



**Ealing Trinity Circuit**

# **CIRCUIT AND CHURCH**

## **POLICY AND PROCEDURES**

**FOR**

# **THE SAFEGUARDING OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

**May 2015**

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## **Introduction**

This policy was agreed at the Circuit Meeting held on 11<sup>th</sup> June 2015.

It will be reviewed on .....

### **Introduction**

The Methodist Church, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

The Methodist Church recognises that at some time or another we are all vulnerable but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity, and the church seeks to affirm the gifts and graces of all God's people.

A vulnerable adult is a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

It is the responsibility of each person to protect children, young people, and vulnerable adults from the four categories of abuse:

1. physical abuse
2. sexual abuse
3. emotional abuse
4. neglect

and to affirm, encourage and support those working with them.

This policy addresses the safeguarding of children, young people and vulnerable adults in the Ealing Trinity Circuit of the Methodist Church. It is intended to be a dynamic policy. It is intended to support the churches of the Circuit in being safe, supportive and caring communities for children, young people, vulnerable adults, for survivors of abuse, for local communities and for those affected by abuse.

**Ealing Trinity Circuit** commits itself to:-

1. the safeguarding and protection of all children, young people and vulnerable adults and declares that the needs of children or of adults when they are vulnerable, is paramount;

2. responding without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed, whether in the church or in another context;
3. safeguarding people of all ages involved in circuit and ecumenical events and activities and to encouraging circuit churches actively to promote policies to ensure that all are safeguarded in the day to day life of the church;
4. challenging the abuse of power of anyone in a position of trust;
5. providing informed pastoral care to those in need, including the supervision of those who have committed criminal offences;
6. ensuring the implementation of the Connexional Safeguarding Policy, government legislation and guidance, and safe practices in the Circuit and in the churches;
7. providing support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children, young people and adults who may be vulnerable.

It is the responsibility of **Ealing Trinity Circuit** to ensure that:-

1. all Circuit officers are aware of the terms of Standing Order 010 concerning the holders of office, duty and responsibilities within the Circuit;
2. a Circuit Safeguarding Children & Adults Coordinator is appointed, according to the job description provided by the District (Appendix 3);
3. there is access to basic child protection training and training in working with children and young people for all voluntary and paid workers with children and young people;
4. there is access to basic training on working with vulnerable adults;
5. all churches have a safeguarding policy which meets the requirements laid down by the Methodist Safeguarding Guidelines, copies of which are filed in the Circuit Office. A sample church policy which meets these requirements is on page 8 of this document;
6. all Ministers – diaconal and presbyteral – circuit lay workers and other staff have been subject to an Enhanced DBS check;
7. all local preachers and worship leaders have signed Safeguarding Form B – declaration in relation to sexual offences against children and young people;
8. when there are circuit groups or events, the circuit policy is implemented (see below).

It is the responsibility of the **Superintendent of Ealing Trinity Circuit** to ensure that:-

1. all churches have appropriate and up-to-date safeguarding policies in place;
2. those with pastoral responsibility for the implementation of the church's safeguarding policy and practice are supported;
3. those involved in issues of abuse and in the management of sex offenders are supported;
4. training opportunities are in place for all workers with children, young people and vulnerable adults; for staff of the Circuit and for members and staff of the local churches in the Circuit;
5. the Circuit Meeting appoints a Safeguarding Children & Adults Coordinator and that the details of that person are passed to the district resources centre;
6. the Circuit Meeting reviews this policy annually;
7. the Safeguarding Children & Adults Coordinator is supported in their work and has access to resources to enable them to fulfill their functions.

It is the responsibility of the **Circuit Stewards of Ealing Trinity Circuit** to ensure that agreed procedures are in place for circuit and ecumenical events that involve children, young people or vulnerable adults.

**Ealing Trinity Circuit** appoints:-

**Cathy Snow** as **Safeguarding Children & Vulnerable Adults Coordinator** and supports them in their role.

It is the responsibility of the **Circuit Safeguarding Children & Vulnerable Adults Coordinator** to ensure that they:

1. support and advise the Circuit Superintendent, the Circuit Stewards and the safeguarding coordinators in the churches in fulfilling their roles;
2. keep their own knowledge up to date in order to provide a point of reference for advice on safeguarding issues;
3. liaise with the district safeguarding group(s);
4. with the support of the Superintendent, ensure that any incidents and allegations

are followed up or referred as necessary.

### **Circuit or ecumenical events involving children, young people and vulnerable adults**

It is very important when planning events to minimise situations where abuse may occur.

#### **1. Good Practice**

The organisers of a circuit or ecumenical event need to ensure that:

- the venue is appropriate for the safety of children;
- there is adequate adult supervision for the event;
- someone has been appointed to take the lead safeguarding role at the event.

#### **2. Recognising abuse and taking action**

If anyone suspects abuse, they should not delay but consult with the person responsible for safeguarding at the event.

The person responsible for safeguarding the event or another appropriate person, i.e. a minister or the Superintendent will inform the statutory services. These agencies would normally be social services and /or the police. If the minister or Superintendent is unclear about what action to take they should seek advice from the local or district safeguarding coordinators.

### **Contact details are as follows**

#### **Superintendent Minister:**

**Revd. Rachel Bending                      07484 542877**

**District Chair:                                020 7654 3850**

**Revd. Michaela Youngson**

#### **Safeguarding Children & Vulnerable Adults Coordinator**

**Cathy Snow                                    07990 591240**

#### **District Safeguarding Officer**

**Grahame Snelling                         07960 877740**

If not present at the time of the incident, the Superintendent Minister should also be advised.

### 3. **Recording and Confidentiality**

Any incidents concerning the welfare of a child, young person or vulnerable adult should be recorded. The 1993 report to the Methodist Conference 'Confidentiality and Pastoral Care' recognised that the normal rules applicable to confidentiality should be waived in the best interests of the child or young person or vulnerable adult.

It must be explained to anyone disclosing abuse that absolute confidentiality cannot be maintained – that there are some secrets that must be shared with those who need to know.

In implementing these practices, Methodist people must be aware that the successful identification and conviction of an abuser is unlikely to be achieved if they fail to implement the procedures correctly. Similarly, victims of abuse will be best served by the long-term care of experienced professionals; it is important not to overestimate one's responsibilities, or capabilities, in this very specialised field

# **SAMPLE SAFEGUARDING POLICY FOR USE BY INDIVIDUAL CHURCHES**

## **METHODIST CHURCH**

### **POLICY and PROCEDURES REGARDING THE SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE AND VULNERABLE ADULTS**

#### **Introduction**

The Methodist Church, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

The Methodist Church recognises that at some time or another we are all vulnerable but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity, and the church seeks to affirm the gifts and graces of all God's people.

A vulnerable adult is a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

It is the responsibility of each person to protect children, young people, and vulnerable adults from the four categories of abuse:

1. physical abuse
2. sexual abuse
3. emotional abuse
4. neglect

and to affirm, encourage and support those working with them.

This policy was agreed at a Church Council held on .....

..... Methodist Church seeks to safeguard people of all ages involved in church events and activities and to encourage churches actively to promote policies to ensure that all are safeguarded in the day to day life of the church.



..... Methodist Church appoints .....  
as the Safeguarding Children & Vulnerable Adults Coordinator (known as the Safeguarding Co-ordinator) and supports them in their role which is to:-

- 1 support and advise the minister and the stewards in fulfilling their roles;
- 2 keep their own safeguarding training up to date in order to provide a point of reference to advice on safeguarding issues;
- 3 liaise with Circuit and District safeguarding coordinators;
- 4 promote safeguarding best practice within the local church with the support of the ministers;
- 5 ensure people working with children and vulnerable adults attend relevant training within one year of starting their work.

### **Good Practice and Procedures**

We believe good practice means that:

1. All people are treated with respect and dignity. Children and young people with disabilities will not be regarded in a different way within the church context when abuse is suspected. In the case of any person with specific special needs, advice should be sought from the relevant agencies.
2. Copies of the church safeguarding policy and the phone numbers for confidential children's services should be displayed prominently in those parts of the premises where young people's activities take place.
3. Any church-organised transport for children or vulnerable adults should be checked to ensure the vehicle is suitable and insured and that the driver and escorts are appropriate.
4. Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential. The church council will actively consider the extent to which the church is succeeding in this area.
5. Nobody acting on behalf of the church is to meet or work alone with a child or young person where the activity cannot be seen, unless this is necessary for pastoral reasons. In such cases a written note of this will be made and kept noting date, time and place of meeting.
6. The church premises will have been assessed for the safety of children within the Health & Safety Risk Assessment for Schedule A and the written report given annually to the church council. This will include fire safety procedures. The

church council will consider the extent to which the premises and equipment are suitable or should be made more suitable.

7. Adults should not make arrangements to meet children or young people off church premises without the agreement of the parent or carer.
8. When events take place off the premises, adequate staffing will be ensured for such events, together with parental consent. Notification of the event will be given to the Church Safeguarding Co-ordinator.

### **Appointment of people who work with children and young people in a voluntary or paid capacity.**

- 1 New workers must agree to an Enhanced DBS disclosure.
- 2 No person who has been convicted of or has received a simple or conditional caution from the police concerning an offence mentioned in the First Schedule of the Children and Young Person's Act 1993 shall undertake work with children or young persons in the life of the church.
- 3 No person who has been convicted of or has received a simple or conditional caution from the police concerning sexual offences against children shall be appointed to any office, post or responsibility or engaged under any contract to which this sub-clause applies unless authority for the appointment or employment has been obtained under S.O 010(5).
- 4 Officers of organisations which undertake their own DBS registration should confirm to the church Safeguarding Coordinator when this has been completed, and a record kept by the Safeguarding Coordinator of the names of those with an enhanced disclosure.
- 5 Appointments are subject to interview by persons experienced in working with children and young people.
- 6 Adequate references from appropriate sources for childcare work will be taken up.
- 7 All workers should have completed Safeguarding Form A (Appendix 4)
- 8 All workers with children must agree to take basic child protection training within the first year of appointment.
- 9 Training in working with children, i.e. the Core Skills programme or equivalent should be undertaken and any other training seen as necessary.

- 10 The Church Safeguarding Coordinator must ensure that the above things are done and the records are kept up to date, and are safely stored.

### **Appointment of pastoral visitors and others whose role brings them into sole contact with vulnerable adults**

All pastoral visitors should attend training to make themselves aware of their safeguarding responsibilities when working with vulnerable adults. This will help pastoral visitors to protect themselves as well as the vulnerable adult. People who undertake home visits as part of their church work should also be DBS checked and complete Safeguarding Form C.

### **Guidelines for working with children, young people and vulnerable adults**

- 1 A leaflet will be produced and reviewed annually to be given to each worker with vulnerable adults outlining good practice and systems. The leaflet will be reviewed annually with this policy. *[Church Councils may produce their own material or use appropriate Connexional leaflets].*
- 2 Each worker with children and young people should be given a copy of the circuit policy. Other registered church officers should have access to the policy and procedures and be made aware of its contents.
- 3 Declaration Safeguarding Forms C and D for key holders should be signed by all holders of office in churches, that is :-
  - Those with lone access to church premises
  - Members of the Church Council
  - Those with duties as representatives of the church, i.e. mini bus drivers
  - Worship leaders
  - Organist, pianists and choir leaders
  - Pastoral visitors and class leaders

### **Recognition of and dealing with suspected abusive situations**

- 1 Anyone suspecting abuse must report it to the church's Safeguarding Coordinator, or to the minister, unless an allegation concerns that person, in which case it must be reported to their superior. If in doubt, speak to the circuit safeguarding coordinator.
- 2 The person receiving the report will decide whether it needs to be referred to the statutory services, i.e. Social Care and / or the police.
- 3 The Superintendent Minister must be advised that a referral has been made.

## **Recording and Confidentiality**

- 1 Workers must report and record any incidents concerning the welfare of a child or young person or vulnerable adult. A sample form is attached to this policy. See appendix 4.
- 2 It is important to record all information received, which should be taken seriously. Workers must not themselves investigate cases of suspected abuse. The duty of a person working with children, young people or vulnerable adults is to prevent abuse and to report any abuse discovered or suspected.
- 3 The normal rules applicable to confidentiality should be waived in the best interests of the child, young person or vulnerable adult, although matters should only be discussed on a need to know basis. See Conference Report 'With Integrity and Skill'.
- 4 It must be explained to anyone disclosing abuse that absolute confidentiality cannot be maintained – that there are some secrets that must be shared with those who need to know.
- 5 Careful consideration should be given and advice sought on what information relating to child protection issues it is appropriate to pass on when families move to other churches, both the data protection act and the human rights act should be observed. A detailed procedure for the exchange of information between agencies regarding Schedule 1 offenders already exists (persons who have been convicted of certain offences against a child or young person).

## **Health and Safety requirements**

- 1 All leaders of activities with children should take the safety of both children and adult helpers into account when doing the risk assessment for that activity.
- 2 Following the assessment, leaders must ensure that physical hazards are minimized. This would include ensuring that furniture and equipment are safely stored.
- 3 The behaviour of children and young people must be supervised so they do not endanger themselves and others. Therefore it is important to have the right adult to child ratio.
- 4 For every activity involving children and young people, whether on or off the church premises, there must be at least two adult workers with each group.
- 5 Parents and carers must be responsible for the arrangements for children and young people to attend and leave an activity on church premises. For activities off the premises, use the 'Ealing Trinity Residential Events, Day Camps etc away from Home' form (see appendix 4) to give details of arrangements to parents about where and when adult workers will take up and cease responsibility for the

children and young people. The attention of parents should be drawn to travel arrangements that involve a lone adult worker driving children and young people. Parents must give their consent to these arrangements.

- 6 Sound Health & Safety arrangements; written information for parents and carers; appropriate consent forms; all these aspects of good practice in leading youth groups will assist in reducing the risk of child abuse. Examples of suitable forms are included in this document in appendix 4.

**Requirements by the church as landlord for users of Methodist premises.**

- 1 Attention must be drawn to those hiring the church premises for any activity to the 'Methodist Church Policy on Safeguarding', and the appropriate declaration form signed by the hirer and kept with other safeguarding records.
- 2 Groups who work directly with children must produce their own Safeguarding Policy and Training Logs. Copies of these should be kept by the church's Safeguarding Coordinator.

**Relevant Telephone numbers**

**Superintendent Minister:**

**Revd. Rachel Bending                      07484 542877**

**District Chair:                              020 7654 3850**

**Revd. Michaela Youngson**

**Circuit Safeguarding Children & Vulnerable Adults Coordinator**

**Cathy Snow                                  07990 591240**

**District Safeguarding Officer**

**Grahame Snelling                        07960 877740**

**Church Safeguarding Children & Vulnerable Adults Coordinator**

**Name.....                                  Number .....**

**Social Care Referral Contact Centre                      020 8825 8000**

May 2015

## **Appendix 1**

### **1. Recognising and Responding to Signals of Possible Abuse**

#### **2.1 Definitions**

Safeguarding is about preventing the abuse of children and young people. Abuse can be explained in four main ways.

- a) Physical – where harm is physical abuse or injury
- b) Emotional – where harm is caused by a constant lack of love and affection, or by emotional pressures such as threats, taunts or bullying.
- c) Neglect – where there is deprivation of those things which are essential for well-being.
- d) Sexual – where people seek sexual gratification by using children and young people.

#### **2.2 Signs of possible abuse**

Because child abuse takes many forms, the signs of abuse are varied. You cannot be expected to be an expert who can diagnose child abuse but there are signs that will lead you to take some advice and support about what to do.

- a) Bruising, cuts, or burns, particularly on parts of the body not normally injured in accidents
- b) Changes in behaviour such as the child becoming withdrawn or aggressive.
- c) Loss of weight
- d) Inappropriately dressed or ill kept.
- e) Sexually explicit behaviour (e.g. playing games and showing awareness inappropriate for child's age)
- f) The child only seems happy with you.
- g) Does not trust adults, particularly those who are close.
- h) Eating problems
- i) Persistent self comforting behaviour
- j) Having 'tummy pains' with no medical reason.
- k) Disturbed sleep, nightmares, bed wetting.
- l) Running away from home, suicide attempts, self harm.

### **2.3 If a child or young person wants to talk about abuse**

- a) Listen, do not question and never push for information.
- b) Accept what they say, keep calm and look at them directly.
- c) Reassure them that they are right to tell you and that you take them seriously.
- d) Let them know that you will need to tell someone else, do not promise total confidentiality.
- e) Be aware that they may have been threatened.
- f) Let the child know what you are going to do next and that you will let them know what happens.
- g) Make notes as soon as is reasonably practical, writing down exactly what was said, where possible using the child or young person's own words. Record dates and times of these events. Sign your notes and always keep a copy for yourself. Format attached.
- h) Immediately follow the procedure in Section 2.5.

***Remember that you are not the investigating agency*** - any probing may interfere with further investigations and make the child or young person repeat painful information.

### **2.4 Information from someone else**

Anyone given information by a third person about alleged or suspected abuse has a responsibility to act on the information given. The procedures in Section 2.6 below should be followed

### **2.5 If you suspect abuse (see flow chart)**

- a) Do not delay
- b) Consult with one of the named persons responsible for safeguarding children and young people or your minister.
- c) If none of these people are available, contact Social Services or if the child is in immediate danger the police.
- d) See contact numbers – page 8.
- e) If you need pastoral support, speak to one of the ministers.
- f) Do not talk to the alleged abuser.
- g) Do not make assumptions because of your knowledge of the family
- h) Do not assume someone else will help the child or young person. You may be the first person they tell or trust.

## **2.6 What happens next?**

There are procedures for investigating cases where a child is at risk. Social Care has the main responsibility and will normally investigate the disclosure by meeting with the child and the family both separately and together. They will also gather other information about the family from the child's school, the family GP and any other professionals involved with the family. If social care then believe the child may be at 'significant harm' they will set up a case conference involving social workers, the police, a representative from school health and the child's school.



## Appendix 2

### Dealing With Child Protection Issues

#### Summary Chart

Follow this route if you have:-

- an urgent suspicion or
- evidence of or
- a disclosure of

any of the following:-

- physical abuse - particularly any unexplained injuries
- sexual abuse
- emotional abuse
- neglect

**Child makes a disclosure indicating they are in  
immediate danger and likely to suffer significant harm**

Record information on the recording sheet as close to the event as possible.  
Make sure you have their address.

Reassure the child and leave with another adult.

If the family are present in the building decide who would be the best person to tell them that on the information received you must report it to the police. If they take the child before the police arrive you must dial 999 again and update the police.

If the disclosure is about sexual abuse **do not** tell the family that you are ringing 999 as this gives time for evidence to be removed. Allow the child to go home with the family and have the address ready to tell the police

Ring 999

Report the situation to your Church Safeguarding Coordinator.

Church Safeguarding Coordinator will inform the Superintendent Minister and support you.



**Child makes a disclosure indicating they are  
NOT IN immediate danger  
but are suffering significant harm**

Record information on the recording sheet as close to the event as possible.

Make sure you have their address.



As soon as possible and within no more than 48 hours report the situation to:-  
your Church Safeguarding Coordinator  
or  
the Minister

The person receiving information on the disclosure will decide:-  
if it needs to be referred to social care  
who if anyone should inform the family  
if advice is needed from the Circuit Safeguarding Coordinator

The safeguarding coordinator will:-  
inform the Superintendent Minister  
offer support to the adults dealing with the disclosure.



**Child makes a disclosure indicating they are  
NOT IN immediate danger  
And are not currently suffering significant harm**

Record information on the recording sheet as close to the event as possible.

Make sure you have their address.

Monitor

Report the situation to:-  
your Church Safeguarding Coordinator  
or  
the Minister

Decide together  
what could be the triggers for the situation to become a possible child protection case  
who if anyone should inform the family  
if advice is needed from the Circuit Safeguarding Coordinator

## Appendix 3

### **Model Job Description for Church Safeguarding Children & Vulnerable Adults Coordinator**

|                                     |   |
|-------------------------------------|---|
| Responsibilities                    | <ol style="list-style-type: none"> <li>1. Develop and review annually church policy on safeguarding with the Church Council.</li> <li>2. Keep up to date with safeguarding issues.</li> <li>3. Ensure all relevant persons including those working with children, young people or vulnerable adults are aware of, and follow the church and circuit policies and procedures on safeguarding.</li> <li>4. Be the initial contact for any allegations of abuse, and ensure all information concerning alleged abuse is recorded. Refer all allegations of abuse immediately to:-             <ol style="list-style-type: none"> <li>(a) the local Social Services Department, or if there is immediate danger to the affected child, young person or vulnerable adult, the Police,</li> <li>(b) the Minister,</li> <li>(c) the Circuit Superintendent.</li> </ol> <p>Do not attempt to investigate allegations of abuse yourself.</p> </li> <li>5. Maintain lists of people in the church who have completed safeguarding forms, or who have been subject to Disclosure &amp; Barring Service checks through the Churches Agency for Safeguarding.</li> <li>6. Assist people in the church who need to complete a DBS form to obtain and complete forms. Note that forms for Disclosure &amp; Barring Service checks and supporting documentation must be checked by the Minister.</li> <li>7. Maintain lists of people who have completed training associated with work with children and young adults. Periodically, review training undertaken by individuals and advise on further training needs.</li> </ol> |
| Qualifications & other requirements | <p>Church member</p> <p>DBS Enhanced Disclosure</p> <p>Have, and keep up to date, copies of:-<br/>           Church policy on safeguarding<br/>           Circuit policy and procedures</p>   |

