

## Safeguarding Policy - 2024

### 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 eg contractors)
- Volunteers.

#### 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.

### 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
- 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**

Rev Nadene Snyman  
Minister  
Tel: 07876 707863  
Email: nadene72@gmail.com

### **Deputy Church Safeguarding Coordinator**

Katherine Copley  
Church Secretary  
Tel: 07729 215674  
Email: kat@copley.online

### **Synod Safeguarding Officer**

Belinda Herbert  
Synod Safeguarding Officer  
Tel: 07716 640596  
Email: safeguarding@urcsouthern.org.uk

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

Email: **saferguarding@urc.org.uk**

## Local statutory services: Children

London Borough of Bromley

Contact Childrens Services

During office hours: 020 8461 7373

Outside office hours and at weekends and public holidays contact us on **0300 303 8671**

If you are seriously concerned about a child's immediate safety, dial 999.

## Local statutory services: Adults

London Borough of Bromley

ADULTS: Contact SOCIAL SERVICES

During office hours: 020 8461 7777

If you need to contact a social worker outside of office hours: **0300 303 8671**.

## 8. Review

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

Date of most recent review: May 2024

Date of next review: May 2025

Signed by:

(On behalf of the church Elders)

## 9. Details of other organisations and support services

### Public sector services

#### Local authority

Every local authority provides services to the community, including statutory services such as Children's Services, Adult Care Services, housing and environment. Your local council will have a website with contact details for your local services: [www.gov.uk/find-your-local-council](https://www.gov.uk/find-your-local-council)

#### NHS

The National Health Service can provide advice, guidance, support and signposting to local services for all health issues: [www.nhs.uk/service-search](https://www.nhs.uk/service-search)

#### Police

[www.police.uk](https://www.police.uk)

Telephone: 999 in an emergency.

Telephone: 101 – provides a service for non-emergency issues and will connect you to your local Police service, wherever you call from in the UK.

## General support, advice and helplines

### Association of Christians in Counselling

Provides a facility to search for Christian counsellors: [www.acc-uk.org](http://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](http://www.citizensadvice.org.uk)

### Premier Lifeline

A confidential telephone helpline offering a listening ear, emotional and spiritual support from a Christian perspective, prayer and signposting: [www.premierlifeline.org.uk](http://www.premierlifeline.org.uk)

Telephone: 0300 111 0101 9am-5pm, Monday-Friday

### Samaritans

A crisis helpline, providing a listening service for any worries or concerns: [www.samaritans.org](http://www.samaritans.org)

Telephone: 116 123

### Victim Support

Independent charity supporting victims of crime: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

## Children

### Barnardo's

Protecting, supporting and nurturing the UK's most vulnerable children, including campaigning to end child sexual exploitation. Provides leaflets in both English and Welsh for parents, children, young people and professionals, showing how to spot the signs of child sexual exploitation and how to keep safe: [www.barnardos.org.uk](http://www.barnardos.org.uk)

### Child Exploitation and Online Protection (CEOP)

CEOP is 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 young people, parents/carers or other concerned adults about online abuse: [www.ceop.police.uk](http://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](http://www.childline.org.uk)

Freephone helpline for children: 0800 1111

### Lucy Faithfull Foundation

Lucy Faithfull Foundation is 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](http://www.lucyfaithfull.org.uk)

### NSPCC

Providing support and advice for keeping children safe from harm and abuse:

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Telephone: 0808 800 5000

## **Parents Protect**

Helping parents and carers to protect children from sexual abuse and exploitation:

[www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)

Telephone: 0808 1000 900

## **UK Safer Internet Centre**

Helping children and young people stay safe online: [www.saferinternet.org.uk](http://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](http://www.westand.org.uk)

Helpline: 0800 980 1958

## **Older people**

### **Age UK**

Support and advice services for older people: [www.ageuk.org.uk](http://www.ageuk.org.uk)

Advice Line: 0800 678 1602

### **Alzheimer's Society**

[www.alzheimers.org.uk](http://www.alzheimers.org.uk)

Telephone: 0333 150 3456

### **Anna's Chaplaincy**

Offering spiritual care in later life: [www.annachaplaincy.org.uk](http://www.annachaplaincy.org.uk)

Telephone: 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/fill-resource/developing-dementia-friendly-churches-livability/](http://www.faithinlaterlife.org/fill-resource/developing-dementia-friendly-churches-livability/)

### **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](http://www.wearehourglass.org)

Helpline: 0808 808 8141

### **Linking Lives**

Helping churches run befriending schemes and reduce loneliness amongst older people:

[www.linkinglives.uk](http://www.linkinglives.uk)

