

NORTHERN SYNOD – SAFEGUARDING POLICY

PART TWO – APPENDICES AND SAMPLE FORMS

APPENDIX 1:–

Procedure when a known offender is attending church. This includes a sample contract also known as a Covenant of Care

APPENDIX 2:–

Monitoring and reviewing arrangements

APPENDIX 3:–

Sample Facebook Policy

APPENDICES 4, 5, 6 AND 7:–

Types of abuse and possible indicators

APPENDIX 8:–

Sample incident recording form

APPENDIX 9:–

Code of conduct for working with young people

APPENDIX 10:–

Sample role description for synod safeguarding lead

APPENDIX 11:–

Recruitment guidelines

Appendix 1. Guidelines for churches on disclosure that person who has (or may have) committed sexual offences against children is present in the church community

“The Christian church is unique in that, based on the uncompromising message of the gospel, it opens doors to all. It has also been known for some time that a significant number of sexual offenders living in the community also attend church.” (Help – CCPAS, 2005)

The Christian church has somewhere near its centre a belief in forgiveness and restoration. Equally the gospel command is to protect and safeguard vulnerable people. In cases where an offender (or possible offender) is attending a local church congregation these imperatives may appear in tension with one another. These guidelines are for churches in the Northern Synod of the United Reformed Church to follow when an offender (or possible offender) is attending a local congregation.

Disclosure – how might a church become aware of an offender?

- A church may be contacted by local authority official, probation department or police to be informed about a person known to have committed sexual offences against children.
- A member of the public or congregation may inform a church official of knowledge or suspicion of such previous offences or concerns.
- Church officials or members of the church congregation may have noticed suspicious or worrying behaviour towards a child.

The following process is required when any of the above disclosures becomes apparent.

Guidelines – who should do what?

These first three stages are necessary in all disclosures:

1. Inform the local church Safeguarding Lead / Minister.
2. The local church Safeguarding Lead should contact the Synod Safeguarding Advisor to consider the next steps.
3. The Synod Safeguarding Advisor will advise the Synod Moderator of the case.

The following steps are necessary when it is clear a sexual offender is present in a church congregation and may also be appropriate when there is a suspicion of such a circumstance:

1. A Strategy meeting should be held attended by the Minister, Church Safeguarding Lead, Synod Safeguarding Advisor and possibly local authority officials/police /probation. The purpose of this meeting will be to develop a Protection Plan. This includes making decisions about sharing information with the offender, and agreeing who should meet with the offender to develop the ‘working agreement’ or ‘contract’, sometimes referred to as a Covenant of Care.
2. The Covenant of Care is intended to ensure that children and vulnerable adults are kept safe when the offender is in the church community. It outlines the steps that the offender will take, and the commitment by the offender to comply with these steps. Maintaining a Covenant of

Care affords the offender accepted parameters within which to worship and an explicit intention to protect children and vulnerable adults at all times. It is therefore a positive step which is necessary for maintaining the wellbeing and safety of all parties. The Covenant of Care should be reviewed at regular intervals.

3. The meeting will be attended by the offender and representatives from the local church, Synod and any others agreed at the Strategy meeting. The Covenant of Care will include:
 - a) restrictions on behaviour and participation in church activities,*
 - b) decisions about which church officials are advised of agreement and*
 - c) details of support issues for all participants.*
4. A copy of the agreement should be sent to the Synod Moderator (to be filed confidentially and archived at Synod Office).
5. It is the responsibility of the local church to monitor the agreement and seek advice from the Synod Safeguarding Advisor if the agreement is reached, or they have any concerns.
6. The agreement is to be reviewed at regular intervals, as decided at the Strategy meeting.

Sample contract for a known offender in the church

Formal Agreement between and
.....Church

..... Church welcomes
..... and wishes him/her
to find in this church, a community of people with whom he/she may worship and grow in the
faith. Because has been convicted
of committing a criminal offence, we have an obligation to consider the welfare of children, young
people, and vulnerable adults in our community, as well as ensuring his/her protection from false
allegations. This agreement is designed to meet those ends.