## Appendix 4 Safeguarding Forms and their use

Unless otherwise stated completed forms should be retained by the Church Safeguarding Coordinator.

In the case of forms relating to children's and young people's activities, group leaders should also retain a copy of completed forms.

  
Safeguarding Form A  
Pt 1 2011.pdf

  
Safeguarding Form A  
Pt 2 2011.pdf

### **Safeguarding New Form A Part 1 and Part 2 – Registration for Voluntary Workers with Children & Young People**

These forms must be completed by every volunteer for work with children or young people. Copies of completed forms should be retained by the church Safeguarding Coordinator.

Click on the icon to open or contact the Circuit Office for a hard copy or download in Adobe format from the Methodist Church website.

In addition volunteers must complete a Disclosure & Barring Service Disclosure Application Disclosure & Barring Service Disclosure Application

A Disclosure & Barring Service Disclosure Application should be completed by all people working with children or young people. This form should be obtained from the church Minister who must verify the form before it is sent to the Churches Agency for Safeguarding. A copy of the completed form should be sent to the Circuit Office, as should a copy of the response from the Churches Agency for Safeguarding.

Church Safeguarding Officers should maintain a list of all people within the church who have made a Disclosure Application. Copies of these lists as they are updated should be sent to the Circuit Office.

  
Safeguarding Form X  
2011.pdf

### **Safeguarding Form X – Confidential Declaration.**

This form must be completed by everyone wishing to work with children, young people or vulnerable adults (in voluntary or paid roles). Form A parts 1 and 2 must also be completed for each worker and held securely by the church/circuit.



Safeguarding Form B  
2011.pdf

## **Safeguarding Form B – Local Preacher and Worship Leader Declaration.**

Declaration to be completed by all Local Preachers and Worship Leaders. Completed forms are held in the Circuit Office.

Click on the icon to open or contact the Circuit Office for a hard copy or download in Adobe format from the Methodist Church website.



Safeguarding Form C  
2011.pdf

## **Safeguarding Form C – Qualification for Appointment.**

This declaration is to be signed by all applicants or appointees to church offices. It indicates that the person concerned is aware of Methodist Church Safeguarding Policy and declares that they know of no reason why they should not fulfill the post.

Click on the icon to open or contact the Circuit Office for a hard copy or download in Adobe format from the Methodist Church website.



Safeguarding Form D  
2011.pdf

## **Safeguarding Form D – Key holders' declaration**

This form states the conditions under which keys are issued to individual office-holders and includes a declaration that the individual has never been convicted or cautioned for a sexual offence against children or young people.

Click on the icon to open or contact the Circuit Office for a hard copy or download in Adobe format from the Methodist Church website.



Safeguarding Form E  
2011.pdf

## **Safeguarding Form E – Users of premises declaration.**

This form is to be signed by users of church premises and declares that they are familiar with the Home Office Code of Practice and the Safeguarding Policy of the Methodist Church.

Click on the icon to open or contact the Circuit Office for a hard copy or download in Adobe format from the Methodist Church website.



Accident form.doc

### **Ealing Trinity Accident and Incident form.**

This form should be completed in triplicate immediately after any accident or untoward incident has occurred. One copy should be retained by the Leader of the group and two copies given to the Secretary of the Church Council. The Secretary of the Church Council should sign both copies, insert one copy into the Church Accident and Incident Folder, and discuss with the Minister what follow up action is necessary.

Click on the icon to open or contact the Circuit Office for a hard copy or download in Adobe format from the Methodist Church website.



