

# TRINITY UNITED REFORMED CHURCH HIGH WYCOMBE

## BRIEF SAFEGUARDING POLICY SUMMARY FOR USERS OF THE PREMISES

1. Hirers and users of the building are required to sign-up to Trinity's safeguarding policy for children and adults, as displayed on the noticeboards and on church website:  
<https://www.trinity-urc.org.uk/policies/>
2. This summary is designed to complement the safeguarding policy and our Hire Terms & Conditions and should not be seen as an alternative document.
3. It is hirers' responsibility to ensure that they are familiar with and comply with general safeguarding principles along with good Health & Safety practices and ensuring security of the building (*see overleaf*).

### **Risks to be aware of and alert to:**

- sexual harassment, abuse and exploitation (including financial)
- negligent treatment
- physical or emotional abuse
- bullying or harassment
- health and safety
- commercial exploitation
- extremism and radicalisation
- forced marriage
- child and adult trafficking
- female genital mutilation
- discrimination on any of the grounds in the Equality Act 2010

### **Adults at risk**

Adults can be at risk, especially if they are vulnerable because they are elderly, or through complex trauma, learning disabilities, memory loss, homelessness or addiction.

### **Children**

Children can be at risk. Hirers should ensure that adult-to-child ratios are appropriate, that children are always supervised by more than one person who has had a DBS check, and that appropriate safeguards are in place. For more detail, see Trinity's full Safeguarding Policy on our website or internal noticeboard. The URC *Good Practice Guidelines 5* is available on our website.

### **Who to contact if you have any safeguarding concerns**

1. Kate Yates, Safeguarding Coordinator, on 07818 853069 or [safeguarding@trinity-urc.org.uk](mailto:safeguarding@trinity-urc.org.uk) or Deputy Coordinator Julia Sparks at [deputysafeguarding@trinity-urc.org.uk](mailto:deputysafeguarding@trinity-urc.org.uk)
2. Or contact 31:8 (formerly the Churches' Child Protection Service) on 0303 003 11 11
3. In an emergency contact the police on 999

*Trinity United Reformed Church accepts its responsibility to act on any safeguarding incident through its Safeguarding Coordinators who will liaise with the URC Thames North Synod Safeguarding Officer and may contact 31:8 (formerly the Churches' Child Protection Service) on 0303 003 11 11. They will also, if appropriate, contact the statutory social service authorities for children, young people and adults at risk and the police.*

# Safeguarding and security at Trinity Church...

Safeguarding is not just about preventing all types of abuse (adults and/or children) but includes good practice and Health & Safety. We want to reduce/eliminate risks of something undesirable happening, so also consider...

## Risk assessment – what might go wrong and how can you prevent it?

1. What **hazards** are there in the building?
2. Are there **particular risks** with, say, cooking or making hot drinks?
3. Is anyone present likely to be adversely affected by abilities (**e.g. with steps**)?
4. Are you holding **activities** which might have risk of physical injury? Is **equipment** safe? (And remember, *no unauthorised electrical items are to be brought in without the permission of the Lettings team*)



away saying you have no authorisation to help.

## Online and personal data security

Are you aware of the risk of giving out, or letting “leak” your or anyone else’s **personal information** (directly or online) to people you do not know? Refer to General Data Protection Regulation guidelines.

## Accidents and First Aid

1. Do you know where the **first aid kit** is? (*there should be one in each room*)
2. Do you know where the **accident log book** is (*downstairs & Crendon Hall noticeboards*), and to whom to report incidents? (*Lettings Team*)



## Security in and around the building

1. **If any entrance door is unlocked**, ensure someone is keeping an eye on it to prevent intruders entering the building and posing a risk to you or others (adults or children), during your session or at a later time.



*After all, you wouldn't leave your own front door unlocked or open for anyone to come in ...*

2. **If someone leaves via the side entrance doors**, remember they will stay unlocked – who will ensure they are locked again immediately?
3. How do you ensure that **any children are supervised at all times** and do not have access to other parts of the building?
4. Trinity **never** has any parcels delivered to the premises – if anyone tries to deliver something here please politely turn them

## Fire safety / emergency evacuation

1. Are you clear on the **evacuation procedure** and what you should do? Do you know where the **muster point** is? (Far garden in Barratt Place flats opposite – go through car park)



## Lone working

Make sure you follow good practice and the policy statement for when you are on your own in the building.

**See noticeboards and website for full safeguarding policy and who to contact if you have any concerns**