

The Beacon Church

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Beacon Church Policies and Procedures

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Good Practice

Last Review Date: 2020-03-14

History of Changes:

2018-04-04	Martin Woolley	Initial Review Version
2020-03-14	Martin Woolley	Reviewed

Current Version: 1.0

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Introduction

This document has been written with the intention of introducing new team members to the policies and the procedures of the Beacon Church. It should also provide a useful referencing resource to existing members of staff and assist with the searching out of further information.

The following document is a review guide to be read alongside the full Beacon Church policies. This is not and should not be read as an exhaustive policy in itself.

Buildings Management

All buildings are owned and operated by the Beacon Church. As such, oversight is through the Leadership Team and our task is to serve the spiritual, recreational and social needs of people of all ages connected to the Beacon Church – including the wider community of Canford Heath who we allow to use them.

Day to day management of the premises are overseen by the leadership team and Lettings Officer.

Health and Safety

[This section is to be read alongside the 'Health and Safety operational file and Policy Guidelines'.]

Accidents and Incidents

Any accident should be attended to immediately. First Aid boxes are located in the coffee bar, the large kitchen and in the small kitchenette upstairs. An offsite first aid kit is available in the Youth and Children's Pastor's office. There are ice packs available in the freezer in the large kitchen as well as single use ones for offsite visits in the youth and children's cupboard. Accidents and incidents must be reported at the earliest convenience at all times. Workers should familiarize themselves with the location of the recording book on top of the filing cabinet in the church office.

Fire Procedures

All leaders and workers are to make themselves aware of the fire procedures (see Health and Safety Policy and Operational log book). Familiarise yourself with the locations of the fire extinguishers and alarms, and the relevant actions in case of emergency.

Doing something new

Refer to the risk assessment file and if in any doubt about any activities being proposed – seek the advice of a senior leader.

Staffing responsibilities – Minimum workers guide

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There are no legal minimal numbers of staff to run a session with over 8's, but there are legal requirements for under 8's. At The Beacon Church we run each session with the following good practice guideline: sessions should be staffed by at least two leaders, ideally of different genders

OFSTED suggest the following guidelines to be best practice:

Age	Ratio – Adults:Children
0-2	1:3
2-3	1:4
3-8	1:8
8+	1:10

However, these ratios are a minimum and therefore a higher proportion of adults may be needed depending on the activity.

Emergency and Useful Telephone numbers

Church named contacts for building issues and fire alarm re-setting etc

Terry Bull	01202 380728
Keith Gubbins	07794157133
Martin Woolley	07791931277
Bookings (Fiona Woolley):	01202 250971

The Beacon Church Office :	01202 687 697
Vicky Piggott-Genge (Youth and Children's Pastor):	07456534338
Police, Fire and Ambulance (emergency):	999
Emergency Housing Team:	01202 451467
Emergency Social Services, Duty Team:	01202 735046
Social Services (out of hours)	01202 738256

Emergency Procedures for The Beacon Church

In the event of any emergency at the Beacon Church premises please immediately make contact with the church named contacts above (in the stated order) having first dialled 999 as appropriate. Our post code is BH17 8UE, Mitchell Road.

Equal Opportunities Policy

Everyone is welcome to attend The Beacon Church's activities and to explore faith with us in biblical discipleship training. Whilst holding to these biblical values, no bullying, oppressive behaviour or language that reinforces stereotypes will go unchallenged.

Managing Substance Related Incidents

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This policy is concerning misuse of legal and illegal substances that can be potentially harmful – but does not cover smoking tobacco as this is dealt with as a separate policy.

1. Leaders will never condone substance misuse, but can and should offer appropriate support. The prime concern is for the welfare of the child/young person/vulnerable adult involved.
2. The leader in charge must be informed of all incidents of misuse. Any records should be kept in a secure area.
3. Leaders should be aware of the outside specialist bodies they can refer to for accurate and relevant information about substances.
4. The overall leader is responsible for ensuring the individual's personal safety and the safety of others at all times.
5. It must be pointed out to a person disclosing about their current misuse of substances that there is no guarantee of confidentiality on this issue because:
6. If there is a need to call medical professionals as a result of suspected or actual use of a substance, we will always advise them of what has been disclosed or witnessed
7. The Police will always be alerted if illegal substances are discovered on a person or on the premises, or if disclosure of them having been taken is made.
8. Parents of those under 18 should be informed in a way that is confidential to those not involved.
9. Notwithstanding points 6-8 above, we should never disclose inappropriately to a third party
10. Follow the Church's Protection Policy in as much as it relates to substance abuse.
11. The Eldership of the Church will be kept informed of any issues of substances misuse without the mention of any names.

Alcohol Policy

The Beacon Church adopts a basic no alcohol on site policy. This covers all areas of the work, including party's and social functions. The policy includes the storage and consumption of alcohol and covers the entire church premises.

Smoking and Vaping Policy

The Beacon Church has adopted a policy of health education and as the effects and dangers of smoking and vaping are well known we have adopted a **NO** smoking policy.

- There will be no smoking by any worker whilst on duty and engaged in youth work with young people at any venue, inside or outside
- The entire church premises constitutes a no smoking area at all times.
- We actively discourage smoking outside of the centre
- People who are legally allowed to smoke will be requested not to do so during offsite church/group activities.

Bullying Policy

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Bullying is reoccurring anti-social human behaviour that aims to physically, mentally or emotionally intimidate others, causing stress and/or anxiety to the victim. It is a willful and conscious act, which can cause distress or hurt to another individual or group of persons. The bully will often see the results of their actions as trivial or inconsequential, despite the actual pain and hurt caused to the victim.

The Beacon church response to bullying will always be zero tolerance.

Where bullying is identified as happening within our groups or organisations it will be made clear that it must immediately stop. If considered appropriate the victim will be supported in reporting this to the appropriate authorities and both parties will be offered pastoral support and guidance as to future behavioural changes.

If the situation cannot be resolved easily within the group and there is a need to reinforce the seriousness of past behaviour, temporary or permanent exclusion from the group or activity will be considered as an appropriate sanction in serious cases. Where a temporary exclusion is deemed to be potentially necessary, the parties concerned will be asked to meet with their relevant leaders and representative Elders of the church in writing with the full purpose of the meeting being set out. Parties will be encouraged to bring parental or other appropriate support to these meetings and also expert advice will be invited by the church in the form of Synod employees attending.

Should the need for an appeal of any decision be necessary then the party concerned will be invited to meet with the church leadership (excluding the Elders who met on the original panel) in order to review process rather than decision.

As an organisation, we cannot offer any guidance nor try to help in any problems that stem from other sources – i.e. problems at school or work, even if the issue is between people who attend our groups together apart from to the extent that the problem clearly continues within our care. Should a child, young person or vulnerable adult bring anything like this from outside to your attention, we must inform them that we are not able to advise on solving their problem. However, should they clearly choose to talk further with us as trusted pastoral leaders we can support them in the following ways:

- Listen – often they don't want you to 'fix' their problem, they want someone to listen
- Ask them if they have told their parents/carers or a teacher/employer etc as these people are the ones who are likely to be able to help in these external situations.
- If the person who has confided in us requests that we attend with them whilst they make such a disclosure our role must only be as pastoral support and we must not involve in making any disclosures ourselves
- If the problem is between children, Young People or vulnerable adults who attend the same group with us, we will do our best to not aggravate the problem by allowing them to not have to be in the same groups for games/discussions etc.

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Video and Photo Usage

Specific Consent form(s) must be completed and signed by the parents or legal guardian, prior to any video or photographic footage of young people aged 0 to 18 is taken and published. The consent form allows for the usage of video and photographic footage on our data projection screen, and public sites such as: www.churc.co.uk, and the church's Facebook page.