Consent Form.doc

### **Ealing Trinity Individual Record and Consent Form For children's/young people's activities.**

This form gives parents' consent for their children to take part in the normal activities of specified groups. It also collects details of any medical conditions or disabilities which may affect the child's normal activities.



Residential Event form.doc

### **Ealing Trinity Residential Events, Day Camps etc away from home form**

This form is in two parts:-

The first part gives parents' consent for their children to take part in activities away from home.

The second part is to be completed by Group Leaders detailing basic information to be given to all participants, but has a declaration to be signed by the group member that they have received and understood the information. A copy should be given to the group member and a copy retained by the group leader.

Click on the icon to open or contact the Circuit Office for a hard copy or download in Adobe format from the Methodist Church website



Swimming form.doc

### **Ealing Trinity Swimming Activities form.**

This form gives parents' consent for their children to take part in swimming activities. Note that group leaders must also ascertain for themselves the swimming ability of each group member.

Click on the icon to open or contact the Circuit Office for a hard copy or download in Adobe format from the Methodist Church website



Local Church  
Audit.doc

### **Circuit Audit Form**

These need to be completed annually by the church Safeguarding Coordinator ready for church council approval at the spring meeting. After this the forms should be forwarded to the Circuit safeguarding coordinator to be presented at the Circuit Meeting.

Click on the icon to open or contact the Circuit Office for a hard copy or download in Adobe format from the Methodist Church website



safeguarding\_induction and recording.docx

### **Safeguarding Induction Check List and Recording Concern Form.**

Sample sheets which churches may want to use.



## Appendix 5 Circuit, Church and Local Contact numbers

### Ealing Trinity Circuit Safeguarding Officer

Ms Cathy Snow 07990 591240

### Ministers

Rev Rachel Bending 07484 542877

Rev Oluyemisi Jaiyesimi 07484 542880

Rev Shirlyn Toppin 07484 542876

Deacon Lemia Nkwelah 07484 542878

Deacon Ramona Samuel 07483 142576

Mrs Penny Pedley 07484 542879

### Church Reps

Acton Hill Mr Derek Nicholls 020 8575 0236

Ealing Green Ms Pat Sucher 020 8840 3459

Greenford Mrs Suzanne Brown 020 8578 5863

Hanwell Mr Paul Williams 020 8991 1913

Kingsdown Mrs. Sybil Corbin 020 83542 6406

King's Hall (Urdu) Ms Eva Ashiq 07878 558791

Northolt Elizabeth Sherman 01895 633543

Pitshanger Vacant

### Other agencies

NSPCC 0805 800 5000

Childline 0800 1111

### Police

In Emergency 999

### London Borough of Ealing

Social Care Referral Contact Centre 020 8825 8000

## Other Useful Contacts

### **CHILDLINE:**

Provided by: NSPCC Weston House, 42 Curtain Road, London EC2A 3NH  
Tel: 0800 1111 (for children & young people)  
Tel: 0808 800 5000 (for adults concerned about a child)  
[www.childline.org.uk](http://www.childline.org.uk)

### **KIDSCAPE:**

2 Grosvenor Gardens London SW1W 0DH  
Tel: 020 7730 3300  
Helpline: *currently closed for re-development*  
[www.kidscape.org.uk](http://www.kidscape.org.uk)

### **Action for Children:**

3 The Boulevard, Ascot Road, Watford WD18 8AG  
Tel: 01923 361500  
[www.actionforchildren.org.uk](http://www.actionforchildren.org.uk)

### **NSPCC**

42 Curtain Road, London EC2A 3NH  
Tel: see CHILDLINE above  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

Offers counselling and advice

### **National Children's Bureau**

8 Wakley Street, London, EC1V 7QE  
Tel: 020 7843 6000 Fax: 020 7278 9512  
[www.ncb.org.uk](http://www.ncb.org.uk)

### **Methodist Church**

25 Marylebone Road, London NW1 5JR  
Tel: 020 7486 5502 Fax: 020 7486 7792  
[www.methodist.org.uk](http://www.methodist.org.uk)

### **Family Rights Group**

Second Floor, The Print House, 18 Ashwin Street London E8 3DL  
Tel: 020 7923 2628  
Helpline: 0808 801 0366 (Mon – Fri 10.00am – 3.30pm)  
[www.frg.org.uk](http://www.frg.org.uk)

A national organization supporting the rights of the family