

Trinity Methodist Church Long Eaton Safeguarding Policy

Adapted from the Nottingham & Derby District Recommended Safeguarding Policy
for Churches (February 2020), based on the
Methodist Church Safeguarding Policies, Procedures and Guidance
v. Oct 2019

Trinity Methodist Church

Safeguarding Policy

Date adopted – July 2020
Date to be reviewed – June 2021

Index

Section	Page
1	4
Policy statement	4
Church Contacts	5
2	6
Responsibilities for safeguarding	6
2.1	6
Church Council responsibility	6
2.2	7
Safeguarding Team	7
2.3	8
Shared responsibility for safeguarding	8
3	9
Responding well to safeguarding concerns	9
4	13
Procedures for the management of safeguarding information	13
5	14
Procedures promoting safer practice – A to Z list	14
Accidents & Incidents	14
Advocacy/ access to an independent person	14
Anti-bullying	15
Appointment of workers with children, young people and vulnerable adults. See Safer Recruitment.	15
Church Safeguarding Officer role description	15
Church Safeguarding Administrator role description	16
Code of safer working practice with adults	16
Code of safer working practice with children and young people	18
Communication with parents/carers and adult's carers	20
Consent forms	20
Consent to share information	21
Day trips - see Residential and Day trips	21
DBS Checks – See Safer Recruitment	21
Definitions	21
Disability and Accessibility	22
Drivers – see Transport for church activities	22
Drug and alcohol abuse	22
E-Safety and internet use with children	22
Electrical equipment	23
Emergency Contact and Support Organisation Contacts for Display See Contacts at end of document	23
Financial Integrity	23
Fire Procedures	24

	First Aid Provision	24
	Forms	25
	Health and medication	25
	Health and safety	25
	Hire or use of church premises	26
	Insurance	26
	Internet – (See E-safety and Internet use with child	27
	Keyholders for church premises	27
	Lone working	27
	Mental Health: See Self Harm and Mental Health	28
	Mixed Age activities	28
	Noticeboard	28
	OFSTED registration	28
	Pastoral conversations	29
	Peer on peer abuse	29
	Photography and video recordings	29
	Record-keeping	30
	Registers	30
	Renewals of Training and DBS checks	31
	Residential and day trips	31
	Risk assessments for activities	31
	Safeguarding handbook	32
	Safer Recruitment	32
	Self harm and mental health - adults	35
	Self harm and mental health Children and Young People	35
	Special needs	35
	Specialised activities	35
	Staffing levels	35
	Staffing responsibilities	36
	Touch	37
	Training	38
	Transport for church activities	38
	Venues for church groups with children and adults	40
	Vulnerable children, young people, and adults	40
	Website	41
	Whistleblowing	41
	Young people as leaders/helpers	42
6	Contact Numbers	43
	Church contacts	43
	Emergency contacts	44
	Support and advice organisations	44
	District/regional Methodist contacts	44

1. Policy Statement

Trinity Methodist Church is committed to safeguarding as an integral part of its life and ministry.

Context. It is the Methodist Church's intention to value every human being as part of God's creation and the whole people of God. At the heart of the Methodist community is a deep sense of the place of welcome, hospitality and openness, which demonstrates the nature of God's grace and love for all. Our church communities are called to be places where the transformational love of God is embodied and life in all its fullness is a gift, which is offered to all people. There are no distinctions regardless of gender, race, disability, sexual orientation, religion/ beliefs, pregnancy/ maternity and gender reassignment; As a result, everyone has the right to protection from abuse and to be treated no less favourably than others, irrespective of any personal or protected characteristic.

What is safeguarding? Safeguarding is about the action the Church takes to promote a safer culture. This means we will:

- **Promote** the welfare of children, young people and vulnerable adults;
- work to **prevent** abuse from occurring;
- seek to **protect** and respond well to those that have been abused.
- Take care to identify where a person may pose a risk to others and offer support to them whilst taking steps to reduce such risk.

What is abuse? Trinity Methodist church defines abuse as including:

- 1) Physical abuse: any act that results in non-accidental physical injury.
- 2) Sexual abuse: including verbal, visual, inappropriate physical contact, or grooming (befriending a child in order to lower the child's inhibitions concerning sexual abuse including, targeting, special attention, meeting the child's needs to obtain favour, isolating the child, secrecy, and initiating sexual activity).
- 3) Neglect: ongoing failure to provide for a child's physical, emotional or social safety needs.
- 4) Emotional abuse: persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development.

There are other types of abuse too. See the Methodist Church's Safeguarding Policies, Procedures and Guidance, October 2019

(<https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/policies-and-guidance/>), Section 7.1.1.2.

Shared responsibility. Trinity Methodist Church affirms that safeguarding is a shared responsibility. Everyone associated with the church who comes into contact with children, young people and vulnerable adults has a role to play.

Church Council responsibility The Church Council has the final responsibility for safeguarding. Between its meetings the Church Council delegates its authority on

safeguarding to the Church Safeguarding Team, working closely with the Leadership Team and the Minister in pastoral charge.

Trinity Church will:

- **Promote a safer environment and culture** and implement the Methodist Church's *Safeguarding Policies, Procedures and Guidance*, October 2019 (See Sections 1,2,4,5,7,8);
- **Safely recruit and support all those with any responsibility related to children and adults within the church;**
- **Respond promptly and appropriately to every safeguarding concern or allegation;**
- **Care pastorally for victims/survivors of abuse and other affected persons;**
- **Respond well to those who may pose a safeguarding risk to other people;**
- **Care for those who are subject to concerns or allegations.**

Trinity Methodist Church appoints Sue Bradley as Church Safeguarding Officer and David Hawker as Safeguarding Administrator.

Contacts

Safeguarding Officer	Sue Bradley	07875 865528	trinitylesafeguarding@gmail.com
Safeguarding Administrator	David Hawker	07803 927215	trinitylesafeguardingoffice@gmail.com
Minister	Rev Arnold Dixon	01159 734474	arnolddixon@talktalk.net
Circuit Safeguarding Officer	Jenny Weir	01159 259006	jennyhweir@aol.com
District Safeguarding Officer	Rev Susan McIvor	07434 284633	districtsafeguarding@methodist-nd.org.uk

The Safeguarding Policy was approved at Church Council on

It will be reviewed at the Church Council in June 2021.

Signed Reverend Arnold Dixon Chair of Church Council

This policy applies to ecumenical events on these church premises.

The complete safeguarding policy can be found on the noticeboard by the lift.

2. Responsibilities for safeguarding

2.1. Church Council responsibility

The responsibility for implementation lies with the Church Council. It is the relevant trustee body and the minister in pastoral charge or superintendent, who are responsible for ensuring that

- i. All workers with children, young people and adults are safely recruited, appointed by the Church Council (or other party as specified in their role description) and supported in their roles;
- ii. allegations are responded to immediately and according to the procedures of the Methodist Church including referral to the statutory authorities where necessary;
- iii. Standing Orders and the Methodist Church Safer Recruitment Policy and Procedures are implemented by completing the required DBS checks;
- iv. Standing Orders and the Methodist *Safeguarding Policy, Procedures and Guidance (Oct 2019)* is implemented when somebody is being considered for an appointment to a role or responsibility to which Standing Order 010(3) applies or is already holding such a position and one of the following circumstances applies: the person has a conviction or caution for an offence under the Sexual Offences Act (2003) or mentioned in Schedule 15 of the Criminal Justice Act (2003) or the person has been subject to risk assessment under Standing Order 237 and as a result, the Safeguarding Committee deem that they present a significant risk of serious harm to children or vulnerable adults;
- v. good practice is followed and pastoral care provided in all instances of child or adult abuse and trauma. This includes pastoral provision for the needs of survivors of abuse and careful ministry to those who pose a risk to children. See *Tracing Rainbows through the Rain*, Methodist Conference, 2006 www.methodist.org.uk/downloads/Conf06_Safeguarding_pcfull.doc;
- vi. a report is made to both the Charity Commission (in England and Wales) and the relevant insurance company in respect of serious safeguarding matters (this should always occur in those cases involving possible reputational or financial risks);
- vii. the Conference Officer for Legal and Constitutional Practice is notified where a report has been made to the Charity Commission or the relevant insurance company;
- viii. personal data and confidential safeguarding records are stored securely;
- ix. safeguarding is on the agenda of every church council meeting, including the following reports at least annually from the Safeguarding Officer:
 - Review of appointments and resignations;
 - Review of DBS and training requirements;
 - Review of safeguarding policy.

2.2. Safeguarding Team

Trinity Church Council appoints a Safeguarding Team to act on its behalf. The Team members are the Church Safeguarding Officer, the Church Safeguarding Administrator, the Minister, and representatives from children's, young peoples' and adult work within the church.