All adults will be made aware whenever photography or filming is taking place for church use, and given the option of sitting "off camera".

Under no circumstances should video or photo footage of under 18s be taken and/or used without a completed consent form, and any church owned photo or video of unwilling adults must be destroyed and certainly not used in any public way.

Offsite Visits (for groups of all ages)

This is to be read in conjunction with the Safeguarding Young People and Vulnerable Adult policies and procedures which The Beacon ChURCh have adopted. It is essential that any member of staff involved in offsite activities be familiar with this policy.

The group leader and other staff have ultimate responsibility for young people and vulnerable adults in our care at all time, even when the group is under the instruction of a third party. The form below must be completed and given to an appropriate leader who is not on the trip/activity. When the group has returned, the form will be kept with the other detail from the trip, including relevant consent forms, in the church filing cabinet.

On all visits, the leader in charge must ensure that the following form is completed:

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Trip & Activity Information

To be completed by leader	
Name of Group:	
Area Visiting:	
Reason for Visit:	
Leader in Charge:	
Emergency Contact No:	
Mode of Transport:	
Location of Activity:	
Time of Activity:	
Leaders attending:	

Completed by: Date: Time:

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Trip & Activity Checklist

Item To be checked	Confirmation (Include tick and your initials)
1. Overall leaders competence to deliver activity (includes DBS checks, policies signed etc)	
2. Correct insurance cover in place	
3. Qualified first aider present	
4. Correct Staffing ratios	
5. (children and youth only) Consent forms completed & present inc medical & emergency information for each young person	
6. (Children and youth only) Parents/Carers have been informed of the activity (to be done at least 7 days before date of activity)	
7. Adequate transport (inc insurance) arranged	
8. Risk assessment completed	
9. Register of leaders & young people completed (to be completed on departure and return of the trip)	
10. Mobile phone available for the trip duration	

Completed by: Date: Time:

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Safeguarding Policy

Last Review Date: 2020-03-14

History of Changes:

2018-04-04	Martin Woolley	Initial Review Version
2020-03-14	Martin Woolley	Reviewed and updates to contact info.

Current Version: 1.0

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Introduction

The Beacon Church has adopted the U.R.C.'s good practice procedures: 'Safeguarding Policy for local churches', as our working protection policy with reference to the URC Children & vulnerable adults handbooks.

Please ensure you are familiar with the contents of the document. The full policy is kept in the church office, in a black file marked 'Good Practice policies' at the back of the room, on the top shelf. Please do not remove this file from the premises.

This policy contains information on safeguarding children, young people and vulnerable adults and what to do if you have a concern regarding an individual's welfare*. It clearly states the procedure we should all adopt and our responsibilities towards those who we work with. A referral process is included in an easy to follow flow chart.

Persons responsible for the adoption of the Canford Heath Church's Safeguarding Policy:

1st Link Person (first point of contact) – Bobby Wood – safeguarding@churc.co.uk

2nd Link Person (second point of contact) – Sue Stanyon – safeguarding@churc.co.uk

Reporting Officer – Martin Woolley – secretary@churc.co.uk – Tel: 07791931277

Useful wider contact details:

Synod Safeguarding Officers (Child and youth specific)

Ruth White – cydo-s@urcwessex.org.uk – Tel: 07918 647955

Philip Ray – cydo-n@urcwessex.org.uk – Tel: 07787 171678

Synod Safeguarding Officers (Adults specific)

Sharon Bar – safeguarding@urcwessex.org.uk

Churches Child Protection Advisory Service 24 hour helpline: Tel 0845 120 4550

(NB This should only be used for urgent advice if you are unable to contact the Synod Safeguarding Officer who works outside ordinary office hours)

NSPCC Tel: 0808 800 5000

Local Authority Designated Officer (LADO) and team.

Out of Hours Team Tel: 01202 738256

Poole's multi agency safeguarding hub – Tel: 01202 735046

Borough of Poole Childcare Team – Tel: 01202 262274

If you have a concern, and / or have been confided in, you should contact the link person named above (in the stated order) through your group leader. The link person will then assess the need for reporting as appropriate and reassure the individual making any disclosure. The link person is responsible for logging the incident and liaising with the reporting officer to confirm all processes have been correctly followed. All disclosures should be notified in this way and no group member should take the decision whether or not to proceed

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DBS Policy addendum

The below addendums are appropriate in the Beacon Church context and in no way contravene the URC guidelines.

New Appointments and DBS Checks

All team members above the age of 16 [i.e. who help more than once per calendar month] must be DBS checked (for children and Vulnerable adults). New appointees and interested parties can be involved in ongoing work, but only under strict supervision, whilst appropriate Disclosure and Barring Service (DBS) checks are being completed.

Anyone over the age of 18 who's normal duties include caring for, training, supervising or being in **sole charge** of anyone under the age of 18 is required to be DBS checked. No one may undertake a position of overall leadership prior to a completed DBS check. All team members will be required to read and abide by the policies of the Beacon Church, and sign a declaration to show their willingness to work with the give structures. They are also required to receive regular training in these areas.

Any individual who declines to have a DBS check done immediately bars themselves from any form of leadership/ministry within the whole church and its organisations.

Transfer of Disclosure

New appointees who already have a disclosure for a recognised statutory organisation may be able to use an existing DBS as long as the activity is similar to that which the original was taken for. They will be requested to apply for a fresh one three years after the date of the DBS. However, if the appointee is already part of a team, for example, transferring from youth work to a prayer team, it is unlikely that a fresh disclosure will be required – as long as they still have a current DBS and it hasn't expired.

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The United Reformed Church



Safeguarding Policy for local churches

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Designed by Church House graphics office
Printed in Church House, The United Reformed Church
86 Tavistock Place, London WC1H 9RT



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Introduction

Safeguarding is taken seriously by

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We acknowledge children's and adults' right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. We consider that the welfare of children is paramount. We will follow legislation, statutory guidance and recognised good practice in order to protect vulnerable people in our church.

We will seek to establish a caring environment in which there is an informed vigilance about the dangers of abuse.

We will implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent and to be alert to such abuse.

We will appoint a Safeguarding Coordinator and Deputy Safeguarding Coordinator, who will have specific responsibilities for safeguarding, although we recognise that safeguarding is a whole church responsibility. The Safeguarding Coordinator is the person to whom all concerns or allegations should be addressed. In the absence of the Safeguarding Coordinator, the Deputy Safeguarding Coordinator should be contacted. Their contact details can be found in Key Contacts, P7.

We will organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and adults.

We will follow a safer recruitment process for the selection and appointment of people to work with children or adults at risk, whether voluntary or paid, lay or ordained.

We are committed to providing support, supervision, resources and training to those who work with children and adults.

We will use rigorous and careful supervision to protect people from the risks associated with known offenders within the congregation, including implementing contracts with known offenders and those who have been assessed as posing a risk.

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

All concerns and allegations of abuse will be responded to appropriately, including referring to the statutory authorities if necessary.

We will co-operate with the statutory authorities in any investigation, will follow multi-agency decisions and will maintain confidentiality of any investigations to those directly involved.

We will refer concerns about staff – volunteers and paid, lay and ordained – that meet the relevant criteria to the Local Authority Designated Officer.

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Our *Safeguarding Policy Statement* is attached as Appendix A1.

Aim and purpose of this policy

The aim of this policy is to provide 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 those who attend our church
- our trustees and staff (both paid and voluntary)
- organisations who hire our building with agreement to operate under the church safeguarding policy

The policy and procedures should be interpreted in the light of the most recent URC good practice guidance. Children and parents/carers will be informed of this policy and our procedures.