## **People with additional needs**

### **Additional Needs Alliance**

Help churches support and spiritually grow children, young people and young adults with additional needs or disabilities: [www.additionalneedsalliance.org.uk](http://www.additionalneedsalliance.org.uk)

## **Mencap**

Supporting and resourcing people with learning disabilities, their families and carers. The website has specific advice on safeguarding: [www.mencap.org.uk](http://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](http://www.respond.org.uk)

Telephone: 020 7383 0700

## **Mental health**

### **Hub of hope**

UK-wide mental health service database which lets you search for local, national, peer, community, charity, private and NHS mental health support: [www.hubofhope.co.uk](http://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](http://www.kintsugihope.com)

### **Mind**

Providing a range of advice and services on mental health: [www.mind.org.uk](http://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](http://www.renewwellbeing.org.uk)

### **Rethink**

Providing services and advice to those severely affected by mental illness: [www.rethink.org](http://www.rethink.org)

### **Shout**

A free, confidential, anonymous text support service: [www.giveusashout.org](http://www.giveusashout.org)

Text: 85258

## **Domestic abuse**

### **Forced Marriage Unit**

The unit works both inside and outside the UK. It provides help and support to victims of forced marriage/those at risk of a forced marriage: [www.gov.uk/forced-marriage](http://www.gov.uk/forced-marriage)

Telephone: 020 7008 0151

### **ManKind**

Helping men escape domestic abuse: [www.mankind.org.uk](http://www.mankind.org.uk)

Telephone: 01823 334 244

### **National Domestic Abuse Helpline (for women)**

[www.nationaldahelpline.org.uk](http://www.nationaldahelpline.org.uk)

Telephone: 0808 2000 247 (lines free and open 24 hours).

Also options for live chat and British Sign Language interpreter service.

### **National LGBT+ Domestic Abuse Helpline**

Telephone: 0800 999 5428

### **Refuge**

Provides a range of specialist domestic abuse services to women and children.

[www.refuge.org.uk](http://www.refuge.org.uk)

Telephone: 020 7395 7700

### **Respect: Men's Advice Line**

A helpline phone and website service for male victims of domestic abuse:

[www.mensadvice.org.uk](http://www.mensadvice.org.uk)

Helpline: 0808 801 0327

### **Restored**

A Christian charity working to raise awareness of domestic abuse, support survivors, and equip the church to do the same. They also provide a Survivor's Handbook: [www.restored-uk.org](http://www.restored-uk.org)

Helpline: 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.safeinfaith.org.uk/about](http://www.safeinfaith.org.uk/about)

### **Women's Aid**

A national charity working to end domestic violence against women and children. Supports a network of over 500 domestic and sexual violence services across the UK:

[www.womensaid.org.uk](http://www.womensaid.org.uk)

## **Survivors**

### **Galop**

Provides support for LGBT+ people who have experienced abuse and violence:

[www.galop.org.uk](http://www.galop.org.uk)

### **MACSAS (Ministry and 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](http://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](http://www.napac.org.uk)

Free confidential support line: 0808 801 0331

### **One in Four**

Specialising in supporting childhood survivors and current survivors of sexual violence, domestic violence, abuse and trauma: [www.oneinfour.org.uk](http://www.oneinfour.org.uk)

### **Rape Crisis England and Wales**

An organisation supporting the work of Rape Crisis Centres across England and Wales, and raising awareness and understanding of sexual violence and abuse in all its forms:

[www.rapecrisis.org.uk](http://www.rapecrisis.org.uk)



Telephone: 0808 500 2222

### **SurvivorsUK**

Helping men who have been sexually abused and raises awareness of their needs. Sexual violation includes both childhood sexual abuse and adult sexual assault/rape:

[www.survivorsuk.org/ways-we-can-help/](http://www.survivorsuk.org/ways-we-can-help/)

Telephone: 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](http://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/](http://www.thirtyoneeight.org/safeguarding-services/consultancy/listening-service/)

## **Modern slavery**

### **Clewer Initiative**

Seeks to raise awareness of all aspects of modern slavery and help support victims and vulnerable groups by mobilising local churches and communities: [www.theclewerinitiative.org](http://www.theclewerinitiative.org)

### **Hope for Justice**

Fighting human trafficking and helping victims and survivors all around the world:

[www.hopeforjustice.org/church-partners](http://www.hopeforjustice.org/church-partners)

### **UK Modern Slavery and Exploitation Helpline**

[www.unseenuk.org](http://www.unseenuk.org)

Telephone: 0800 0121 700

## **Services for those considering or displaying harmful behaviour**

### **Respect Phonenumber**

A confidential helpline, email and webchat service for domestic abuse perpetrators:

[www.respectphonenumber.org.uk](http://www.respectphonenumber.org.uk)

Helpline: 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](http://www.stopitnow.org.uk)

Telephone: 0808 1000 900

# The United Reformed Church

## Christ Church Petts Wood

### Safeguarding Policy Statement



The following statement was agreed by the Church Meeting of

Safeguarding is taken seriously by Christ Church Petts Wood.

