

## SAFEGUARDING POLICY

### 1. INTRODUCTION

St. Andrew's United Reformed Church (URC) acknowledges that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse and neglect. St. Andrew's recognises the need to provide a safe and caring environment for children, young people and vulnerable adults within the church environment.

St. Andrew's URC has therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. St. Andrew's URC is committed to building constructive links with voluntary and statutory agencies.

The policy and attached practice guidelines have been prepared with reference to the URC Good Practice Guidelines and in consultation with Philip Ray, Wessex Synod Children & Youth Development Officer.

### 2. DEFINITIONS

#### 2.1. Abuse

Abuse is the harming of another individual by someone who is in a position of power, trust or authority over that individual. This can include physical, sexual, emotional and spiritual/religious abuse.

#### 2.2 Children and Young People

In this document children and young people are anyone who has not yet reached their 18<sup>th</sup> birthday.

#### 2.3 Vulnerable Adults

A vulnerable adult is a person who has reached their 18<sup>th</sup> birthday but may be unable to take care of himself/herself or unable to protect himself/herself against significant harm or exploitation.

This may include, but not limited to, people who are elderly and frail, have learning disabilities or mental illness, are homeless or in an abusive relationship.

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### 3. COMMITMENT AND RESPONSIBILITIES

#### 3.1. Elders Meeting

The Eldership of St. Andrew's URC endeavour, where reasonable and practical, to:

- endorse and follow all national and local safeguarding legislation and procedures
- provide ongoing safeguarding training for all its volunteers and workers
- regularly review this policy and any attached guidelines
- ensure that the premises meet the requirements of the Equality Act 2010
- support the Safeguarding Coordinator(s) in their role and in any action they may need to take in order to protect children and vulnerable adults within the church
- file a copy of the policy and practice guidelines, any amendments subsequently published, with Wessex Synod.

#### 3.2. Church Meeting

The members and leaders of St. Andrew's URC will have open, transparent guidance on EVERYONE'S RESPONSIBILITY to protect the child, young person and vulnerable adult within the church with clear lines of accountability for the implementation. An annual safeguarding report should be presented to Church Meeting (AGM).

#### 3.3. Safeguarding Coordinator(s)

The Safeguarding Coordinator(s) is/are nominated by the Eldership and appointed by the Church Meeting to act on their behalf in ensuring procedures are followed in response to disclosures, allegations or suspicions relating to abuse or neglect, including referring to the statutory authorities if required.

The church's safeguarding coordinator is <TBA>

The church's deputy safeguarding coordinator is <TBA>.

Telephone: 01234 56789 / Email: [iblogs@sgurc.thing](mailto:iblogs@sgurc.thing)

#### 3.4. CYDO

The Wessex Synod's Children's & Youth Development Officer responsible for Walton is Philip Ray (Telephone: 07787 171678 / Email: [cydo-n@urcwessex.org.uk](mailto:cydo-n@urcwessex.org.uk))

#### 3.5. CCPAS, NSPCC and Church House

St Andrew's URC will be aware that statutory guidance in Working Together to Safeguard Children references the CCPAS as a reference point for church leaders and members. CCPAS can be contacted on 01322 660011.

The National Society for the Prevention of Cruelty to Children has a 24-hour helpline on 0880 800 500

Childline offers help to children and young people on 0800 1111.

The URC Children's and Youth Work department at Church House can be contacted on 020 7916 8629.

#### 3.6. Statutory Authorities

Surrey County Council- normal Office Hours (Mon-Fri 8.30 am to 5.00 pm).

Children's Services Telephone	0300 200 1006	Email: <a href="mailto:edt.ssd@surreycc.gov.uk">edt.ssd@surreycc.gov.uk</a>
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Adult services	0300 200 1005	" " " "
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Emergency Duty Team	01483 517898 (5.00 pm - 9.00 am Mon-Fri , 24 hrs on weekends and bank holidays
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	Email : <a href="mailto:edt.ssd@surreycc.gov.uk">edt.ssd@surreycc.gov.uk</a>
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Surrey Police	101 or 01 483 571212
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The Protecting Vulnerable People Unit can be contacted on the SP non-emergency number: 0845 8 505 505.



### **3.7. Appointments**

The recruitment process for all workers (paid or voluntary) is the same and will involve applicants/workers to complete an information form, including an opportunity to self disclose any previous convictions, cautions or bind-overs. As part of the recruitment/appointment process a minimum of two references will be obtained. Role descriptions and job outlines will be made clear, so both the worker and the church are clear regarding expectations.