The Safeguarding Team's remit includes the following functions described in Section 2.1.

2.2.1. Review of appointments

Appointments within the Local Church are reviewed annually. At or before the appropriate Church Council the Safeguarding Team will

- Assess existing roles to confirm that the role description is still accurate;
- Review the list of appointments so that any concerns can be raised;
- Establish that people are not taking on responsibilities that they have not been appointed for;
- Note any resignations;
- Assess new roles to see what level of DBS check is required.

2.2.2 Review of DBS and training requirements

The Safeguarding Administrator will report to the meeting details of the DBS and training requirements throughout the church, indicate where renewals are due and inform of any cases of non-compliance.

If for pastoral reasons it is deemed impossible for a volunteer or officer to apply for a DBS check and/or attend safeguarding training, the reasons for this must be recorded by the Church Council and the situation kept under review. The Circuit Safeguarding Officer should also be informed.

2.2.3 Safeguarding Policy Review

The Safeguarding Policy should be reviewed annually. The Safeguarding Team will consider in advance any amendments that they believe necessary. The Team will also identify any areas in which the church is not fulfilling the requirements of the policy.

2.2.4. Records

The Church Council delegates responsibility for care of confidential safeguarding records to the Safeguarding Team. The Safeguarding Officer, Safeguarding Administrator and the Minister are required to ensure the safe retention of all safeguarding records that they hold, and that all records are passed on to their successor(s). In the event that a Minister is not replaced it is the responsibility of the Superintendent Minister to ensure safe retention of the records.

See Section 4, and Record-keeping in A-Z section, for details of records to be kept.

2.3. Shared responsibility for safeguarding

Whilst they hold ultimate responsibility for safeguarding, the Church Council believe that the most effective way of protecting children and adults from harm is to create a culture in which good practice and awareness is the norm. This is helped by the practice of working as teams rather than as lone workers. Each person appointed to an office, role or responsibility in the church should be able to identify others with whom they share aspects of the work.

Team-working

- Enables the sharing of ideas, resources and information
- Offers opportunity for mutual support
- Assists in situations of illness or holiday
- Provides a means of accountability
- Promotes good practice

Each team within the church should decide how best to work together. Each team is expected to meet together at least once per year with at least one representative of the Safeguarding Team in attendance to raise awareness about and discuss issues of good safeguarding practice. It is expected that safeguarding will be a standing agenda item at any team meetings.

Churches should seek the advice of the District Safeguarding Officer for all safeguarding concerns.

3. Responding well to safeguarding concerns

If you think a person has been harmed, may have been harmed or might be harmed by another person you need to

- contact the Church Safeguarding Officer for immediate advice, if possible;
- speak to the District Safeguarding Officer on mobile number 07434 284633;
- create a written record on the safeguarding concern form available from <https://www.methodist-nd.org.uk/safeguarding/>.
- You do not need to speak with your minister or church or circuit safeguarding officer first. You should discuss with the District Safeguarding Officer who else should be informed, but that will also include the Minister and Church Safeguarding Officer unless the District Safeguarding Officer advises otherwise.
- You may also make a report to children or adult social care before notifying the District Safeguarding Officer.

Remember abuse may be disclosed to you or you may see something happen. You may also be concerned that someone is not following safer working practices. All these are safeguarding concerns which should be reported.

Remember to

- Recognise that if someone discloses abuse or you suspect abuse you cannot ignore it or do nothing with the information;
- Respond warmly to the person and listen well to what your being told;
- Record what was said to you after the disclosure and sign and date it;
- Refer the concern to the District Safeguarding Officer, as soon as possible and within 24 hours (and the statutory agencies if necessary); if the concern is about an adult victim of abuse and they have not consented to the sharing of information you will be able to discuss the concern and receive advice without identifying the victim.

If someone wishes to disclose abuse to you

- Let them know from the start that you may need to tell someone else
– DON'T PROMISE CONFIDENTIALITY.
- Accept what the person says (however unlikely the story may sound).
- Keep calm.
- Look at the person directly.
- Be honest.
- Be aware that the person may have been threatened.
- Never push for information or ask leading questions.
- Never ask young people or vulnerable adults to lift up or remove clothing to show you any possible signs of abuse.
- Never photograph injuries.
- If an adult discloses abuse of themselves, ask what they would like to happen now they have told you.

Helpful things to say or show:

- Show acceptance of what is being said;
- I am glad you have told me.;
- It's not your fault;
- I will help you.

Avoid Saying

- Why didn't you tell someone before?
- I can't believe it.
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises.
- Never make such statements as "I am shocked, don't tell anyone else."

Concluding

Again, reassure the person that they were right to tell you.

Let the person know what you are going to do next and that you will let them know what happens.

Contact the District Safeguarding Officer on 07434 284633

districtsafeguarding@methodist-nd.org.uk or your local Children's or Adult Social Care.

Further guidance can be found in Section 4 of <https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/policies-and-guidance/>

In an emergency

The person receiving the information will need to assess whether the person is at risk of immediate harm and if so, take any action straight away to safeguard them including contacting statutory authorities such as police, child or adult services.

For emergency and other contacts, see Contact Numbers in Section 6 at the end of this document.

Caring for those who have suffered abuse

The Methodist Church recognises that abuse of an individual by someone within a church context can have a negative impact not only on the survivor, but on their family, the perpetrator's family and the church community. The impact will be different for different people and assumptions cannot be made about the severity of the impact and its perceived seriousness. The Methodist Church aims to respond to those affected by abuse in accordance with legislation and guidance but also with respect and compassion, providing pastoral support and additional support where appropriate.

People receiving or dealing with reports of abuse should also consider whether other forms of support may be appropriate, in addition to or instead of pastoral

support within the church. Confidential advice should be sought from the District Safeguarding Officer.

Further guidance can be found at *Safeguarding Policies, Procedures and Guidance*, October 2019, Section 4.3

Responding well to those who pose a risk

Where a concern is passed to the District Safeguarding Officer which indicates a person may have harmed another person the District Safeguarding Officer will undertake an assessment of risk.

The following risks will be reviewed regularly in regard to any concern raised:

- Risk to the victim/survivor;
- Risks to members of vulnerable groups within the church and involved with church activities;
- Risks to the person believed to be responsible for the issue and their family;
- Risks to the wider congregation or attendees at church activities;
- Risks to the loss of information/records;
- Risks to the reputation of the Methodist Church.

Care for those who are subject to concerns or allegations

The Methodist Church aims to provide pastoral care for all its members, including those who are suspected of causing harm or have caused harm to others.

However, in this context, such care must be provided in a way that prioritises the safety of other church members, while enabling the person who may pose a risk, to worship and be a part of the church community. Advice must always be sought from the District Safeguarding Officer.

For those with a criminal conviction or caution for a sexual offence, or offences against children and young people, Standing Order 010 bars a person from holding any office, post or responsibility. On occasions this Standing Order may be suspended. Contact the District Safeguarding Officer for further advice

Specific procedures are laid down for safeguarding risk assessment (e.g. a safeguarding contract). Further information can be found at, *Safeguarding Policies Procedures and Guidance for the Methodist* October 2019, para 4.5.8.

When the District Safeguarding Officer receives a safeguarding concern s/he will:

- i. Consider the child's or adult's safety throughout;
- ii. Advise whether a referral to Children's Services or Adult Social Care and/or police and/or Local Authority Designated Officer is necessary and decide with the referrer who will make the referrals;
- iii. Assess the possible risks posed by the person who has allegedly harmed a child or adult;
- iv. Consider whether an interim safeguarding contract is necessary;
- v. Consider whether colleagues from other churches or community organisations need to be informed following advice from Children's Services/Adult Social Care/police (as appropriate);
- vi. Notify the Connexional Safeguarding Team if necessary;

- vii. Contact the media office to discuss communications within the local church and circuit;
- viii. Consider support needs of the victim/survivor, family/close friends;
- ix. Consider support needs of the accused and their family;
- x. Ensure pastoral support and management of the case is not provided by someone supervising or overseeing the person whose behaviour is of concern;
- xi. Check whether privacy notices have been provided to relevant parties and/or advise when they should be given;
- xii. Ensure the church notifies its insurance company (if necessary);
- xiii. Advise the Chair of the trustees in the local church about whether a Serious Incident Referral to the Charity Commission is required. (The DSO may be requested to provide support or undertake the preparation of an initial reporting form.);
- xiv. Notify the Conference Office of a Charity Commission referral (if necessary);
- xv. Notify District Chair and Superintendent (as necessary).

4. Procedures for the Management of Safeguarding Information

Careful attention should be paid to the storage, use and sharing of data held by the church relating to other people. This is critical to ensure that those who engage with safeguarding processes have confidence in the legitimacy and appropriateness of actions taken. The management of information is governed by law, statutory and government guidance.

