

# Littleover Methodist Church Safeguarding Policy

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Date adopted -February 2017  
Date to be reviewed - February 2018

## Index

Introduction .....	3
Appointment of Workers .....	5
Completion of Registration Documents.....	7
How to apply for a DBS Disclosure.....	9
Issues Regarding Touch.....	10
Electronic Communication.....	11
Photography and Video.....	12
Off-Site events and holidays.....	13
Recognising signs of possible abuse.....	14
How to react when a child or vulnerable adult wants to talk about abuse.....	15
What to do if you suspect abuse may have occurred.....	17
Issues regarding being alone with a child, young person or vulnerable adult.....	18
The Church and sex offenders.....	20
Adult to Child ratios.....	21

## Appendices

1.Responding to abuse - Workers action sheet .....	22
2.Example of Sex Offenders contract.....	24
3.Self Declaration form.....	28
4.Key Holder Form.....	29
5.Example of Photography Consent Form.....	31
6.Example of Photography Notice for Church Events.....	32
7.Example of Permission Slip for Off-Site Events.....	33
8.Guidelines for individual workers.....	34
9.Methodist Safeguarding Handbook Form A Part 1.....	35

## 1. Introduction

1.1 The Littleover Methodist Church (hereafter “LMC”) takes seriously its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults.

1.2 As part of the mission of the church, LMC is committed to:

- A. The care, nurture of, and respectful pastoral ministry for all: children, young people and adults.
- B. The safeguarding and protection of children, young people and all adults
- C. The establishing of safe, caring communities which provide a loving environment where victims can report or disclose abuse and where they can find support and best practice that contributes to the prevention of abuse.
- D. LMC recognises that many children, young people and vulnerable adults are the victims of various forms of abuse. This may include ;

- Sexual
- Physical
- Emotional
- Neglect
- Financial
- Organisational
- Spiritual
- Domestic Violence
- Modern Slavery
- Online and Social Media
- Child sexual exploitation
- Female genital mutilation
- Forced marriages

1.3 Accordingly, the Church Council (CC) has adopted the policy contained within the document entitled Littleover Methodist Safeguarding Policy and will help deliver the commitments in Paragraph 1.2 through the following principles:

- We will carefully select, support and train all those with any responsibility within the Church (as per Section 3.0), in line with Safer Recruitment principles, including the use of criminal records disclosures and registration/membership of the relevant vetting and barring schemes. (See section 2 - Appointment of workers)
- We will respond without delay to every complaint, that any adult, child or young person may have been harmed, cooperating with the police and local authority in any investigation.
- We will seek to offer informed pastoral care to anyone who has suffered abuse, developing with them an appropriate ministry that recognises the importance of understanding the needs of those who have been abused, including any feelings of alienation and/or isolation.

- In as far as we can we will protect survivors of sexual abuse from the possibility of further harm and abuse
- We will 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 appropriate agencies , of any member of our church community known to have offended against a child, young person or vulnerable adult.
- We will follow legislation, guidance and recognised good practice when dealing with any safeguarding issues.
- We will seek to promote good safeguarding practice at every opportunity.

**1.4** The content of the policy can form the basis of a seminar for all workers with children/ young people/vulnerable adults in the church. This training is to comply with the Methodist publication “Methodist Safeguarding Handbook” and related material produced by the Methodist Church. Training will also include ‘Issues Regarding Touch’ and guidelines on issues such as child-to-adult ratios. LMC is committed to ensuring all workers with children, young people, and vulnerable adults receive appropriate training, including refresher training for the role they undertake. (See Attendance Provision from app 2, Safeguarding Report, The Methodist Conference 2012, Creating Safer Space)

**1.5** A vulnerable adult is defined as any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of her or himself, or to protect her or himself from significant harm or exploitation.

**1.6** A child is defined as anyone who has not yet reached their 18th birthday. Therefore, any activity defined as a children’s or young persons activity, should be restricted to those within that age group. In practice, this can be extended to the end of the school year in which they reach 18.

**1.7** There should be a 3 year age gap between the upper age limit in any group and the youngest leader.

**1.8** All workers will receive a copy of the policy (electronic or printed). Copies will also be kept in the church office and displayed in the entrance foyer.

**1.9** LMC recognises the need to build constructive links with the child care agencies. LMC seeks to promote access to ‘Childline’ for children and young people to contact. The contact number will be displayed prominently by posters supplied by ‘Childline’.

**1.10** A notice is to be clearly displayed in the entrance to the Church stating that this Church has a safeguarding policy for the protection of children, young people and vulnerable adults and all workers in these areas have appropriate safeguarding checks. The notice will also state that a copy of the policy will be available on request, and from whom it can be obtained.

**1.11** The Minister, also Penny Sutherland, Fiona Dilley & Tim Green are appointed by the CC and have the responsibility for annual review and implementation of this policy.

## **2. Appointment of Workers**

2.1 The procedure for appointment complies with the guidelines laid out in the Methodist Church's "Methodist Safeguarding Handbook" copies of which are kept in the church office, with the circuit safeguarding representative and the Minister. These copies are available to all for consultation or may be viewed via the Methodist Church website;

<http://www.methodist.org.uk/ministers-and-office-holders/safeguarding>

**This procedure must be followed for all appointments.**

2.2 All people nominated or holding positions in the Methodist Church must sign a declaration as per Safeguarding form C.