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

Duty of care and confidentiality

We have a duty of care to all beneficiaries of the church, whether adults or children. We will maintain confidentiality at all times, except in circumstances where to do so would place the individual or another individual at risk of harm.

Preventing abuse

The church will appoint Safeguarding and Deputy Safeguarding Coordinator(s) for safeguarding children and adults. A job description is attached as Appendix A2.

Activities will be organised in accordance with URC good practice guidelines so as 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 consent forms will be used (for children's activities), 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 and will ensure that these procedures are followed, which include:

- asking applicants to complete an application form
- providing workers with job descriptions and person specifications
- completion of self declaration forms
- obtaining Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks wherever legally entitled to do so

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- taking up two references (not from family members)
- interviewing candidates

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

All trustees, paid staff and volunteers will work within a code of conduct (code for workers attached as Appendix A3) and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of working with us.

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

Organisations wishing to hire our building for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement. If they have their own safeguarding policy, they will be asked to provide a copy.

If they do not have their own safeguarding policy, the church will encourage them to adopt one before agreeing to the hire, or may agree that they can follow the church safeguarding policy and procedures.

What are we protecting people from?

The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at Appendix A4. The definitions of abuse in relation to adults is attached as Appendix A5.

How to recognise abuse

It is important to be aware of possible signs and symptoms of abuse. Please see Appendix A6 for those relating to children and Appendix A7 for those relating to adults at risk. Some signs could be indicators of a number of 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. They 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.

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 / or an allegation of abuse against someone, 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

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- informs the church Safeguarding Coordinator as soon as possible (if they are 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 A8). This should be given to the church Safeguarding Coordinator 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 and a decision made as to whether the concern warrants a referral to statutory authorities (see Key Contacts, P7 for the relevant statutory contacts)
- A confidential record will be made of the conversation and the circumstances surrounding it using the template at Appendix A8. 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 increased risk. If the statutory authorities are involved, they should be consulted beforehand
- The Synod Safeguarding Officer should be kept informed of any serious concerns

If someone in the church is alleged or known to have harmed children or adults we will inform the Synod Safeguarding Officer so that they can offer advice and support, and we will contact the relevant statutory authority.

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

For any concerns relating to children, the Local Authority Designated Officer (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 LADO. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by the LADO about when to inform the worker and the church will follow this advice. For LADO contact details, see Key Contacts, P7.

For concerns relating to adults, Adult Social Care will be contacted. See Key Contacts, P7 for details.

In accordance with the law, a referral will be made to the DBS / PVG if the church withdraws permission for an individual to engage in work with children / adults at risk OR would have done so had that individual not resigned, retired, been made redundant or been transferred to a position because the employer believes that the individual has engaged in relevant conduct, satisfied the harm test or committed an offence that would lead to automatic inclusion on a barred list.

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In such cases, a report will also be made to the Charity Commission, as they deem such a referral to be a 'serious incident' and requires notification.

Concerns, Complaints and Compliments

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

See front page for

See front page for list off current office holders, contact first link person in the first instance

If 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.

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:

Date of the next review:

Signed:

(on behalf of the church Elders)

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Appendix A1 Safeguarding Policy Statement

The Beacon United Reformed Church

The following statement has been agreed by the leadership of *[insert name of church]*

This church is committed to the safeguarding of children and adults at risk, and to ensuring their well-being.

- We believe that all children and adults at risk should know that they are valued within the church and safely enjoy and have access to every aspect of the life of our church
- We respect the personal dignity and rights of children and adults at risk (for example, as set out in the Human Rights Act 1989 and the United Nations Convention on the Rights of the Child) and will ensure that our policies and procedures reflect this
- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children under 18 years of age
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, emotional, financial, discriminatory abuse and neglect of adults at risk
- We recognise that domestic abuse affects both adults and children and believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living
- We will report any abuse of children or adults at risk that we discover or suspect
- Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency
- We recognise that Children's Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child, and that Adult Services do so for adults at risk
- We acknowledge that Local Authority Designated Officers (LADOs) or the equivalent in Scotland and Wales have responsibility for dealing with all allegations and concerns about people working with children, whether paid or voluntary workers, lay or ordained
- We recognise that safeguarding is a whole church responsibility

We are committed to:

- The establishment of a loving environment, which is safe and caring, and where there is an informed vigilance about the dangers of abuse
- Following the relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults at risk

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- Ensuring that we keep up to date with national and local developments relating to safeguarding
- Building constructive links with the relevant Voluntary and Statutory Authorities
- Taking all reasonable steps to ensure that as a church, everyone works within the agreed procedures of our safeguarding policies
- Supporting the Safeguarding Coordinator and Deputy in their work and in any action they may need to take in order to protect children and adults at risk
- Following safer recruitment principles in the appointment and selection of all those who work with children and adults at risk, be they volunteer or paid staff, lay or ordained
- Supporting, supervising, resourcing and training all those who undertake work with children and adults at risk
- Ensuring that the children and adults we have contact with know that they are valued and feel empowered to tell us if they are suffering harm
- Reporting any abuse of children or adults at risk that we discover or suspect
- Supporting all those in our church who are affected by abuse
- Supporting and supervising those who pose a risk to children or adults at risk, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount
- If an assessment is made that someone poses an unmanageable risk to those in need of protection and could not safely attend our church, we will ensure that they continue to be offered pastoral care and will signpost them to appropriate agencies for support

Name: Martin Woolley

(on behalf of the church leadership)

Signed:

Date:

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Appendix A2

The Role of a Church 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 procedure 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 procedure 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 others in the church aware of the church safeguarding policies and procedures, as well as URC guidelines.
- 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 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 contacts 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 Local Authority Designated Officer (LADO) or the equivalent in Scotland and Wales of a concern or incident.

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- To take appropriate action in relation to any safeguarding concerns which arise within the 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 at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.
- To report summary safeguarding information annually to the Synod Safeguarding Officer 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 congregation, including both paid staff and volunteers.
- To update their own safeguarding training every three 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.

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Appendix A3

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 or young people. Therefore, all workers should 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.

All workers should agree to the following code of conduct when working with children and young people:

- 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 child or 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 everyone 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 use 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 sight of other people
- Do make sure that any electronic communication is done with parental consent and is transparent, accountable, recorded and adheres to safeguarding policies
- Don't keep communication with children secret, while still respecting appropriate confidences
- Do have a designated photographer to take, store and share photos of your group's activities, in line with URC good practice guidelines

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- Don't take photos or videos without consent, store them in a safe place designated by the church and only use them in the ways agreed, in line with URC good practice guidelines
- 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 tell the church Safeguarding Coordinator if you have any concerns about a child's welfare
- Don't promise to keep something secret if it is about a child being harmed or 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 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 and young people

on behalf of

[church name]

Name of worker:

Signed:

Date:

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Appendix A4

What is abuse and neglect of children?

The below definitions are taken from Working Together to Safeguard Children 2013 and apply to England. Please note that there are national variations for Scotland (National Guidance for Child Protection in Scotland 2014) and Wales (All Wales Child Protection Procedures 2008).

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 from 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,

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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.

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Appendix A5

What is abuse of adults at risk?

Abuse is a violation of an individual's human and civil rights by any other person or persons. 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.

Physical abuse

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Psychological or emotional abuse

These are acts or behaviour, which cause mental distress or anguish or negate the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk's emotional health and development or any other form of mental cruelty.

