



---

Crossfire  
Good Practice Policy

---

## Contents

[Overview](#)

[Preventing Abuse](#)

[Code of Conduct](#)

[Safeguarding Officers](#)

[What to do if there is a cause for concern](#)

[Disclosures or Allegations](#)

[Digital](#)

[Contacts](#)

[Review](#)

[Appendix 1: Safeguarding Incident Recording Form](#)

# Overview

## Aim and Purpose of this Policy

The aim of this policy is to provide procedures for promoting safeguarding, preventing abuse and protecting young people and volunteers. This includes clear procedures for taking appropriate action when safeguarding concerns are raised.

## Who this policy applies to

This policy is approved and endorsed by the Crossfire committee and applies to:

- All those who attend Crossfire
- Voluntary staff and leaders

This policy should be interpreted and read in conjunction with the most recent URC (United Reformed Church) good practice guidance. This is available to view online:

<http://urc.org.uk/good-practice-policy-and-procedures.html>

The term **young person** refers to those under the age of 18 years and attending Crossfire.

The term **volunteer** refers to those in a leadership or support capacity.

## Confidentiality

Crossfire will maintain confidentiality at all times except in circumstances where to do so would place an individual at risk of harm or where the law requires.

**Note: At Crossfire Camp confidential documents should be stored securely in a building.**

# Preventing Abuse

## Definitions

Please refer to the most recent URC good practice guidance for a full and comprehensive overview of definitions.

### **What is child abuse?**

Child abuse covers various forms of maltreatment of a child, caused by either inflicting harm or failing to prevent harm.  
Section 10, Good Practice 4

### **Duty of Care**

The legal requirement of Crossfire to do whatever is reasonable to ensure the safety and well being of those we work with.

## Key Principles

Crossfire is committed to providing a safe and enjoyable event for young people to attend. Ensuring Crossfire is a safe place is broken down into two categories:

- Organising activities in accordance with URC good practice guidelines in order to minimise risk and promote healthy relationships.
- Fully committing to safer recruitment of volunteers.

## Organising Activities

For each event, Crossfire will carry out a full risk assessment, use appropriate consent forms, keep appropriate records and adequate insurance will be in place.

## Recruiting Volunteers

When recruiting volunteers Crossfire will:

- Require all applicants to complete an application form and self declaration form.
- Obtain Disclosure and Barring Service (DBS) checks.
- Take up two references (not from family members).
- Interview volunteers.

## Safeguarding Officers

Crossfire will appoint two safeguarding officers (officer and deputy) for safeguarding young people and adults. The purpose of this role:

- To coordinate safeguarding policy and procedure at Crossfire.
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice at Crossfire.

For further information regarding this role please see the dedicated section.

# Code of Conduct

## Guidance for Volunteers

Crossfire is committed to providing a safe and inclusive space for all young people. To this effect we require all volunteers to comply with the following code of conduct:

- Do treat all people with dignity and respect.
- Do not abuse power and responsibility of your role. Don't belittle, scapegoat, put down or ridicule anyone (even in 'fun') and don't use language or behaviour with sexual connotations (eg. flirting or innuendo).
- Act inclusively, encouraging everyone to feel welcome and valued.
- Treat all people with equal care and concern.
- Don't show favoritism or encourage excessive attention from a particular young person.
- Encourage everyone to adhere to the rules and apply sanctions consistently (don't threaten or use sanctions which have not been agreed).
- Don't spend time alone with young people out of sight of other people.
- Seek support and guidance from other leaders.
- Don't use physical contact which could be misconstrued as aggressive or sexual (physical contact should be used wisely; in public, appropriate to the situation/age/gender/culture and respectful).

# Safeguarding Officers

## Purpose of the role

- To coordinate safeguarding policy and procedure at Crossfire..
- To be the first point of contact for safeguarding issues.
- To be an advocate for good safeguarding practice at Crossfire.

Attendees will be informed of the safeguarding officers in two ways:

- They will be introduced at the beginning of the weekend
- A notice will be displayed

## Responsibilities

To coordinate Crossfire safeguarding policy and procedure

- 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 Crossfire policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To make others at Crossfire aware of the Crossfire 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, leaders 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.
- To take appropriate action in relation to any safeguarding concerns which arise at Crossfire.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people at Crossfire.
- To ensure that appropriate records are kept by Crossfire, 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 at Crossfire

- To promote sensitivity at Crossfire 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.
- 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.

