

Christ Church United Reformed Church (URC), Port Sunlight

Safeguarding Policy (Children and Adults) SEPTEMBER 2022 (Revised December 2022)

This policy has been written following guidance issued in [Good Practice 5 by the United Reformed Church](#). It has been adapted to Christ Church URC's particular circumstances.

Sample policy and guidance documents issued by the URC relating to safeguarding may be found [here](#).

Aim and purpose of this policy

The aim of this policy is to ensure that protecting people from abuse, harm or neglect is central to our culture. It provides procedures for promoting safeguarding, preventing abuse and protecting children, adults at risk and staff. This includes clear procedures for taking appropriate action when safeguarding concerns are raised involving children and adults within our church, or those who attend our activities and events.

Who this policy applies to

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

- all members of our church
- all those who attend and serve our church/place of worship and its services
- our trustees and elders
- paid staff (including those who receive a wage or expenses for their work and external partners such as those who work for the URC or other organisations)
- volunteers, including for example those who assist with 'Messy Church'
- any organisations and groups which hire our building with written agreement to operate under the church safeguarding policy.

The values and safeguarding principles within the United Reformed Church are described in Appendix A1. Christ Church URC, Port Sunlight's policy and procedures have been interpreted in accordance with these principles and the most recent URC good practice guidance.

Children, parents/carers, adults at risk and those responsible for safeguarding them will be informed of this policy and our procedures via the church's website.

Definitions

- The term 'children' refers to those under the age of 18 years.
- The term 'adult at risk' refers to any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation, are permanently, or for time being, unable to take care of themselves, or to protect themselves against significant harm, abuse or exploitation.

Duty of care and confidentiality

We all have a duty of care to all beneficiaries of the church, whether adults, children or young people.

We will always maintain confidentiality, except in circumstances where to do so would place the individual or another individual at risk of harm or abuse.

Preventing abuse

The church has appointed a Safeguarding Coordinator, *Mark Williams*, and a Deputy Safeguarding Coordinator, *Michele Hayes*, for safeguarding children and adults. A job/role description is attached as Appendix A2; however the responsibility for safeguarding lies with everyone.

All activities at Christ Church URC, Port Sunlight, including those which take place in the church's name elsewhere, the Church Hall for example, will be organised in accordance with our safeguarding policy and guidance to promote a safe environment and healthy relationships, whilst minimising opportunities for harm, misunderstanding or false accusation. For each event, risk assessments will be carried out, appropriate and accessible consent forms will be used (for children's activities or activities for people with special needs), appropriate records will be kept, and adequate insurance will be in place.

We are committed to safer recruitment and selection of all paid staff and volunteers with emphasis on those in regulated activities. We will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed (see Appendix D for the church policy statement on the recruitment of ex-offenders) and ensure that all safer recruitment-related procedures are followed, which include:

- asking applicants to complete an application form
- providing workers with job or role descriptions and person specifications
- completion of self-declaration forms
- obtaining Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks for eligible roles and positions
- taking up two references (not from family members)
- interviewing candidates

- providing workers/volunteers with written contracts/agreements.

All trustees, paid staff and volunteers will work within a code of conduct (code for workers attached as Appendices A3 and A4) and understand that there may be action taken if this code is not followed, possibly involving suspension or the termination of people's service.

If we become aware of someone within our congregation known to have harmed or harm children or adults, we will inform the Church Safeguarding Coordinator or Synod Safeguarding Officer within 24 hours and co-operate with them and the relevant statutory authorities to put in place a plan to minimise the risk of harm to children, young people and adults.

When any church premises are let to an external, informal group or individual, those hiring the premises should hold and abide by their own safeguarding policy. If a hirer does not have a policy, they must abide by the church's own safeguarding policy, a copy of which should be made available. Each hiring body is required to ensure that children and adults at risk are always protected by taking all reasonable steps to prevent injury, illness, loss or damage occurring.

