

**IVYBRIDGE METHODIST CHURCH
FORE STREET
IVYBRIDGE PL21 9AB**

**SAFEGUARDING CHILDREN
AND
VULNERABLE ADULTS**

**STATEMENT OF PRINCIPLES
SAFEGUARDING POLICY
& CHURCH GUIDELINES**

Reviewed and revised **April 2014**

Safeguarding Principles



Statement of Safeguarding Principles

Every person has a value and dignity which comes directly from the creation of male and female in God's own image and likeness. Christians see this potential 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.

Principles

We are committed to:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and adults
- the safeguarding and protection of all children, young people and adults when they are vulnerable
- the establishing of safe, caring communities which provide a loving environment where there is informed vigilance as to the dangers of abuse.

We will carefully select and train all those with any responsibility within the Church, in line with the Safer Recruitment policy, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that an adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.

We will seek to work with anyone who has suffered abuse, developing with them an appropriate ministry of informed pastoral care.

We will seek to challenge any abuse of power, especially by anyone in a position of trust.

We will seek to offer pastoral care and support, including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child, young person or vulnerable adult.

In all these principles we will follow legislation, guidance and recognised good practice.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY FOR IVYBRIDGE METHODIST CHURCH

This policy was agreed at a Church Council held on the 30th April 2014

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.

The 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.

The 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.

The 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.

The 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.

The 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.

The 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.

The 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.

The 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.

The 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 vulnerable adults who are on our premises.

The Church appoints Mrs Sara Hladkij as Church Safeguarding Adults Representative and as Church Safeguarding Children Coordinator and supports her in her 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 the relevant sections of The Methodist Church of Great Britain website.

b) Good Practice

We believe good practice means that:

- i) All people are treated with respect and dignity.
- ii) Those who act on behalf of the Church should not meet or work alone with a child or vulnerable adult where the activity cannot be seen unless this is necessary for pastoral reasons, in which case a written note of this will be made and kept noting date, time and place of visit.
- iii) The church premises will be assessed for safety for children and vulnerable adults and the risk assessment report will be given annually to the Church Council in written form. This will include fire safety procedures. The Church Council will consider the suitability of the premises and the equipment.
- iv) Any church-organised transport of children or vulnerable adults will be checked to ensure the vehicle is suitable and insured and that the driver and escort are appropriate.
- v) Promotion of safeguarding is recognised to include undertaking those tasks which enable all God's people to reach their full potential. The Church Council will actively consider the extent to which it is succeeding in this area.

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

c) Appointment and training of workers

Workers will be appointed after a satisfactory DBS disclosure. Each worker will be expected to undergo basic safeguarding training, within the first 6 months of appointment. The other training needs of each worker will be considered (e.g. food hygiene, first aid, lifting and handling, etc.) and each worker will have an annual review conducted by a named member of the Church Council and another worker within the organisation.

d) Pastoral visitors

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

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

Guidelines will be produced and reviewed annually and given to each worker outlining good practice and systems. They will be reviewed annually with this policy.

f) Ecumenical events

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

g) Events with church groups off the premises

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

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],¹ will be given a copy of this policy and the leaflet. The lettings secretary will consider the various users of the building in making lettings²

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 the Minister. 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 which will involve initially speaking with the Local Complaints Officer who is the Superintendent Minister.

j) Review

This policy will be reviewed annually by the Church Council. The date of the next review is **April 2015.**

k) Key concepts and definitions

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

Dated

Signed Chair of Church Council

¹ To be found in Recruiting Safely in the Methodist Church 2010.

Dated

Signed Chair of Church Council

Dated

Signed Chair of Church Council

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS GUIDELINES

GUIDELINE 1

Plan the work of the organisation so as to minimise situations where abuse may occur

All organisations should plan their work so that:-

- Normally no adult is alone with a child or young person. Every effort is made to avoid such a situation. (This protects the child from abuse and adults from allegations of abuse).
- Staffing ratios are respected

Crèche – 1:3
Junior Church work with Primary School age children – 1:8
Church work with Senior School age children – 1:12
- Particular activities e.g. vigorous sports / outdoor activities or work with children and young people with Special Needs may require a higher ratio. Organisers should be familiar with any guidelines for safety issued by a sport's governing body.
- Workers must consider adequate control, supervision and the ability to cope with an emergency in the event of injury or illness.
- A minimum of two adults should be present, at all times, on or off the premises.
- Where the group is mixed, it is recommended that a male and female worker be present. Where an activity is organised by a 'couple' then the appointment of a third neutral adult is advisable.
- Invited visitors need to be accompanied by an appointed worker. Access by uninvited visitors is carefully monitored.
- No worker should meet a child on a one-to-one basis off the Church premises without a parent / guardian or other adult being present. The Group Leader should be informed.

- Transport, as part of the organised activity, needs careful consideration. When travelling by minibus, there should be a minimum of two adults in the vehicle. Insurance cover and liability should be checked. When travelling by car, at least two passengers should always be present. Group Leaders / workers are not responsible for the transporting of children / young people to and from premises, unless specifically arranged and negotiated with parents / guardians.
- A register of names / addresses of children, young people and all adults who attend each session should be kept by the Leader of each Group.
- Leaders will not enter into email, social networking or phone conversations or texts with young persons under 18 from their own personal accounts.
- A youth group mobile phone is to be used for communication between leaders and the young people but only with written parental consent of anyone under 18.
- Photos of children and young people can only be taken, displayed within the church buildings or displayed on websites with written parental consent of anyone under 18.
- Pastoral Visitors should keep a record of the name of the person visited, date and time of the visit.

GUIDELINE 2

Be aware that there is a system whereby children may talk with an independent person

- The telephone numbers of
 Childline” **0800 1111** and “Children First” **0800 800 500**
 Sara Hladkij **01752 892713**
 should be prominently displayed, in all these locations:-

Main notice board in the foyer of the Church

All notice boards for children’s and young people’s groups

Anywhere where children of reading age might see it

GUIDELINE 3

Use supervision as a means of protecting children

- Group Leaders should provide regular opportunities for workers to :-
 1. Review and plan their work
 2. Share information, experiences and concerns
 3. Receive training
 4. Discuss relationships with children and young people (including favouritism and inappropriate treatment)
- Group Leaders should take opportunities to observe those for whom they are responsible, as they work with children and young people and share any concerns immediately with the Minister, who may involve others in formulating a response.
- **The Church Stewards shall appoint 3 of their number to explore a prospective worker’s suitability for appointment with the Minister and appropriate Group Leader with regard to overall suitability and commitment to Christ and his Church. The initial appointment shall be for a probationary period of one year. Anyone found unsuitable should be encouraged to exercise different gifts in the life of the Church. An appeal may be made to the Church Council.**

- All workers must have a job description, complete a screening form and be appointed by the Church Council *before* working with the children or young people. Within 6 months of appointment workers must undergo the Foundation Module Creating Safer Space and any other appropriate initial and further training.
- Appointments are made by the Church Council annually.
- Screening, job descriptions and training must be arranged.

GUIDELINE 4

Know how to deal with the disclosure or discovery of abuse, and the importance of referring to others

There are four main areas of abuse:-

Physical – where there is physical harm or injury

Emotional – where children and young people are harmed by a constant lack of love and affection or by emotional pressures such as threats, bribes, taunts or belittling

Sexual – where people seek gratification by using children and young people

Neglect - where there is deprivation of those things that are essential for well being

The possibility of abuse may come to the notice of the worker in a number of different ways:-

- Disclosure by the child / young person
- Information from a third party (friend, family, other worker)
- Observation of unexplained injury or changes in behaviour

Guidelines for dealing with information concerning abuse

- Remain calm, listen carefully, try not to interrupt or interrogate.
- Treat the matter seriously and do not minimise or dispute the account.
- Be honest. Do not offer absolute confidentiality, as the information may need to be passed to the Social Services or Police. A criminal offence may have been committed and other children may also be at risk.
- REFER THE MATTER TO OTHERS.
- The allegation might concern a person inside or outside the Church Community. In either instance, **the allegation should not, at this stage, be shared with the adult about whom the child has made the allegation.**
- If there is felt to be immediate risk, the Social Services Department or the Police should be contacted immediately by the Group Leader.

- If there is felt to be no immediate risk, allow the child home at the end of the session. The Group Leader should **always** contact Social Services or the Police. Numbers are at the end of these Guidelines.
- In any case the Minister should be informed immediately. If it is not possible to contact the Minister contact the Superintendent Minister or the Chairman of the District Synod.
- If the allegation is made about a church worker or Minister, the Superintendent Minister must be informed immediately.
- Make notes as soon as is reasonably possible, writing down exactly what was said by all present (including yourself), where possible using actual words. Record dates and times of events, when you were told about them and when you made the record. Sign your notes. Keep a copy for yourself. Tell the authorities but do not spread rumours.

Where a child, young person or vulnerable adult gives information

- Reassure them and try to stay with him/her or ensure that a familiar adult does so.
- Do not question the child or young person about the allegation or disclosure that it has been made.
- Adults should be encouraged to speak out themselves (with support as appropriate).

Helpful things to say:- *I understand; I am glad you told me; It is OK to tell me; You are brave to tell; I am sorry it happened; It is not your fault; I will try to help*

Try to avoid:- *What?; Why?; How?; When?; Where?; Who?; Are you sure?; Why didn't you say before?; I can't believe that?; This is really serious; Don't tell anyone; I am shocked; Making promises*

Where a third party gives information

- Ask them to make a note of what they were told or observed
- Reassure the person that he/she is right to tell you
- Let that person know that you need to tell someone else.
- Do not promise confidentiality.
- Let the person know what you are going to do next and that you will let them know what happens.
- Make notes as soon as is reasonably possible.
- REFER THE MATTER TO OTHERS

Suspicion of abuse

There may well be occasions when you suspect that a child or vulnerable adult may be experiencing abuse. The suspected abuse may be inside or outside the Church context.

- REFER THE MATTER TO the Minister or where necessary the Superintendent Minister, immediately.

- It may be appropriate for those concerns to be passed on to the Social Services (and in the case of Pre-Schools – OFSTED). Wider enquiries can then be made as to the child or vulnerable adults well-being.

Action

Make a record of any conversations and action as soon as possible after the events, keep a copy and pass the information to the Minister / Superintendent Minister. If you have concerns or anxieties about a child, *always do something*. Share your concerns with the appropriate people in our Church. **The child's safety is paramount. Referring the matter to others is important.**

Support for the alleged victim and family

- A support team should be arranged for the individual and family whilst any investigation takes place. This should not include the Minister or an officer of the Church to prevent conflicts of interest.
- Care should be taken not to do anything to prejudice any judicial proceedings.
- Information on where to turn for legal advice may be needed.

GUIDELINE 5

Know particular procedures where the alleged abuser is a church worker

- The whole church community is likely to need pastoral support in the event of any such allegation, but the needs of the accused should not be overlooked,
- A support team should be arranged for the person accused and his/her family – whilst any investigation takes place – but not from the Minister or an officer of the church (to avoid any conflict of interest).
- The alleged abuser must immediately stand down from any involvement with children's groups while the allegation is investigated.
- Care must be taken to see that nothing is done which interferes with the judicial process.
- The person accused of abuse needs to know where it is possible to turn for legal advice.

GUIDELINE 6

Know particular procedures for activities that take place off the premises

These procedures should include the following:-

- Assess the advisability of holding such an event.
- Issue a letter to parents / guardians indicating the nature of the event, departure time and expected time and place for return (together with relevant details).
- Provide a consent / permission slip to be signed by a parent / guardian and returned to the Group Leader, before the event.

- Notify the Church Council Secretary & Minister of the event.
- Leave an itinerary, a list of names / addresses / phone numbers of all who actually attend the event with the Minister or other nominated person e.g. Group Leader / Parent before departure. If possible leave a telephone number by which the group can be contacted. Copy this information into the Church Office

- **The Group Leader should take with them the following:-**

Phone number of contact person (in the event of delay in return).

Consent / permission slips, with the home phone number (for use in the event of sickness or accident).

Duplicate list of those attending

Details of the nearest accident and emergency unit.

Appropriate first aid equipment.

GUIDELINE 7

Know the procedure for First Aid

- First Aid kits are kept in the main kitchen and concourse kitchen at all times. **The Property Steward is responsible for checking and replenishing contents. Group Leaders should also check this and report any concerns to the Property Steward. The name and phone number of the Property Steward can be found inside the First Aid kit.**
- As far as possible it is advisable for each group to have at least one trained first-aider on hand, especially where there is an increased risk of accident (e.g. sports activities).
- Any accident should be recorded in the accident book, kept with the First Aid kit. This should include a record of the individual's name, date and time of injury, details of injury, treatment provided (if any), when parent / guardian was notified. The entry should be signed by the worker. **The log should be retained for 18 years.**

GUIDELINE 8

Know the procedure for Fire Safety

- Sound the alarm. Use the church phone (outside line '9') Dial 999 and say, "Fire at Ivybridge Methodist Church, Fore Street, Ivybridge." The postcode is PL21 9AB.

Each Group Leader must keep a register of name and address of all persons present on each occasion (this should include children / young people and all workers).

- Each Group Leader should be trained in the fire regulations and emergency procedures.
- The premises should be evacuated immediately by the nearest exit. Those evacuated should gather on the bottom car park.

- Leaders of all groups meeting on the premises should meet across the road on Garage forecourt to confirm that every room has been evacuated and report any concerns to the emergency services. On no account should anyone go back into the building.
- Know the location of fire equipment within the building.

GUIDELINE 9

Know the particular procedures for administering medication

Medication should not be administered to children unless:-

- Requirements have been clarified with the parent / guardian directly.
- Instructions are received in writing.
- The worker has gained prior agreement in writing to “no liability”.
- Should the above ever be necessary each group should enter in the Medication Log book a record of the child / young person’s name, date and time of medication, details of medication provided. The entry should be signed by the worker.

GUIDELINE 10

CODE OF CONDUCT FOR WORKING WITH VULNERABLE ADULTS

Workers and Volunteers must never

- Hit or otherwise physically assault or abuse vulnerable adults.
- Develop physical or sexual relationships with vulnerable adults.
- Develop relationships with vulnerable adults, which could in any way be deemed inappropriate or exploitative.
- Act in ways that may be abusive or place vulnerable adults at risk of abuse.
- Use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.
- Behave in an inappropriate or sexually provocative manner.
- Do things of a personal nature that vulnerable adults are able to do for themselves.
- Condone, or participate in behaviour of vulnerable adults, which is illegal, abusive or unsafe.
- Intentionally act in ways intended to shame, humiliate or degrade vulnerable adults.
- Discriminate against, show differential treatment, or favour particular vulnerable adults to the exclusion of others.

TELEPHONE NUMBERS

- Police (Emergency)

- Police (Non Emergency) 101
- Minister 01548-852073
- Superintendent Minister 01752 551514 (Office)
01752 335773
- Chairman of the Synod/District 01392 272541
- Circuit Safeguarding Officer 01752 335773
- District Safeguarding Help line 07794 133797
- Church Safeguarding Adults representative 01752 892713
- Church Safeguarding Children Coordinator 01752 892713