

## Safeguarding Children and Vulnerable Adults Policy for Menston Methodist Church

This policy was agreed at a Church Council held on 5 February 2020.

The Methodist Church, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation 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.

Menston Methodist Church is committed to the safeguarding and protection of all children, young people and adults and affirms that the needs of children or of people when they are vulnerable and at risk are paramount.

Menston Methodist Church recognises that it has a particular care for all who are vulnerable whether as a result of disabilities or reduction in capacities or by their situation. 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 our wish to affirm the gifts and graces of all God's people.

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

Menston Methodist Church fully agrees with the statement reiterated in *Creating Safer Space 2007*:

*As the people of the Methodist Church we are concerned with the wholeness of each individual within God's purpose for everyone. We seek to safeguard all members of the church community of all ages.*

Menston Methodist Church recognises the serious issue of the abuse of children and vulnerable adults and recognises that this may take the form of physical, emotional, sexual, financial, spiritual, discriminatory, domestic or institutional abuse or neglect, abuse using social media, child sexual exploitation or human trafficking (slavery). It acknowledges the effects these may have on people and their development, including spiritual and religious development. It accepts its responsibility for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. It accepts its responsibility to support, listen to and work for healing with survivors, offenders, communities and those who care about them. It takes seriously promotion of welfare so that each of us can reach our full potential in God's grace.

Menston Methodist Church commits itself to:

- **RESPOND** without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed or may suffer harm, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.
- **IMPLEMENT** the Methodist Church Safeguarding Policy, Procedures and Guidance; government legislation and guidance and safe practice in the circuit and in the churches.
- The **PROVISION** of support, advice and training for lay and ordained people to ensure that people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.
- **AFFIRM** and give thanks for those who work with children and vulnerable adults and also acknowledge the shared responsibility of all of us for safeguarding children and vulnerable adults who are on our premises.

### **Church Council**

It is the responsibility of each Church Council to appoint a Church Safeguarding Officer and there should be no gaps in this crucial provision. It is not appropriate for the minister to fill any gap, because of the potential conflict of roles. The role will usually be undertaken on a voluntary basis although expenses should be met. Ultimate responsibility for safeguarding within the church lies with the Church Council.

Menston Methodist Church appoints Charlotte Montague as Church Safeguarding Co-ordinator, (to be appointed) as Church Safeguarding Officer for Vulnerable Adults and Susan Brown as Church Safeguarding Officer for Children and Young People and supports them in their role, which is to:

- i) provide support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding
- ii) ensure that a suitable, signed church safeguarding policy is displayed at all times in the church on a safeguarding noticeboard, along with names of current safeguarding officers, national helplines and other suitable information. This must be renewed annually
- iii) record all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and practice and promote the requirement for others to do the same
- iv) identify and inform those who are required to attend safeguarding training and maintain records of attendance. Work with the circuit safeguarding officer and DSO to arrange training
- v) attend training and meetings relating to the role

- vi) work in partnership with the caretaker, stewards and user groups to promote good safeguarding practice on church premises. This will include gaining written confirmation that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own
- vii) check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually
- viii) inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures
- ix) advise the circuit safeguarding officer and/or DSO of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to any request from them for an audit of safeguarding activities.

## **1. Purpose of the policy**

The purpose of the church safeguarding policy is to check that procedures are in place and provide clarity about the roles and responsibilities of those trusted with promoting the church as a safe space for all its users. It is to be read in conjunction with the Methodist Church Safeguarding Policy, Procedures and Guidance (2019).

## **2. Good practice**

We believe that good practice means:

- All people are treated with respect and dignity.
- Those who act on behalf of the Church should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written record of this will be made and kept, noting date, time and place of visit.
- The church premises will be assessed by the church safeguarding officer with the property steward and/or their representatives at least annually for safety for children and vulnerable adults and a written risk assessment report will be 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.
- Any church-organised transport of children or vulnerable adults will be checked to ensure that the vehicle is suitable and insured and that the driver and escort are appropriate. A record will be kept in the church file for each driver/car.
- Activity risk assessments will be undertaken before any activity takes place to minimise the risk of harm to those involved. Approval will be obtained from the event leader/minister. A written record of the assessment will be retained securely.

- 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 it is succeeding in this area.

These things are to safeguard those working with children, young people and those adults who may be vulnerable.

### **3. Appointment and training of workers in the church**

Workers will be appointed after a satisfactory DBS disclosure and following the safer recruitment procedures of the Methodist Church. Each worker will have an identified supervisor who will meet at regular intervals with the worker. A record of these meetings will be agreed and signed and the record kept. Each worker will be expected to undergo basic safeguarding training, within the first six months (agreed by Methodist Conference in 2011 -*Creating Safer Space Report*) of appointment. The other training needs of each worker will be considered (eg food hygiene, first aid, lifting and handling).

