

West Yorkshire Methodist District
Huddersfield Methodist Circuit
Safeguarding Policy
Meltham Methodist Church

Church Safeguarding Officer: Mrs Lizanne Searson

Minister Rev John Hayes

Circuit Safeguarding Coordinators:

Liz Bishop 01484 841305 Jean Delaney 01484 607944

Circuit Safeguarding Adviser: Barbara Hutchinson 01484 546664

The purposes of Meltham Methodist Church's Safeguarding Policy

- To ensure procedures are in place and people are clear about corporate and individual roles and responsibilities in safeguarding
- To promote the welfare of children, young people and vulnerable adults in our care and when using our premises

This policy is to be read in conjunction with 'Safeguarding' published in 2010 by the Methodist Church, and with reference to Circuit and District safeguarding policies.

THIS POLICY WAS AGREED AT A CHURCH COUNCIL MEETING HELD on
2nd February 2016

The Methodist Church, along with the whole Christian community, believes each person has a value and dignity which comes directly from God's creation of male and female in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things, this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

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

Meltham Methodist Church recognises that none of us is invulnerable but that there is a particular care for those whose vulnerability is increased by situations, by disabilities or by reduction in capacities. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity 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.

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

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

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

Meltham 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.

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

- Meltham Methodist Church commits itself to the provision of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.
- Meltham Methodist Church affirms and gives thanks for the work of those who are workers with children and vulnerable adults and acknowledges the shared responsibility of all of us for safeguarding children, young people and vulnerable adults who are on our premises.
- Meltham Methodist Church appoints Mrs Lizanne Searson as Church Safeguarding Adults Representative and as Church Safeguarding Children Coordinator
- and supports her in the role which is to:
 - i) support and advise the minister and the stewards in fulfilling their roles

- ii) provide a point of reference to advise on safeguarding issues
- iii) liaise with Circuit and District Safeguarding Coordinators
- iv) promote safeguarding best practice within the local church with the support of circuit ministers

a) Purpose

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 Methodist Safeguarding Handbook (2010) and Standing Order SO 010

The minister and church council will ensure all church office holders are aware of the terms of S.O. 010: 'no person who has been convicted of or has a caution from the police concerning sexual offences against children shall be appointed to any office, post or responsibility or engaged under any contract to which this sub-clause applies' (S.O. 010(2)(ii)).

This includes people who have lone access to the church. When a person is appointed to an office or becomes a key holder the minister / safeguarding officer MUST check the person has signed either Form C or Form D (to be found in 'Recruiting Safely in the Methodist Church' 2010

b) Good Practice

We believe good practice means that:

- i) All people are treated with respect and dignity and with concern for their wellbeing.
- ii) Those who act on behalf of the Church should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written note of this will be made and kept noting date, time and place of visit.
- iii) The church premises will be assessed for safety of children and vulnerable adults and the risk assessment report will be given annually to the Church Council in written form. Procedures related to fire safety, first aid, food safety, lifting and handling, working at height, and lone working on church premises will be annually reviewed.

The Church Council will consider the extent to which the premises, equipment and working practices are suitable or should be made more suitable.

- iv) Any church-organised transport of children or vulnerable adults will be checked to ensure the vehicle is suitable and comprehensively insured and that the driver and escort are appropriate.

v) With reference to 'E Safety' circuit safeguarding policy 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. Those who act on behalf of the church will take all possible steps to protect young people from significant harm or risk when using the internet or any other form of technology.

Church policy regarding 'E' safety will therefore include the following safeguards:

Permitting photography/video on church premises only with the permission of a parent or guardian of children involved;

Allowing photography/video for church purposes only by persons authorised by the safeguarding officer and minister and then kept only on the church computer or securely stored as agreed by the safeguarding officer and minister;

Not permitting identifiable photography/video of young people taken at church events to be uploaded on social media;

Using electronic means of communication between adults and children in the church context only with the consent of a parent / guardian.

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

More detailed guidance relating to the above is available on the Methodist Church website to assist in providing good practice guidelines for individual workers with children, young people and vulnerable adults.

c) Appointment and training of workers

Workers agreeing to carry out 'Regulated Activity' must have completed a confidential declaration form X and a satisfactory DBS disclosure prior to starting the work. Each worker will be expected to undergo basic safeguarding training, within the first year of appointment.

Additional training needs of individual workers will be considered and organised where appropriate. (See examples listed under the heading 'Good Practice')

Portability of DBS disclosures:

Guidance from Connexion issued on 10.9.12 is set out below.

There can be some portability of a criminal record disclosure within the Church as follows:

- anyone applying for a further role within the same church does not require a second criminal record check, if the work is with the same group – i.e. still with children or still with vulnerable adults.
- Where someone wishes to work/volunteer in a role with a different group (for example, someone who has volunteered at a youth club now offering to work as a driver for a housebound adults scheme) then a second criminal record check is required.

To accept a pre-existing criminal record disclosure from a body outside the church, the following requirements must be met:

- The disclosure must be completely clear (i.e. no record of cautions, convictions or further information.)
- It is less than 2 years old.

- It is at Enhanced level and for a similar position.
- The applicant's identity is verified.
- The applicant is still in the post or job for which the disclosure was obtained.
- A reference from the previous employer or appointer is obtained to ensure that the applicant was appointed following receipt of the disclosure.
- The issue date and serial number of the disclosure is recorded together with the applicant's name and date of birth.
- A Confidential Declaration Form X must be completed.

There are some circumstances where a new criminal record check should always be made:

- where a person applies for an employed position working with children or vulnerable adults, and where a person is candidating for the ministry (Methodist Church) or seeking ordination training (Church of England) then a new criminal record check is always required.

d) Pastoral visitors

In terms of safeguarding, Pastoral Visitors will be supported in their role with the provision of basic safeguarding training upon appointment.

e) Guidelines for working with children, young people and vulnerable adults

Guidance for protecting children, young people and vulnerable adults will be provided for each worker and regularly evaluated in terms of its effective implementation.

Guidance notes will be produced and given to each worker with children, young people and vulnerable adults outlining good practice and systems for safeguarding.

[Church Councils may produce their own material or use appropriate leaflets published by the Methodist Church]

f) Ecumenical events

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

g) Events with church groups off the premises

Adequate staffing will be ensured for such events. Notification of the event will be given to

* **Church Safeguarding Officer.**

h) Other groups on church premises

Where the building is hired for outside use, the person signing the letting agreement [which should include Safeguarding Form E (*to be found in 'Recruiting Safely in the Methodist Church' 2010.*) will be given a copy of this policy and code of practice. The lettings secretary will consider the various users of the building in making lettings.

i) Complaints procedure

It is hoped that complaints can generally be dealt with internally by the organisations. However, a complaint may be made to a person who will be appointed by the Church Council and who is currently*

If a complaint is made to another person, it should be passed to **the Minister** who will arrange to meet with the complainant and attempt to resolve the complaint. If the complaint cannot be resolved, consideration will be given to invoking the complaints system of the Methodist Church.

j) Review

This policy is to be reviewed annually by the Church Council. The date of the next review will take place in **February 2017**

Dated

Signed Chair of Church Council

Key concepts and definitions

i) **Vulnerable Adults:** any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.

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

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

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

v) DBS Eligibility

'Regulated Activity' covers anyone working closely and unsupervised with children and/or vulnerable adults and requires the person to have an enhanced DBS check.

An enhanced DBS is not required for an occasional helper where s/he is working under the close supervision of the leader who has obtained an enhanced DBS certificate.