

Children and Vulnerable Adults Safeguarding Policy for Menston Methodist Church

This policy was agreed at a Church Council held on 15 June 2017.

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.

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

Menston Methodist Church recognises that none of us is invulnerable 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. We 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 Connexional 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 or institutional abuse or neglect. 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 the issues of 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, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.

2.

Menston Methodist Church commits itself to ensuring the implementation of Connexional Safeguarding Policy, government legislation and guidance and safe practice in the circuit and in the churches.

Menston Methodist Church commits itself to the provision of 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 and adults who may be vulnerable.

Menston Methodist Church affirms and gives thanks for the work of those who are workers with children and vulnerable adults and acknowledges the shared responsibility of all of us for safeguarding children and vulnerable adults who are on our premises.

Menston Methodist Church appoints Charlotte Montague as Church Safeguarding Co-ordinator, Nicholas Hanbidge as Church Safeguarding Officer for Vulnerable Adults and Susan Brown as Church Safeguarding Officer for Children and Young People. The Church supports them in their role which is to:

- i) support and advise the minister and the Leadership Team in fulfilling their roles
- ii) provide a point of reference to advise on safeguarding issues
- iii) liaise with Circuit and District Safeguarding Coordinators
- iv) promote safeguarding best practice within the local church with the support of circuit ministers.

a) Purpose of the policy

The purposes of this safeguarding policy are to ensure procedures are in place and people are clear about roles and responsibilities for children and vulnerable adults in our care and using our premises. It is to be read in conjunction with the Methodist Safeguarding Handbook (2010).

b) Good Practice

We believe good practice means that:

- i) All people are treated with respect and dignity.
- ii) 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 note of this will be made and kept noting date, time and place of visit.
- iii) The church premises will be assessed for safety for children and vulnerable adults and the risk assessment report will be given annually to the Church Council in written form. 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.
- iv) Any church-organised transport of children or vulnerable adults will be checked to ensure the vehicle is suitable and insured and that the driver and escort are appropriate.
- v) Holders of an office, duty or responsibility within the church must complete and sign Safeguarding Form C.
- vi) Key holders within the church must complete and sign Safeguarding Form D.

3.

All forms will be retained in a confidential manner by the minister or Church Council secretary.

- vii) Those working in regulated activity with children or vulnerable adults (paid or voluntary workers) are required to apply for enhanced disclosure from the DBS with a check of the barred list.
- viii) Those not working in regulated activity but still requiring enhanced disclosure from the DBS (without a check of the barred list) include: messy church helpers, members of the church council, safeguarding representatives, Open the Book volunteers, Sun Club and creche helpers, worship leaders, drivers for church activities and pastoral visitors.
- viii) A list of those required to attend safeguarding training is appended to this report and was approved by the Methodist Conference in 2011. Refresher training is required every four years.
- ix) 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 practices are to safeguard those working with children, young people and those adults who may be vulnerable.

- c) **Appointment and training of paid workers with children and vulnerable adults**
Paid workers will be appointed after a satisfactory DBS check. Each worker will be expected to undergo basic safeguarding training, within the first year of appointment. The other training needs of each worker will be considered (e.g. food hygiene, first aid, lifting and handling, etc.) and each worker will have an annual review conducted by a named member of the Church Council and another worker within the organisation.
- d) **Pastoral visitors**
In terms of safeguarding, Pastoral Visitors will be supported in their role with the provision of safeguarding training upon appointment and refresher training every four years. This training is compulsory.
- e) **Guidelines for working with children, young people and vulnerable adults**
A leaflet will be produced and reviewed annually to be given to each worker (paid and voluntary) with children, young people and vulnerable adults outlining good practice and systems. The leaflet will be reviewed annually with this policy.
- f) **Ecumenical events**
Where ecumenical events happen on church premises, safeguarding is the responsibility of this Church Council.
- g) **Events with church groups off the premises**
Adequate staffing will be ensured for such events. Notification of the event will be given to the Church Council Secretary.

h) Other groups on church premises

Where the building is hired for outside use, the person signing the letting agreement (which will include Safeguarding Form E), will be given a copy of this policy and the leaflet. The property and finances team will be responsible for considering the various users of the building in making lettings.

i) Complaints procedure

It is hoped that complaints can generally be dealt with internally by the organisations. However, a complaint may be made to a person who will be appointed by the Church Council and who is currently Rev Tim Perkins. If a complaint is made to another person, it should be passed to Rev Tim Perkins who will arrange to meet with the complainant and attempt to resolve the complaint. If the complaint cannot be resolved, consideration will be given to invoking the complaints system of the Methodist Church which will involve initially speaking with the Local Complaints Officer who is Rev Lesley Taylor.

j) Review

This policy will be reviewed annually by the Church Council. The date of the next review is June 2018.

k) Key concepts and definitions

- i) Vulnerable Adults: any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.
- ii) Safeguarding is protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
- iii) 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.
- iv) Abuse and neglect may occur in a family, in a community and in 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.
- v) A child or young person is anyone who has not reached their 18th birthday.

Signed: Rev Tim Perkins
Chair of Church Council

Dated: 15 June 2017

Creating Safer Space Safeguarding Training

Foundation Module 2016 Edition Core list – required attendance

- Presbyters with an active preaching or pastoral ministry
- Deacons with an active preaching or pastoral ministry
- Pre-ordination students and probationers
- Lay employees and volunteer workers with pastoral responsibility
- Pastoral visitors
- Anyone working with 0-18 year-olds in the name of the Church
- Anyone working in activities targeted at adults who are vulnerable (eg luncheon club for the housebound)
- Church stewards
- Circuit stewards
- Local preachers
- Worship leaders
- Those training for local preaching or worship leading
- Church and circuit safeguarding representatives
- Choir/music group/drama leaders – where there are 0-18 year-olds or vulnerable adults in the group.
- District staff especially policy committee members, complaints and discipline, mediators
- Core teaching staff at Methodist Church training institutions
- Connexional staff with direct safeguarding links (eg children and youth workers)
- ‘Covenant of Care’ group members
- Members of the Connexional Complaints Committee
- Any student who will be undertaking a mission placement
- Young leaders (ages 16-18)
- Members of the Safeguarding Committee

Warmly invited but not mandatory

- Evangelism/mission enablers
- Leaders of other organisations, working with 0-18 year-olds or vulnerable adults, who use church premises
- Remaining choir/music group/drama leaders
- Any other group leaders within the church, who may have adults within their particular group who are vulnerable
- Property stewards and other keyholders
- Caretakers
- Church/circuit meeting secretaries
- Church/circuit/district administrators
- Remaining district and connexional staff
- Remaining teaching staff at Methodist Church training institutions

Agreed by the Methodist Conference July 2016