How to recognise abuse

It is important to be aware of possible signs and symptoms of abuse. Appendix A6: Signs and Symptoms of Abuse provides definitions of different forms of abuse and further help and guidance. Some signs could be indicators of several different categories of abuse.

It is essential to note that these are only indicators of possible abuse. There may be other, innocent, reasons for these signs and/or behaviour. There might be domestic abuse that requires a different approach (please see [Appendix R: A Guide to domestic abuse](#)). The indicators will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

Church workers and members will also pay attention to online safety and their electronic communications with children and adults. Grooming and abuse of any form can occur offline (both physically and verbally) and online. Appendix C: Our church online safety policy includes an acceptable use policy in relation to the use of church computers by both workers and children and provides sample forms which children and workers could be asked to sign.

What to do if there is a disclosure or allegation of abuse

If a child, young person or adult makes a disclosure that they are being abused and have been abused, it is important that the person being told:

- stays calm and listen carefully
- reassures them that they have done the right thing in telling
- does not investigate or ask leading questions

- explains that they will need to tell someone else if anyone is at risk of harm, in order to help them
- does not promise to keep secret what they have been told
- informs the church Safeguarding Coordinator within 24 hours (*if the Safeguarding Coordinator is implicated in the allegation, inform the Deputy or the Synod Safeguarding Officer*)
- makes a written record of the allegation, disclosure or incident and signs and dates this record (using the template in Appendix A5). This should be given to the church Safeguarding Coordinator or the Synod Safeguarding Officer and stored securely in a locked filing cabinet.

Procedure in the event of a concern of abuse

If there is an immediate threat of harm, the Police should be contacted without delay.

Where it is judged that there is no immediate threat of harm the following will occur.

- The concern should be discussed with the Church Safeguarding Coordinator or the Synod Safeguarding Officer within 24 hours and a decision needs to be made as to whether the concern warrants a referral to statutory authorities.
NOTE: Key Contacts of relevant statutory contacts in Wirral local authority are found in this policy.
- A confidential record will be made of the conversation and the circumstances surrounding it using the template at Appendix A5. This record will be kept securely, and a copy passed to statutory authorities if a referral is made.
- The person about whom the allegation is made must not be informed by anyone in the church if it is judged that to do so could place a child or adult at further risk. If the statutory authorities are involved, they should be consulted beforehand.
- The Synod Safeguarding Officer should be kept informed of any serious concerns and referrals to police and statutory authorities.

Prior to any referral to children's services, the child's wishes and rights should be considered when determining what action to take. There should also be a verbal consultation with the local authority's children's services to ensure that making a referral is an appropriate action. The parent/carer will normally be contacted to obtain their consent before a referral is made. However, if the concern involves, for example alleged or suspected child sexual abuse, domestic abuse, Honour Based Violence, fabricated or induced illness, or the Synod Safeguarding Officer has reason to believe that informing the parent at this stage might compromise the safety of the child or a staff member, nothing should be said to the parent/carer ahead of the referral, but a rationale for the decision to progress without consent should be provided with the referral.

In the case of referrals to adult social care or other services for adults at risk, information should be shared with consent if the adult has capacity within the meaning of the Mental Capacity Act

and if this does not place the referrer, them or others at an increased risk. A person's right to confidentiality is not absolute and may be overridden where there is evidence that sharing information is necessary to support an investigation or where there is a risk to others. See section 14 of Good Practice 5 for further advice and guidance.

If the allegation is regarding a church staff member or church volunteer

If someone in the church is alleged or known to harm/have harmed children or adults, it is essential to inform the Synod Safeguarding Officer so that they can offer advice and support.

For any concerns relating to children, the Designated Officer (DO) (previously known as LADO) or the equivalent in Scotland and Wales will be contacted. The timing and method of any action to be taken will be discussed and agreed with the DO. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by the DO about when to inform the worker and the church will follow this advice. As noted, DO contact details are included in this policy.

For concerns relating to adults, Adult Social Care will be contacted. Likewise, their contact details are included in this policy.

In accordance with the law, a referral needs to be made to the DBS/PVG for consideration of barring to share information about any individual in regulated activity where for safeguarding reasons the organisation has either terminated the employment, failed to appoint, or would have terminated the employment had the individual not moved on through resignation, retirement or re-deployment. In such cases, the Synod Safeguarding Officer needs to be advised/informed.

Depending on the seriousness of incidents or allegations, a report to the Charity Commission will also need to be considered at the elders/trustees' meeting, as they deem such a referral to be a 'serious incident' and require notification.

Managing those who may pose a risk to the welfare of people

The use of rigorous and careful supervision is paramount to protect people from the risks associated with known offenders within the congregation, including implementing safeguarding contracts with known or alleged offenders and those who have been assessed as posing a risk. Where it is known that someone has a caution or conviction for committing a sexual offence, the church can play an important role in the prevention of further abuse by helping the offender to live an offence-free life.

If anyone is made aware that a person attending their church has been convicted of an offence against a child or has had an allegation of this nature made against them at any time, we *immediately inform the Synod Safeguarding Officer and Minister or Interim Moderator.*

It is important to provide known or alleged offenders with a group of people who will offer support, friendship and supervision. Following advice from the Synod Safeguarding Officer, when appropriate, a formal safeguarding contract will be drawn up between the church, the person who is considered to pose a risk to the welfare of people in the church, and any statutory agencies when involved.

Training

Safeguarding training will be provided and volunteers and paid staff will be given support and supervision in their role.

All relevant staff members and volunteers will receive appropriate safeguarding training delivered by the synod.

The Safeguarding Coordinator(s) should ensure that trustees/elders and people involved in regulated activities with children or adults (including Ministers, staff and volunteers) have undergone safeguarding training, as recommended by the URC.

Concerns, Complaints and Compliments

Should anyone have any concerns, complaints or compliments please contact:

Name: Mark Williams

Telephone No: 07534 715 241

Email: safeguardingccps@gmail.com

It would be helpful to have complaints in writing, as this avoids any possible misunderstanding about what the issue is. However, whether verbal or in writing, complaints will be acted upon.

Any written complaint will be responded to within 10 days.

Key Contacts: Sources of advice and support

The Church Safeguarding Coordinator

This is the person to whom all concerns or allegations relating to children, young people or adults should be addressed.

[Mark Williams](#)

[07534 715 241](tel:07534715241)

safeguardingccps@gmail.com

- The Deputy Safeguarding Coordinator.**
This is the person to contact the absence of the Safeguarding Coordinator.
Michele Hayes
07874291508
michelehayes1965@gmail.com

- Synod Safeguarding Officer.**
Julie Rafferty
07376 053 044
safeguarding@urcmerseysynod.org.uk

- URC Safeguarding Office**
This should only be used if you are unable to contact your Synod Safeguarding Officer.
020 7520 2729
safeguarding@urc.org.uk

- ThirtyOne: Eight**
This should only be used for urgent advice if you are unable to contact URC.
24 hour helpline: 0845 120 4550

- Wirral Local Authority Designated Officer (DO)**
Suzanne Cottrell
0151 666 4582
suzannecottrell@wirral.gov.uk

- Statutory contact in the case of a child**
Monday - Friday 0900-1700: 0151 606 2008
Outside of these hours: 0151 677 6557
ifd@wirral.gov.uk

- Statutory contact in the case of an adult at risk**
Monday - Friday 0850-1700: 0151 514 2222 (Option 3)
Outside of these hours: 0151 677 6557

NOTE: A list of useful contacts for all forms of abuse of children and adults can be found in Appendix B using the link below.

Review

The Elders will review this policy annually, amending and updating it as required, and informing Church Meeting that this has been done.

Date of the most recent review: July 2022, approved October 2022

Date of the next review: July 2023

Signed: *Mark Williams*

(on behalf of the church Elders)

Appendices

The following policies: A1, A2, A3, A4 and C1 are specific to Christ Church URC, Port Sunlight. Other URC policies followed by Christ Church URC, Port Sunlight may be found [here](#).