2.3 All current and prospective workers (children and vulnerable adults) must complete a `registration form for voluntary workers with children and young people and vulnerable adults (Methodist Safeguarding Handbook Form A Part 1)', see Appendix 9.

Prospective workers will then attend an interview.

The church requires TWO character references (not from family members). These must be completed before the worker begins ANY regulated activity with young people and vulnerable adults. Workers will be given a completed `Volunteer Agreement (Which may be Safeguarding Form A Part 2 for Those working with children and vulnerable adults)'.

2.4 Workers requiring DBS (Disclosure and Barring Service ) check, must complete form X before starting the DBS process.

2.5 A (DBS) Disclosure must be obtained specifically for the work for the church. (For the level of checks required, see sec 3). These must be obtained before workers start any work with children or vulnerable adults, and must be renewed every 5 years.

2.6 Workers will be required to attend regular Methodist Church safeguarding training. Refusal to accept this training prohibits the person from assuming any post working with children/young people and vulnerable adults in the church. Workers will be expected to attend training every five years.

2.7 Workers will be given the opportunity to meet together with their line manager to discuss the work and areas of concern.

**2.8** A criterion for NOT appointing a worker is any previous offence against children. Any convictions, cautions or other available information will also be taken into account. Methodist Church Standing Order 010 states:

*(2) Subject to the provision of the Rehabilitation of Offenders Act 1974 (or any statutory modification or re-enactment for the time being in force and any regulations and orders made or having effect thereunder)*

*(i) no person who has been convicted of or has received a formal caution from the police concerning an offence mentioned in the Schedule to the Children and Young Persons Act 1933 shall undertake work with children and young persons in the life of the Church.*

*(A list of the offences covered is found on the Methodist website and from the Independent Safeguarding Authority (for England and Wales) or Disclosure Scotland).*

### **3. Completion of Registration Documents**

**3.1** Roles within the church are required to be allocated into groups in accordance with the Safer Recruitment Policy. Key roles are allocated into the following groups:

**3.2 Group 1** - Those that undertake 'Regulated Activity' will be required to apply for an Enhanced Criminal Record plus Barred List check (you should always assess each role individually):

(Regulated activity covers anyone working closely with children and/or vulnerable adults, either paid or unpaid, on a frequent, intensive or overnight basis.)

- *Specified nature*: teaching, training, care, supervision, advice, treatment and transportation.
- *Frequency*: regularly, once a week or more often.
- *Intensity*: 4 days or more in a 30 day period.
- *Overnight*: any time between 2 am and 6 am).
- Sunday school leaders.
- Leaders of midweek youth/children's groups.
- Minister.
- Youth and Children's Ministry Leader.
- Messy Church leaders.
- Leaders and helpers of Parent and Toddler groups.
- Leaders of playgroups which are run by the church.
- Leaders of holiday clubs.
- Music group leaders where the group is made up wholly or partly of children or vulnerable adults.
- Other employees or volunteers whose work will bring them into unsupervised contact with young people and vulnerable adults as part of their role.
- Pastoral visitors whose work is mainly or wholly involving children or vulnerable adults.
- Leaders of church-approved lunch clubs that are for vulnerable adults.
- Leaders on residential trips with children or vulnerable adults.

**3.3 Group 2** - Those that undertake work previously classed as 'Regulated Activity' will be required to apply for an Enhanced Criminal Record check excluding Barred List check (you should always assess each role individually):

- Church stewards, in their capacity as Church Council members.
- A minimum of 3 Church Council members (can include stewards).
- Safeguarding officers and members of the Safeguarding team.
- Church approved drivers for children or vulnerable adults.
- Door Stewards. Children or young people assisting cannot be checked, but must only be involved as part of a family group.
- Worship Leaders.
- People on the coffee rota
- People on prayer ministry team.
- House Group leaders
- Alpha leaders (or leaders of other discipleship groups).

**3.4 Group 3** - Those who work for the Church and have limited contact with people (including children and vulnerable adults) through their role will not have an Enhanced Criminal Record check for safeguarding purposes. However, a self-declaration form must still be completed (see Appendix 4):

- Local Preachers (this will be a circuit responsibility).
- Church cleaner.
- Musicians.
- Church secretary.
- PA (sound and visual) operatives.

**3.5** Key holders will be required to complete key holder forms (Safeguarding Form D, see Appendix 4).



#### **4. How to apply for a DBS disclosure**

**4.1** To initiate an application for a DBS disclosure, the applicant should speak to the Minister or other appointed verifier in the first instance (delegated DBS verifiers) and complete the form electronically.

**4.2** Upon receiving your DBS disclosure, if the form is clear, ie no information other than the applicants personal details, the applicant can be approved for work. Should there be any information suggesting a possible risk , advice should be taken from the district safeguarding officer.

As a reminder, the other forms that must be completed and returned are:

1. Methodist Safeguarding Handbook Form A Part 1.
2. Safeguarding Form A Part 2.
3. Two personal references.
4. Form X.

## **5. Issues regarding touch when working with Youth/Children's work and vulnerable adults**

**5.1** Touch is an important part of human relationships. Touch can be necessary to protect a child from danger. Touch can also be a natural way to respond to someone in distress.