Privacy Notices

Privacy notices are central to effective data protection practice within safeguarding and they are supplied using standard documents for specific activities such as reporting a safeguarding concern, ongoing safeguarding case management and before undertaking a risk assessment.

Privacy notices for routine data collected from keyholders, office holders, and volunteers as part of safer recruitment are included in the forms found at <https://www.methodist.org.uk/safeguarding/recruitment-dbspvg-forms-etc/forms/>. The relevant privacy notices for specific safeguarding purposes can be found here <https://www.methodist.org.uk/safeguarding/policies-procedure-and-information/forms/>

For safeguarding purposes

- i. Care and sensitivity will need to be shown in issuing Privacy Notices especially where it may be necessary to inform the police/social care of concerns. In these circumstances seek the advice of the District Safeguarding Officer before issuing the Privacy Notice.
- ii. If a person shares information about themselves or a third party the person should be issued with a privacy notice as soon as possible.
- iii. If information has been supplied to the church by a third party which relates to another individual, the person to whom the information relates should receive a privacy notice within a reasonable period of the data being received within one month.
- iv. It is the responsibility of the minister in pastoral charge/ Superintendent Minister to issue the privacy notice. The District Safeguarding Officer will advise when the privacy notice may be issued.

For further information see *Safeguarding Policies, Procedures and Guidance, Oct 2019 Section 5*. Guidance for Data Storage can be found at section 5.1.8 and advice about what to do in the case of a Data Breach can be found at 5.1.9.

Information sharing requests

The Minister is the local contact for data protection. However, any request for safeguarding information by another organisation or person should be directed to the District Safeguarding Officer in the first instance. The District Safeguarding Officer will follow the procedure as outlined in *Safeguarding Policies, Procedures and Guidance, Oct 2019 Section 5.2*.

5. Procedures Promoting Safer Practice – A to Z list

Critical to good safeguarding is safer recruitment and safer working practices. The Church has developed procedures for both these areas, informed by legislation and government guidance. As such, we aim to:

- carefully select and train all those with responsibility within the Church in line with safer recruitment principles;
- ensure that any church activities are organised in such a way to avoid the risk of harm to everyone participating;
- promote safe spaces that are inclusive and welcoming.

An A to Z list of practices that promote safer working and safer space is provided below. Church Council members and leaders of groups with children, young people and vulnerable adults should be familiar with and implement safer working practices for all activities.

Accidents and incidents

An accident book is available with the first aid box in the marked cupboard above the freezer in the kitchen and should be made available at all church activities. Any injury, however slight, suffered by an employee, office holder, volunteer, or other individual in the course of their involvement in any church activity must be recorded in the accident book, together with the particulars that are a requirement of statutory regulations. The tear-out page should be placed in the sealed envelope provided and left in the accident book. This has a contact number and email for the Property Steward. The Property Steward should be notified and will collect accident logs, take any action necessary and store them securely.

Accidents and other incidents which do not result in an injury need not be recorded in the Accident book, but may have implications for safeguarding and property. They should be reported to the Safeguarding Officer with 24 hours, or in their absence, the Minister or District Safeguarding Officer. The Property Steward and Safeguarding Officer will share information about accidents and other incidents to ensure safeguarding with respect to both procedures and property.

Advocacy /access to an independent person

Children need to know who they can talk to if they need help. Trinity Church shall display a Childline poster on the safeguarding noticeboard by the lift. Vulnerable adults should be allowed and encouraged to share any concerns they have with parents, carers or church staff/volunteers. The Methodist Church aims to create a culture of transparency and accountability, where secrecy will not be tolerated. For adults who lack capacity, appropriate support and advice can be obtained from IMCAs: <https://www.pohwer.net/independent-mental-capacity-advocacy-imca>.

Anti-bullying

All concerns about bullying between children must be dealt with appropriately.

Advice about bullying is available at

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-and-cyberbullying/>

For Adults, the Methodist Church anti-bullying policy, Positive Working Together can be found at: www.methodist.org.uk/positiveworkingtogether.

Appointment of workers with children, young people and vulnerable adults. See Safer Recruitment.

Church Safeguarding Officer role description

The District has a standard role description for Church Safeguarding Officers. In Trinity Church, some of the Safeguarding Officer's tasks are delegated to the Safeguarding Administrator.

The Safeguarding Officer's tasks are as follows:

- Support and advise the minister and stewards in fulfilling their roles;
- Provide a point of reference to advise on safeguarding issues;
- Liaise with Circuit and District safeguarding officers;
- Ensure safeguarding concerns are referred to the District Safeguarding Officer;
- Oversee safeguarding throughout the whole life of the church (lettings, groups, property, etc.);
- Promote safeguarding good practice within the church with the support of the Church Safeguarding Team;
- Chair a Church Safeguarding Team which meets at least twice per year to review the church safeguarding policy prior to the appropriate Church Council and bring recommendations to the Church Council;
- Ensure that those involved in safeguarding issues are pastorally supported;
- Review the work that is being undertaken;
- Report personally to the Church Council at least annually;
- Identify any new Connexional information that needs to be circulated and to whom;
- Ensure proper records and kept of all incidents and concerns according to Methodist policy and practice;
- Ensure that records of concerns and incidents are correctly filed to that linked records are kept together;
- inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures;
- 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 about audit of safeguarding activities;

- Ensure safeguarding arrangements are in place for all ecumenical activities; (this policy applies when the activity takes place on this church's premises);
- Attend training and meetings to support the role.

Church Safeguarding Administrator role description

The Church Council appoints a Church Safeguarding Administrator whose role is to

- Ensure that the church recruits safely for all posts;
- Maintain a supply of 'new workers' packs to be given to new volunteers;
- Circulate training dates for Creating Safer Space Foundation Module and Advanced Module;
- Ensure that all safeguarding training which is required is undertaken by those in post and appropriate records kept and made available;
- Ensure that all DBS checks are up-to-date and that appropriate records; are kept and made available;
- Complete 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;
- Look after the church safeguarding notice board ensuring it has a copy of the current, signed safeguarding policy, contact numbers for local and national helplines and other suitable information.;
- Keep up-to-date with Methodist Safeguarding policy and procedures through monitoring the Methodist Church website and liaison with the Church Circuit and District Safeguarding Officers;
- Update the Church Safeguarding handbook as necessary;
- Take minutes of Church Safeguarding Team meetings;
- Attend training and meetings to support their role.

Code of safer working practice with adults –

To be issued to all workers and volunteers with adults

You should:

- treat all adults with respect and dignity;
- ensure that your own language, tone of voice, and body language are respectful;
- record any incidents of concern and give the information to your group leader, sign and date the record;
- share concerns about an adult or the behaviour of another worker with your group leader and/or the District Safeguarding Officer. Complete the safeguarding concern form and send to the District Safeguarding Officer;
- consult with the Safeguarding Team on using the internet safely with vulnerable adults.

You should not:

- invade the privacy of an adult who is washing and toileting;

- use any form of restraint (except car seat belts) or physical punishment;
- be sexually suggestive about or to an adult, or scapegoat, ridicule or reject an adult or group;
- permit abusive peer activities (eg initiation ceremonies, ridiculing or bullying);
- show favouritism to any one adult or group;
- allow an adult to involve you in behaviour that is overtly physical or sexual;
- allow unknown adults unsupervised access to adults deemed at risk of harm (visitors should always be accompanied by a known person);
- allow strangers to give lifts to adults in your group.

Visiting adults at home

- Most visits to adults in their own home will be straightforward as they will be well known to the church.
- However, when visiting someone new for the first time, visitors should let someone else know whom they are visiting (and when).
- Visiting in twos may be advisable, especially if the adult lacks mental capacity.
- Do not call unannounced. Call by appointment, telephoning the person just before visiting if appropriate.
- Be clear about what support can be offered to the adult if they ask for help with particular problems and refer back to the church if uncertain.
- Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact.
- Never offer 'over the counter' remedies to people on visits or administer prescribed medicines, even if asked to do so.
- Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the Treasurer.
- Pastoral visitors should note the date when they visit people, report their visit to the pastoral secretary and say what is concerning or going well. The pastoral secretary will report safeguarding concerns to the minister and District Safeguarding Officer as appropriate, and agree what action should take place and who should record the incident.
- It is advisable to take a mobile phone on all visits.
- During the Covid19 outbreak, pastoral visitors must refer to the Methodist website for up to date guidance. See <https://www.methodist.org.uk/about-us/coronavirus/safeguarding-considerations/>.
- **Church officers-holders, volunteers and employees need to be alert to how their comments or activities on social media may impact on other people's perception of God and the mission of the Church.**

See also **Touch, Staffing Responsibilities**

Code of Safer Working Practice with children and young people

To be issued to all who work or volunteer with children and young people.