Appendix A1: The values and safeguarding principles within the United Reformed Church

The following statement was agreed by the Church Meeting of Christ Church URC, Port Sunlight.

Safeguarding is taken seriously by Christ Church URC, Port Sunlight.

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, gender reassignment, race, disability, sexual orientation, religion or belief, marriage/civil partnership, pregnancy and maternity. Therefore, as members and workers of the church, we are committed to:

- the care and nurture of all children and adults
- the safeguarding and protection of all children and adults at risk
- the establishment of a loving church environment which is safe and caring for all people and where the dignity of each person is respected
- an informed vigilance about the dangers of all forms of abuse, harm and neglect within all aspects of work in the Church, and how to respond appropriately
- ensuring everyone who engages with the life of the Church is responsible for keeping people safe
- working together with voluntary/statutory agencies and other denominations and faith-based organisations.

We recognise that we all have a responsibility to help prevent any form of abuse and neglect of children and adults and to ensure the wellbeing and pastoral care of those who are, or may be, at risk.

We will prevent abuse related to extremism or radicalisation and put all suitable health and safety arrangements in place as well as safeguarding, first aid, fire safety and online safety policies that everyone understands.

We will create and maintain a safe and inclusive environment for all, especially children and adults at risk, in which the dignity and rights of each person are respected.

We believe that domestic abuse in all its forms is unacceptable, inconsistent with a Christian way of living and it can affect both adults and children.

We will always acknowledge that the welfare of the child and adult at risk is paramount, and that the priority is always to act in their best interests, following legislation, statutory guidance and recognised good practice guidance to enable them access to support and protection.

We will support everyone to ensure that as a community of Christians we will all work within the agreed procedures of our safeguarding policy. The Safeguarding Coordinator, *Mark Williams*, or the Deputy Safeguarding Coordinator, *Michele Hayes* (when available), are the persons to whom all concerns or allegations should be addressed for appropriate actions to be taken.

In the absence of a Safeguarding Coordinator, the Synod Safeguarding Officer should be contacted. Their contact details will be always available on our posters, websites, or in other communications with the public.

We will exercise proper care in the appointment and selection of trustees and those who will work with children or adults at risk within the Church, whether paid, volunteers, lay or ordained. We will ensure that trustees, staff and volunteers are suitable and legally able to act in their positions. We will use DBS/PVG checks as part of a wide range of checks on trustees, staff and volunteers to ensure that we have a broad and informed view to assist us in minimising the risk of abuse, harm or neglect.

We will support, supervise, resource and train all those who undertake work with children and adults in need of protection.

We will respond without delay to every concern, incident or complaint which suggests that a child or adult has been harmed, or is at risk of harm, and cooperate with ecumenical partners, the Police, the Designated Officer (DO, formerly known as LADO), Local Safeguarding Boards (in Wales), Children's Partnership Boards (formally Local Safeguarding Children's Boards) and Children's and Adult Social Care Services in any investigation, while maintaining the confidentiality of any investigations to those directly involved.

We are committed to working with those who have suffered or suffer any form of abuse, offering appropriate pastoral support where possible as well as challenging any abuse of power, especially where it involves someone in a position of trust.

We will manage risks and those who might pose a risk to the welfare of people and the life of the Church and offer support to those known to pose a risk to children and/or adults, including supervision, referral to the appropriate agencies, and implementation of safeguarding contracts, when appropriate.

We are committed to ensuring that any allegations, concerns and complaints about abuse or neglect are recorded accurately, reported promptly and shared safely within and outside of the denomination.

We will review our safeguarding policy, practices and procedures annually, considering lessons learned from safeguarding cases and changes in legislation, statutory guidance and good working practice.

We will ensure processes and practices in all aspects of safeguarding, including discipline, risk management, whistleblowing and bullying/harassment are in alignment with Good Practice 5 – the United Reformed Church’s policy and guidance in safeguarding children, young people and adults at risk.

Any local policy changes will be formally approved by the local church trustees.

Key Contacts: Sources of advice and support

The Church Safeguarding Coordinator

This is the person to whom all concerns or allegations relating to children, young people or adults should be addressed.

[Mark Williams](#)

07534 715 241

safeguardingccps@gmail.com

The Deputy Safeguarding Coordinator.

This is the person to contact in the absence of the Safeguarding Coordinator.

[Michele Hayes](#)

07874291508

michelehayes1965@gmail.com

Synod Safeguarding Officer.

[Julie Rafferty](#)

07376 053 044

safeguarding@urcmerseysynod.org.uk

URC Safeguarding Office

This should only be used if you are unable to contact your Synod Safeguarding Officer.

020 7520 2729

safeguarding@urc.org.uk

Appendix A2: Roles of the Safeguarding and Deputy Safeguarding Coordinator

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 practice 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 guidelines in safeguarding and to keep abreast of any changes and developments.
- To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose. To 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.
- To collaborate with the Deputy Safeguarding Coordinator, the minister, the DBS/PVG signatory people and the Synod Safeguarding Officer on all matters around safeguarding.
- To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks.
- To 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.

- 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 Social Care, the Police or the Designated Officer (previously known as LADO) or the equivalent in Scotland and Wales 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 pose a risk to children and adults at risk at church.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church.
- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely.
- To inform the Synod Safeguarding Officer about any referrals made to the statutory authorities, or of any information received from the statutory authorities.
- To report safeguarding information annually to the Eldership/Church Meeting and the Synod Safeguarding Officer, using the Appendix H1 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 the impact of abuse.
- To promote positive safeguarding procedures and 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.
- To attend appropriate training for the role, including refresher training every three years, and keep updated on matters related to safeguarding.
- To seek appropriate support and advice in carrying out this role.
- To make 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.
- Be willing to attend appropriate safeguarding training/refresher training organised by the synod.
- Be willing to be easily contactable – and prepared to make contact details public to enable direct contact when needed.

Appendix A3: Code of Conduct for working with children and 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

- ★ Do treat all people with dignity and respect
- ★ Respect and promote the rights of children to make their own decisions and choices
- ★ Encourage respect for difference, diversity, beliefs and culture
- ★ Act inclusively, seeking to make everyone feel welcome and valued
- ★ Use appropriate language
- ★ Be a good role model
- ★ Treat people with equal care and concern
- ★ Take all reasonable adjustments for young people with disabilities and special education needs
- ★ Listen to children and tell the Church Safeguarding Coordinator if you have any concerns about a child's welfare
- ★ Refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning
- ★ Encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently
- ★ Seek to diffuse aggressive or threatening behaviour without the use of physical contact
- ★ Interact with children in a public place. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
- ★ Make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies. Using church platforms and not private accounts
- ★ Have a designated photographer to take, store and share photos of your 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 wishes, feelings and dignity
- ★ Respect children's and young people's privacy
- ★ Ensure that any communication online is done through a work or church account – this may require setting up an account specific for that purpose
- ★ Ensure, 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

- 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 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
- Keep communication with children secret, while still respecting appropriate confidences
- Use child/young person's personal data for other purposes than activities consented
- 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 if a child or young person is being harmed or at risk of harm, that you will need to share that information but only on a need to know basis
- Work in ways that puts your needs and interests before those of the children you work with Discriminate or leave discrimination or bullying unchallenged
- Interact with children you are working with from personal social media accounts

I agree to abide by the above code of conduct while working with children and young people on behalf of Christ Church URC, Port Sunlight.

Name of worker:

Signed:

Date:

Appendix A4: 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) and the principles of Adult Support and Protection revised code of practice in Scotland (2008).

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 Christ Church URC, Port Sunlight.