## Safeguarding Officer

**Full name:** Paul Robinson

**Address:** 3 Russell Court, Rhyl, LL8 3EN

**Phone:** 07505 656474

**Email Address:** paul@pjr-robinson.co.uk

## Deputy Safeguarding Officer

**Full name:** Katherine Green

**Address:** 12 Brookfield, Suffolk, IP7 7EH

**Phone:** 07902844881

**Email Address:** kathygee@hotmail.com

# What to do if there is a cause for concern

## If there is an immediate threat of harm

In instances where there is an immediate threat of harm the police should be contacted without delay.

## If there is no immediate threat of harm

The following steps should be followed when it is deemed there is no immediate threat of harm:

- Contact the Safeguarding Officers(s) and a decision will be made as to whether the concern warrants a referral to the statutory authorities.
- A confidential record of the conversation will be made and the circumstances surrounding it using the designated template. This record will be kept securely and shared with statutory authorities if a referral is made. See appendix 1 for template document.
- The person whom the allegation is made must not be informed by anyone at Crossfire if it is judged that to do so could put a young person or adult at increased risk. If the statutory authorities are involved, they should be consulted beforehand.
- The appropriate Synod Officer should be kept informed.

# Disclosures or Allegations

## Steps to take

If a person makes a disclosure that they are being abused and / or allegation of abuse against someone else, it is important that the person being told:

- Remains calm and listens carefully.
- Reassures the individual 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.
- Informs the Safeguarding Officers(s) as soon as possible.
- Makes a written record of the allegation, disclosure or incident and signs and dates this record (using the template provided in appendix 1). This document should be passed to the Safeguarding Officers and stored securely.

# Digital

## Safety Online

Technology is constantly advancing, bringing with it additional safeguarding considerations. This section of the policy seeks to outline clear boundaries for digital communications.

## Photography and Video

Crossfire uses photography and video (referred to here as 'images') as part of promotion in both print and digital forms.

Crossfire will:

- Always seek the permission of parents/guardians before any images are taken and/or displayed.
- Ensure the specific purpose of the images is outlined at the point of permission.
- Where possible use images of groups rather than individuals.
- Not associate images with names of young people.
- Not use personal mobiles to take images.

## Social Media

When using social media platforms we will ensure that the following guidance is used by all workers and volunteers:

- Communication with young people will always be posted openly and private 'inbox' messaging is to be avoided. If this is necessary in exceptional circumstances a copy should be sent to the Safeguarding Officers.
- Crossfire will, where relevant, make group social media spaces available to allow for open communication to take place.
- Volunteers will not add any young person to their personal social media profile. Young people may add volunteers which is acceptable.
- Communications should be kept within reasonable hours (no earlier than 08:00 and no later than 22:00)

## Data Storage

All data will be stored securely and handled in accordance with the Data Protection Act.

# Driving

For young people arriving via train, Crossfire offers young people the option to request a lift to/from the nearest station.

In all instances, when young people are transported by car the driver will:

- Be listed on the Crossfire list of designated drivers.
- Have adequate insurance.
- Be accompanied by another leader of the opposite sex who they are not related to.

# Contacts

## Churches Child Protection Advisory Service (CCPAS)

This should only be used for urgent advice if you are unable to contact the Synod Officer.

24 hour helpline: 0845 120 4550

### Stathern Lodge

#### Melton Borough Council - Children's Social Care Department

Daytime telephone: 0116 305 0005

Emergency duty team: 0116 255 1606

#### Melton Borough Council - Adults Social Care Department

Daytime telephone: 0116 305 0005

Emergency duty team: 0116 305 0004

# Review

This document is to be reviewed annually, amending and updating as required, and informing the Crossfire Committee that this has been done.

**Date of the most recent review:** 19th April 2019

**Date of the next review:** April 2020

**Signed (on behalf of the Crossfire Committee):** Mark Steel

# Appendix 1: Safeguarding Incident Recording Form

## Basic Information

Full name of child, young person or adult concerned:

Address:

Email address:

Telephone number:

Date of birth:

Date and time of incident:

Location of incident:

Other people present (witnesses):

## Record of Incident

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

Include details such as tone of voice, facial expression and body language.

Record what you said as well.

If you have formed an opinion please state it, making clear that it is your opinion and give reasons for forming that opinion.

## Who has been informed

For each of the following include their name, email address and telephone number:

- Safeguarding Officer
- Synod Officer
- Children's Services
- Adult Services
- Police
- NSPCC
- Parent/carer
- Other (state organisation and role)

## Feedback and follow up actions

Completed by (name):

Role at Crossfire:

Signed:

Dated: