

Fleet United Reformed Church

Safeguarding Policy



Safeguarding Policy Statement

Fleet United Reformed Church takes safeguarding seriously. 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 friends 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 with a friendly and happy atmosphere, 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 recognised good practice.

Ratified: 06/11/2024 Reviewed:

Next Review Due:11/25

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Good Practice 6 is referenced throughout this document. It is a resource published by the United Reformed Church, freely available to view at [Safeguarding good practice - United Reformed Church](#). It is a handbook for all to use to help create a safer culture across the URC.

Safeguarding Policy

1. Introduction

The aim of this policy is to ensure that protecting people at risk from abuse, harm or neglect is central to what we do. It provides procedures for promoting safeguarding, preventing abuse and protecting children, adults at risk and church members, including volunteers. It includes clear procedures for taking appropriate action when safeguarding concerns are raised.

The term 'child' 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 the time being, unable to take care of themselves, or to protect themselves against significant harm, abuse or exploitation.

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 and abuse.

This policy is approved and endorsed by our Elders and applies to:

- All members of our church.
- All those who attend and serve our church, its services and activities.
- Our Elders and Minister.
- Volunteers.
- Organisations and groups which hire our building with written agreement to operate under the church safeguarding policy.

The principles underpinning this policy are:

- 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 authorities.

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 (CSC) who is cognisant of the current safeguarding policy, practice and procedure and ensure that their 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 voluntary roles, including Elders

(who must be elected using the Safer Election of Elders process – see Appendix 16)

- Ensure that all those working with children and/or adults at risk are given copies of relevant Codes of Conduct (see Appendix 5 and 11)
- Follow the requirements of the training framework as found here [S2.pdf \(urc.org.uk\)](#) URC Training Matrix.
- Comply with legal requirements in respect of data protection.
- Complete the Annual Church Safeguarding Return.
- Ensure that Safeguarding is a regular agenda item for Church and Elders' meetings, with a report made at least annually.

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 that 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. See [SA1.pdf \(urc.org.uk\)](#) Risk Assessment Template with Guidance.
- Ensure adequate staffing/volunteers for activities (See Appendix 8) and that leaders have suitable training, are aware of relevant guidance and agree to follow relevant Codes of Conduct (Appendix 5 & 11).
- Ensure the hirer's agreement is in place for other organisations using church premises. See [SA6.pdf \(urc.org.uk\)](#) Safeguarding Clauses for Letting Agreements.
- Seek advice from the Synod Safeguarding Officer (see Appendix 3) 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 (Appendix 19).
- 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 situation where involvement from statutory services is/may be required.
- Share information with statutory services as appropriate and cooperate with

them during any investigations.

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 Synod, wider Church staff, statutory agencies and other relevant organisations.

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

- Cooperate fully with any investigative 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 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 to or directed to (see Appendix 20).
- Ensure that those in relevant roles attend appropriate training see [S2.pdf](#) URC Training Matrix.
- Seek advice from the Synod Safeguarding Officer about provision of appropriate support when necessary.

Appendix 1 – What to do if you have a concern

The 4 Rs, which are universal in safeguarding, show us what to do if there are concerns about the safety and welfare of someone:

Recognise Respond Record Report

1. Recognise

You might become aware of concerns in different ways, e.g., something you see, something you hear or something that troubles you. Key questions to ask yourself are... Does it look right? Does it sound right? Does it feel right?

It is important to act if you suspect abuse – do not wait until you are absolutely sure or have solid proof.

If anyone is made aware that a person attending the church has been convicted of an offence against a child or adult at risk or has had an allegation of this nature made against them at any time, they must immediately inform the Church Safeguarding Coordinator or the Synod Safeguarding Officer.

2. Respond

It can be difficult to hear a disclosure of abuse, or that someone is contemplating suicide, or is at risk of being harmed in other ways. If a person chooses to trust you with difficult and sensitive information, don't try to 'interview' them but focus on listening calmly to what they want to say.

Listen and reassure: Listen attentively, remain calm, do not promise confidentiality – tell them that this information needs to be shared. Seek advice if you don't know what to do!

Manage the conversation: Ask open questions (Tell me/Explain to me/Describe to me). Do not ask closed or leading questions and don't try to investigate. Repeat back what you've heard them say and avoid making comments or judgments. Don't stop or interrupt someone who is freely talking.

Take appropriate action: Seek medical attention, if necessary, explain what will happen next (who you will tell, a timescale), don't confront those alleged to be responsible, do not investigate, keep quiet... only tell the relevant people and no one else – not even for prayer purposes.

3. Record

Safeguarding records provide a history of what happened, a summary of what the workers did and ensure that when people move on, the account is not lost. Records should include who was involved; what happened; where it happened; when it happened; who it was referred on to and if known, what the outcomes were; the name of the person completing the form, their signature and date. (See Appendix 2)

Records should be written up as soon as possible after the event. They should be clear and concise, use the individual's own words and avoid jargon. Notes should be relevant and factual, without opinion or judgement. All concerns should be recorded, no matter how small or seemingly inconsequential it may appear. All notes, even hastily written notes, must be kept as evidence.

4. Report

If you believe that a child or an adult at risk may be suffering, or is at risk of suffering significant harm, those concerns must always be acted on as shown in the diagram below. Where there is a concern of an immediate risk of harm, you should contact statutory services as soon as possible (see table below). All other concerns should be reported to your Church Safeguarding Coordinator or Synod Safeguarding Officer within 24 hours.

A safeguarding concern is disclosed, observed or reported	
Is the child/adult at immediate risk?	
Yes	No
<p>If the person is at risk of immediate harm or danger contact the Police on 999. Otherwise call statutory services (e.g. duty social care or social services number) without delay (See Appendix 3).</p> <p>As soon as possible, but within 24 hours, follow the recording and reporting steps on the right.</p>	<p>Inform the Church Safeguarding Coordinator, or Deputy and Synod Safeguarding Officer as soon as possible.</p> <p>Record the concern using the Safeguarding Concern Form (Appendix 2) within 2 hours</p> <p>The Synod Safeguarding Officer will advise on what further actions are needed.</p>

Disclosures of Historic Abuse

If someone has chosen to disclose historic abuse to you, it is important to establish:

- Whether they are safe from harm now.
- Whether they know what happened to the person who abused them.
- What would the person like to happen next.
- What would be helpful to them.