As part of the recruitment/appointment process St. Andrew's URC will require all helpers and leaders to have a Disclosure & Barring Services (DBS) check prior to having access to children or vulnerable adults in the church. The DBS check will be regularly rechecked. A DBS register will be kept by the ??(TBA)

In the recruitment of paid workers, a job specification will be produced and formal interview would be required.

### **3.8. Pastoral Care and Support**

The Church is committed to offering pastoral care, working with statutory agencies as appropriate, to all those within the church who have been affected by abuse.

An atmosphere of mutual support and care is encouraged that allows all workers to be comfortable to discuss inappropriate attitudes or behaviour amongst themselves. The Elders and leaders of organisations should be available to discuss concerns as required.

## **4. RECOGNISING AND RESPONDING APPROPRIATELY TO AN ALLEGATION OR SUSPICION OF ABUSE**

Further information can be found in the URC's Good Practice Guide "Safeguarding Children and Young People in the Church".

### **4.1. Understanding Abuse and Neglect**

Defining child abuse or abuse against a vulnerable 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 the family, an institution, community setting or even a church. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

### **4.2. Vigilance**

St Andrew's URC must to be vigilant in all interactions, as many people found to have abused children in a church setting have been church members for a number of years, enjoying all the privileges of Christian love and fellowship while abusing children entrusted to the church's care.

### **4.3. Safeguarding Awareness**

The Eldership is committed to ongoing safeguarding training and development opportunities for all Elders, voluntary and paid workers, and developing a culture of awareness of safeguarding issues to help to protect everyone.

The Eldership will ensure that children and vulnerable adults have access to information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they may have concerns.

#### 4.4. Responding To Allegations of Abuse

- The person receiving allegations or suspicions of abuse should report concerns as soon as possible to the Safeguarding Coordinator. In the absence of the Safeguarding Coordinator, or if the suspicions in any way involve the Safeguarding Coordinator, the report should be made to the Deputy Safeguarding Co-ordinator.
- The role of the Safeguarding Coordinator is to collate and clarify the precise details of the allegation or suspicion of abuse and pass this information onto the statutory authorities who have a legal duty to investigate.
- While allegations or suspicions of abuse should normally be reported to the Safeguarding Co-ordinator, the absence of the Co-ordinator and deputy should not cause a delay in reporting to the CYDO and refer to Children's Social Services, Child Protection Team and/or Police Special Investigations Unit.
- Under no circumstances should a worker/volunteer carry out their own investigation into allegation or suspicion of abuse. Suspicion must not be discussed with anyone other than those nominated above. A written record using the enclosed template (Appendix 2) should be made in accordance with these procedures and kept in a secure place. Appendix 3 contains a flow chart of outlining the reporting structure and procedural stages to be followed.
- The Eldership will support the Safeguarding Coordinator/ Deputy in their role, and accept that any information they may have in their possession will be shared on a strictly limited need to know basis.
- If allegations or suspicions implicate both the Co-ordinator and the Deputy, then the report should be made to the CYDO and to Children's Social Services and / or Police.
- If the allegations or suspicions implicate the minister, the Co-ordinator or Deputy should immediately inform the Synod Moderator.
- Similarly, if the individual with the concern feels that the Safeguarding Co-ordinator or Deputy has not responded appropriately, or where they have a disagreement with the Co-ordinator or Deputy as to the appropriateness of a referral, any church member is free to contact Police or Children's Social Services direct on the numbers above. Any individual is also free to discuss concerns with the CYDO.

#### 5. PREVENTION

The Eldership will ensure that all volunteers and workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

#### 6. GOOD PRACTICE GUIDELINES

As a church, working with children, young people and vulnerable adults, St. Andrew's URC wish to operate and promote good working practices. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusations. St. Andrew's URC will:

- ensure that only DBS checked individuals are entrusted to a leadership or regular worker roles;



- ensure that appropriate consent forms are completed for children's activities, other than Junior Church & Crèche when run during the normal morning service, and that consideration/consent has been given to the taking, or not, of photographs;
- for all activities and events an attendance register will be kept. This record will include names of participants, adult workers, visitors and details of significant events/incidents;
- always have two adults present with a group when it is the only activity taking place on URC premises;
- the recommended staff/child ratios in Appendix 4 should be observed (organisations may have their own recommended staff/child ratios which are also acceptable if at a higher level);
- ensure that individual adult / child interaction is observable by another adult and does not take place in secluded areas;
- ensure that a parent or other adult is present when workers meet a child off site and that two passengers are present when transporting the child in a car or minibus;
- advise leaders against one-to-one communications outside organised activities e.g. text messaging, social networking websites.