**5.2** Everyone working with children / young people and vulnerable adults should be sensitive to what is appropriate and inappropriate physical contact. Leaders need to be aware that however well intended, some actions could be misconstrued as harmful.

**5.3** The following advice is for all church workers with children and young people and vulnerable adults:

- Keep everything public. A hug in the context of a group is very different to a hug behind closed doors.
- Touch shall be age-appropriate and generally initiated by the child / young person / vulnerable adult, not the worker.
- Avoid any activity that is (or could be construed as) sexually stimulating to the adult or the child / young person / vulnerable adult.
- Children, young people and vulnerable adults are entitled to determine the degree of physical contact with others except in exceptional circumstances, e.g. when in need of medical attention.
- Team members should take responsibility for monitoring each other in the area of physical contact. They should challenge a team member if necessary, and inform the leader of the group involved.
- Team members should be aware of appropriate and inappropriate touch between each other.
- Team members should look out for signs of self harm. If any are noted, the overall leader must be informed. The overall leader must then inform the minister or a member of the safeguarding team.
- People with sight impairment use touch as part of their everyday life and should not be discouraged, although care should be taken that inappropriate touch is not used.
- Some people with additional needs do not respond well to touch of any form even if they are upset. Leaders should be informed by parents or carers if this is the case.

## 6. Electronic Communication

6.1 Use of social media, instant messaging and internet-based chat facilities are common-place in today's society, but they also open up new ways of abuse (and of purely innocent things being misconstrued). The following is a guide to help keep the church to stay safe when using these methods of communication.

6.2 Ensure that parents and carers are aware of what children and young people are doing and have given their permission if using computer and internet work at church groups.

6.3 When demonstrations are being given, leaders should ensure beforehand that all websites being visited have material that is appropriate for the age group taking part.

6.4 If workers use electronic forms of communication with the young people in their care (such as text, email, social networks (e.g. Facebook) and instant messaging (e.g. MSN)), they should adhere to the following guidelines:

- Where possible, make sure that all communication on internet sites such as Facebook not done in such a way so only the sender and recipient can view it.
- Any emails, texts or instant messages must be kept for a suitable period (e.g. a month) and saved (and reported) long term if deemed to be significant e.g. disclosure of abuse.
- Texting and other electronic forms of communication is not advised late at night (after 9pm) or during school/college hours.
- Texting should be limited to the communication of information. Texting should be functional rather than general conversation.
- Adults shall not initiate or respond to contact with young persons through social media.
- All contact by social media should be in line with the specific platforms terms of service in relation to age. (eg Facebook, Instagram, Snapchat, not under 13. WhatsApp, not under 16)
- All users of social media should be aware that anything that they post in their profile may be visible to youth who are friends or friends of friends, and should consider restricting visibility of their profile as appropriate.
- People using social media as a tool of communication for church purposes should set up a different account from their personal one.
- Ongoing counselling and pastoral care of young people should always be done in person and not through electronic forms of communication.
- No pictures of people shall be put on any kind of website, webpage or social networking site associated with the church without consent. In the case of children and young people, written consent must be obtained. *Please see Appendix 6 - Consent form regarding the use of photography.*

## **7. Photography and Video**

**7.1** Guidelines for appointed photographers at church events are as follows.

**7.2** Do not photograph any child who has asked not to be photographed or who is under the care of a local authority/court order (where it is known).

**7.3** Photography or video recording should focus on the activity not on a particular young person.

**7.4** Images should focus on small groups rather than individuals.

**7.5** All children must be appropriately dressed when photographed, ie no revealing clothing or swimwear.

**7.6** All people taking photographs or recording footage for official use at the event should register with the event organiser.

**7.7** All concerns regarding inappropriate behaviour or intrusive photography should be reported to the event organiser.

**7.8** Any photographs of children or young people that are displayed in any form either on the internet or around the church premises or in any document or publication, must not have names attached to them.

***Please see APPENDIX 5 - EXAMPLE OF PHOTOGRAPHY CONSENT FORM.***

***Please see APPENDIX 6 - EXAMPLE OF PHOTOGRAPHY NOTICE FOR CHURCH EVENTS.***

## **8. Off Site events and holidays**

**8.1** Any trips off site must have separate consent forms and medical forms (see Appendix 7).

**8.2** The ratio of staff-to-children must be the same as the OFSTED ratio guidelines as a minimum. Care should be taken that there are enough staff should two leaders be required to take a child to the hospital. On residential trips, there should be sufficient staff for each staff member to have a rest period so that they are not working all the time. All members of staff for overnight events must be DBS checked. At least 50% (or 2 minimum) of staff must be DBS checked for day trip events.

**8.3** In a mixed group, there should be a sufficient number of leaders for both genders.

**8.4** Sleeping arrangements, wash facilities and changing rooms:

- Adults are required to sleep in separate but adjacent sleeping quarters to the children/young people. Communal sleeping areas for leaders are safer than leaders being alone in a room/ tent. Responding to children/ young people in the night should always be done by more than one leader of the same sex of the child/young person.
- Separate sleeping areas need to be provided for each gender and age group (under 8 years, 8-12 years, 13+ years).
- Separate male and female sleeping quarters, wash facilities and changing rooms must be adhered to at all times. This applies to the leaders also.

