyone to report a concern
- Have a safeguarding policy which is reviewed annually and updated when necessary
- Practice safer recruitment procedures for paid and volunteer roles following URC procedures for safer recruitment (SR1,2,3,4) <https://urc.org.uk/safeguarding/safeguarding-good-practice/>

- Ensure all those working with children and/or adults at risk are given copies of relevant Codes of Conduct <https://urc.org.uk/wp-content/uploads/2023/11/C1.pdf>; <https://urc.org.uk/wp-content/uploads/2023/11/C2.pdf>
- Follow the requirements of the training framework <https://urc.org.uk/wp-content/uploads/2023/12/S2.pdf>
- Comply with legal requirements in respect of data protection
- 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
- Ensure adequate staffing for activities and that leaders have suitable training, are aware of relevant guidance and agree to follow relevant Codes of Conducts: <https://urc.org.uk/wp-content/uploads/2023/11/C1.pdf>; <https://urc.org.uk/wp-content/uploads/2023/11/C2.pdf>
- 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
- Seek to create a 'listening culture' and help people develop listening skills to respond appropriately in situations where sensitive information is disclosed
- Ensure concerns are recorded and as reported and/or actioned as necessary <https://urc.org.uk/wp-content/uploads/2024/01/F1.pdf>
- 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 Off

### **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 investigation or disciplinary procedures
- 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 Independent and confidential advice can be sought through the Whistleblowing Helpline on 08000 724725, email: [enquiries@wbhelpline.org.uk](mailto:enquiries@wbhelpline.org.uk).
- 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
- Ensure those in relevant roles attend appropriate training
- Seek advice from the Synod Safeguarding Officer about provision of appropriate support when necessary.

## 7. Whistleblowing

We seek to ensure that all participants and volunteers are treated appropriately and are kept safe while involved in church projects/activities. It is expected that anyone who has concerns can make these known within a culture where these concerns can be raised safely, fully meeting our responsibilities under the Public Interest Disclosure Act 1998 (PIDA).

Concerns should be raised initially with whoever has responsibility for a particular activity. Matters of a safeguarding nature should be reported to the respective safeguarding coordinators named below. If this does not resolve the situation, the concern should be raised with Hornsea URC Elders.

Concerns raised formally will be recorded and logged centrally, with a summary of the concerns raised and substantiated, or not substantiated.

## 8. Key contacts

- Safeguarding Coordinator (Adults): Julia Clifton - Tel: 01964 534752  
[urchornseasafeguarding@gmail.com](mailto:urchornseasafeguarding@gmail.com)
- Safeguarding Coordinator (Children): Ilena Williams - Tel: 07590377300  
[urchornseasafeguarding@gmail.com](mailto:urchornseasafeguarding@gmail.com)
- Overseeing Elders - Margaret Knapton and Stephen Seal [urchornsea@gmail.com](mailto:urchornsea@gmail.com)
- Synod Safeguarding Officer: Carrie Kaunda [carriekaunda.yorkshire@urc.org.uk](mailto:carriekaunda.yorkshire@urc.org.uk)
- URC Safeguarding Office (This should only be used if you are unable to contact your Synod Safeguarding Office) [safeguarding.1and4@urc.org.uk](mailto:safeguarding.1and4@urc.org.uk)
- East Riding Children's Services Safeguarding and Partnership Hub (SaPH) during office hours - Tel: 01482 395500
- Out of Hours Children's Emergency Duty Team - Tel: 01377 272410 In the event the telephone system is not working, please contact 07970156272
- East Riding Adult Social Care during office hours - Tel: 01482 396940
- Out of Hours Adult Emergency Duty Team - Tel: 01377 272410

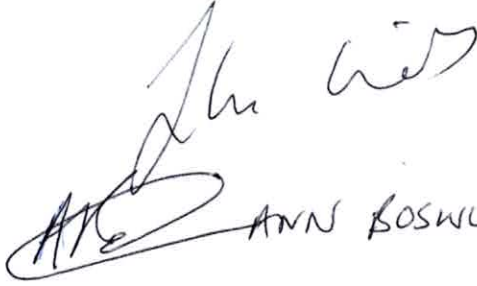
**9. Review**

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

Date of most recent review: November 2024

Date of next review: November 2025

Signed by Hornsea URC Church Elders:

  
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