Use the table above to assess the risk of harm and follow the same steps to report the disclosure, with details anonymised if the victim does not give consent for their information to be shared.

Responding to Concerns Involving the Minister or a Volunteer

If you believe that the alleged perpetrator of abuse against children or adults at risk

is a minister or volunteer, you must immediately contact the Church Safeguarding Coordinator (CSC). If the CSC is involved or has a conflict of interest, seek advice from the Synod Safeguarding Officer (SSO). If the SSO may have a conflict of interest, contact the URC Designated Safeguarding Lead for advice. (See Appendix 3)

The following summary may be printed for display.

What to do if you have a Safeguarding Concern

A safeguarding concern is disclosed, observed or reported	
<p>1. Recognise... Does it look right? Does it sound right? Does it feel right?</p> <p style="text-align: center;"><i>It is important to act if you suspect abuse – do not wait until you are sure or have solid proof.</i></p>	
<p>2. Respond... Listen and reassure. Manage the conversation: Ask open questions (Tell me/Explain to me/Describe to me).</p>	
<p>3. Record... Records should include who was involved; what happened; where it happened; when it happened; who it was referred on to and if known, what the outcomes were; the name of the person completing the form, their signature and date. Make notes and write them up as soon as possible after the event using the Safeguarding concern Form in Appendix 2 of the Safeguarding Policy.</p>	
<p>4. Report... your concerns must be acted upon as shown below.</p>	
Is the child/adult at immediate risk?	
<p style="text-align: center;">Yes</p> <p>If the person is at risk of immediate harm or danger contact the Police on 999. Otherwise call statutory services:</p> <p style="text-align: center;">Social Services (Children) 0300 555 1384 or Out of hours: 0300 555 1373</p> <p style="text-align: center;">Social Services (Adult) 0300 555 1386 or Out of hours: 0300 555 1373</p> <p>As soon as possible, but within 24 hours, follow the recording and reporting steps on the right.</p>	<p style="text-align: center;">No</p> <p>Inform the Church Safeguarding Coordinator, (Grace Bagshaw: 07796 366091) or Deputy (Moray Henderson: 07722 809681) and Synod Safeguarding Officer (Sharon Barr: 07776 178246) as soon as possible.</p> <p>Record the concern using the Safeguarding Concern Form, ideally within 2 hours. Copies of the form are available in the Safeguarding File in the Office.</p> <p>The SSO will advise on what further actions are needed.</p>

Appendix 2 – 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.

- 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: Fleet United Reformed Church

Synod: Wessex Synod

1. What the concern is about			
Does the concern relate to: (tick any that apply)			
<input type="checkbox"/> Children	<input type="checkbox"/> Adult	<input type="checkbox"/>	<input type="checkbox"/> Adults & children
<input type="checkbox"/> Current event	<input type="checkbox"/> Past Event	<input type="checkbox"/>	<input type="checkbox"/>

2. Type of concern			
If you feel able, please indicate which of these you think apply:			
<input type="checkbox"/> Not sure	<input type="checkbox"/> Physical abuse	<input type="checkbox"/>	<input type="checkbox"/> Online abuse
<input type="checkbox"/> Spiritual abuse	<input type="checkbox"/> Sexual abuse	<input type="checkbox"/>	<input type="checkbox"/> Self-neglect
<input type="checkbox"/> Child sexual exploitation	<input type="checkbox"/> Emotional abuse	<input type="checkbox"/>	<input type="checkbox"/> Financial abuse
<input type="checkbox"/> Adult sexual exploitation	<input type="checkbox"/> Neglect	<input type="checkbox"/>	<input type="checkbox"/> Modern slavery
<input type="checkbox"/> Radicalisation	<input type="checkbox"/> Domestic abuse	<input type="checkbox"/>	<input type="checkbox"/> Institutional abuse
<input type="checkbox"/> Mental Capacity Act	<input type="checkbox"/> Self-harm	<input type="checkbox"/>	<input type="checkbox"/> Discriminatory abuse
<input type="checkbox"/> 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:	

<p>If there are specific individuals who have been harmed/are at risk of harm, give details:</p>	
<p>Details of other significant people involved e.g. family members, carers:</p>	

<p>4. What has happened?</p>	
<p>Please tell us what you are worried about, what happened, when and where it happened:</p>	
<p>How did the information come to light? For example, something you saw or heard, victim disclosure, information from another organisation.</p>	
<p>If the events happened in the past, do you think there is an ongoing risk to anyone now? (tick as appropriate)</p>	
<p>Yes</p>	
<p>No</p>	
<p>If yes, please give details:</p>	

<p>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:</p>
<p>Are there other people in the wider church community who know about it? Please give details.</p>

<p>6. Consent for information to be reported</p>									
<p>For children: Have parents/carers/guardians given consent for this information to be reported? (please tick as appropriate)</p>	<p>For adults: Has the individual given consent for this information to be reported? (please tick as appropriate)</p>								
<table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<table border="1"> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
<p>If no, reason for no consent:</p>	<p>If no, reason for no consent:</p>								
<p> </p>	<p> </p>								

<p>7. Any other relevant information Anything else you think would be helpful to explain, including any actions already taken:</p>
<p> </p>

8. Your details			
Name:		Church role:	
Signature:		Date:	
Email address:		Phone number:	

Appendix 3 – Contact Details

Minister	Rev Helen Everard	helen.everard158@gmail.com	07716 647288
Church Secretary	Margaret Armes	b.ames@live.com	01252 650994 07768 223873
Church Safeguarding Coordinator (CSC)	Grace Bagshaw (Elder responsible for children & young people)	gracebagshaw@yahoo.co.uk	01252 625751 07796 366091
Deputy Safeguarding Coordinator	Moray Henderson (Elder responsible for children & young people)	moray.henderson@gmail.com	01252 659569 07722 809681
Synod Moderator	Rev Dr Michael Hopkins	moderator@urcwessex.org.uk	023 8067 8570
Synod Safeguarding Officer (SSO)	Sharon Barr	safeguarding@urcwessex.org.uk	07776 178246
Synod Children & Youth Development Officer (CYDO)	Phil Ray	cydo-n@urcwessex.org.uk	07787 171678
URC Designated Safeguarding Lead	Sharon Barr	safeguarding@urcwessex.org.uk	07776 178246
Social Services (Children)		Report child abuse Children and Families Hampshire County Council	0300 555 1384 Or out of hours: 0300 555 1373
Social Services (Adult)		https://www.hants.gov.uk/socialcareandhealth	0300 555 1386 Or out of hours: 0300 555 1373
Local Authority Designated Officer (LADO)			01962 876364

Appendix 4 – The role of a Church Safeguarding Coordinator (CSC)

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.

