

Littleover Methodist Church Safeguarding Policy



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1. Policy Statement

LMC 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 at risk of harm;
- work to **prevent** abuse from occurring;
- seek to **protect** and respond well to those that have been abused.
- Take care to identify where a person may pose a risk to others and offer support to them whilst taking steps to mitigate such risk.

LMC Church affirms that safeguarding is a shared responsibility. Everyone associated with ABC Methodist Church who comes into contact with children, young people and adults at risk of harm has a role to play.

We will therefore:

Promote a safer environment and culture

(See Sections 5,6,7,8,12,14 & Appendices 3,4,5,6,7)

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

(See Sections 2,3,4 & Appendices 8,9)

Respond promptly to every safeguarding concern or allegation

(See Sections 9,10,11 & Appendix 1)

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

(See Section 15)

Respond to those who may pose a safeguarding risk to other people

(See Section 13)

Care for those who are subject to concerns or allegations

(See Section 16)

LMC Methodist Church appoints Andy Sutherland as Church Safeguarding Officer who can be contacted on 0782 8883454 Or The Minister

Date policy approved at Church Council 13 March 2018 Date for review March 2019

The District Safeguarding Officer is Rev Susan McIvor districtsafeguarding@methodist-nd.org.uk
07434 284633.

In order to ensure effective implementation of this policy, ABC Methodist Church Council will

- Ensure that all office holders have a copy of the policy.
- Promote and publicise this policy; display copies of the policy/policy statement on noticeboards as appropriate.
- Communicate the Church's safeguarding message as reflected in the policy.
- Assess how well the policy is being implemented.
- Undertake an annual review of the policy.

For further or more detailed information please check the Safeguarding Policy, Procedures and Guidance for the Methodist Church which can be found at:

<http://www.methodist.org.uk/media/2660915/Methodist%20Safeguarding%20Policy%20Procedures%20and%20Guidance%202017.pdf>

You should also check for updates before reviewing this policy. Circuit Safeguarding Officers will be notified of changes as we become aware of them.

The Methodist Church recognises various forms of abuse which may include

- Sexual
- Physical
- Emotional
- Neglect
- Financial
- Institutional
- Spiritual
- Domestic violence
- Modern slavery
- Online abuse
- Child sexual exploitation
- Female genital mutilation
- Trafficking
- Stalking and harassment
- Self neglect
- Radicalisation

(See Creating Safer Space Foundation Module for more information).

Definitions:

Child

Anyone who has not yet reached their 18th birthday (*Working Together to Safeguard Children 2015*)

Adult at risk of harm/ vulnerable adults

Any adult aged 18 or over who, due to disability, mental function, age, illness or traumatic circumstances, may not be able to take care or protect themselves (CCPAS).

2. Appointment of Workers

2.1 The procedure for appointment complies with the guidelines laid out in the Methodist Church's "Safeguarding Policy, Procedures and Guidance for the Methodist Church"

Guidance on Safer Recruitment can be found at...

http://www.methodist.org.uk/media/1815372/joint_policy_on_safer_recruitmentmarch2015.pdf

Guidance on DBS checks is available at...

<http://www.methodist.org.uk/media/1893017/Practice%20guidance%20DBS%20checks%20Aug%202015.pdf>

This procedure must be followed for all appointments.

2.2 All people nominated or holding positions in the Methodist Church must sign a Confidential Declaration Form as per <http://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/recruitment-dbspvg-forms-etc/forms/confidential-declarations-replaced-form-c-and-x/>

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' 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 children, 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 a Confidential Declaration before starting the DBS process. See <http://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/recruitment-dbspvg-forms-etc/forms/confidential-declarations-replaced-form-c-and-x/>

2.5 A (DBS) Disclosure must be obtained specifically for the work for the Church (for the level of checks required, see Section 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 4 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 simple or conditional caution from the Police concerning an offence mentioned in Schedule 1 to the Children and Young Persons Act 1933 (as amended) or who otherwise poses a risk to children, young people or vulnerable adults shall undertake work with children, young people or vulnerable adults in the life of the Church;

(ii) no person who has been convicted of or has received a simple or conditional caution from the police concerning sexual offences against children or vulnerable adults shall be appointed or re-appointed to any office, post or responsibility or engaged or re-engaged under any contract to which this sub-clause applies, unless authority for the appointment or employment has been obtained under clause (5) below. (CPD 2016).

2.9 It is important to forward plan for all events. However, on rare occasions, it may be necessary to bring in a volunteer at short notice, who has not been safely recruited by the Church. On these one off occasions, a current clear DBS certificate from another organisation will be acceptable. One-off should be defined as one occurrence in a 6 month period. Only one person should be allowed under this exception per event.