## **7. LETTINGS**

St. Andrew's URC will include the following conditions to outside organisations wishing to use the church premises:

"The user is required to make arrangements for children complying with the Children Act 1989 and consistent with the recommendations in the Code of Practice 'Safe from Harm' issued by the Home Office."

Regular users will be required to confirm that they have a Safeguarding Policy. Alternatively, St. Andrew's URC will provide support to enable them to write a policy using the URC Good Practice guidance.

## **8. WORKING WITH EX-OFFENDERS**

When someone attending St. Andrew's URC is known to have abused children or is known to be a risk to vulnerable adults, a risk assessment has to be carried out by the Safeguarding Co-ordinator, Minister and a team of appropriate Elders in liaison with the CYDO and with reference to CCPAS guidance.

An ex-offender needs pastoral care and clear boundaries set within a contract of behaviour to help him or her deal with the emotional and spiritual aspects of their life. Meanwhile, children, young people and vulnerable adults need to be protected.

## **9. ALLEGATIONS AGAINST CHURCH WORKERS / LEADERS / MINISTER**

The Elders will be aware that any allegations of harm to a child made against a church helper or leader must be reported to the Safeguarding Co-ordinator, who will follow the reporting procedure:

- The Synod Moderator will be informed immediately if the allegation is against the Minister.

- The CYDO will be informed as they have an additional role in communication with the URC regarding press releases should the allegations attract media concerns.
- The helper/leader will be suspended from duties until an investigation has been completed, as part of the safeguarding procedure.

## **10. CONCLUSION**

This policy is in addition to the Good Practice guidelines as described in the 3<sup>rd</sup> Edition of "Safe-guarding children & young people in the church" published by URC. Church meeting has agreed to adhere to the contents of this publication and will follow its guidance in relation to other issues in our ministry with youth, children and vulnerable adults.

The Elders will review this policy annually to ensure that it is in keeping with current legislation, and they should report this to church meeting.

## **APPENDIX 1**

### **RESPONDING TO ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR ABUSE**

If the child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator will:

- Contact Children's Social Services in cases of deliberate injury, if concerns about a child's safety or if the child is afraid to return home.
- Not tell the parents or carers unless advised by Children's Services to do so.
- Seek medical advice is needed urgently, informing the paramedic/ doctor of any suspicions
- Encourage parent /carer to seek help for lesser concerns, but not if this places a child at risk of significant harm.
- Offer to accompany parent, where they are unwilling or reluctant to seek help. In cases of real concern or if they fail to act, contact Children's Social Services direct.

### **ALLEGATIONS OF SEXUAL ABUSE**

- In the event of allegations of sexual abuse, the Safeguarding Co-ordinator will contact Children's Social Services or Police Child Protection Team direct. The Co-ordinator will not speak to the parent/ carer or anyone else.

### **ADULT SUSPICIONS OF ALLEGATIONS OF ABUSE**

If a vulnerable adult has a physical injury or symptom of sexual abuse, the Co-ordinator/ Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained serious injury, contact the Emergency Services informing them of any suspicions.
- Contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, "No Secrets" to investigate allegations of abuse.

**APPENDIX 2**

**ST ANDREW'S UNITED REFORMED CHURCH,  
HERSHAM ROAD,  
WALTON ON THAMES KT12 1LG**

Safeguarding the child and young person

**Record of event and /or concerns communication form**

Name of child/vulnerable adult:

Name of worker:

Event/ concerns (dates):

Action taken:

Helpers/leaders on duty:

Signed:

date:

time:

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Action taken by Child Protection Coordinator/Elder on duty

Date, mode, & time of notification

Action taken:

Signed:

date:

Further future action required to ensure children's safety:

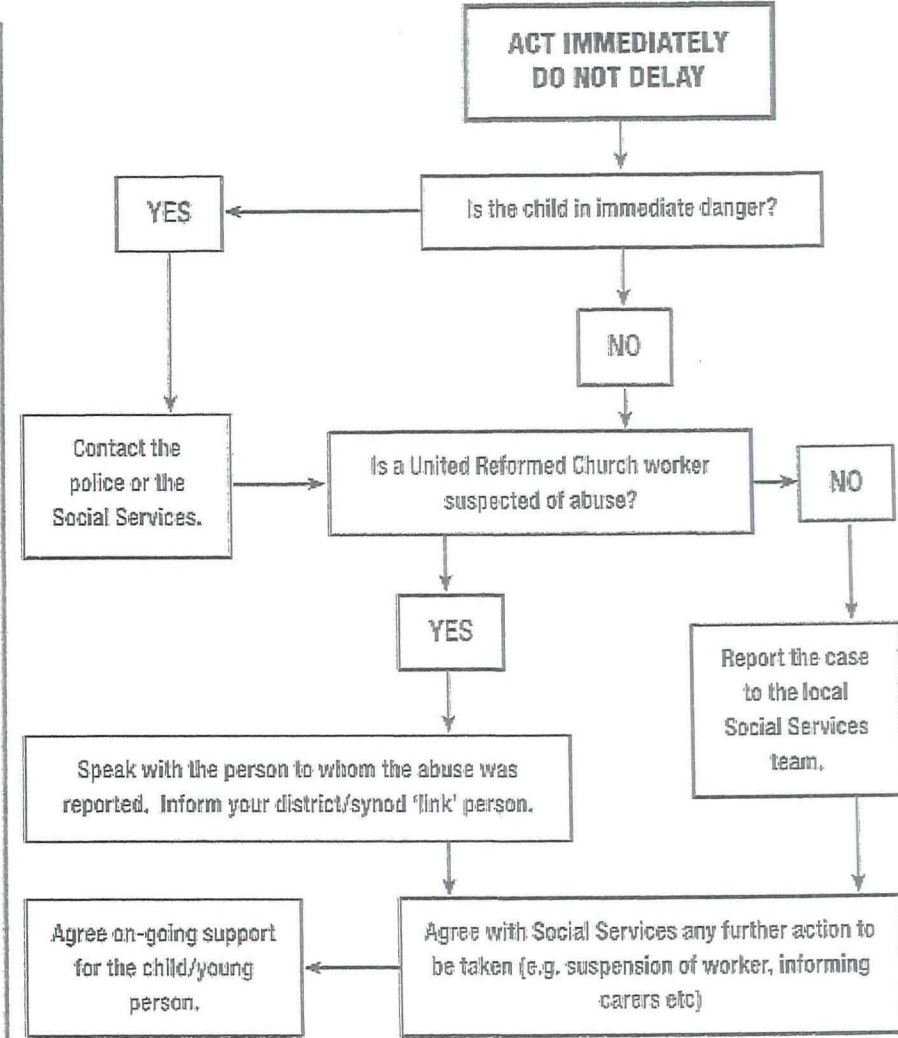
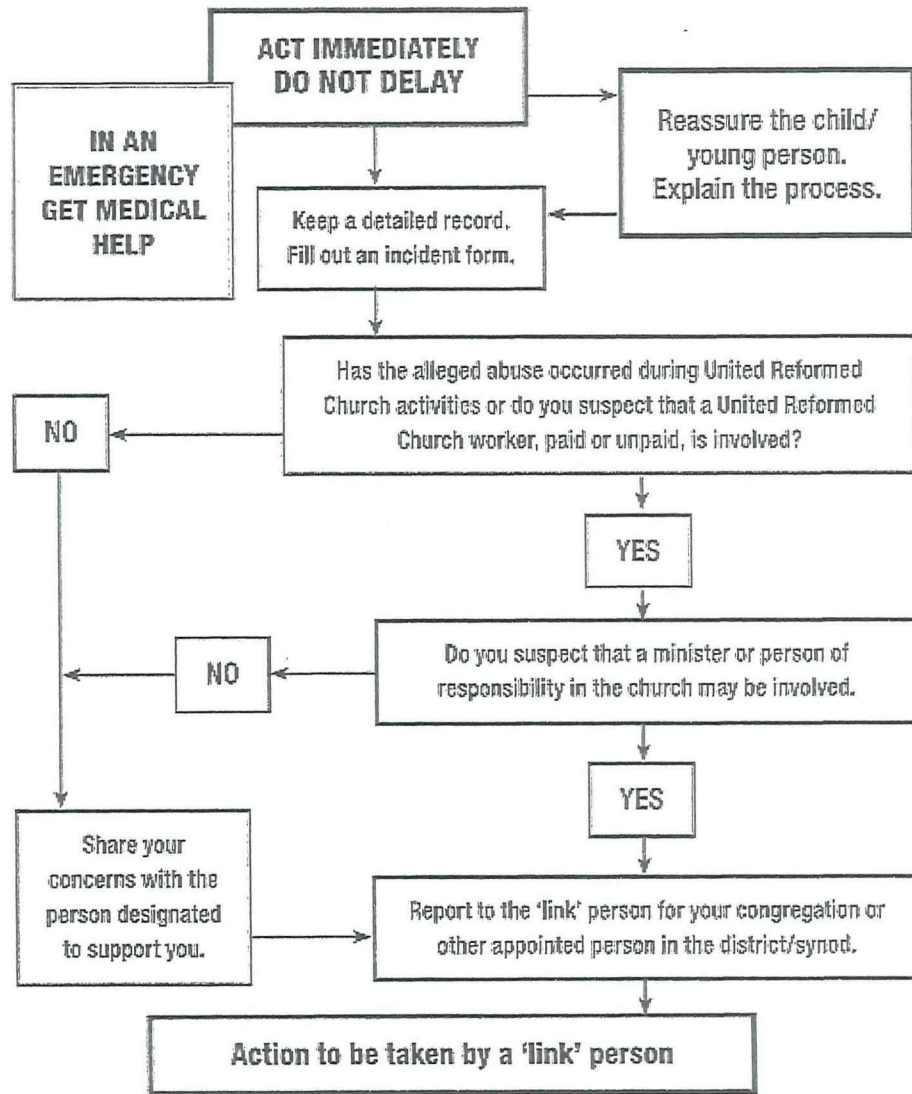


# It is everyone's responsibility to be alert to and report signs of abuse

## DEAL WITH A DISCLOSURE of ABUSE

## UNITED REFORMED CHURCH

## ACTION BY 'LINK' PERSON



*If you are not satisfied that the person to whom you have reported your observations is dealing with your concerns, it is open to you to contact the relevant authorities direct.*

## APPENDIX 4

### Adult / child ratios

(From 3<sup>rd</sup> Edition URC Good Practice Guidelines, p. 26)

#### Indoor Activities

Ratios for adults to children. On no account should a worker be by themselves. The minimum number should always be two and preferably three, preferably one of each gender.

Ratios required under the Children's Act are:

#### Under eights

0 – 2 years	1 member of staff to 3 children
2 – 3	1 member of staff to 4 children
3 – 7	1 member of staff to 8 children

#### 8 years and over

The Children's Act specifies the ratios for under-eights. The recommended ratios for children over eight and young people are:

up to 20 children/young people two adults (preferably one of each gender).  
one adult for every one to ten extra children/young people.

example: 20 children = 1 male & 1 female (at least)  
21 children = 1 male & 1 female, plus one extra adult.  
30 children = 1 male & 1 female, plus one extra adult.  
31 children = 1 male and 1 female, plus two extra adults

#### Outdoor Activities

Events in the neighbourhood of the building require the same care and attention during the planning stage. The adult/child ration should be increased.

#### Under eights

0 – 2 years	1 member of staff to 3 children
2 – 3	1 member of staff to 4 children
3 – 7	1 member of staff to 6 children

#### Eight to thirteen years

Up to fifteen children/young people, two adults (preferably one of each gender)  
One additional adult for every 1 – 8 extra children/ young people.

#### Thirteen years and over

Up to twenty young people, two adults (preferably one of each gender)  
One additional adult for every 1 – 10 young people.

For further information or clarification please refer to your Co-ordinator or Church Secretary, or refer to the URC Good Practice manual in the Church office, or at the URC website <http://www.urch.org.uk>.

"Safe-guarding children & young people in the church" – 3<sup>rd</sup> Edition

**St Andrew's United Reformed Church, Walton-on-Thames**  
**Parental Consent and Medical form**

**Event:**  
**Venue:**  
**Run by:**  
**Date:**

To the child/young person handed this form:

**You cannot take part in this event unless this form has been signed by your Parent/ guardian and returned at the event.** This is to ensure your own health and safety, and that the event is properly organised.

If you are 18 years or over you may complete the form yourself, but it still must be returned at the event.