Purpose of the role

- To coordinate safeguarding policy and procedures in the church.
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practices in the church.

Responsibilities

- To coordinate safeguarding policy and procedures in the church.
- To familiarise themselves with church policies and procedures and URC good practice guidance 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 understand church safeguarding policies and procedures, including URC guidance and Charity Commission responsibilities.
- To collaborate with the Deputy Safeguarding Coordinator, the minister and the Synod Safeguarding Officer on all matters around safeguarding.
- To act as the DBS verifier and/or liaise closely with other designated verifiers in the church.
- To ensure safer recruitment practices are operated in the recruitment of all workers (whether paid or voluntary) including, but not exclusively, ensuring that the relevant workers have an up-to-date DBS check.
- To follow the measures set out in the Hirer's agreement when any church premises are let to an external organization, informal group or individual.
- 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 departments and teams 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 the Police or statutory services of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise

within the church.

- To ensure safe practice is in place for supporting people who may pose a risk to children and adults at risk at church.
- To cooperate with statutory services and 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 report safeguarding information annually to the Eldership, Church Meeting and the Synod Safeguarding Officer, as part of the annual returns process, to enable them to monitor safeguarding in the Synod.
- To be an advocate for good safeguarding practice in the church.
- To promote sensitivity within the church towards all those affected by abuse.
- To promote positive safeguarding practice and ensure procedures are adhered to.
- 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. See the URC Training Matrix [S2.pdf \(urc.org.uk\)](#)
- To seek appropriate support and advice in carrying out this role (e.g. from the SSO).
- To make arrangements for the Deputy CSC to carry out this role when the CSC is absent or unavailable and to make any alternative arrangements and dates known.

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.
- Be willing to attend appropriate safeguarding training/refresher training and keep updated on matters relating to safeguarding.
- Be willing to be easily contactable – and prepared to make contact details public to enable direct contact when needed.

The CSC may wish to use the following checklist [P5.pdf \(urc.org.uk\)](#) Local church safeguarding checklist.

In the event of a change of personnel in the CSC role please use [F3-Church-Safeguarding-Coordinator-Declaration-Form-CSC7.pdf](#)

Appendix 5 - Code of Conduct for Working with Children

All those working with children in the church (in either paid or voluntary roles) should agree to the following code of conduct. The word 'child' refers to all those under the age of 18.

Training, policies and procedures

- Attend all the 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 Video

- 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). (See Appendix 6 & 7)
- 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. (See Appendix 3)
- 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.

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

On behalf of Fleet URC:

Name of worker/volunteer:

Signed:

Date:



Fleet URC
Footsteps Annual Consent Form
Academic Year

We want young people under the age of 18 years to enjoy activities to the full and to feel secure and protected during their participation in them. Please understand that children and young people cannot participate in activities unless a parental consent form has been completed and returned.

This permission slip covers the time from leaving worship until the end of the service only. Prior to and after these times, responsibility for any child or young person lies with the adult who brought them to the service. Children cannot be brought to and left in Footsteps without a responsible adult being available.

Child's Details (one form per child)	
Full Name	
Date of Birth	
Current Address	
Parent/Guardian's Details (where different from above)	
Parent/Guardian's Full Name	
Address	
Home Number	
Mobile Number	
Name of any person acting In Loco Parentis e.g. a grandparent (if applicable)	
Contact number for anyone acting In Loco Parentis (if applicable)	

PTO

Medical Details & Additional Needs

Please give details of any medical conditions, disabilities or allergies that leaders should be aware of (including any medication needed whilst involved with activities organised by Fleet United Reformed Church):

Photography & Filming

Photographs & video footage (for use in our newsletter, on our website and on social media) may be taken only if, under the Data Protection Act 1988, permission has been received from parents. In addition, children aged 12 or over should be asked if they give their consent.

Photographs or video footage will be general and will be displayed without surname and identification of home address or contact details.

Images are taken on a mobile phone or camera and are always stored in a password protected location.

I do/do not give my permission for photographs or video footage to be used, following the guidelines above, for use (✓ for yes or X for no)

In the newsletter	<input type="checkbox"/>	On our website	<input type="checkbox"/>	On social media	<input type="checkbox"/>
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Activities

The following list provides an outline to the Youth and Children's Work program of activities currently offered by Fleet United Reformed Church.

- Services & worship
- Sunday morning children's groups
- Cooking and crafts
- Music workshops & singing

Signed		Date	
---------------	--	-------------	--

The information given on this form will be treated in confidence and only used if necessary. Inadequate information could put your child's life at risk.

Thank you.

Photography & Filming

We will not take any photos or films of visiting children.
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Activities

The following list provides an outline to the Youth and Children's Work program of activities currently offered by Fleet United Reformed Church.
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- | |
|--|
| <ul style="list-style-type: none">• Services & worship• Sunday morning children's groups• Cooking and crafts• Music workshops & singing |
|--|

Declaration

I agree that I am responsible for the child or young person named above at all times except during their attendance of Footsteps, which ends at the end of the service. I understand that in an emergency I will be required to leave the service in order to take responsibility for them.

I give my permission for the above-named child or young person to attend and take part in the Youth & Children's Work activities of Fleet United Reformed Church, based on the information provided above.
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Signed:		Date:	
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The information given on this form will be treated in confidence and only used if necessary. Inadequate information could put your child's life at risk.

Thank you.

Appendix 8 - Adult to child ratios

The following adult-to-child ratios are required as the minimum numbers to help keep children safe (source NSPCC).

