

Cross Street Unitarian Chapel Safeguarding Policy

Adopted 14 July 2024

To be Reviewed by 31 July 2025

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Section 1: Organisational Contacts

Cross Street Unitarian Chapel
29 Cross Street,
Manchester M2 1NL

Tel No: 0161 833 0522
General Email: info@CrossStChapel.org.uk

Charity Reference Number: 1080836

Insurance Company: Edwards Insurance Brokers (Policy No. RC01010914/01)

Minister: Rev'd Cody Coyne
Telephone: 07786 820 383
Email: minister@CrossStChapel.org.uk

Safeguarding Officer: Adam O'Leary-Amponsah
Telephone: 07415 524 096
Email: safeguarding@CrossStChapel.org.uk

Deputy Safeguarding Officer: Rev'd Dr Ann Peart
Telephone: 07887 682 953
Email: safeguarding@CrossStChapel.org.uk

Denomination: Unitarian
Denomination Safeguarding Officer: Gavin Howell
Email: ghowell@unitarian.org.uk

The following is a brief description of our place of worship and the type of activities we undertake with children and adults who have care and support needs:

Cross Street Unitarian Chapel is a liberal church based in the centre of Manchester. The chapel seeks to be a welcoming place for all, where people can appreciate their own connection to the Divine as well as participate in a supportive community. The chapel holds twice weekly worship as well as rites of passage. It also holds religious education classes, social groups, and outings, such as marching in Manchester Pride. The chapel rents its space out to like-minded groups.

Section 2: Introduction

Good governance helps an organisation prevent abuse and means it can respond quickly and with integrity when concerns arise. Central to this, is the Executive Committee. The Committee is composed of Trustees of the Chapel, the Minister, and the Lettings' Administrator

The Committee is appointed to have independent authority and legal responsibility for the Chapel, and has a critical role in decision making and compliance as well as setting the values, standards and behaviours of the Chapel.

The standards and behaviours may be referred to as the culture of the Chapel or "the way we do things around here". Culture can be shaped in both negative and positive ways.

"The culture of a charity goes beyond mere compliance with legal and regulatory demands. Charity governance is most effective when it provides assurances not just that legal requirements are met, but that the behaviour of people working for the charity, and those who come into contact with it, is proper and ethical. Culture, alongside good governance, can be pivotal to whether a charity achieves its stated object" (ICSA The Governance Institute, 2017)

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship.

It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022 it is illegal in England and Wales for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

The following Safeguarding Policy and Statement aims to not only meet the requirements of ensuring a safe environment for those accessing activities in our organisation, but to also build an open culture where:

- those who lead do so by example,
- are committed to the safeguarding of all
- those that work or volunteer are safely recruited and trained for their roles.
- there are accountability structures
- with codes of conduct
- the values of the organisation are embedded in its day to day actions and behaviours of its people, and
- there is open communication

Our Commitment

As a Committee we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Committee we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

Our safeguarding statement for display can be found in APPENDIX 1.

The policy and any attached practice guidelines are based on the ten safeguarding standards published by Thirtyone:eight (<https://thirtyoneeight.org/about-us/who-we-are/our-ten-standards/>)

Section 3: Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

To safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy. APPENDIX 2.

Safer recruitment

The Committee will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)

- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Safeguarding training

The Committee is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

The Committee will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Practice Guidelines

As a place of worship working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

We have specific good practice guidelines for every activity. For some activities you will need specific forms, e.g. consent forms, risk assessments etc. The relevant forms can be found in APPENDIX 4.

Management of Workers

As a Committee we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a Code of Conduct towards children, young people and adults with care and support needs, and will be given clear expectations about what is expected of them both within their job role and out. They will also receive further training as necessary.

Section 4: Partnership Working

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines with regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets Thirtyone:eight's safeguarding standards.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Section 5: Responding to Allegations of Abuse

Contacts and General Procedures

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

Documenting a concern

The worker or volunteer should make a report by filling in a “Safeguarding Concern” form (available in APPENDIX 3, the outer office or upon request), to be given to the Safeguarding Officer. Care should be taken to ensure recorded material is related to facts rather than opinion. Care should also be taken to maintain confidentiality for everyone involved.

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Safeguarding Officer

Name: Adam O’Leary-Amponsah

Tel: 0741 552 4096

Email: safeguarding@CrossStChapel.org.uk

The above is nominated by the Committee to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

In the absence of the Safeguarding Officer or, if the suspicions in any way involve the Safeguarding Officer, then the report should be made to:

Deputy Safeguarding Officer

Name: Rev’d Dr Ann Peart

Tel: 07887 682 953

Email: ann.peart3@virginmedia.com

If the suspicions implicate both the Safeguarding Officer and the Deputy, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111 Option 2

Alternatively contact Social Services or the police.

The Safeguarding Officer should contact the appropriate agency or they may first ring the thirtyone:eight helpline for advice.

They should then contact social services in the area the child or adult lives.

Name of local authority: Manchester City Council

Children's Social Services

Tel: 0161 234 5001 (Only phone in a genuine emergency, when there is an immediate threat to health or safety)

Email: mcsreply@manchester.gov.uk

Website Address: https://www.manchester.gov.uk/info/266/childrens_services

Adult Social Services

Tel: 0161 234 5001 (Only phone in a genuine emergency, when there is an immediate threat to health or safety)

Email: mcsreply@manchester.gov.uk

Website Address: <https://www.manchester.gov.uk/socialservices>

Police Protection Team

Tel: 0161 856 3129 (or dial 999 in an emergency)

Local Authority Designated Officer (LADO):

Tel: 0161 234 1214

Email: LADO@manchester.gov.uk

A referral form is attached in APPENDIX 3

The Safeguarding Officer may need to inform others depending on the circumstances and/or nature of the concern:

- Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Officer, the absence of the Safeguarding Officer or Deputy should

not delay referral to Social Services, the Police or taking advice from Thirtyone:eight.

- The Committee will support the Safeguarding Officer/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Committee hope that members of the chapel will use this procedure. If, however, the individual with the concern feels that the Safeguarding Officer/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Officer(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Committee demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.
- The role of the safeguarding Officer/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Officer/Deputy will:

- Contact Children's Social Services (or Thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by Thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Officer/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.

- Seek and follow the advice given by Thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern about an adult:

Suspicious or allegations of abuse or harm including: physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Officer/Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- If there is a concern regarding spiritual abuse, Safeguarding Officer will:
 - Identify support services for the victim i.e., counselling or other pastoral support
 - Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Officer, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services regarding the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

Allegations of abuse against a person who works with adults with care and support needs

The safeguarding Officer will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not the church.

Section 6: Pastoral Care

Supporting those affected by abuse

The Committee is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship/organisation.

Working with offenders and those who may pose a risk

When someone attending the chapel is known to have abused children, is under investigation, or is known to be a risk to adults with care and support needs; the Committee will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and adults with care and support needs, set boundaries for that person, which they will be expected to keep. These boundaries will be based on a risk assessment and through consultation with appropriate parties.

Adoption of the policy

This policy was agreed by the Committee and will be reviewed annually on:

Signed by:

Position:

Signed by:

Position

Date:

A copy of this policy is also lodged with:

APPENDIX 1: Safeguarding Statement

Policy Statement on Safeguarding

To be displayed in a prominent place

PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT

Name of Place of worship: Cross Street Unitarian Chapel

The following statement was agreed by the Committee on: _____

- This place of worship is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.

We recognise that we all have a responsibility to help prevent harm or Abuse to children and adults with care and support needs in all their recognised forms.

- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the place of worship/organisation.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

We are committed to:

- Following statutory, denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship all workers will work within the agreed procedure of our safeguarding policy.
- Implementing the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2018, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014.
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
- Supporting all in the place of worship/organisation affected by abuse.

We recognise:

- Children’s Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Safeguarding is everyone’s responsibility.

We will review this statement and our policy annually.

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding Officers for this place of worship/organisation.

_____ Safeguarding Officer

_____ Deputy Safeguarding Officer

A copy of this place of worship’s policy can be seen in the outer office.

Signed by the Committee

Signed _____

Date _____

APPENDIX 2: Definitions

Child

Any person under 18 years of age.

Adult with Care or Support Needs (i.e. “Vulnerable Adult”)

Any person over 18 years of age who is at risk of being abused or exploited.

We recognise that all people can potentially be ‘vulnerable’ at some point in their lives. Some characteristics, such as age or mental capacity, may contribute to their vulnerability.

The chapel recognises the role trust plays in relationship to individuals, and that by joining its activities, all adults trust it to have appropriate safeguards in place.

Statutory Definitions of Abuse (Children)

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. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse below operate in England based on the government guidance ‘Working Together to Safeguard Children (2010)’.

What is abuse and neglect?

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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
 - protect a child from physical and emotional harm or danger;
 - ensure adequate supervision (including the use of inadequate care-givers); or
 - ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Statutory Definitions of Abuse (Vulnerable Adults)

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

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

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

Physical Abuse

The deliberate use of physical force by one person against another to cause harm.

Emotional Abuse

Any persistent emotional ill-treatment that causes severe and long-lasting adverse effects on someone's emotional development.

Sexual Abuse

Any behaviour perceived to be of a sexual nature which is unwanted or takes place without consent or understanding.

Neglect

The failure to meet a person's basic physical or emotional needs which is likely to have a serious negative impact on their health or development.

Self-Neglect

When an adult lives in a way that puts their own health, safety or well-being at risk.

Financial Abuse

The attempted or actual misappropriation or misuse of a person's money, property, benefits, or other assets, by ways to which the person does not or can not consent.

Domestic Abuse

Any threatening behaviour, violence, or abuse by one person against another where they are or have been intimate partners or family members.

Discriminatory Abuse

When a person is treated unfairly, bullied, or abused because of a particularly characteristic.

Organisational Abuse

When a person is abused or mistreated within an institution such as a care home or hospital, or by an organisation providing care in the person's own home.

Modern Day Slavery

The recruitment, movement and holding of a person by improper means, such as force, threat or deception, for the purposes of exploitation or abuse.

APPENDIX 3: Safeguarding Report Forms

Safeguarding Concern / Incident Report Form

Safeguarding Concern / Incident Report Template

This form is designed to report any safeguarding incidents or concerns. It should be completed by the worker who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per the organisation's reporting protocols.

REFERENCE NUMBER

Name & role of person completing this form:

Programme name:

Date form is completed:

Details of child, young person or adult at risk:

Name:	Address:
Contact number:	Gender:
Date of birth:	Any further information that may be useful to consider:

Parents/carers details:

Name:	Address:
Contact number:	Email address:
Have parents/carers been notified of the incident?: Yes / No	If yes, please provide details:

Details of reportee:

Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	
	Responding to someone else's concerns	
If responding to someone else's concerns, please provide their details below:		
Name:		
Relationship to child, young person or adult at risk:		
Email address:		
Contact number:		

Incident Details:

Date/ Time:	Group name (if applicable):
Location of incident:	
<p data-bbox="188 409 1396 448">Description of the incident or concern: (continue on separate sheet if necessary & include reference number):</p> <p data-bbox="188 465 1396 568"><i>(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay)</i></p>	
<p data-bbox="188 1155 1396 1193">Details of any previous concerns, incidents or relevant safeguarding records:</p>	
<p data-bbox="188 1933 1396 1971">Child, young person or adult at risk account of the incident or concern: <i>(use their own words)</i></p>	

Witness account of incident or concern: *(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)*

Details of any witnesses:

Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at risk:	Contact details:
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Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:

<p>Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i></p>	<p>Relationship to child, young person or adult at risk:</p>	<p>Contact details:</p>

Outcome of incident & immediate actions taken: (tick box where relevant)

<p>Ambulance required? Y/N</p>	<p>First aid treatment provided: and by whom</p>	<p>Medication given:</p>
<p>Name of hospital / medical facility</p>		

<p>attended if applicable:</p> <p>Police/fire/rescue services attended? Y/N</p> <p>Notes:</p>		
<p>Any resulting change of plans or disruption to the programme, if applicable:</p>	<p>Disciplinary procedures enacted:</p>	<p>Were any immediate changes to risk management procedures made?</p>
<p>Signed By Author:</p>	<p>Name:</p>	<p>Date:</p>

Agreed action or advice given:	Agreed action or advice given:	Agreed action or advice given:
--------------------------------	--------------------------------	--------------------------------

Signed By DSL:	Name:	Date:
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For Office Use Only:

Follow-up action required:		
Action:	Due date:	Whom responsible:

LADO Referral Form

Email to quality.assurance@manchester.gcsx.gov.uk

Referrer Details

Date of referral:

Person Name:

Referrer Position:

Referrer Service:

Telephone no:

E-Mail Address:

Subject Adult

Full Name:

Date of Birth:

Gender:

Address:

Disabled:

Employment Sector:

Occupation / Job Title / Role:

Workplace Address:

Employment Start Date:

Reason for Referral:

--

Any other Role with Children:

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Child Details:

Name	Date of Birth	Reason for Contact

Actions taken by employer to date:

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Alleged Victim(s)

Child's details if Applicable:

Name	Date of Birth	Gender	Ethnicity (if known)	Disabilities (if known)	Address	Legal Status and whether looked after child	Details of Parents/ Guardians

Date of Incident:

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Brief Description of allegation or concern:

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Any other professional involvement:

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APPENDIX 4: Internal documents and Forms

Code of Conduct

Behaviour code for working with children, young people and adults at risk of harm

Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for Cross Street Unitarian Chapel. You will be seen as a role model and must act appropriately.

Good practice

Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare

Work in a responsible, transparent and accountable way

Be prepared to challenge unacceptable behaviour or to be challenged

Listen carefully to those you are supporting

Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)

Seek advice from someone with greater experience when necessary

Work in an open environment – avoid private or unobserved situations

Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding officer.

Don't make inappropriate promises particularly in relation to confidentiality

Do explain to the individual what you intend to do and don't delay taking action

Unacceptable behaviour

Not reporting concerns or delaying reporting concerns

Taking unnecessary risks

Any behaviour that is or may be perceived as threatening or abusive in any way

Passing on your personal and/or social media contact details and any contact that breaches Cross Street Unitarian Chapel social media policy

Developing inappropriate relationships

Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the Code of Conduct

If you have behaved inappropriately you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate). Depending on the seriousness of the situation, you may be asked to leave Cross Street Unitarian Chapel. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator or line manager (in the case of a paid staff member).

Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read the relevant policies that assist my work with vulnerable groups.

Name:

Signature:

Date:

Form – Risk Assessment General

Church		Cross Street Unitarian Chapel			
Activity			Location		
Date or Risk Assessment			Frequency		
Responsible Leader					
Action by whom?					
Do you need to do anything else to manage this risk?					
What are you doing already?					
Who might be harmed and how?					
What are the Hazards?					

Form – Child Consent for an Outing

Place of Worship/Organisation: _____

Group: _____

Full name of child/young person: _____

Date of Birth: ____/____/____

Address: _____

Name of GP: _____

Tel No: _____

Address: _____

NHS No: _____

Date of last anti-tetanus injection: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or additional needs/impairment which may affect activity: _____

Name of parent/carer: _____

Tel no: Daytime _____ Evening _____

Mobile: _____

Additional contact (grandparent etc or other holding parental responsibility)

Name _____

Tel no: _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s): _____ Tel no: _____

Address: _____

I give permission for _____ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the place of worship/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance, the following from the parent/carer:

1. All necessary information concerning the child/young person's health, allergies, medication etc.
2. Written agreement as follows:

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical/dental treatment as necessary.

Communicating with children & young people

Children and young people communicate via telephone, mobile, email and the internet. Do you give permission for children/youth workers to communicate via these methods to your child? E.g, contact via email with changes to the youth meeting times: _Yes _No

I give permission for my child and the youth/children’s workers to communicate using

_Telephone _mobile _email _internet

for the purpose of arranging children/youth activities.

(Please delete forms of communication you don’t want your child contacted by)

Signed: (parent/adult with parental responsibility)

Date: _____