Appropriate conduct (children)

You should:

- be aware of and understand the local safeguarding policy;
- treat all children and young people fairly and without prejudice, discrimination or favouritism;
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and faith and challenge behaviour that demonstrates discrimination and/or prejudice;
- ensure that your own language, tone of voice and body language is respectful;
- always aim to work with or within sight and hearing of another adult (who is not a family member);
- ensure that another adult is informed if a child needs to be taken to the toilet (toilet breaks should be organised for young children);
- keep toilet arrangements under review particularly in relation to children/young people, and wherever possible designate separate toilet facilities for adults;
- ensure that children and young people know who they can talk to or contact if they need to speak to someone about a personal concern and encourage them to speak out if they feel uncomfortable or concerned;
- respond warmly to a child who needs comforting but this should not involve physical comfort e.g. cuddles (see also section on **Touch**);
- advise children, young people and their parent/carers/guardians in advance if any activity requires physical contact and provide an opportunity to opt out or agree alternative activities;
- administer any necessary first aid with others around;
- obtain consent for any photographs/videos to be taken, shown or displayed via any medium. This should be from the parent, carer or guardian and the young person if 12 years or over. Images taken on personal devices should be transferred to a church computer as soon as possible, deleted from the personal device immediately afterwards, and deleted from the church computer when used for the purpose they were taken for;
- record any incidents that concern you or make you feel uncomfortable and give the information to your group leader and/or the District Safeguarding Officer. You must complete the Safeguarding Concern form and send to the District Safeguarding Officer.
- You must contact the District safeguarding officer immediately if you believe you have acted in a way which others may have interpreted as inappropriate or if a child has acted inappropriately towards you. Records must be signed and dated;
- always share concerns about a child or the behaviour of another worker with your group leader and/or the District Safeguarding Officer on 07434 284633 and complete the safeguarding concern form;

- dress appropriately when working with children and not wear anything revealing or that is not practical for carrying out the tasks as part of your role;
- notify the group leader if you are given a gift. Do not accept gifts of over £15.
- You must report all concerns about bullying between children to your group leader who must ensure the group's anti-bullying procedure is followed.
- **Church officers-holders, volunteers and employees need to be alert to how their comments or activities on social media may impact on other people's perception of God and the mission of the Church.**

You should not:

- initiate physical contact. If contact is initiated by the child pull away gently so physical contact is for the minimum amount of time;
- invade a child's privacy whilst they are washing or toileting
- play rough physical or sexually provocative games;
- use any form of physical punishment;
- make any relationship with a child (other than family members) through social networking or online;
- be sexually suggestive in the presence of or to a child, even as a joke;
- touch a child inappropriately or forcefully;
- scapegoat, ridicule, reject or ignore a child, group or adult;
- allow abusive peer activities (eg initiation ceremonies, ridiculing or bullying);
- show favouritism to any one child or group;
- allow a child or young person to involve you in excessive attention seeking that is physical or sexual in nature;
- give lifts to children or young people;
- smoke any substance, vape or consume alcohol in the presence of children or when responsible for them;
- provide personal contact details to a child or young person such as mobile number, email or social media contact;
- share sleeping accommodation with children;
- arrange social occasions with children or invite them to your home outside organised group occasions (other than with the consent of parent, carers or guardians and where at least one other unrelated adult is present);
- allow unknown adults access to children (visitors should always be accompanied by a known person);
- allow strangers and those who are not authorised to give children lifts; accept gifts, without notifying the group leader.

See also Lone Working, Touch, Staffing responsibilities, Communication

Communication with parents/carers and adult's carers

When working with children/young people it is good practice, wherever possible to establish communication with parents, carers and other significant people. The details of the responsible carer should be recorded on information and consent forms. Note should also be made if there are adults who should not be communicated with.

Adults when they are vulnerable need to give permission for conversation with others, but wherever possible a relationship should be established with others involved in their care, such as family members, warden of sheltered housing, local authority carers or other visitors so that everyone is aware that the church is involved with this person. If acceptable, a record of who to contact in an emergency should be kept by the church.

Consent Forms

Where the church is running a dedicated service for children or vulnerable adults best practice requires that all activities should have: a registration form including the following:

- name and address;
- date of birth;
- emergency contact details;
- medical information;
- any special needs including activities person cannot take part in;
- consent for emergency medical treatment;
- consent for photographs/videos if relevant.

Consent forms should be available at every session of the relevant group for reference and use in case of emergency. Separate consent should be obtained for one-off events and activities (eg swimming) and also for outings, weekends away etc. Personal details must be stored securely, and consent forms kept securely in the top drawer of the filing cabinet in the office. This should be locked when groups are not meeting.

Consent forms should be reviewed annually (eg by asking the parent to note any changes).

Consent forms for unaccompanied children

- If children arrive for the first time at an activity alone, or brought by another child/young person, an attempt shall be made to get as much basic information from them as they are able to give, such as their name, age, address, telephone number, the name of the person who looks after them and if they are allergic to anything. They should be given a consent form to take home and encouraged to come again.

- If a child consistently arrives unaccompanied and no signed consent form is being returned the advice of the Church Safeguarding Officer and Minister shall be sought.

Consent to share information

The general principle around consent is that you should explain to children and adults at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement to share personal or sensitive information.

The exception would be where seeking consent would put that person at increased risk of significant harm, or would undermine the prevention, detection or prosecution of a serious crime, including where it might lead to interference with any potential investigation.

You should, where possible, respect the wishes of children, families and adults who do not consent to share confidential information. However, this should not stop you reporting concerns or seeking advice from the District Safeguarding Officer, who will discuss the concerns in an anonymised way, wherever possible.

You may still share information if, in your judgement, there is sufficient public interest to override that lack of consent.

When in any doubt, you should seek advice from the District Safeguarding Officer. This is particularly recommended in relation to adults as the issues around capacity and consent are more complex.

Day trips – See Residential and Day Trips

DBS Checks – See Safer Recruitment

Definitions

Child. Anyone under the age of 18.

Vulnerable Adult. 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 against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.

For definitions of abuse and further guidance see *Safeguarding Policies, Procedures and Guidance*, October 2019 7.1 & 7.2 & 7.5

Disability and Accessibility

The Equality Act 2010 www.gov.uk/guidance/equality-act-2010-guidance provides disabled people with protection from discrimination and gives legal rights in the areas of

- employment,
- education,
- access to goods and services.

What does accessibility mean in practice? Some examples:

- accessible toilets;
- installing ramps;
- providing information in various mediums eg braille, clearer signage;
- providing sign language interpreters;
- installing T-loops;
- ensuring that wheelchair access is possible;
- providing disability awareness training.

Drivers – see Transport for Church Activities

Drug and Alcohol Use

Drugs and alcohol are strictly forbidden while participating in Methodist activities for young people. This applies to staff, volunteers, visitors, children and young people. If drug or alcohol use by children or young people is suspected, the group leader must be informed and a discussion should take place about informing parents/carers. The DSO should be informed. Consideration should be given to the need to inform the police and for a referral to appropriate support services.

E-safety and Internet use with children

Trinity Methodist Church shall use the following procedures.

- Create an online safety policy and agreement as necessary to safeguard internet use with children. See <https://www.methodist-nd.org.uk/safeguarding/>.
- Ensure that all electronic communications are appropriate and professional.
- If using e-technology as a group activity, ensure that an adult worker knows and understands what is happening within the group. People using social media as a tool of communication for church purposes should set up a different account from their personal one.
- Workers should use electronic communication with children and young people (other than family members) for reasons relating to their work only, and not to make a relationship.
- Workers should ensure that other members of their team, or their line manager, are aware of any electronic communication they are having with children/young people.
- Maintain a log of all electronic contact with individuals or groups including messaging and texting. Email histories should be kept and dated.
- Avoid using forms of communication where there is no record kept. Live chat and messaging facilities should never be used.

- Ensure that parents or carers are aware of what their children or young people are doing and have given their written permission in advance. Permission must be sought from parents/carers for each type of social media communication.
- Age limits set by internet sites should be adhered to.
- Where possible ensure that all communication on internet sites such as Facebook are not done in such a way that only sender and recipient can see it.
- Texting and other electronic forms of communication is not advised late at night (after 9pm) or during school/college hours unless responding to an emergency.
- Where possible, texting and messaging should be limited to the communication of information, and should be functional rather than general conversation.
- Ongoing counselling and pastoral care of young people should always be done in person wherever possible. When demonstrations are being given, plan beforehand to ensure that all websites visited have material that is appropriate for the age group taking part.
- Where children and young people are given access to undertake their own searches on the Internet, search engines are recommended by the Department for Education and Skills.
- Children and young people should be regularly informed and reminded of safe Internet use and accessing social media. If they have any concerns or fears, they must be encouraged to access websites such as NSPCC or Childline or talk to an adult.

