



ST ANDREW'S UNITED REFORMED CHURCH

187 NEWBOLD ROAD

CHESTERFIELD S41 7BE

SAFEGUARDING POLICY – A2 SUPPORTING PROCEDURES

Introduction

The Supporting Procedures set out in this document define the roles and procedures which are associated with and support the implementation of the St Andrew's Safeguarding Policy. In addition to this file copy, a copy is held by the Safeguarding Co-ordinator and the Deputy Safeguarding Co-ordinator.

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It is recommended that when dealing with Safeguarding issues it is appropriate to refer to the United Reformed Church publication Good Practice 5, a Handbook for Churches related to Safeguarding Children and Adults at Risk. It can be found on the URC website: www.urc.org.uk/safeguarding. A copy of this Handbook is held by the Church Safeguarding Co-ordinator.

1. The Role of a Church Safeguarding Coordinator

Purpose

- To coordinate safeguarding policy and procedure in the Church;
- to be the first point of contact for safeguarding issues;
- to be an advocate for good safeguarding practice in the church.

Responsibilities

To coordinate safeguarding policy and procedures within the church;

- be familiar with the Church Policy, processes and procedures and URC good practice guidelines in safeguarding and to keep abreast of any changes and developments,
- ensure that Church Policy and Procedures are reviewed annually, updated, as appropriate, and are fit for purpose;
- make sure that elders and others in the church are aware of the church safeguarding policies and procedures, including URC guidelines and Charity Commission responsibilities;
- collaborate with the Deputy Safeguarding Coordinator, the minister, the DBS signatory people and the Synod Safeguarding Officer on all matters around safeguarding
- ensure safer recruitment practices are operated in the recruitment of all workers in regulated activities (both volunteers and paid), including, but not exclusively, ensuring that the relevant workers have up-to-date Disclosure and Barring Service (DBS) clearances
- In collaboration with the Bookings Secretary, review and ensure others' safeguarding policies and arrangements are in place when any church premises are let to an external organisation, informal group or individual.

To be the first point of contact for safeguarding issues

- be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding;
- be aware of the names and telephone numbers of appropriate departments and teams within Social Care and the Police in the event of a referral needing to be made.

- 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;
- cooperate with Social Care or the Police in safeguarding investigations relating to people within the church;
- take appropriate action in relation to any safeguarding concerns which arise within the church;
- ensure safe practice is in place for supporting people who pose a risk to children or adults at risk within the church;
- Cooperate with Social Care or the Police in safeguarding investigations relating to people within the church;
- ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely;
- inform the Synod Safeguarding Officer at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.
- report summary safeguarding information annually to the Elders meeting and the Synod Safeguarding Officer using Appendix H1 of the Good Practice Guide to enable them to monitor safeguarding in the Synod.

To be an advocate for good safeguarding practice in the church by:

- promoting sensitivity within the church towards all those affected by the impact of abuse;
- promoting positive safeguarding procedures and practice and ensure procedures are being followed;
- arranging and/or promoting 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;
- Attending appropriate training for the role, including refresher training every three years, and keep updated on matters related to safeguarding;
- seeking appropriate support and advice in carrying out this role;
- making arrangements for a suitable person to carry out this role when on leave and to publicise who the substitute is and the dates of the alternative arrangements.

Requirements for the role

- To have knowledge of policy and practice for safeguarding children and/or adults at risk
- Good communication (written and oral) skills
- Willing to attend appropriate safeguarding/refresher training organised by the Synod
- Willing to be easily contactable - prepared to make contact details public to enable direct contact when needed.

Code of Conduct for Working with Children or Young People

All workers of the church should agree to the following code of conduct when working with children and young people. The word 'child' refers to all those under the age of 18 throughout this document.

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 children and young people with disabilities and special educational needs
- Listen to children and tell the Church Safeguarding Coordinator if you have any concerns for a child's welfare
- do refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences;
- Encourage everyone to follow any behaviour 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;
- ensure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies; where available use church platforms not private accounts;
- have a designated photographer to take, store and share photos of your group's activities, in line with URC good practice guidelines;
- use physical contact wisely; it should be:
 - in public
 - appropriate to the situation and to the age, gender and culture of the child
 - in response to the needs of the child, not the adult
 - respectful of the child's privacy, feelings and dignity
- do respect children's and young people's privacy;
- Ensure that communication on line is done through a work or church account - this may require setting up an account specific for that purpose;

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

DO NOT

- abuse the power and responsibility of your role for example do not belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo);
- exclude other children or workers from conversations and activities unless there is a good reason;
- overshare about your own situations
- show favouritism (e.g. in selection for activities, in giving rewards, etc) or encourage excessive attention from a particular child (e.g. gifts);
- threaten or use sanctions which have not been agreed
- feel you have to deal with every problem on your own;
- use physical restraint unless they are causing harm to themselves or others;
- spend time alone with children out of sight of other people;
- contact them through private messaging
- do not keep communication with children secret, while still respecting appropriate confidences;
- Use child/young person's personal data for other purposes than activities consented to
- do not take photos or videos without consent;
- Engage with children or young people through your personal social media or mobile account
- assume that children should tell you anything you ask just because you are a worker;
- promise to keep anything a secret; it may be that 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;

- do not work in ways that put your needs and interests before those of the children you work with;
- discriminate or leave discrimination or bullying unchallenged

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

on behalf of St Andrew's United Reformed Church

Name of Worker

Signed:

Date:

Code of conduct for working with adults

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

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

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

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

Be accountable

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

Promote the privacy, dignity, rights and wellbeing of people

- Always protect the rights of people and treat them with dignity, respect, and compassion.
- Ensure that a vulnerable adult is not treated, without justification, any less favourably than

the way in which a person who is not an "adult at risk" would be treated in a comparable situation.

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

Work effectively with other volunteers/colleagues

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

Effective communication

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

Respect people's right to confidentiality and decision-making

- Treat all information about people who need help and support, and their carers, as confidential.

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

Training, policy and procedure

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

Uphold and promote equality, diversity and inclusion

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

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

on behalf of
[church name]

Name of worker:

Signed:

Date: