Promoting Safeguarding
Preventing Abuse
Protecting The Vulnerable

Safeguarding Policy and Procedure

Children & Adults at Risk

City United Reformed Church
Windsor Place, Cardiff CF10 3BJ

National Synod of Wales

April 2026

Reviewed and approved by the Elders 07-Apr-26

Safeguarding Policy and Procedure - City United Reformed Church

Safeguarding Policy

City United Reformed Church encourages all individuals that use the building to play their part in:

- creating and maintaining a safe environment for all, especially children and adults at risk, so that the dignity of each person is respected.
- being informed about different forms of abuse and harassment and how to respond appropriately, making it clear that any abuse or harassment is unacceptable. • taking seriously any concerns, allegations or complaints of abuse and harassment and responding to them promptly, including reporting concerns to and cooperating with, the relevant statutory authorities.
- caring for those who have been abused in the past.
- offering pastoral support to people in the church who have been accused of abuse and those who are being investigated.
- ministering wisely and providing supervision and support to those who have been perpetrators of abuse.
- providing opportunities for all to flourish and journey towards healing.

City United Reformed Church agrees to:

- recognise that the welfare of the child/adult is paramount and that the priority is to always act in their best interests.
- follow legislation, statutory guidance and recognised good practice. • safely recruit all those with any responsibility within the church.
- ensure the relevant people undertake regular safeguarding training. • respond without delay to every complaint which suggests that a child or adult at risk has been harmed or is at risk of harm.
- cooperate with the police, Children's and Adult Services in any investigation. • work with those who have suffered abuse, offering appropriate pastoral support. • challenge any abuse of power, especially where the person is in a position of trust. • offer support and supervision to those known to pose a risk to children and adults. • report to the appropriate Councils of the Church.
- review safeguarding policy and procedures annually.

These rights are inherent to all human beings, irrespective of nationality, gender, ethnicity, race, religion, language, sexuality or any other status

All concerns or allegations should be addressed without undue delay to City's Safeguarding Coordinators.

They can be contacted as follows:

Nici Lintern-Gittens
07816 582948
nicigittens@hotmail.com

Bethan Trott
07814 579663
bethantrott@icloud.com

Aims and purpose of the Procedure

Aims

This procedure documents the actions to be implemented in the event of a safeguarding concern being raised involving children or adults at risk. Safeguarding is the protection of children and adults at risk from abuse or neglect.

Application

This procedure applies to all those who attend this building for worship purposes, the trustees, staff (both paid and volunteer) and those who hire our building. It is approved and endorsed by the Elders. All users of the building will be informed of our policy and procedures.

This procedure is based on the good practice policy and procedures of the URC, a full copy of the Safeguarding handbook for churches is available in the church office or on the URC website (www.urc.org.uk).

Duty of care and confidentiality

We have a duty of care to all users of our building. As such we will maintain confidentiality at all times except in circumstances where to do so would place the individual or another individual at risk.

What is abuse?

Abuse covers various forms and is defined differently between children and adults at risk.

Children

- Child abuse is defined as the maltreatment of a child (under 16 years of age), caused either by inflicting harm or failing to act to prevent harm.
- The types of abuse can be Physical, Emotional, Sexual and Neglect,

Adults at risk

- Those people over the age of 16 who, by nature of their circumstances, physical or mental health, is unable to protect themselves from harm or exploitation. • The types of abuse can be Sexual, Physical, Psychological, Domestic, Discriminatory, Financial, Neglect, Institutional, Online, Spiritual, Self-Harm, Hoarding, Forced Marriage or Trafficking/Modern Slavery.

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What to do if there is an allegation

If a child or adult at risk discloses abuse to you or you become aware that possible abuse is taking place it is essential that it is taken seriously. You must follow the below actions if this occurs:

1. Contact City's Safeguarding Coordinator without undue delay and explain the situation. Do not discuss the situation with anyone else in the church.

   (if for any reason they are unavailable or are themselves instigated in the allegation you should contact the Synod Safeguarding officer)

2. If the person is in immediate risk, contact the numbers below or call the police

   For children contact:
   Cardiff Multi-Agency Safeguarding Hub (MASH): 02922 330888
   Out of Hours: 02920 788570
   Vale of Glamorgan, Intake & Family Support Team - 01446 725202

   For Adults at risk contact:
   Cardiff Multi-agency Safeguarding Hub (MASH) - 029 2033 0888
   Vale of Glamorgan, Intake & Family Support Team - 01446 725202

3. As soon as possible, write down carefully what the person has said, how they said it and how they appeared emotionally. Also include the context of the disclosure and what was said to the person. Sign and date the written notes. If an opinion is expressed in the record, state that it is an opinion and record what has led to its formation. **Recording is vital and may save the person having to tell their story repeatedly. It may also help with prosecutions or in ascertaining if allegations are accurate.**

4. Records should be kept securely and only disclosed to the appropriate authorities. The church has a secure location for storing these records and they will be kept for a minimum of 75 years.

5. The safeguarding coordinator will inform the URC Synod of Wales safeguarding coordinator and in certain circumstances the charity commission will also need to be informed.

To help you complete these actions some do's and don'ts are given below:

Do: • stay calm

• let the person talk and listen attentively, giving them your full attention •

accept what is said without judgement

• reassure the person that they are right to share the information with you •

seek medical attention if necessary

• reassure the person that you will help to support them or arrange for appropriate support to be put in place

• tell the person that they are not to blame for the abuse they have suffered

• explain what you will do next

Do NOT:

• panic

• confront people alleged to be responsible for, or involved in, the abuse •

press for information or put words into the person's mouth

• promise confidentiality, instead explain the boundaries to this

• investigate anything

• use leading questions, such as 'so it sounds like you have been abused'. Instead, use open questions such as 'tell me', 'explain to me', 'describe to me'.

• ask the person to repeat information unnecessarily

• take any action which would undermine any future investigation or disciplinary process •

say everything will be alright

• give any reassurances about what is likely to happen to them

• keep it to yourself

If the allegation is regarding a member of staff or volunteer

The Local Authority Designated Officer (LADO) will be contacted. A decision will be taken about when to inform the member of staff or volunteer. The timing and method will be discussed and agreed with the LADO.

Local Authority Designated Officer – 029 2053 6490
(Out of Hours: 029 2078 8570)

Complaints

Should anyone have any concerns or complaints regarding this procedure or any actions taken there in please contact:

The Secretary, City United Reformed Church, Windsor Place, Cardiff CF10 3BZ

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

Appendix 1 - INCIDENT RECORDING FORM

Date and time of

incident:_____ Date on which

this report is written:_____

(N.B. This should preferably be immediately or no later than up to 48 hours of the incident taking place)

Your name:_____

Name of Child or Adult at

Risk:_____ Date of

Birth:_____

Address if

known:_____

Recording:

Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.

Record what you said as well as what the person said.

Include details such where the conversation took place and who else was present, if anyone.

If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion. It would assist, where possible, to also include descriptions of tone of voice, facial expression and body language.

Record

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Please name those people to whom you have spoken to about your concerns

Church Safeguarding Coordinator:_____

Social Services:_____

Police:_____

NSPCC:_____

Parent/Carer:_____

Child:_____

Other:_____

_ Follow up work:

Signed: _____

Dated:

_____