Electrical equipment

The use of electricity or electrical equipment in church buildings must comply with the Electricity at Work Regulations 1989. Church members can reduce or remove risks by, for example:

- reporting all faulty equipment;
- switching off all equipment when not in use and disconnecting the equipment when leaving the room;
- not undertaking electrical repairs unless qualified;
- securing trailing leads and cables;
- removing trip hazards.
- Electric socket covers must never be used.

Emergency Contact and Support Organisation Contacts for Display See **Contacts** at end of document.

Financial integrity

Financial dealings can have an impact on the Church and the community and must always be handled with integrity. Those with authority for such matters should maintain proper systems and not delegate that responsibility to anyone else.

- Church workers should not seek personal financial gain from their position beyond their stipend, salary or recognised allowances.
- Church workers should not be influenced by offers of money.
- Church workers should ensure that church and personal finances are kept apart and should avoid any conflict of interest.
- Money received by a church should be handled by two unrelated lay people.
- Any gifts received should be disclosed to a supervisor or colleague where it should be decided whether they can be accepted.
- Do not canvass for church donations from those who may be vulnerable (eg the recently bereaved).
- **For Lasting Power of Attorney, wills, bequests and acting as executor** see *Safeguarding Policies, Procedures and Guidance, October 2019*, 6.14.1 & 6.14.

Fire procedures

- Trinity Methodist Church's building was constructed in 2004 to comply fully with fire regulations.
- The Property Steward oversees the implementation of fire procedures, complying with Fire Service advice and current fire regulations.
- Group leaders for children and adults should be aware of the fire procedures.
- Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises.
- The Fire Service has advised that it is not necessary to carry out a fire drill during services. Regular training is provided to Duty Stewards and group leaders who are responsible for evacuation.
- Exits and fire exits should be clearly marked.
- Lights should flash for deaf people in event of a fire.
- Candles should be placed in safe places.
- Emergency lighting should be in place in case lights go off.

First aid provision

- A first aid kit is available in the marked cupboard in the kitchen above the freezer. The contents are stored in a watertight container and clearly marked.
- The contents should be checked annually by a trained first aider.
- All staff and volunteers should be encouraged to have some first aid knowledge and the church or circuit should encourage access to first aid training.
- A list of first aiders should be compiled and kept available.
- A compliant first aid kit should be carried on all activities off-church premises and in all vehicles used by the church (both church-owned and private).

Forms

The following forms are available on the safeguarding webpage

<https://www.methodist.org.uk/safeguarding/recruitment-dbspvg-forms-etc/forms/>

- Confidential declarations: All office holders should complete a confidential declaration.
- Registration for volunteers working with children, young people or vulnerable adults – Form A part 1.
- Volunteer agreement including role outline – Form A part 2.
- Keyholder declaration – Form D: Before the keys can be issued the keyholder is asked to sign the declaration and acknowledge the conditions of issue. This includes a privacy notice and consent form.
- Safeguarding DBS verifier privacy notice.

Health and medication

When organising any activity involving vulnerable groups, health issues should be identified before the activity takes place. These may include noting any mobility difficulties, and ensuring that the meeting place is accessible. They may also include matters relating to medication.

In such circumstances, the event leader should ensure that:

- the person required to administer any medication is identified;
- parents/carers are consulted so that medication requirements are fully understood;
- all medication is stored securely;
- consent forms are signed;
- a record is made of any medication given, and signed and dated.

Covid19

During the Covid19 pandemic, follow the guidance at

<https://www.methodist.org.uk/about-us/coronavirus/safeguarding-considerations/>, and instructions produced by Trinity or displayed in the building.

Health and safety

It is the responsibility of the Church Council to ensure that proper health and safety processes are in place. Health and safety should be managed as part of all activities and reference should be made to the following policies and guidance:

- Health and safety regulation HSE;
- Methodist Insurance offer a self assessment for churches for Health and Safety <https://www.methodistinsurance.co.uk/risk-management/self-assessments/>.

Clear instructions should be given for parts of the building which are out of bounds to under 16s, or about the supervision required when used by under 16s (including the lift, kitchen, and storage cupboards).

See also **Electrical Equipment, First Aid Provision, Fire Procedures, Accident book/Incident book, Consent Forms,** and health and safety items under **Venues for church groups with children and adults.**

Hire or use of church premises

See Trustees for Methodist Church Purposes (TMCP) Lettings policy, flowchart and guidance: www.tmc.org.uk/property/letting-property-and-third-party-use

- Trinity Methodist Church is hired out to community groups and others. Some of these undertake work with children. The observance of ‘reasonable care’ by both parties is a standard insurance condition.
- Trinity Methodist Church is required to ensure that children and adults who may be vulnerable are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage, and must carry full liability insurance for this.
- The Bookings Secretary and Property Steward need to be mindful of the need to ensure the safety of children and vulnerable adults when booking multiple groups for the premises at the same time. Group leaders must be made aware of any associated risks.
- For both one-off and regular hiring, we use a written hiring agreement.
- If the hiring body is required to register with Ofsted, the church should ask to see the registration certificate and record that it has been seen.
- Church Councils are required to ensure that those who use their premises under licence or who hire the premises for regular or occasional use are given a copy of the local church safeguarding policy and declare their willingness to comply with the safeguarding policy of the Methodist Church or equivalent procedures (such as Scouting and Guiding national safeguarding policy). This information should be prominently displayed.
- A checklist for churches to the suitability of safeguarding policies of user groups for lettings can be found at <http://www.methodist-nd.org.uk/safeguarding/>

Insurance

- Churches need to check that adequate insurance is in place to cover all activities as well as the church building. The policy details should be displayed in a public place.
- A duty exists upon the insured to research and adopt best practice based upon current and ongoing guidelines. It is also a condition of a policy of insurance that any incident or allegation is notified to the insurer immediately. Failure to comply with this requirement may prejudice any cover provided by the policy. Public liability insurance indemnity limits should be kept under regular review.
- Guidance is available from Methodist Insurance or your insurer.
- NB It is advised that copies of insurance policies are retained for 50 years, given the potential for historic abuse claims.

Internet – (See E-safety and Internet use with children)

Keyholders for church premises

The Methodist Church is not obliged to give anyone access to church premises unless it is required as part of their role or for regular hire. Keys will not be issued to children (under 18).

Before any keys are issued, a declaration (form D) must be signed acknowledging conditions of issue. The form can be found at

<https://www.methodist.org.uk/safeguarding/users-and-hirers-of-methodist-premises/>.

A record of keyholders is kept by the Bookings Secretary and the Safeguarding Administrator.

Lone working

Lone working with children

- Workers with children/young people shall not meet up with children/young people outside of their role description, unless specifically authorised. The parents/carers of the child/young/person must also give their consent.
- If the workers role permits one-to-one meetings these should take place in a public space which can be monitored. Wherever appropriate the responsible carer of the child/young person should be aware that the meeting is taking place.
- When visiting a child/young person at home, the visit must not take place unless a parent or other responsible adult is at home. Communal rooms are to be used (not bedrooms/bathrooms).
- A record must be kept of any meeting or visit, recording as a minimum the date and time, the location and the purpose of the meeting (eg general pastoral care, to plan an activity, to discuss a personal issue).

Lone working with adults

Refer to **Visiting adults at home** within **Code of safer working practice with Adults**

Lone working in church building

Any keyholder has access to the church building and may have a reason to work alone in it occasionally, or to let a lone worker into the building. Staff, volunteers, or contractors working alone in the church building need to follow this checklist.

Do

- consider why you need to work alone;
- let someone know you are there, when you are expected home, and ensure that they know how to contact another keyholder;
- make sure you have a phone with you or know how to access the phone in the office;
- lock the external door while you are inside;
- keep a dated record of lone workers in the building if you let them in;
- report any incidents in the Incident book and notify the Property Steward.

Don't

- let anyone else into the building unless they need to be there, especially children/young people or vulnerable adults;
- use the lift;
- enter the lift shaft, attic, boiler room, or other confined space;
- use a ladder over 2m high.

The Property Committee will review risks of lone working at least annually and discuss the need for any changes with the Safeguarding Team.

Mental Health: See Self Harm and Mental Health

Mixed-age activities (eg. worship group, sound desk, kitchen rota)

Care should be taken to ensure that when children participate in activities with adults other than their parents, such as the worship group, sound desk, or kitchen rota, they are supervised by adults with a suitable DBS check at all times.

DBS checks are not required for adults in those groups who do not have specific responsibility for children.

Children should be supervised only by those authorised to do so.

Noticeboard

The Church Council allocates an internal notice board for safeguarding information (in the foyer next to the lift). Such information shall include

- A summary of the safeguarding policy;
- The location of the full policy for anyone to access;
- Details of who to contact concerning safeguarding;
- A Childline poster giving access to external support;
- Any other appropriate information.

OFSTED registration

Trinity Church does not provide or host any groups which need to register with OFSTED, but these procedures should be followed if such groups arise. Churches which provide groups for children under the age of 8 who attend regularly for more than 2 hours at a time on more than 14 days in any period of 12 months will need registration with Ofsted unless an exemption applies. Registration is not possible for groups lasting under 2 hours (unless regular before- or after-school care), and is voluntary for groups lasting over 2 hours where they take place on 14 days or less in 12 months (such as Holiday Club). See, <https://www.gov.uk/guidance/childminders-and-childcare-providers-register-with-ofsted>.

Pastoral Conversations

Relevant safeguarding information may be disclosed in the particular context of a pastoral conversation. The Methodist Church does not have authorised liturgies for the sacraments of individual confession and the Service of Reconciliation. A minister is therefore not prevented from disclosing details of any crime or offence which is revealed in the course of a pastoral conversation or a confession within that context. The requirements about information sharing apply. Wherever possible, ministers and others engaged in pastoral conversations on behalf of the Church should explain the limits of confidentiality in pastoral relationships. This should ideally occur at the beginning of a pastoral relationship or meeting. Ministers should be aware that convicted offenders can sometimes come forward with new information. There is no bar in law to prevent ministers passing on such information to the authorities.

Peer on peer abuse

All concerns about peer on peer abuse (abuse perpetrated by children/ young people on other children/young people) should be reported to your group leader and the District Safeguarding Officer. See also **Anti-bullying**.

Photography and video recordings

The rights of everyone to choose whether or not to be photographed should be respected.

The following measures are taken to safeguard children and young people at Methodist Church activities:

- Where an event will be photographed or recorded, display prominently a notice or notices advising people of that; example available <https://www.methodist-nd.org.uk/> under safeguarding.
- Any captions for photographs will not contain the names of individual young people.
- Group photos will be used rather than images of individuals where possible.
- The only exception to the above two rules is for Holiday Club, in which photographs of individual children and adults are identified by first name only, and their photographs displayed together on a board within the church building to indicate which group they belong to in Holiday Club, to ensure that participants know which group they are in and who else is in their group. Specific consent will be obtained from parents before displaying photographs in Holiday Club. Photographs are separated from names after Holiday Club and not stored online.
- Appropriate consent will be obtained prior to an activity taking place. See **Consent forms**.
- Images will only be taken or used of young people in appropriate clothing for the activity, undertaking activities that will portray them and the Church in a positive light.

- Where external media or photographers are present, they will be notified of safeguarding policies and procedures. They will not be left in unsupervised, sole contact with a child or young person and will wear an I.D. badge.
- No external party will be allowed unsupervised access to young people while taking images or speaking to children and young people.
- Photographs and video recordings will be stored securely in a password-protected folder on an encrypted system which is only accessible to appropriate and necessary parties. Images will not be retained on any personal, mobile storage devices, and do not use children's names in photograph captions nor in the filename. If a child is named, avoid using the photograph except as described above for Holiday Club.
- At large events arrange video or photographic stills of the participants in action or set up photo opportunities at the end. This allows the performance to go ahead with limited interruption, and allows any child who is not to be photographed to take part. If there are children or young people at the event for whom you do not have a completed consent form, put the notice about photographs in prominent places or in the event programme. Make sure that official photographers are aware of the guidelines for photography.
- Guidelines for photographers are available at <https://www.methodist-nd.org.uk/safeguarding/>.
- Where a person becomes aware that images of a child or young person in a Methodist context are being used inappropriately, this should be reported immediately to the District Safeguarding Officer on 07434 284633.

Record-keeping

As a guide, records of the following should be kept by the local church:

- safeguarding incidents (Recorded on a safeguarding concern form available from <https://www.methodist-nd.org.uk/safeguarding/>);
- church workers employed or working as volunteers with vulnerable groups (this should include start and finish dates, DBS check details, references, application forms, all posts held, training completed);
- risk assessments of church events and activities;
- hiring arrangements.

IMPORTANT NOTE There is currently a legal requirement to retain and not destroy all documents relating to the care of children.

Registers

A register should be taken of children attending church activities, unless open to the public without restriction, eg worship services, Crossways coffee morning, Christmas Fayre, Messy Church, and should include:

- the date of the activity;
- the type of activity;
- a list of adults present;
- a list of children/young people present.

Renewals of Training and DBS checks

It is the responsibility of each office-holder, worker and employee to ensure they continuously keep up to date with their training and DBS requirements.

The Church will keep a record of the dates of people's DBS checks and safeguarding training. The Safeguarding Administrator will advise people of training opportunities and the procedures for renewing DBS checks in good time for renewals to be carried out (*DBS checks every 5 years, training every four years*).

The requirement to renew training every four years only applies to the highest level of training undertaken by an individual. Where attendance at both Foundation Module and Advanced Module are required, following attendance at both courses, only a repeat of the Advanced Module will be necessary in future years.

Residential and Day Trips

The Circuit and District Safeguarding Officers must be informed of the dates, times and location, and leader contact details for all overnight/ residential trips involving children and young people/vulnerable adults.

For resources see Methodist Church website the Well for Workers for guidance:

<https://www.methodist.org.uk/our-work/children-youth-family-ministry/the-well-learning-hub-equipping-and-supporting-workers/resources-from-the-well-to-download/policy-and-practical-help/organising-events/>.

There is a sample consent form for off-site activities at <https://www.methodist-nd.org.uk/safeguarding/>.

Risk Assessments for activities

Activity risk assessments should be undertaken and a written record made before any activity takes place. These should be approved by the event leader/minister and retained securely in case they need to be seen at a later date (e.g. as a result of an accident taking place).

Activity risk assessments should include:

- the nature of the activity;
- the location;
- transport needed and associated issues (eg insurance);
- staffing levels/gender;
- experience of staff;
- ages of the group attending, abilities, special needs;
- medical and health needs of the group;
- emergency planning;
- identification of risks;
- action needed to address the risk;
- a named person for resolving risk issues.

Safeguarding Handbook

The Church will maintain a Church Safeguarding Handbook which is kept in the office accessible to anyone who asks to see it. The contents are as follows.

- Trinity's Safeguarding Policy;
- Location of SPPG, Safer Recruiting and Social Media Guidelines on the Methodist Church website;
- Location of information on Data Protection on the TMCP website;
- Contact details for referrals;
- Contact details for information;
- Privacy notices;
- Attendance list for Creating Safer Space training;
- Instructions for applying for a DBS check;

Examples of forms in use at Trinity;

- Safeguarding Policies of User Groups;
- Any other appropriate information;
- The forms in use at Trinity, ie:
- Registration Form (Form A part 1);
- Volunteer agreement (Form A part 2);
- Self-Declaration Form - new applicants;
- Self-Declaration Form – renewals;
- Key Holders Form;
- Office Holders declaration (Form C);
- Information and Consent Form (children + young people's work);
- Information form (adult work);
- Drivers' declaration;
- Off-site permission;
- Photography permission;
- Responding to Abuse: Worker's Action Sheet.

Safer Recruitment

Safer recruitment should be undertaken for all roles and responsibilities in the church, unless the Church Council decides otherwise.

People may be nominated for an office, role or responsibility by a variety of means:

- an individual volunteers for a role;
- an individual is encouraged to take up a role by one or more people;
- an official approach is made from the Leadership Team or Church Council;
- a participant is gradually given more responsibility and assumes the role.

In the latter case, recruiting safely procedures must be followed as soon as it is clear that the individual is fulfilling the role.

Trinity Methodist Church follows safer recruitment and DBS guidance found at <https://www.methodist.org.uk/safeguarding/recruitment-dbspvg-forms-etc/safer-recruitment-policy-and-practice-guidance/>. The Church Safeguarding Officer and the Minister in pastoral charge are responsible on behalf of the Church Council for ensuring all parts of the safer recruitment policy are followed for all appointments. *Appointment to all qualifying roles requires paperwork, consultation, and conversation.*

Paperwork

Safer recruitment begins with a role description. *All people nominated to or holding office in the Methodist Church must sign an Officeholder declaration (Form C). All workers must complete Registration Form A part 1.*

Consultation (references)

Early in the process consultation needs to happen. Appropriate people in the church need to be consulted about their views of the suitability of the candidate for the role and any concerns they may have. Safeguarding awareness needs to be part of that consultation.

For direct work with children/young people and/or vulnerable adults at least one external written reference should be obtained in addition to an internal reference. The names of those consulted should be recorded and significant comments noted.