Age of child	Ratio	
0-2 years	1:3	One adult to three children.
2-3 years	1:4	One adult to four children.
4-8 years	1:6	One adult to six children.
9-12 years	1:8	One adult to eight children.
13-18 years	1:10	One adult to ten children.

- There must be at least two adults present, even with smaller groups. This must be followed without exception.
- Where possible, at least one female and one male leader should be present for mixed-gender groups.
- Adults who assist on one or two occasions must be responsible to an appointed worker who has completed safer recruitment processes. If they start to help more regularly, they will need to complete appropriate training and safer recruitment processes themselves.
- If there are young people helping to supervise younger children, only those aged 18 or over should be included as adults when calculating adult to child ratios.
- These ratios are a minimum and may need to be increased to take into account the nature of the group, such as if children with additional needs will be present, the types of activity and the venue (if spread across multiple rooms for example).
- It is not advised that workers ever meet with children alone. However, if such a situation arises, such as a child wanting to discuss a personal matter, the worker should:
 - Inform another leader beforehand and obtain the permission of the parent/carer if possible and safe to do so. Remember that telling a parent/carer might put the child at risk, depending on what they might wish to disclose.
 - Meet in a public place, such as a room with an open door and people present close by in the building.
 - Carefully consider the needs and circumstances of the child.
 - Record and report to the leader any situation where a child becomes stressed or angry.
 - Inform the leader or a co-worker when the lone work starts and finishes.
 - If a situation arises 'out of the blue' and is unavoidable, the group leader and/or Church Safeguarding Coordinator should be notified promptly afterwards.

Appendix 9 - Job Descriptions

Volunteer Group Helper

This role will involve...

- Being a regular church attendee.
- Being able to supply availability dates to assist with the rota.
- Sharing ideas and working as part of a team.
- Assisting the Children and Young People with their crafts and activities.
- Assisting with the development of the faith of the Children and Young People.
- Some supervision.
- Undertaking Safeguarding Training to Foundation and Intermediate Level and to renew this at appropriate intervals as requested by the Church Safeguarding Coordinator.

Volunteer Group Leader

This role will involve:

- Being a regular church attendee.
- Having been a helper on a regular basis.
- Supplying information for the Disclosure and Barring Service (DBS) check.
- Being able to supply availability dates to assist with the rota.
- Sharing ideas and working as a team with the Minister, fellow leaders and helpers.
- Working from the current resources provided.
- Planning, organizing and providing materials for activities and crafts suitable to the story or theme.
- Working with the Children and Young People to develop their faith.
- Setting up before the session and tidying up afterwards, leaving the meeting room clean and tidy.
- Taking the attendance record at every session.
- Keeping administration up to date e.g. the Annual Consent Form (see Appendix 6 & 7).
- Attending Young Peoples Group meetings.
- Encouraging the Young People to be involved with special events e.g. Harvest, Easter, Christmas and Children's Services.
- Undertaking Safeguarding Training to Foundation, Intermediate and Advanced Level and to renew this at appropriate intervals as requested by the Church Safeguarding Coordinator.
- To undertake basic First Aid training as appropriate.

Appendix 10 – A Charter for Children in the Church

1. Children are equal partners with adults in the life of the church.
2. The full diet of Christian worship is for children as well as adults.
3. Learning is for the whole church, adults and children.
4. Fellowship is for all - each belonging meaningfully to the rest.
5. Service is for children to give as well as adults.
6. The call to evangelism comes to all God's people of whatever age.
7. The Holy Spirit speaks powerfully through children as well as adults.
8. The discovery and development of gifts in children and adults is a key function of the church.
9. As a church community we must learn to do only those things in separate age groups which we cannot in all conscience do together.
10. The concept of "The Priesthood of all Believers" includes children.

Updated Version as written by the young people at Fleet URC – Autumn 2017

1. Children and adults are just as important as each other at church.
2. Children and adults can join in with all aspects of church life.
3. All people, young and old, can learn at church.
4. All people, young and old, belong equally to the church community.
5. All people, young and old, can help and serve each other.
6. The call to share God's love and the Christian message comes to all people, whatever their age.
7. The Holy Spirit can speak to and through people of all ages, young and old.
8. All people, young or old, can discover and develop their skills and talents at church.
9. At church, people of all ages, young and old, should do as many things together as they can.
10. All people, young or old, can talk directly to God through prayer.

Appendix 11 - Code of Conduct for Working with Adults

This code describes the standards of conduct expected of those working with adults, including adults at risk. It sets out general principles for good practice but cannot cover every type of activity or situation.

Adults at Risk

Safeguarding adults at risk means protecting an adult's right to live in safety, free from abuse and neglect. The key principles in law are:

- Adults are empowered and have a voice.
- Prevention and early intervention are important.
- Adults are supported with an interest in their wellbeing.
- Working in partnership is encouraged.

Defining '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 with 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.

Training, policies and procedures

- Attend all the 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 someone does not have the capacity to consent.
- Promote people's independence, while helping them maintain existing family

and social contacts.

- For home visits, see Appendix 12.

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 to 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 about information sharing.

Online engagement

- Fleet URC does not currently engage in online pastoral care. However, should the need arise, the following principles should be followed, and further guidelines would be agreed upon.
- 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, e.g. 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.

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

Name of worker:

Signed:

Date:

Appendix 12 – Visiting Adults at Risk

Appendix 11 – Code of Conduct for Working with Adults, underpins all contact with adults at risk, including group activity and 1-1 contact. This appendix offers further advice regarding visiting adults at risk.

Visiting adults at home

This guidance applies to 'formal' pastoral visits done in the name of the church (rather than informal, neighbourly contact). Care must be taken to protect both those being visited and those doing the visiting. There should be accountability and transparency in the way in which church Elders and volunteers engage in lone working or home visits. The following guidelines are recommended 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 (e.g. an Elder's badge plus photographic ID)
- 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 donate 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 Officer of any concerns arising from the visit.

Financial Matters

It is important to be aware of the possibility of financial abuse occurring within a church setting. If an adult at risk wishes to name a church Elder or volunteer as the executor of their will or asks them to take on power of attorney, this should be discussed with the Synod Safeguarding Officer. The Elder or volunteer may also wish to take their own legal advice. Similar care should be taken when an adult at risk is considering a bequest to a church Elder or volunteer or a church and this should be referred to the Synod Safeguarding Officer for advice.