I hereby agree to the following:

1. I will never allow myself to be in a situation where I am alone with children/ young
people/vulnerable adults.
2. I will continue to sit away from the vicinity of children/young people/vulnerable adults in
the church.
3. I will not work with the children or youth in the church.
4. I will not attend church events held in homes where children or youth may be present.
5. I will remain in the presence of other adults when collecting my children from any church
youth event.
6. I accept that there are certain people who will need to be told of my circumstances in
order for them to fulfil their role of safeguarding the children/young people for whom they
care in the church. They are named below.
7. I understand that if I do not keep to these conditions, then I will not be permitted to attend
the church.
8. I understand that this agreement will be reviewed regularly, and I will be asked to meet
with the clergy and appointed church officers annually.

Signed:.....

Date:.....

Minister / Local Church Leader / Church Secretary:

Date:

The following Church and Synod officers will be aware of this agreement:

Minister / Local Church Leader / Church Secretary

Local Church Safeguarding Lead / Local Church Youth & Children's Work Elder

Synod Safeguarding Advisor / Synod Moderator

Any relevant Children's & Youth Workers /Workers with adults at risk

Appendix 2. Monitoring of the use of Good Practice in the Synod

Part of the role of the Synod Safeguarding Advisor/s is to provide a system of monitoring of the use of Good Practice in the churches of the Synod. The purpose of this part of the role is to:

- *Support the churches in their use of Good Practice*
- *Identify where Good Practice is not being used in the churches*
- *Identify the difficulties in use of Good Practice by the churches*
- *Ensure that Good Practice is being used in the churches in the Synod*

We will seek to achieve this purpose through the use of questions/questionnaires both in the church annual returns and in the course of the Local Mission and Mission Review (LMMR).

1: MONITORING THROUGH CHURCH ANNUAL RETURNS

This will be the quickest and easiest way to identify where Good Practice is being used and to identify where to prioritise follow-up. The Annual Returns will include the following questions:

1. a) Does your church have a Policy for Safeguarding Children and Young People? Y / N
b) Does your church have a Policy for Safeguarding Adults? Y / N
c) When was your policy reviewed and updated?
d) On which guidelines is your safeguarding policy based?

URC / Methodist / Baptist / Anglican / CCPAS / Other (please specify: in formal Local Ecumenical Partnerships, one denominational safeguarding system should be followed, rather than trying to follow more than one.

2. Who are the designated Safeguarding Leads for your church (ideally two)?

(Names and contact details)

3. a) How many safeguarding concerns has your church dealt with in the past 12 months?
b) How many referrals have been made to statutory Childrens' or Adult Services?
c) How many known sexual offenders are involved in the church?
d) Have behaviour contracts been drawn up for any known sexual offenders? Y / N

4. We recommend that those who work with children / young people/adults at risk should refresh safeguarding training every two years.

On that basis, how many at your church would be due for this training in the next 12 months?

The results of this survey will be analysed and results taken to Synod Executive, which will agree follow-up actions. These might include:

- A letter or phone call explaining the importance of having a safeguarding policy and Safeguarding Lead and offering advice and support to develop these arrangements, if required.
- Churches with adults at risk, and young people involved in the church community will be offered support to draw up a policy in line with the URC guidelines.
- Clarifying with Local Ecumenical Partnerships, which denominational safeguarding guidelines / systems will be followed. Liaison with the relevant denomination will follow to compare information and confirm that each church is following one denomination's safeguarding guidelines / systems.

2: MONITORING THROUGH LOCAL MISSION & MINISTRY REVIEW (LMMR) QUESTIONNAIRE

We urge that the following questions be asked as part of LMMR that take place with churches. Synod Areas / Mission Partnerships should then send a copy of the relevant information to the Synod Safeguarding Advisor.

The questions above could be used to establish the current situation, to generate discussion and a fuller, collective understanding. It is important to remember that all churches should have a policy in place, even those that currently do not have children or adults at risk in attendance.

The following questions should perhaps encourage more discussion or questioning:

- a) What does your Safeguarding Policy include? (n.b. see the Synod's model policy for local churches for minimum requirements)
- b) What process have you used to recruit those who work with children or with adults in need of protection? (*Volunteer forms (including self -declaration of criminal convictions) /references /informal interview role descriptions/criminal records checks*)
- c) What records are kept in respect of children's work? (*Attendance, accident and injury, disclosure of or concerns of abuse*)
- d) Which forms for parental consent and medical information etc. are used? (*URC Good Practice proformas or similar form*)
- e) How are health and safety checks carried out on premises?
- f) What insurance cover are you using?
- g) How/when is the Safeguarding Policy reviewed?

It would be expected that the results of these questions and possible discussion areas would be included in any report made from the LMMR process and where appropriate incorporated into any recommendations.

Appendix 3. Policy for participation in Facebook group with young people (Synod)

This policy has been created to help ensure that all members of the group can participate safely and enjoy being members of the xxxxxx Facebook group.

- a) The group will be a closed group, set up for use only by the young people of xxxxx URC (including associated Pilots and uniformed groups), and particularly those involved inxxxxxxxxx.
- b) The lower age limit to be on Facebook is 13 therefore this will be adhered to. An upper age limit will be set at 25 (in line with FURY age limits). The only people over this age limit will be the group leaders / administrators.
- c) Approval of new members will be undertaken by the administrators. Steps will be taken to verify that a new member is indeed a young person; for example by: seeing them in person, through their attendance at a youth event, or by checking with the church they say they are affiliated to. This is to minimise the risk of people joining the group under a false identity (e.g. an adult pretending to be a young person).
- d) The group leaders will obtain parental consent for those under 18 wishing to be members of the group.
- e) All members of this group should have their privacy settings set at the highest level for activity within this group. We want all group members to be safe online and to ensure the group operates in line with Synod Safeguarding guidelines.
- f) Tagging of photos within this group will not be permitted, in order to maintain the security of the group area.
- g) Bullying will not be tolerated and posts may be removed by the administrators. Bullying includes name calling, threats, discriminatory comments, putting people down, posting humiliating or inappropriate photos. This may lead to members being removed from the group.
- h) Posts will be monitored by
- i) Group leaders should communicate as clearly and unambiguously as possible, being careful about their use of language and minimising their use of abbreviations in order to avoid misunderstandings (e.g. lol can be read as 'laughing out loud' or 'lots of love')
- j) Group leaders should keep a record of any messages sent to young people. These may be checked by Northern Synod Staff to keep the group transparent and accountable.
- k) Group leaders should customise their Facebook privacy settings in order to maintain the boundaries between their personal and professional lives. They should avoid uploading inappropriate personal information.
- l) Any significant conversations between group leaders and young people should be encouraged to take place in person.
- m) Any communication from the group leaders will be restricted to between 7am and 10pm. Group leaders should try to avoid communicating with young people if they are at school.
- n) Any concerns about the conduct of group leaders in this online group can be reported to the Synod Safeguarding Advisor....contact details...

URC United Reformed Church

FURY Fellowship of United Reformed Youth

Appendix 4. What is abuse and neglect? Children

These definitions are taken from *Working Together 2013*.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, 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.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 5. What is abuse and neglect? Adults at Risk

Safeguarding responsibilities apply to an adult who:

- *Has needs for care and support (whether or not the local authority is meeting any of those 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.*

An adult at risk is therefore any adult of any age, who may be vulnerable due to a permanent or temporary illness or disability, or who has been made vulnerable by their circumstances which include domestic abuse and discrimination.

Care and Support Statutory Guidance – The Care Act 2014

The following definitions of abuse are laid down in *'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):*

Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. The following types of abuse are taken from the *Care and Support Statutory Guidance – The Care Act 2014*

Physical Abuse

This includes assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Sexual Abuse

This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological or Emotional Abuse

This includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or Material Abuse

This includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect, or Act of Omission

This covers ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health care and support, or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory Abuse

Including forms of harassment, slurs or similar treatment; because of race, gender and gender identify, age, disability, sexual orientation or religion.

Organisational Abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Self-neglect

This covers a wide range of behaviours, neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Modern Slavery

This encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Appendix 6. Signs of Possible Abuse – Children

Physical abuse

Physical signs include:

- Unexplained injuries.
- Injuries that are inconsistent with explanation.
- Injuries that reflect an article used e.g. an iron.
- Bruising, especially trunk, upper arm, shoulders, neck or finger tip bruising.
- Burns/scalds, especially cigarette.
- Human bite marks.
- Fractures, especially spiral.
- Swelling and lack of normal use of limbs.
- Serious injury with lack of / inconsistent explanation.
- Untreated injuries.