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, disability, sex, race, gender reassignment, sexual orientation, religion or belief, marriage/civil partnership status, 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 or the Deputy Safeguarding Coordinator (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/Disclosure Scotland 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, known as the Local Authority Designated Officer (LADO) in some areas), Local Safeguarding Boards (in Wales), Children's Partnership 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 agreements 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 6 – the United Reformed Church's guidance on safeguarding children and adults at risk.

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

## Option (b): One page/display format summary of safeguarding principles

### Statement of Safeguarding Principles

Safeguarding is taken seriously by Church.

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 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
- 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.

## Online safety policy

### Aim and purpose of this policy

The aim of this policy is to safeguard children and adults at risk when we are ministering on behalf of the church through the internet, social media, or mobile devices, and to provide guidance on our approach to online safety.

### Who this policy applies to

- All those in the church working with children and adults at risk
- Those involved in managing IT systems within the church
- All those engaged in any form of online ministry, including group activities.

All those working with children and/or adults at risk will be given – and asked to sign – copies of the relevant *Codes of Conduct* which include guidance about working safely online.

### Scope of the policy

The policy covers the following areas:

- IT systems and resources
- electronic communications and use of social media
- video conferencing
- livestreaming and use of recorded video
- appropriate use of images online
- responding to online safety concerns.

### Definition of online abuse

Abuse that is facilitated through technology like computers, tablets, mobile phones and other internet-enabled devices. It can happen anywhere that allows online digital communication.

Examples can include:

- bullying/cyberbullying
- sexting
- emotional abuse
- sexual abuse
- financial exploitation
- sexual exploitation
- scamming
- grooming and harassment.

● Good Practice 6 – Resource P3 ●

It is possible that victims may not always understand that they are being abused in this way. The impact can be significant however, particularly in the way it may create fear and isolation.

### **We will maintain and use our IT resources to support good safeguarding practice**

This covers both the hardware and software used within the church, along with decisions about the use of particular apps, services or websites. This policy does not try to cover all aspects of IT use but highlights actions we will take to support safer practice.

This will include:

- reviewing and updating the security of our IT systems regularly
- risk assessing any emerging new technologies before they are used within the church
- installing filtering software on devices owned and used by the church as appropriate
- reminding staff and volunteers of the need keep login and password details secure.

If the church runs activities (eg after-school club or a group helping adults get back into employment) where children or adults will be using church-owned devices, they will be made aware of what is acceptable usage and will agree not to:

- search for and/or enter pornographic, violent, racist or hate-motivated websites
- retrieve, send, copy or display illegal or offensive material
- use obscene language
- violate copyright laws
- trespass in folders, work or files belonging to others
- harass, insult, bully or attack others
- damage devices, systems or networks
- use another user's password
- use computers for unapproved commercial purposes.

### **We will promote safe use of electronic communications and social media**

This will include:

- using clear unambiguous language to reduce the risk of misinterpretation
- keeping copies of messages
- obtaining parental/carer consent for email or text contact with children
- avoiding communication outside of specific hours eg after 9pm
- using church accounts where possible instead of personal ones
- all social media interaction between workers (paid or voluntary) and children or adults at risk will be limited to church-administered groups
- all participants to be above the minimum age limit for the social media platform being used
- workers will take care with their social media privacy settings to prevent participants seeing personal information which is not linked to communication within the group.

### **We will create safe online spaces when using video conferencing or video calls**

We will follow the guidance outlined in *Good Practice 6* (section 3.11) regarding use of video calls.

#### **One-to-one calls**

One-to-one communication via video with a child or adult at risk is the equivalent of meeting that person in a room alone with no one around. We will put appropriate boundaries and safeguards in place, depending on the age or needs of the child or adult at risk, for example:

- have an additional adult in the room with the caller
- ask a parent or carer to be present with the child or adult at risk
- keep a record of when meetings take place, length of meetings, frequency.

## **Group video calls**

We will take appropriate measure to ensure the safety of participants in our group activities via video call or video conferencing. This will include:

- communicating expectations around appropriate behaviour to participants
- ensuring there are at least two adults on a call before a child or adult at risk joins
- using organisational profiles and devices wherever available rather than personal accounts
- not recording group calls unless there is a compelling reason to do so
- terminating a call if necessary (eg problematic behaviour by uninvited visitors).