A suggested support plan template is available here if necessary. [SA5.pdf \(urc.org.uk\)](#) Template for a support plan.

Appendix 13 – Lone Working Adults

Lone workers include those who:

- Undertake work away from public spaces (e.g. visiting). (See also Appendix 11 & 12.)
- Work outside normal working hours (e.g. cleaners).
- Are the only person on the premises (e.g. anyone undertaking office work/administration, maintenance, flower arranging etc.)
- Anyone working on their own in a different area from others.

Responsibilities of Fleet URC

Fleet URC recognizes that situations will occur when employees or volunteers will be working alone and is concerned for their safety. As such, we undertake the following responsibilities:

- To assess the 'reasonably foreseeable risks' of those entering, working and leaving the building alone and to mitigate these where practically possible. See Risk Assessment Template & Guidance [SA1.pdf \(urc.org.uk\)](#).
- To ensure that anyone working alone is aware that they should have a means of calling for help (e.g. a mobile phone) and who they should call e.g. 999.
- To ensure that employees receive a Health & Safety Induction and that the Certificate of Employers Liability is displayed in the office.
- To ensure that any equipment or materials can be safely handled by one person.
- To keep on file the employee and their next-of-kin contact numbers.
- To keep records of any health issues that may affect the employee whilst working alone.
- To ensure that the employee is medically fit and able to work alone.
- To check that insurance adequately covers work being undertaken.
- To ensure that the accident book is kept up to date.

Responsibilities of Lone Workers

- To take reasonable care of your own safety, including carrying a mobile phone that is switched on.
- If making a home visit, to make sure that someone knows where you are going and that you have a mobile phone with you turned on.
- If practical, to leave a note stating who and where you are visiting and how you will get there.
- If working alone in the church building, that someone knows where you are and when you will return.
- To consider carrying a Personal Shriek Alarm.
- To always be 'streetwise' and vigilant, taking note of what is going on around you.

Appendix 14 – Photography and Filming

This appendix uses the term ‘images’ to include still photographs, digital images or films. Images count as sensitive personal data under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) and should only be used with the consent of the person in the image.

Purpose and storage

- It must be made clear why images are being made, what they will be used for, who might see them and where they will be stored.
- All images should be appropriate and respectful to the subject(s).
- Images are stored in a secure, password protected location.

Consent

- If an adult lacks capacity to consent, do not use their image.
- Permission should be obtained from parents/carers before images are taken (see Appendix 6 & 7 – Consent Forms). However, it is good practice to ask children who have maturity and mental capacity to make their own decisions about whether their image can be shared. This applies to most young people over 12.

Appendix 15 - Safer Recruitment

Safer recruitment is designed to deter unsuitable applicants for applying for roles with vulnerable groups and to identify and reject them if they do. This sends a message to everyone involved in church life, including those intent on causing harm, that safeguarding is taken seriously. See Appendix 17 for our specific policy on the recruitment of ex-offenders.

As Fleet URC does not have employees for church-related work, our process covers the recruitment of volunteers only. We undertake to recruit volunteers following a five-stage process.

1. Preparation
 - Provide a role description.
 - Specify what level of disclosure and barring will be required.
 - Decide where and how to advertise the role.
2. Application process
 - Application form. See [SR1.pdf \(urc.org.uk\)](#) Volunteer application form.
3. Interview or discussion
 - To include safeguarding issues e.g. reasons for taking on the role, relevant experience, any problems in previous roles. See [SR3.pdf \(urc.org.uk\)](#) Sample questions on safeguarding for interviews and discussions.
4. References & checks
 - An appropriate level of DBS check. See [S3.pdf \(urc.org.uk\)](#) Roles which require a DBS check within the URC.
 - References, ideally at least one from someone who knows of their work with children or adults at risk. See [SR2.pdf \(urc.org.uk\)](#) Volunteer reference request form.
5. Induction, training and support
 - Ensure volunteers have a copy of the church safeguarding policy and relevant Codes of Conduct.
 - Require attendance at relevant levels of safeguarding training.
 - Volunteer knows who to contact with any concerns or queries.
 - Set expectations of how work will be supervised, if appropriate.

Appendix 16 - Safer Election of Elders

Elders are called into ministry by the Church Meeting. As such, they hold a position of responsibility and should be properly equipped for the ministry to which they are called.

A nomination process shall be agreed by Church Meeting at least two weeks before the Church Meeting during which the election of elders is to take place. Names of those nominated should be given in written form to the Minister and/or Church Secretary.

Those nominated should:

- a. Be a church member for at least one year before being nominated.
- b. Be given copies of the leaflet *They've Asked Me to be an Elder* [Theyve asked Elder.pdf](#) which details the promises and functions of the Elders meeting.
- c. Have a conversation with the Minister/Interim Moderator plus a serving Elder including the responsibilities of an Elder with specific regard to
 - The role within the local church including commitment of promises.
 - Functions as laid out in the Basis of Union.
 - An overview of safeguarding procedures.
 - A Self-Declaration form be completed [F2.pdf \(urc.org.uk\)](#)
- d. Agree at Elders Meeting for their names to go forward to Church Meeting.

Election should be by secret ballot. Only church members are eligible to vote.

Upon election, the newly elected Elder shall:

- a) Undertake a suitable induction training programme. This shall normally include shadowing an established elder and may include elders training. The Synod can be requested to help deliver this training. Online resources are also available: [Resourcing-our-Elders-8-areas-for-development.pdf](#)
- b) Be given a copy of [Guidelines on conduct and behaviour for Elders - United Reformed Church](#) and the church's safeguarding policy with knowledge of how to report concerns.
- c) Apply for a relevant DBS check through the normal channels.
- d) Attend safeguarding training within 6 months of ordination and/or induction.

Appendix 17 - Policy on the Recruitment of Ex-Offenders

Introduction

The DBS Code of Practice, published under section 122 of the Police Act 1997, makes it a requirement that DBS applicants who have a criminal record are treated fairly and are not discriminated against because of a conviction or other information revealed in a DBS check. The Code also obliges bodies that undertake checks to have a written policy on the recruitment of ex-offenders; a copy of which can be given to DBS applicants at the outset of the recruitment process.