To Parent/ guardian:

**We want young people under the age of 18 years to enjoy activities to the full and to feel secure and protected during their participation in them. Please understand that children and young people can not participate in events unless this parental consent form has been completed and returned.**

**If you have any questions, please contact:**

Full Name of Participant .....

Address .....

..... Date of birth .....

1) **I, the undersigned** .....

(Name of parent/ Guardian or young person 18 years or over) being the parent/guardian/Participant over 18 **give permission for the participant to take part in the event named above.**

2) I have read the programme outlined and understand what is involved.

I acknowledge the need for obedience and responsible behaviour on the participant's part throughout the period and the need for the all to take special note of any safety instructions.

I am satisfied that all reasonable care will be taken for the safety of those participating and that adequate staffing and other insurance and safety measures have been taken.

I understand that the participant will not be able to participate unless this form has been returned fully completed.

I require that the participant does not participate in the following (please see full programme):

.....

I would like you to be aware of the following special needs, not mentioned on the reverse of this form, of the participant

.....

.....

**3 Declaration**

a. I agree to..... (name)  
receiving emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.



b. The person to contact in case of emergency during this event is:

Name: ..... Relationship: .....

Address: .....

.....

Tel: Day: ..... Evening: ..... Mobile: .....

c. Should the above not be available, please contact

Name: ..... Relationship: .....

Address: .....

.....

Tel: Day: ..... Evening: ..... Mobile: .....

d. The participant's doctor is:

Name: .....

Address: .....

Tel: .....

e. The Participant has the following allergies (e.g. medicine, food, insects): .....

.....

f. The participant has the following medical conditions that you should be aware of (e.g. Asthma, fits, migraine, epilepsy...) .....

.....

g. The participant has the following disability that you should be aware of:

.....

h. The participant is taking the following medication at present (please give name and dose)

.....

Please note that you will not be able to participate in this activity unless all parts of the above form have been completed. Any information given on this form will be treated in confidence and only used if necessary.

I do/do not (please delete) give permission for photographs and video footage to be taken throughout the event for use anonymously for publicity purposes

**I UNDERTAKE TO INFORM THE LEADER SHOULD ANY OF THE ABOVE INFORMATION CHANGE BY THE EVENT DATE.**

Signed ..... Date .....



The  
United  
Reformed  
Church

## APPENDIX 6

# St Andrew's, Walton-on-Thames Annual Consent Form

We want young people under the age of 18 years to enjoy activities to the full and to feel secure and protected during their participation in them. Please understand that children and young people *cannot* participate in activities unless a parental consent form has been completed and returned.

Child's Contact Details <i>(one form per child)</i>			
Full Name:		Date of Birth:	/ /
Current Address:			
		Postcode:	
Home Number:		Mobile Number:	
Email Address:			
Parent / Guardian's Contact Details <i>(complete if different from above for use in an emergency)</i>			
Name:			
Current Address:			
		Postcode:	
Daytime Number:		Mobile Number:	
Evening Number:		Email Address:	
Medical Details			
Please give details of any medical conditions, disabilities or allergies that leaders should be aware of (including any medication needed whilst involved with activities organised by St Andrew's United Reformed Church):			
The participants Doctor is:	Dr.		
Current Address:			
		Postcode:	
Surgery Number:		Mobile Number:	
The participant's National Health Number is:			
Date when the participant was last immunised against Tetanus:			/ /

continued overleaf

### Photography & Filming

Photographs & video footage for display on the premises, on our website and on occasions in the local press may be taken only if, under the data protection Act 1988, permission has been received from parents / guardians of children who may be photographed or filmed.

Photographs or video footage used publicly will not:

- show the outside of the building identifiably
- Name children
- Be of one child alone or close up

Photographs or video footage used publicly will only show activities and groups with obvious adult supervision.

Photographs or video footage used within the building or organisation will be general and will be displayed without surname and identification of home address or contact details.

I do/do not give my permission for photographs or video footage to be used, following the guidelines above, for use

in the building

on our website

in the press

### Activities

The following list provides an outline to the Youth and Children's Work program of activities currently offered by St Andrew's United Reformed Church. Special events, trips and adventure sports not listed below will require a special Event Consent Form to be completed prior to the event taking place.