Sexual abuse

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Neglect or Act of Omission

This is the repeated deprivation of assistance that the adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

Financial or material abuse

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

Discriminatory abuse

This is the inappropriate treatment of an adult at risk because of their age, gender, race, religion, cultural background, sexuality, disability, etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

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Appendix A6

Signs of possible abuse in children

Institutional abuse

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

• Physical abuse

Physical signs include:

- Unexplained injuries
- Injuries that are inconsistent with the explanation
- Injuries that reflect an article being used e.g. an iron
- Bruising, especially the trunk, upper arm, shoulders, neck or finger tip bruising
- Burns/scalds, especially from a 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

Factitious illness by proxy

- This is a 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 and a dependency on medical attention has developed in the mother. It is very difficult to diagnose/evidence.

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Female Genital Mutilation

- A cultural (not religious) procedure whereby parts of female genitalia are removed – also referred to as female circumcision. This is normally undertaken on pre pubescent girls who are either taken abroad for procedure or “practitioners” come to the UK. There can be no anaesthetic and no sterile equipment used. Complications include serious infection, septicaemia, numerous gynaecological problems and in some cases, death.

• Emotional abuse

The classic description of emotional abuse is a “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

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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

• 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 the child's 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

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Appendix A7

Signs of possible abuse in 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

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

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

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

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

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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

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Appendix A8

Safeguarding Incident Recording Form

Basic information	
Full name of child, young person or adult concerned	
Address (including postcode)	
Email address	
Telephone number	
Date of birth	
Date and time of incident	
Location of incident	
Other people present (witnesses)	
Record of incident	
<p>Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.</p> <p>Include details such as tone of voice, facial expression and body language.</p> <p>Record what you said as well as what the child, young person or adult said.</p> <p>If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.</p>	

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Who has been spoken to about the incident?

Position/Organisation	Name	Email	Telephone number
Church Safeguarding Coordinator			
Synod Safeguarding Officer			
Children's Services			
Adult Services			
Police			
NSPCC			
Parent/Carer			
Other (please state role and organisation)			

Feedback and follow up actions (continue on a separate sheet if necessary)

Name:

(person who completed this report)

Position held in the church:

Signed:

Dated:

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Confidentiality Policy

Last Review Date: 2020-03-14

History of Changes:

2018-04-04	Martin Woolley	Initial Review Version
2020-03-14	Martin Woolley	Reviewed

Current Version: 1.0

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Contents

1. Introduction
2. Storage and Access
3. Handling
4. Usage
5. Retention
6. Disposal
7. Within all Church Groups

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Introduction

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applications for positions of trust, The Beacon Church complies fully with the DBS code of practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

As a church we also collect personal information about our congregation, in the church and in the groups that meet as part of our church. Please see our Data Protection Policy for further information.

Storage and Access

- Information which is gathered for specific purposes, i.e. medical and emergency contact information (youth and children's groups) or people known to the Beacon Church, information will always be stored in a secure, non-portable filing cabinet
- Electronic information will only be stored on a computer agreed by the church eldership, and only accessed by those who are entitled to as part of their work
- Disclosure information will never be kept on an applicant's personal file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties

Handling

- Information gathered will only be seen by those who are entitled to as part of their work
- We will always comply with a legal obligation i.e. allowing a policeman with a search warrant (DPA 1998)
- In accordance with section 1245 of the police act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage:

- The information gathered will only be used for the purpose for which it was gathered.
- Disclosure information is only used for the specific purpose for which it was requested and for which the applicants' full consent has been given.

Retention

- The data will not be kept for longer than stated by our Data Protection policy
- Once a recruitment (or other relevant) decision has been made, we do not keep disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is

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considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the unusual conditions regarding safe storage and strictly controlled access will prevail.

Disposal

- Once the retention period has elapsed, we will ensure that any contact information or Disclosure information is immediately suitably destroyed by secure methods i.e. by shredding, pulping or burning.
- However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Within all Church Groups

- Participants are reminded that what is said within the group needs to remain confidential within the group.
- The only exception to this is if a disclosure is of a nature where harm is a concern, then the participant will be reminded that the information will need to be passed on to an appropriate person for legal reasons.
- All groups are reminded that the Elders (or their substitute) are an ex-officio member of all church groups and therefore any pastoral information shared openly in the groups may possibly be shared with them, to aid them in their roles within the life of the church.

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Lone Worker Policy

Last Review Date: 2020-03-14

History of Changes:

2018-04-04	Martin Woolley	Initial Review Version
2020-03-14	Martin Woolley	Reviewed

Current Version: 1.0

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1. Introduction
2. Why lone working may be necessary
3. Where lone working happens
4. When lone working will happen
5. The positives of lone working
6. The dangers of lone working
7. How to make lone working safe

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Introduction

Lone working is not something that as a church we would seek to pursue or encourage. However, we recognise that on occasion is a necessary part of working with and caring for the young people and adults in our community.

We define lone working as meeting with someone on a one-to-one basis.

This policy is for the use of any employee's or volunteers of The Beacon Church. We recognise that anybody working on behalf of the Beacon Church in an official capacity will use this policy to help the work that we do be beneficial too everyone.

Why lone working may occur

- Lone working may occur when a young person or a visitor comes to the church without a prior appointment.
- It may happen by accident – Meeting starts with other people around who then leave.
- Lone working will occur when any 2 people meet alone together for church work.
- A young person/vulnerable adult or member of the congregation may specifically request a one-to-one meeting for a specific purpose or for guidance.
- On rare occasions it may be necessary to give another person a lift in a car.

Where lone working will occur

- Where possible lone working will happen within The Beacon Church premises.
- When meeting in the premises it is important that it happens in a place where you are able to be seen but not heard. If meeting in an office, a door will be kept open – where possible meeting in the Prayer Lounge is preferred where the windows make the meeting visible.
- If it's not possible for the meeting to happen within the church building, then the meeting will happen in a suitable public place such as a coffee shop etc.
- Lone working will NEVER happen in a house of either the leader or the person requesting the meeting without advance notice being given to a member of the leadership team and a lone working form filled out as soon as possible after the meeting.

When lone-working will happen

- Preferably meetings will be at a pre-agreed time and place making sure that others are aware i.e. parents of young people, and other workers.
- Ideally these will be times when other people will be in the church building.

The positives of lone working

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- One to one conversations enable people to be more honest with what they want to chat about, without the worry of thinking of other people sitting there and listening.
- Young people will often seek the person who they feel they have made a connection with.
- It enables the leaders to get to know the other person as an individual rather than as part of a group.
- It means that the leader can hear about the issues that a person is facing at a particular time
- Lone working means that the person who is being met with feels valued and trusted.

The dangers of lone working

- One-to-one meetings can potentially allow for conversations to occur that would be considered risky.
- Behaviour of both the leader or the person being met, may be misunderstood.

How to make lone working safe

- Meeting with people will be, where possible, at prearranged time and place.
- The leader meeting with the one-to-one will complete a Lone Working Form, available below.
- Completed forms will be kept on the Churches database cabinet where they will remain confidential, and will follow the same procedures set out in our confidentiality policy and data protection policy.
- The purpose of the meeting will be clearly agreed beforehand, meaning that start times and a finishing time will be agreed and stuck to as much as possible.
- When meeting with a young person, the meeting will be arranged in consultation with their parent/carer.
- When a meeting is arranged, the leader attending the meeting will inform another appropriate church representative of the meeting, ie Church elder or team member.
- Any leader who may lone work will need to be informed of who to inform if sensitive information is disclosed.
- If meeting out of the church building the leader and the person being met will travel separately, and meet at the agreed venue
- If sharing a car is necessary for any reason, where possible the person should let another appropriate adult know, i.e. another leader – a parent etc, If transporting a young person they must sit in the back.

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Lone Working Form

Remember the main reason for someone asking to meet with you will not necessarily be for you to load them with advice. Try to listen to what they are saying, perhaps saying their words back to them.

Name of Leader:	Name of person being met:
Agreed Venue:	Agreed time:
Reason for meeting: (i.e. young person requested a meeting)	
Issues discussed:	
Specific comments made/suggested:	

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Health and Safety Policy

Last Review Date: 2020-01-29

History of Changes:

2018-04-04	Keith Gubbins	Initial Review Version
2020-01-29	Keith Gubbins	Reviewed

Current Version: 1.0

Introduction

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This is the statement of general policy and arrangements for:	The Beacon Church
Overall and final responsibility for health and safety is that of:	The Beacon Church Trustees (Eldership)
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	The Beacon Church H&S Officer

The Eldership of this church is committed, so far as is reasonably practicable, to providing a safe and healthy environment and conditions for its staff and volunteers, church members, all involved in its activities and all who use its premises. This policy outlines how this can be achieved and incorporates the requirements of the following:

- Health and Safety at Work Act 1974 (and the regulations made under it.)
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Food Safety Act 1990, and EU food hygiene law (as interpreted by the Food Standards Agency).

However, the policy goes beyond statutory requirements in some areas, as a matter of good practice and care for all people involved in church life (e.g. provision of basic first-aid provision during church activities.)

The policy will of course be most effective if all church staff and volunteers, other church members, and those who participate in church activities or use its premises, do the following:

- Take reasonable care for their own health and safety and that of others who may be affected by what they do or not do.
- Cooperate with the church on health and safety.
- Correctly use work items provided by the church (including personal protective equipment) in accordance with training and instructions.
- Not interfere with or misuse anything provided for health, safety or welfare.

This policy and procedures should be interpreted in the light of detailed advice and guidance from sources such as:

- the PLATO Property Handbook, produced by the United Reformed Church's network of Property, Legal and Trust Officer's, available at <http://www.urc.org.uk/plato-property-handbook1.html>
- the Beacon church polices on good practice guidance for safeguarding, available
- Health & Safety Executive, <http://www.hse.gov.uk>

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1. To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from church related activities.

Name of responsible person(s): H&S Officer, Fabric Elder and Activity Overall Leader(s)

Risk assessments

Risk assessments will be completed for the church premises and church activities. Actions arising out of those assessments will be implemented. Risk assessments will be reviewed at least every year, or sooner if changes are made to church premises or church activities.

They will include:

- A general risk assessment completed by the church health & safety officer.
- Specific risk assessments completed by employees and volunteers for the groups / activities and events which they organise. These risk assessments will take account of children's changing needs as they grow and develop and will be mindful of needs resulting from physical and learning disabilities and factors that may make some children and adults more vulnerable than others.
- Specific risk assessments completed for each off-site activity. If transport is organised by the church, then the risk assessment will include travel arrangements and measures will be taken to ensure: qualified and safe drivers; roadworthy vehicles' suitable insurance cover; and use of seat belts or appropriate car seats or booster cushions.

Group / activity leaders should carry out a quick visual inspection of the area being used for their meeting / event / activity before starting, note any concerns, take whatever immediate action is possible to reduce the risk of harm, and report any concerns to the health & safety officer as soon as possible after the event.

Electrical issues

Misuse and abuse of electricity is a significant cause of fires and injury.

Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:

- Visually check all electrical equipment before use.
- Report all faults immediately to the responsible person.
- Do not attempt to use or repair faulty equipment
- Electrical equipment should be switched off and disconnected when not in use for long periods.
- Electrical equipment which is brought onto the premises and used should be tested by the approved person and entered in the electrical equipment record.
- Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

Manual handling

We will eliminate the need for manual handling as far as is reasonably practicable.

Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible. The necessary training will be given to all employees and volunteers who are required to undertake manual handling as part of their church work.

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Contractors

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:

- Provide a copy of their own health and safety policy (where required by law)
- Provide evidence that they have appropriate Public and Employers' Liability insurance in place.
- Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
- Contractors may only use sub-contractors or persons other than their own direct employees with permission from the church. However, responsibility will remain with the contractors.
- All contractors will be given instructions regarding the areas where they are permitted to work, the extent of the work they are authorized to undertake, and any safety precautions they must take.

2. To provide adequate information and training to ensure employees and volunteers are competent to do their work

Name of responsible person(s): Beacon Church Leadership team and Booking Officer.

Staff and volunteers will be given necessary health and safety induction and provided with appropriate training.

Other building users (e.g. organisations letting the church premises) will be given necessary health & safety information, including a copy of this policy and a risk assessment for the premises.

3. To engage and consult with employees and volunteers on day-to-day health and safety conditions and provide advice and supervision on occupational health

Name of responsible person(s): H&S Officer and Beacon Church Leadership team

Staff and volunteers will be routinely consulted on health and safety matters as they arise and formally consulted for annual health and safety review meetings (or sooner if required.)

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4. To implement emergency procedures - evacuation in case of fire or other significant incident - to fulfil the obligations under the Regulatory Reform (Fire Safety) Order 2005.

Name of responsible person(s): H&S Officer and Building Fabric Leader

Fire risk assessment reviewed annually (either separately or as part of the annual health & safety review).

Fire detection, warning and evacuation procedures are tested regularly and updated as necessary.

Fire drills will be held regularly for the whole church and particular groups, especially for groups involving children or people with a disability. Evacuation procedures are to be reviewed when there is a change to the building layout and prior to any major event.

Fire/Emergency exits clearly identified with the appropriate signage and emergency lighting systems installed where required.

Fire alarms, smoke detectors and firefighting equipment (e.g. fire extinguishers) should be in place, regularly tested and properly maintained by a competent technician or electrician.

5. To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances

Name of responsible person(s): H&S Officer and Building Fabric Leader

Basic provision for employees and volunteers

Adequate heating and lighting, toilets, washing facilities and drinking water will be provided for the use of employees and volunteers.

Regular inspection and maintenance of premises

Quarterly inspections of premises and grounds, to include:

- General cleanliness and tidiness (as a build-up of debris is a fire risk)
- Adequacy and proper functioning of lighting, heating and ventilation (especially checking that light bulbs working well in areas where there is no natural light)
- Ease of access and movement (particularly checking that doors and corridors are free from obstruction, especially any emergency exits and evacuation routes)
- General fabric of building.

Any defects noted are immediately reported to the designated person and the procedures put in hand for repairs. Where necessary, temporary measures are taken to minimise the risk of accident or injury until permanent repairs can be carried out.

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Regular inspection, testing and maintenance of equipment and machinery

A list should be kept of any equipment or machinery with date and outcome of last inspection. Regular inspection, testing and maintenance of any equipment or machinery (e.g. ladders, scaffolding towers, mowers & other garden equipment, electrical equipment and sockets, heating and cooking appliances, children's play equipment, etc). Prompt action should be taken to address any defects.

The Inspection, testing and maintenance regime should specifically include:

- An annual check of any gas boiler and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register.
- An annual check of any oil-fired appliance by an OFTEC registered engineer
- an annual test of any portable electrical equipment (PAT test) by a competent person
- A five-yearly inspection and test of the fixed electrical system by a competent contractor (Who is NICEIC, ECA or NAPIT certified).

Any necessary work required for safety will be implemented immediately.

Storage and use of hazardous substances

- Where possible, the storage and use of hazardous substances will be avoided.
- A list of all hazardous substances used on the church premises will be kept, including all substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidizing or dangerous for the environment'.
- For each hazardous substance the following will be recorded: name of substance, hazard type, a safe method of storage, protective clothing required, and procedure in the event of an accident. (Data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.)
- Chemicals should not be stored in unmarked containers and should not be mixed.

6. Food hygiene regulations governing the preparation and Storage of foodstuffs will be followed.

Name of responsible person(s): Activity Overall Leader

Registration

The church will register with the local authority if required. This is only likely for a church where a regular activity involves supplying hot food once a month or more frequently. (For more details, see <http://multimedia.food.gov.uk/multimedia/pdfs/hall-provision.pdf>)

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Training

We will ensure that all food handlers have received adequate instruction and training (e.g. the Basic Food Hygiene Certificate) and are aware of good practice in food preparation, handling, storage, and disposal of waste.

Risk assessment

We will ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures. Extra care will be taken when preparing and serving food for under-fives, expectant mums, people with serious medical conditions and the elderly.

Hygiene

Workers will follow good personal hygiene (e.g. hand-washing and hair-tying) and all surfaces coming into contact with food during preparation will be clean before use.

Outside Organisations

We will ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

7. Basic first-aid provision will be available during church events activities whenever this is reasonably possible

Name of responsible person(s): Activity Overall Leader

Designated first-aiders

A team of designated first-aiders will be maintained, who will be trained in administering basic first-aid. A list of designated first-aiders will be kept up to date with expiry date for current training.

First aid kits

First-aid kits will be kept on the premises in easily accessible and well-signed locations:

Use of first-aid equipment will be reported to the responsible person after use and contents replenished as soon as possible to keep it fully stocked.

Reporting accidents

Church staff and volunteers, and leaders of other organisations using the church premises, will be instructed to report accidents so that they may be recorded in the accident book / accident record sheets on an accident form and record of accidents will be regularly reviewed. The accident book / accident record sheets are located:

[Church Office](#)

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8. Serious accidents and ill health at work are reported under RIDDOR regulations

Name of responsible person(s): The Beacon Church Trustees (Eldership)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be followed. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities. So must other diseases and certain dangerous occurrences, as defined by the regulations. These can be reported online at www.hse.gov.uk/riddor and records kept by the church.

There are three requirements for reporting, as follows:

- Serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508.
- Accidents involving the injured person losing more than seven consecutive days work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within fifteen days on form F2508.
- Reportable diseases must be reported in writing on form F2508A. (This will be required only if the employer receives a written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. (Reportable diseases are defined by regulations but include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.)

See www.hse.gov.uk/riddor for further details about these regulations including detailed definitions of what must be reported.

9. Health and safety law poster is displayed

Name of responsible person(s): H&S Officer

10. Review and monitoring of this policy

Name of responsible person(s): H&S Officer

This policy will be reviewed, monitored and revised every 12 months (or sooner if church activities change significantly) and will be approved by the Elders Meeting and adopted by the Church Meeting annually

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IT & Communications Policy

Last Review Date: 2020-03-14

History of Changes:

2018-04-04	Martin Woolley	Initial Review Version
2020-03-14	Martin Woolley	Reviewed

Current Version: 1.0

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Introduction

The following policy is to be used by the different groups, and all the different work that happens as part of the work at The Beacon Church.

Communication and IT is of vital importance for the church to be able to work effectively with the people who attend our groups and our church. However, we also recognise that to protect those same people communication needs to happen in a secure and safe way.

We should also be aware that non-urgent pastoral communication should, where possible, not be initiated during unsociable hours (eg phoning or texting before 8am or after 9pm). Keeping "business communication" to "business hours" helps to avoid any misunderstanding as to the purpose of the communication.

In particular, those who are involved within the leadership of the church : The Minister (or their substitute – from here-on referred to purely as the Minister), Youth and children's pastor, the Elders, and any leaders within the midweek groups will be required to have read, understand and agree to implement this policy within in the groups that they are responsible for.

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General IT

Information technology is used on a daily basis within the life of the church and therefore must be considered essential to the on going work of the church.

- All IT equipment provided for use by either an employee or volunteer of the church remains the property of the church and at no point should be considered to be 'owned' by an individual.
- Software can only be installed on any given computing device with express permission of the church IT officer.
- All software required for use by an individual should be available on the computing device provided.
- All church data must be kept securely on the churches online electronic cloud storage and must not be shared with out permission. See the churches data protection policy for more information regarding sharing of data.
- Every church computing device must have security software installed upon it to monitor for and catch malicious action and content.
- All church computing devices are to be used only for church work and must not be used to engage in any anti-social, criminal or morally unacceptable behaviour.
- It is forbidden to use church computing devices to generate and/or distribute material which is offensive to or ridicules others.
- The storage of offensive material on any computing device other than relating to safe guarding issues is forbidden and will be subject to disciplinary procedures.

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Internet

Internet access is an important part of modern society and therefore is provided by the church for those who have a need to use it. However, as a church we need to recognise the negative aspects of the internet and therefore below is a list of sensible guidelines on how to access and use it.

The positives of using the internet:

- The internet provides a space to share and consume varying content.
- Email, Social Networking and content sharing are only available because of the internet.
- Video, images and software can be easily accessed via the internet.
- Sharing of opinions and freedom of speech are enhanced through the use of the internet.
- Church content can be made easily accessible to all through the internet.

The negatives of using the internet:

- The internet contains content that is not appropriate for consumption by church employees and volunteers.
- The internet can be a distracting influence when working.
- Malware and malicious content can be easily or accidentally accessed via the internet.
- Software and copyright restrictions can be bypassed via the internet.

Using the internet safely:

- Use the Internet in a timely manner, closing it down once finished.
- Where possible use only secure web sites for providing information.
- Do respect the legal protections to data and software provided by copyright and licenses.
- Do take care not to express views, which could be regarded as defamatory or libellous.
- Do check all files before downloading from the Internet.
- Do not access sites that may contain illegal or explicit content that may cause offence.
- Do not download applications from any web sites unless explicitly authorised.
- Make sure that search engine safe search options are set to the highest safety rating.

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Email

Email is an effective and important part in communicating with a congregation – including both teenagers and adults. However, as a church we need to recognise the negatives and find ways to diminish the chances of such things happening.

The positives of using email:

- Speeds up communication without feeling like you've interrupted someone's day
- Enables people to think and pray before they respond.
- It means you can communicate with a large group of people quickly, ensuring they all get the same information.
- It is all traceable and therefore enables communication to be transparent and open.

The negatives of using email:

- When writing an email tone-of-voice isn't inserted, meaning things can be interpreted differently.
- Children/Young people/vulnerable adults may start a one-to-one conversation via email.
- People may begin – or continue a conversation that is inappropriate.
- Cannot replace face-to-face conversations for being able to encourage, support and care for people.
- People may say things that they wouldn't ordinarily say if in a conversation face-to-face

Using Email Safely:

- Leaders will never initiate a one-to-one conversation via email with a child/young person/or vulnerable adult. You may send an email to the person's email address, but another adult (preferably their parent/carer/designated Elder) must be cc in the email.
- If a child/young person/or vulnerable adult begins a one-to-one conversation via email with an adult, and the recipient chooses to reply, they should do so by copying in another adult (preferably their parent/carer/designated other Elder)
- The wording of emails must be chosen carefully, remembering that people can misinterpret due to the lack of tone of voice – make sure communication is read through thoroughly before clicking 'send'.
- Before entering into a conversation via email, consider if the conversation would be better to have in person, with other people present as appropriate.
- Those who have a CHURC email account must always send work related emails from this account (unless the server is not available, in which case a copy should be sent to at least one churc.co.uk account). Those without access to a churc.co.uk account should refer their requests for whole church or group emails to either the Church Secretary, the Minister or to the Youth and Children's Leader as appropriate.
- When sending an email to a group, the sender should place their name in the 'To:' address bar, place the name of another relevant leader in the 'CC:' address bar, and place names of those receiving the emails in the group in the 'BCC:' address bar.
- In the spirit of openness and accountability any "churc.co.uk" email account could potentially be subject to random checking by representatives of the church leadership as appropriate.