Policy

Fleet URC complies fully with the DBS Code of Practice when assessing an applicant's suitability for positions within the church which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order. We are committed to treating all applicants fairly and to not discriminate against any subject of a criminal record check based on convictions or other information revealed.

Fleet URC will only request that an individual disclose details of convictions or cautions that we are legally entitled to know about. Where the position advertised is included in the Rehabilitation of Offenders Act 1974 (Exemptions) Order, a DBS certificate at either a basic, standard or enhanced level can legally be requested. Where a position falls within the legal definition of Regulated Activity, a check against the Barred Lists for Children and/or Adults will also be undertaken.

Fleet URC will only ask potential candidates about convictions and cautions that are not protected in law. We actively promote equality of opportunity for all and encourage applications from a wide range of candidates, including those with criminal records and regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background. We select all candidates for interview based on their skills, qualifications and experience.

Fleet URC will only make an application for a criminal record check through the DBS service where the law indicates that this is proportionate and necessary to the position advertised, such as those roles which involve working with children and adults at risk in a regulated or unregulated activity. Where this is the case, application forms, job adverts, and recruitment information will contain explicit reference to the fact that this position requires a criminal record check in the event that the applicant is offered the position.

At interview or during an appropriate discussion, Fleet URC will ensure that an open conversation takes place with the applicant regarding any offences or other information that may be relevant to the position. Failure of the applicant to share any information that is relevant to the position sought may result in the withdrawal of an

offer of voluntary position.

Fleet URC ensures that all those who are involved with the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Fleet URC will also ensure that they have received appropriate training in the relevant legislation and understand the importance of confidentiality throughout the recruitment process

Fleet URC will discuss any matter revealed by DBS certificate with the individual seeking the position before a decision is made whether to continue with the offer of employment. A risk assessment will be conducted with the applicant and only in cases where the disclosure impacts upon the applicant's ability to safely hold the offer of employment will it be withdrawn. This is provided that the information revealed has been brought to Fleet URC's attention prior to disclosure being received.

Fleet URC makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice and makes a copy available on request.

Appendix 18 - Working with Sexual Offenders

An offender needs pastoral care to help him or her deal with the emotional and spiritual aspects of their life. Meanwhile, children, young people and vulnerable adults need to be protected from the extremely addictive sexual behaviour, where the offender's sex drive is so strong that it is not easily turned off, even although s/he may be repentant, have undergone treatment and received prayer ministry.

Multi Agency Public Protection Arrangements (MAPPA) places a duty on the police, probation and prison authorities to assess and manage risks posed by offenders. This includes working in partnership with places of worship, to enable religious leaders to be provided with sufficient information to protect their congregation, while maintaining the right of the offender to worship but in a safe way, if that is possible with the physical restraints of the church premises. (National Offender Management Service 2009)

Details of any known child sex offender who wishes to attend Fleet URC will be made known to the Minister, Church Secretary, and the Synod's Safeguarding Officer. They will keep this information confidential and will be responsible for providing pastoral care for the offender, including minimising the risk to reoffend plus ensuring the safety of the children and young people.

An offender wanting to change will need people around them who will love and accept them, offer care and protection with the assurance that God does not reject them. Alongside this, the people supporting the offender will need to:

- Challenge risky or wrong behaviour.
- Not allow themselves to be manipulated.
- Be relied upon to be supportive and maintain self-control.

The offender will be required to agree behavioural boundaries to help her/him to feel secure and less at risk of false accusations, while protecting children and vulnerable adults. The behavioural contract should include:

- The offender should not be allowed to get close to children either physically or emotionally.
- S/he should never be allowed to work with children and young people.
- S/he should not sit in the vicinity of children at church or attend meetings where there are other children.
- S/he should not hold positions of leadership or responsibility within the church because a child or vulnerable adult may see them as someone they can trust. The additional stress that leadership brings could also increase the temptation to offend.

Confidentiality is an important principle in any dealings with people in pastoral situations. However, where children's safety may be compromised, confidentiality has

to take second place to protecting children. Open communication with the person who has offended and sharing information with police and probation services is vital.

In liaison with MAPPA, the risk assessment may find that Fleet URC cannot provide appropriately for a dangerous offender and alternative arrangements may be required to be made with another church, ministry outside public meetings or attendance at an all-male cell group.

Reference - *Help ... A Sexual Offender has joined my church* CCPAS (2010)

Appendix 19 – Types of Abuse & Other Safeguarding Concerns

Abuse can take many forms and often there will be more than one type of abuse occurring at the same time. For example, there is an emotional aspect to all types of abuse, including witnessing abuse. The list below is not exhaustive but outlines the main types of abuse for children and adults.

See Resource S5: Signs and Symptoms of Abuse for further details. [S5.pdf \(urc.org.uk\)](https://www.urc.org.uk)

For children, there are four main types of abuse (taken from *Keeping Children Safe in Education 2023, Working to Safeguard Children 2018*).

Abuse of Children	
Physical	A form of abuse which may involve hitting, shaking, throwing, burning or scalding, inappropriate restraint or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child, or misuses medication.
Sexual	Forcing or enticing a child to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening.
Emotional	Persistent emotional maltreatment such as to cause severe and adverse effects on a child's emotional development.
Neglect	The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development.

For adults, government guidance on the Care Act 2014 indicates ten main types of abuse.

Abuse of Adults	
Physical	Includes: assault, hitting, slapping, pushing. Misuse of medications, restraint, inappropriate physical sanctions.
Sexual	Includes: rape, indecent exposure, sexual harassment, sexual photography, inappropriate looking or touching, sexual teasing or innuendo, subjection to pornography; or witnessing sexual acts, indecent exposure, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting.
Emotional	This includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation, or withdrawal from services or supportive networks.
Neglect and acts of omission	This includes ignoring medical or physical care needs and failing to provide access to appropriate health, social care or educational services. It also includes the withdrawing of the

	necessities of life, including medication, adequate nutrition, and heating.
Financial or material abuse	This includes theft, fraud, internet scamming, and coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions. It can also include the misuse or misappropriation of property, possessions or benefits.
Domestic abuse	This includes physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour, economic abuse, and psychological, emotional or other abuse by people who are intimate partners, ex-partners, family members or individuals who share parental responsibility for a child. It applies where both parties are aged over 16, but there is no requirement for the victim and perpetrator to live in the same household for the behaviour to meet the definition of domestic abuse.
Organisational abuse	This includes the neglect and poor care practice within an institution or specific care setting, such as a hospital or care home, or in relation to care provided in one's own home. Organisational abuse can range from one-off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organization.
Self-neglect	Broadly defined as neglecting to care for one's personal hygiene, health, or surroundings (including hoarding).
Modern slavery	This includes slavery, human trafficking, forced labour, and domestic servitude.
Discriminatory abuse	Abuse that centres on a difference or perceived difference, particularly with respect to race, gender, disability, or any of the protected characteristics of the Equality Act 2010.