- Services & worships
- Sunday morning children's groups
- Youth Club
- Discussion groups
- Church picnics (*varied venues*)

- Indoor & outdoor games inc:  
*team Games, potted sports  
football, volleyball, uni-hockey  
pool, table tennis, secured internet access, walks,  
games & sports in the local parks, orienteering, cross  
country running, treasure hunts and bowling.*

### Declaration

I agree to \_\_\_\_\_ (*child's name*) receiving emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

I give my permission for the above named to attend and take part in the Youth & Children's Work activities of St Andrew's United Reformed Church, based on the list provided above.

I undertake to inform the leader should any of the above information change during the following twelve months, at which point I understand a new annual consent form will be required.

Signed:

Date:

/ /

The information given on this form will be treated in confidence and only used if necessary.  
Inadequate information could put your child's life at risk.

Thank you



# Appendix I

## **SAFE FROM HARM** **(Home Office Publication 1993)**

### **SUMMARY OF RECOMMENDATIONS**

1. Adopt a policy statement on safeguarding the welfare of children.
2. Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
3. Introduce a system whereby children may talk with an independent person.
4. Apply agreed procedures for protecting children to all paid staff and volunteers.
5. Give all paid staff and volunteers clear roles.
6. Use supervision as a means of protecting children.
7. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
8. Gain at least one reference from a person who has experience of the applicants paid work or volunteering with children.
9. Explore all applicants' experience of working or contact with children in an interview before appointment.
10. Find out whether an applicant has any conviction for criminal offences against children.
11. Make paid and voluntary appointments conditional on the successful completion of a probationary period.
12. Issue guidelines on how to deal with the disclosure or discovery of abuse.
13. Train paid staff and volunteers, their line managers or supervisors and policy makers in the prevention of child abuse.



## Volunteer (Application) Form

Position	
Application for the post of:	

Applicant's Details			
Full Name(s):		Date of Birth:	/ /
Former Name(s):		Place of Birth:	
Current Address:		Tel Number:	
		Mobile Number:	
		Postcode:	
<i>If you have lived at your current address for a period less than three years, on a separate sheet, please supply details of your previous addresses for the past five years together with dates.</i>			
Email Address:			

Emergency Contact Details			
The person to be contact in an emergency is:			
Contact Number:		Mobile Number:	

Medical Information
Please give details of any medical conditions, disabilities or allergies that organisers/colleagues should be aware of (including any medication):

Skills, Abilities, Knowledge and Experience
In your own words, why do you want to work with children & young people?
<i>(Please continue on a separate sheet if required)</i>
What ability, knowledge, commitment and experience do you have?
<i>(Please continue on a separate sheet if required)</i>
What is your church background and current place of worship (if not at St. Andrew's URC, Walton-on-Thames)?
Is there any other information you think should be known?
<i>(Please continue on a separate sheet if required)</i>

### References

References will be taken up as a way of checking your suitability and to demonstrate the church's commitment to safeguarding the welfare of children & young people. Please give the name, address and contact numbers of two people who can provide an assessment of your suitability for the post.  
*(Referees must not be relatives and must have known the applicant for a period longer than three years.)*

1 <sup>st</sup> Referee Name:		Period Known	
Current Address:			
		Postcode:	
Contact Number:		Mobile Number:	
Connection with you:			

2 <sup>nd</sup> Referee Name:		Period Known	
Current Address:			
		Postcode:	
Contact Number:		Mobile Number:	
Connection with you:			

### Disclosure of Criminal Convictions

Under the Rehabilitation of Offenders Act 1974 ex offenders have to disclose their criminal convictions when applying for Exempted posts. Work with Children & Young People is 'Exempted'.

Do you have any criminal convictions, cautions or bind overs? Yes:  No:

Is there any other information you should declare that might affect your suitability for working with children and young people?

Yes:  No:

(e.g. Allegations which have been the subject of investigation; any current criminal investigations.)

*If you have answered yes, to either of these questions, please enclose details with this form.*

### Disclosure

Do you agree to undergo regular vetting processes, including 'Enhanced Disclosure' through the Disclosure & Barring Services (DBS) that shall be in place to establish your identity and your suitability for work with children and young people? The processes are in accordance with legal requirements and Good Practice guidelines of the United Reformed Church.

*(A separate form will be issued for the implementation of this procedure)* Yes:  No:

### Declaration

I declare that the information in this form is true and complete. I agree to references being taken up, if appropriate. I understand if the information is later discovered to be incorrect the appointment can be cancelled.

Signed:		Date:	/	/
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