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- If you receive any email which is potentially inappropriate (either by content or due to the relative age of the sender) you will, as soon as humanly possible make either The Minister, Church Secretary or the Youth and Children's pastor (where appropriate) aware – DO NOT RESPOND and do not begin a conversation. The appropriate church leader will talk with the parties concerned.

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Social Networking Sites (SNS)

Social Networking Sites (such as Facebook, and Twitter) as a form of communication are becoming more and more popular. Recent research suggests that not only are more people using such sites than ever before, but that using Social Media can and does add to church community, and on the whole helps much more than it hinders.

Only the Beacon Church Facebook page administrators are able to begin posts – these may change from time to time but at present are the Church Secretary, the Youth and Children’s Pastor or relevant group leader, and Daniel Piggott-Genge (IT support).

Positives of using SNS:

- Is a great way of interacting with community in a general way – meaning that information is shared quickly and personally at the same time
- It can be, if used properly an extremely effective method for outreach
- Within a youth work setting, using a closed group means that content can be protected and kept appropriate, meaning that the only adults added as member of the page are DBS’d leaders
- Leaders and people are able to have conversations ‘out in the open’
- Pastorally, we are able to keep up with people and what kinds of weeks people are having etc.

Negatives of using SNS:

- Due to the nature of SNS being public – everything that gets put on can be seen by everyone – danger of inappropriate information being seen
- There is a potential for information/pictures being shared about others without their consent
- Because of the limited context there is every possibility that even clear and good messages can be misinterpreted and misunderstood
- People may begin a private conversation with a leader through private messaging
- Leaders may find themselves in inappropriate conversations in either public or private conversations

How to use SNS safely:

- Leaders of church groups are to be constantly reminded about their updates to any SNS (personal and Church) making sure that everyone thinks carefully about what they say and to whom. Make sure you read it through to consider how it will be read before you click ‘post’.
- All young people’s parents will need to sign a consent form before any pictures can be posted – even in the closed group (see safe guarding policy)
- If a child/young person/vulnerable adult initiate a private conversation via instant messaging through the webpage, do not reply via the same method. Inform a member of the Leadership team that this has happened. Reply on their ‘wall’ if appropriate or begin another conversation making sure that another leader is copied in.
- In order to protect everyone’s confidentiality and safety we cannot add parents (other than if they are added as leaders) to the closed SNS groups for young people. However, for openness and

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accountability we will encourage the parents to ask the young person to show them what has been said in the group, and/or add The Youth and Children's Pastor as a 'friend'.

- One-to-one meetings with young people will never be organised using SNS (see lone worker policy)
- If you find yourself in inappropriate conversations inform a member of the Leadership team as soon as humanly possible with a hard copy of the message. DO NOT REPLY and do not continue the conversation. These leaders (as appropriate) will talk face to face with the parties concerned.
- For legal as well as safety reasons we will always apply the same minimum age restrictions as stated on all SNSs

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Mobile Phone

Mobile phones have become a way of life for people, and if used correctly in the context of ministry and community, can be a great tool. However, with anything there are always pit-falls that need to be managed in order to use it well. If a mobile phone, either personal or supplied by church, is used to hold church related personal information then this must be kept safe and secure. If the phone is lost it must be communicated to the GDPR officer as soon as possible with an overview of what data was stored on the phone.

The positives of using mobile calls and texting:

- Having stored numbers on the phone means that people know that they will be known – cuts down on the likelihood of mischievous texts etc
- Can be used for group texts to pass information knowing that the recipients will receive it quickly
- For openness and accountability, the phone can be sync'd with a computer to store messages and communication
- It enables us in our ministry to keep people 'linked-in' with people in our congregation and groups
- Making mobile to mobile calls are cheaper than ringing a mobile from a landline

The negatives of using mobile calls and texting:

- There is a danger of being drawn into one-to-one conversations over texting – opening a chance of 'mischievous' texts
- People may see it as a private way of communication and therefore be less guarded.
- As with all texted base communications tone cannot be easily communicated.

How to use mobile phone call and texting safely:

- For openness and accountability work phones may be looked through at any time by Leadership Team as appropriate.
- Work phones should be locked when not in use, so that sensitive information such as numbers etc are protected.
- For young people, when a parental consent form is given out, they will give permission for the young person's mobile number to be stored on the youth work mobile. They will also have the option for their own number to be added to the youth phone if they so wish, meaning they will be able to get the same round robin messages as the young people
- A one-to-one meeting with a young person/vulnerable person (where/if appropriate – see lone worker policy) should not be arranged via texts etc. However, we do recognise that information i.e. running late etc will possibly be passed on by text.
- If you receive any kind of inappropriate texts or calls you must inform the Leadership Team as soon as possible, they will then contact and meet with the person/people (with parents if necessary) as appropriate
- There is no need for a young person's number to be stored on any other phone, other than the youth phone

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Landline

With mobile phones on the increase the landline is being used less and less, however, having a phone which is linked to the building for The Beacon Church is vital. Although mobiles are becoming more and more prevalent among young people, it doesn't mean that everyone within our congregation is happy, or able to communicate by mobile phone.

The positives of a landline:

- It means that people are sure that the number they are ringing is definitely linked to The Beacon Church.
- It enables people who are uncomfortable with the use of mobile phones to still be able to contact the church.
- Having an answer phone that is available for any of the Leadership Team or assigned individual(s) to check means that there is openness and accountability for people who are ringing in.
- It enables us in our ministry to keep people 'linked-in' with people in our congregation and groups

The negatives of using the church landline:

- There is a danger of being drawn into inappropriate one-to-one conversations over the phone
- People may see it as a private way of communication and be less guarded

How to use the church landline safely:

- Assess whether the phone call is appropriate to be having by phone, or whether it would be better to have the conversation face to face with another person present.
- Be careful with the language that you are using, make sure there is nothing that can be misunderstood.
- Make sure that where necessary you inform another person (as appropriate) of the conversation. Leaders should keep a log of calls made and received with varying amount of detail depending on the nature of the call.
- Where an appropriate conversation becomes less so, as the content or mood changes, it should either be sensitively ended, or at least a clear note of the conversation be recorded immediately afterwards.

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Paper Based Communications

With email as prolific as it now, paper-based communication is becoming a rarity, however, we recognise that this is still the preferred method of communication for some. It still has a place in our ministry here at the Beacon Church, and therefore we recognise it too can carry risks.

The positives of paper-based communications:

- It is a way to show people that we are interested in communicating with them and we want to take the time to do so
- It allows others to co-sign any letters as necessary
- Paper based communications allows more time to respond, it doesn't carry with it the same 'urgency' that email or text communication seems to convey.

The negatives of using paper-based communications:

- Any communication that must be posted will take longer until it is received by the person concerned.
- Paper based/handwritten letters or notes can seem more personal and therefore may possibly give the wrong impression

How to use paper-based communications safely:

- If a team member receives communications in the post which they consider to be inappropriate, they will show it to another relevant leader who will decide the best course of action. Suggestions for action needed may be:
 - Meeting the sender face to face. Making sure that the recipient and another appropriate adult is in attendance with the person who received the communication
 - By writing a letter back, having been co-signed by another appropriate adult so that the sender is aware that other people have seen their communications
 - Or to recognise that the situation can be monitored but that there needs to be no further communication at the time

Verbal communication

Face to face conversation is often the most appropriate way of enabling effective communication. Where this happens on a one to one basis the guidance contained in the Lone Worker Policy should be adhered to.