Further examples of abuse

In addition, there are other types of harm that may not be specifically mentioned in legislation or statutory guidance, but which are relevant for safeguarding children and adults at risk. These often combine elements of the different types of abuse listed above.

Child sexual exploitation (CSE)	This is where a child is coerced, manipulated or deceived into taking part in sexual activity. It includes physical contact, but also no-contact activities such as involving children in the production of sexual images, forcing children to watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse, including via the internet,
Child criminal exploitation	This is where a child is coerced, manipulated or deceived into taking part in criminal activity. It can include being forced or

(CCE)	manipulated into transporting drugs or money through County Lines, working in cannabis factories, shoplifting, or pickpocketing, threatening/committing serious violence to others.
Child-on-child abuse (sometimes known as peer-on-peer abuse)	This is any form of physical, sexual, emotional (including coercive control) or financial abuse directed at a child by another child of a similar age. Everyone directly involved in this kind of abuse is under the age of 18. It can take various forms, including serious bullying, online abuse, harmful sexual behaviours, consensual or non-consensual sharing of sexual images.
Domestic abuse experienced by children	Children can experience domestic abuse by seeing and/or hearing the abuse within the family, or seeing the injuries or distress afterwards, as well as being directly targeted. They can also experience domestic abuse in their own intimate relationships (teenage relationship abuse).
Child abuse linked to faith or belief	Abuse linked to faith or belief is where concerns for a child's welfare have been identified, and could be caused by, a belief in witchcraft, spirit or demonic possession, ritual or satanic abuse features; or when practices linked to faith or belief are harmful to a child.
Radicalisation	This can apply to both children and adults who become susceptible to extremist ideology. This may occur directly through a relationship, through social media or other online material. Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different beliefs. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
Spiritual abuse	This includes the inappropriate use of religious belief or practice, coercion and control of one individual by another in a spiritual context, or the abuse of trust or misuse of power by someone in a position of spiritual authority, such as a minister.
Mate crime	This is a term used where people, particularly individuals with learning difficulties or mental health issues, are befriended with the intention of them being exploited and abused financially, physically, emotionally or otherwise.

Other Safeguarding Concerns

In addition to being aware of different kinds of abuse, it is also important to be alert to other types of safeguarding concern including:

Dementia & Memory Loss

Memory loss can obviously be very difficult and distressing for the individual. Particular concerns may arise if their behaviour is:

- Putting themselves and/or other people in danger (e.g. hoarding which creates

- a fire risk)
- Causing fear or alarm in others (e.g. unintentionally frightening a child or making inappropriate comments
- Out of character and not typical of their usual behaviour.

Resource S5: Signs of possible dementia/memory loss provides some prompts which might help to identify concerns and whether a formal diagnosis may then be needed. [S5.pdf \(urc.org.uk\)](#)

Self-harm and suicide risks

Self-harm is defined as: the intentional damage or injury to a person's own body. It is often used as a way of coping with, expressing or releasing overwhelming emotions and distress. It may also be about converting emotional pain into physical pain, expressing something that is hard to put into words, or giving an individual a feeling that they are in control.

Factors which may put a person at risk of suicide are complex but may include: a history of trauma or abuse; a family history of suicide, substance misuse. A serious or chronic health condition, prolonged stress, a recent tragedy or loss.

See L1 Useful Links & resources for further information [L1.pdf \(urc.org.uk\)](#) Contact details for relevant organisations or Appendix 20.

Appendix 20 – Useful Links & Resources

Here are some organisations who can provide information, advice and support.

Public Sector Services		
Hampshire County Council	Provides services to the community, including statutory services such as Children's Services, housing and environment.	www.hants.gov.uk
NHS	Can provide advice, guidance support and signposting to local services for all health issues.	www.nhs.uk/service-search
Police	Emergency: telephone 999 Non-emergency: telephone 101	www.police.uk
General support, advice & helplines		
Association of Christians in Counselling	Provides a facility to search for Christian counsellors.	www.acc-uk.org
Citizens Advice	Providing free general advice and guidance around a range of concerns such as benefits, debt, relationships, housing, law, discrimination, tax, money, healthcare and education	www.citizensadvice.org.uk
Premier Lifeline	A confidential telephone helpline offering a listening ear, emotional and spiritual support from a Christian perspective, prayer & signposting.	www.premierlifeline.org.uk 0300 111 0101 9am-5pm Mon-Fri
Samaritans	A crisis helpline, providing a listening service for any worries or concerns.	www.samaritans.org Telephone 116 123
Victim Support	An independent charity supporting victims of crime.	www.victimsupport.org.uk
Children		

Barnardo's	Protecting, supporting and nurturing the UK's most vulnerable children. Provides leaflets showing how to spot the signs of child sexual exploitation and how to keep safe.	www.barnardos.org.uk
Child Exploitation & Online Protection (CEOP)	A law enforcement agency which helps to keep children and young people safe from sexual abuse and grooming online. They provide advice and accept direct reporting from anyone concerned about online abuse.	www.ceop.police.uk
Childline	A free 24-hour support and counselling service for children and young people up to age 19.	www.childline.org.uk Telephone free 0800 1111
Lucy Faithfull Foundation	A UK wide child protection charity dedicated solely to preventing child sexual abuse including: young people with inappropriate sexual behaviours, adult male and female sexual abusers and other family members.	www.lucyfaithfull.org.uk
NSPCC	Providing support and advice for keeping children safe from harm and abuse.	www.nspcc.org.uk 0808 800 5000
Parents Protect	Helping parents and carers to protect children from sexual abuse and exploitation.	www.parentsprotect.co.uk 0808 1000 900
UK Safer Internet Centre	Helping children and young people stay safe online.	www.saferinternet.org.uk
We Stand	Provides a range of support services and information for families affected by child sexual abuse.	www.westand.org.uk 0800 980 1958
Older people		

