**Bude and Holsworthy Methodist Circuit (24/11)**

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

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

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| Author | Version | Date Adopted: |
| BandH (24/11) Safeguarding Team. | 1.0. |  |

**Part One: Introduction and Statement of Safeguarding Principles**

**The Policy**

This policy addresses the safeguarding of children, young people and vulnerable adults. The policy is one which will develop in the ensuing years as Safeguarding needs and procedures are identified. The policy 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.

**Statement of Safeguarding Principles**

Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians see this potential as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm.

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 the relevant vetting and barring schemes.

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

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

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

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

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

**Part Two: Circuit Safeguarding Policy**

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY**

**Bude and Holsworthy Circuit**

The Bude and Holsworthy Circuit (the Circuit) and

(Name of church…………………………………………………………………………………..)

are 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.

The Circuit and this Church fully agrees with the Connexional statement reiterated in *Creating Safer Space* 2007 and all subsequent Methodist Statements and policies concerning Safeguarding:

*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 Connexional Statement**

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

**The Circuit Meeting’s and Individual Church’s Commitment**

(Name of church:……………………………………………………………………….)

The Circuit and this Church commits itself to **RESPOND** without delay to any allegation or cause for concern that a child or vulnerable adult may have been harmed, whether in the church or in another context. It commits itself to challenge the abuse of power of anyone in a position of trust.

The Circuit and this Church commits itself to ensuring the **IMPLEMENTATION** of Connexional Safeguarding Policy; government legislation and guidance and safe practice in the circuit and the churches.

The circuit and this Church commits itself to the **PROVISION** of support, advice and training for lay and ordained people that will ensure people are clear and confident about their roles and responsibilities in safeguarding and promoting the welfare of children and adults who may be vulnerable.

The Circuit and this Church **AFFIRMS** and gives thanks for the work of those who are workers with children and vulnerable adults and acknowledge the shared responsibility of all of us for safeguarding children and vulnerable adults who are on our premises.

**Safeguarding Appointments**

The Circuit appoints the Circuit Safeguarding Officer and Circuit Safeguarding Administrator who are supported by the Superintendent minister.

The relevant Church Council appoints the Church Safeguarding Officer.

Role descriptions can be found at Appendix ‘A’

The relevant minister will provide support to the Safeguarding Officer(s).

Full contact details can be found at Appendix ‘B’.

**Part Three: Policy Purpose and Good Practice**

**Policy Purpose**

The purpose of this safeguarding policy is 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).

**Good Practice**

We believe good practice means that:

* All people are treated with respect and dignity.
* 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.
* 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.
* 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 kept in the church file for each driver/car.
* 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 necessary to safeguard those working with children, young people and those adults who may be vulnerable.

**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 (Foundation Module), within the first 6 months of appointment. The other training needs of each worker will be considered (e.g. food hygiene, first aid, lifting and handling, etc.) and each worker will have an annual review conducted by a named member of the Church Council and another worker within the organisation.

**Pastoral visitors**

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

**Guidelines for working with children, young people and vulnerable adults**

A leaflet will be produced and reviewed annually to be given to each worker with children, young people and vulnerable adults outlining good practice and systems. The leaflet will be reviewed annually with this policy [Church Councils may produce their own material or use appropriate Connexional leaflets (Quick Reference Guide and Code of Safer Working Practice Leaflet)].

**Ecumenical events**

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

**Off-Premises events**

Adequate staffing, a risk assessment and notification of the event are 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 Minister. The Church Safeguarding Officer will forward it immediately to the Circuit Safeguarding Officer in order that an appropriate response can be made.

**Other Groups on Premises**

Where the building is hired for outside use, the person signing the letting agreement will be given a copy of this policy and the appropriate leaflet, for example ‘The code of safer working practice’ or the quick reference guide.

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 DSO and Church Safeguarding Officer.

**Part Four: Safeguarding complaints procedure**

All Safeguarding complaints should be made to a minister, the Church Safeguarding Officer, a church steward, the Circuit Safeguarding Officer or the Superintendent minister.

In cases of emergency, for instance, when a child or young person or vulnerable adult is at risk or in danger, then the police may be contacted via the 999 system. Lesser concerns may be reported to police via the 101 system or to the local Social Services, NSPCC, or Multi-Agency Safeguarding Hub. (See Appendix ‘B’)

**Part Five:** **Key concepts and definitions**

**Definitions:**

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.

A child or young person is a person aged under 18.

**Key concepts:**

* Safeguarding and protecting children or vulnerable adults from maltreatment; preventing impairment of their health and ensuring safe and effective care.
* Adult/child protection is a part of safeguarding and promoting welfare. This refers to any activity which is undertaken to protect children/specific adults who are suffering or are at risk of suffering significant harm, including neglect.
* 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.

**Part Six: Review**

This policy will be reviewed annually by the Circuit Meeting/ Church Council, the first review to be twelve months after its adoption.

Christopher Smith: CSO.

Revd Simon H Leigh: Superintendent minister.

**Appendix A: Role Descriptions**

**Role of Circuit Safeguarding Officer (CSO)**

**(Reporting to: The Superintendent minister)**

**Key purposes of the role:**

* to promote 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 Disclosure and Barring Service (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 (DSO)
* to work closely with the DSO on all safeguarding matters.

**Administrative responsibilities (together with the Circuit Safeguarding Administrator)**

* to 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 role, including ensuring relevant checks by the Disclosure and Barring Service (DBS) and the control, distribution, receipt, and recording of self-disclosure forms.
* to maintain comprehensive records and information on behalf of the Superintendent and district as set out in policy documents and guidelines.

**Key tasks of the role**

* Support and advice to the circuit superintendent and the circuit stewards regarding safeguarding matters.
* With the support of the circuit Superintendent, ensure prompt recording and reporting of any safeguarding concerns of which they are made aware. This will include appropriate referral to statutory agencies and DSOs, as required by Methodist Church Safeguarding Policy, Procedures and Guidance.
* Making appropriate arrangements for the secure storage, retention and appropriate sharing of safeguarding information held by the circuit.
* Promoting the safety and well-being of all children and vulnerable adults within the circuit.
* Presenting a report to each circuit meeting about safeguarding events (noting the need for confidentiality regarding specific cases) and reminding relevant parties (where necessary)that safeguarding should be a standing item on the Circuit Meeting agenda
* Receipt of church risk assessments, policy and training schedules for sharing with the circuit meeting annually.
* Attending the circuit staff meeting as necessary to discuss concerns brought to their attention.
* Liaisingwith individual church safeguarding officers to offer guidance and check they are complying withMethodist Church Safeguarding Policies, Procedures and Guidance. This should include at least one annual meeting.
* Working with the superintendent minister, ministers and the DSO regarding safeguarding concerns.
* Attending and active participation at safeguarding training, district safeguarding events and meetings.
* Working with local ecumenical partners and their safeguarding representatives.
* Reviewing safeguarding policies for each church in the circuit prior to presentation to the Circuit Meeting.
* Supporting the circuit superintendent with the annual review of the circuit safeguarding policy and sending a copy to the DSO.
* Maintaining a record of all people within the circuit who have received Foundation Module and Foundation Refresher ***(prior to 2020)*** training together with dates of attendance.
* Ensuring that training is offered to those working with children and vulnerable adults, holding an office of responsibility, or are in other applicable roles as defined in Appendix III of the Methodist Church Safeguarding Policy, Procedures and Guidance.
* Overseeing timely delivery of appropriate training, in liaison with the Church Safeguarding Officers and accredited Circuit Trainers.
* Advisingall churches in the circuitof the requirement to adopt a safer recruitment policy and tocarry out required procedures when appointing staff or volunteers.
* DBS verification on behalf of the circuit.
* Retaining records of names of those at circuit level who have DBS checks.
* Providing reminders to 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).
* Assisting the DSO with setting up Monitoring and Support Groups for those subject to safeguarding contracts and reminding the chairs of groups when reviews are due.
* Maintaining a directory of useful names and contact details.

Church safeguarding officer:   
Role description

Main tasks

The following tasks will form a core part of the church safeguarding officer’s role:

* provision of support and advice to the minister and the stewards in fulfilling their roles with regard to safeguarding
* ensuring that a suitable, signed church safeguarding policy is displayed at all times in the church on a safeguarding noticeboard, along with names of current safeguarding officers, national helplines and other suitable information. This must be renewed annually
* recording of all safeguarding issues that are reported to the church safeguarding officer, according to Methodist policy and procedures
* promotion of appropriate routes for reporting of concerns
* identify those who are required to attend safeguarding training and maintain records of attendance. Work with the circuit safeguarding officer and DSO to arrange training
* attend training and meetings relating to the role
* work in partnership with the lettings officer, stewards and user groups to promote good safeguarding practice on church premises. This will include confirming in writing that hirers of church premises are aware of the church safeguarding policy or are using an appropriate policy of their own
* check that safeguarding is included as an agenda item at all Church Council meetings and report to the Church Council annually
* inform all those with responsibility for recruitment, whether paid or voluntary, of their obligation to follow safer recruitment procedures
* advise the Circuit Safeguarding Officer and/or DSO of any issues with compliance with safeguarding training, policy or safer recruitment requirements and respond promptly to any request from them about audit of safeguarding activities

**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 submit to a DBS check, to be reviewed on a five-yearly basis.

**Appendix B: Points of Contact**

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|  | **C:\Users\Christopher\Downloads\image001.png** |
| **Safeguarding** **Contacts** |
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| **Bude and Holsworthy Circuit** | |
| **Version One** | **21st September 2021** |

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| **Emergency contacts** | | |  | **Helplines** | | |
| Police, Ambulance,  Fire Service | | 999 |  | Police non-emergency | 101 | |
| Cornwall Social Services (Child/Young person) | | 01208 251300 | NSPCC | 0808 800 500 | |
| Cornwall Social Services (Adults) | | 0300 1234 131 |  | Childline | 0800 1111 | |
| Devon Emergency Duty Team | | 0345 600 0388 |  | Action on Elder Abuse | 0808 808 8141 | |
|  | |  |  | Family Lives | 0808 800 2222 | |
|  | |  |  | National Domestic  Abuse Helpline | 0808 2000 247 | |
|  | |  |  | Samaritans | 116 123 | |
|  | |  |  |  |  | |
| **Reporting safeguarding concerns, help and guidance** | | |  | Cornwall Multi Agency Referral Unit  (Child/Young Person) | 0300 1234 101 | |
| Your Church Safeguarding Officer |  | |  | Devon Multi Agency Safeguarding Hub (Child/Young Person) | 0345 155 1071 | |
| Circuit Safeguarding Team | Email:  [BandHsafeguarding@gmail.com](mailto:BandHsafeguarding@gmail.com) | |  |  |  | |
| Christopher Smith  Circuit Safeguarding Officer | 01409 254457  Mob: 07807 664553 | |  | **Information about safeguarding in the Methodist Church** | | |
| Max Whenmouth  Circuit Safeguarding Admin | Mob: 07904 594927 | |  | Safeguarding Policy, Procedures, and Guidance for the Methodist Church  [www.methodist.org.uk/safeguarding](http://www.methodist.org.uk/safeguarding) | | |
| **Minister in Pastoral Charge** |  | |  | **Location of church/safeguarding policy:** | | |
| Rev Simon Leigh Superintendent Minister | Mob: 07814 027354 | |  | Circuit Safeguarding Team  Church Safeguarding Officer  Displayed in all Church buildings | | |
| **District Safeguarding Officer** |  | |  |  | |  |
| Chrissie Slaney | Mob: 0779 4133797 | |  |  | |  |