Name of worker:

Signed:

Date:

Appendix C1: Worker/Volunteer Agreement

To ensure that all adults are aware of their responsibilities when using any online technologies they are asked to sign their agreement to specific Acceptable Use Rules. This is both to provide an example to children regarding safe and responsible use and as a safeguard from any potential allegations or inadvertent personal misuse.

These rules apply to all online usage and to anything that may be downloaded or printed.

General

- I have been given a copy of the church online safety policy to refer to for all online safety procedures I should follow.
- I know who the church Safeguarding Co-ordinator is.
- I will only use church equipment in an appropriate manner and for professional uses (NB: if portable equipment is taken home I will ensure my home insurance covers this).
- I will adhere to copyright and intellectual property rights.
- I will take measures or seek advice to prevent the introduction of viruses to the network.
- I will ensure that all devices, including memory sticks, containing information about children are password protected and that I keep my password secure.
- I will report any accidental misuse.
- I will report any incidents of concern to the church Safeguarding Co-ordinator

Photographs & video:

I know that:

- 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 involved
- I should not take images on any personal devices. If in exceptional circumstances such use is felt necessary 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.

Communication & Social Networking

- I will ensure all messages are written carefully and politely.
- I will not keep communications secret from those in the church to whom I am accountable.
- I will not communicate with children online without consent from a parent/carer.
- I realise that I am putting myself at risk of misinterpretation and allegation should I contact children via any systems other than those agreed.

- I will not accept or request the 'friendship' of children/young people via social media platforms.
- I understand the value of setting my 'Privacy' settings appropriately on any social networking site.
- I will keep a record of any online communication with a child.
- I will not publish, post or release information that is considered confidential by the church, a young person or anyone else.

I have read, understood and agree with the online safety policy and the rules specified above and understand my responsibilities regarding safeguarding children when using online technologies.

I also understand that if I fail to follow agreed procedure there will be sanctions that could lead to my being suspended or dismissed, once appropriate procedures have been followed.

Signed:

Name [Print]

Dated:

Christ Church URC, Port Sunlight Safeguarding Poster for display

The following statement has been agreed by the leadership of Christ Church URC, Port Sunlight on 4 October 2022

We are committed to following legislation, government and URC's policy and good practice guidelines on safeguarding children and adults in need of protection, including safer recruitment of workers.

We work to a formal safeguarding policy and it can be seen on request from:
safeguardingccps@gmail.com

If you have any concerns about the safety or welfare of a child you can speak to our Safeguarding Co-ordinator (for children and adults), Mark Williams, 07534 715 241

The Deputy Safeguarding Coordinator is Michele Hayes, 07809 655559

Those named above have been appointed and commissioned by the Leadership Team in this place of worship to respond to any safeguarding concerns

Signed:

Dated:

Other useful contacts

Synod Safeguarding Officer: Julie Rafferty, 07376 053 044, safeguarding@urcmerseysynod.org.uk

Wirral Local Authority Designated Officer (DO): Suzanne Cottrell, 0151 666 4582,
suzannecottrell@wirral.gov.uk

Statutory contact in the case of a child:

Monday - Friday 0900-1700: 0151 606 2008

Outside of these hours: 0151 677 6557

ifd@wirral.gov.uk

Statutory contact in the case of an adult at risk

Monday - Friday 0850-1700: 0151 514 2222 (Option 3)

Outside of these hours: 0151 677 6557

Childline 0800 1111 **NSPCC** 0808 800 5000 **Stop It Now! (Child Sexual Abuse Prevention Charity)** 0808 1000 900 **Action on Elder Abuse** 0808 808 8141 **Through the Roof (Christian Charity working with disabled people)** 01372 749955 **National Association for People Abused in Childhood (NAPAC)** 0808 801 0331 **National Domestic Violence Helpline** 0808 2000 247 **ThirtyOne:Eight** 0303 003 1111

Policy versions

Date	Version	Amendment	Approved by Elders
July 2022	1	URC policy adopted and adapted to CCPS	October 2022
Dec 2022	2	Embedded link to policies included to URC website other than for Policy, Appencies A1-4 and C1	3 January 2023