**8.5** All sites and activities need to be risk assessed before the event. (see Methodist Children and Youth Residential events guidance pack for advice on completing risk assessments)

**8.6** A qualified first aider should be present and available.

**8.6** Couples or close relatives should not hold an official youth church event in their own home without a third leader present.

## 9. Recognising the signs of possible abuse

*THE FOLLOWING SIGNS MAYBE INDICATIONS OF ABUSE, BUT MUST NOT BE TAKEN IN ISOLATION*

### 9.1 Physical Signs

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games etc.
- Injuries which have not received medical attention.
- Instances where children are kept away from the group inappropriately.
- Reluctance to change for- or participate in games or swimming.
- Bruises, burns, bites, fractures etc. which do not have an accidental explanation.
- Cutting/slashing/drug abuse.

### 9.2 Emotional Signs

- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clingy.
- Depression/aggression
- Nervousness/frozen watchfulness
- Sudden underachievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention seeking behaviour
- Persistent tiredness
- Running away/stealing/lying.

### 9.3 Indicators of possible sexual abuse

- Any allegation made by a child/young person concerning sexual abuse.
- Child/young person with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age inappropriate play.
- Sexual activity through words, play or drawing.
- Inappropriate bed sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.

### 9.4 Indicators of possible neglect

- Unkempt appearance
- Poor hygiene
- Malnutrition
- Stealing food
- Persistent extreme tiredness
- Inappropriate clothing for the type of weather

## **10 How to react when a child or vulnerable adult wants to talk about abuse**

It is not easy to give precise guidance but the following may help.

### **10.1 General Points**

- Let them know from the start that you may need to tell someone else
  - DON'T PROMISE CONFIDENTIALITY.
- Accept what the person says (however unlikely the story may sound).
- Keep calm.
- Look at the person directly.
- Be honest.
- Even when a child has broken a rule they should be made aware that they are not to blame for the abuse.
- Be aware that the person may have been threatened.
- Never push for information.
- Never ask young people or vulnerable adults to lift up or remove clothing to show you any possible signs of abuse.
- Never photograph injuries

### **10.2 Helpful things to say or show**

- Show acceptance of what is being said
- I am glad you have told me.
- It's not your fault.
- I will help you.

### **10.3 Avoid Saying**

- Why didn't you tell someone before?
- I can't believe it.
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises.
- Never make such statements as "I am shocked, don't tell anyone else."

#### 10.4 Concluding

Again, reassure the person that they were right to tell you.

Let the person know what you are going to do next and that you will let them know what happens THEN IMMEDIATELY FOLLOW THE PROCEDURE AS SET OUT IN PARAGRAPHS 11.1 to 11.7 OF THIS SAFEGUARDING POLICY.

Always make a written record of what you have been told, using the persons own words as far as possible. Do not ask the person to sign the record. Sign and date yourself, and record where the conversation took place.



## **11. What to do if you suspect abuse may have occurred**

**11.1** Make notes as soon as possible (this **MUST** be on the same day). A copy of Appendix 1 ('Responding to Abuse- Workers Action Sheet') shall be used. If notes are made on a separate sheet before being written up, they must also be signed, dated and kept for future reference. As much as possible, write down word-for-word what the person has said to you and the time and date that it was said. Any marks or injuries that have been seen (or mentioned) need to be recorded (without the removal or lifting of clothing). The general demeanour of the person shall also be recorded. Any disclosure of any nature shall be noted (even if it is deemed that no action need be taken) and the District Safeguarding Officer (DSO) shall be notified of the disclosure as soon as possible. The DSO will then advise on the appropriate action.

**11.2** The church safeguarding officer and the minister should be informed. There is also a requirement to inform the superintendent minister.

**11.3** Local Authority Social Care (tel 01332 641172 ) may need to be informed. You can contact the Local Authority Social Care directly if you are concerned.

**11.4** If the suspicions of abuse in any way involve the persons detailed in Paragraphs 11.2, then the Circuit Superintendent shall be consulted.

**11.5** If none of the church representatives can be contacted, a report shall still be made to Local Authority Social Care. If the child is obviously injured or you are concerned about their immediate safety, contact the police (101).

**11.6** Do not discuss your suspicions/concerns with anyone other than Local Authority Social Care and those mentioned above.

**11.7** You shall in no way attempt to investigate any disclosures/incidents. Any investigations regarding child abuse will be a matter for the statutory authorities, whose task it is to investigate the matter under Section 47 of the Children's Act 1989. The role of those mentioned above is to collect and clarify the precise details of the allegations or suspicions in order to take any immediate action where a church worker or church member is involved in the allegation or suspicions. The person about whom the concerns or allegations have been made must not be spoken to about the allegation. The action taken, which may be temporary, is needed until the matter has been resolved by the statutory authorities working together to investigate the matter. During the course of an investigation, the authorities may ask you to contribute either by giving information at a case conference, Professional Strategy Meeting, or supporting the family. You will be advised by the statutory authorities in this event.

**NOTE:** If a person is displaying signs of serious injury and is suspected of requiring immediate medical attention, treatment shall be sought for that person. The medical authorities may initiate further action. As soon as possible, the worker shall then carry out the process as detailed in paragraphs 11.1 to 11.7 above.

## **12.0 Issues regarding being alone with a child / young person or vulnerable adult**

**12.1** Workers shall not meet up with children/young people outside of their role description, unless specifically authorised (e.g. Minister, Covenant of care group). The parents/carers of the child/young person must also give their consent. Similarly, workers shall not meet up with a vulnerable adult outside of their role description unless specifically agreed with the Pastoral Team or minister.

**12.2** In the instance of giving children/young people or vulnerable adults a lift in a car, the following guidelines shall be adopted:

- A single child shall not be given a lift except in emergencies and must sit in the back.
- There should be a non-driving adult as escort as well as the driver, unless in an emergency , as per at 1.
- A vulnerable adult may be given a lift by an approved driver in an approved role as identified in Section 3.0.
- Another leader must be informed when taking young people/vulnerable adult in a leader's car.
- When at external venues, young people should be dropped off and picked up by parents where possible

**12.3** When taking children in the car, the law must be adhered to concerning appropriate age and height related restraints.

**12.4** When visiting a child at home, the visit must not take place unless a parent is at home. Only communal rooms are to be used (not, eg, bedrooms/bathrooms). A record must be kept of the visit and either the minister or a member of the safeguarding team informed.

**12.5** The church building must not be open to young people without adult supervision.

**12.6** Any room on Church premises used by young people and vulnerable adults shall have adequate supervision of at least 2 leaders at all times (refer to OFSTED's recommended ratios also).

**12.7** Visiting leaders and helpers are not be counted in the ratios within an activity and must not be left alone with young people/children unless they have gone through safer recruitment and the DBS system.

**12.8** All helpers under the age of 18 shall be counted as a child in the ratios and never left alone with young people.

**12.9** Adults who are closely related or in a relationship must ensure that an additional adult is present when children/young people are in their home, when they are at an external venue or when they are the only adults present in the church building.

**12.10** If adequate supervision cannot be provided meetings must be cancelled. Leaders should be ready to receive children at least 10 minutes before the start time. At least 2 leaders must be ready to receive children/young people and remain until all children are collected.

**12.11** Children must be signed in and out of each meeting, where the children have been left without their parents/carers on the Church premises.

**12.12** Best practice is that all children are signed in and out of all Church events, and that there is a presence on the door.

**12.14** Separate toilet facilities shall be designated for the use of leaders and young people in the Church building. This is to avoid a situation where a leader finds him or herself using the toilet when a child or young person is in the same room. This does not prevent a leader looking into a toilet to check that a child is safe and well, but this should always be done in company with a second leader. The same rule applies where a child for whatever reason needs to be taken to the toilet.

**12.15** If there is another event taking place in the building at the same time as a youth/ children's regulated activity, arrangements shall be made to ensure segregated toilet facilities.

## **13. The Church and sex offenders**

**13.1** The church is committed to providing a community of love and care, and to the restoration of broken people and communities. The safety of all those who attend the church is paramount. Many sex offenders attend church, some were church members when they offended, and others found faith while in prison. The church has a responsibility to ensure they are welcomed safely within the church community.

### **Attending church**

**13.2** These procedures shall be followed when an offender, or person who may pose a risk to vulnerable groups, wishes to attend a Methodist church:

**13.3** If the offender is in prison, contact shall be made with the prison chaplain before release.

**13.4** The church shall try to work with the other agencies involved to see how church involvement fits in with the rest of the support package set up for the offender.

**13.5** A small group (Covenant of Care) appointed on behalf of the church council, shall be set up to monitor and support the offender. This group shall meet with the offender from time-to-time to review the covenant of care agreement and address any concerns.

**13.6** A risk assessment shall be carried out looking at the church premises and the activities the offender is likely to be involved in.

**13.7** A written covenant of care agreement is established between the offender and the small group, to include details of pastoral support and conditions on which the offender may and may not be on church premises and share in church activities. If the contract is not accepted by the offender or if the contract is broken, the offender may be banned from church premises/activities. This contract is to include conditions such as which services the offender can attend, whereabouts he or she is to sit and arrangements to use the toilet etc. Please see Appendix 2 for an example of a contract.

**13.8** Part of the agreement with the offender relates to those who need to know their background. Key people, for example, leaders of children's groups may be made aware.

**13.9** Consideration shall be given to the possible presence of victims or survivors of the offender within the church. This may lead to the offender being required to attend a different church.

**13.10** Awareness should be shown during services etc for those known to have suffered abuse. Sensitivity should be shown in the use of language in services/songs if it is known beforehand that it is likely to trigger painful memories. (see "Tracing Rainbows" Report to Methodist conference 2006).

## 14. Adult to child ratios

14.1 The following adult-child ratios are to be used. There must be a minimum of 2 leaders present at all times. Leaders related or in a relationship should count as one person.

Age Range	Minimum Ratio (The Children Act)	Recommended Ratio (NSPCC)
0-2 years	1 : 3	1 : 3
2-3 years	1 : 4	1 : 4
4-8 years	1 : 8	1 : 6
9-12 years	1 : 10	1 : 8
13-18 years	1 : 10	1 : 10

1.

14.2 Further detailed advice and information is available in the Methodist church publication 'Methodist Safeguarding Handbook'.

14.3 NOTE: Any other organisations that meet on Church premises, e.g. Guiding and Scouting (even when they are sponsored), are not authorised by the church. These organizations should be regarded in the same way as other users and hirers and have a responsibility to abide by their own safeguarding policy. The CC should ensure that such organisations have appropriate safeguarding policies.

**App.1 Responding to Abuse. Workers Action Sheet**

<b>Name and contact details of child / young person / vulnerable adult subject of concern / at risk:</b>	
<b>Name and contact details of parent / guardian / carer of above named;</b>	
<b>Name and contact details of worker / member /attendee causing concern:</b>	
<b>Name and contact details of parent / guardian / carer of above named;</b>	
<b>Position and church of person causing concern:</b>	
<b>Nature of Concern: (The Allegation / Behaviour / Risk that is causing concern):</b> (Names of principle parties are essential. If you have not done so make a factual written record of your observations and any conversations - sign and date it)	
<b>Who have you spoken to about your concerns?</b>	
<b>Child / young person / vulnerable adult subject of concern / at risk:</b>	<b>Yes / No</b>
<b>Senior staff / line manager Position: Name:</b>	<b>Yes / No</b>
<b>Contact details of senior staff / line manager:</b>	
<b>Adult/Childrens Services</b>	<b>Yes / No</b>
<b>Police</b>	<b>Yes /no</b>
<b>Probation</b>	<b>Yes / No</b>
<b>Name / Position / Contact details of persons contacted:</b>	
<b>Initial Report compiled by: Signature: Date and time:</b>	
<b>Action / Feedback at Circuit / District Level:</b>	
<b>Name / contact details of person taking action:</b>	

<b>Signature of line manager:</b> <b>Signature</b> <b>Date and time:</b>	
--	--

Form to be emailed to DSO

[districtsafeguarding@methodist-nd.org.uk](mailto:districtsafeguarding@methodist-nd.org.uk)

## App. 2 Example of Sex Offender Contract

*NB This is an EXAMPLE ONLY and will need to be tailored to each situation.*

### This is a Confidential Document (Page One)

### Contract between ABC Church and XYZ

Copies to be kept only by members of Covenant of Care Group, XYZ, the District Safeguarding officer (DSO) Connexional safeguarding team, and any statutory agencies involved .

#### Contract between ABC Church and XYZ

- ABC is pleased that XYZ has expressed a desire to attend public worship, and will do everything possible to support them and their family.
- This contract is to enable this to happen, by clarifying the terms on which XYZ is involved in the life of this church.
- A COCA Group will be set up, which will meet with XYZ from time to time to review the covenant of care agreement (COCA).
- Any discussion held by the group will be deemed to be confidential.
- Information will be shared on a need to know basis.
- The group will make such arrangements as may be necessary when individuals cease to be available to form part of the group.
- Pastoral Support for XYZ will be through this group.
- Initially XYZ's contact with the COCA Group will be through the Minister at ABC.



**This is a Confidential Document (Page Two)**

**Contract between ABC and XYZ**

ABC - Risk Assessment of Example Building.

The building has a network of corridors, with doors leading off them, which it is deemed may place XYZ in danger of suspicion/false allegation, or in breach of his/her license.

- XYZ will only be permitted into the vestibule, via the double doors on Some Street, and thence through the single left hand door into the worship space.
- XYZ will be met by a member of the COCA Group, no more than fifteen minutes before the start of worship, and must be seated five minutes before the commencement of worship, usually 10.30am each Sunday, (this may be subject to variation from time to time).
- XYZ will sit on the left hand side of the worship space, looking towards the front, in one of the five back pews.
- XYZ will have use of the toilet facility which lies between the vestibule and the parlour, and will be accompanied to that facility, currently designated as a toilet for use by the disabled. The person accompanying him/her will remain in the area between the vestibule and the parlour, by the single outside door on to Some Street, to accompany XYZ back to his seat, or out of the building by the single outside door.
- XYZ may stay for coffee after the service, with the agreement of the group, but will not go to the front of the worship space where coffee is served through the hatch; coffee will be brought to him/her.
- XYZ may not use the single door at the front of the worship space on the right, leading to the corridor off which the boiler room and the vestry are situated.
- XYZ may not have access to the balcony, the Upper Room, or the Organ Loft, without express permission of the COCA Group.
- XYZ may only attend other ABC Church activities after individual risk assessment has been made, and permission given by the COCA Group.

**This is a Confidential Document (Page Three)**

**Sample Contract between ABC and XYZ**

1. I will never allow myself to be in a situation where I am alone with children, young people and vulnerable adults.
2. Having been met by a member of the Covenant of Care Group, I will sit where directed in the worship area, in the left rear pews, and will not place myself in the vicinity of children, young people and vulnerable adults.
3. I will sit in the seat with my wife/husband, and if she/he is unable to be present, will notify the COCA Group.
4. I will not enter any areas of the building other than the vestibule, worship area, and the link between the vestibule and the parlour in order to use the toilet facility, unless expressly permitted to do so by the COCA Group, as outlined in the Risk Assessment Document (Page Two).
5. I will not attend any meetings, functions, of ABC Church on, or off the premises, without the consent of the COCA Group, as outlined by the Risk Assessment Document (Page Two).
6. I will decline any invitations of hospitality where there will be children, young people, or vulnerable adults present.
7. I accept that a member of the COCA Group will sit with me during' church activities, accompanying me if I need to use the toilet facility.
8. I accept that the COCA Group will designate the individual(s) who will provide me with Pastoral Care, and that it may be necessary for the individual(s), to seek Pastoral Support for themselves as a result of providing such care for me.
9. I accept that anyone sitting with me, or accompanying me, will know that I am a Schedule 1 Sex Offender released on license under the terms of the Sex Offenders Act.
10. I accept that there are certain people who will need to be told of my circumstances in order for them to protect the children, young people, vulnerable adults for whom they care.
11. I accept that contact will need to be made with my probation officer, who will meet with church leaders or members of the COCA Group as and when necessary.
12. I understand that if I do not keep to these conditions, then I may be prohibited from entering the premises of ABC Church, and, in such circumstances the church leaders may choose to inform the statutory agencies, (e.g.: Probation Service, Police, Social Services), and any other relevant organisation, and the church congregation.
13. I understand that any other concerns as to my conduct will be taken seriously and reported.
14. I understand that I am barred from holding any position within the Methodist Church.

**This is a Confidential Document (Page Four)**

**Contract between ABC and XYZ**

15. I understand that this contract between ABC and me, (XXX), will be reviewed regularly, initially every three months, and will remain for an indefinite period.

Signed by

XXX XXXXXXXX XXXXXXXX

Signed on behalf of ABC by:

(Minister)

Names and signatures of other group members go here.

Dated:

App 3. Self Declaration Form

ABC CHURCH

SELF DECLARATION FORM FOR PERSONS BEING APPOINTED  
TO AN OFFICE DUTY OR RESPONSIBILITY

NAME OF PERSON

OFFICE DUTY OR RESPONSIBILITY

Your name has been put forward for the position stated above.

Having regard to the Safeguarding policy of the Methodist church you are asked to sign the declaration below.

I AM AWARE OF THE CHURCHES POLICY TO SAFEGUARD THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND VULNERABLE ADULTS AND THE TERMS OF STANDING ORDER 010. I KNOW OF NO REASON WHY I CANNOT FULFILL THE OFFICE DUTY OR RESPONSIBILITY NAMED ABOVE.

SIGNED

DATE

*Standing Order 010. Qualification for Appointment.*

*(2(ii))*

*No person who has been convicted of or who has received a formal caution from the police concerning sexual offences against children shall be appointed to any office, post or responsibility or engaged under any contract to which this sub-clause applies.*

## App 4. Key Holder Form

### ABC METHODIST CHURCH - FORM FOR KEY-HOLDERS

Name of Key Holder

Your name has been put forward as a key holder to our premises on behalf of:

Date of training:

Key Tag Number:

#### Keys Allocated:

Alarm Locks	Main Door - alarm	
	Sanctuary - alarm	
Suited	Master	
	Stewards	
	General	
Admin Office		
Minister's Office		
Outside	Main gate	
	Courtyard gate	
Power Assisted Door controller		
Lift		

Stores in sports hall	1. Scouts store	
	2. Children's equipment store	
	3. Youth Club store	
Downstairs stores	6. Playgroup store	
	7. Shared store	
	8. Lower Hall store	
Upstairs stores	15. Room 1 store	
	12. Hall store	
	11. Room 4 store	
	Mezzanine	
	14. Secure store	

Before the keys can be issued you are asked to sign the declaration below and acknowledge the conditions of issue. This is to help carry out the policy of the Methodist Church to safeguard the children and young people and vulnerable adults in its care.

I have never been convicted or cautioned concerning any offence against children, young people or vulnerable adults.

**SIGNED**

**DATE**

*These keys are issued to you under the following conditions.*

1. You shall not have any copies made from these keys
2. These keys should not be lent to anyone else.
3. On completion of your term of office these keys shall be returned to the Church Administrator and not be handed over to another person.

I accept the above conditions of issue.

**SIGNED**

**DATE**

**App 5. Example of Photography Consent Form**

**PARENTAL CONSENT FORM FOR USE OF PHOTOGRAPHS AND DIGITAL IMAGES**

At ABC Methodist Church, we take the issue of child safety very seriously, and this includes the use of images of children. We occasionally include images of children in publications, on our website and around the church building, but we have a duty of care, which means that children must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to the church taking and using photographs and images of their children. Any use of images at ABC must comply with this Policy. We will never include the full name of a child alongside an image.

This consent form will cover all your child’s time at ABC. If in the future you wish to change your authorisation, please inform one of the Safeguarding Team.

Please complete, sign and return this form to the Safeguarding Team via the ABC office.

Name of child(ren): .....

Name of parent or guardian: .....

Address: .....

Date: .....

I consent to photographs, digital images or videos of the child(ren) named above, appearing in Methodist Church printed publications or websites or displayed within the church. I understand that the images will be used only for church purposes and that the identity of my child will be protected. I also acknowledge that the images may also be used in and distributed using other media.

