

Safeguarding Children and Vulnerable Adults Policy for Menston Methodist Church

This policy was agreed at a Church Council held on 18 October 2018.

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 by disabilities or by 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 seeks 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 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 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.
- Ensure the **IMPLEMENTATION** of Connexional Safeguarding Policy; 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 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.
- **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.

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 and 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 co-ordinators
- iv) promote safeguarding best practice within the local church with the support of circuit ministers

- v) ensure proper records are kept of all incidents/concerns according to Methodist policy and practice
- vi) ensure that all safeguarding training which is required is undertaken by those in post and appropriate records kept and made available
- vii) attend training and meetings organised to support the role
- viii) oversee safeguarding throughout the whole life of the church (eg lettings, groups, property etc)
- ix) report to the Church Council annually
- x) ensure the church completes a yearly audit/monitoring on safeguarding confirming that policies are in place for the church and all groups and lettings in the church and that these have been annually reviewed
- xi) ensure the church completes a risk assessment on each area of activity in the church; that this is stored and reviewed at least annually, and that it is readily available on request
- xii) ensure that the church recruits safely for all posts
- xiii) ensure that the church has a safeguarding noticeboard with a copy of the current, signed safeguarding policy, contact numbers for local and national helplines and other suitable information.

1. 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, young people and vulnerable adults in our care and using our premises. It is to be read in conjunction with the *Safeguarding Policy, Procedures and Guidance for the Methodist Church* (2018).

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 note 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 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.

- 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. An agreed record will be kept in the church file for each driver/car.
- 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.
- 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.

3. Appointment and training of workers

Workers will be appointed after a satisfactory DBS disclosure and following 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, etc).

4. Pastoral visitors

In terms of safeguarding, pastoral visitors will be supported in their role with the provision of basic safeguarding training upon appointment. This could be provided via attendance at Creating Safer Space Foundation training.

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. Church Councils may produce their own material or use appropriate connexional leaflets (eg the *Quick Reference Guide* or *Code of Safer Working Practice*). Information on good practice is

available in the Methodist Church Safeguarding Policy Section 6.

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 person signing the letting agreement (www.t MCP.org.uk/property/letting-property-and-third-party-use) will be given a copy of the church safeguarding policy and the appropriate leaflet¹. 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. 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.
- 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.
- Not permitting identifiable photographs/video of children/young people taken for church purposes to be uploaded on social media.
- 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

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

parent or guardian.

10. Review

This policy will be reviewed annually by the Church Council. The date of the next review is October 2019.

11. Key concepts and definitions

- 11.1. 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 his/her status or entitlements to services or protection.
- 11.2. Vulnerable Adults: Any adult aged 18 or over who, due to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves.
- 11.3. Safeguarding and protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
- 11.4. 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.
- 11.5. 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.

Signed: Rev Tim Perkins, Chair of Church Council

Date: 18 October 2018