

# Kelvedon United Reformed Church

## Safeguarding Policy



### 1. Aim and purpose of this policy

The aim of this policy is to ensure that protecting people from abuse, harm or neglect is central to 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.

#### Who this policy applies to

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

- All members of our church
- All those who attend and serve our church/place of worship and its services
- Our Trustees and Elders
- Paid staff (both internal and external e.g., contractors or consultants)
- Volunteers
- Organisations and groups which hire our building with written agreement to operate under the church safeguarding policy.

#### Principles underpinning the policy

- Our theology and values
- Our commitment to put the welfare of children and adults at risk first
- A willingness to be open and listen
- A commitment to comply with relevant legal and regulatory requirements.

#### Definitions

The term 'children' refers to those under the age of 18 years.

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

#### Duty of care and confidentiality

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

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

Sections 2-6 below follow the structure of the URC's "Good Practice 6 – Safeguarding for everyone" document and each section lists the 'key responsibilities' for local churches outlined in the corresponding chapter of GP6. You may wish to add extra material from these chapters or highlight particular topics according to your local needs and circumstances.

### 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 and ensure contact details are available for anyone to report a concern

- Have a safeguarding policy which is reviewed annually and updated when necessary
- Practice safer recruitment procedures for paid and volunteer roles
- Ensure all those working with children and/or adults at risk are given copies of relevant Codes of Conduct.
- Ensure all those working with children and/or adults at risk undergo an Enhanced check with the Disclosure and Barring Service (DBS). Checks must be renewed every five years for those who continue to work in a relevant role with children and/or adults. Relevant roles are defined in Chapter two of Good Practice 6.
- Follow the requirements of the training framework
- Comply with legal requirements in respect of data protection
- Complete the Annual Church Safeguarding Return
- Ensure safeguarding is a regular agenda item for church and Elders' meetings.

### **3. Ensuring safer activities**

Whilst it is not possible to guard against every eventuality, we are committed to providing as safe an environment as possible for activities both on and off church premises.

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

- Ensure appropriate insurance is in place for buildings and activities
- Consider the implications of data protection and health and safety requirements for specific activities
- Carry out risk assessments for relevant activities or events
- Ensure adequate staffing for activities and that leaders have suitable training, are aware of relevant guidance and agree to follow relevant Codes of Conduct
- Ensure the hirer's agreement is in place for other organisations using church premises
- Seek advice from the Synod Safeguarding Officer for complex or sensitive risks.

### **4. Recognising and responding to concerns**

We acknowledge that, although promoting Safer Culture and Safer Activities will help to protect all those in contact with the church, some concerns will inevitably arise, and we are committed to responding well in such circumstances.

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

- Promote awareness of different kinds of abuse, other vulnerabilities and types of safeguarding concern
- Seek to create a 'listening culture' and help people develop listening skills to respond appropriately in situations where sensitive information is disclosed
- Inform the Synod Safeguarding Officer as a minimum of any situations where involvement from statutory services is/may be required
- Share information with statutory services as appropriate and co-operate with them during any investigations
- Report any serious safeguarding incident to the Charity Commission and notify the Synod Safeguarding Officer.

### **5. Managing allegations and people who may pose a risk to others**

Where allegations are made against individuals within the Church, we are committed to following all required investigative and regulatory procedures. We will work in collaboration with the Synod, wider Church staff, statutory agencies and other relevant organisations.

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

- Co-operate fully with any 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 or directed to
- Ensure those in relevant roles attend appropriate training
- Seek advice from the Synod Safeguarding Officer about provision of appropriate support when necessary.

## 7. Key contacts

### Church Safeguarding Coordinator

Name: Emma Keegan  
 Telephone Number: 01376 572715  
 Email: [safeguarding@kelvedonurc.org.uk](mailto:safeguarding@kelvedonurc.org.uk)

### Deputy Church Safeguarding Coordinator (if applicable)

Name: Janet Daw  
 Telephone Number: 01787 473650  
 Email: [janetpeter@gmail.com](mailto:janetpeter@gmail.com)

### Synod Safeguarding Officer

Name: Candice Hart  
 Telephone number: 07849 276 750 / 01223 830 770  
 Email: [safeguarding@urceastern.org.uk](mailto:safeguarding@urceastern.org.uk)

**URC Safeguarding Office** (This should only be used if you are unable to contact your Synod Safeguarding Office)

Email: [safeguarding@urc.org.uk](mailto:safeguarding@urc.org.uk)

### Local Authority Designated Officer (LADO) (Essex County Council)

Name – **The Essex LADO Duty Team**  
 Telephone No - **03330 139797 (\*Out of hours 0345 606 1212)**  
 Email – [lado@essex.gov.uk](mailto:lado@essex.gov.uk)  
 Statutory contact in the case of a **child**

### Essex County Council

If a child or young person is in immediate danger, call **999**.  
 If you're worried that a child is being abused or neglected, call us on **0345 603 7627**.  
 Out of hours or bank holidays, call the emergency duty team on **0345 606 1212**

### Essex County Council – (Adult Social Care)

Statutory contact in the case of an **adult at risk**  
**0345 603 7630**  
 Email – [socialcaresdirect@essex.gov.uk](mailto:socialcaresdirect@essex.gov.uk)

Monday to Thursday, 8:45am to 5pm

Friday, 8:45am to 4:30pm

**For out of hours queries contact the Emergency Duty Service**

Telephone: **0345 606 1212**

## **8. Review**

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

Date of most recent review: 23<sup>rd</sup> February 2025

Date of next review: 1<sup>st</sup> March 2026

Signed by:

(On behalf of the church Elders)

## **9. Details of other organisations and support services**

See Resource L1 for relevant sources of support nationally that you may want to include here.

Add details of relevant local charities and support groups.