



## Annual Safeguarding Return Form - Appendix H

This return form needs to be completed by the Church Safeguarding Coordinator or other designated safeguarding person at the local church. If this is not possible, please contact your Synod Clerk or Safeguarding Officer. If advised, please forward the completed form to the Synod office along with your Annual Returns.

**Church** \_\_\_\_\_

**Synod** \_\_\_\_\_

**Address** \_\_\_\_\_

### 1. Designated Safeguarding Staff

#### Church Safeguarding Coordinator

Full Name: \_\_\_\_\_

Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate which groups are supported by this coordinator

Children \_\_\_\_\_ Adults \_\_\_\_\_ Children and Adults \_\_\_\_\_

#### Deputy Church Safeguarding Coordinator

Full Name: \_\_\_\_\_

Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate which groups are supported by this coordinator

Children \_\_\_\_\_ Adults \_\_\_\_\_ Children and Adults \_\_\_\_\_

Does your Church have a poster clearly displaying the name and contact details of your Safeguarding Coordinator/s and deputy (if you have one)? Yes / No

## 2. Policy

It is a duty of care for each local church and Local Ecumenical Partnerships (LEPs) to follow only one safeguarding policy. Please state which denominational safeguarding policy you are following:

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Does your church have one safeguarding policy for children and adults? Yes / No

Does your policy(ies) contain the contact details for your local services?

Children's Services Yes / No

Adult Social Care Yes / No

Police Yes / No

Local Authority Designated Officer Yes / No

When was your policy in respect of children and young people last reviewed? \_\_\_\_\_

How can someone obtain a copy of your safeguarding policy(ies)? \_\_\_\_\_

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Please provide a copy of your full safeguarding policy(ies), unless you are an LEP and are following a different denominational system.

Do you have a statement of safeguarding intent clearly displayed in your church and/or on your website?

Displayed in church Yes / No

Website Yes/ No / Website currently being revised.

## 3. Safeguarding Concerns

Has your church had any safeguarding concerns (including any referrals to the Statutory Authorities) in the past 12 months? Yes / No

If yes, how many concerns have been dealt with? \_\_\_\_\_

How many of them relate to paid staff? \_\_\_\_\_

How many of them relate to volunteers? \_\_\_\_\_

Have any such concerns been referred to the Local Authority Designated Officer (LADO) Yes / No

Have any serious safeguarding concerns been reported to the Charity Commission? Yes / No

## 4. Risk Management

Does your church currently have, or has it had during the year, any known offenders involved in the life of the church? Yes / No

If yes, please state how many known offenders currently attend: \_\_\_\_\_

Have there been any serious safeguarding allegations made against a church goer / volunteer / paid member of staff in the last year? Yes / No

If yes, please state how many people have had a serious safeguarding allegation made against them: \_\_\_\_\_

How many written contracts with offenders, alleged offenders or others deemed as posing a risk to the church are currently in place: \_\_\_\_\_

How many written contracts have been in place over the last year? \_\_\_\_\_

## 5. Training

What safeguarding training did the Church Safeguarding Coordinator and Deputy Coordinator attend in the last year (including refresher), and who provided that training?

Training courses: \_\_\_\_\_

Dates: \_\_\_\_\_

Provided by: \_\_\_\_\_

We recommend that those who work (voluntary and paid) with children, young people and adults at risk attend URC safeguarding training before working with them, and refresh such training every 3 years.

How many people at your church have attended URC safeguarding training in the last year? Please add the number next to the category:

Ministers \_\_\_\_\_  
Paid Workers \_\_\_\_\_  
Volunteers \_\_\_\_\_  
Trustees/Elders \_\_\_\_\_  
Others (indicate) \_\_\_\_\_

How many people at your church attended other safeguarding training in the last year? \_\_\_\_\_

How many people at your church are due for safeguarding training in the next 12 months? \_\_\_\_\_

## 6. Vetting, Disclosure and Barring Checks (DBS/PVG)

The URC recommends that criminal records checks are carried out on all staff/volunteers working closely with children or adults at risk (see Good Practice 4 for detailed eligibility criteria).

How many checks carried out for staff/volunteers working with children? \_\_\_\_\_

How many checks carried out for staff/volunteers working with adults at risk? \_\_\_\_\_

**NOTE:** Add 0 in case no checks were undertaken

## 7. Additional Support

What safeguarding support or training would your church like from your Synod?

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Name of person completing form: \_\_\_\_\_

Role: \_\_\_\_\_

Email: \_\_\_\_\_

Tel No: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you very much for completing this form. The information provided will help us to support you in carrying out your vital role of safeguarding all children and adults from harm, abuse or neglect at the United Reformed Church.