3. Allocation of roles for safer recruitment purposes.

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).

See Appendix 11 for cross referencing of roles for Due Diligence Checking DBS purposes..

- *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 2am and 6am.
- Sunday School Leaders.
- Leaders of midweek youth/children's groups.
- Minister.
- Youth and Children's Ministry Leader.
- Messy Church leaders.
- Leaders 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 **overnight** residential trips with children or vulnerable adults.
- **Drivers and Escorts for Children, Young People and Vulnerable adults, where the driving is organised by the Church.**
- **Pastoral Visitors, where the role includes feeding, physical care, or assistance with financial matters.**

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, **members of Monitoring and Support Groups.**
- 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.
- Local preachers
- **Pastoral Visitors (if not in group one)**
- **School visitors on behalf of the Church**
- **Messy Church helper, where parents always present**
- Worship Leaders.
- Local Preachers (this will be a circuit responsibility).
- People on the coffee rota.
- People on the Prayer Ministry Team.
- House Group Leaders
- Alpha Leaders (or leaders of other discipleship groups).
- **Drivers for Church activities (not vulnerable)**

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 3):

- Church Cleaner/**flower arranger/gardener/caretaker/shop staff.**
- Musicians.
- **Church Administrator.**
- PA (sound and visual) Operatives.
- People in peer support/self help groups.

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 applicant's 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 Policies, Procedures & Guidance Form A Part 1.
2. Safeguarding Form A Part 2.
3. Two personal references.
4. Confidential Declaration Form. <http://www.methodist.org.uk/for-ministers-and-office-holders/safeguarding/recruitment-dbspvg-forms-etc/forms/confidential-declarations-replaced-form-c-and-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, eg. 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, and challenge inappropriate touch between attendees.
- 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.
- Physical punishment of a child is illegal.

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 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 (eg. Facebook) and instant messaging (eg. MSN), they should adhere to the following guidelines:

- Where possible, make sure that all communication on internet sites such as Facebook are 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 (eg. 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.*
- See social media guidelines for work with young people. <http://www.methodist.org.uk/media/1465950/Social-Media-Guidelines-for-workers.pdf>

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.

8.7 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 MAY BE 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

Children may find it easier to talk to someone they don't know. Childline posters should be displayed in places where children can see them (eg. inside toilet doors and notice boards at child height) Available from https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwjgZmP2_VAhVHGSAKHf4aBAwQFggoM_AA&url=https%3A%2F%2Fwww.nspcc.org.uk%2Fservices-and-resources%2Fresearch-and-resources%2Fchildline-posters-wallet-cards%2F&usg=AFQjCNHISck-pfEd9G5FUJlCrJXpUbHqQQ

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 person's own words as far as possible. Do not ask the person to sign the record. Sign and date it yourself, and record where the conversation took place.

10.5

All concerns should be directed to the District Safeguarding Officer.

- Recognise
- Respond
- Record
- Refer

Contact the District Safeguarding Officer on 07434 284633

districtsafeguarding@methodist-nd.org.uk

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 (telephone number.....) 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:

Parental consent must be obtained prior to taking any child in any vehicle.

- 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.
- Another leader must be informed when taking young people/vulnerable adult in a leader's car.
- Drivers must be at least 21, and have held a full driving licence for a minimum of 2 years.
- 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 (eg. not 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 Young people and children should be designated separate toilet facilities from those used by adults. 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.

Consideration may be given to making a temporary sign to attach to the outside of a communal toilet door, explaining that this toilet facility is for the time being restricted to the use of children and young people, and advising of the location of the nearest toilet for adult use.

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.

12.16 Unaccompanied Children

Children and young people arriving at a church service on their own, remain the responsibility of their parents or guardians whilst in the part of the church building deemed to be a public place, including worship. The church would assume responsibility for such children once they leave the public area to go to a part of the church building which would be classed as a private area, such as a school room or teaching area. The group leader or teacher would be the responsible person in such circumstances. Permission should be obtained from a child's parent or guardian prior to their going in to such an area. This will also apply to mid-week groups.

12.17 Visiting adults who may be vulnerable.

It is good practice for the minister and pastoral secretary to identify those on the Church roles who are especially vulnerable. Extra precautions should be taken when visiting such people. This may mean meeting in a public space, or taking a second person on the visit. This person should not be a spouse or other person you are in a close relationship with.

13. Responding to those who may pose a safeguarding risk

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: The DSO must always be notified.