**We will apply appropriate safeguards when livestreaming or using recorded video** We will follow the guidance outlined in *Good Practice 6* (section 3.9) and regarding livestreaming and recordings. This will include:

- ensuring anyone appearing in livestream or recorded video has given appropriate consent
- ensuring people know if an event is being recorded and giving them an opportunity to move to the designated area where they will be out of camera shot
- using group shots of the congregation and not singling out any individual.

## **We will ensure appropriate use of images online**

We will follow the guidance outlined in *Good Practice 6* (section 3.8) regarding the use of images taken during church activities. In relation to online use of images, this includes:

- ensuring appropriate consent is obtained before posting any images online
- ensuring that children or adults at risk cannot be individually identified by any personal details provided alongside the images
- discussion with parents and children about appropriate use of images eg where children may take pictures of each other during an activity.

## **Additional Guidelines for Photography & Filming at Christ Church, Petts Wood**

We would like to remind everyone that this is a place of worship, and respectfully ask that people refrain from taking photos or videos during the remembrance service, so as not to disrupt or interrupt the act of worship.

Our safeguarding and Data Protection responsibilities: Specific consent is needed to share any images or footage taken at a religious service, as attendance at a church service reveals religious belief, a special category of personal data under GDPR. In addition, parent or guardian consent is required before sharing any images of children under the age of 16. For this reason, we will not be streaming images from the service, although an audio version will be available

## **We will respond appropriately and sensitively to all online safety concerns**

In the event of concern that there may be an online safety incident of any kind, we will follow the process set out in chapter 4 of *Good Practice 6* for responding to safeguarding concerns. If anyone is in immediate danger, this will be reported to the police or other statutory services straightaway.

Other concerns will be reported to the Church Safeguarding Co-ordinator (CSC), or their deputy, who will seek advice on what action is needed. If the CSC is unavailable, the matter will be reported to the Synod Safeguarding Officer (SSO).

We will provide support to those affected, seeking advice from the SSO or other specialist services as required.

## Key contacts

### Church Safeguarding Coordinator

Rev Nadene Snyman  
Minister  
Tel: 07876 707863  
Email: nadene72@gmail.com

### Deputy Church Safeguarding Coordinator

Katherine Copley  
Church Secretary  
Tel: 07729 215674  
Email: kat@copley.online

### Synod Safeguarding Officer

Belinda Herbert  
Synod Safeguarding Officer  
Tel: 07716 640596  
Email: safeguarding@urcsouthern.org.uk

URC Safeguarding Office (This should only be used if you are unable to contact your Synod Safeguarding Officer)  
Email: safeguarding@urc.org.uk

### Local statutory services: Children

London Borough of Bromley  
Contact Childrens Services  
During office hours: 020 8461 7373  
Outside office hours and at weekends and public holidays contact us on **0300 303 8671**  
If you are seriously concerned about a child's immediate safety, dial 999.

### Local statutory services: Adults

London Borough of Bromley  
ADULTS: Contact SOCIAL SERVICES  
During office hours: 020 8461 7777  
If you need to contact a social worker outside of office hours: **0300 303 8671**.



## Review

This policy will be reviewed annually, updated as required and adopted by the church meeting. Date of most recent review: May 2024

Date of next review: May 2025

Signed by:  
(On behalf of the church Elders)

## Website Wording

The United Reformed Church (URC) is committed to safeguarding in every area of its life and ministry. Safeguarding is the action taken to promote and protect the well-being and human rights of individuals.

This means we will:

- Do all we can to create and maintain a safe and caring environment for all people
- Respond promptly and effectively to any form of abuse and neglect, including reporting abuse to statutory agencies when necessary
- Seek to prevent abuse in any form from occurring. We will seek to identify individuals who may pose a risk to others and take necessary actions to minimise risk whilst supporting these individuals in our communities when safe to do so.

If you wish to discuss a safeguarding concern, please contact:

### **Church Safeguarding Coordinator**

Rev Nadene Snyman  
Minister  
Tel: 07876 707863  
Email: [nadene72@gmail.com](mailto:nadene72@gmail.com)

### **Deputy Church Safeguarding Coordinator**

Katherine Copley  
Church Secretary  
Tel: 07729 215674  
Email: [kat@copley.online](mailto:kat@copley.online)

### **Synod Safeguarding Officer**

Belinda Herbert  
Synod Safeguarding Officer  
Tel: 07716 640596  
Email: [safeguarding@urcsouthern.org.uk](mailto:safeguarding@urcsouthern.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)

To view Good Practice 6, the URC's Safeguarding Guidance document please click here .

[Safeguarding good practice - United Reformed Church](#)