Psychological/Emotional signs include:

- Unusually fearful with adults.
- Unnaturally compliant to parents.
- Refusal to discuss injuries/fear of medical help.
- Withdrawal from physical contact.
- Aggression towards others.
- Wears cover up clothing.

Fictitious Illness by Proxy

- Psychiatric illness, whereby a parent or carer deliberately inflicts harm onto a child.
- Normally the child's mother.
- The child has commonly had genuine serious illness in the first year of life (a dependency on medical attention has developed in the mother).
- Very difficult to diagnose/evidence.
- Most common example – Beverley Allet – a nurse convicted of murder and actual bodily harm in the 1980's.

Female Genital Mutilation

A cultural (not religious) procedure whereby parts of female genitalia are removed - also referred to as female circumcision.

- Illegal in UK.
- Normally undertaken on pre pubescent girls.
- Girls either taken abroad for procedure or “practitioners” come to UK.
- There can be no anaesthetic, no sterile equipment, barbaric practice.
- Complications include – serious infection, septicaemia, death, numerous gynaecological problems.

Sexual abuse

Physical Signs include:

- Damage to genitalia, anus or mouth.
- Sexually transmitted disease.
- Unexpected pregnancy especially in very young girls.
- Soreness to genitalia area, anus or mouth.
- Repeated stomach aches.
- Loss of weight.
- Gaining weight.
- Unexplained recurrent urinary tract infections, discharges or abdominal pain.
- Unexplained gifts/money

Psychological/Emotional Signs include:

- Sexual knowledge inappropriate for age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self mutilation, self disgust
- Eating disorders

Emotional abuse

The classic description of Emotional Abuse is “Low Warmth High Criticism” style of parenting.

Signs include:

- Physical, mental and emotional lags.
- Acceptance of punishments, which appear excessive.
- Over reaction to mistakes.
- Continual self-depreciation.
- Sudden speech disorders.
- Fear of new situations.
- Neurotic behaviour (such as rocking, hair twisting, thumb sucking).
- Self harm.
- Extremes of passivity or aggression.
- Drug/solvent abuse.
- Running away.
- Bullying/Aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy
- Fearful/withdrawn

- Sleep disorders

Neglect

Physical Signs include:

- Tired/listless
- Poor personal hygiene.
- Poor state of clothing.
- Emaciation, potbelly, short stature.
- Poor skin tone and hair tone.
- Untreated medical problems.
- Failure to thrive with no medical reason.

Psychological/Emotional Signs include:

- Constant hunger.
- Constant tiredness.
- Frequent lateness/non attendance at school.
- Destructive tendencies.
- Low self esteem.
- Neurotic behaviour.
- No social relationships.
- Running away.
- Compulsive stealing/scavenging.
- Multiple accidents/accidental injuries.

Appendix 7. Signs of Possible Abuse – Adults

Physical

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Sexual

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

Psychological

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Neglect or Omission

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Discriminatory

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

Institutional

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

Appendix 8. INCIDENT RECORDING FORM



Basic information

Date and time of incident:

Date on which this report was written:

Your full name:

Full name of adult at risk, child or young person concerned:

.....

Location / Situation:

.....

Other people present:

.....

Record of incident:

- Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.
- Record what you said as well as what the adult at risk, child or young person said.
- Include details such as tone of voice, facial expression and body language.
- If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.

Continue on additional pages if necessary and attach to this form

Signed: **Dated:**

Role: (person who wrote this report)

Who has been spoken to about the incident?

Record below the names of all those who have been spoken to about this incident.

Local Church Safeguarding Lead:

Synod Safeguarding Advisor:

Children's / Adult Services:

Police:

Parent/Carer:

Child:

Other (name, role and organisation):

.....

Advice and follow up actions:

| |
|--|
| |
|--|

Signed: **Dated:**

(Synod Safeguarding Advisor)

Appendix 9. Code of Conduct for working with children or young people

We should all be aware that behaviour in a worker's personal life (including online) may impact upon their work with children and young people. Therefore, all workers agree not to behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model within the United Reformed Church.

