

# Keyworth Methodist Church

1

## Safeguarding Policy relating particularly to Children, Young People and Vulnerable Adults

### Statement of Principle

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

As part of the wider Methodist Church, **Keyworth Methodist Church (KMC)** seeks to affirm the gifts and graces of all God's people. It recognises that it has a particular care for all who are vulnerable whether by disability, by reduction in capacities or by situation. It recognises that this vulnerability may be temporary or permanent and may be visible or invisible, but affirms that it does not diminish our humanity.

**KMC** endorses the statement (**Creating Safer Space 2007**) that, 'as a people, Methodists '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.' It is therefore committed to respectful ministry with all children, young people and adults and, in particular, to the care, nurture and safeguarding of the vulnerable. To that end it seeks to establish a safe and caring community providing a loving environment where there is informed vigilance as to the dangers of abuse. It affirms that the needs of the vulnerable and those at risk are paramount.

### The Purpose of this Policy

The purpose of this Safeguarding Policy is to ensure procedures are in place and people are clear about roles and responsibilities in relation to children, young people and vulnerable adults in our care and using our premises. It is to be read in conjunction with the **Safeguarding Policy, Procedures and Guidance for the Methodist Church (2018)**. The Policy seeks to safeguard both the vulnerable and those who work with them.

This policy addresses the safeguarding of children, young people and vulnerable adults. It is intended to be a dynamic policy. It is a statement both of aims and of commitment to the achieving of those aims to the very best of the ability and resources of the church community. Its goal is to ensure, as far as is possible, that **KMC** is a safe, supportive and caring community for children, young people, and vulnerable adults including survivors of abuse, and those affected by abuse.

**KMC** recognises the serious issue of the abuse of children and vulnerable adults which may take the form of physical, emotional, sexual, financial, spiritual, discriminatory, domestic or institutional abuse or neglect, or abuse using social media or human trafficking (slavery). It acknowledges the effects these may have on people and their development, including spiritual and religious development. It accepts responsibility, as far as it is able, for ensuring that all people are safe in its care and that their dignity and right to be heard is maintained. To that end, it will endeavour to support, listen to and work for healing with survivors, offenders, and communities 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.

### **Key definitions**

- A child is anyone who has not yet reached their eighteenth birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, a member of the armed forces, in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.
- A vulnerable adult is any person 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.
- Safeguarding implies protecting children or vulnerable adults from maltreatment, preventing impairment of their health and ensuring safe and effective care.
- Adult/child protection is a part of safeguarding and promoting welfare. It refers to activity undertaken to protect children/adults who are suffering or are at risk of suffering significant harm, including neglect.
- Abuse and neglect may involve the infliction of harm or failure to prevent harm. They may occur in a family, in a community or in an institution. They may be perpetrated by a person or persons known to the victim or by strangers, by an adult or by a child.

### **Policy Implementation**

In our attempt to realise the above vision, **KMC** will:

- Affirm and give thanks for those who work with children and vulnerable adults acknowledging the shared responsibility of the whole church community and all who are on church premises for safeguarding the vulnerable.
- Seek, through appropriate support, advice and training, to ensure clear understanding of their responsibilities on the part of all who work with the vulnerable and to help develop confidence in their roles.

- Exercise care in the selection and training of all, lay or ordained, with any responsibility within the Church, in line with safe recruitment principles, including the use of criminal records disclosures and registration with the relevant vetting and barring schemes.
- Challenge the abuse of power by anyone in a position of trust.
- Respond without delay to every complaint made which suggests that any child, young person or adult may have been harmed, cooperating with the police and local authority in any investigation.
- Seek to work with anyone who the Church knows has suffered abuse, developing with them an appropriate ministry of informed pastoral care.
- 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 the above, we will seek to implement connexional safeguarding policies and to follow appropriate legislation, guidance and recognised good practice.

### **The Appointment of a Church Safeguarding Officer (CSO) and the role of Keyworth Methodist Church Council**

**KMC** recognises that its Church Council has a key role to play in the execution of the above policy. It should appoint annually a **CSO** and there must be no gaps in this crucial provision. It is not appropriate for the minister to fill that role because of a potential conflict of roles. The role will usually be undertaken on a voluntary basis although expenses should be met.

**KMC** appoints **Geoffrey Daft** to the role of Church Safeguarding Officer. In this role he will consult with **June Curtis** as Church Safeguarding Coordinator (Adults) and **Andy Proffitt** as Church Safeguarding Coordinator (Children). The **KMC** CSO will:

- i) support and advise the minister and the stewards in fulfilling their roles with regard to Safeguarding
- ii) provide a point of reference to advise on Safeguarding issues
- iii) liaise as appropriate with Circuit and District Safeguarding Officers
- iv) promote Safeguarding best practice within the local church with the support of circuit ministers
- v) ensure proper records are kept of all incidents/concerns according to Methodist policy and practice (*see Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church - Updated Jan 2015*)

- vi) ensure that all Safeguarding training which is required is undertaken by those in post and appropriate records kept
- vii) attend training and meetings organised to support the role
- viii) oversee safeguarding throughout the whole life of the church (e.g. lettings, groups, property etc.)
- ix) report to the Church Council annually
- x) ensure the church completes a yearly audit/monitoring on safeguarding confirming that policies are in place for the church and all groups and lettings in the church and that these have been annually reviewed
- xi) ensure the church completes a risk assessment on each relevant area of activity in the church; that this is stored and reviewed annually, and that it is readily available on request by appropriate persons
- xii) ensure that the church recruits safely for all posts
- xiii) ensure that the church has a Safeguarding noticeboard with a copy of the current, signed Safeguarding Policy, contact numbers for local and national helplines and other suitable information
- xiv) Where ecumenical events happen on church premises, safeguarding is the responsibility of the Church Council.

### **Aspects of Good practice**

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. Good practice will include the following:

- Respect for all. That all people will be treated with respect and dignity.
- Provision of clear guidelines. That a leaflet outlining good practice and systems will be given to everyone who works with children, young people and vulnerable adults. This leaflet will be reviewed annually.
- Lone working. That those who act on behalf of the Church should not meet or work alone with children or vulnerable adults unless this is absolutely essential for pastoral reasons, in which case a written note of date, time and place of visit will be kept.

- Assessment of premises. That the church premises will be assessed by the CSO with the property steward and/or their representatives at least annually for safety for children and vulnerable adults and the risk assessment report will be given annually to the Church Council in written form. This will include fire safety procedures. The Church Council will consider the extent to which the premises and equipment are suitable or should be made more suitable.
- A risk assessment for all new groups involving children and young people. This should be a regular requirement with the resulting assessment sent to the District Safeguarding Officer, **Susan McIvor**, prior to the group starting.
- Transport of children and vulnerable adults. Any church-organised transport of children or vulnerable adults will be checked to ensure the vehicle is suitable and insured and that the driver and escort are appropriate. An agreed record should be kept in the church file for each driver/car.
- Events off premises. Notification of the event, evidence of adequate staffing and a risk assessment is to be given to the CSO prior to the agreement for any event or off site activity. Notification of the event will also be given to the **Church Council Secretary**. If the activity is considered to be high risk the CSO will contact the Circuit Safeguarding Officer in order that it can be ratified or any queries raised. Copies of the risk assessment made prior to taking young people away on a residential should be sent to the District Safeguarding Officer prior to the visit including the dates when groups are away on a residential.
- Other groups on church premises. Where the building is hired for outside use, the person signing the letting agreement will be given a copy of the church safeguarding policy and the appropriate leaflet. The Lettings Secretary will consider the various users of the building in making lettings. All lettings will be notified to the CSO who will keep the records and take advice as appropriate from both the District Safeguarding Officer and Circuit Safeguarding Officer.

### **Appointment and training of workers**

Workers will be appointed only after a satisfactory DBS disclosure and following safer recruitment procedures of the Methodist Church. Each worker will be expected to undergo basic Safeguarding Training within the first 6 months (agreed by Methodist Conference in 2011 - *Creating Safer Space Report*) of appointment. Other training needs of each worker will be arranged as required (e.g. food hygiene, first aid, lifting and handling). Pastoral Visitors will be supported in their role with the provision of basic safeguarding training upon appointment.

## **Complaints procedure**

6

It is hoped that complaints can generally be dealt with internally. However, if the complaint is of a safeguarding nature relating to possible abuse of children or vulnerable adults, the District Safeguarding Officer will be consulted as statutory services may need to be informed. A complaint may be made to the CSO. If a complaint is made to another person, it should be passed to the CSO who will arrange to meet with the complainant and attempt to resolve the complaint. If the complaint relates to the CSO or a member of their family it will be referred to the church minister. If the complaint relates to the minister it will be referred to the superintendent minister.

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, the Nottingham and Derby District Safeguarding Officer or the superintendent minister.

## **Current Contact Information**

Keyworth Methodist Church  
Minister Rev Simon Rose 0115 9143794

Keyworth Methodist Church Safeguarding Representative  
Geoffrey Daft 0115 9149354

Keyworth Methodist Church Secretary  
Harriet Proffitt 0115 9373378

Nottingham South Circuit Superintendent Minister  
Rev Mark Roberts 0115 9331926

Nottingham and Derby District Safeguarding Officer  
Rev Susan McIvor 07434284633

## **Policy Review**

This Policy should be reviewed annually. The date of the next review is November 2019.

Dated 7<sup>th</sup> November 2018

Reverend Simon Rose

Chair of Church Council