Age UK	Support and advice services for older people.	www.ageuk.org.uk 0800 678 1602
Alzheimer's Society	A charity supporting those living with dementia.	www.alzheimers.org.uk 0333 150 3456
Anna's Chaplaincy	Offering spiritual care in later life.	www.annachaplaincy.org.uk 01865 319 700
Faith in Later Life	Providing resources to help churches support older people, including guidance on developing a dementia friendly church.	www.faithinlaterlife.org
Hourglass (previously Action on Elder Abuse)	Provides information and support to an older person or anyone concerned about an older person who is at risk of, experiencing or recovering from any form of abuse or neglect.	www.wearehourglass.org 0808 808 0141
Linking Lives	Helping churches run befriending schemes and reduce loneliness amongst older people.	www.linkinglives.uk
People with additional needs		
Additional Needs Alliance	Helps churches support and spiritually grow children, young people and young adults with additional needs or disabilities.	www.additionalneedsalliance.org.uk
Mencap	Supporting and resourcing people with learning disabilities, their families and carers, including safeguarding advice.	www.mencap.org.uk
Respond	A national charity providing therapy and specialist support services to people with learning disabilities, autism or both who have experienced abuse, violence or trauma.	www.respond.org.uk 020 7383 0700
Mental health		

Hub of Hope	A UK-wide mental health service database which lets you search for local, national, peer, community, private and NHS mental health support.	www.hubofhope.co.uk
Kintsugi Hope	Working in communities through the local church to provide safe and supportive spaces for people who feel or have felt overwhelmed.	www.kintsugihope.com
Mind	Providing a range of advice and services on mental health.	www.mind.org.uk
Renew Wellbeing	Helps churches open spaces of welcome and inclusion in partnership with mental health teams to improve mental and emotional wellbeing.	www.renewwellbeing.org.uk
Rethink	Providing services and advice to those severely affected by mental illness.	www.rethink.org
Shout	A free, anonymous text support service.	www.giveusashout.org Text: 85258
Domestic abuse		
Forced Marriage Unit	Provides help and support to victims of forced marriage/those at risk of a forced marriage. Works both inside and outside the UK.	www.gov.uk/forced-marriage 020 7008 0151
ManKind	Helping men escape domestic abuse.	www.mankind.org.uk 01823 334 244
National Domestic Abuse Helpline (for women)	For women and children. Against domestic violence.	www.nationaldahelpline.org.uk 0808 2000 247
National LGBT+ Domestic Abuse Helpline	Provides support for LGBT+ people who have experienced abuse and violence.	0800 999 5428
Refuge	Provides a range of specialist domestic	www.refuge.org.uk 020 7395 7700

	abuse services to women and children.	
Respect: Men's Advice Line	A helpline phone and website service for male victims of domestic abuse.	www.mensadviceline.org.uk 0808 801 0327
Restored	A Christian charity working to raise awareness of domestic abuse, support services, and equip the church to do the same. They also provide a survivor's handbook.	www.restored-uk.org 020 8943 7706
Safe in Faith	Providing survivors of domestic abuse, who are part of a faith community, with safe, faith-based support and counselling that is tailored to their needs as believers.	www.caritaswestminster.org.uk/safe-in-faith/
Women's Aid	A national charity working to end domestic violence against women and children.	www.womensaid.org.uk
Survivors		
Galop	Provides support for LGBT+ people who have experienced abuse and violence.	www.galop.org.uk
MACSAS (Ministry & Clergy Sexual Abuse Survivors)	A support group for women and men from Christian backgrounds who have been sexually abused by Ministers or Clergy, as children or as adults. They support both survivors who have remained within their Christian communities and those who have left.	www.macsas.org.uk
NAPAC (The National Association for People Abused in Childhood)	Provides support to adult survivors of all types of childhood abuse.	www.napac.org.uk 0808 801 0331
One in Four	Specializing in	www.oneinfour.org.uk

	supporting childhood survivors and current survivors of sexual violence, domestic violence, abuse and trauma.	
Rape Crisis England and Wales	An organization supporting the work of Rape Crisis Centers across England and Wales, and raising awareness and understanding of sexual violence and abuse in all its forms.	www.rapecrisis.org.uk 0808 500 2222
SurvivorsUK	Helping men who have been sexually abused and raises awareness of their needs (includes both childhood sexual abuse and adult sexual assault/rape)	www.survivorsuk.org 0808 800 5005
The Survivors Trust	An umbrella agency for over 135 specialist voluntary sector agencies providing a range of counselling, therapeutic and support services working with women, men and children who are victims/survivors of rape, sexual violence and childhood sexual abuse.	www.thesurvivorstrust.org
Thirtyone:Eight Listening Service	Telephone service which offers the chance for adults with lived experience of abuse to talk about their experiences in detail and in confidence with a sensitive listener.	www.thirtyoneeight.org/safeguarding-services/consultancy/listening-service
Modern Slavery		
Clewer Initiative	Seeks to raise awareness of all aspects of modern slavery and help victims and vulnerable groups by	www.theclewerinitiative.org

	mobilising local churches and communities.	
Hope for Justice	Fighting human trafficking and helping victims and survivors all around the world.	www.hopeforjustice.org/church-partners
UK Modern Slavery & Exploitation Helpline	Part of anti-slavery charity Unseen: working towards a world without slavery.	www.unseenuk.org www.modernslaveryhelpline.org 0800 0121 700
Services for those considering or displaying harmful behaviour		
Respect Phoneline	A confidential helpline, email and webchat service for domestic abuse perpetrators.	www.respectphoneline.org.uk 0808 802 4040
Stop it Now!	Confidential helpline for people who are struggling with sexual thoughts and behaviours towards children or are concerned about someone else's behaviour.	www.stopitnow.org.uk 0808 1000 900