More specifically, all workers agree to the following code of conduct:

- Do treat all people with dignity and respect.
- Don't abuse the power and responsibility of your role. Don't belittle, scapegoat, put down, or ridicule a young person (even in 'fun') and don't use language or behaviour with sexual connotations (e.g. flirting or innuendo).
- Do act inclusively, seeking to make all people feel welcome and valued.
- Don't exclude other children or workers from conversations and activities unless there is a good reason.
- Do treat people with equal care and concern.
- Don't show favouritism (e.g. in selection for activities, in giving rewards, etc.) or encourage excessive attention from a particular child (e.g. gifts).
- Do encourage everyone to follow any behaviour agreement or ground rules and apply sanctions consistently.
- Don't threaten or use sanctions which have not been agreed or make empty threats.
- Do refer to a more senior worker if a child does not respond to your instructions despite encouragement and warning of possible consequences.
- Don't feel you have to deal with every problem on your own.
- Do seek to diffuse aggressive or threatening behaviour without the use of physical contact.
- Don't use physical restraint except as a last resort to prevent injury. This should be the use of minimum force.
- Do relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk.
- Don't spend time alone with children out of the sight of other people and without the knowledge of someone in leadership.
- Do make sure that any electronic communication is done with parental consent, and in a way which is transparent, accountable and noted / recorded and adheres to safeguarding policies.
- Don't keep communication with children secret, while still respecting appropriate confidences.
- Do allow the designated photographer to take and share photos of event activities, in line with parental consent and URC good practice guidelines.
- Don't take photos and video of young people at the event if you are not the designated photographer.
- Do use physical contact wisely - it should be:

- in public.
 - appropriate to the situation and to the age, gender and culture of the child.
 - in response to the needs of the child, not the adult.
 - respectful of the child's privacy, feelings and dignity.
- Don't use physical contact which could be misconstrued as aggressive (e.g. rough games) or sexual.
 - Do respect children's privacy.
 - Don't assume that children should tell you anything you ask just because you are a worker.
 - Do respect the right of children to wash, change and use the toilet in private.
 - Don't walk in unnecessarily or unannounced.
 - Do listen to children and do tell the safeguarding officer if you have any concerns about a child's welfare.
 - Don't promise to keep something secret if it is about a children at risk of harm, but only tell those who need to know.
 - Do respect and promote the rights of children to make their own decisions and choices.
 - Don't work in ways that put your needs and interests before those of the children you work with.
 - Do respect and encourage respect for difference, diversity, beliefs and culture.
 - Don't discriminate or leave discrimination or bullying unchallenged.

I agree to abide by the above code of conduct while working with children & young people at Northern Synod events and activities.

Name:

Signed:

Date:

Appendix 10a. Synod Safeguarding Advisor/Officer – Role description

The Northern Synod of the United Reformed Church believe that both children and adults deserve the best possible care that the Church can provide. To this end, we recognise the need for someone to coordinate safeguarding of children and adults in the Synod. We recognise and rejoice in the time and devotion given by anyone carrying out this important role.

Purpose of the role

- To coordinate safeguarding policies and procedures in the Synod.
- To provide a first point of contact regarding safeguarding issues in the Synod.
- To be an advocate for safeguarding in the Synod.

Specific responsibilities

To coordinate safeguarding policies and procedures in the Synod

- To convene the Synod Safeguarding Group, enabling it to review safeguarding in the Synod at least annually.
- To be a member of xxxx committee, holding the brief for the oversight of safeguarding and formally reporting to the committee and Synod Executive at least annually.
- To familiarise themselves with Synod safeguarding policies and procedures, national good practice and any contemporary URC Safeguarding Good Practice Guidance and to keep abreast of any changes and developments.
- To ensure that Synod safeguarding policies and procedures are reviewed at least annually, updated as appropriate, accepted by xxxx committee and Synod Executive and adopted by Synod.
- To oversee the monitoring of safeguarding practice in Synod and in local churches and to co-ordinate the response to churches which need support in this aspect of their life.
- To report summary safeguarding information annually to the URC Assembly Safeguarding Office to enable them to monitor safeguarding in the URC.