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 at certain times 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 need to 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. Safe working practices for groups, children, young people and adults

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

14.2 Further detailed advice and information is available in Safeguarding Policy, Procedures and Guidance for the Methodist Church. <http://www.methodist.org.uk/media/2660915/Methodist%20Safeguarding%20Policy%20Procedures%20and%20Guidance%202017.pdf>

14.3 NOTE: Any other organisations that meet on Church premises, eg. Guiding and Scouting (even when they are sponsored) are not authorised by the church. These organisations should be regarded in the same way as other users and hirers and have a responsibility to abide by their own Safeguarding Policy. Hirers need to complete Form E. A copy of this policy should be given to the hirer (electronic is acceptable). The Church Council should ensure that such organisations have appropriate Safeguarding Policies, which must be at least as robust as the Church's policy. Guidance can also be found in the Safeguarding Policy, Procedures and Guidance for the Methodist Church.

14.4 Every worker should be issued with guidelines for safer working, see Appendix 8.

14.5 There should be a 3 year age gap between the oldest child and the youngest leader within any group. An exception to this would be a person undertaking an internship or relevant childcare or youth work training programme. Any person under 18, even if classed as a leader, will count as a child for the purpose of ratios.

15. Caring for those who have suffered abuse

ABC Methodist Church recognises that abuse of an individual by someone within a church context can have a negative impact not only on 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. ABC Methodist 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.

People 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. Confidential advice should be sought from the District Safeguarding Officer.

16. Care for those who are subject to concerns or allegations

ABC Methodist 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 may pose a risk, to worship and be a part of the church community. Advice must always be sought from the District Safeguarding Officer.

For those with a criminal conviction or caution for a sexual offence, Standing Order 010 sets out the need for permission to be obtained for such people to hold office, role or responsibility within the church. Contact the District Safeguarding Officer for further advice.

The process described in Section 13 should be used to manage people who present a safeguarding risk.

App.1 Responding to Abuse: Workers' Action Sheet

Name and contact details of child / young person / vulnerable adult subject of concern / at risk:	
Name and contact details of parent / guardian / carer of above named:	
Name and contact details of worker / member / attendee causing concern:	
Name and contact details of parent / guardian / carer of above named:	
Position and church of person causing concern:	
Nature of concern: (The allegation / behaviour / risk that is causing concern): (Names of principal parties are essential. If you have not done so make a factual written record of your observations and any conversations - sign and date it)	
Who have you spoken to about your concerns?	
Child / young person / vulnerable adult subject of concern / at risk:	Yes / No
Senior staff / line manager Position: Name:	Yes / No
Contact details of senior staff / line manager:	
Adult/Children's Services	Yes / No
Police	Yes / No
Probation	Yes / No
Name / position / contact details of persons contacted:	
Initial report compiled by: Signature: Date and time:	
Action / feedback at Circuit / District level:	
Name / contact details of person taking action:	

Signature of line manager: Signature: Date and time:	
---	--

Form to be emailed to DSO

districtsafeguarding@methodist-nd.org.uk

App.2 Example of a Safeguarding 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 licence.

- 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 licence 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 and 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, (eg.: 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, Procedures and Guidance 2017 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, YOUNG PEOPLE AND VULNERABLE ADULTS AND THE TERMS OF STANDING ORDER 010. I KNOW OF NO REASON WHY I CANNOT FULFIL 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, 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.
1. These keys should not be lent to anyone else.
2. 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 someone from 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 adviseas 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 a 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:

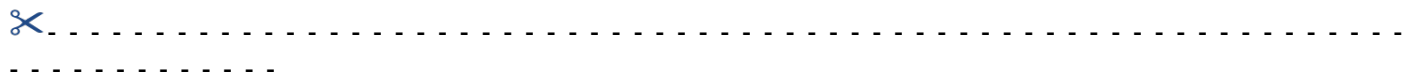
Address

.....

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 (ie. 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 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.
- 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 (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, except in exceptional circumstances, eg. parents fail to collect children and no other arrangements can be made. The decision must be recorded and shared with an appropriate person at the earliest opportunity.
- 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.

<p>Full name</p>	<p>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.</p> <p>1.</p> <p>2.</p>
Former name	
Date of birth	
<p>Telephone Day</p> <p>Evening</p> <p>Email</p>	
Home address	
Postcode	
<p>How long have you lived at the above address?</p> <p><i>If less than twelve months please give the following information:</i></p> <p>Previous address</p> <p>How long there?</p> <p>Church attended</p> <p>Name of minister</p>	
Current church	
Current circuit	

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?

Enclircled 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

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

CONFIDENTIAL

A model form for users and hirers of Methodist premises

NB A full model licence/hiring agreement is available from the Trustees for Methodist Church Purposes (TMCP).

As the people of the Methodist Church we are concerned with the wholeness of each individual within God's purposes for everyone. We are committed to:

- the care and nurture of, and respectful pastoral ministry with, all children, young people and all adults
- the safeguarding and protection of children, young people and all vulnerable adults

It is the responsibility of each one of us to prevent physical, sexual or emotional abuse of children and young people and to respond quickly when this occurs.

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).

Name of church	
Date/s of use	Time/s of use
Age range of participants	Nature of use <i>(please give brief details of activities)</i>
Address	
Telephone number	
<p>Number of adult leaders/helpers <i>(working directly with children, young people or vulnerable adults, or supervising and managing those who do)</i></p> <p>One person from this group will also be required to be the nominated key holder (for regular hire only) and sign a key holder declaration – form D. In exceptional cases two key holders may be allowed.</p> <p>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.</p>	
<p>I declare that I am familiar with 'Safeguarding Good Practice' – the safeguarding policy of the Methodist Church</p> <p>Signed</p> <p>Date</p> <p>On behalf of <i>(name of group/hiring organisation)</i></p>	

This blank form may be photocopied and is also available to download from the website: www.methodistchurch.org.uk

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

Appendix 11. Church roles in relation to DDC role description

DDC role description	Church role
Charity Trustee	Church Council member (all can be checked, minimum of 3 MUST be checked)
Children young people church paid worker	
Children young people church paid worker (regulated activity)	Children and Families Workers, Church employed schools workers,
Children young people church volunteer	Messy Church helper where parents are present Toddler group helper where parents are present and volunteer never unsupervised (eg. never takes children to toilet)
Children young people church volunteer (regulated activity)	<ul style="list-style-type: none"> • Sunday School leaders • leaders of mid-week children's groups • youth and children's ministry leaders • Messy Church leader • Parent and Toddler group leader • leaders of playgroups run by the church, • holiday club leaders • children's group leaders where the work brings them into unsupervised contact with children or young people • Leaders on overnight/residential trips with children or young people • Drivers and escorts of children and young people where the driving is organised by the church
Children young people vulnerable adults volunteer (regulated activity)	Music group leader where the group is wholly or mainly of children and vulnerable adults
Children young people vulnerable adults volunteer	<ul style="list-style-type: none"> • Steward • Door steward (who have regular contact with the same group of people) - children should only assist as part of their own family • Coffee rota volunteers (who have regular contact with the same group of people) • Drivers for church activities
Children young people vulnerable adults worker	
Children young people vulnerable adults worker (regulated activity)	
Church bus driver volunteer	
Church bus driver volunteer (regulated activity)	
Church or circuit safeguarding officer (paid)	
Church or circuit safeguarding officer (volunteer regulated activity)	Where the role involves meeting and supporting vulnerable groups, including advice giving

Church or circuit safeguarding officer volunteer	Where the role is mainly an administration/training role
Local Preacher or Worship Leader	
Local Preacher or Worship Leader (regulated activity)	Where the work is wholly or mainly with children, young people or vulnerable adults
Minister (TO BE REQUESTED THROUGH SPECIFIC MINISTER ACCOUNT)	Presbyters and Deacons
Minister or Supernumerary Minister (paid)	
Supernumerary Minister (paid)	
Supernumerary Minister (volunteer)	
Vulnerable adults volunteer	Pastoral visitors leaders of lunch clubs that are for vulnerable adults Members of Safeguarding Monitoring and Support Groups Prayer ministry team members House group leaders Alpha group leaders/ Discipleship volunteers
Vulnerable adults volunteer (regulated activity)	<ul style="list-style-type: none"> • leaders on overnight/residential trips with vulnerable adults • Pastoral visitors where the role includes direct feeding, physical care or assistance with financial matters • Drivers and escorts of vulnerable groups (adult) where the driving is organised by the church
Vulnerable adults worker	
Vulnerable adults worker (regulated activity)	

Roles which do not require a DBS because they are deemed to have no contact with vulnerable groups are below. However, each role must be assessed for contact with vulnerable groups by the local church. If it is likely there is contact then a DBS check should be considered and an appropriate category for application chosen.

- Flower arrangers
- Church cleaners
- Gardeners
- Musicians
- Church administrators
- People who are part of peer/self-help groups
- PA (sound and visual) operatives
- Shop staff
- Caretakers

