



# Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain



Approved by the  
Methodist Council  
April 2018

The **Methodist** Church 

The version of this document is correct as of **May 2018**. Please note that some guidance only sections are still to be written. Also, please note that certain sections are subject to amendment in line with changes in law and in Methodist policy. This document will be updated as and when such changes take place and these changes will be referenced on the addendum below.

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## Addendum

In this edition, text in red differs from that of the previous edition (April 2017) and <deleted> indicates an omission.

Red text shaded in yellow denotes GDPR additions approved by Methodist Council April 2018.

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# SECTION 1

## Introduction

### 1.1 Status of policy, procedure and guidance

This document sets out the policy, procedures and guidance relating to safeguarding within the Methodist Church. The provisions outlined are informed by current legislation and accepted good practice from within the Church, statutory agencies and other community organisations with safeguarding responsibilities.

Following consultation, the policy and procedures laid down in this document have been approved by the Methodist Council and therefore are mandatory. Sections that are clearly identified as ‘guidance’ are regarded as good practice. Therefore it is highly advisable, although not compulsory, to adhere to these guidelines.

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### 1.2 Foundations

In developing and implementing the Safeguarding policy, the Methodist Church is guided by the following foundations:

- the gospel (see Section 1.3 *Theological approach*)
- human rights, international and national law.

The Church fully supports the personal dignity and rights of all children, young people and adults, as enshrined in the Human Rights Act 1998 and the 1989 United Nations Convention on the Rights of the Child.

It recognises that safeguarding work is undertaken within a British legislative and associated government guidance framework which sets out a range of safeguarding duties and responsibilities (see Section 1.4 *Societal context and legal framework*).

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### 1.3 Theological approach

*To be added once approved by council members*

## 1.4 Societal context and legal framework

Legal arrangements and requirements vary between England, Scotland, Wales, the Isle of Man, the Channel Islands, Gibraltar and Malta. What follows in this section are the general principles as applied to England. Much of this is the same in all locations but please check with your DSO for specific differences in your legislature.

There has been widespread coverage in the media of the failure of various organisations and individuals to adequately prevent, and protect children from, abuse – including the high profile cases of Jimmy Savile and the Rotherham Report. In recent years, there has also been a growing understanding of the importance of recognising abuse against adults who are vulnerable, whether inflicted deliberately or as a consequence of neglect. Since the start of the millennium, a broad spectrum of legislation, guidance, research and reports from all sectors have led to the development of policy and procedures in the safeguarding arena. Closer working partnerships have been forged through both children and adult safeguarding boards and a growing commitment to all those who work with vulnerable groups is leading to improved working practices.

Relevant reports and legislation in relation to safeguarding practice for adults and children include:

<b>Safeguarding Vulnerable Groups Act 2006</b>	Independent Safeguarding Authority established (later to become Disclosure and Barring Service)
<b>The Data Protection Act 1998</b>	Regulation of the possessing of information relating to individuals, including the obtaining, holding, use or disclosure of such information
<b>The Human Rights Act 1998</b>	Article 8 Respect for your private and family life, home and correspondence Article 9 Freedom of thought, belief and religion Article 10 Freedom of expression
<b>The Crime and Disorder Act 1998</b>	Act to make provision for preventing anti-social behaviour with references to children
<b>Serious Crime Act 2015</b>	Includes offences relating to child cruelty, sexual communication with a child and female genital mutilation (FGM) and coercive or controlling behaviour in an intimate or family relationship

Relevant reports and legislation in relation to safeguarding practice around children include:

<b>Children Act 1989</b>	Introduced comprehensive changes to legislation in England and Wales
<b>Children Act 2004</b>	Result of Lord Laming's report into the death of Victoria Climbié
<b>Richard Inquiry 2004</b>	Inquiry into the Soham murders resulting in a registration scheme for those working with vulnerable groups and applied safer recruitment principles across the voluntary and statutory sectors
<b><i>Safeguarding children in whom illness is fabricated or induced 2005</i></b>	Statutory guidance on protecting children where carers or parents fabricate or induce illness in a child
<b><i>Safeguarding children from abuse linked to a belief in spirit possession 2007</i></b>	Non-statutory good practice guidance intended to help practitioners and line managers apply <i>Working Together</i> (see below) to the particular needs of children who are abused or neglected because of a belief in spirit possession
<b><i>Safeguarding children and young people from exploitation 2009</i></b>	Statutory guidance outlining how organisations and individuals should work together to protect young people from sexual exploitation
<b><i>Munro review of child protection in England 2011</i></b>	Report sets out proposals for reform to focus on child-centred system
<b>Children and Families Act 2014</b>	Practice guidance
<b><i>Keeping children safe in education September 2016</i></b>	Guidance to give greater protection to vulnerable children
<b><i>What to do if you are worried a child is being abused 2015</i></b>	Guidance to help practitioners identify the signs of child abuse and neglect and understand what action to take
<b><i>Working Together 2015 (updated version of one published in 2010)</i></b>	Updated guidance for inter-agency working to safeguard and promote the welfare of children; names faith organisations as needing to have appropriate arrangements in place to safeguard and promote the welfare of children

Relevant reports and legislation in relation to safeguarding practice towards vulnerable adults include:

<b><i>No Secrets 2000</i></b>	Department of Health document developing and implementing inter-agency policies and procedures to protect vulnerable adults and creation of local authority safeguarding boards
<b>The Mental Capacity Act 2005</b>	Identifies principles for the purposes of the Act including issues around capacity and decision-making
<b><i>Action on Elder Abuse Report 2005</i></b>	Report on the project to establish a monitoring and reporting process for adult protection referrals made in accordance with <i>No Secrets</i>
<b>Safeguarding Vulnerable Groups Act 2006</b>	Defined a vulnerable adult ISA established
<b>The Mental Health Act 2007</b>	Amends the Mental Health Act 1983, the Mental Capacity Act 2005 and the Domestic Violence, Crime and Victims Act 2004
<b>The Care Act 2014</b>	Introduces well-being principle and the term adults at risk of abuse or neglect
<b>Care and Support Guidance issued under the Care Act 2014</b>	See <a href="https://bit.do/careactguidance2014">bit.do/careactguidance2014</a>
<b>Local responsibilities for sharing information under the Care Act 2014</b>	States local authorities must set up safeguarding boards and cooperate with relevant partners

## 1.5 Learning from the Past Cases Review

In 2010, the Methodist Conference agreed the need for a review of past child and adult protection cases. This took place between 2013 and 2015 and the results were published in *Courage, Cost and Hope: the Report on the Past Cases Review 2013-2015*.

**Key findings from the review of past cases identified ten themes which overlap and interconnect in many ways. In summary, these are:**

### THEME 1

**Abuse and risk are still not always recognised**

- Behaviour which might be of concern is still not recognised
- In particular, behaviour which is potentially grooming behaviour is not recognised
- Patterns of worrying behaviour are not recognised

### THEME 3

**Abuse which has occurred in the church setting is even more distressing and a devastating breach of trust**

### THEME 4

**There is a need for a further development of listening skills**

### THEME 6

**People find it difficult to put respectful uncertainty into practice**

There is a lack of skill in dealing with potentially contradictory views of people, so people find it difficult to recognise that those who are their colleagues and friends – and have done good things – can also do harm.

### THEME 2

**The huge and ongoing impact of abuse on those who have been harmed**

The PCR report says, “The ongoing pain and distress of victims/survivors is deep and lasting. It is amplified when they feel they have not been listened to. It is still not always recognised/responded to well.” (p.30)

### THEME 5

**People in the Church are still not responding well to serious situations**

- Well-meaning people can be naïve
- There are still ‘lone safeguarding rangers’ who think they can manage situations on their own
- Ministers can be very anxious about safeguarding and this may lead to concerns not being shared and sometimes safeguarding is not seen as a team activity

### THEME 7

**Responding well to the congregation in difficult safeguarding situations continues to be a challenge**

Ministers often struggle to deal with conflicts and tensions within congregations. The Past Cases Review Report says, “The impact of abuse within a Church community is often deep and lasting and sometimes cannot be resolved by those enmeshed in it.” (p.35)

## THEME 8

### Recording

Practice has improved but record-keeping is still not consistent enough.

## THEME 9

**Effective working with other agencies still requires development**

## THEME 10

**There has been and remains, insufficient understanding of the significance of safeguarding concerns about those who hold leadership roles in the Methodist Church**

There are many instances of people, other than ministers, who are in roles of church leadership (for example, local preachers, worship leaders, stewards) and who have behaved in a way that is not consistent with safeguarding. Yet among some in the Church, there is limited appreciation that this

- may present a risk to others
- presents an inappropriate role model.

## 1.6 Ecumenical context

In the churches, there is a continuing growth in ecumenical agreement and cooperation on safeguarding, especially between the Methodist Church and the Church of England, as part of the outworking of the Covenant. Our continued participation in the Christian Forum for Safeguarding is of great benefit in building and maintaining relations with all Churches, especially the Baptist Union of GB and the United Reformed Church, the Society of Friends, the Catholic Church of England and Wales (CSAS), the Salvation Army, the Church of Scotland, the Assemblies of God and the Churches' Child Protection Advisory Service. Furthermore, these bodies enable and enhance our participation in discussions with government departments and agencies.

In a local ecumenical partnership (LEP), the governing body of each constituent Church should decide which safeguarding policy is to be followed by the joint LEP and stay with that. The district safeguarding officer should also be informed of the agreed safeguarding lead in each partnership.

# SECTION 2

## Safeguarding Policy Statement

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

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 adults
- work to **prevent** abuse from occurring
- seek to **protect** and respond well to those that have been abused.

We will take care to identify where a person may pose a risk to others, and offer support to them whilst taking steps to mitigate such risks.

The Methodist Church affirms that safeguarding is a shared responsibility. Everyone associated with the Church who comes into contact with children, young people and adults has a role to play. This is supported with consistent policies promoting good practice across the whole Church.

The Church and its individual members undertake to take all appropriate steps to maintain a safer environment for all. It will practise fully and positively Christ's ministry towards children, young people and adults who are vulnerable and respond sensitively and compassionately to their needs in order to help keep them safe from harm.

### 2.1 Commitments

Based on the foundations above, the Methodist Church commits to:

#### 2.1.1 Promote a safer environment and culture

Church officers will respect all children, young people and adults and promote their well-being.

The Church will create and maintain environments that:

- are safer for all
- promote well-being
- prevent abuse
- create nurturing, caring conditions within the Church for children, young people and adults.

It will work to continue to strengthen and review these environments. This will be done by training, support, communication, learning and quality assurance processes.

The Church will challenge any abuse of power within church communities by ensuring church officers adhere to safer working good practice and are supported to challenge bullying and abusive behaviour. It will ensure that processes are in place that listen to and advocate on behalf of children, young people and adults with the knowledge that they will be cared for.

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### **2.1.2 Safely recruit and support all those with any responsibility related to children and adults within the Church**

The Church will select and scrutinise all those with any responsibility related to children and adults within the Church, in accordance with the Church's safeguarding policy and practice guidance.

It will train and equip church officers to have the confidence and skills they need to care and support children, young people and adults and to recognise and respond to abuse. This will be done by supporting the roll-out of consistent and accessible safeguarding training in accordance with the Church's safeguarding policy and practice guidance.

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### **2.1.3 Respond promptly to every safeguarding concern or allegation**

Anyone who brings any safeguarding suspicion, concern, knowledge or allegation of current or noncurrent abuse to the notice of an officeholder within the Church will be responded to respectfully, actively and following the Church's safeguarding policy and practice guidance.

All safeguarding work will be recorded in line with the Church's safeguarding policy and practice guidance. All suspicions, concerns, knowledge or allegations that reach the threshold for reporting to the statutory authorities, will be reported via the designated safeguarding officer to the appropriate statutory authorities. This will be done irrespective of the status of the person.

All officeholders and employees within the Church will cooperate with the statutory authorities in all cases.

In responding to concerns or allegations of abuse relating to ministers, the Church will act in accordance with the requirements of criminal and civil law and the Constitutional Practice and Discipline of the Methodist Church, and so will respect the rights and uphold the safeguards afforded in these, both to the victim/survivor and the subject of concerns or allegations.



### **2.1.4 Care pastorally for victims/survivors of abuse and other affected persons**

The Church will offer care and support to all those that have been abused, regardless of the type of abuse, of when or of where it occurred.

Those who have suffered abuse within the Church will receive a compassionate response, be listened to and believed. They will be offered appropriate pastoral care, counselling and support, according to their expressed and agreed need, as they seek to rebuild their lives.

An appropriate pastoral response to the family, local church, circuit and wider community will be provided, with due regard to the right of privacy of those directly involved, and to the administration of justice.

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### **2.1.5 Care pastorally for those who are the subject of concerns or allegations of abuse and other affected persons**

The Church in its responsibilities to suspicions, concerns, knowledge or allegations of abuse will respect the rights under criminal, civil and standing orders law of an accused church officer or minister. A legal presumption of innocence will be maintained during the statutory and church inquiry processes. As the processes develop, additional assessment, therapy and support services may be offered.

The Church will take responsibility for ensuring that steps are taken to protect others when any church officer and minister is considered a risk to children, young people and vulnerable adults. This will be done by working to mitigate any identified risks according to a safeguarding contract.

Members of the Church who are the subject of concerns or allegations of abuse belong to families, congregations and church communities. The Church will be mindful of the need to provide support to members of families, congregations and wider communities affected by the church officer/minister's changed situation.

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### **2.1.6 Respond to those that may pose a present risk to children, young people or vulnerable adults**

The Church, based on the message of the gospel, opens its doors to all. It will therefore endeavour to offer pastoral care and support to any member of the church community who may present a risk.

The Church will ensure that any risk has been assessed and is being managed in a safeguarding contract in accordance with the Church's safeguarding policy and practice guidance. This will be done in collaboration with the relevant statutory agencies in accordance with criminal, civil and standing order law.

## 2.2 Putting the policy into action

Churches and circuit and district bodies need to ensure that these commitments are integrated into a local safeguarding policy. (See Appendix II for model safeguarding policies)

The policy is an active statement underpinning safeguarding work within the Church and the drive to improve practice. All church bodies need to:

- ensure that all officeholders have a copy of the policy
- promote and publicise the policy
- communicate the Church's safeguarding message as reflected in the policy
- develop processes to assess how well the policy is being implemented, lessons that are being learnt and what difference it is making
- undertake an annual progress review, which is recorded.

# SECTION 3

## Safeguarding organisational structure and responsibilities

The ethos behind the structure of the Methodist Church remains true to the original values of its founder, John Wesley: valuing consultation, shared decision-making and responsibility across the Connexion. An outline of the Church's structure can be found on our website: [www.methodist.org.uk/who-we-are/structure](http://www.methodist.org.uk/who-we-are/structure)

In line with the values of cooperation and consultation, all members, employees, office holders and volunteer workers at all levels of church life play a significant role in implementing safeguarding procedures.

The Charity Commission and Methodist Insurance require all local bodies to have a safeguarding policy in place. Each district, circuit and local church will produce a Safeguarding policy, related to work with both children and adults. Model policies are provided in Appendix II *Model safeguarding policies*. These should be reviewed annually and displayed.

It is important to recognise that it is people who protect – not just procedures. The aim is to create a culture of informed vigilance at all levels in the Church.

The Methodist Church as a connexion has an obligation to support churches and those working with children and adults in exercising their primary responsibility for those entrusted to them.

Based on the foundations above, the Methodist Church commits to the following key safeguarding roles and responsibilities:

### 3.1 At local church/circuit level

The Superintendent Minister and the Circuit Safeguarding Officer shall provide support and oversight for local churches and ministers in implementing safeguarding as stated above and ensure that activities with children and adults, both within the circuit and local churches, are provided according to good practice and safeguarding procedures.

Local churches and circuits may wish to join together to implement the policy and procedures, but it is important to remember that legal responsibility will continue to rest with the members of the Church Council. It should be noted that people working in isolated situations can be vulnerable and care should be taken to implement the policy in full.

It is recommended that the local church or Circuit Safeguarding Officer be a member of the Church Council and Circuit Meeting or have the right to attend at least annually to report on implementation of the safeguarding policy. They should also have the right to attend the circuit staff meeting to discuss urgent confidential concerns and report to the circuit superintendent.

## 3.2 District level

The Chair and the District Policy Committee must provide support and oversight for all ministers in implementing safeguarding policies and procedures in local churches and circuits.

In particular each district must:

- Provide a structure to manage safeguarding issues and practice with a suitably qualified and experienced multi-disciplinary district safeguarding group (DSG), including an independent Chair. The District Chair or their nominee shall be a member of the group and attend meetings regularly. The members of the group do not have to be members of the Methodist Church, but the majority of the team should be either Methodists or members of a Church which is a member of Churches Together in Britain.
- Support risk assessment work whether conducted locally or by the Connexion on individuals so that the Chair, the Connexional Safeguarding Adviser or others can evaluate and manage any risk posed by individuals and their work or activities within the church (see Section 4.5.8 for further information on risk assessment procedures).
- Provide access to training and support on safeguarding matters to local churches, circuits and districts in collaboration with the training officers.

The district safeguarding officer (DSO) is responsible for advising and following through safeguarding concerns within the district, supported by the DSG.

The DSO will have a professional background in work with children or adults (or both) and/or significant experience in this field. They are the main contact point within the district for all safeguarding matters and are supported through the Connexional Safeguarding Team. They work with colleagues from the Discipleship and Ministries Learning Network (DMLN) to ensure that core safeguarding training programmes are provided in order that all relevant church workers have the required training and support to deliver the Church's approach to safeguarding in all its work.

The DSG is made up of professional or ex-professional members drawn usually from agencies such as the police, probation, education, children's and adults' services, health services, law and related services. They meet on a regular basis to support the DSO and advise on policy, practice and training developments within the district.

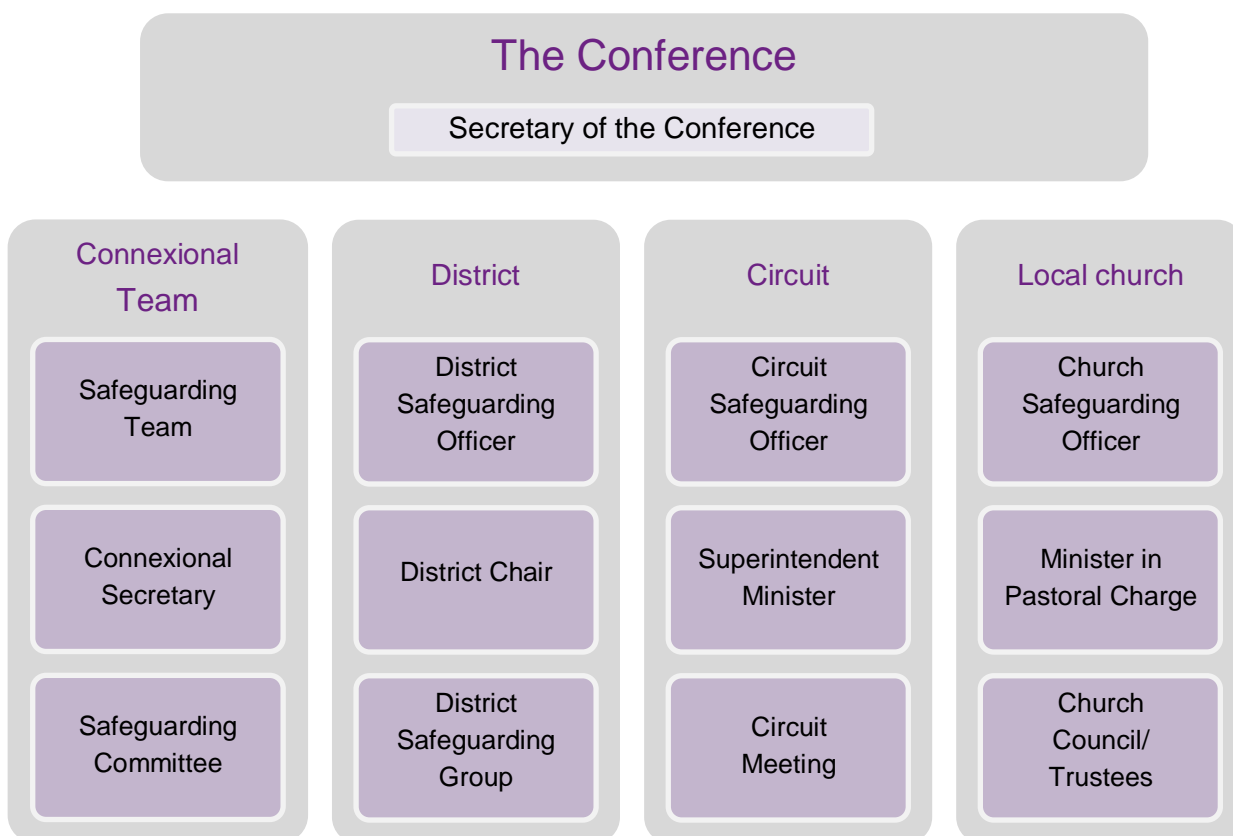
### 3.3 At connexional level: safeguarding adviser and Safeguarding Team

The Connexional Safeguarding Team, led by the Safeguarding Adviser, undertakes support, coordination and development activities in relation to a broad remit of safeguarding areas working with Connexional Team members, the Methodist Conference and Methodist Council, DSGs, DSOs and District Chairs.

Support is provided in relation to the management of safeguarding issues, principally through liaison with DSOs. The team is responsible for the commissioning and management of connexional risk assessments, and manages and coordinates the clearance process for blemished DBS checks. It also has a monitoring role in relation to ministerial DBS renewals.

Current safeguarding best practice is promoted via an annual conference for professional development and networking, maintaining the Safeguarding website, overseeing connexional safeguarding training strategies, development of safeguarding policies and procedures and regular liaison with relevant agencies, including government departments, relevant voluntary sector organisations and other Churches in Britain.

There is no requirement for those coordinating and advising in safeguarding at any level of the Church that they be members of the Methodist Church. This gives scope for the most appropriate people with relevant professional backgrounds, to be appointed especially when considering the appointment of Chair of the DSG and the district safeguarding officer.



### 3.4 Responsibilities of charity trustees

The responsibility for implementation lies with the relevant charity trustee body: the Church Council for a local church and Circuit Meeting for the circuit. It is the relevant trustee body and the minister with pastoral charge or superintendent, if the allegations relate to activities of the circuit, who is also responsible for ensuring that allegations concerning those engaging in the life of the church are responded to immediately and according to good practice procedures (as outlined in this policy and *Recruiting Safely*) including referral to the statutory authorities. See *Recruiting Safely* here:

[www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/policies-and-guidance/](http://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/policies-and-guidance/)

- Reports of abuse (including allegations) are referred to the statutory authorities according to Safeguarding Policies and Procedures and with reference to guidance provided in this document.
- Standing Orders and the Methodist Church Safer Recruitment Policy and Procedures are implemented by completing required DBS checks.

When somebody is being considered for an appointment to a role or responsibility to which Standing Order 010(3) applies or someone holding such a role is convicted or cautioned for a sexual offence, Standing Order 010(2) shall be considered and the relevant permissions shall be sought as provided for in Standing Order 010(5). See guidance in Book VI Part 1 of CPD.

- Safeguarding 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 (see *Tracing Rainbows through the Rain*, Methodist Conference, 2006 [www.methodist.org.uk/downloads/Conf06\\_Safeguarding\\_pcfull.doc](http://www.methodist.org.uk/downloads/Conf06_Safeguarding_pcfull.doc)) and careful ministry to those who pose a risk to children.

In respect of these responsibilities, the Church Council or Circuit Meeting should also take advice from the DSO and/or the Connexional Safeguarding Team about:

- referring cases to the DBS or Disclosure Scotland where allegations lead to disciplinary action or someone resigns pending this – the DSO should make any agreed referral
- making a report 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)
- notifying the Conference Officer for Legal and Constitutional Practice for further advice.

### 3.5 Church schools

The Methodist Church oversees a family of over 80 schools in both the state and independent sectors.

For the 66 schools within the state sector, the Methodist Council exercises appropriate oversight for Methodist-only schools, and for Anglican-Methodist schools oversight is shared with the relevant diocese of the Church of England. The Council's oversight in all cases is delegated to the Methodist Academies and Schools Trust (MAST). The MAST schools are considered as part of the mission of the local circuit with a close relationship through the governors of the school.

In relation to safeguarding, these schools are bound by the policies and procedures of the relevant local authority and are inspected by Ofsted. Those that are currently part of academy groups have their own safeguarding policies for which their trust is responsible, and they too are subject to Ofsted inspection.

The MAST schools may deal with safeguarding matters independently from the Church, based on the requirements of their respective policies and procedures. Where any issue raised involves a member of the Methodist Church working within that school, close cooperation will be undertaken with the Connexional Safeguarding Team, the district (via the Chair and DSO) and the Conference Office.

Safeguarding concerns in relation to MAST schools should, in the first instance, be directed to the head teacher of the school. If a superintendent or minister with pastoral responsibility becomes aware of a safeguarding issue relating to a Methodist member who is involved in any way in a school, they should consult their DSO at the earliest opportunity. Following this, contact should be made with the head teacher and MAST should be informed.

Methodist independent schools are under the overall supervision of the Methodist Independent Schools Trust (MIST). They have their own safeguarding policies which draw upon national guidance for education and/or local guidelines, dependent on the individual oversight arrangements for each school. The safeguarding procedures and policies of these schools have to conform to statutory requirements (eg *Keeping Children Safe in Education* - KCSIE); the schools work closely with the local safeguarding children boards (LSCB) and are subject to routine inspection under arrangements approved by the Department for Education (DfE) and administered by the Independent Schools Inspectorate (ISI).

The independent schools may deal with safeguarding matters internally based on the requirements of their respective policies and procedures. Where any issue raised involves a member of the Methodist Church working within that school, close cooperation will be undertaken with the Connexional Safeguarding Team, the relevant Methodist district (via the Chair and DSO) and the Conference Office. District safeguarding officers may be invited by independent schools in their areas or via MIST to support the development of safeguarding practice. The District Chair is an ex-officio governor of any MIST school in their district.

In the first instance, safeguarding concerns relating to Methodist independent schools should be reported to the head teacher of the school or to MIST's General Secretary.

### 3.6 Methodist Homes

MHA is a charity providing care, accommodation and support services for more than 16,000 older people throughout Britain. MHA is a group structure comprising the charity, Methodist Homes, the Methodist Homes Housing Association and MHA Auchlochan.

Methodist Homes Group is regulated and guided by the guidelines and requirements of the Care Quality Commission (England), the Care Inspectorate (Scotland) and the Care and Social Services Inspectorate (Wales). It has a common policy relating to safeguarding for all its homes and schemes which has been drawn up in line with each of the regulators' requirements.

The Connexional Safeguarding Team and Methodist Homes will work in close cooperation where a safeguarding issue arises and the subject of that concern is a member of the Methodist Church.

Safeguarding concerns relating to Methodist Homes should be reported in the first instance to the manager of the home in question. Safeguarding is overseen by the Director of Quality and issues are centrally monitored and reviewed by the charity's quality committee.



# SECTION 4

## Procedures for responding well to safeguarding incidents

The safeguarding policy, procedures and guidance of the Methodist Church have been created in order to:

- **PROMOTE** the well-being of children and adults through a culture of shared responsibility for safeguarding within clearly assigned roles
- **PREVENT** harm through best practice and the creation of a culture of informed vigilance
- **PROTECT** through responding effectively when safeguarding concerns arise.

This section identifies actions that should be taken when receiving a safeguarding concern. This may relate to a situation where allegations are made about an officeholder, employee, member or volunteer or about someone not connected with the Church where a church member or other person is seeking help or support from someone in the Church.

The concerns may be about current or past events, but the response should be the same. Past events can still give rise to current safeguarding concerns.

Allegations that do not appear to fall into the above categories but still amount to inappropriate conduct within the Church may mean that consideration needs to be given to invoking disciplinary processes or handling it by way of advice, supervision and training. In these situations, the employer/supervisor/line manager will need to consider the course of action.

Where the concern that has been raised relates to domestic abuse, the specific section relating to this type of safeguarding issue should be read in addition to the procedures outlined in this section.

### 4.1 Responding well

There are many situations whereby a member of the Church may have concerns, or be made aware of concerns, regarding a child or adult. The person noticing or being informed of concerns must consult with the minister, safeguarding church or circuit safeguarding officer and DSO within one working day. The only exception to informing any of the above is if one of them is the subject of the concerns. If that is the case, then they will be excluded. Under no circumstances, should the person who is the subject of the allegations be informed until after the allegations have been discussed and agreement reached with the statutory authorities. Further action will be decided in discussion and agreement with the statutory agencies.

General Data Protection Regulation (GDPR) requires that privacy notices are supplied to those about whom information is received by the Church. This includes direct disclosures from the parties involved and third party reports about others. (See 5.1.4)

#### 4.1.1 Listening

If approached by anyone wishing to talk about a concern, follow the basic guidelines below:

- Consider whether the time and place are appropriate for you to listen with care and security. Do not defer listening, but seek the other person's agreement to find a suitable place to listen.
- Stay calm and listen to the information very carefully, showing you are taking seriously what you are being told. Do not pass judgement, minimise or express shock or disbelief at what you are being told.
- Listen with undivided attention and help the other person to feel relaxed. Do not put words into their mouth.
- Take into account the person's age and level of understanding. It may be appropriate to ask if they mind you taking notes while they talk or at the end so you can check with them that you have understood everything correctly – but only if it is appropriate.
- Do not make promises you cannot keep.
- Do not promise confidentiality but explain what you will do with the information (see Section 5 *Procedures for information sharing and confidentiality*).
- Find out what the person hopes for.
- Reflect back key points of what has been said to confirm you have understood what has been communicated.
- Provide a privacy notice and explain in a clear and simple manner the information contained in it. (See 5.1.4)
- Either during (if appropriate) or after, make notes of what was said, including the date, time, venue and the names of people who were present. Sign the record.
- The district safeguarding officer should always be advised when a referral is made to Children's Services/the police.
- Provide the person with the means to contact you and be clear about how and when you will give feedback. Be prepared to continue to be there for the person. Be dependable.
- Do not contact the person about whom allegations have been made.
- Offer reassurance that disclosing is the right thing to do.

### 4.1.2 Emergency situations

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

### 4.1.3 Assessment of risk

In all situations, consideration of the following risks should be reviewed regularly in regard to the circumstances of any concern raised:

- risks to the victim/survivor
- risk 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
- risk of loss of information/records
- risk to the reputation of the Methodist Church.

It is the responsibility of everyone to consider the risks presented by any situation from the first point that they become aware of a possible safeguarding concern throughout actions taken to deal with that issue. Direction may be given by police/Children's Services or Adult Social Care as to how to respond to certain risks when a referral has been made. Advice may be sought from the district safeguarding officer (DSO) in relation to measures that may minimise specific risks in any case. Measures to manage risk could include suspension, an interim **Safeguarding Contract**, specific arrangements for activities or church attendance, communication or liaison with others within and outside of the church. Following the safeguarding policies, procedures and guidance outlined in this document may assist in managing risks that are identified. In some circumstances, there are specific procedures laid down for certain forms of risk assessment (eg a **Safeguarding Contract**) and there is responsibility for particular parties to undertake those assessments.

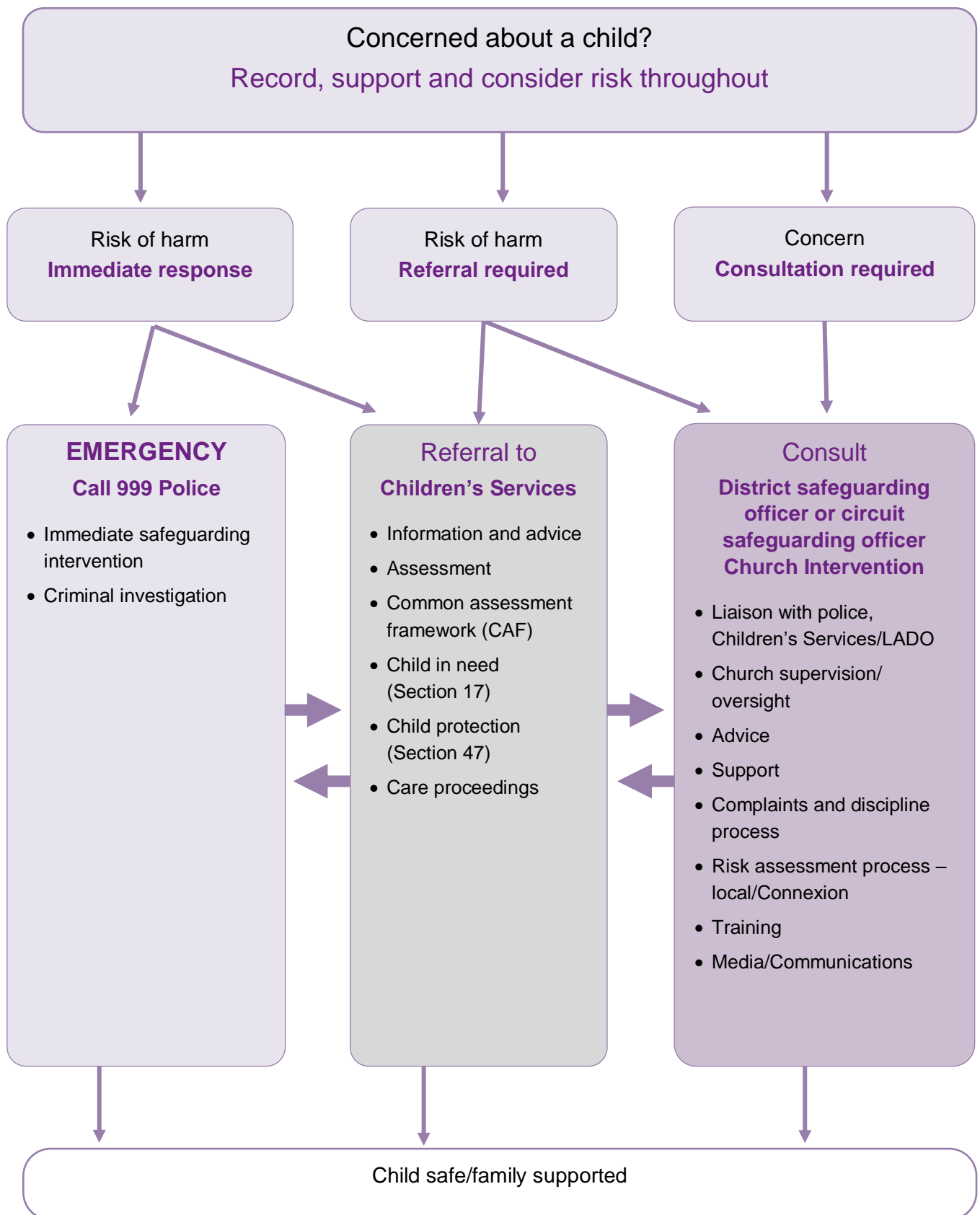
In most cases, the ongoing consideration of risk should be an integral and continuing part of responding well to an incident.

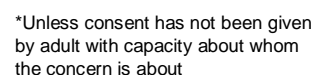
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#### 4.1.4 Referring to statutory agencies

In most situations a referral to the Designated Officer (formerly LADO)/Children's Services (depending on local provision) or adult safeguarding (local authority) in adult services should occur within one working day. It is preferable for the DSO to do this but if the DSO is not available, anyone can do it. The church must follow the advice given by statutory agencies (Children's Services, Adult Social Care/police) in determining what can be said and when to the subject against whom allegations have been made. While this may be uncomfortable for those who know the person concerned, failure to follow this advice could result in:

- risk to the safety of children or adults
- loss of evidence which may hinder any investigation
- increased anxiety for the subject of allegations before adequate information is available to make them aware of the situation and next steps
- consequent reputational damage for the Church when appearing to collude with a party under allegation.





**i. When making a referral, have the following information ready wherever possible.**

**For all referrals:**

- the name, date of birth and address of the person at risk
- names and addresses of parents or carers (as appropriate)
- names of other significant people within the household (including all names and ages of those under 18)
- any other contact details (eg others who may be at risk of harm)
- any other professional known to be involved with the person at risk or family (where appropriate)
- the date, time and context of the disclosure
- nature of the alleged abuse/concern including details of the disclosure
- what impact the alleged abuse is having on the person including their wishes and feelings about the situation and possible outcomes
- any known or previous issues of concern
- your knowledge of personal circumstances
- any work undertaken with the person at risk or family by the church
- names of those who are aware of the referral (person at risk, family, alleged perpetrator etc)
- what the person disclosing the concerns has been told will happen next
- name and contact details of the district safeguarding officer
- your name and contact details.

**In addition, for adult referrals:**

- whether consent for referral was given and your view on the adult's capacity
- what the adult has been told will happen next.

Once a decision has been made to make a referral to the statutory agencies, the information listed above will need to be passed on whenever possible.

If you don't have all the above information, pass on what you do have. This can be done via telephone, although some local authorities prefer online referrals. If you do refer by telephone, you will need to follow up in writing (this includes email correspondence).

The child/young person's or vulnerable adult's safety is the priority and there must not be a delay.

**ii. What can you expect from Children's Services/ Adult Social Care/police?**

- they will check previous records to determine what action to take
- they have a duty to ensure the person is safe from harm and aim to progress an enquiry as soon as possible, including seeing the person
- their name and contact details
- what action they intend to take and when
- advice to you on what to do next
- a timescale for action and an update to you on action taken (where confidentiality permits).

If you are passing on information via telephone, you will need to follow up in writing by noon the following day at the latest. 'In writing' includes email correspondence (note: some local authorities will only take referrals via online referral forms).

Statutory agencies have been advised that personal information from referrers who are members of the public should only be disclosed to third parties (including subject families and other agencies) with the consent of the referrer. Some church workers with children will count as members of the public for this purpose and so the details will not be shared routinely. However, a person making a referral in an official position of trust within the church cannot expect anonymity. If you have concerns about the disclosure of personal information, discuss this at the time of the referral with your district safeguarding officer or the agency to whom the referral is being made.

In each local authority there are published procedures for use by anyone in the area who may find themselves dealing with the possible abuse of a child or adult. Those procedures are usually available online and on open access. No one should be deterred from making a referral because they are unsure about the formal procedure. Everyone should make themselves aware which local authority they need to contact in the event of a referral being necessary.

### iii. What will happen next?

There are a range of outcomes open to statutory agencies following referral which include assessment, strategy meetings, case conferences, investigation and longer term interventions. Ministers and other church members may be asked to attend meetings, provide statements or give evidence in legal proceedings. If this is the case, the district safeguarding officer needs to be consulted and the District Chair and superintendent must be informed.

### iv. When do you have to inform the district safeguarding officer and the local minister?

Remember to inform the district safeguarding officer as soon as possible or within 24 hours that you have done a referral and record the information.

Some examples:

- a) There has been an incident where an adult member or child has been or is being abused or mistreated by someone connected with the church, such as a member of staff, volunteer or charity trustee.
- b) There has been an incident where someone has been abused or mistreated and this is connected with the activities of the church.
- c) Allegations have been made that such an incident may have happened, regardless of when the alleged abuse or mistreatment took place.
- d) There are grounds to suspect that such an incident may have occurred.
- e) Where there is a current allegation of abuse against a child or adult.
- f) Where someone in a local church has been suspended or dismissed from work or investigated or arrested for allegations of abuse against children or adults.
- g) Where one or more children or adults are considered to be at risk of harm or at significant risk of harm.
- h) Where a person who is a member or regular attendee is known to have been convicted of sexual offences against children or adults, is currently or has been subject to investigation for any offence against a child or adult in the past year, where there have been investigations or convictions for domestic violence.



v. **What are the actions of the district safeguarding officer on receipt of a concern?**

- Consider the child's or adult's safety throughout.
- Check whether a referral to Children's Services or Adult Social Care (as appropriate) is necessary and if so, has been made.
- **Check whether privacy notices have been provided to relevant parties and provide them if required and appropriate (see 5.1.4).**
- Consider if notification to Connexional Safeguarding Team is necessary (see next section).
- Contact the media office to discuss communications within the local church and circuit.
- Ensure management of the case is separate from anyone involved in pastoral support.
- Consider support needs of the victim/survivor, family/close friends and the accused and their family.
- Ensure pastoral support is not provided by parties who are directly involved in the management of the case or are in supervision or oversight of anyone about whom there is a concern.
- Notify Methodist Insurance or ensure someone has done so.
- Liaise with the Connexional Officer for Legal and Constitutional Practice to agree if notification to the Charity Commission is necessary.
- Notify District Chair and Superintendent.
- Consider whether a **Safeguarding Contract** is necessary pending any court case.
- 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. **Cases which should be referred to the Connexional Safeguarding Team:**

- any concern relating to ministers
- cases where a connexional risk assessment will be needed
- where a church or district has been requested to respond to a review undertaken by a statutory body following a serious incident (eg Serious Case Review, Domestic Homicide Review)
- any serious situation (as in the Leadership Module, *Responding well to serious situations: [bit.do/responding-well](http://bit.do/responding-well)*)
  - the arrest of someone holding a position of trust in the church
  - information about a blemished disclosure
  - disclosure about non-recent abuse
  - allegations about abusive behaviour where the district safeguarding officer wishes to request additional support or advice.

vii. **When is a safeguarding case file opened in the Connexional Safeguarding Team?**

- for blemished criminal record disclosures
- for all Past Cases Review responses
- when an inquiry or a referral is made by an outside body (eg police, LADO, Boys' Brigade, another denomination)
- if an alert is made about an individual
- if a concern is raised about a group/day nursery etc held on Methodist premises
- self-referrals (eg survivors)
- if a member or officeholder of the Methodist Church seeks advice about an individual
- if the media team have given advice about a statement
- if a DSO seeks advice about an individual.

All cases are recorded on a spreadsheet and on a system that can be searched. Opening a file does not imply that the Connexional Team holds and works the case.

## 4.2 Recording

Please refer to *Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church* [bit.do/joint-practice](http://bit.do/joint-practice)

Whenever a safeguarding concern has been raised about a child or adult, anyone receiving a concern or responsible for dealing with the situation must keep clear and comprehensive records in order to ensure there is:

- a history of events
- continuity when there are changes of personnel
- accountability
- evidence in case of proceedings.

It is important that all records are kept in a secure place and only shared in accordance with legislation, government guidance, Methodist Church policy, procedure and guidelines (see Section 5 *Procedures for information sharing and confidentiality*).

When making records the following practice should be followed:

- Wherever possible, take notes during any conversation (or immediately after if more appropriate).
- Ask consent to make notes and take age and understanding into account.
- Explain why you would like to take notes, and that they can have access to the information they have shared with you.
- Include:
  - who was involved – names of key people
  - what happened – facts not opinions
  - where it happened
  - when it happened
  - how it happened.
- Keep a log of all actions you have taken and details of referrals to statutory agencies.
- Make sure your notes are legible, clear, concise, relevant, thorough, jargon free and use the person's own words and phrases. Do not attempt to sanitise language or improve grammar.
- Ensure they are up to date, signed, dated and timed.
- Where possible ask the person to review the notes and confirm that they are an accurate record.
- Pass records to the DSO as soon as possible but at the latest by noon of the next day.

NB: As part of the Independent Child Sexual Abuse Inquiry led by Professor Alexis Jay, there is currently a legal requirement under Section 25 of the Inquiries Act for churches and other relevant organisations in England and Wales to retain documents relating to child protection and allegations of child abuse made against individuals or the organisation. This also includes child protection policy documents. The legal requirement not to destroy such material has precedence over retention requirements under the Data Protection Act 1998 for the duration of the inquiry.

### 4.3 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 on not only 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 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.

The policy and procedures apply to:

- children and young people under 18 alleging abuse by someone within the Church
- adults alleging abuse as children from someone within the Church
- adults alleging abuse by an adult within the Church
- families of those affected by allegations of abuse within the Church
- members of the local church where an allegation of abuse (such as against a minister) has had an impact on them.

The Church will always aim to provide appropriate pastoral support to those in need, particularly where there may be survivors of abuse from the congregation. However, those 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. This may particularly be the case where the person is actively involved with another church or faith or has disengaged from the Methodist Church as a result of abuse.

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### 4.4 Principles and procedures for providing support

The Methodist Church has commissioned a service in order to be able to offer short-term counselling to survivors and those affected by abuse in the Church.

- If an allegation has resulted in a referral to the statutory agencies, then the provision of support will be discussed and agreed with those agencies.
- Whether or not a referral is made, the support needs of all those affected by the allegations (including the individual and family members, the accused and his/her family members, the minister and other church workers) must be considered and should be coordinated by the DSO.
- Support for historical allegations will be treated in the same way as for current allegations.
- Pastoral support will always be offered but there may be times when additional support is identified or requested, such as counselling or financial help. Any such requests must be referred to the DSO and district safeguarding group and the insurers consulted. The DSO/district safeguarding group will be responsible for communicating with the insurers.

- Where additional support is agreed, the DSO together with the local church will make the necessary arrangements and ensure a written agreement will be drawn up clarifying the terms of the support offered.
  - Where support is offered, it will be provided in a way that respects race, culture, age, language, religious beliefs, gender and disability.
  - Any support offered will be decided by focusing on the best interest and welfare of the children and adults involved.
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#### 4.4.1 Helping recovery and responding well

Recovery after any form of abuse is complex and will vary among individuals. For sexual abuse particularly it involves a process over a long period of time. The Revd Dr Marie Fortune has identified seven essential elements to the process that need to be borne in mind when responding (from *Responding Well to those who have been sexually abused - Policy and guidance for the Church of England* – 2011 [bit.do/coferesponding](http://bit.do/coferesponding)). These are:

- the opportunity to tell the story (to name the sin and share the experience)
- for someone to hear their story (that is, to believe and acknowledge the harm done and the fact that the victim is not to blame)
- receiving a compassionate response to the victim (that is, to 'suffer with' is to walk with the person rather than try to 'problem-solve' immediately)
- an effort to protect the vulnerable from further harm (both the victim and any others who may be at risk)
- the community holding the perpetrator to account
- an act of restitution in as far as this is possible (though this does not necessarily include institutional or financial liability)
- **unambiguous vindication: what a victim of abuse expects at any time when he or she shares his or her experience**

It is important to be clear about what a survivor of abuse expects at any time when he or she shares his or her experience. While it is understandable that those in authority might be anxious regarding any suggestion of institutional culpability, this should never eclipse our higher duty to provide pastoral care or additional support if appropriate.

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#### 4.4.2 Disagreement

If there is any disagreement about the support to be offered, the person affected must put their views in writing to the DSO who will share and discuss it with the district safeguarding group. Following such a consultation, the insurers may need to be consulted before a reply is sent.

The decision of the district safeguarding group and the insurers will be final.

#### 4.4.3 Caring for the congregation

Consideration must also be given to the impact of an allegation on the congregation. The DSO should discuss the provision of support with the superintendent who will be responsible for coordinating it. This should be done in consultation with the statutory authorities and the media office and the following areas considered:

- what information can be shared
- when and how information can be shared - this may include a statement to the congregation delivered by the agreed minister (local, superintendent or District Chair)
- where and to whom people can go for support.

At the end of an investigation or actions taken to deal with an issue, which has had a significant impact on the church, consideration may be given to a visit by one or more of the following: DSO, District Chair and superintendent. It can be difficult to define the right moment for this as the church may continue to manage the situation and the subject's involvement in the church for many years to come but it is good pastoral practice to review the differing needs within the church and its wider community.

The aim of the visit is to acknowledge people's pain and listen to how people are feeling, identify support, enable recovery and support future ministry.

## 4.5 Additional actions of the Church where the safeguarding concern relates to a minister, member, employee or volunteer of the local church

In all cases, whether an allegation is made about a minister, member or volunteer, the Church Council will need to consider what additional action, aside from a referral to the statutory agencies, may be necessary to safeguard other people from potential harm.

### 4.5.1 Suspension of ministers, probationers, students or lay office holders

#### 4.5.1.1 Suspension under Standing Order 013

This would be the expected action during any inquiries, irrespective of role. However, there are some differences in procedure if the person is a minister or officeholder, an employee or a volunteer.

Standing Order 013 sets out the process for suspension of a minister, probationer, student and lay office holder. This Standing Order should be considered prior to any suspension and clarity obtained from SO 013(2)(ii) as to who the responsible officer for suspension is. No one other than the responsible officer can suspend under SO 013.

#### Suspension of lay employees

Any lay employee who is a member of the Church and holds an office to which SO 013 applies can be suspended under SO 013 from exercising duties or responsibility of their office. However, any suspension of a lay employee should only be undertaken following legal advice on the employment contract.

Any lay employee who is not a member of the Church cannot be suspended under SO 013. They can only be suspended by their line manager on the basis of the employment contract and upon speaking with the district lay employment secretary.

#### 4.5.1.2 Resignations

A lay office holder in the Church may resign from their role or a member may stop worshipping at the local church. It may also be that an employee resigns from their role. However, in all cases this does not negate the Church's responsibility for investigating any safeguarding concerns and reporting these to the statutory authorities for further investigation.

It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of a child/adult, including any in which the person concerned refuses to cooperate with the process.

The process of recording the allegation and any supporting evidence and reaching a judgement about whether it can be regarded as substantiated on the basis of all the information available, should continue even if that cannot be done and the person does not cooperate. It may be difficult to reach a conclusion in those circumstances but it is important to reach and record a conclusion wherever possible.

### Lay employees – disciplinary action

If a risk assessment raises concerns about a lay employee continuing in their current role, legal advice must be obtained before any steps are taken to address the concerns raised by the risk assessment and the conclusions of a Safeguarding Panel through misconduct or disciplinary proceedings.

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## 4.5.2 Notifying the media office

It is the role of the DSO to discuss communicating about the matter with the media office and designated officer/adult safeguarding (local authority)/police. The Connexional Media and Communications Team are able to help with preparing a range of communications including:

- statements to be prepared in advance and issued if there is an approach by media
- statements to the congregation by ministers
- responses for individuals within the church who may be impacted by specific situations.

The district safeguarding officer will alert the Connexional Safeguarding Team to any matter that may be of media interest or need sensitive communications. This is to ensure that any information provided is coordinated and for ongoing support. Public statements delivered to the congregation will be made by the minister deemed most appropriate to deliver them following consultation with those managing the case at district level.

There is a member of the Connexional Media and Communications Team available at all times to allow support to be provided both within and outside working hours (via email [mediaoffice@methodistchurch.org.uk](mailto:mediaoffice@methodistchurch.org.uk) and out of hours telephone 020 7467 5170). The Media and Communications Team should be made aware of matters as soon as possible to allow suitable statements to be prepared.

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## 4.5.3 Notification to Methodist Insurance

The district safeguarding officer will do this as soon as possible.

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## 4.5.4 Notification to the Charity Commission

Serious Incidents Report to the Charity Commission (England and Wales) or Notifiable Events to the OSCR (Scotland)

The Charity Commission is the independent regulator of charities in England and Wales and Scottish Charities Regulator (OSCR) for charities in Scotland. Both regulators have a responsibility to investigate mismanagement or misconduct in the administration of a charity.

For the purposes of this guidance, reference is made to a serious incident report but in Scotland it is known as a notifiable event.

A serious incident report is a notification made by or on behalf of the trustees to the Charity Commission, to inform the Commission about an incident or suspected incident that could have a significant risk to the assets, reputation or to the beneficiaries. Safeguarding allegations involving allegations of abuse against children or vulnerable adults that are alleged to have occurred in a local church, circuit or district context must be reported to the Charity Commission. If there is doubt about whether an incident should be reported to the Charity Commission, please contact the Conference Officer for Legal and Constitutional Practice, Louise Wilkins, at [wilkinsl@methodistchurch.org.uk](mailto:wilkinsl@methodistchurch.org.uk)

A serious incident report to the Charity Commission should be made to:  
[rsi@charitycommission.gsi.gov.uk](mailto:rsi@charitycommission.gsi.gov.uk)

Further guidance is available from the Charity Commission.  
[www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity/](http://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity/)

A notifiable event to OSCR should be sent to: [notifiable@oscr.org.uk](mailto:notifiable@oscr.org.uk)

Further guidance is available from OSCR at:  
[www.oscr.org.uk/media/2155/2016-03-15\\_guidance-for-notifiable-events\\_web-version.pdf](http://www.oscr.org.uk/media/2155/2016-03-15_guidance-for-notifiable-events_web-version.pdf)

- i. **When reporting a serious incident, the following information should be provided:**
- whether the incident happened or whether there have been serious allegations or suspicions that it happened
  - who was involved when the incident happened (and their position in the church)
  - whether this person is still involved with the church – and if so, what actions have been taken to minimise safeguarding risks
  - what action, if any, has been taken since the incident
  - whether there has been any publicity about the incident
  - whether investigations or inquiries are being undertaken, by whom and what the outcome is of any concluded inquiries
  - whether the police, another regulator, law enforcement or government agency is involved, the name of the agency and what action it has taken, if any (where relevant, provide a reference number)
  - confirm that safeguarding policies and procedures are in place and are being followed – and if not, explain why not
  - it may be helpful to explain the procedures and/or send a copy of any relevant policies
  - details of any professional advice the church has obtained.



The Charity Commission and OSCR are likely to respond either by asking to be kept updated on the matter or for further information. The Charity Commission and OSCR want to be assured that the trustees are taking all appropriate and prudent actions to protect the reputation and assets of the church, and all children and vulnerable adults that the church has responsibility for.

## ii. Confidential and sensitive information

The Charity Commission is a public authority for the purposes of the Freedom of Information Act 2000. There is a possibility that they may have to disclose a report or documents to a third party.

There is likely to be a need in most cases involving safeguarding allegations to preserve confidentiality. To try to preserve confidentiality, churches may wish to consider redacting the names of individuals in any documents that are sent to the Commission and/or not disclose names at all in a report or anonymise names by using initials only or use more generic labels, if appropriate, such as “a child” to protect identity.

All serious incident reports (SIR) should usually contain the following wording:

*Note* – this Serious Incident Report, and the information contained in it, is strictly confidential and is disclosed to the Commission in confidence. Please contact us to consult with us before disclosing any information relating to this SIR to any third party, whether under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 or otherwise.

## 4.5.5 Consideration of action prior to any court case

There may need to be an interim **safeguarding contract** (see Section 4.7.2 **Safeguarding Contracts**) when people are facing statutory investigation (this might also apply when a formal complaint has been made about them to the Church).

Statutory agencies will expect that such a **contract** has been assessed to consider if it is possible for the alleged abuser to still attend church. The DSO will ensure arrangements are put in place.

## 4.5.6 References/court proceedings/representative meetings

On occasions lay office holders, employees or ministers in the church may receive requests for references either in relation to employment, to give evidence in court proceedings or to attend meetings as a representative of the church with statutory agencies (eg police, Children’s Services or Adult Social Care) relating to a safeguarding matter.

When being called to court as a witness, there is a legal requirement to attend in order to provide confirmation of a factual account. This is different from being asked to provide a statement relating to the good character of the party in court for the defence. It is important to clarify on which basis involvement is being sought.

When attending meetings as a representative of the church or with a fellow member of the church, it is important to understand what is expected and whether attendance is requested in a support role or to contribute to planning or assessment of the situation. When representing the church, it is important to provide material only about what the attendee knows or reasonably believes first hand, while ensuring, as far as possible, that what is said cannot be interpreted as support for one side or another in a legal dispute.

Character references should not be provided except in exceptional circumstances which should be discussed with the district safeguarding officer and if in relation to a lay employee, a discussion should also be had with the district Lay Employment Secretary.

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#### 4.5.7 Notifying other churches and community organisations

Ecumenical colleagues or those from other community organisations may need to be informed of concerns where the subject has involvement with another organisation. The nature of the person's involvement at the current time should be established before disclosing information.

See Section 5 *Procedures for information sharing and confidentiality*. Further advice can be obtained from the district safeguarding officer or via the local authority designated officer/Children's Services/Adult Social Care, if they are involved in the case.

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#### 4.5.8 Risk assessments

The Methodist Church initiates various forms of risk assessment in a response to safeguarding matters. These may be commissioned by the Connexion, completed by the district safeguarding officer or conducted at church or circuit level dependent on the circumstances. Proportionality is a fundamental principle in considering the nature of risk assessment that is appropriate in each case. Further details of relevant policies, procedures and guidance is included in the *Methodist Church Risk Assessment **Policy and Procedures***: <http://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/policies-procedure-and-information/policies-and-guidance/>.

In any case, where risk assessment is being considered, preparations should include the provision of a privacy notice to the subject of the assessment and any other party about whom information is received. Even where a privacy notice has already been provided, a new version should be supplied which addresses the specific issues relating to the risk assessment, particularly with regard to information sharing, clarification of the lawful basis for processing and consent (where applicable).

An interim **Safeguarding Contract** may be put in place while a police, Children's Services or Adult Social Care initial assessment or investigation are ongoing. This should also be considered when the Church becomes aware of external employment disciplinary procedure relating to a safeguarding matter that may impact on roles and activities undertaken by church members, staff, ministers or volunteers. However, detailed risk assessments which include in-depth inquiries and interviews with related parties

should not be initiated until the statutory or external employment processes are concluded. This is to ensure that actions undertaken in the course of the risk assessment do not contaminate evidence or impact on such proceedings or assessments.

#### 4.5.9 Duty to refer to the Disclosure and Barring Service (DBS)

The DBS helps employers to make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups. It replaced the Criminal Records Bureau and Independent Safeguarding Authority.

Referrals are made to the DBS when an employer or organisation has concerns that a person has caused harm or poses a future risk of harm to vulnerable groups. An employer or volunteer manager is breaking the law if they knowingly employ someone in 'regulated activity' with a group from which they are barred from working.

For a fuller explanation of the duty to refer, click on the following links:

DBS referral chart: [bit.ly/2mBoIHR](https://bit.ly/2mBoIHR)

Guidance about regulated activity with children: [bit.do/regulatedactivity](https://bit.do/regulatedactivity)

Guidance about regulated activity with adults: [bit.ly/1T9BJ8u](https://bit.ly/1T9BJ8u)

Making referrals to the DBS – *Keeping children safe in education* 2016: [bit.ly/2c0z7cE](https://bit.ly/2c0z7cE)

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## 4.6 Domestic abuse

This section should be read in conjunction with *Practice Guidelines to Support the Report – Domestic Abuse and the Methodist Church – Taking Action 2010* (currently being updated):

[bit.ly/domesticabuseguidelines](https://bit.ly/domesticabuseguidelines)

### 4.6.1 Policy

It is the policy of the Methodist Church to encourage all:

- to raise awareness about domestic abuse and its impact on individuals, children, the wider family and community
- to ensure that teaching and worship reflect awareness of gender justice, use appropriate language and say clearly that domestic abuse is wrong and must be condemned and affirm the Methodist Church stance that all human relationships are to be cherished
- to ensure that the safety of individuals suffering abuse or seeking help is the first priority and to be aware of the need for confidentiality within the bounds of good safeguarding practice (policy amended 2016 to cover children and adults)
- to consider how best to provide support and information for anyone seeking help
- to encourage discussion of how the Church might ensure that those who feel marginalised are made welcome

- to inform discussion on implementing the good practice guidelines and the underpinning of theology and principles.

#### 4.6.2 Responding well

(See quick guide flowcharts in 4.6.4, below)

All forms of domestic abuse are intrinsically damaging and the importance of the safety and protection of those involved must be paramount. Those responding to reports of domestic abuse should ensure that they identify whether any of the following circumstances apply:

- children are living in the household
- children are regular visitors to the household
- the victim is an adult who lacks capacity
- the victim is dependent upon their partner for care.

Procedures relating to children and adults in the previous section should be followed in all cases.

The following actions should be taken where domestic abuse is suspected:

- If you suspect someone is experiencing domestic abuse but they have not said anything to you, do not be afraid to ask but ask gentle, non-direct questions, such as “How are things at home?”
- Reassure the person that it is not their fault.
- Consider their safety and yours as well as colleagues and if possible prepare a plan of action to protect anyone disclosing abuse (and yourselves).
- Do not investigate.
- Do not confront the alleged perpetrator.
- Keep confidentiality; all conversations should be treated as confidential within the bounds of safeguarding. Seek consent to share information if you wish to discuss it with someone else, unless a child or vulnerable adult is at risk.
- Remember to focus on the safety of the victim (and children, if any are involved).
- Provide information on resources/services available to them.
- Do not advise on a course of action but encourage them to explore options.
- Record the information and retain it securely.
- **Take advice from a church, circuit or district safeguarding officer prior to sending a privacy notice to anyone other than the party reporting the issues to ensure that the safety of the survivor, any children or other parties will not be compromised.**

### 4.6.3 Related reading

Methodist Church *Creating Safer Space* Foundation Module and Foundation Module Refresher Handbook 2016 Edition (see page 29 for the section on domestic abuse)

[bit.do/cssfm2016hb](http://bit.do/cssfm2016hb)

*A Call to End Violence against Women and Girls: Action Plan 2014*

HM Government – March 2014

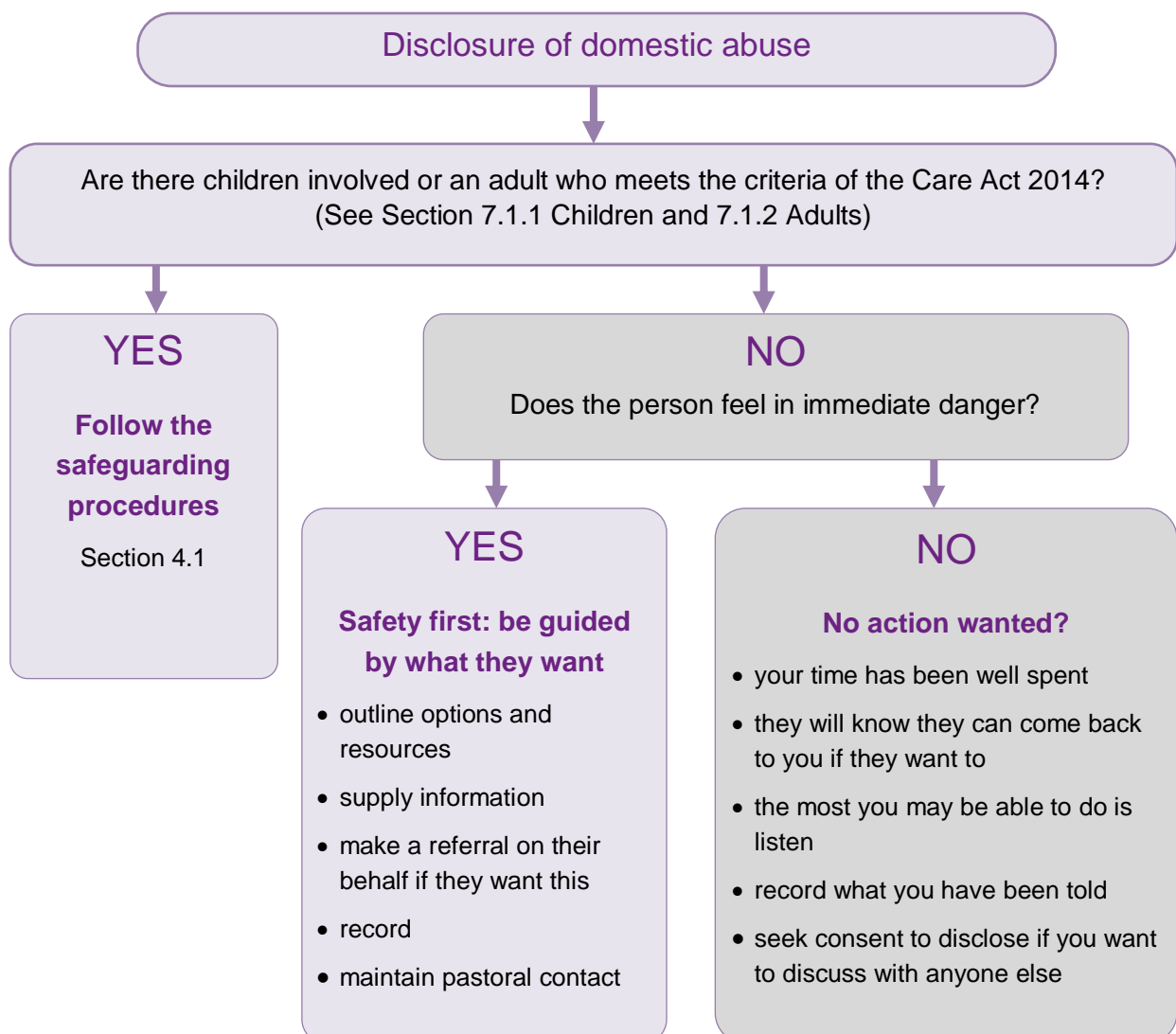
[bit.do/endviolence](http://bit.do/endviolence)

*Domestic Violence and Abuse: Multi-Agency Working*

NICE Guidance – 26 Feb 2014

[www.nice.org.uk/guidance/ph50](http://www.nice.org.uk/guidance/ph50)

### 4.6.4 Quick guide flow chart



## 4.7 Responding well to those who might pose a risk

This should be read alongside the section *Responding well to a safeguarding concern* (Section 4). The following information is the current situation as of 2016 but it is under review and an updated policy is being written with a report due to the 2017 Conference.

### 4.7.1 Policy

The 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 poses a risk to worship and be a part of the church community.

For those with a criminal conviction or caution for a sexual offence against children or vulnerable adults, Standing Order SO 010 sets out the need for permission to be obtained for such people to hold an office, role or responsibility within the Church.

The following process was created to support SO 010 but can be used to manage all those who present a risk which does not involve sexual offences ~~<deleted>~~.

### 4.7.2 Safeguarding Contracts – What are they?

The Church and Sex Offender Report (2000) recommended the setting up of “support and monitoring groups” to manage sex offenders within the church and district (SO 690, SO 691, SO 692, **SO232-237** and Book VI Part 4 of the Guidance section of CPD).

These arrangements are known as **Safeguarding Contracts** and set out in writing the boundaries and terms of involvement in the Church of the person about whom there are concerns.

#### 4.7.2.1 Arranging a **Safeguarding Contract**

- When a local church becomes aware of a person who is considered to be a risk, a representative of the local church should be in contact with the **relevant statutory agencies, which may include probation and the police.**
- A small group of about five people should be set up (**the monitoring and support group**). This should include the minister and any people who have agreed to offer pastoral support for the offender and accompany them in worship and other church activities. It is helpful if at least one member is from outside the local church, as this helps to promote objectivity. It should also include someone with expertise and experience in this field and someone to represent the wider church community.

- **A risk assessment must then be carried out.** This should include reviewing the nature of the concerns and risk posed and looking at the church building and range of activities carried out. The police or probation service should be consulted for advice where they are actively managing the subject as part of the risk assessment. If the church was originally aware of the subject, an independent risk assessment may have already been undertaken **if not done, it needs to be done, see SO690** (eg because of a blemished DBS check or previous notification to the Connexional Safeguarding Team and decisions of a safeguarding panel). Where the concern is new and shared by the statutory agencies with the church, basic safety checks should be undertaken. These should inform the **safeguarding contract** (eg what access to rooms in church buildings when other activities are taking place etc). At the same time, a more comprehensive risk assessment should be planned and discussions had with the Connexional Safeguarding Team and DSO about who will undertake this.
- Preparations for the risk assessment should include the provision of a privacy notice to the subject of the assessment and any other parties invited to contribute to it. Even where a privacy notice has already been provided, a new version should be supplied which addresses the specific issues relating to the risk assessment, particularly with regard to information sharing, the legal basis for processing and consent (where applicable). Further information is available in the Methodist Church Risk Assessment Policy <http://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/policies-procedure-and-information/policies-and-guidance/>
- **A monitoring and support group can be set up prior to a prison release,** or following one, where the offender is no longer supervised by probation and where there have been no convictions but serious concerns exist. Advice should be sought from the DSO and District Safeguarding Group.
- **Once a group is set up, a meeting should be held** with the subject and a written contract drawn up.

#### 4.7.2.2 The Safeguarding Contract

The guidance in Standing Orders 690, 691 and 692 and Book VI Part 4 of CPD offer a framework for the agreement ~~<deleted>~~. Key points to include are:

- a) The boundaries and terms of involvement in the local church should be written into a contract which clarifies the terms on which the subject is involved in the life of the church.
- b) The document needs to be signed and dated by the subject of concern and by the church representatives.
- c) The contract should involve the subject's family and partner who may also be attending church, where possible.
- d) It should include conditions in addition to pastoral support arrangements. Care should be taken to ensure that the requirements relate to any perceived risk from the subject's behavioural patterns. For example:
  - I will never allow myself to be in a situation where I am alone with children.
  - I will sit where directed in the church and will not place myself in the vicinity of children.
  - I will not enter certain parts of the building designated by the small group, nor any area where

children's activities are in progress.

- I will decline invitations of hospitality where there are children in the home.
- I accept that X and Y will sit with me during church activities accompanying me when I need to use other facilities. They will know I am a registered sex offender (if applicable).
- I accept that Z will provide me with pastoral care (and possibly a second pastoral visitor, if there is a potential risk).

#### 4.7.2.3 Additional issues which might need to be considered in the contract

- residential events
- events in another church or church organisation, circuit or national events (a joint agreement is often desirable in these circumstances)
- finding another church or district when there are victims/survivors
- opportunities for development of the person's church life once they have demonstrated cooperation and trust with the agreement.

#### 4.7.2.4 The Monitoring and Support Group

- All members of the group should be requested to sign a confidentiality agreement, which specifies how they will act in relation to information provided to them in the course of their engagement with the monitoring and support group. This will occur prior to provision of personal data and special category material about the party subject to the Safeguarding Contract. A standard confidentiality agreement can be obtained via the Methodist Church website [\(link to be added\)](#).
- An initial briefing meeting should take place with the members of the monitoring and support group to ensure all parties are aware of data protection requirements, relevant standing orders, procedures and policies. In most cases, the district safeguarding officer is the appropriate person to provide this briefing and to offer the members with an opportunity to raise questions about their role.
- The group should meet regularly and keep a record of its meetings.
- A report should be sent to the DSO and <deleted> Connexional Safeguarding Team, either <deleted> annually or when circumstances change.
- **Review appropriateness of the safeguarding contract conditions and consider whether a new risk assessment would be appropriate and discuss with the Connexional Safeguarding Team every three years.**
- Training and support should be provided for the group.
- The group should meet the subject to review the arrangements and address any concerns. If boundaries are not being kept, or if the contract is not being kept in other ways, it is important to address the problem (in situations where boundaries are not being kept, it may be necessary to



prohibit the subject from coming onto church premises).

- Where police or the probation service are actively managing individuals and it is clear that there are significant issues around compliance, consideration should be made to making the relevant officer aware of the situation.
- Over time, the regularity of the meetings may be reduced if all parts of the **contract** are being fulfilled. The subject should never be left completely without support and monitoring. The minimum provision would be an annual, recorded discussion between the minister, local safeguarding officer and DSO or appointed DSG member and the subject.
- When officers and ministers change in the church, it will be important to ensure continuity of awareness and provision of pastoral support for the subject.
- **If the subject is moving to worship in another circuit or at another local church (see Standing Orders 692(1)-(3)).**
- **A safeguarding contract may only be revoked or amended following recommendations from a Safeguarding Committee, in accordance with Standing Order 690A(3).**

# SECTION 5

## 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 including:

The General Data Protection Regulation (2018)

[ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr)

Working Together to Safeguard Children (2015) [link needed](#)

Information Sharing for Practitioners (2015) [bit.ly/1KsURZg](https://bit.ly/1KsURZg)

Care and Support guidance issued under the Care Act 2014 [bit.ly/2bOUaho](https://bit.ly/2bOUaho)

Adult Safeguarding: Sharing information – SCIE Jan 2015 [bit.ly/1clHFBB](https://bit.ly/1clHFBB)

(The Data Protection Bill - currently going through Parliament)

Further guidance in relation to information sharing can be found in Section 7.3.2 Information Sharing Guidance.

### 5. 1 The General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) outlines the rights of individuals regarding information that is held and used by organisations. Many of the provisions which were previously within the Data Protection Act 1998 are also present within GDPR but the requirements for transparency have been increased, along with the sanctions for failing to comply. It is important that everyone within the church understands their responsibilities under GDPR and complies with its requirements.

The introduction of GDPR provides an opportunity for all those engaging in activities, which relate to safeguarding to review how they use information about others and commit to the highest standards of data protection practice. This is in line with the Safeguarding Policy commitments contained in Section 2 and should form a natural part of safeguarding activity.

Further information is available from the following sources:

<https://www.tmcg.org.uk/>

<https://ico.org.uk/>

### 5.1.1 Key Terms

There are several key terms relating to data protection and the GDPR, which need to be understood in order for those supporting safeguarding within the Methodist Church to comply with their legal responsibilities.

Personal Data is any information relating to an identified or identifiable natural person, the 'Data Subject'. This could include details such as names, dates of birth and addresses provided for a church activity to support safeguarding participants or contained within information provided about a safeguarding concern. On occasions, anonymised information about a specific situation is communicated between parties. This will still be personal data if it is possible to identify the individual through the circumstances.

#### Special Categories of Personal Data

- political opinions
- religious or philosophical beliefs
- trade union membership
- the processing of genetic data
- biometric identity data
- health information
- sex life
- sexual orientation

In the majority of cases, safeguarding concerns will include special category personal data.

**Criminal Offence Data** is designated under a separate category with additional requirements relating to its processing. This is information relating to criminal allegations, proceedings or convictions.

**The Controller** is the legal entity that is responsible for ensuring compliance with data protection requirements.

- For churches, circuits and districts, this is the Trustees for Methodist Church Purposes
- For the Connexional Team, this is Methodist Council. They will also be the relevant Controller for safeguarding and complaints and discipline matters.

**The Processor** is any person who processes data on behalf of the Controller. This will include those who record and share personal and special category data within safeguarding contexts. GDPR confirms the responsibility of processors in complying with the provisions of GDPR. For this reason, all parties who are likely to process data within a safeguarding context are advised to gain familiarity with key concepts and definitions and raise any queries or requests for clarification with safeguarding officers.

**A Data Subject** is an individual about whom particular personal data is held by an organisation.

**A Privacy Notice** is a notice informing individuals about why their personal data is being collected, how it will be used, their right of complaint and access to that information.

**Data Mapping** is the process by which organisations assess the categories of information they process and record, how this information is used and for how long it is necessary to be retained. Retention information will be made available via the Methodist Church website to confirm for how long data should be held.

### 5.1.2. How must data be processed?

- Fairly
- Transparently
- For a specified, explicit and legitimate purpose

- Adequate & limited to what is necessary
- Accurately & where necessary kept up to date
- For no longer than necessary for the specific purpose
- Securely

Undertaking the following activities will help to ensure compliance with the principles of data processing under the GDPR:

- Taking time to understand policies and procedures provided by the Methodist Church which address data protection
- Be prepared to explain an individual's rights under GDPR if they raise questions during safeguarding processes
- Providing privacy notices that clearly explain the lawful basis for processing and provide details of the data subject's rights
- Ensuring that data subjects have an opportunity to advise data processors of any inaccuracies and being proactive in making corrections within required timescales
- Following information provided in this Safeguarding Policy, Procedures and Guidance document about storing, retention and sharing of data, particularly with reference to security
- Reviewing practice to ensure that the retention of information is actively managed and time frames for retaining material are followed

### 5.1.3 What are the rights of a data subject?

#### 1. Right to be Informed

This is addressed by the provision of privacy notices (see 5.1.4) and information supplied by the Methodist Church via various sources.

#### 2. Consent

There is a requirement where consent applies that it is true consent and that there is a right to withdraw that consent. Consent must be explicitly provided and not assumed. Many safeguarding data processing actions are required by legislation, statutory or government guidance and therefore the issue of consent is not applicable.

#### 3. Right of Access

This is addressed by the Subject Access Request Process through which information held about an individual may be obtained (see 5.1.5)

#### 4. Right of Redaction

Inaccurate or incomplete data should be rectified within one month. This period can be extended to two months if the material is complicated. Third parties with which the information has been shared must be advised of the corrections.

This is done routinely within risk assessment processes where a draft copy of the assessment is supplied to the subject to allow them to identify inaccuracies and provide feedback before it is submitted to the Safeguarding Panel. Where inaccurate information has been rectified, a note should be retained to confirm that action has been undertaken, who made the amendment to the record and the date on which this was done.

If a factual inaccuracy is notified, then it is important to clarify whether it is in fact erroneous information or an evidenced judgement from a risk assessor or other party with which that person is in disagreement. It may be helpful to discuss this in more detail with the individual reporting the error, if this becomes an issue.

## **5. Right to Erasure or Right to be Forgotten**

This is not an absolute right and may be requested in the following circumstances:

- the data is no longer necessary for the purpose for which it was collected;
- consent is withdrawn;
- there is no legitimate interest for the continuing processing;
- the data was unlawfully processed;
- the data related to online services aimed at children.
- If it causes unwarranted damage or distress

A few exceptions exist to this right, such as that processing is necessary in order to comply with statutory requirements or is required to defend a legal claim. Bearing in mind current requirements to retain information, advice should be taken from Conference Office and/or the data controller before deleting a record which is otherwise required to be retained.

## **6. Right to Restrict Processing**

Individuals can restrict processing activities where:

- the accuracy of the data is questioned;
- there has been an objection to the processing and it is being considered whether there are legitimate grounds to override the objection
- processing is unlawful and the individual has requested restriction as opposed to erasure;
- the data is no longer required but the individual requires it for legal purposes

Where it is believed that this right may be applicable relating to safeguarding information, guidance should be obtained from the relevant data controller and Conference Office, before any restrictions are put in place.

## **7. Right to Data Portability**

This provides the ability for individuals to transfer their data from one organisation to another.

Further advice should be taken from the data controller in relation to this right where applicable.

## **8. Right to Object**

If an objection is raised by an individual to the data processing, it must be stopped immediately unless:

- it can be demonstrated that there are legitimate grounds for processing which override the rights and freedoms of the individual; or
- is required to establish, exercise or defend a legal claim; or
- conducting research for the performance of a public interest task.

Further advice should be taken from the data controller in relation to this right where the right to object is raised as a matter of urgency.

## **9. Automated Decision Making or Profiling**

It gives individuals the right to have an automated decision undertaken by a human. This is unlikely to relate to safeguarding within the Methodist Church.

### 5.1.4 Privacy Notices

Privacy notices are central to effective data protection practice within safeguarding and they should be supplied using standard documents for specific activities such as the reporting of a safeguarding concern, ongoing safeguarding case management and prior to undertaking a risk assessment. Standard documents are available via the Methodist Church website and should be used on all occasions as the basis for information provided to individuals. This is to ensure that all information required by GDPR is supplied.

Children must also be provided with information about how their data is used in the same way as adults but there is an expectation that any information provided will be appropriate to the child's age and capacity to understand.

For further details of specific information that must be included in a privacy notice see section 7.3.7 Required contents for privacy notices.

#### 5.1.4.1 When should information be supplied?

- a) If information has been provided by a person to whom it relates, a privacy notice should be supplied at the time.

However, it is acknowledged that safeguarding concerns are raised at times and situations where it may not be possible to provide a notice immediately. Disclosures are often made on the basis of perceived trust in an individual and do not relate to their role or familiarity with data protection. It may also be that the party providing the information is too distressed to receive this information and discuss the contents at the point of initial disclosure. In such circumstances, a church, circuit or district safeguarding officer should be contacted at the earliest opportunity (within 24 hours) to provide support and assist with the provision of the required information. It will be helpful for any party in this position to acknowledge the situation with the party who is providing information and confirm when a privacy notice will be supplied.

- b) 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.

If contact is being made with that individual, it is expected that the privacy notice will have been supplied at the first point at which contact is made or before the data is disclosed to another party, if not prior to this point. Where police, children or adult services are involved or likely to become involved, advice from the relevant statutory agency should be taken before disclosing any information to a party who is not already aware that the information has been passed to the church.

Where a privacy notice is supplied to a survivor of abuse or someone who is experiencing anxiety as a result of safeguarding processes, it may be appropriate to provide an explanation in person or via telephone to provide reassurance. This should be approached sensitively and explained with care, in addition to providing the privacy notice itself. It will be helpful to emphasise that the Methodist Church places great emphasis on ensuring that all parties are made aware of their rights and details of provided as required by GDPR. It is important to recognise that the use of privacy notices will become familiar practice but may initially be unfamiliar and treated with concern. Many people will be glad for the transparency that this action will demonstrate. Some may feel concerned that

clarifying circumstances or making others aware of information they may not have been aware of previously may cause unnecessary anxiety. The requirements of GDPR mean that the provision of a privacy notice addressing necessary points is now mandatory.

#### 5.1.4.2 The Lawful Bases for Processing Personal Data

The basis for processing personal and special category data must be included in a privacy notice. This will need to be added to the relevant template with reference to the particular circumstances of the situation. Processing on the basis of consent or legal obligation may be the most relevant to safeguarding activities.

Where processing only relates to personal data, one of the following bases must be included in the privacy notice:

a) Consent: the individual has given clear consent for the church to process their personal data for a specific purpose. This basis for processing may be applicable where an application is being made for enhanced DBS clearance in relation to regulated activity.

c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations). This is likely to apply where a safeguarding concern is reported and parties within the church are required to interact with statutory authorities or take action to address safeguarding risks to children and people who may be vulnerable.

The Data Protection Bill currently going through parliament contains proposed amendments that would make specific legislative provision for the processing of personal data and special category data where it is necessary for the protection of children and adults at risk.

b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

d) Vital interests: the processing is necessary to protect someone's life (generally life or death situations only)

e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data, which overrides those legitimate interests.

Where processing relates to special categories of personal data (see 5.1.1), the privacy notice must include the following:

- one of the six legal bases for processing personal data (above)
- AND one of the conditions below

The Data Protection Bill currently going through parliament contains proposed amendments that would make specific legislative provision for the processing of special category data where it is necessary for the protection of children and adults at risk.

- a) Consent for one or more of the specified processes
- b) Processing is required under obligations relating to employment, social security and social protection law.
- c) It is necessary to protect the vital interests of the data subject or another party where the party is incapable of giving consent
- d) Processing is carried out in the course of legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition processing relates solely to the members or to parties who have regular contact with it in connection with its purposes. Personal data is not disclosed outside of that body without consent
- e) Processing related to data which is made public by the subject
- f) Processing is necessary in relation to legal claims or relating to court requirements.
- g) It is necessary in the public interest on the basis of a law which is proportionate to the aim pursued
- h) Processing is necessary in relation to preventive or occupational health or provision of health and social care
- i) It is necessary for public health such as safety of health care, cross-border threats to health etc.
- j) Processing is necessary for archiving in the public interest (scientific or historic)

### 5.1.5 Subject Access Requests

Where an organisation holds data about an individual, under the GDPR, they have a right of access to that information. This can be obtained via a Subject Access Request. The person may apply via a Subject Access Request form available from the Trustees for Methodist Church Purposes' website (link to be added). This will be free of charge from May 2018. There is also a helpful guidance booklet, which can be provided along with the form. Any request relating to the access of information should be responded to promptly.

### 5.1.6 Retention of Safeguarding Information

#### The Independent Inquiry into Child Sexual Abuse (IICSA)

In March 2015, a government inquiry into child sexual abuse related to statutory and non statutory organisations was set up. The Chair of the inquiry wrote to church leaders outlining the authority held by the inquiry to request information from organisations under Section 21 of the Inquiries Act 2005. The Chair confirmed that it was an offence to destroy, alter or tamper with evidence with the intention of suppressing evidence or preventing its disclosure to the inquiry. Consequently, the Chair directed that that information relevant to child sexual abuse in organisations should not be destroyed during the course of the inquiry. It has been confirmed that prolonged retention of records for this purpose will not be considered a breach of the current Data Protection Act. This will also apply to GDPR.

Relevant safeguarding material will include the following documents:

- Safeguarding casework files and records
- Safeguarding referrals for advice, inquiries and support to other organisations and internally
- Risk assessments
- Documents created in relation to Safeguarding Panels
- Safeguarding Contracts
- Quality assurance information e.g. safeguarding audits, data returns etc.
- Files relating to education establishments, recruitment and safeguarding
- HR Staff files



- Complaints and discipline material
- Files on appointments to councils, committees and other bodies
- Files and papers relating to Subject Access Requests
- Safeguarding leadership and governance at a church, circuit, district and connexional level
- DBS checks
- Any records held of safeguarding concerns about children and young people or about behaviour towards them.
- Policies and procedures relating to safeguarding children and young people

### Retention beyond the Independent Inquiry into Child Sexual Abuse (IICSA)

The following table provides information about retention periods relating to safeguarding data:

Item	Record Keeping	Retention
Record of a safeguarding concern or allegation relating to a child or vulnerable adult. The subject of the concern may be a member, volunteer, employee, role holder or minister This includes risk assessments and safeguarding contracts and all related materials.	A record should be retained of the nature of the allegation or concern, actions taken and the outcome.	75 years after the last contact relating to the subject or any survivor
Other material held as part of safeguarding records.	This may include data supplied from a range of other sources which may be subject to shorter retention periods if not forming part of a safeguarding record.	75 years after the last contact relating to the subject or any survivor

### 5.1.7 Data Security & Breaches

Careful consideration should be given to data security when storing, using and sharing information. Methods used to secure data should be reviewed on a regular basis.

Further guidance is available at Section 7.3.2 Storing, Using and Sharing information Securely.

The General Data Protection Regulation identifies that a data breach is the unlawful or accidental

- destruction,
- loss
- alteration or
- unauthorised disclosure of any personal data.

#### What sort of issues could cause a data breach of safeguarding data?

- A password on a computer becomes compromised and as a result a third party gets access to safeguarding records
- An email including personal data is sent to the wrong person via the auto complete address feature in an email.
- A tablet or laptop is lost or stolen
- A computer crashes, or a virus infects data and records are no longer accessible as they have become corrupted.

#### What action should be taken if a breach of data protection takes place?

- Establish the extent of the breach and the impact that is likely on others including emotional distress and physical/material damage.

- Contact should be made with a line manager or person in oversight.
- The Connexional Safeguarding Team should be advised where there is a significant breach in relation to safeguarding material.
- Consideration should be made of what measures will be needed to contain and manage the situation e.g. taking specialist advice, reporting to Police (if appropriate).
- Details of the nature of the breach and the action taken should be recorded in all circumstances.
- If it is likely that the breach will result in a significant impact on the data subject, it will need to be reported to the Information Commissioner within 72 hours by the data controller. Where information is not fully available, limited details can be reported in the first instance.
- Contact the data controller and data protection officer for further details and guidance as to what is required, including whether the subject of information should be informed.

### **What type of data protection breaches must be reported to the Information Commissioner?**

High risk situations are likely to require a report to the ICO. These are where there is the potential for people suffering significant detrimental effect such as discrimination, damage to reputation, financial loss, or any other significant economic or social disadvantage or where this has already happened.

## **5.2 Step-by-step guide to sharing information**

Taking into consideration the above documents and the guidance provided in the later section 7.3 *Information sharing guidance*, the following procedure should be adopted when receiving a request for information or making such a request where the information required is personal data.

### **5.2.1 Validation of the person requesting information**

Prior to supplying any information to any third party, it is necessary to ensure that the party requesting is who they say they are and that they are in a role or position which indicates that they are a valid person to make such a request and receive the information you are intending to supply. In some circumstances, you may have prior personal or organisational knowledge of the person concerned and therefore will not need additional validation. However, it can be tempting to be helpful and respond directly, particularly to calls which suggest they may come from a statutory agency or another church member – or calls that the caller deems as needing urgent action.

The following actions may be taken to provide validation of the person requesting the information:

- requesting confirmation of the request via an organisational email
- calling the person back via a main switchboard number to ensure that the number is linked to that organisation

- speaking to a manager or other key individual who may be able to verify that person's role or involvement
- doing an internet search to identify information about an organisation or individual
- checking with someone else you know who might be able to verify the person's role and identity.

If making a request for information, offer to provide evidence of your validity to the holder of the information by any of the methods above and clearly identify why you are a valid person to make such a request.

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### 5.2.2 Validation of the nature of the request

Think carefully about whether there is a legitimate reason to disclose the particular information that you are thinking of sending and only disclose that information which is relevant and proportionate in the circumstances.

This could include:

- current risk to a child
- current risk to a vulnerable adult
- request to provide information in relation to a statutory investigation (police, Children's Services or Adult Social Care etc)
- court order requiring provision of information
- Subject Access Request under the Data Protection Act 1998.

If there is any doubt about whether there is a legitimate reason for providing information, advice can be provided by the district safeguarding officer.

If you are making a request, ensure that you identify clearly why you believe there is legitimate reason for the other party to disclose the information, identifying any risk posed by not doing so and how this information will be used. It is often helpful, if the third party is not aware of safeguarding processes in the Methodist Church, to explain the procedures that are in place.

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### 5.2.3 Obtain consent where possible and appropriate

People often feel concerned about asking or telling someone that information about them is going to be disclosed to another party, particularly when the content may not give a positive impression of the other person. Be prepared to identify at the outset of any situation or arrangement that consideration will be made to sharing information if there is believed to be a safeguarding risk. This often means that there is a greater acceptance when this is necessary and the person sharing the information is perceived as acting in a more open and honest way.

Explain:

- why the information is being shared
- what will be shared
- how it will be shared
- with whom it will be shared.

It may not be appropriate to gain consent or make the person aware that information being shared will:

- prejudice the prevention or detection of a crime
- risk the health or safety of a vulnerable adult or child.

Where consent for information sharing has been refused by an adult believed to be at risk of harm, consider the following questions:

1. Does the person have capacity to provide the consent?
2. Could they be under duress or in fear of harm if they consent?
3. Are children at risk through the adult's refusal of consent?

If lacking capacity to provide consent, under duress or in fear or where there are children at risk, it may be necessary to share information without consent.

#### 5.2.4 Consider the most secure way to provide the information

While no method of sending personal information is completely fallible, care should be taken to ensure that due regard is given to security or personal data in all circumstances.

If using standard mail, the following options may be used:

- Depending on the circumstances, use recorded delivery, registered delivery or a courier.
- Do not write "Private and confidential" on the outside of the envelope, as this may draw attention to the contents in transit.
- Avoid window envelopes that may allow the contents or name to be viewed from the outside.
- Ensure the envelope is addressed to an individual.
- Confirm that the address is current and appropriate to receive the material.
- If it is a residential address and a multi-occupancy premises, confirm that the mail is delivered to a secure place such as an individual mailbox, rather than being left in an open hallway where it can be accessed.

If using electronic mail, the following options may be used:

- an encryption system
- a password-protected attachment with the password sent in a separate email
- an email with anonymised content with a key sent separately.

In all cases, check carefully that you have the correct and current email address. Request that the recipient confirms safe receipt, and follow up if this is not received.

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### 5.2.5 Make a record

When sharing personal information, you should make a record of the following information:

- what was shared
- with whom
- when
- why it was felt to be legitimate to share (or why not).

# SECTION 6

## Promoting safer practice

### 6.1 Policy

The aim of safeguarding within the Church is to create safe, caring communities which provide a loving environment where there is a culture of informed vigilance as to the dangers of abuse.

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.

The following procedures are intended for use by anyone involved in the recruitment of people working with vulnerable groups and for those responsible for organising and running activities with vulnerable groups. They are not exhaustive and members will sometimes have to include additional safeguards for some activities. Advice can always be sought from the relevant DSO or from the Connexional Safeguarding Team.

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### 6.2 Safer recruitment and DBS

The Methodist Church in Britain practice guidance on carrying out Disclosure and Barring Service (DBS) checks as part of safer recruitment for England and Wales <http://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/policies-procedure-and-information/policies-and-guidance/>

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### 6.3 Code of safer working practice

Every local church and circuit working with children and adults at risk of harm, should prepare and adopt a code of safer working practice. Appendix IV can be used as a guide.

## 6.4 Procedures for individual workers

### 6.4.1 Appropriate conduct (children)

#### You should:

- treat all children with respect and dignity
- ensure that your own language, tone of voice, and body language is respectful
- always aim to work with or within sight of another adult
- ensure another adult is informed if a child needs to be taken to the toilet (toilet breaks should be organised for young children)
- ensure that children know who they can talk to if they need to speak to someone about a personal concern
- respond warmly to a child who needs comforting but make sure there are other adults around
- if any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand
- administer any first aid with others around
- obtain consent for any photographs/videos to be taken, shown or displayed (see Section 6.5.7.2)
- record any incidents of concern and give the information to your group leader, sign and date the record (see *Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church*)
- always share concerns about a child and the behaviour of another worker with your group leader and/or safeguarding officer.

#### You should not:

- initiate physical contact – any necessary contact (eg comfort, see above) should be initiated by the child
- invade a child's privacy whilst washing and toileting
- play rough physical or sexually provocative games
- use any form of physical punishment
- be sexually suggestive about or to a child, even in fun
- touch a child inappropriately or obtrusively
- scapegoat, ridicule or reject a child or group
- permit abusive peer activities (eg initiation ceremonies, ridiculing or bullying)
- show favouritism to any one child or group
- allow a child to involve you in excessive attention seeking that is overtly physical or sexual in nature
- smoke tobacco in the presence of children
- drink alcohol when responsible for young people
- share sleeping accommodation with children
- invite a child to your home alone
- arrange social occasions with children (other than events which also include adult family members/carers) outside organised group occasions
- allow unknown adults access to children (visitors should always be accompanied by a known person)
- allow strangers to give lifts to children in your group
- give lifts to children you are supervising, on their own or your own, unless there are exceptional circumstances (eg parents fail to collect a child and no other arrangements can be made to take a child home). In such circumstances, the circumstances and your decision must be recorded and shared with an appropriate person at the earliest opportunity.

### Appropriate conduct (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 (a link to forms can be found in Section 8)
- always share concerns about an adult and the behaviour of another worker with your group leader and/or safeguarding officer.

#### You should not:

- invade an adult's privacy whilst washing and toileting
- use any form of physical punishment or restraint (apart from appropriate use of car seat belts)
- be sexually suggestive about or to an adult, 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 excessive attention seeking that is overtly physical or sexual in nature
- allow unknown adults 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.

### Additional guidelines for group leaders

#### In addition to the above the group leader should:

- ensure health and safety requirements are adhered to
- undertake risk assessments with appropriate action taken and record kept
- keep the register and consent forms up to date (where appropriate)
- have an awareness, at all times, of what is taking place and who is present
- create spaces for talking – either formally or informally
- liaise with safeguarding officer over good practice for safeguarding
- always inform the safeguarding officer of any specific safeguarding concerns that arise (the safeguarding officer will liaise with the district safeguarding officer)
- liaise with the Church Council/Circuit Meeting.

**ensure relevant privacy notices have been supplied where data is being processed**



### 6.4.2 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 capacity. It is also advisable to take a mobile phone.
- 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 (also relates to Section 6.11 *Health*).
- 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 (this also relates to Section 6.10 *Financial integrity*).
- Pastoral visitors are encouraged to note the date when they visit people, to report back about 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 safeguarding officer as appropriate, agree what action should take place and who should record the incident.

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### 6.4.3 Touch

Church-sponsored groups and activities should provide a warm, nurturing environment for children, young people and adults whilst avoiding any inappropriate behaviour or the risk of allegations being made.

All physical contact should be an appropriate response to the child's/adult's needs and not the worker's. Colleagues must be prepared to support each other and act or speak out if they think there is any inappropriate behaviour.

Guidance to be developed including reference to:

- respectful touch
- recipients needs
- good practice guidance

- those with additional needs eg disability/special needs
  - monitoring each other
  - challenging inappropriate touching
  - managing challenging behaviour
  - sanctions (as physical punishment is unacceptable).
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#### 6.4.4 Anti-bullying

See links to:

Positive Working Together: The Methodist Church: [www.methodist.org.uk/positiveworkingtogether](http://www.methodist.org.uk/positiveworkingtogether)

*Positive Working Together: A Short Guide:* [www.methodist.org.uk/for-ministers-and-office-holders/guidance-for-churches/positive-working-together/introducing-positive-working-together/](http://www.methodist.org.uk/for-ministers-and-office-holders/guidance-for-churches/positive-working-together/introducing-positive-working-together/)

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### 6.5 Procedures for church-sponsored activities with children

#### 6.5.1 Recommended staffing levels

It is the responsibility of the group leader to consider individual circumstances and make appropriate arrangements for sufficient supervision to ensure the safety 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
- children with additional support needs – extra staff may be necessary
- any behavioural difficulty identified
- the layout of the room
- young people attending who are being encouraged to develop their leadership skills through helping (they should always be overseen by an appointed worker who 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)
- first aid cover
- the nature of the activity
- NSPCC guidance on staff to child ratios: there should always be a minimum of two adults present at any activity (it is recommended that there be at least one male and one female) and the ratios agreed should also be based on a risk assessment (see Guidance Section 7.6.1 *Recommended staffing levels*).

### 6.5.2 Mixed-age activities

Care should be taken to ensure that children in mixed-age activities such as choirs, music and drama groups are appropriately supervised. DBS checks are not required for adults in those groups who do not have specific responsibility for children.

Separate changing facilities should be provided where necessary for adults and children and the different sexes. Children should be supervised only by those authorised to do so.

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### 6.5.3 Safe environment (see also Section 6.6 *Health and safety*)

When evaluating an appropriate venue, the following should be considered:

- the meeting place should be warm, well lit and well ventilated. It should be kept clean and free of clutter
  - electric sockets should be kept covered
  - toilets and hand basins should be easily available with hygienic drying facilities
  - appropriate space and equipment should be available for any intended activity
  - if food is regularly prepared for children or others on the premises, the facilities will need to be checked by the Environmental Health Office and a Food Handling and Hygiene Certificate acquired
  - children's packed lunches should be kept refrigerated
  - drinks should always be available
  - groups must have access to a phone in order to call for help if necessary
  - adults must be aware of the fire procedures
  - unaccompanied children or adults deemed vulnerable should be encouraged not to walk to or from your premises along dark and badly lit paths
  - first aid.
- .....

### 6.5.4 Special needs

If a child or adult has special needs, welcome them to the group. Try to make the premises, toilets and access suitable for their needs (see Section 6.6.5 *Accessibility*). Ask the parents/carers how best to meet the person's needs. If premises are being redesigned or refurbished, take the opportunity to anticipate the possible special needs of future children and adults.

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

### 6.5.5 Activity risk assessments

While the Church recognises that it is not possible to avoid all risk when working with vulnerable groups, it is possible to try and minimise those risks. This can be achieved through careful planning and preparation and by providing a written record of the thought processes and action taken. Activity risk assessments should be undertaken before any activity takes place, given approval by the event leader/minister and retained securely in case they need to be seen at a later date (eg 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
- any risks identified
- action needed to address the risk
- a named person for resolving risk issues.

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### 6.5.6 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*: [www.methodist.org.uk/mission/children-and-youth/the-well-for-workers/downloadableresources/organising-events](http://www.methodist.org.uk/mission/children-and-youth/the-well-for-workers/downloadableresources/organising-events)

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### 6.5.7 Church photography and video recordings - the Internet and publicity

#### 6.5.7.1 Photographic records

See link to the Methodist Church information leaflet C14  
[www.methodist.org.uk/media/2397/archivecondition.pdf](http://www.methodist.org.uk/media/2397/archivecondition.pdf)

### 6.5.7.2 Photographs and video recordings of children and young people under 18

Photography and video recording are important ways of recording Methodist activity and providing an historic record – illustrating and validating important moments in people's lives and the life of our Church. It is, however, a powerful and personal process, and we must therefore respect the rights of everyone to make the choice whether or not to be photographed.

Use the consent form (see Forms Section 8) as a matter of course for all groups and events at the same time as you collect contact details, permission slips or registration forms.

At large events make arrangements to provide 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.

### 6.5.7.3 Procedures for photographers at church events

- Do not photograph any child who has asked not to be photographed or who is under a court order (where this is known).
- Photography or recording should focus on the activity, not on a particular young person.
- Images should focus on small groups rather than individuals.
- If a young person is named, avoid using their photograph.
- All children must be appropriately dressed when photographed.
- All people taking photographs or recording footage for official use at the event should register with the event organiser.
- All concerns regarding inappropriate behaviour or intrusive photography should be reported to the event organiser.

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## 6.5.8 Safeguarding and the Internet

Methodist churches and organisations creating their own websites are encouraged to observe these safeguarding guidelines and to regularly review the pages of their sites so that they remain up to date, effective and safe. The Internet is constantly evolving and changing, and the Methodist Church guidelines change accordingly. It is strongly advised that you review the guidelines regularly to ensure your compliance and expected conduct are up to date.

See *Methodist Church Social Media Guidelines*: [www.methodist.org.uk/socialmediaguidelines](http://www.methodist.org.uk/socialmediaguidelines)

Anyone designing a website for a Methodist church, circuit or district must ensure that it promotes opportunities for all ages – including children and young people – to get involved in the life of the church. While it is important to reflect the full mix of participation in church worship and other activities, care should be taken to ensure the safety of children and young people. Website builders are encouraged to follow these guidelines:

- Photographs are personal data as far as data protection legislation is concerned, and must be used responsibly.
- 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.
- 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 alt tags.
- Only use images of children in suitable dress 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.

#### 6.5.8.1 Using the Internet with children

There may be occasions when church officers, youth or children's workers wish to demonstrate the internet to children or young people, or encourage them to access information online as part of an activity. When this happens, workers are encouraged to follow these guidelines:

- Ensure that parents or carers are aware of what their children or young people are doing and have given their written permission in advance.
- 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, **there are a number of sites that can be used such as:**
  - Kiddle: a safe visual search engine for children [www.kiddle.co](http://www.kiddle.co)
  - **<deleted>**
  - **See Search Engine Watch for a list of other child-friendly search engines.**  
[searchenginewatch.com/2017/11/13/4-safe-search-engines-for-kids/](http://searchenginewatch.com/2017/11/13/4-safe-search-engines-for-kids/)
  - Your local authority may also operate a local search engine facility appropriate for children and young people.
- Where children and young people are being encouraged to undertake subsequent searches on the Internet at home, they must only do so with the knowledge/supervision of their parent or carer.
- Warn children and young people about the dangers of giving out personal details on the Internet.
- Children and young people should be regularly informed and reminded of safe internet use and

accessing social media. They must be encouraged to access websites such as NSPCC or Childline or talk to an adult if they have any concerns or fears.

- Ensure children and young people obtain parental consent if they wish to develop internet friends into face-to-face friendships. Even then, they should always be accompanied on any first meeting.

See *Methodist Church Social Media Guidelines for Children and Youth Workers*:

[www.methodist.org.uk/our-work/our-work-in-britain/children-and-youth/the-well-for-workers/well-resources/social-media-guidelines/](http://www.methodist.org.uk/our-work/our-work-in-britain/children-and-youth/the-well-for-workers/well-resources/social-media-guidelines/)

As technology progresses, so must our vigilance in protecting against its abuse. Mobile phones and the Internet provide new and imaginative ways of gaining information and communicating, but while offering a wealth of possibilities, the darker side offers those with intent on harming children new ways in which to abuse them.

Most importantly, communication and common sense are the two key elements to these guidelines and the primary aim is to protect the individual and work to ensure they are aware of their rights and empowered to exercise them, while still offering the freedom to families and friends to record important events in their lives and the lives of those close to them.

### 6.5.9 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](http://www.tmc.org.uk/property/letting-property-and-third-party-use)

Many churches own buildings which they hire out to community groups and others. Some of these undertake work with children. Note that the observance of 'reasonable care' by both parties is a standard insurance condition.

The hiring body (ie the organisation hiring the premises) 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 occurring and must carry full liability insurance for this.

For both one-off and regular hiring, it is recommended that a written hiring agreement be used. Please refer to the TMCP website for further information and hiring agreements, including the declaration:

[www.tmc.org.uk/property/letting-property-and-third-party-use](http://www.tmc.org.uk/property/letting-property-and-third-party-use) .

If the hiring body is required to register with Ofsted then 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 comparable equivalent guidelines and procedures (such as Scouting and Guiding national safeguarding policy). This should be prominently displayed.

**See Appendix VI Model Policy Key Points for External User Groups of Premises - Checklist**

### 6.5.10 Record-keeping (church activities/events)

For the recording of safeguarding concerns, see Section 4.2 *Recording*.

For other matters, please read *Guidance on Best Practice in Retaining Records in the Methodist Church*, published 2010, but also see important note below.

[www.methodist.org.uk/static/rm/document\\_retention.pdf/](http://www.methodist.org.uk/static/rm/document_retention.pdf/)

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

- safeguarding incidents
- church workers employed or working as volunteers with vulnerable groups (this should include start and finish dates, DBS checks, references, application forms, all posts held, training completed)
- activity risk assessments of church events
- hiring arrangements.

IMPORTANT NOTE: [Retention instructions and data protection](#)

As part of the independent child sexual abuse inquiry led by Professor Alexis Jay, there is currently a legal requirement under Section 25 of the Inquiries Act for churches and other relevant organisations in England and Wales to retain documents relating to the care of children, child protection and allegations of child abuse or harm made against individuals or the organisation. This also includes child protection policy documents. The legal requirement not to destroy such material has precedence over retention requirements under the Data Protection Act 1998 for the duration of the inquiry. See further details Section 7.3 *Information sharing guidance*.

#### 6.5.10.1 Registration with Ofsted in England (and its equivalents in Wales and Scotland)

Some churches provide groups for children under the age of 6 who attend regularly for more than 2 hours at a time or more than 14 days in any period of 12 months. Those will need registration with Ofsted:

[www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england/](http://www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england/) unless an exemption applies. Many children's groups provided by churches will be exempt but will still be required to inform Ofsted of the activity. For further details, contact Ofsted via their website or information line on 0300 123 1231, or call the Children's Information Service of the relevant local authority.



## 6.6 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 Policy of the Methodist Church  
[bit.ly/healthandsafetypolicy](http://bit.ly/healthandsafetypolicy) (Appendix 8.7 in Lay Employment Advisory Pack - Last modified December 2016)
  - Health and safety regulation - a short guide (HSE)  
[bit.do/healthandsafetypolicy](http://bit.do/healthandsafetypolicy)
  - Methodist Insurance advice on health and safety [www.methodistinsurance.co.uk/risk-management/health-and-safety-advice/index.aspx](http://www.methodistinsurance.co.uk/risk-management/health-and-safety-advice/index.aspx)
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### 6.6.1 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 as they present a safety hazard. UK sockets are supplied to the rigorous safety standards of BS 1363 but safety covers are unregulated and can cause permanent socket damage including:
    - Socket contact damage - results in overheating and possible fire
    - Socket shutter damage - the shutters will not be able to protect children
    - Some socket covers make it possible to poke pins and paper clips into the live parts
    - Broken plastic pins stuck in the earth hole - prevents shutters from closing
    - Wrong size pins can make covers easy to remove, some even pop out by themselves
    - Children like to play with socket covers - plugging in upside down opens the shutter and exposes live contacts
-

### 6.6.2 Accident book

Any injury suffered by an employee (or volunteer) in the course of his or her employment, however slight, must be recorded together with such particulars as are a requirement by statutory regulations in the accident book maintained by the employer.

An accident book should be maintained at all places where activities take place with vulnerable groups, and be easily accessible.

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### 6.6.3 First aid

A first aid kit should be available on the premises where an activity is taking place. The contents of the first aid kit should be stored in a watertight container and be clearly marked. Each group should designate one worker to check the contents at prescribed intervals.

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).

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### 6.6.4 Fire procedures

This is not an exhaustive list, but some things to consider are:

- Children and adults should be aware of the fire procedures.
- Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises.
- A fire drill should be carried out regularly by all groups who use the premises regularly.
- 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.

For further advice please see *Fire Safety Law and Guidance documents for business* - UK Gov Web Archive [bit.ly/1vkRnID](https://web.archive.org/web/20190520120000/https://www.gov.uk/guidance/fire-safety-law-and-guidance-documents-for-business)

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### 6.6.5 Accessibility

The Equality Act 2010 provides disabled people with protection from discrimination and gives legal rights in the areas of:

- employment
- education
- access to goods, services and facilities (Disability Rights Guide, updated 18/09/15 – HM Govt).

The Act makes it a legal requirement to ensure every person has safe and easy access to services and facilities and as such, has a direct impact on activities provided by the Church. Guidance on the Act can be found via the following link: *Equality ACT 2010 Guidance (Gov.UK)*

[www.gov.uk/guidance/equality-act-2010-guidance](http://www.gov.uk/guidance/equality-act-2010-guidance)

#### 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 wheelchair access is possible
- providing disability awareness training.

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### 6.6.6 Registration and 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
- a register.

## Registration form

A registration form should be completed for every child/adult attending the event and include:

- 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.

Registration 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.

All personal details must be stored securely.

## Register

This is not always possible or proportionate but where possible, a register should be taken of those attending an activity and as a guide should include:

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

## 6.7 Transport

The safety of people being transported to and from church activities is the responsibility of whoever makes the transport arrangements. If parents, make those arrangements for their children or adults make them for themselves, then they are responsible for ensuring the safety of those being transported. However, if the church makes the transport arrangements, it becomes the responsibility of the church to ensure the safety of those being transported. Transport or travel between church activities will usually be the responsibility of the church. It should be clearly understood by all concerned at which point responsibility for the child is passed from parent to church worker and at which point it is returned.

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### 6.7.1 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.
  - Any driver who has an endorsement of six points or more on their licence should inform the group leader and the church/circuit 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).
  - Drivers of church-owned vehicles should provide a copy of their driving licence annually.
- 

### 6.7.2 Private cars

- All 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.
- All cars should be in a roadworthy condition.
- 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. If drivers are using their own cars, the church should see the insurance and MOT certificates if appropriate.

### When transporting children

Children should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity. At no time should the number of children in a car exceed the usual passenger number. There should be a non-driving 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.

### When transporting adults

Care should be taken in assisting adults to board or leave vehicles and putting on seat belts, taking account of the guidance on touch. Drivers need to be aware of moving and handling issues when assisting adults and transferring their mobility aids. If lifts are also provided to a GP or hospital appointments or adult social care facilities, this is regulated activity and attracts a DBS check with barring information.

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#### 6.7.3 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 had a trial drive.

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### 6.8 Insurance

The groups concerned with this document will be insured through a number of different companies whose policies will be subject to various terms, conditions and exceptions. However, the majority of churches, church groups etc will be insured with Methodist Insurance, who have made the following statement in respect of those policies they have issued for:

- a) churches, in use for worship
- b) youth groups.

Public liability (third party) insurance, where in force, will operate to protect the interests of the insured where they are found to be legally liable for accidental death of or bodily injury to a third party, or accidental loss of or damage to third party property, subject to the policy terms, conditions and exceptions. The policy will provide an indemnity to the insured if they are held legally liable for an incident leading to accidental bodily injury or illness as a result of abuse. Employer's liability insurance will also be relevant if the alleged perpetrator of the injury or abuse is an employee. It is not Methodist Insurance's intention to provide an indemnity to the perpetrator of an incident of abuse. This statement clearly only applies to policies issued by Methodist Insurance.

Where churches are insured with another company the position of that company should be clarified including confirmation of the scope of cover. Policies of insurance require the insured to take all reasonable steps to prevent injury, loss or damage occurring. Failure to take such precautions may prejudice the insurance arrangements in force. A duty therefore 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.

NB It is now advised that copies of insurance policies are retained for 50 years, given the potential for historic claims.

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## 6.9 Trips

- Day trips
- Residential
- Youth groups

See Methodist Church website *the Well for Workers* for guidance: [www.methodist.org.uk/mission/children-and-youth/the-well-for-workers/downloadable-resources/organising-events](http://www.methodist.org.uk/mission/children-and-youth/the-well-for-workers/downloadable-resources/organising-events)

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## 6.10 Financial integrity

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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 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 could be accepted.
- Care should be taken not to canvass for church donations from those who may be vulnerable (eg the recently bereaved).

### 6.10.1 Children's ministry (to be developed)

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### 6.10.2 Handling money (to be developed)

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### 6.10.3 Pocket money (to be developed)

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### 6.10.4 Youth group funds (to be developed)

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### 6.10.5 Fundraising (to be developed)

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### 6.10.6 Adult ministry (to be developed)

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### 6.10.7 Handling money (see also Section 6.4.2 *Visiting adults at home*)

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### 6.10.8 Power of attorney

There are particular issues in relation to lasting powers of attorney, and also to wills. A lasting power of attorney can be made by any adult with capacity and can deal with issues of finance and/or welfare. When the person making the lasting power of attorney loses their capacity – ie their ability to make decisions (see section 7.2.4 *Guidance on capacity*) – the person named as attorney can continue to make decisions on their behalf. The safeguards in this instrument are that it has to be registered with the Court of Protection. It would be appropriate if an individual wishes to name a church worker as attorney for the individual to receive independent legal advice on the subject before entering into this. This safeguards the church worker from possible issues of undue influence. However, the church worker should consider this carefully and may wish to seek their own legal advice which can be accessed through the district safeguarding group. This is not a task to be taken lightly.

#### 6.10.8.1 Wills

In relation to wills, the guidance relating to lasting powers of attorney should be followed where appointment as an executor is being considered or where the individual is considering a bequest to a church worker or to a church. This should always be raised in supervision with the district safeguarding group for advice.



## 6.11 Health

When organising any activity involving vulnerable groups, health issues should be identified before the activity takes place. These may include noting any mobility difficulties that need addressing and ensuring the meeting place is accessible (See Section 6.6.5 *Accessibility*). They may also include matters relating to medication. In such circumstances, the event leader should identify:

- who is required to administer any medication
- parents/carers are consulted to ensure medication requirements are fully understood
- all medication is stored securely
- consent forms are signed
- a record is made of any medication given, signed and dated.

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## 6.12 Drugs policy (to be developed)

- medicines and illegal substances
- acceptable behaviour
- possession during church activities
- medical emergencies
- incident reports
- consequences.

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## 6.13 Social media/IT

Please see the Social Media Guidelines: [www.methodist.org.uk/socialmediaguidelines](http://www.methodist.org.uk/socialmediaguidelines)

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## 6.14 Accidents and emergencies (to be developed)

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### 6.14.1 Policy statement

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### 6.14.2 Missing children/adults

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### 6.14.3 Accident/illness

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### 6.14.4 Major incidents

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### 6.14.5 Fire safety

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## 6.15 Advocacy/access to an independent person

All children and adults who may be vulnerable 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. As such, everyone working with vulnerable groups on behalf of the Church should know the name of a person to whom they could refer a child or adult for concerns to be discussed.

For adults who lack capacity, advice can be obtained from IMCAs:

[www.pohwer.net/independentmental-capacity-advocacy-imca](http://www.pohwer.net/independentmental-capacity-advocacy-imca)

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## 6.16 Home visiting

See Section 6.4.2 *Visiting adults at home*

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## 6.17 Whistleblowing policy

See link to the Methodist Whistleblowing Policy: [bit.ly/whistleblowingpolicy](https://bit.ly/whistleblowingpolicy)

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## 6.18 Keyholders

(See *Keyholder declaration* under Section 8 *Forms*)

The Methodist Church is not obliged to give anyone access to church premises unless access to the premises is required as part of their role for regular hire. Before any keys are issued, a declaration must be signed acknowledging conditions of issue.

## 6.19 Training

All staff working with children and adults are required to attend Creating Safer Space training as follows:

- [Foundation Module 2016 Edition](#)
- [Foundation Module Refresher 2016 Edition](#)
- [Advanced Module](#)

Records of attendance should be maintained as follows:

- Foundation Module: at both circuit and district level
- Advanced Module: at district level.

The 2016 Methodist Conference has decided that from September 2017, the refresher interval for undertaking training again will be four years, rather than the current five. This is to reflect the pace of change in safeguarding understanding and legislation that the Church needs to be conscious of and able to respond to.

# SECTION 7

## Practice guidance

### 7.1 Definitions, terminology and recognising abuse

This section provides guidance on some of the key definitions and terminology used for safeguarding children and adults and which are used throughout the procedures. It is not an exhaustive list and if you are unsure what something means you should always check with a safeguarding professional.

#### 7.1.1 Children

##### 7.1.1.1 Safeguarding definitions

###### Children

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.

Taken from *Working Together to Safeguard Children 2015*

###### Safeguarding and promoting the welfare of children

Defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best life chances.

Taken from *Working Together to Safeguard Children 2015*

###### Child protection

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Taken from *Working Together to Safeguard Children 2015*

###### Harm and significant harm

'Harm' means ill-treatment or impairment of health and development. 'Significant harm' is the threshold that justifies compulsory intervention in family life in the best interests of the children and is based on comparing the child's health and development to that which could be reasonably expected of a child of a similar age.

Taken from Children Act 1989/Children Act 2004 and Adoption and Children Act 2002

### 7.1.1.2 Abuse definitions

#### Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (eg via the Internet). They may be abused by an adult or adults, or another child or children.

Taken from *Working Together to Safeguard Children 2015*

#### Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Taken from *Working Together to Safeguard Children 2015*

#### Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Taken from *Working Together to Safeguard Children 2015*

#### Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the Internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Taken from *Working Together to Safeguard Children 2015*

## Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Taken from *Working Together to Safeguard Children 2015*

## Domestic abuse

Includes any incident of threatening behaviour, violence or abuse (psychological, sexual, financial or emotional) between adults or young people, who are or have been intimate partners, family members or extended family members, regardless of gender or sexuality.

Taken from *Working Together to Safeguard Children 2015*

The categories identified in the table above are those recognised in statutory guidance. However, the Methodist Church recognises other emerging forms of abuse as shown in the following table.

## Spiritual abuse

Coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply personal attack. This abuse may include manipulation and exploitation, enforced accountability, censorship of decision-making, requirements for secrecy and silence, pressure to conform, misuse of Scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context.

Lisa Oakley and Kathryn Kimmond, 2014, *Journal of Adult Protection*

## Abuse using social media

Online abuse and any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones, children and young people may experience cyber bullying, grooming, sexual abuse, sexual exploitation or emotional abuse.

NSPCC Website. Online abuse definition accessed June 2016

## Child sexual exploitation

Child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status. (NSPCC)

Please note that the government is currently reviewing the statutory definition.

## Child trafficking

The recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation shall be considered "trafficking in human beings".

Council of Europe, ratified by the UK Government in 2008 (See also Human Trafficking)

### 7.1.1.3 Possible signs and symptoms of abuse - children

Identifying abuse is not an easy thing to do and the indicators given here are examples only. Some of the indicators can occur in more than one type of abuse and it must be borne in mind that there can sometimes be other non-abusive explanations. However, they may alert you to the need to be aware of the possibility of abuse, to be observant and to record any concerns. If in doubt, you should always seek the advice from a safeguarding professional.

#### Physical

- Bruising in unusual places, patterns or shapes
- Burns and scalds, especially in significant shapes (eg iron or cigarette end)
- Adult human bite marks
- Serious injury where there is a lack of, or an inconsistent explanation
- Untreated injuries
- Unusual fractures

#### Children may be:

- unusually fearful with adults
- unnaturally compliant with their parents/ carers
- wearing clothes that cover up their arms and legs
- reluctant to talk about or refuse to discuss any injuries, or fearful of medical help
- aggressive towards others.

#### Emotional

- Behaviour extremes: children may be overactive or withdrawn
- Lacking in confidence or self-worth
- Lack of concentration
- Physical symptoms without an apparent cause
- Difficulty in trusting adults or very anxious to please adults
- Reluctance to go home; fear of parents being contacted
- Socially isolated
- Behaviour that expresses anxiety (eg rocking, hair-twisting or thumb sucking)
- Self-harming behaviour
- Substance misuse
- Sleep and/or eating disorders
- School non-attendance
- Running away

#### Sexual abuse

- Changes in behaviour – a child may start being aggressive, withdrawn, clingy, have difficulties sleeping or start wetting the bed
- Avoiding the abuser – the child may dislike or seem afraid of a particular person and try to avoid spending time alone with them
- Sexually inappropriate behaviour – children who have been abused may behave in sexually inappropriate ways or use sexually explicit language
- Physical problems – the child may develop health problems, including soreness in the genital and anal areas or sexually transmitted infections or they may become pregnant
- Problems at school – an abused child may have difficulty concentrating and learning and their grades may start to drop
- Giving clues – children may also drop hints and clues that the abuse is happening without revealing it outright

## Neglect

- Children whose personal hygiene and state of clothing is poor
- Children who are constantly hungry and frequently tired
- Developmental delay
- Low self-esteem
- Socially isolated
- Poor skin tone and hair tone
- Untreated medical problems
- Failure to thrive with no medical reason
- Poor concentration
- Frequent accidents and/or accidental injuries
- Eating disorders
- Begging and stealing

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### 7.1.2 Adults

Adult safeguarding is working with adults with care and support needs to keep them safe from abuse or neglect. It is aimed at people with care and support needs who may be in vulnerable circumstances and at risk of abuse or neglect.

(UK Government Fact Sheet – Care Act 2014)

#### 7.1.2.1 Safeguarding definitions

The term “vulnerable adult” has been used to date and has had a number of different definitions but is now being used far less following legislative changes. In order to bring into focus those adults for whom the Church should have a particular care, the Methodist Church has adopted the definition used by the Churches’ Child Protection Advisory Service (CCPAS):

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.



### 7.1.2.2 Abuse definitions

#### Physical abuse

The non-accidental infliction of physical force which results in pain, injury or impairment. This may include hitting, assault, slapping, pushing, pinching, kicking, hair-pulling, punching, forcing someone, inappropriate restraint, physical sanction, incorrect moving or handling technique which cause distress, isolation, confinement, avoidable deterioration of health, misuse of prescribed medication.

*Care and Support Statutory Guidance, Issued under the Care Act 2014 (Department of Health)*

#### Sexual abuse

The involvement of an adult with care and support needs in sexual activities or relationships without informed or valid consent. This may involve offensive or inappropriate language (including sexual innuendo and sexual teasing), inappropriate looking, inflicting pornography on an individual, inappropriate touching, masturbation in public, indecent exposure, coercion into an activity, rape or sexual assault, photography, online and social media abuse.

#### Psychological/emotional abuse

Behaviour that has a harmful effect on an adult's emotional health or development. This can include scolding or treating like a child, making a person feel ashamed of involuntary behaviour, blaming someone for attitudes or actions or events beyond their control, use of silence, humiliation, bullying, harassment, verbal abuse intimidation, controlling behaviour or efforts to create over-dependence, lack of privacy or dignity, deprivation of social contact, threats to withdraw help and support, denial of cultural and spiritual needs, denial of choice or failing to respond to emotional needs.

#### Financial/material abuse

The denial of access of the individual to money, property, possessions, valuables or inheritance, or improper use of funds via omission, exploitation or extortion through threats. Although financial abuse can occur in isolation where there are other forms of abuse occurring, financial abuse is also likely.

*Care and Support Statutory Guidance, Issued under the Care Act 2014 (Department of Health)*

This includes misuse, embezzlement or theft, or misappropriation of a person's money, property, possessions or benefits. Refusing a person access to their own money, property or possessions, failing to account properly for money property or possessions or applying pressure in connection to wills, property and inheritance, or applying duress to a person in order to secure a loan will also be relevant behaviours.

#### Neglect and acts of omission

The repeated withholding of adequate care which results in the adult's basic needs not being met. It can be intentional or unintentional and includes acts of omission.

This may include denial of educational, social, religious, cultural or recreational needs, lack of adequate heating, lighting, food or fluids. The inappropriate use of medication, lack of attention to hygiene, toe and fingernails or teeth could also be included.

#### Self-neglect

This has to be balanced with an individual's wish to make decisions for themselves.

#### Discriminatory abuse

This exists when values, beliefs or culture result in the misuse of power that denies opportunities to some individuals or groups.

Equalities Act 2010

## Additional areas of abuse identified and recognised by the Methodist Church include:

**Institutional abuse**

This includes neglect and poor practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's home. This may range from one-off incidents to ongoing ill treatment. It can be through neglect or poor professional practice or a result of the structure, policies, processes and practices within an organisation.

*Care and Support Statutory Guidance, Issued under the Care Act 2014*  
(Department of Health)

**Domestic abuse**

Includes any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial, or emotional) between adults or young people, who are or have been intimate partners, family members or extended family members regardless of gender and sexuality.

*Working Together to Safeguard Children 2015*

**Abuse using social media and/or mobile phones**

Includes communications that seek to intimidate, control, manipulate, put down, falsely discredit or humiliate the recipient. It may also include threatening a person's earnings, employment, reputation, safety and sexting.

**Modern slavery**

The process of coercing labour or other services from a captive individual through any means, including exploitation of bodies or body parts.

Siddharth Kara, *Sex Trafficking: Inside the Business of Modern Slavery*

A social and economic relationship in which a person is controlled through violence or the threat of violence, is paid nothing and is economically exploited.

Kevin Bales, *Slavery Today* 2008

**Spiritual abuse**

Coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply personal attack. This abuse may include manipulation and exploitation, enforced accountability, censorship of decision-making, requirements for secrecy and silence, pressure to conform, misuse of Scripture or the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context'.

Oakley and Kinmond 2014 *Journal of Adult Protection* 16.2

**Human trafficking**

The recruitment, transportation, transfer, harbouring or receipt of persons, by means of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Trafficking is broken down into three elements:

- the act (what is done)
- the means (how it is done)
- the purpose (why it is done).

The Palermo Protocol - Article 3

### Additional terminology to be aware of includes:

#### Safeguarding adults at risk of harm

Means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse and neglect, while at the same time making sure that the adult's well-being is promoted including where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

Care Act 2014

#### Safeguarding Adults Board

Brings together teams and organisations involved in keeping people safe. Care Act 2014 - Government Fact Sheet

#### Capacity

A person must be assumed to have capacity (to make decisions) unless it is established s/he lacks capacity.

Mental Capacity Act 2005

#### Protected Adult Scotland

An individual aged 16 or above who is receiving certain types of services. There are four categories of services specified in the Protection of Vulnerable Groups Act (PVG Act). In summary they are: A service by a person carrying on:

- a support service
- an adult placement service
- a care home service
- a housing support service.

### 7.1.2.3 Possible signs and symptoms of abuse - adults

As with children, this is not a definitive list of indicators but some examples of what you may come across. Some symptoms occur across the categories and not all categories are covered here. It is important that, where possible, you attend training to familiarise yourself with signs and symptoms.

In some of the examples below the action is a clear form of abuse:

#### Emotional

- Adult being scolded or treated like a child (infantilisation)
- Making a person feel ashamed of involuntary behaviour
- Blaming someone for attitudes or actions beyond their control
- Use of silence
- Humiliation
- Bullying/harassment
- Verbal abuse
- Intimidation
- Controlling or over-dependence
- Lack of privacy and dignity
- Deprivation of social contact
- Threats to withdraw help and support
- Denying of cultural and spiritual needs
- Denying of choice
- Failing to respond adequately to emotional needs

#### Physical

- A history of unexplained falls, minor injuries or malnutrition
- Injuries inconsistent with the lifestyle of the person
- Unexplained bruises or untreated injuries in various stages of healing
- Injuries to the head, face or scalp
- Poor skin condition or poor skin hygiene
- Dehydration and/or malnutrition without illness-related cause
- Broken spectacles/frames
- Physical signs of being subjected to punishment or signs of having been restrained
- Loss of weight
- A vulnerable person telling you they have been hit, slapped, kicked or mistreated
- Varicose ulcers or pressure sores
- Injuries reflecting the shape of an object
- Unexplained burns, rope burns or cigarette burns

#### Neglect

- Poor hygiene and cleanliness
- Clothing which is inadequate or in poor condition
- Dirt, faecal or urine smell, or other health and safety hazards in the vulnerable person's living environment
- Persistent hunger
- Dehydration
- Weight loss
- The vulnerable person has an untreated medical condition
- Poor physical condition; rashes, sores, varicose ulcers, pressure sores
- Evidence of failure to seek medical advice or summon assistance as required
- Evidence of failure to access appropriate health, educational services or social care

### Sexual abuse

- Unexplained changes in behaviour
- A significant change in sexual behaviour or sexually implicit/explicit behaviour
- Pregnancy in a woman unable to consent to sexual intercourse
- Bruises around the vagina or genital area
- Unusual difficulty in walking or sitting
- Torn, stained or bloody underwear
- Unexplained infections or sexually transmitted diseases
- Hints about sexual abuse
- Sleep disturbances
- Self-harming
- A vulnerable person telling you they have been sexually assaulted or raped

### Neglect and acts of omission

- Poor hygiene and cleanliness
- Clothing which is inadequate or in poor condition
- Dirt, faecal or urine smell, or other health and safety hazards in the vulnerable person's living environment
- Persistent hunger
- Dehydration
- Weight loss
- The vulnerable person has an untreated medical condition
- Poor physical condition: rashes, sores, varicose ulcers, pressure sores
- Evidence of failure to seek medical advice or summon assistance as required
- Evidence of failure to access appropriate health, educational services or social care

### Self-neglect

- Dehydration, malnutrition (or obesity), untreated medical conditions, poor personal hygiene
- Hazardous living conditions eg improper wiring, no indoor plumbing, no heat, no running water
- Unsanitary living quarters eg animal/insect infestation, no functioning toilet, excrement present
- Inappropriate and/or inadequate clothing, lack of the necessary medical aids eg glasses, hearing aids, dentures
- Grossly inadequate housing or homelessness

### Institutional abuse

- Lack of flexibility or choice for people using the service
- Inadequate staffing levels
- Inappropriate or poor care
- No opportunity for snacks or drinks
- Failure to promote or support a person's spiritual or cultural beliefs
- A culture of treating everyone 'the same' as opposed to treating everyone 'equally'
- Dehumanising language
- Absence of individual care

### Spiritual abuse

Those who have been spiritually abused experience:

- Huge betrayal leading to deep distrust and self-isolation
- Silencing by their abuser
- A changed and damaged view of the church
- Feeling misunderstood
- Long-term distress
- Loss of church as safe space
- Powerlessness

### Domestic abuse

- Unexplained bruises or injuries
- Unusually quiet or withdrawn
- Panic attacks
- Frequent absences from work or other commitments
- Wears clothes that conceal bruises even on warm days
- Stops talking about partner
- Anxious about being out or rushes away
- Always accompanied by partner
- Isolated, withdrawing from friends and family

### Abuse using social media and/or mobile phones

See above sections for both children and adults.

### Human trafficking/modern slavery

- Trauma
- Complex medical, emotional, mental and practical needs
- Potential for financial, legal and physical impact of experience to affect long-term recovery
- Anger and post-traumatic altruism
- Apparent high resilience masking trauma
- Appears to be in a dependency situation
- Travel, identity, financial documents are held by someone else
- Unsure of home/work address
- May be living and working at the same address
- May appear unfamiliar with their neighbourhood
- May be isolated, with limited social contact or time off and limited contact with family
- Seems to be bonded by a debt
- Experiences threats such as against themselves or family members
- Unable to negotiate working conditions or leave their employment situation
- On low pay or has excessive deductions made for food, accommodation, transport
- May look malnourished or unkempt, lacking access to medical care, hygiene facilities and education
- May wear same clothes day in and day out
- Expression of anxiety, fear or mistrust

## 7.2 Guidance relating to adults who may be vulnerable

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### 7.2.1 Safeguarding and the Care Act 2014

A vulnerable adult is a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress or otherwise. For that purpose, the reference to being impaired is to being temporarily or indefinitely impaired.

Although everyone is vulnerable in some ways and at certain times, some people by reason of their physical or social circumstances have higher levels of vulnerability than others. Some of the factors which increase vulnerability are:

- a sensory or physical disability or impairment
- a learning disability
- a physical illness
- mental ill health (including dementia), chronic or acute
- an addiction to alcohol or drugs
- failing faculties in old age
- a permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, for example bereavement or previous abuse or trauma.

Remember:

- vulnerability is often not a permanent state
- vulnerability is not always visible
- a person with apparently visible vulnerabilities may not perceive themselves as such
- we are all vulnerable at different stages of life
- vulnerable people may also pose risk and cause harm.

Please note that the Care and Support Statutory Guidance issued under the Care Act 2014 (14.2) by the Department of Health uses the term “adults experiencing, or at risk of abuse or neglect” in order to assess eligibility to statutory social care services.

## 7.2.2 The Care and Support Statutory Guidance (regularly updated)

[www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance](http://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance)

**Chapter 14 defines adult safeguarding as:**

*...protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse and neglect, while at the same time making sure that the adult's well-being is promoted, including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.*

.....

## 7.2.3 The aims of adult safeguarding are to:

- prevent harm and reduce the risk of abuse and neglect to adults with care and support needs
- stop abuse and neglect where possible
- safeguard adults in a way that supports them in making choices and having control about how they want to live
- promote an approach that concentrates on improving life for the adults concerned
- raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- provide information and support in accessible ways to help people understand the different type of abuse, how to stay safe and how to raise a concern about the safety or well-being of an adult
- address what has caused the abuse or neglect.



The Care and Support Statutory Guidance ([www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance](http://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance)) gives six key principles that underpin all adult safeguarding work.

### Empowerment

People being supported and encouraged to make their own decisions and informed consent

*"I am asked what I want as the outcomes from the safeguarding process and can directly inform what happens."*

### Prevention

It is better to take action before harm occurs

*"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."*

### Proportionality

The least intrusive response appropriate to the risk presented

*"I am sure that the professionals will work in my interest as I see them and they will only get involved as much as needed."*

### Protection

Support and representation for those in greatest need

*"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent that I want."*

### Partnership

Local solutions through services working with the communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse

*"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."*

### Accountability

Accountability and transparency in delivering safeguarding

*"I understand the role of everyone involved in my life, and so do they."*

The issue of capacity is also important to consider. Capacity is not a universal concept. It must be applied in a specific context: is this person able to make the specific decision at this particular time? Adults are presumed to have capacity to make all decisions about themselves. Those who work with them should use every reasonable endeavour to obtain the decision from the adult. Advice can be obtained from adult services if there is an uncertainty about an important decision or a situation where harm may occur.

## 7.2.4 Guidance on capacity

If there is any doubt that a person has the mental capacity to make specific decisions about sharing information or accepting intervention in relation to their own safety, then the Mental Capacity Act 2005 (MCA) will apply.

It is best to seek guidance from Adult Social Care services about defining a person's mental capacity if there is concern about their ability to understand safeguarding processes.

There are five guiding principles of mental capacity (from the MCA Code of Practice) [bit.ly/1QD8ydh](https://bit.ly/1QD8ydh)

These are:

1. A person must be assumed to have capacity unless it is established that they lack capacity.
2. A person is not to be treated as unable to make a decision unless all practicable steps to help him or her to do so have been taken without success.
3. A person is not to be treated as unable to make a decision merely because they make an unwise decision.
4. An act done, or decision made, under this Act for or on behalf of a person who lacks capacity, must be done, or made, in his or her best interests.
5. Before the act is done, or the decision is made, regard must be had to whether the purpose for which it is needed can be as effectively achieved in a way that is less restrictive of the person's rights and freedom of action.

### 7.2.4.1 Other considerations

- Every effort should be made to find ways of communicating with someone before deciding they lack capacity to make a decision.
- Different methods (eg pictures, communication cards or signing) should be used to support people with communication difficulties to make sure their views are heard.
- Family, friends, carers or other professionals should be involved as appropriate.
- The mental capacity assessment must be made on the 'balance of probabilities' – is it more likely than not that the person lacks capacity? You must be able to show in your records why you have come to your conclusion that capacity is lacking for the particular decision in question.

## 7.3 Information sharing guidance

For procedures please see Section 5 *Procedures for information sharing*.

*Working Together 2015* states that sharing information is an intrinsic part of safeguarding and the decision about what to share and when can have a huge impact on individuals' lives. The early sharing of information is the key to providing effective early help where there are emerging problems and at the other end of the scale, can be essential in putting in place effective child protection services.

Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

(*Working Together 2015* and HMG *Information sharing advice 2015*)

All of the above applies as much to adults as to children.

In the document *The Protection of Children in England: a progress report*, Lord Laming recommended all staff in every service from statutory services to the voluntary sector should understand the circumstances in which they may lawfully share information.

There have been many examples whereby poor information sharing has led to serious harm including the deaths of vulnerable individuals and poor or non-existent information sharing is repeatedly flagged up in government reviews of serious incidents where death has occurred.

### 7.3.1 Seven golden rules of information sharing

When deciding whether to share information there are seven golden rules to remember:

1. Remember that the Data Protection Act 1998 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.

5. Consider safety and well-being. Base your information-sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Ensure that the information you share is
  - necessary for the purpose for which you are sharing it
  - shared only with those individuals who need to have it
  - accurate and up to date
  - shared in a timely fashion
  - shared securely (see principles below).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

### 7.3.2 Data protection guidance and principles for sharing of information

..In addition to these rules, there are also **principles** set out by HM Government for information sharing that can be applied to children and adults. The most important consideration is whether sharing information is likely to safeguard and protect a child or adult at risk of harm.

These principles are taken from HM Government: *Information sharing advice 2015*:  
[www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice/](http://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice/)

### Necessary and proportionate

When taking decisions about what information to share you should consider how much information you need to release. The Data Protection Act 1998 requires you to consider the impact of disclosing information on the information subject and any third parties. Any information shared must be proportionate to the need and level of risk.

### Relevant

Only information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make sound decisions.

### Adequate

Information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.

### Accurate

Information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.

### Timely

Information should be shared in a timely fashion to reduce the risk of harm. Timeliness is key in emergency situations and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore harm to a child or adult.

### Secure

Wherever possible, information should be shared in an appropriate, secure way. Practitioners must always follow their organisation's policy on security for handling personal information.

[www.methodist.org.uk/static/rm/document\\_retention.pdf](http://www.methodist.org.uk/static/rm/document_retention.pdf)

### Recorded

Information sharing decisions should be recorded whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom in line with organisational procedures. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester. In line with each organisation's own retention policy, the information should not be kept any longer than is necessary. In some circumstances, this may be indefinitely, but if this is the case there should be a review process and agreement where the records should be stored.

## 7.3.3 Consent

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 to this would be where seeking consent would put that child or others at increased risk of significant harm or an adult at risk of serious harm, or it would undermine the prevention, detection or

prosecution of a serious crime, including where seeking consent 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. You may still share information if in your judgement on the facts of the case, there is sufficient public interest to override that lack of consent.

You should seek advice from a safeguarding professional when in any doubt. This is particularly recommended in relation to adults as the issues around capacity and consent are slightly more complex. The SCIE document *Adult safeguarding: sharing information* ([bit.ly/1cIHFBF](https://bit.ly/1cIHFBF)) states that:

*Adults have a right to independence, choice and self-determination including control over information about themselves. In the context of adult safeguarding, their rights can be overridden in certain circumstances.*

More information on this can be found in the Methodist Church Information Sharing Guidance: [bit.do/safeguardingrecords](https://bit.do/safeguardingrecords)

You should ensure that the information you share is accurate and up to date, necessary for the purpose for which you are sharing it, shared only with those people who need to see it and shared securely (see Section 7.3 *Information sharing guidance*).

#### 7.3.4 When and how to share

When deciding whether to share information, the safety and welfare of a child or an adult should always be the primary consideration. Where there is concern that a child may be suffering or is likely to suffer significant harm then information must be shared. Likewise, where there are concerns about the safety of an adult, their welfare takes precedence and information must be shared where a crime is suspected.

When thinking of or being asked to share information, the following questions need to be considered:

## When

Is there a clear and legitimate purpose for sharing information? If not, do not share. If there is, then ask:

- Does the information enable an individual to be identified? If yes, consider the next question but if the answer is no, you can still share but should consider how.
- Is the information confidential? If yes, consider the next question. If no, you can share but should consider how.
- Do you have consent? (see 7.3.3) If yes, you can share but should consider how. If no, consider the next question.
- Is there another reason to share information such as to fulfil a public function or to protect the vital interests of the information subject? If yes, you can share but should consider how. If no, do not share.

## How

- Identify how much information to share.
- Distinguish fact from opinion.
- Ensure that you are giving the right information to the right individual (see Section 5).
- Ensure where possible that you are sharing and storing information securely.
- Inform the individual that the information has been shared if they were not aware of this, as long as this would not create or increase risk of harm.

(Taken from HM Government *Information sharing advice* March 2015)

## With whom

For the purpose of safeguarding children and adults, information may be shared with the following people all of whom are bound to keep information confidential in accordance with inter-organisational safeguarding procedures:

- Police
- Children's Social Care
- Adults' Social Care
- NSPCC
- church minister/superintendent
- church/circuit safeguarding officer
- DSO, DSG, District Chair
- Connexional Safeguarding Team, legal adviser, complaints and discipline officer, Conference Office.

It is also legitimate to share information with the insurers and Charity Commission to comply with the Serious Incident Reporting requirements. This is not an exhaustive list and advice should be taken from the district safeguarding officer where a need to share is felt to exist and there is uncertainty as to whether this is permitted.

### 7.3.5 Recording

It is important that any decisions made to share information are accurately recorded. This should include:

- reasons for sharing or not sharing
- the purpose of sharing
- what was shared, how and with whom.

### 7.3.6 Confidentiality

If any person in the church has reason to believe that a child or adult is at risk of harm, the procedures in Section 2 must be followed.

There are often occasions when someone may wish to share information of concern 'in confidence'. In such situations, it is important not to promise total confidentiality but explain what needs to happen paying due regard to the procedures as set out in Section 2 and in Section 3.

Confidentiality is often confused with secrecy and a request to remain anonymous when reporting. Anonymity can be agreed if the information is coming from a church member and is being passed on to the statutory agencies through the safeguarding officer or DSO but only with their agreement and in agreement with the statutory agency. Total anonymity cannot be agreed as the incident may result in criminal proceedings.

Persons who have a formal role in the church (eg a minister, safeguarding officer or DSO) cannot raise concerns anonymously.

### 7.3.7 Required contents for privacy notices

*The following information must be supplied in a privacy notice to an individual providing personal or special category data that relates to them:*

- *Identity and contact details for the data controller & the data protection officer (see 5.1.1.)*
- *Purpose and legal basis for processing*
- *The legitimate interest of the church in processing the information (where applicable)*
- *Any recipients or categories of recipients of the data*
- *Retention period or criteria to determine retention period*
- *The existence of the subject's rights about data*
- *The right to withdraw consent where applicable*
- *The right to lodge a complaint with a supervisory authority*
- *Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data*
- *Any automated decision making process or profiling which may be used and its consequences*
- *Any intended transfer of information to other countries and relevant safeguards which will apply*

*Information that must be supplied in a privacy notice to a person about whom the church has received details from another party:*



The items below should be supplied in addition to those listed above:

- The categories of information supplied to the church about that person
- The source the personal data and whether this was from material accessible

There is no need to supply information about whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data where information has already been supplied by a third party.

## 7.4 Pastoral conversations and confidentiality

It is possible that relevant 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 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 to those they are offering pastoral care. This should ideally occur at the beginning of a pastoral relationship or meeting. A similar approach should be adopted for spiritual direction and formal supervision or mentoring arrangements conducted on behalf of or by officers of the Church.

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.

## 7.5 Guidance relating to domestic abuse

### What is it?

The cross government definition of domestic violence and abuse is:

*Any incidents of controlling, coercive, threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between those aged 16 or over who are, or have been, intimate partners, family members or extended family members, regardless of gender or sexuality.*

(Home Office, *Domestic Violence and Abuse*, published 26/03/13, updated 08/03/16)

COERCIVE behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish or frighten the victim.

CONTROLLING behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means for independence, resistance and escape and regulating their everyday behaviour.

Domestic abuse is usually a pattern of abusive and controlling behaviour through which an abuser seeks power over their partner or a family member. It is rarely a one-off incident. It occurs across all of society. In some communities this can also take the form of ‘honour’ based violence, female genital mutilation and forced marriage.

A further hidden form of abuse that is often not spoken about is that of adolescents to parent violence and abuse (APVA). The Home Office is working with its partners to develop and disseminate information for practitioners working with children and families on how to identify and address the risks posed by adolescents to parent violence and abuse.

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/420963/APVA.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/420963/APVA.pdf)

For a long time, ‘domestic abuse’ was not acknowledged in society, but as being ‘criminal violence’ towards another – usually women. This resulted in a reluctance on the part of individuals and agencies to intervene in what was seen largely as a private matter. Fortunately, this position has changed and legislation has been passed to try and address this.

## 7.6 Guidance in relation to working with young people

### 7.6.1 Recommended staffing levels

The NSPCC advises voluntary organisations that when working with groups of children or young people, it is important that the level of supervision is appropriate to their age group and their needs, which may be very specific. In general, young children need to be more closely supervised and will require a higher adult to child ratio.

The following are the adult to child ratios 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

The link to the NSPCC page on recommended staffing levels is:  
[www.nspcc.org.uk/preventing-abuse/safeguarding/recommended-adult-child-ratios-working-with-children-guidance/](http://www.nspcc.org.uk/preventing-abuse/safeguarding/recommended-adult-child-ratios-working-with-children-guidance/)

- Each group should have at least two adults and it is recommended that there should be at least one male and one female.
- If small groups are in the same room or adjoining rooms with open access between them, then it is possible to have only one adult per group, dependent on the nature of the activity.

- Young people who are being encouraged to develop their leadership skills through helping should always be overseen by an appointed worker who 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.
- Adults who assist on one or two occasions must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

# SECTION 8

## Forms

The following forms are in current use in relation to safeguarding matters

- **Safeguarding contract**
- List of responsibilities – circuit/church/district/community
- Incident report forms
- Risk assessment for activities – checklist
- Sample registration form
- Sample consent forms
- Sample request for reference for, to facilitate safer recruitment

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- Sample request for reference form, to facilitate safer recruitment

The following forms are available on the safeguarding webpage [www.methodist.org.uk/ministers-and-officeholders/safeguarding/forms](http://www.methodist.org.uk/ministers-and-officeholders/safeguarding/forms) :

### Confidential declarations (formerly known as Form X and Form B)

All office holders should complete a confidential declaration.

## Registration for volunteers working with children, young people or vulnerable adults – Form A part 1

Church Councils are responsible for safely recruiting workers with children, young people or vulnerable adults. This form must be retained in a secure, confidential manner by the church council secretary or the minister with pastoral charge, or minister delegated pastoral responsibility. This includes a privacy notice and consent form.

## Volunteer agreement including role outline – Form A part 2

Church Councils must agree the duties and conditions with each volunteer. Complete this form for each group you wish the volunteer to work with. This agreement should be reviewed at least annually. Copies should be held by the group leader, the church council and the volunteer.

## Keyholder declaration – Form D

The Methodist Church is not obliged to give anyone access to church premises unless access to the premises is required as part of their role or for regular hire of premises. 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.

## Users and hirers of Methodist premises

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 comparable equivalent guidelines and procedures (such as Scouting and Guiding national safeguarding policy).

**Link:** <https://www.tmcg.org.uk/property/letting-property-and-third-party-use>

## Exemptions from DBS checks for ministers and local preachers no longer capable of exercising their ministry

Checks are required for all ministers who are still capable of preaching or undertaking pastoral ministry.

Checks are also required for all local preachers still capable of exercising the ministry of a local preacher.

If a minister or local preacher is no longer capable of exercising their ministry, an exemption form shall be completed and approved by:

- their District Chair, in respect of a minister
- the Superintendent, in respect of a local preacher.

Where a minister/local preacher is unable to complete the relevant exemption form due to ill health, there is a provision for another appropriate party to do so on their behalf by completing the correct section of the form.

<http://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/recruitment-dbspvg-forms-etc/forms/dbs-exemption-forms/>

# SECTION 9

## Appendices

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# Appendix I

## Safeguarding Standing Orders

The Standing Orders (SOs) that relate to safeguarding can be found in CPD (Constitutional Practice and Discipline) Vol 2

(<http://www.methodist.org.uk/for-ministers-and-office-holders/governance/cpd/>):

- SO 010 Qualification for Appointment
- SO 013 Suspension
- SO 013C Safeguarding and the Exercise of Office
- SO 232 Safeguarding Committee
- SO 233 Grounds for Appeal
- SO 234 Appeal Process
- SO 235 Appeal Decision
- SO 236 Safeguarding Concerns and Procedures
- SO 237 Assessment of Risk
- Section 69 Involvement in the Local Church where there is a Safeguarding Concern
- Book VI Part 1 – Qualification for Appointment under SO 010(3), and Duty to Obtain Disclosures
- Book VI Part 4 – The Church and Sex Offenders: Procedures Necessary for Offenders to be Involved in a Church Community
- Book VII Part 14 – Guidelines for Good Practice in Confidentiality and Pastoral Care

# Appendix II

## Model safeguarding policies

### Statement of safeguarding principles

Every person has a value and dignity which comes directly from the creation of humans 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 safer recruitment principles, including the use of criminal records disclosures and registration with<sup>1</sup> the relevant vetting and barring schemes.

We will respond without delay to every complaint made which suggests that an child, young person or adult 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.

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<sup>1</sup> Or membership of (PVG scheme Scotland).



## a) A model church policy

### Safeguarding Children and Vulnerable Adults Policy for ..... Methodist Church

This policy was agreed at a Church Council held on .....

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

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

..... Methodist Church recognises that it has a particular care for all who are vulnerable whether by disabilities or by reduction in capacities or by their situation. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and seeks to affirm the gifts and graces of all God's people.

This policy addresses the safeguarding of children, young people and vulnerable adults. It is intended to be a dynamic policy. It is intended to support the Church in being a safe supportive and caring community for children, young people, vulnerable adults, for survivors of abuse, for communities and for those affected by abuse.

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

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

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

The ..... Methodist Church commits itself to:

1. **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.
2. Ensure the **IMPLEMENTATION** of Connexional Safeguarding Policy; government legislation and guidance and safe practice in the circuit and in the churches.
3. 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.
4. **AFFIRM** and give thanks for those who work with children and vulnerable adults and also acknowledge the shared responsibility of all of us for safeguarding vulnerable adults who are on our premises.

..... Methodist Church

## Church Council

It is the responsibility of each Church Council to appoint a Church Safeguarding Officer and there should be no gaps in this crucial provision. It is not appropriate for the minister to fill any gap, because of the potential conflict of roles. The role will usually be undertaken on a voluntary basis although expenses should be met.

appoints ..... (name)  
as church Safeguarding Officer (Adults)

and ..... (name)  
as church Safeguarding Officer (Children) and supports him/her/them in his/her/their 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 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 and made available
- vii) attend training and meetings organised to support the role

- viii) oversee safeguarding throughout the whole life of the church (eg lettings, groups, property etc)
- ix) report to the Church Council annually
- x) ensure the church completes a yearly audit/monitoring on safeguarding confirming that policies are in place for the church and all groups and lettings in the church and that these have been annually reviewed
- xi) ensure the church completes a risk assessment on each area of activity in the church; that this is stored and reviewed at least annually, and that it is readily available on request
- xii) ensure that the church recruits safely for all posts
- xiii) ensure that the church has a safeguarding noticeboard with a copy of the current, signed safeguarding policy, contact numbers for local and national helplines and other suitable information.

#### **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 *Safeguarding Policy, Procedures and Guidance for the Methodist Church* (2017).

#### **b) Good practice**

We believe that good practice means:

- 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 by the church safeguarding officer with the property steward and/or their representatives at least annually for safety for children and vulnerable adults and the risk assessment report will be given annually to the Church Council in written form. This will include fire safety procedures. The Church Council will consider the extent to which the premises and equipment are suitable or should be made more suitable.
- 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. An agreed record to be kept in the church file for each driver/car.
- 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 and following safer recruitment procedures of the Methodist Church. Each worker will have an identified supervisor who will meet at regular intervals with the worker. A record of these meetings will be agreed and signed and the record kept. Each worker will be expected to undergo basic safeguarding training, within the first 6 months (agreed by Methodist Conference in 2011 - *Creating Safer Space Report*) of appointment. The other training needs of each worker will be considered (eg food hygiene, first aid, lifting and handling, etc) ~~<deleted>~~.

**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**

A leaflet outlining good practice and systems will be produced and given to everyone who works with children, young people and vulnerable adults. This leaflet will be reviewed annually. Church Councils may produce their own material or use appropriate connexional leaflets (eg the *Quick Reference Guide* or *Code of Safer Working Practice*).

**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, a risk assessment and notification of the event to be given to the church safeguarding officer PRIOR to the agreement for any event or off site activity. Notification of the event will be given to ~~the church council secretary~~.

..... (name).

If the activity is unusual or considered to be high risk the church safeguarding officer will ~~contact~~ the circuit safeguarding officer in order that ~~it can be ratified or any queries raised~~.

**h) Other groups on church premises**

Where the building is hired for outside use, the person signing the letting agreement ([www.tmcp.org.uk/property/letting-property-and-third-party-use](http://www.tmcp.org.uk/property/letting-property-and-third-party-use)) ~~<deleted>~~ will be given a copy of ~~the church safeguarding policy~~ and the appropriate leaflet<sup>2</sup>. The lettings secretary will consider the various users of the building in making lettings. All lettings will be notified to the church safeguarding officer who will keep the records and take advice as appropriate from both the ~~District Safeguarding Officer and Circuit Safeguarding Officer~~.

<sup>2</sup> Such as the code of safer working practice leaflet in the appendices or the quick reference guide <https://www.methodistpublishing.org.uk/books/pe750-sg-16/safeguarding>.

**i) Complaints procedure**

It is hoped that complaints can generally be dealt with internally by the organisation. However, **if the complaint is of a safeguarding nature, relating to possible abuse of children or vulnerable adults, then it is very important that your DSO is consulted as statutory services may need to be informed.** A complaint may be made to a person who will be appointed by the Church Council and who is currently

..... (name). If a complaint is made to another person, it should be passed to ..... (name) who will arrange to meet with the complainant and attempt to resolve the complaint. **If the complaint is regarding this person or a member of their family it will be referred to the 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, who is

..... (name) **who is the superintendent minister.**

**j) Review**

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

.....

**k) Key concepts and definitions**

- i) **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.**
- ii) **Vulnerable Adults:** Any adult aged 18 or over who, due to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves.
- iii) **Safeguarding and protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.**
- iv) **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.**
- v) **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

## b) A model circuit policy

### Safeguarding Children, Young People and Vulnerable Adults Policy for

..... Circuit

This policy was agreed at the Circuit Meeting held on ..... / ..... / ..... It will be reviewed on ..... / ..... / .....

## 1. The Policy

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 humans 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 ..... Circuit is committed to the safeguarding and protection of all children, young people and adults and affirms that the needs of children or of people when they are vulnerable and at risk are paramount.

The ..... Circuit recognises that it has a particular care for all who are vulnerable whether by disabilities or by reduction in capacities or by their situation. It is recognised that this increased vulnerability may be temporary or permanent and may be visible or invisible, but that it does not diminish our humanity and seeks to affirm the gifts and graces of all God's people. This policy addresses the safeguarding of children, young people and vulnerable adults. It is intended to be a dynamic policy. It is intended to support the Church in being a safe, supportive and caring community for children, young people, vulnerable adults, for survivors of abuse, for communities and for those affected by abuse.

The ..... Circuit fully agrees with the statement reiterated in *Creating Safer Space* 2007:

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

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

The ..... Circuit commits itself to:

1. **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. It commits itself to providing informed pastoral care to those in need, including the supervision of those who have committed criminal offences.
2. Ensure the **IMPLEMENTATION** of Connexional Safeguarding Policy; government legislation and guidance and safe practice in the circuit and in the churches.
3. 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.
4. **AFFIRMS** and gives thanks for the work of those who are workers with children and vulnerable adults and acknowledges the shared responsibility of us all for safeguarding children, young people and vulnerable adults who are on our premises.

## 2. Purpose

The purposes of this safeguarding policy are to ensure procedures are in place and people are clear about roles and responsibilities for children 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 (2017)*.

The full implementation of these policies should achieve the following:

- Church (and all associated activities) is a safer place for everyone
- Communities we serve have confidence that children and vulnerable adults are as safe as possible and that their wellbeing is enhanced in the life of the church.
- People in the church are alert to unsafe practices and are able to challenge them.
- Office holders are safely recruited, trained for their roles and are accountable for their activities.
- People who have experienced abuse are accepted, empowered and supported in maintaining control over their lives and making informed choices without coercion.
- People who abuse are held accountable to the law and their risk is managed while they are supported and challenged to address their motivations and behaviour.

### 3. Roles and Responsibilities

#### 3.1. Circuit Meeting

- It is the responsibility of each Circuit Meeting to appoint a Circuit Safeguarding Officer and there should be no gaps in this crucial provision. It is not appropriate for any minister to fill any gap, because of the potential conflict of roles. The role will usually be undertaken on a voluntary basis although expenses should be met.

The ..... Circuit

appoints.....(name)

as Circuit Safeguarding Officer (Adults) and

.....(name)

as Circuit Safeguarding Officer (Children), and supports him/her/them in their role.

#### 3.2. Superintendent Minister

- Ensure all churches have appropriate and up-to-date safeguarding policies in place.
- Support those in pastoral charge in exercising responsibility for the implementation of safeguarding policy and practice.
- Ensure the provision of pastoral support for those involved in issues of abuse and in management of sex offenders.
- Ensure training opportunities are in place for all workers with children, vulnerable adults, for staff of the circuit and for members of the local churches in the circuit.
- Ensure the Circuit Meeting appoints a circuit safeguarding officer/s and that the details of each person are passed to the district office.
- Ensure the Circuit Meeting reviews this policy annually.
- Support the circuit safeguarding officer (Adults) and the circuit safeguarding officer (Children) in their work, providing access to resources to enable them to fulfil their functions.

#### Circuit stewards

Ensure agreed procedures are in place for circuit and ecumenical events that involve children or vulnerable adults.

#### Circuit safeguarding officer (CSO)

- Support and advise the circuit superintendent and the circuit stewards in fulfilling their roles.
- Make sure the safety and well-being of all children and vulnerable adults within the circuit is maintained.
- Be the point of reference for individual Church Safeguarding Officers throughout the circuit to guide and advise



them upon Methodist Church safeguarding policy requirements.

4. Liaise with the district safeguarding group(s).
5. Keep themselves informed of safeguarding issues.
6. With the support of the superintendent, make sure that any incidents and allegations are followed up or referred as necessary.
7. Know how to respond to any concerns raised if somebody believes that a child, young person or vulnerable adult may have suffered, may be suffering or is at risk of harm. They should take the concerns seriously and always, without delay, make an immediate referral to a statutory agency. In all cases, the District Safeguarding Officer should be informed.
8. Make sure a record of all safeguarding issues is kept and report (in conjunction with the superintendent and relevant minister) any concerns to the district safeguarding officer <deleted> within 24 hours on the referral form (please see the *Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church* - 2015).
9. Act on behalf of and consultant to the Superintendent with regard to reports required by the district or Connexion
10. Make sure that safeguarding is placed on the Circuit Meeting agenda as a 'standing' item and present a report to each meeting about safeguarding events (noting the need for relevant confidentiality regarding specific cases).
11. Receive risk assessments, policy and training schedules from churches across the circuit and report on these to the circuit meeting annually.
12. Attend the circuit staff meeting as necessary to discuss concerns brought to their attention.
13. Liaise with the individual church safeguarding officers to make sure that they are being compliant with connexional policy, procedures and guidance.
14. Work with the superintendent minister, ministers and the district safeguarding officer regarding safeguarding concerns.
15. <deleted>
16. Agree with the superintendent minister about how and where records are stored and who should have access.
17. Meet with the church safeguarding officers at least annually.
18. Attend applicable training as necessary.
19. Attend district safeguarding events.
20. Be a member of and actively participate in district safeguarding liaison meetings as called by the District Safeguarding Officer
21. Work with local ecumenical partners and their safeguarding representatives.
22. Review the circuit safeguarding policy at least annually and send an updated copy to the district safeguarding officer.
23. Advise churches where necessary on their policies.

24. Request and review copies of the safeguarding policy for each church in the circuit each year after any amendments by the churches.
25. Keep up to date with current policies and practice in statutory services and within the church.
26. Organise and contribute to safeguarding training for all those working in voluntary and paid roles within the circuit.
27. Maintain a record of all people within the circuit who have received Foundation Module training, Foundation Module Refresher training together with dates of attendance
28. Make sure that all persons receive appropriate training when working with children and vulnerable adults, hold an office of responsibility, or are in other applicable roles as defined in the Methodist Church policy.
29. Oversee timely delivery of appropriate training, in liaison with the Church Safeguarding Officers and accredited Circuit Trainers
30. Make sure that all circuit churches adopt a safer recruitment policy when appointing staff, or volunteers
31. Act as DBS verifier on behalf of the circuit.
32. Keep a detailed record of names of those at circuit level who have DBS checks.
33. Remind Church Safeguarding Officers about the need to apply or reapply for checks in accordance with the Methodist Church policy (for updates, the period is currently every five years).
34. Be prepared to assist in forming a small group to make provision for people who may pose a risk to others, participating in Safeguarding Agreements and ensuring periodic reviews of them.
35. Keep a directory of useful names and contact details.
36. Ensure supervisory oversight from the superintendent minister or nominated substitute, with signed and agreed records of meetings.
37. <deleted>

### Procedures for circuit events involving children, young people or vulnerable adults

It is essential that circuit events that involve children or vulnerable adults do not slip through the net because they are not owned by one church. Circuit events to be notified to the **District Safeguarding Officer** prior to these being agreed to ensure that all permissions, risk assessments and good practice guidelines are in place.

### Responsibility for those planning and leading the event

All those involved in leading and running the event must be aware of the procedure.

The event should have been planned effectively and attention given to the following issues:

1. Risk assessment and suitability of the activity and the premises
2. The appointment of a team to take charge of the event, including safeguarding and first aid personnel (particular health or ability needs should be taken into account)
3. Numbers of children, **young people** or vulnerable adults involved

4. Transportation following good practice guidelines.

This information is to be sent to the **District Safeguarding Officer for approval** PRIOR to the event being agreed.

### Key concepts and definitions

1. A child is anyone who has not yet reached their eighteenth birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, a member of the armed forces, in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.
2. Vulnerable adults: Any adult aged 18 or over who, due to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves.
3. Safeguarding and protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
4. Adult/child protection is a part of safeguarding and promoting welfare. This refers to the activity undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.
5. Abuse and neglect may occur in a family, in a community or 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 Circuit Meeting

### c) A model district policy

#### Safeguarding Children and Vulnerable Adults Policy for

..... Methodist District

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

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

The ..... Methodist District commits itself to:

1. **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.

2. Ensure the **IMPLEMENTATION** of Connexional Safeguarding Policy; government legislation and guidance and safe practice in circuits and churches.
3. 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. It affirms the role of the district safeguarding group.

## Purpose

The purposes of this safeguarding policy are to ensure procedures are in place and people are clear about roles and responsibilities for children 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* (2017).

### a) Roles and responsibilities

#### District Chair

The District Chair attends the district safeguarding group and should:

- Manage and support the work of the district safeguarding officer.
- Through the district safeguarding officer, ensure that superintendent ministers are aware of their safeguarding responsibilities and enable skills training opportunities to be made available.
- Use the expertise and advice of the district safeguarding officer, district safeguarding group and, as appropriate, Connexional Team personnel.
- Through the district safeguarding officer, ensure that all circuits and churches create and implement their own policies.
- Support the district safeguarding officer and the district safeguarding group in their work by ensuring an independent chair is appointed and that the group are capable of taking forward reports of incidents and allegations promptly and in accordance with good practice.
- Ensure that, where there are district meetings and events, the district policy is implemented.
- Ensure each superintendent completes an audit/monitoring form after the first Circuit Meeting of each connexional year confirming that policies are in place in each circuit and church and that these have been annually reviewed. Each superintendent shall send a copy of their circuit's policy to the district safeguarding officer for scrutiny by the district safeguarding group. The monitoring of this will be a subject of the district safeguarding group's report to the District Council.

### Independent Chair of the district safeguarding group

As part of the implementation of the recommendations from the President's Inquiry (Safeguarding) 2011, the Methodist Conference affirmed in 2012 that every district must have a group to focus on safeguarding work with children and vulnerable adults and should have an independent Chair, as set out in the Safeguarding Framework (2010), who:

- should be strongly committed to supporting the district safeguarding officer
- should be well-respected
- should be able robustly to challenge the district where necessary
- should not be the district safeguarding officer, the District Chair, or a close relative of those fulfilling those roles.

### District safeguarding group

The district safeguarding group will promote the safeguarding of children and vulnerable adults across the district. This responsibility includes ensuring that:

- The group is independently chaired; its business managed in an effective manner and it has a representative membership of ordained and lay people across the district, including people with experience and/or professional background in safeguarding.
- The group provides support and guidance to the district safeguarding officer, including confidential advice and discussion on complex cases.
- Any incidents and allegations are followed up or referred on as necessary with the support of the District Chair (NB the responsibility lies with the Chair or the relevant person in pastoral charge).
- A response is provided to requests for help, advice, information and training.
- Programmes of awareness, training and good practice are initiated.
- Publicity is given to its contact numbers.
- District and connexional policies are effectively implemented.
- The Chair, superintendents and District Council are updated on any changes to safeguarding policy, practice and guidance.
- Two meetings are organised annually to provide support and information on safeguarding issues to superintendents, circuit and church safeguarding officers.
- A report is delivered to the first District Council meeting of each connexional year by a member of the district safeguarding group, which will include a note on the monitoring of district events.
- Collaborative work is undertaken with other relevant groups (eg connexional, regional and ecumenical partners and professional colleagues) on safeguarding issues.

## District safeguarding officer

The district safeguarding officer has a key role within the Methodist District and is required to:

- oversee church, circuit and district compliance with the Methodist Church's safeguarding procedures
- be contacted by churches about all safeguarding issues, be fully involved and oversee all situations of concern including the establishment and review of all **safeguarding contracts**
- liaise regularly with designated officers of the local authority and the police as necessary
- undertake safeguarding risk assessments for the Connexional Safeguarding Advisory Panel
- take a lead on working with individual cases in the district, including representing the Church in meetings with external organisations
- have a clear understanding of the issues facing faith communities as they seek to make their places of worship a safe place for children and vulnerable adults
- be committed to personal continuing development and to the provision of safeguarding training opportunities within the district.

### a) Key concepts and definitions

- i. 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.
- ii. Vulnerable adults: Any adult aged 18 or over who, due to disability, mental function, age or illness or traumatic circumstances, may not be able to take care or protect themselves.
- iii. Safeguarding and protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
- iv. 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.
- v. 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 ..... District Chair

Date for review .....

# Appendix

## Code of safer working practice

### a) Children and young people

1. Guidelines for individual workers
2. Additional guidelines for group leaders
3. Responding to child protection concerns
  - imminent risk
  - what to do if you suspect a child is at risk or has been abused
4. Good practice guidelines for church-sponsored activities for children and young people
  - special needs
  - consent
  - registration
  - recommended staffing levels
  - safe environment
  - e-safety
  - transporting children on behalf of the church
  - important telephone numbers

Terminology used in this code:

- the word 'child' refers to any child or young person under the age of 18.
- the term 'group leader' is used to refer to the person with overall responsibility for a group or activity, who is answerable to the Church Council/Circuit Meeting.

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For guidance and good practice support resources and free downloadable forms for work with children, visit:

[bit.do/organisingevents](https://bit.do/organisingevents)



## 1. Guidelines for individual workers

### You should:

- treat all children and young people with respect and dignity
- ensure that your own language, tone of voice and body language is respectful
- always aim to work with or within sight of another adult
- ensure another adult is informed if a child needs to be taken to the toilet (toilet breaks should be organised for young children)
- ensure that children and young people know who they can talk to if they need to speak to someone about a personal concern
- respond warmly to a child who needs comforting but make sure there are other adults around
- if any activity requires physical contact, ensure that the child and parents are aware of this and its nature beforehand
- administer any necessary first aid with others around
- obtain consent for any photographs/videos to be taken, shown or displayed (see section 6.5.7.2)
- record any incidents of concern and give the information to your group leader (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 safeguarding officer.

### You should not:

- initiate physical contact; any necessary contact (eg for comfort, see above) should be initiated by the child
- invade a child's privacy whilst washing or toileting
- play rough physical or sexually provocative games
- use any form of physical punishment
- be sexually suggestive about or to a child, even in fun
- touch a child inappropriately or obtrusively
- scapegoat, ridicule or reject a child, group or adult
- permit 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 overtly physical or sexual in nature
- give lifts to children or young people on their own or on your own
- smoke tobacco in the presence of children
- drink alcohol when responsible for young people
- share sleeping accommodation with children
- invite a child to your home alone
- arrange social occasions with children (other than family members) outside organised group occasions
- allow unknown adults access to children (visitors should always be accompanied by a known person)
- allow strangers to give children lifts.

## Touch

Church-sponsored groups and activities should provide a warm, nurturing environment for children and young people whilst avoiding any inappropriate behaviour or the risk of allegations being made.

All physical contact should be an appropriate response to the child's needs – not the adult's. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

## 2. Additional guidelines for group leaders

In addition to the above the group leader should:

- ensure health and safety requirements are adhered to
- undertake risk assessments with appropriate action taken and records kept
- keep register and consent forms up to date
- have an awareness, at all times, of what is taking place and who is present
- create space for children to talk – either formally or informally
- liaise with the safeguarding officer over good practice for safeguarding
- always inform the safeguarding officer of any specific safeguarding concerns that arise (the safeguarding officer will liaise with the district safeguarding officer)
- liaise with the Church Council/Circuit Meeting.

## 3. Responding to child protection concerns

Do not try to deal with any child protection concern on your own. Always tell your group leader and/or safeguarding officer. Agree between you who will take what action and when.

If you are not sure if child abuse is involved, or if you have concerns about a child and you need someone to talk things over with, then again you should contact your group leader or safeguarding officer. The local authority Children's Services Duty/Referral team are also a source of advice and support 24 hours a day.

Always make notes about a possible child protection incident or disclosure as accurately as possible, as soon as possible. These should cover what has happened, in what context, and anything that seemed particularly significant. Quote the child's words exactly where possible. Try if possible to note from the register the child's full name, age/date of birth, address, telephone number and GP. Remember to sign the record and add your name, role, date of incident and date of the recording.

Ensure all notes are kept in a safe place.

If a child asks to talk in confidence do not promise confidentiality – you have a duty to refer a child/young person who is at risk to the statutory agencies. Always explain that you may have to get other people to help.

- Stay calm.
- Listen to the child attentively.
- Allow the child to talk but do not press for information or ask leading questions.
- Tell the child that they are not to blame for anything that has happened.
- Reassure the child that they were right to tell.
- Let the child know that other people will have to be told and why.
- Try to explain what will happen next in a way the child can understand.
- Reassure the child that he or she will continue to receive support during the difficult time to come.

### Immediate risk

- If you encounter a child in a situation where the child is in imminent danger, you should act immediately to secure the safety of the child. Seek the assistance of the police and then make a referral to local authority Children's Services.
- If a child needs emergency medical attention, this should be sought immediately and directly from the emergency services. Parents, if available, should be kept fully informed.

### What to do if you suspect a child is at risk or has been abused

- Agree with your group leader or safeguarding officer, who will make the referral.
- Make an immediate telephone referral to the local authority Children's Services. Make it clear from the first point of contact that you are making a child protection referral.
- Describe the event or disclosure and give information about the child and family, eg the child's name, date of birth, address, telephone number and GP (if known).
- Follow up your telephone call with a completed referral form (sometimes available on the local authority website) or letter. If there is no acknowledgement within 48 hours, chase it.
- Remember that the child and family should, wherever possible, be informed about and consent to the referral unless this would put the welfare of the child or another person at further risk. If you have serious concerns, the absence of consent should not prevent a referral. The duty social worker will give you advice over this if necessary.
- Be prepared to have further discussions with the social work team or the police investigation team.
- Say if you do not want your details disclosed to the family.
- For out of hours referrals, call the emergency social work team or where urgent, the police.

#### 4. Good practice guidelines for church-sponsored activities for children and young people

##### Special needs

Welcome children and young people with special needs to the group. Try to make the premises, toilets and access suitable for people with disabilities. Ask the parent about how best to meet the child's special needs, and do not see this as the responsibility only of the child's parent. If premises are being designed or refurbished, take the opportunity to anticipate the possible special needs of future children and adults; advice is available. Disability legislation requires organisations to take reasonable steps to meet the needs of disabled people and this includes children.

##### Consent

Consent needs to be from a parent or person with parental responsibility. It can be from the child/young person if he/she has sufficient age and understanding in relation to the specific issue. So for example, whilst parental consent is always required for a group residential holiday, a teenager would usually be able to consent to the photos from the holiday being displayed in church. You should record who has given consent for any specific activity.

##### Registration

A registration form should be completed for every child or young person who attends groups or activities. The form should be updated annually and include the following:

- name and address
- date of birth
- emergency contact details
- medical information
- any special needs including activities which the child is unable to take part in
- consent for emergency medical treatment
- consent for photographs/videos if relevant.

Separate consent should be obtained for one-off events and activities (eg swimming) and also for outings, weekends away, etc.

All personal details and consent forms must be stored securely.

Any group that includes children under the age of eight that meets **for more than two hours a day** in England must register with Ofsted unless they are exempt, as detailed in Annex A of the *Early Years and Childcare Registration Handbook* [www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england](http://www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england). It is an offence to provide such childcare without being registered or on premises that have not been approved.

## Register

This is not always possible or proportionate but where possible, a register should be taken of those attending an activity and as a guide should include:

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

## Recommended staffing levels

The recommended minimum staffing levels for children's groups are given below. More help may be required if children are being taken out, are undertaking physical activities or if circumstances require it.

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

- Each group should have at least two adults and it is recommended that there should be at least one male and one female.
- If small groups are in the same room or adjoining rooms with open access between them then it is possible to have only one adult per group, dependent on the nature of the activity.
- Young people who are being encouraged to develop their leadership skills through helping, should always be overseen by an appointed worker who 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.
- Adults who assist on one or two occasions must be responsible to an appointed worker. Thereafter they should become part of the team and be properly appointed through the normal recruitment process.

## Safe environment

Display both the Childline telephone number (0800 1111) in a prominent place where children and young people can see it and the Family Lives number (0808 800 2222) for parents.

Undertake a risk assessment for each activity and in greater detail for an unusual activity or when away from the usual location.

Insurance, first aid kits and fire precautions should be checked and a health and safety check should be completed regularly with reference to the following minimum standards.

## Venue

- Meeting places should be warm, well lit and well ventilated. They should be kept clean and free of clutter.
- Electric socket **covers must never be used as they present a safety hazard. For further information, see Section 6.6.1 (Equipment).**
- Toilets and hand basins should be easily available with hygienic drying facilities.
- Appropriate space and equipment should be available for any intended activity.
- If food is regularly prepared for children on the premises, the facilities will need to be checked by an Environmental Health officer and a food handling and hygiene certificate acquired.
- Children's packed lunches should be kept refrigerated. Drinks should always be available.
- Groups must have access to a phone in order to call for help if necessary.
- Adults should be aware of the fire procedures. Fire extinguishers should be regularly checked and smoke detectors fitted throughout the premises. A fire drill should be carried out regularly.
- Unaccompanied children and young people should be encouraged not to walk to or from your premises along dark or badly lit paths.

## First aid kits and accident books

- A first aid kit and accident book should be available on the premises. The contents of the first aid kit should be stored in a waterproof container and be clearly marked. Each group should designate one worker to check the contents at prescribed intervals.
- All staff and volunteer workers 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.
- All accidents should be recorded in an accident book.

## E-safety

- Ensure 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.

- Do not make any relationship with a child (other than family members) through a social networking site.
- Maintain a log of all electronic contact with individuals or groups including messaging and texting.
- Ensure that parents or carers are aware of what their children or young people are doing and have given their written permission in advance.
- 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 (see section 6.5.8.1).
- 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.

## Transporting children on behalf of the church

### Drivers

- All those who drive children on church-organised activities should have held a full and clean driving licence for over two years.
- Drivers who are not children's workers should be recruited for the task through the normal recruitment process.
- Any driver who has an endorsement of six points or more on their licence should inform the group leader and the church/circuit safeguarding officer.
- Any driver who has an unspent conviction for any serious road traffic offence should not transport children 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 medicine which may induce drowsiness).
- Drivers of church-owned vehicles should provide a copy of their driving licence on an annual basis.

## Private cars

- Children and young people should not be transported in a private car without the prior consent of their parents or carers. This also applies to formally arranged lifts to and from a church activity.
- All cars that carry children 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.
- All cars that carry children should be in a roadworthy condition.
- All children must wear suitable seat belts and use appropriate booster seats. If there are insufficient seat belts additional children should not be carried.
- At no time should the number of children in a car exceed the usual passenger number.
- There should be a non-driving 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.

## 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 had a trial drive.



## Important telephone numbers

(Please write in your local numbers)

### Local agencies

Police (all non-emergency enquiries)	
Local police Child/Family Protection Unit	
Local council Children's Services/Social Care	
Local Emergency Social Work Team	
Local general hospital	

Childline	0800 1111
Family Lives (helpline for parents)	0808 800 2222

### District Contacts

District safeguarding officer	
DMLN Regional Coordinator (Training)	

### Church and circuit contacts (please write in your local numbers):

Name	Role	Phone
	Superintendent minister	
	Minister	
	Circuit Safeguarding officer (Children)	
	Church Safeguarding officer (Children)	

## **b) Adults (to be developed)**

# Appendix IV

## Model - Circuit safeguarding officer job description

### Role of circuit safeguarding officer

#### Reporting to: The circuit superintendent

#### Experience and skills needed:

- Administrative side of role – confidentiality, organisation, detailed record-keeping, administration
- Interactive side of role – confidentiality, ability to respond quickly to issues, willingness to train others, good interpersonal attitude, sensitivity.

#### Training requirement:

- Methodist Church Safeguarding Foundation and Leadership Training Modules as a minimum (can be completed immediately following appointment)
- continuous professional development to include three-yearly or more frequent training updates
- routine and regular awareness of the evolution of safeguarding legislation, principles and associated legal requirements
- other safeguarding training as found appropriate.

#### Key purposes of the role:

- to ensure the safety and well-being of all children and vulnerable adults within the circuit
- to be the point of reference for individual church safeguarding officers throughout the circuit, to guide and advise them upon Methodist Church safeguarding policy requirements
- to ensure timely delivery of appropriate training for all in need of it across the circuit
- to act on behalf of and as consultant to the superintendent with regard to reports required by the district or Connexion
- to act as a verifier where circuit roles require DBS checks to be undertaken or updated
- to be a member of and actively participate in district safeguarding liaison meetings as called by the district safeguarding officer
- to work closely with the district safeguarding officer on all safeguarding matters.

#### Administrative responsibilities:

- draft, maintain and ensure application of the circuit safeguarding policy
- for any volunteer appointed to a circuit role, the individual concerned has to agree to be approved for the post by the circuit safeguarding officer before they take up the job, including ensuring relevant checks by the Disclosure and Barring Service (DBS) and the control, distribution, receipt, and recording of self-disclosure forms
- maintain comprehensive records and information on behalf of the superintendent and district as set out in policy documents and guidelines.

### The key tasks of the role are as follows:

1. Attend applicable training.
2. Keep yourself informed of safeguarding issues.
3. Keep a detailed record of names of those at circuit level who have DBS checks.
4. Remind church safeguarding officers about the need to apply or reapply for checks in accordance with the Methodist Church policy (for updates, the period is currently every five years).
5. Ensure that all persons receive appropriate training when working with children and vulnerable adults, hold an office of responsibility, or are in other applicable roles as defined in the Methodist Church policy.
6. Keep a record of all people within the circuit who have received Foundation Module training, with dates.
7. Advise and assist the superintendent about safeguarding issues when needed and ensure he/she complies with district and connexional requirements, drafting and submitting required reports on the superintendent's behalf.
8. Ensure a record of all safeguarding issues is kept and report (in conjunction with the superintendent and relevant minister) any concerns to the district safeguarding officer.
9. Request and review copies of the safeguarding policy for each church in the circuit on an annual basis.
10. Ensure that safeguarding is placed on the Circuit Meeting agenda as a 'standing' item and make a report to each meeting about safeguarding events (noting the need for relevant confidentiality regarding specific cases).
11. Be prepared to assist in forming a small group to make provision for people who may pose a risk to others, participating in **safeguarding contracts** and ensuring periodic reviews of them.
12. Ensure that all circuit churches adopt a safer recruitment policy when appointing staff.
13. Ensure churches in the circuit are using the CAS online DBS check process.
14. Keep a directory of useful names and contact details.
15. Act as DBS verifier on behalf of the circuit.
16. The circuit safeguarding officer needs to know how to respond to any concerns raised if somebody believes that a child, young person or vulnerable adult may have suffered, may be suffering or is at risk of harm. They should take the concerns seriously and always, without delay, make an immediate referral to a statutory agency. In all cases, the district safeguarding officer should be informed.
17. The circuit safeguarding officer will be expected to organise and contribute to safeguarding training for all those working in voluntary and paid roles within the circuit.

# Appendix V

## Model - Church safeguarding officer job description

### Methodist District

#### Role of church safeguarding officer

To assist the minister and Church Council in ensuring that the church has an appropriate safeguarding policy, which is implemented and reviewed annually. Also, to act as a point of reference for advice on safeguarding issues.

#### Main tasks

- To help the minister to draw up a local church policy and keep it under review.
- To offer support and guidance to the minister and Church Council about safeguarding matters, offering advice or making referrals.
- With the lettings officer ensure that all hirers are aware of and comply with the local church safeguarding policy – or if groups have their own policies, that this is noted on the agreement.
- To make sure that safeguarding is an item on all Church Council agendas.
- To advise church groups on safe recruitment practice and with the minister keep records of application forms, DBS checks and references.
- With the minister and local leads for Junior Church, youth work and pastoral care, identify who needs to complete Foundation Module and Refresher training and let the circuit safeguarding officer know for planning purposes.
- To keep a local church attendance record of those who have completed the training.
- To make sure that a copy of the church safeguarding policy is prominently displayed around the church and that there is a good supply of other publicity material about safeguarding available for church noticeboards and other suitable locations (this information can be obtained from the NSPCC, Action for Children or the local authority, for example).
- To act as a link between the local church, the circuit safeguarding officer and the DSO.
- If the church is an LEP, ask the minister to ensure that there is a recorded local agreement about which denomination's safeguarding policies and procedures are to be followed.

#### Person specification

- Some knowledge and experience of working with children, young people or vulnerable adults would be helpful.
- A basic understanding of safeguarding issues and a willingness to attend any necessary training.
- Good communication and administrative skills.

#### Accountability

The church safeguarding officer will be responsible to the Church Council, through the minister.

#### DBS check

Due to the nature of the post, the post holder will be required to complete a DBS application, to be reviewed on a five-yearly basis.

#### Approved

#### Methodist Church

Date .....

# Appendix VI

## Model Policy Key Points for External User Groups of Premises - Checklist

### Promote a safer environment and culture

- have a safeguarding children &/or adults policy in place with evidence of/process for annual review and update
- named safeguarding person/point of contact
- acknowledgment that safeguarding is a shared responsibility
- evidence the policy is based on statutory guidance and good practice
- statement that all people are treated with respect and dignity
- the property should be kept safe and checked at the beginning and end of any session for issues, and then these reported to the appropriate person
- any transport of children or vulnerable adults will need to ensure the vehicle is suitable and insured and that the driver and escort are safely recruited. An agreed record to be kept for each driver/car.

### Safely recruit and support all those with any responsibility related to children and adults at risk of harm

- evidence that staff and volunteers are clear about their roles and responsibilities
- safeguarding training at the appropriate level to be in place for all staff and volunteers
- staff and volunteers are not to work alone or meet alone with a child or vulnerable adult
- all staff and volunteers to be safely recruited with DBS checks completed for all eligible roles and a process in place to assess the appropriateness of anyone who has a blemished DBS.

### Respond promptly to every safeguarding concern or allegation

- a process in place to deal with safeguarding concerns without delay
- a process to deal with allegations about staff and volunteers
- a process in place to deal with complaints.

Organisations may have separate policies for social media/electronic communication; photography and video, off-site events. They may also have safer working guidance about adult child ratios, touch and a code of conduct for individual workers.

### ***Users and hirers of Methodist premises***

*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 comparable equivalent guidelines and procedures (such as Scouting and Guiding national safeguarding policy).*



## Safeguarding Policy, Procedures and Guidance for the Methodist Church in Britain

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**The Methodist Church** 

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