### **4. Pastoral visitors**

Pastoral visitors will be supported in their role with the provision of basic safeguarding training upon appointment. If they are undertaking tasks for which a DBS would be required, this will be undertaken prior to appointment.

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

A leaflet outlining good practice and systems will be produced and given to everyone who works with children, young people and vulnerable adults. This leaflet will be reviewed annually. <sup>1</sup>

### **6. Ecumenical events**

Where ecumenical events happen on church premises, safeguarding is the responsibility of this Church Council.

### **7. Events with church groups off the premises**

Adequate staffing, a risk assessment and notification of the event must be given to the church safeguarding officer PRIOR to the agreement for any event or off site activity. Notification of the event will also be given to the church council secretary: Mrs Julie Jennings.

If the activity is unusual or considered to be high risk the church safeguarding officer will contact the circuit safeguarding officer in order that it can be ratified or any queries raised.

### **8. Other groups on church premises**

Where the building is hired for outside use, the hirer signing the letting agreement ([www.tmcp.org.uk/property/letting-property-and-third-party-use](http://www.tmcp.org.uk/property/letting-property-and-third-party-use)) will be given a copy of that

agreement and the appropriate leaflet<sup>1</sup>. The caretaker will consider the various users of the building in making lettings. All lettings will be notified to the church safeguarding officer who will keep the records and take advice as appropriate from both the District Safeguarding Officer and Circuit Safeguarding Officer.

## **9. Forms and record keeping**

- Holders of an office within the church must complete and sign a confidential declaration.
- Volunteers working with children, young people or vulnerable adults must register and enter into a volunteer agreement using form A.
- Keyholders must sign form D and acknowledge the conditions of issue.

## **10. Complaints procedure**

There is a formal complaints procedure within the Methodist Church, which allows issues to be raised about actions or behaviour by a member or officer of the Church. In addition, employed staff will be subject to relevant contractual procedures. All complaints will be responded to with care, diligence and impartiality. The provisions of Part 11 of the Constitutional Practice and Discipline of the Methodist Church will be followed. A complaint should be addressed to the superintendent minister, the Revd. Tim Perkins. If a complaint is made to another person it should be referred to them. Meetings will be arranged with the person making the complaint and, usually, the person against whom the complaint has been made, in an attempt to resolve it. If the complaint is against the superintendent, it should be sent to the District Chair, the Revd Kerry Tankard at Touchstone 4 Easby Road Bradford BD7 1QX.

Safeguarding officers must be informed of any complaint or issue relating to the potential abuse of children or adults who may be vulnerable. They will support prompt action to respond to the circumstances of any safeguarding concern, whether or not any party involved wishes to make a formal complaint through the Methodist Church.

## **11. Online Safety and Photography**

The Church recognises that for many children and young people using the internet is a regular part of their lives and has a significant impact on their social development. In accordance with the Methodist Church Safeguarding Policy we will take all possible steps to protect children and young people from significant harm or risk when using the internet or any other form of technology. These steps will include:

Permitting photography/video at church events only with the agreement of each child/young person and permission of a parent or guardian.

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<sup>1</sup> Such as the code of safer working practice leaflet in the appendices of the [Safeguarding Policy, Procedures and Guidance for the Methodist Church](https://www.methodistpublishing.org.uk/books/pe750-sg-16/safeguarding) or the quick reference guide <https://www.methodistpublishing.org.uk/books/pe750-sg-16/safeguarding>.

11.1 Allowing photography/video for church purposes only by persons authorised by the safeguarding co-ordinator and minister and then kept only on a church computer or securely stored as agreed by the safeguarding co-ordinator and minister. The authorised persons are Jalna Jenkins and Margaret Paine.

11.2 Not permitting identifiable photographs/video of children/young people taken for church purposes to be uploaded on social media.

11.3 Using traceable (and preferably group) electronic means of communication between adults and children/young people in the church context only with the consent of a parent or guardian.

## **12. Review**

This policy will be reviewed annually by the Church Council. The date of the next review is February 2021.

## **13. Key concepts and definitions**

13.1. A child is anyone who has not yet reached their eighteenth birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, a member of the armed forces, in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.

13.2. Vulnerable Adults: Any adult aged 18 or over who, owing to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves.

13.3. Safeguarding and protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.

13.4. Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.

13.5. Abuse and neglect may occur in a family, a community or an institution. It may be perpetrated by a person or persons known to the child or vulnerable adult or by strangers; by an adult or by a child. It may be an infliction of harm or a failure to prevent harm.

Dated: 5 February 2020

Signed: Rev Tim Perkins, Chair of Church Council