Conversation (interview)

A responsible person (agreed by the Church Council or Safeguarding Team) needs to meet with the candidate to discuss their understanding of the role and how it relates to the mission of the Church, any previous experience and/or training, training and support needs, and their understanding of safeguarding issues. Interviews do not ask about previous barring from work because this is dealt with by the DBS checks, which can only include a barred list check where a worker is eligible.

The fact of the interview should be recorded together with brief notes.

DBS checks

DBS checks need to be renewed every 5 years in the Methodist Church. Ministers are normally verifiers, though this task may be delegated to a lay person, such as the Safeguarding Administrator in Trinity Church. The Methodist Church uses Due Diligence Checking (DDC) for all DBS checks. <https://www.ddc.uk.net/>.

Where a DBS check is required the check must be completed before the person begins working in the role (or is confirmed in the role if they have gradually assumed more responsibility).

The Church Council, in consultation with the Safeguarding Team, must decide which workforce(s) the appointment relates to and whether Regulated Activity is included, so that the appropriate check is applied for. If the person has an exist-

ing DBS check within the same circuit which is for the same workforce and at the same levels it can be accepted for the new role. Existing DBS checks may also be accepted in particular circumstances outlined in the Safer Recruitment Guidance.

The details and outcome of the DBS must be recorded. If the DBS is not clear the appointment must not go ahead. The District Safeguarding Team must be consulted without delay.

Appointment

No one should take up a role until consultation and conversation has taken place, paperwork has been completed and, where relevant, a clear DBS is received.

Where someone has gradually assumed a role it must be clear that this should be under supervision and is temporary until an official appointment is made.

The group given Church Council authority must be in agreement about the appointment of the worker. If there are any concerns the appointment must take further advice and refer the appointment to the Church Council.

New Worker information Pack

The Safeguarding Administrator will make available to new appointees 'New Worker Info Packs' which will be in the Safeguarding Handbook in the office. These will include:

Each person appointed must receive

- Volunteers' privacy notice (included with Form A part 1);
- Church Mission Statement;
- List of key people with contact details + areas of responsibility;
- Forms to complete (Form A part 1 with privacy policy, Self-declaration form);
- a signed copy of their volunteer Agreement (eg Form A part 2) and role description;
- Safeguarding policy summary and access to a copy of the safeguarding policy;
- Safeguarding key card;
- Info on induction/ required training/ support;
- Safeguarding training handbook (provided at training session);
- As required: info on Copyright, Health + Safety, Food Hygiene, key holder form, driver declaration. etc.

Every appointed person will be shown the Church's Safeguarding Handbook and where it is kept. Attention will also be drawn to the safeguarding information on the safeguarding noticeboard in the church.

Self-harm and mental health needs - adults

If anyone expresses thoughts of suicide and another person believes there is immediate risk to life help must be sought immediately from the police/ambulance service by calling 999.

Many adults live with mental health needs at some point in their lives. Where the behaviour of an adult with mental health needs is posing a risk of harm to themselves or other people advice should be sought from the District Safeguarding Officer.

Self-harm and mental health needs – children and young people

If any child or young person expresses thoughts of suicide and a person believes there is an immediate risk to life immediate help should be sought from the police/ambulance service on 999.

Parents/carers should normally be informed whenever a young person expresses suicidal thoughts or self-harms or talks about self-harming or is concerned about their mental health. If you think this may put the child/young person at risk you should consult the District Safeguarding Officer and your local children's social care for advice first.

All concerns about self-harm and children/young people's mental health should be referred to the District Safeguarding Officer on the safeguarding concern referral form <https://www.methodist-nd.org.uk/safeguarding/>.

Special needs

If a child or adult has special needs try to make the premises, toilets and access suitable for their needs.

Ask the parents/carers how best to meet the person's needs.

Disability legislation requires organisations to take reasonable steps to meet the needs of disabled people, and this includes children.

Specialised activities

Where the group is participating in a specialised activity such as adventure activities, advice should be sought from the relevant licensing authority/organisation. Advice is also available from the Well for Workers: <https://www.methodist.org.uk/our-work/children-youth-family-ministry/the-well-learning-hub-equipping-and-supporting-workers/resources-from-the-well-to-download/policy-and-practical-help/organising-events/>.

Staffing levels required for children's/ young people's activities (staff/child ratios)

It is the responsibility of the group leader to arrange sufficient supervision to ensure the safe and effective management of all activities. The following issues must be considered when determining appropriate numbers of helpers:

- the gender of the group – if mixed, then staff members should also be mixed, where possible;

- Only those aged 18 or over can be counted as part of the staff to child ratio;
- Any leader/helper should be more than 3 years older than the upper age limit of the group;
- the duration of the activity;
- the competence and experience of the staff providing oversight and support;
- the age of the group – staff should have the appropriate skills for the age they are working with;
- children with additional support needs, such as physical disabilities, behavioural or mental health problems – extra staff may be necessary;
- the size and layout of the room or outdoor area and any particular issues that may be relevant to that location;
- the nature of the activity, what this involves and what tasks there will be for children.
- There should be a minimum of two unrelated adults present at any activity (it is recommended that there be at least one male and one female) in line with the ratios below. Staff ratios should also be based on a risk assessment e.g. increased ratios for outdoor or activities.
- Visiting leaders and helpers are not counted within the ratios, and must not be left alone with children/young people unless they have completed Safer Recruiting procedures.

Required Adult to Child Ratios (as recommended by the NSPCC)

0 – 2 years 1 adult to 3 children 1:3
 2 – 3 years 1 adult to 4 children 1:4
 4 – 8 years 1 adult to 6 children 1:6
 9 – 12 years 1 adult to 8 children 1:8
 13 – 18 years 1 adult to 10 children 1:10

Staffing responsibilities

- At the beginning of any group meeting or activity for children/young people there must be at least two adults present when the children/young people begin to arrive. At least two adults must remain until all the children/young people have safely left the premises.
- Any room on church premises being used by children/young people shall have adequate supervision of at least 2 leaders at all times. Where groups are in adjoining rooms with open access between it may be possible to have one adult per group, but those adults are responsible for monitoring the activity of the other group(s).
- The leaders of any group which include vulnerable adults should determine the appropriate levels of staffing and supervision of the rooms in use in advance of the meeting to ensure safe working practice.
- Parents must be informed that they are responsible for their children before and also after a children's group has finished meeting.

- Adults who help occasionally must be responsible to a named worker. If they help on a regular basis they should be appointed as members of the team through appropriate procedures.
- See **Young people as leaders/helpers** as necessary.

Touch

Touch is an important part of human relationships. Touch can be necessary to protect a child or adult from danger. Touch can also be a natural way to respond to someone in distress.

Everyone working with children/young people and vulnerable adults should be sensitive to what is appropriate and inappropriate physical contact. Leaders need to be aware that however well-intended, some actions could be misconstrued as harmful. The following advice is for all church workers with children, young people and vulnerable adults:

- Keep everything public. A hug in the context of a group is very different to a hug behind closed doors.
- Touch shall be age-appropriate and generally initiated by the child/young person/vulnerable adult, not the worker.
- Avoid any activity that is (or could be construed as) sexually stimulating to the adult or the child/young person/vulnerable adult.
- Children, young people and vulnerable adults are entitled to determine the degree of physical contact with others except in exceptional circumstances, eg. when in need of medical attention.
- Team members should take responsibility for monitoring each other in the area of physical contact. They should challenge a team member if necessary, and inform the leader of the group involved.
- Team members should be aware of appropriate and inappropriate touch between each other, and challenge inappropriate touch between attendees.
- Team members should be aware of signs of self-harm. If any are noted, the overall leader must be informed. The overall leader must then inform the Minister or a member of the Safeguarding Team, and the District Safeguarding Officer. See **Self-Harm and Mental Health**.
- People with sight impairment use touch as part of their everyday life and should not be discouraged, although care should be taken that inappropriate touch is not used.
- Some people with additional needs do not respond well to touch of any form even if they are upset. Leaders should be informed by parents or carers if this is the case.
- Physical punishment of a child is illegal.

Training

- The Methodist Church offers two levels of Safeguarding Training; Foundation and Advanced.
- Training is refreshed every 4 years.
- A person refreshes their training at the highest level of training.

The responsibility for the provision and record-keeping for Foundation Training is with the Circuit. A list of all who need to undertake Foundation training, and those who are warmly invited can be found here <https://www.methodist.org.uk/safeguarding/training/foundation-module-2020-edition/training-materials-foundation-module-2020/>.

The responsibility for the provision of Advanced Module training is with the District. A list of those who need to undertake the Advanced Module and those who are warmly invited is available here <https://www.methodist.org.uk/safeguarding/training/advanced-module-2019-edition/>.