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Data Protection Policy

Last Review Date: 2020-03-14

History of Changes:

2018-02-14	Martin Woolley	Initial Review Version
2018-02-22	Martin Woolley	First Release
2019-11-08	Martin Woolley	Addition of Emergency Contacts
2020-03-14	Martin Woolley	Reviewed

Current Version: 1.1

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- 15. General Guidelines
- 16. Data Usage Roles
- 17. Data Privacy Statement
- 18. Basic Consent Form
- 19. Additional Data Consent Form

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General Guidelines

1. This Policy covers all aspects of data protection, whether in hardcopy or digital copy.
2. Personal data means anything that can identify a living person and can be a combination of elements from different sources.
3. Types of personal data about an individual include – name, address, any telephone numbers, email addresses, age, date of birth, names of family members and health or pastoral matters
4. Consent must be sort before any personal data can be kept and stored for any individual by using the consent form below.
5. Sharing of personal data to third parties is strictly prohibited unless if legally required to do so, but due process must be followed. Third parties include anyone who is not part of the church's defined data usage group.
6. The church's data usage group consists of the Trustees (Data Controllers) and any defined roles within the charity that need access to personal data (Data Processors). This list is defined below.
7. Previous members of the data usage group should not retain their own copies of any personal data in hardcopy or digit form. Confirmation must be sort by signed response that such data has been returned or deleted. Please use form below.
8. All hardcopy records containing personal data must be kept in a locked cupboard or filing cabinet on church premises.
9. All digitally stored personal data must be kept in the church's electronic data storage platform or must be kept on a church agreed laptop that is encrypted.
10. Data can only be held for the length of time indicated in the data privacy statement, with an annual review required to remove any expired documents
11. Any individual has the right to request a copy of their personal data held by the church.
12. Any individual has the right to request to have their data corrected, removed or transferred to another data controller.
13. All data requests are to be overseen by the church secretary.
14. Personal Data can only be used for church related activities as defined by the data privacy statement or as per the Additional Data Usage Consent form.
15. When contacting groups of people via email always put the email address in the bcc field.
16. For pastoral or prayer matters where individuals need to be identified seek permission that they are happy for this information to be communicated to a wider audience.
17. Only minute pastoral or prayer concerns where necessary and destroy or store securely details of these matters.
18. Best practice is to minimize what we keep to essential data only.
19. The utmost must be done to respect and keep everyone's privacy at all times.
20. Prayer lists must only be shared within the context of the church and destroyed once read.

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Beacon Church Data Usage Roles

- Leadership Team
- Finance Team
- Admin Team
- Youth and Children's Work Leaders
- Midweek small group leaders
- Safe Guarding Team
- URC Safe Guarding Team
- DBS Verifier
- Pastoral Support Coordinator
- Bookings Coordinator

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DATA PRIVACY STATEMENT

The Beacon Church – Canford Heath United Reformed Church

1. Personal data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

2. Data Controller

The eldership (serving elders) of Canford Heath United Reformed Church is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The eldership of Canford Heath United Reformed Church complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: -

- to administer membership records;
- to provide emergency contact information where appropriate;
- to maintain our financial accounts and records (including the processing of gift aid);
- to provide news and information about events, activities and services at the church;
- to fundraise and promote the interests of the church;
- to manage employees and volunteers;
- to enable the church to provide voluntary services for the benefit of the public in our local community;
- to provide contact details of officers and others with specific responsibilities (eg DBS signatories) to the synod office and Church House. This enables the synod and national administration of the United Reformed Church.
- to manage the lettings of Canford Heath United Reformed Church;
- to manage safe guarding requirements;

4. What is the legal basis for processing your personal data?

- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent; or
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement; or
- Explicit consent of the data subject has been given.

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5. Sharing personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties with your consent.

6. How long do we keep data?

We retain data on the following basis:

Record Type	Retention Period
Membership rolls	Indefinitely
Members, adherents, friends and emergency contact details	24 months after the last contact
Junior Church roll	until the child/young adult reaches the age of 19.
Junior Church contacts	24 months after the last contact
Gift aid declarations and paperwork	6 years after the calendar year to which it relates
Registers of Marriage	As required by the Registrar General (Indefinitely)
Register of Baptisms	Indefinitely
Register of Funerals	Indefinitely
Personal data relating to events for which additional information is gathered eg Church holidays	Disposed of immediately after the event unless anything has occurred which indicates that records should be retained for a longer period.
Records of attendance of children/young people and helpers	Indefinitely for safeguarding purposes
Photographs and videos of events	24 months after the event – selected items retained for historical records
Insurance Records	Indefinitely
Safeguarding matters	Indefinitely or until advised otherwise by authorities
Accident Books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 19)
Complaints (non-safeguarding)	3 years after resolution of complaint (unless further action is anticipated)
Minute Books	Indefinitely
Employee Records	6 years after the date of termination of employment
Pension Records (money purchase)	6 years after transfer or value taken
Job Applicant Records	6 Months
Vulnerable Adult Outreach Helper Records	Indefinitely

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7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which Canford Heath United Reformed Church holds about you (a Subject Access Request or 'SAR');
- The right to request that the eldership of Canford Heath United Reformed Church corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Canford Heath United Reformed Church to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide you with your personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Church Secretary at secretary@churc.co.uk or 01202 687697.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The Trustees

Canford Heath United Reformed Church

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The Beacon Church

Belong together, grow together, reach out together

Consent Form

By filling in and signing this form you are agreeing to the Trustees of Canford Heath United Reformed Church collecting and processing your personal data in accordance with our Data Privacy Statement which is available in the church office and is displayed on our information board.

Name:	
Address:	
Telephone Number:	
Email Address:	

Yours sincerely

Canford Heath United Reformed Church Secretary

On behalf of the Trustees of Canford Heath United Reformed Church

I,.....(full name) consent to the processing of my personal data in accordance with the details above.

Signature		Date	
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Additional Data Consent Form

Addressee Name

The Trustees of Canford Heath United Reformed Church collect and process data in accordance with our Data Privacy Statement which is available in the church office and is displayed on our information board.

However the elders now wish to collect and process data which goes beyond the scope of the Data Privacy Notice and we therefore seek your express permission to do so.

The data we will be collecting and processing	
The reason we are collecting it	
Where and how the data will be held	
How long we will be holding the data	

Please indicate your consent to Canford Heath United Reformed Church processing this data by signing and dating below.

We will retain this form as evidence of your agreement to the processing of the data until such time as the data is destroyed. You may withdraw your consent at any time by writing to the Church Secretary.

Yours sincerely

Canford Heath United Reformed Church Secretary

On behalf of the elders of Canford Heath United Reformed Church

I,.....(full name) consent to the processing of my personal data in accordance with the details above.

Signature		Date	
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Emergency Contact Details Consent Form

By filling in and signing this form you are agreeing to the Trustees of the Beacon Church (Canford Heath United Reformed Church Charity) collecting and processing your personal data in accordance with our Data Privacy Statement which is available in the church office and is displayed on our information board.

Name:	
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Emergency Contact 1

Name:	
Telephone Number:	
Relationship:	

I confirm that I have consent to use this person's information.

Emergency Contact 2

Name:	
Telephone Number:	
Relationship:	

I confirm that I have consent to use this person's information.

Yours sincerely

Canford Heath United Reformed Church Secretary

On behalf of the Trustees of Canford Heath United Reformed Church

Signature:		Date:	
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