

Reviewed and approved by Church Council: November 2018
Next review date: November 2019

St Paul's Methodist Church, Crawley

Charity number ...[1127744](#)..

SAFEGUARDING POLICY

For the Care of Children, Young People and Vulnerable Adults.

1. Policy Statement

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. It is the responsibility of each one of us to prevent neglect and physical, sexual or emotional abuse of all church members and adherents, in particular, our children, young people and vulnerable adults. Trinity Methodist Church recognises that all people can become the victims of neglect, physical, sexual or emotional abuse and that, as a Church, it has a responsibility to seek to ensure that no child, young person or vulnerable adult using the church premises or taking part in off-site Church activities suffers from abuse.

St Paul's Methodist Church is committed to the safeguarding and protection of all children, young people and vulnerable adults and affirm that the needs of children or people when they are vulnerable are paramount.

Any person having any concerns that a child, young person or vulnerable adult may be at risk, please speak to one of the safeguarding coordinators listed below.

Minister: Rev Ralph Ward

Safeguarding Officer: Carol Ofield

If you feel the need to seek advice from someone outside St Paul's Methodist Church, independent advice can be obtained from the

NSPCC Child Protection Helpline	0800 800 500.
Childline	0800 1111
Family Lives (formerly Parentline)	0808 800 2222
The Silver Line (for the elderly)	0800 470 8090

People of any age are encouraged to call any of these numbers if they are aware of anyone suffering abuse.

This Policy sets out the responsibilities of the Church Council, the general principles relating to the appointment of workers and the management of the work, the recognition of abuse, good practice, Church office holders, the law and good practice relating to the rehabilitation of sex offenders, church premises lettings and resources.

This Policy is not intended to take the place of more detailed procedures, training materials and detailed guidance for Workers, neither does it replicate the content of the resource materials referred to in Section 11 of this Policy. This Policy focuses on the principles needed to ensure that the objectives set out above are achieved¹.

This Policy aims to follow the policy laid out in the Methodist Church manual "Safeguarding children, young people and vulnerable adults"².

A copy of the policy will be on display within church premises.

2. The Church Council will:

- (a) Oversee implementation of this policy,
- (b) Ensure that the Church premises are constructed and maintained so as to minimise risk to children, young people and vulnerable adults.
- (c) Review annually this Safeguarding Policy and any associated child, young person or vulnerable adult protection procedures.
- (d) Appoint a Children's and Young People's Co-ordinator to coordinate all work with children and young people.

3. Appointment of Workers with Children, Young People and Vulnerable Adults

All new workers with children, young people and vulnerable adults will:

- (a) Be approved by a member of Church Council,
- (b) Complete an appropriate application form (retained by the safeguarding officers) and be given a job description,
- (c) Apply for the Disclosure and Barring Service police check, according to current Methodist Church procedures,
- (d) Be interviewed by a member of the Stewards Leadership Team within the church.
- (e) Provide adequate references,
- (f) Undertake a probationary period which shall normally be for 12 months (but may be lengthened or reduced as required), after which appointment will be

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Members of Church Council recognise that additional Policies may be needed to address First Aid; Fire Procedures; Worker Training; Equal Opportunities and Special Needs; Risk Assessment; Smoking; Complaints and Confidentiality. As these Policies are developed they will be cross-referenced to this Policy.

confirmed or rescinded by Church Council on the advice of the safeguarding officer,

- (g) Undertake appropriate training and be given a copy of this Policy,
- (h) Formally agree to adhere to this Policy and the associated child, young person and vulnerable adult protection procedures.