All places must be booked via the District website <https://www.methodist-nd.org.uk/events-category/safeguarding/>.

For all queries relating to Advanced Module training please contact the safeguarding training administrator padistrictsafeguarding@methodist-nd.org.uk.

The Methodist Church now recognises the Church of England Safeguarding training. The Foundation Module, C1, is equivalent to Foundation Module. The Leadership Module, C2, is equivalent to the Methodist Church Advanced Module. See also **Renewals of Training and DBS checks**.

Transport for church activities

The safety of people being transported to and from church activities is the responsibility of whoever makes the transport arrangements. If parents, family members or friends make those arrangements themselves, then they are responsible for ensuring the safety of those being transported.

If the church makes the arrangements, safety becomes the responsibility of the church.

Transport or travel between church activities will usually be the responsibility of the church.

Drivers

- All those who drive children/adults on church-organised activities/rotas should have held a full and clean driving licence for more than two years.
- Drivers who are not children's/adults' workers should be recruited for the task through the normal recruitment process. (For children and young people this role requires an enhanced DBS with Barred list Check. For driving adults who may be vulnerable this will normally require an enhanced DBS check).

- Any driver for church organised activities who has an endorsement of six points or more on their licence should inform the group leader and the District Safeguarding Officer.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children/adults for the church.
- Drivers must always be in a fit state (ie not overtired, not under the influence of alcohol, not taking illegal substances and not under the influence of medicines that may induce drowsiness).
- An annual licence check should be undertaken for all drivers using the website <https://www.gov.uk/view-driving-licence>.
- Insurance and MOT details must be provided to the church.
- Cars that carry children/adults on behalf of the church should be comprehensively insured for both private and business use.
- The insured person should make sure that their insurance covers the giving of lifts relating to church-sponsored activities.
- Cars should be in a roadworthy condition. They should have up-to-date road tax and MOT (where applicable).
- Records of drivers are kept by the Safeguarding Administrator.

Transporting children

- All children/passengers, including the driver, must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts, additional passengers should not be carried.
- Children should not be transported in a private car without the prior consent of their parents or carers.
- At no time should the number of children in a car exceed the usual passenger number.
- There should be a nondriving adult escort as well as the driver.
- If, in an emergency, a driver has to transport one child on his or her own, the child must sit in the back of the car another leader notified and a signed record must be kept of the reason for this.

Transporting adults

- Care should be taken in assisting adults to board or leave vehicles and put on seat belts.
- Drivers need to be aware of moving and handling issues when assisting adults and transferring their mobility aids.
- Lifts to GP or hospital appointments or adult social care facilities are regulated activity and require an enhanced DBS check with barred list check.

Minibuses/coaches

- Workers/helpers should sit amongst the group and not together.
- If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored.

- Before using a minibus, ensure you know the most up-to-date regulations for its use and have a trial drive.
- The driver must check that their licence covers the class of vehicle they intend to drive.

Venues for church groups with children and adults

- A health and safety check of the premises should be undertaken regularly by the church. The group leader is responsible for notifying the Property Steward of any health and safety concerns relating to the premises. Similar principles apply if the group meets away from church premises.
- The meeting place should be warm, well-lit and well ventilated. It should be kept clean and free of clutter.
- Fire exits should be checked regularly and clearly marked. The fire exits should not be blocked or obstructed.
- Electric socket covers must never be used as they present a safety hazard.
- Toilets and hand basins with hygienic drying facilities should be easily available.
- Appropriate space and equipment should be available for any intended activity.
- For Crossways and when food is regularly prepared for other groups, the facilities will need to be checked by the Environmental Health Office. Leaders will need Food Handling and Hygiene training and will need to provide up to date certificates.
- A first aid kit should be available.
- The Childline telephone number (0800 1111) should be on display for children's groups.
- The safeguarding policy statement should be displayed including local contact numbers for social care.
- The certificate of insurance should be displayed.
- Group leaders should carry a usable mobile phone or know how to access the telephone in the office.

Vulnerable Children, Young People and Adults

Some children, young people and adults are more vulnerable than others to being victims of sexual exploitation, human trafficking and modern day slavery.

If it is suspected that a child, young person or adult is affected by any of these issues, the group leader or minister should be informed and further advice sought from the District Safeguarding Officer who will support you in contacting the statutory authorities.

Website

As a Methodist church which has its own website, Trinity Church regularly reviews the pages of its website so that they remain up to date, effective and safe. The Internet is constantly evolving and changing, and the Methodist Church guidelines change accordingly. Trinity Church shall review the guidelines regularly to ensure its compliance

<https://www.methodist.org.uk/for-churches/guidance-for-churches/technology-and-church/social-media-guidelines/>.

Trinity Methodist Church ensures the safety of children and young people and vulnerable adults by

- following these guidelines.
- Photographs are personal data as far as data protection legislation is concerned, and must be used responsibly. Where a person requests their photograph is not included this decision should be respected.
- Obtain written and specific consent from parents or carers before using photographs of anyone under 18 on a website. This should include providing a privacy notice. Where the person in the picture is 12 or over, their consent should also be sought, in addition to that of parents, carers or guardians.
- Children and young people under the age of 18 should not be identified by name or other personal details, including email or postal addresses and telephone numbers.
- When using photographs of children and young people, it is preferable to use group pictures. When a photograph of an individual child or young person is used, names or other personal details should not be used in any captions.
- Care must be taken when advertising special events for children and young people.
- Ensure that the image files are appropriately named – do not use names in image filenames or tags.
- Only use images of children in suitable attire to reduce the risk of inappropriate use.
- Consider advertising events simply by giving contact details of the adults responsible.
- When posting activity ideas for children or young people, ensure they comply with good safeguarding practice.

Whistleblowing

Concerns about safer practice and behaviour should always be raised as soon as possible. If any member, volunteer or employee feels that any adult is or has behaved inappropriately towards a child or vulnerable adult, they should speak to the District Safeguarding Officer or statutory services. See link to the Methodist Whistleblowing Policy: https://www.methodist.org.uk/media/10268/counc_mc19-27_whistleblowing-policy-review_jan_2019.pdf.

Young people as leaders/helpers

- If young people (under 18) are being encouraged to develop their leadership skills through helping with younger children they should always be supervised by an appointed worker with a suitable DBS check.
- Young people aged 16 & 17 should be safely recruited to their roles and suitability assessed, although they are not eligible for a DBS check until they are 18.
- The worker will be responsible for ensuring that good practice and safeguarding procedures are followed and the work they are doing is appropriate to both their age and understanding.
- The worker will also be responsible for ensuring that the safeguarding needs of the young leaders/helper are met.
- Young people should be at least 3 years older than the upper age limit of the group.

6. Contact Numbers

Trinity Methodist Church is in Derbyshire, but close to the Nottinghamshire border. Healthcare may be provided in either county. Social care is provided by the county in which the individual lives.

Church Contacts

Safeguarding Officer	Sue Bradley	07875 865528	trinitylesafeguarding@gmail.com
Safeguarding Administrator	David Hawker	07803 927215	trinitylesafeguardingoffice@gmail.com
Minister	Rev Arnold Dixon	01159 734474	arnolddixon@talktalk.net
Circuit Safeguarding Officer	Jenny Weir	01159 259006	jennyhweir@aol.com
District Safeguarding Officer	Rev Susan McIvor	07434 284633	districtsafeguarding@methodist-nd.org.uk

Emergency Contacts

Police (regarding immediate risk of harm)	999 (immediate risk) 101 (non-emergency enquiries)
Local safeguarding procedures for children	Derbyshire https://www.ddscp.org.uk/ Notts https://www.nottinghamshire.gov.uk/nsdp
Local safeguarding procedures for vulnerable adults	Derbyshire https://www.derbyshiresab.org.uk/ Notts https://www.nottinghamshire.gov.uk/nsab
Social Care: concern about a child	Derbyshire: StartingPoint <u>01629 533190</u> Notts: 0300 500 80 80/ out of hours 0300 456 4546
Social care: concern about an adult	Call Derbyshire <u>01629 533190</u> Notts: 0300 500 80 80/ out of hours 0300 456 4546
Local general hospital	Queen's Medical Centre Nottingham <u>0115 924 9924</u> Royal Derby Hospital <u>01332 340 131</u>

Support and Advice Organisations

Childline	0800 1111
Family Lives (helpline for parents)	0808 800 2222
YoungMinds (parents helpline, mental health)	0808 802 5544
Hopeline (suicide support for young people)	0800 068 4141
FRANK (drug and alcohol support)	0300 123 6600

District/regional Methodist contacts

District Safeguarding Officer	Susan McIvor 07434 284633
LN Regional Coordinator (Training)	Nigel Pimlott 07799 900468