Signed: .....(parent/guardian)

## App 6. Example of Photography Notice for Church Events

(To be displayed at Events)

### ABC Event - Notice about Photographs

- It is possible that during this event, your child/young person below the age of 18 may be photographed or recorded. The Methodist Church will take all steps to ensure that these images are used solely for the purposes that they are intended which is the promotion and celebration of the Methodist Church.
- 
- If you become aware that these images are being used inappropriately you should inform an official as soon as possible.
- 
- If you would like a detailed copy of our guidelines, please contact.....
- 
- If you would prefer that your child's photograph is not taken and used for these purposes please advise .....as soon as possible.

### Guidelines for Photographers at Church Events

(To be given to appointed photographer)

- Do not photograph any child who has asked not to be photographed or who is under court order (where it 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.



**App 7. Example of Permission Slip for Off-Site Events**

Dear Parent

Your child is currently attending the club/group .....

On the ..... / ..... / ..... this group will be having an offsite trip to: .....

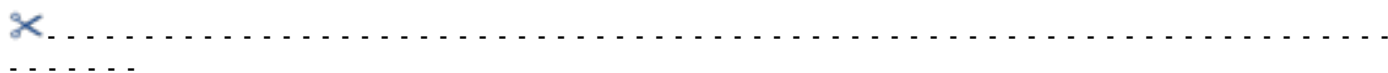
Address .....

.....

The cost of the activity will be £\_\_\_\_\_. The activity will start at \_\_:\_\_ and will end at \_\_:\_\_.

Please make arrangements to have your child/children dropped off and picked up from the event.

Please fill in the detachable permission slip and return it to the aforementioned leader by.....



I give permission for my son/daughter (s) \_\_\_\_\_ to attend the \_\_\_\_\_ group/club activity to \_\_\_\_\_, on the ..... / ..... / .....

If you should need to contact me for any reason while my child is in your care, my emergency contact number during the event is ..... or .....

Please be aware of the following issues that my child may have for this particular event (i.e. non swimmer, fear of heights , medical issues etc) .....  
.....  
.....  
.....  
.....

Name of Parent / Carer

Signed

Date

## **App 8. Guidelines for Individual Workers**

### **You should:**

- Treat all children and young people with respect & 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.
- Record any incidents of concern and give the information to your Group Leader. Sign and date the record.
- Always share concerns about a child or the behaviour of another worker with your group leader and/or the safeguarding representative.

### **You should not:**

- Initiate physical contact. Any necessary contact (e.g. 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 e.g. 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

RECRUITING SAFELY

Safeguarding Form A Part I

**CONFIDENTIAL**

## Registration form for voluntary workers with children, young people or vulnerable adults

Church councils are responsible for safely recruiting workers with children, young people and vulnerable adults. Please complete this form as your first step in offering to help.

Full name

Former name

Date of birth

Telephone Day  
Evening  
Email

Home address  
  
Postcode

How long have you lived at the above address?  
*If less than twelve months please give the following information:*  
Previous address  
  
How long there?  
Church attended  
Name of minister

Current church

Current circuit

**References**

Please give the name, address, telephone number and position or relationship of two people who know you well, including one who has managed or supervised your work with children, young people or vulnerable adults.

1.

2.

Please give details of previous experience of looking after or working with children, young people or vulnerable adults (as relevant to this role).

Have you successfully completed one of the following training programmes?

Enclrcled In Care Yes/No

Core training programme Yes/No

Spectrum Yes/No

Creating Safer Space – Basic Safeguarding module or equivalent Yes/No

Other modules or top-up training Yes/No

Are you prepared to undertake appropriate training? Yes/No

Are you prepared to undertake further training as agreed or as the Methodist Church requires? Yes/No

(Note: If you decline to undertake initial training or further training the church council will be entitled to withdraw your authority to work with children, young people or vulnerable adults.)

Please give details of any relevant qualification(s) or appropriate training for this work.

**Methodist Standing Order 660 states:**

1. Persons offering, or being invited, to serve as workers with children and young people shall be accepted as candidates by the Church Council.
- 1A The persons eligible for acceptance under clause (1) above are those who are members in the local church or elsewhere in the Connexion or in another Methodist church or are within category (ii) or (iii) of Standing Order 606(1).
2. Normally they shall be at least 16 years of age for work with children and at least 18 years of age for work with young people.
- 2A They shall be required to complete an application form and to accept and sign a form containing their job description and committing them to protect children and young people from harm in accordance with the policy of the Church.
3. They shall enter upon a probationary period, which will normally be 12 months.
4. They shall agree to undertake preparation for service applicable to the work they wish to do.

**THIS FORM MUST BE RETAINED IN A SECURE, CONFIDENTIAL MANNER BY THE CHURCH COUNCIL SECRETARY OR THE MINISTER WITH PASTORAL CHARGE, OR MINISTER WITH SPECIFIC DELEGATED PASTORAL RESPONSIBILITY.**

*This blank form may be photocopied and is also available to download from the website: [www.methodistchurch.org.uk](http://www.methodistchurch.org.uk)*

**NB All information will be held in accordance with the Data Protection Act 1998**

**Form A – Part 2 Volunteer Agreement and Form X Confidential Declaration must also be completed**