4. Managing the Work

- (a) All workers will be provided with a job description informing them of their responsibilities, plus a copy of this Policy and the associated procedures.
- (b) All newly appointed workers will be introduced to an experienced worker who will be responsible for their induction and guidance.
- (c) There is an expectation that workers will prepare thoroughly their work.
- (d) Workers will undertake appropriate training.
- (e) See through glass panels will be provided on doors to rooms where children, young people or vulnerable adults meet.
- (f) When children are given lifts in cars, workers will not be allowed to be alone in a car with a single child.
- (g) On residential activities and events, such as camps and house parties, adults will sleep separately from children but will remain close enough to provide effective supervision.
- (h) On all off-Church site events where parents are not present, we will require the parent or guardian to complete and return a parental consent form (with contact details, information about any special needs of the child and permission for emergency medical treatment). We recognise that, in law, only persons with parental responsibility can consent to medical treatment. However, we also appreciate that it is good practice to seek parental permission and we note that health workers will proceed without parental consent in life or death situations.
- (i) Camps and expeditions will be led by workers with appropriate experience and an appropriate child to adult ratio. A suitably equipped first aid box will be taken on all off-site activities.
- (j) No worker will be left alone with a group.
- (k) Adults will ensure that children do not open the main door to the public.
- (l) Children will remain the responsibility of their parents or carers whilst on the church property
- (m) Wherever possible, it will be our intention that at least two adult workers will lead each group of children and young people during on-site meetings.
- (n) An accident book is kept on-site and should be used to record all health and safety incidents. The book is kept with the first aid box in the Old Kitchen.
 - (m) All fire appliances are serviced according to a regular programme.
 - (n) Fire regulations are complied with and fire exits are signposted throughout the premises with high visibility signage.

5. Recognising and Dealing with Abuse

- (a) If abuse is suspected, workers must report this to the person to whom they are responsible.
- (b) In all situations of suspected abuse, the church safeguarding officer and the minister should be informed.
- (c) In every situation of suspected abuse, the District Safeguarding Officer must also be informed. (Philippa Read at safeguarding@methodistsoutheast.org)
- (d) Workers must be aware of what to do in the event of a child, young person or vulnerable adult disclosing to them (see Safeguarding booklet, resource 3 in the list below or the National Standards).
- (e) Appropriate training in this area will be offered so that workers can recognise and respond to the signs of neglect and physical, sexual and emotional abuse.

6. Good Practice

- (a) Workers must record and report any incidents concerning the welfare and wellbeing of a child, young person or vulnerable adult.
- (b) Workers will be made aware of procedures relating to practical issues, e.g.
 - when only one worker is available
 - transporting children, young people or vulnerable adults in cars and minibuses
 - meeting children, young people or vulnerable adults off church premises
 - first-aid
 - place of safety arrangements in case of evacuation of the Church premises
 - non-collection of a child, young person or vulnerable adult following a meeting
 - intruders
 - collection arrangements
 - how to deal with unwanted substances brought onto the Church premises (e.g., alcohol, cigarettes, prescription and other drugs)
 - fire drill, etc.

7. Other People Holding Office or Carrying a Duty or Responsibility within the Church, and Church Key Holders

Church members who are asked to consider taking on an office, duty or responsibility within the church (that is, the offices, duties and responsibilities referenced in the Methodist Church's Safeguarding Manual, and church key holders) must be made aware that they cannot hold office if they have any conviction or caution for sexual offences against children, young people or vulnerable adults. They must be made aware of the safeguarding policy of the Methodist Church. They must be advised that they should never work in a situation in which they could be alone with children, young people or vulnerable adults whilst undertaking the office/duty/responsibility. Church key holders

must not lend keys to anyone else, nor make any key copies. They must also sign an up to date keyholder declaration.

8. Rehabilitation of Sex Offenders

The church is aware of procedures as laid down in the Conference 2000 Report, *The Church and Sex Offenders*, which must be adhered to in the event of a known sex offender being integrated into the life of the church. Please note that the former "Covenants of Care" has now been renamed "Safeguarding Contracts".

9. Lettings

It is recommended that when contemplating letting either the church or its premises, whose use would involve work with children and young people, the following clauses be added to the licence: *"The licensee confirms that they are familiar with the Home Office Code of Practice "Safe From Harm" and the safeguarding policy of the Methodist Church, have an understanding of them, and undertake to follow the Code of Practice contained therein in relation to work with children and young people under the age of 16 years (or 18 in the case of those who have a disability.)"*

10. St Paul's Church Website

The website must comply with the Methodist Church guidelines for creating a website, published on www.methodist.org.uk/safeguarding.

11. Resources

A variety of resources exist to assist and support churches in the well-being of their children and young people:

- (1) *Safeguarding – A policy for good practice in the care of children* (MPH),
- (2) The District Taking Care Group,
- (3) Churches Agency for Safeguarding, Phone 020 7467 5216,
email CAS@methodistchurch.org.uk,
Website <http://www.churchsafe.org.uk/page1.htm>