To provide a first point of contact regarding safeguarding issues in the Synod

- To be a named person and the first point of contact that people can talk to regarding safeguarding concerns.
- To be aware of the names and telephone numbers of appropriate people within Social Care and the Police in the event of a referral needing to be made.
- To make decisions about when to seek advice and when to inform the relevant Social Care department or the Police of a safeguarding concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the Synod, with the help of the relevant Synod Safeguarding Link People. In cases within Local Ecumenical Partnerships to liaise with safeguarding officers of other denominations.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the Synod.

- To ensure that appropriate records are kept by Synod in relation to safeguarding and that confidential information in relation to safeguarding is stored securely by the Synod.

To be an advocate for safeguarding in the Synod

- To promote sensitivity within the Church towards all those affected by the impacts of abuse.
- To organise, training for those people responsible for coordinating and overseeing safeguarding in their local churches.
- To ensure that the Synod makes local churches aware of appropriate safeguarding training opportunities for workers on a regular basis.
- To ensure that relevant Synod personnel, both staff and volunteers, do safeguarding training and refresh it every 3 years.
- To update their own safeguarding training every 2 years.
- To seek appropriate support, and advice, in carrying out this role.
- To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements.
- To undertake other relevant duties as they arise, as discussed and mutually agreed with the Moderator.

Key links and liaisons:

- Accountable to the xxxxx Committee (on behalf of Synod Council).
- Church Safeguarding Leads – children & adults.
- Children and Youth Workers within the Synod.
- Synod Moderator.
- Statutory Social Care and Police authorities around the Synod.
- Safeguarding officers for denominations with Local Ecumenical Partnerships with the URC in our Synod.

Sources of Support

- United Reformed Church Safeguarding Officer (currently Amy Slennett)
- Regional Safeguarding networks including faith groups
- Churches Child Protection Advisory Service (otherwise known as CCPAS)

Please note that this position will be subject to a safer recruitment process, including a DBS disclosure application.

Appendix 11. Eligibility to obtain DBS disclosure and barring list checks

Which church roles require a DBS check?

As part of a safer recruitment process, DBS checks should always be carried out for any eligible Synod role. For any role which falls within the government definition of regulated activity, an Enhanced DBS Disclosure plus Barred List check must be carried out, because it is a criminal offence to appoint somebody to such a role if they are on the Barred List.

Working with Adults

There are currently no Synod roles which fall within the government definition of Regulated Activity with Adults requiring an Enhanced DBS plus Barring List check. However, URC ministers in Synod roles must already have an Enhanced DBS + Barred List check carried out through the URC Ministries department at Church House.

Working with Children

Current Synod children's and youth work roles which fall within regulated activity and require an Enhanced DBS plus Barred List check are:

- Any paid workers whose role includes supervising or teaching children frequently, intensively or overnight with under 18's in the course of their duties and their managers. This includes the Children & Youth Development Officer and their manager.
- All workers (paid or voluntary) involved in supervising or teaching children at overnight events (e.g. Synod Youth Camp, Synod Youth Exec residential meetings.)
- Any workers (paid or voluntary) at an event whose role specifically includes personal care of children because of illness or disability of the child (i.e. help with eating and drinking, toileting, washing, bathing, dressing) or personal care because of the age of a child (i.e. help with toileting, washing, bathing, dressing). For example, workers designated to support a particular child needing personal care at a Synod event, whether it is a residential event or simply a single day event like Synod Together.
- Any adult responsible for moderating an online chat room or social networking group. Currently this includes the moderators of the Synod Youth Exec Facebook group.

To make decisions about eligibility for additional roles, the role description must be clear about a) the type of work; b) the frequency and period of time over which the work will be done; c) if and how the work will be supervised. The flowchart which follows in this appendix will assist in making decisions about which checks should be carried out for new Synod children and youth work roles.

Workers who are under 18

It is not possible to carry out a DBS check for anybody under the age of 16. URC Good Practice guidance states that under 18's should be supervised at all times by an adult and therefore should never be engaged in regulated activity. Therefore, 16 and 17 year old helpers will not require a DBS Enhanced plus Barring List check. However, if under supervision they are working frequently (weekly), intensively (4 days in a 30 day period) or overnight they are still eligible for a DBS Enhanced check.

Safeguarding personnel

Though not engaged in regulated activity, they are still eligible for DBS Enhanced check because of the nature of their role.